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IRS

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
## Return of Organization Exempt From Income Tax
**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)**

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990 All other organizations with gross receipts less than $500,000 and total assets less than $1,250,000 at the end of the year may use this form

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

**2009**

**Open to Public Inspection**

A For the 2009 calendar year, or tax year beginning JUL 01 , 2009, and ending JUN 30, 2010

B Check if applicable
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

Please use IRS label or print or type See Specific Instructions

C Name of organization, number and street, city, town, state, and ZIP code

LAMBDA DELTA PHI SORORITY

1901 UNIVERSITY AVE SE - SUITE 220
MINNEAPOLIS MN 55414

D Employer identification number: 23-7160361

E Telephone number: 612-624-5015

F Group Exemption Number ▶

● **Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).**

G Accounting method: ☐ Cash ☒ Accrual
Other (specify) ▶

I Website: ▶

H Check ▶ ☒ if the organization is **not** required to attach Sch. B (Form 990, 990-EZ, or 990-PF)

J Tax-exempt status (check only one) - ☒ 501(c)(7 ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Check ▶ ☐ if the organization is not a section 509(a)(3) supporting organization **and** its gross receipts are normally **not** more than $25,000
A return is not required, but if the organization chooses to file a return, be sure to file a complete return

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts. If $500,000 or more, file Form 990 instead of Form 990-EZ ▶ $ 98,436.

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions.)

| | | | | |
|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | 1 | |
| | 2 | Program service revenue including government fees and contracts | 2 | 85,294. |
| | 3 | Membership dues and assessments | 3 | 8,901. |
| | 4 | Investment income | 4 | 194. |
| | 5a | Gross amount from sale of assets other than inventory — 5a | | |
| | 5b | Less: cost or other basis and sales expenses — 5b | | |
| | 5c | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) | 5c | |
| | 6 | Special events and activities (complete applicable parts of Schedule G) If any amount is from **gaming**, check here ▶ ☐ | | |
| | 6a | Gross revenue (not including $ _____ of contributions reported on line 1) — 6a 3,360. | | |
| | 6b | Less: direct expenses other than fundraising expenses — 6b 624. | | |
| | 6c | Net income or (loss) from special events and activities (Subtract line 6b from line 6a) | 6c | 2,736. |
| | 7a | Gross sales of inventory, less returns and allowances — 7a | | |
| | 7b | Less. cost of goods sold — 7b | | |
| | 7c | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) | 7c | |
| | 8 | Other revenue (describe ▶ MISC ) | 8 | 687. |
| | 9 | **Total revenue** Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 ▶ | 9 | 97,812. |
| Expenses | 10 | Grants and similar amounts paid (attach schedule) | 10 | 2,305. |
| | 11 | Benefits paid to or for members | 11 | 26,923. |
| | 12 | Salaries, other compensation, and employee benefits | 12 | |
| | 13 | Professional fees and other payments to independent contractors | 13 | 3,737. |
| | 14 | Occupancy, rent, utilities, and maintenance | 14 | 58,476. |
| | 15 | Printing, publications, postage, and shipping | 15 | 440. |
| | 16 | Other expenses (describe ▶ MISC, BANK S/C ) | 16 | 674. |
| | 17 | **Total expenses.** Add lines 10 through 16 ▶ | 17 | 92,555. |
| Net Assets | 18 | Excess or (deficit) for the year (Subtract line 17 from line 9) | 18 | 5,257. |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | 19 | 59,739. |
| | 20 | Other changes in net assets or fund balances (attach explanation) | 20 | (1.) |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ | 21 | 64,995. |

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**Part II Balance Sheets.** If Total assets on line 25, column (B) are $1,250,000 or more, file Form 990 instead of Form 990-EZ

| (See the instructions for Part II) | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | 61,708. | 22 | 64,829. |
| 23 | Land and buildings | | 23 | |
| 24 | Other assets (describe ▶ SEE STATEMENT ) | 12,973. | 24 | 10,355. |
| 25 | **Total assets** | 74,681. | 25 | 75,184. |
| 26 | **Total liabilities** (describe ▶ SEE STATEMENT ) | 14,942. | 26 | 10,189. |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 59,739. | 27 | 64,995. |

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P 2 NE

**Part III Statement of Program Service Accomplishments** (See the instructions for Part III)

What is the organization's primary exempt purpose? SOCIAL CLUB

*Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.*

**Expenses** (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28 PROVIDING COLLEGIATE SORORITY HOUSING, ACTIVITIES, AND ENVIRONMENT

(Grants $ ) If this amount includes foreign grants, check here ▶ ☐ 28a

29

(Grants $ ) If this amount includes foreign grants, check here ▶ ☐ 29a

30

(Grants $ ) If this amount includes foreign grants, check here ▶ ☐ 30a

31 Other program services (attach schedule)

(Grants $ ) If this amount includes foreign grants, check here ▶ ☐ 31a

32 **Total program service expenses** (add lines 28a through 31a) ▶ 32

**Part IV List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated (See instructions for Part IV)

| (a) Name and address | (b) Title & average hours per week devoted to position | (c) Compensation (If not paid, enter -0-.) | (d) Contributions to employee benefit plans & deferred comp | (e) Expense account and other allowances |
|---|---|---|---|---|
| BRIANNA DRESSEN<br>1381 N CLE SAINT PAUL MN 55108 | PRESIDENT | 0 | | |
| MEGAN HERBERG<br>1381 N CLE SAINT PAUL MN 55108 | 1ST VP | 0 | | |
| BRANDI MODENE<br>1381 N CLE SAINT PAUL MN 55108 | 2ND VP | 0 | | |
| EMILY ACHEN<br>1381 N CLE SAINT PAUL MN 55108 | SECRETARY | 0 | | |
| ELINOR OPITZ<br>1381 N CLE SAINT PAUL MN 55108 | TREASURER | 0 | | |
| NANCY FABER<br>1381 N CLE SAINT PAUL MN 55108 | PANHEL REP | 0 | | |
| DANA LANDSEIDEL<br>1381 N CLE SAINT PAUL MN 55108 | SCHOLASTIC | 0 | | |
| BRANDI MCDONALD<br>1381 N CLE SAINT PAUL MN 55108 | REP@LARGE | 0 | | |



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**Part V Other Information** (Note the statement requirements in the instructions for Part V )

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity | 33 | | X |
| 34 | Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes | 34 | X | |
| 35 | If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but **not** reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T | | | |
| a | Did the organization have unrelated business gross income of $1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements? | 35a | X | |
| b | If "Yes," has it filed a tax return on **Form 990-T** for this year? | 35b | X | |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Schedule N | 36 | | X |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0 | | | |
| b | Did the organization file Form **1120-POL** for this year? | 37b | | |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return? | 38a | | X |
| b | If "Yes," complete Schedule L, Part II and enter the total amount involved 38b | | | |
| 39 | Section 501(c)(7) organizations Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b 1,725. | | | |
| 40a | Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶ | | | |
| b | Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | |
| c | Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ | | | |
| d | Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization ▶ | | | |
| e | All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | | X |
| 41 | List the states with which a copy of this return is filed ▶ | | | |
| 42a | The organization's books are in care of ▶ ELINOR OPITZ Telephone no. ▶ 320-266-0315 Located at ▶ 1381 CLEVELAND AVE N MN SAINT PAUL ZIP + 4 ▶ 55108 | | | |
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.** | 42b | | X |
| c | At any time during the calendar year, did the organization maintain an office outside of the U.S ? If "Yes," enter the name of the foreign country: ▶ | 42c | | X |
| 43 | Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** - Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 | | | |
| | | | Yes | No |
| 44 | Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44 | | X |
| 45 | Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ | 45 | | X |



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**Part VI** **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46 - 49b and complete the tables for lines 50 and 51.

| | | | Yes | No |
|---|---|---|---|---|
| 46 | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | |
| 47 | Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 | Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a | Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b | If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization If there is none, enter "None."

| (a) Name and address of each employee paid more than $100,000 | (b) Title and average hours per week devoted to position | (c) Compensation | (d) Contributions to employee benefit plans & deferred compensation | (e) Expense account and other allowances |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization If there is none, enter "None "

| (a) Name and address of each independent contractor paid more than $100,000 | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000 ▶

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

**Sign Here**

▶ Signature of officer Date 11/9/10

▶ ELINOR OPITZ TREASURER

Type or print name and title

**Paid Preparer's Use Only**

| | | | |
|---|---|---|---|
| Preparer's signature ▶ | Date 11-4-10 | Check if self-employed ▶ ☐ | Preparer's identifying no (See instr ) P01208125 |
| Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ FRATERNITY PURCHASING ASSOCIATION<br>1901 UNIVERSITY AVE SE RM 220<br>MINNEAPOLIS MN 55414- | | EIN ▶41-0265424<br>Phone no ▶612-624-5015 | |

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☒ Yes ☐ No



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## US 990 Other Assets 2009

| Description | Beginning of year book value | End of year book value | FMV |
|---|---|---|---|
| ACCOUNTS RECEIVABLE | | 6,287. | |
| FPA CORPORATE STOCK | | 25. | |
| INVENTORY FOR USE | | 1,863. | |
| FURNITURE/EQUIPMENT LESS DEPREC. | | 1,180. | |
| FPA REFUNDABLE DEPOSIT | | 1,000. | |
| | | 10,355. | |

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## US 990 Other Liabilities 2009

| Description | Beginning of year book amount | End of year book amount |
|---|---|---|
| MEMBERS DEPOSITS | | 4,300. |
| ACCOUNTS PAYBLE | | 4,088. |
| MEMBERS PREPAID | | 1,801. |
| | | 10,189. |

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**LAMBDA DELTA PHI - GAMMA CHAPTER**
**EI #23-7160361**
**FORM 990EZ - 2009**

Part I, Line 6 - Special Events & Activities

| | Proceeds | Expenses | Net |
|---|---|---|---|
| Philanthropy - Birthday Party | 2,305.00 | - | 2,305.00 |
| Fundraising - Butterbraids | 1,055.00 | 624.00 | 431.00 |
| | 3,360.00 | 624.00 | 2,736.00 |

Part I, Line 10 - Grants & Similar Amounts Paid

| | |
|---|---|
| Second Harvest | 200.00 |
| Station 280 | 100.00 |
| Theresa Fiest-Hoen Memorial Foundation | 2,005.00 |
| | 2,305.00 |

Part II, Line 24 - Other Assets

The taxpayer elects out of the 50% first-year bonus depreciation allowance under IRC Section 168(k) for all eligible asset classes of depreciable property acquired after December 31, 2007. This elections applies to all eligible depreciation property placed in service after December 31, 2007.

| Date | Item | Method/Life | Cost | Prior Dep. | Current Dep. | Accum. Dep |
|---|---|---|---|---|---|---|
| May-07 | Refrigerator | Macrs/7 | 685.49 | 244.82 | 97.93 | 342.75 |
| Nov-07 | Table & Chairs | Macrs/7 | 1,065 32 | 76.09 | 152.19 | 228 28 |
| | | | 1,750.81 | 320.91 | 250.12 | 571.03 |

# LAMBDA DELTA PHI
# GAMMA CHAPTER
**By-Laws**
**Revised April 19, 2010**

I. NAME AND IDEALS

*Section 1:* The name of this organization shall be Gamma Chapter of Lambda Delta Phi.

*Section 2:* The aims of the Gamma Chapter shall be:

A. To provide an opportunity for women of all races, religious, and cultural backgrounds to live, work, and maintain social relations on an equal level.
B. To encourage a high degree of moral and personal integrity.
C. To encourage unity without the loss of individuality.
D. To strive for cultural and intellectual growth.
E. To promote these our ideals beyond the confines of our individual groups.

II. MEMBERSHIP

*In 1996, it was passed that the pledges shall now be referred to as *Phis*, the Junior Actives as *Deltas*, and the Active members as *Lambdas*.

*Section 1:* Active Members' Qualifications and Requirements

A. Any woman, regardless of race, religion, culture, or sexual orientation who is enrolled as a student in the University of Minnesota may be an active member of this organization if she meets all of the standards of membership, has fulfilled her obligation as a pledge of this organization, and has been duly initiated.
B. All active members must maintain a minimum grade point average of 2.5 cumulative and semester. If a member's cumulative grade point average should fall below a 2.5 or semester grade point average should fall below a 2.0, she will be put on Lambda Delta Phi academic probation agreement by the Scholastic Officer. This agreement will be flexible. It is written to include put not limited to listed possible actions that could be taken by the Scholastics Officer to motivate the member to concentrate on improving her GPA. This agreement is then changed either through revision or removal of items in the required area to fit the person that is signing it. The Scholastics Officer will be responsible for all members that are under the academic probation agreement. The President and the Scholastics Officer will be responsible for writing the individual agreements out, with the intent that the President include and removing items from the agreement based on the needs of the chapter and the Scholastics Officer on the need for scholastic improvement.
C. If you are under 2.50 for two consecutive semesters you will be granted suspended or inactive status at the discretion of scholastics chair and president

D. If your semester GPA is under 2.0 for 2 consecutive you will need to go alumni.

1. Members on Lambda Delta Phi academic probation agreement:

a. Will not be considered for an elected office and must drop all elected offices held

b. They shall be required to attend all Monday night meetings, serve on all committee per semester.

c. Will not be permitted to be a Big sister, but can be a Secret Sister if they wish

d. Shall meet with the Scholastics Officer once a month

e. Attend one study session with a university TA or tutor per week

f. Document the required number of study hours per week on the study hour sheet

g. Will not be able to attend informal/formal date party with out being passed by the chapter

1. After completion of Study Hour Record

h. Failure to meet these requirements will result in disciplinary meeting with Exec Council to discuss corrective action.

E. The house should maintain 17 legal binding contracts to live-in each semester. If the live-in chooses to live out of the house, the person needs to find someone to buy her contract or she must pay the remainder of the contract. Semester contracts are available for special circumstances. Housing contracts must be signed by May 1.

F. Members are required to live-in for four semesters. If a member is unable to live-in for four semesters, a letter must be written to the active chapter by the first week of April. At this time the active chapter will decide by a majority vote, if the member will be responsible to fill the contract. If so, the contract is then to be filled by the member. If the member is excused from their contract, it is then the House's (house manager's) responsibility to fill the contract. Only members are allowed to live in the house during the school year. Boarders will be allowed during the summer months so that the house will break even with bills. All boarders will be background-checked by the chapter.

G. All bills are to be zero at the beginning of each semester in order to be active. If this is a problem, the active must present a payment plan to the active treasurer and the alumni treasurer by status voting and show an effort to make payments. If a member of the executive committee has an outstanding bill, the advisor will be incorporated into the executive committee's meeting.

H. No member of another Greek affiliated house at the University of Minnesota may live at Lambda Delta Phi during the active school year.

I. All active members will attend the mandatory Big Five which are: House Cleaning, Preference Tea, Pledge Ceremony, Spring Retreat, and Initiation.

J. All active members will attend 2/3 of planned rushes per semester.

K. All active members are required to do 10 hours of community service per semester. With a maximum of 5 hours of babysitting.

L. Any member or affiliate of Lambda Delta Phi found using or in possession of illegal drugs and/or paraphernalia on Lambda Delta Phi Property, or at a Lambda Delta Phi event shall be subject to deafilliation and their lease shall be terminated.

*Section 2:* Inactive Members' Qualifications and Requirements

A. Active members may be granted inactive status from the Gamma Chapter by presenting their request orally to the chapter or this member may choose someone to speak on her behalf if she is unable to attend the active chapter's meeting. After hearing the request, a majority vote is required via secret ballot by the active chapter to grant this member inactive status. If the request for inactive status is not granted, if the member is ineligible for alumni status, and if the member does not wish to be active, the member will be considered for de-affiliation. A member is only allowed to go inactive one semester on account of financial reasons, and one separate semester for extenuating circumstances.

B. Members of the Gamma Chapter who are married, studying abroad are student teaching, have full time internships, have a cumulative GPA below 2.0 the previous semester, and are undergraduates shall be considered for inactive status. One additional semester will be granted for extreme financial situations.

C. Inactive members cannot attend formal date party. If they wish to attend, they must present their case to the executive council. They may attend no more than five meetings during the semester and will be charged for all sorority events they attend (including meetings).

D. Inactive membership must be applied for during the third week of the semester, otherwise full payment of active fees is required.

E. Inactive members shall by considered ineligible for Active Chapter voting and will have no voice at meetings. However, any inactive that live in the house will be allowed to take part in Vita Grow. They shall only pay the board rate of any LDPhi member, plus $5 for each event attended, or the cost of the activity sponsored by the active chapter.

F. When inactive status is granted or an active who moves out of the house and has a bill, a promissory note will be signed by the person and both the active and alumni treasurer. The treasurers will set the amount and time that a certain amount needs to be paid off. If not paid on time there will be a fine and the bill will be turned over to a collection agency.

G. If an inactive member not living in the house wants privileges such as computer and laundry fee of $20 per semester will be charged. Meals will be charged as to any member not living in the house.

H. Inactive members with a delinquent bill not living in the house cannot have any house privileges and their key will be taken away.

I. Inactive members can request to be on the Lambda Delta Phi Active List serve.

*Section 3:* Suspended Active

A. Active members may be granted suspended active status from the Gamma Chapter by presenting their request orally to the chapter or this member may choose someone to speak on her behalf if she is unable to attend the active chapter's meeting. After hearing the request, a majority vote via secret ballot is required by the active chapter. If the request for suspended active status is not granted, if the member is ineligible for alum status, and if the member does not wish to be active or inactive, the member will be considered for de-affiliation.

B. Active members who will not be attending the University of Minnesota for one or more semesters, because of student teaching, transfers, three or four night classes, those taking less than 13 credits, or based on personal circumstances, may request to have their status suspended for that period. A suspended active will pay 30% of her active bill. The house, in turn, will buy 30% of her formal and date party bill, retain her active classification and may request weekly minutes be sent to her. A suspended member that is still planning on attending the University of Minnesota shall pay the same amount of rent as the other actives, with the exception of not paying the national and chapter dues. A suspended active will be required to attend 5 activities plus the Big Five which are: Preference Tea, Pledge Ceremony, Housecleaning, Spring Retreat, and Initiation.

C. Suspended actives will not be allowed to hold an elected office. If a member holding an elected office is granted suspended active status, a new officer will be elected.

*Section 4:* Alumnae Status Qualifications and Requirements

A. If your semester GPA is under 2.0 for 2 consecutive you need to go alumni.

B. Active members may be granted alumna status from the Gamma Chapter by presenting their request orally to the chapter or this member may choose someone to speak on her behalf if she is unable to attend the active chapter's meeting. After hearing the request, a majority vote by secret ballot is required by the active chapter to grant this member alumna status. If the request for alumna status is not granted and if the member does not wish to be active, suspended active, or inactive, the member will be considered for de-affiliation.

C. To be granted alumna status, the member must have a zero balance on the LDPhi account, and their house keys must be turned in to the house manager.

D. Alumnae status shall be granted to all married undergraduates who have paid life membership dues.

E. Alumnae status shall be granted to an undergraduate who has attained sufficient number of credits needed in her major to graduate and has paid life membership dues.

F. Alumnae status shall be granted to an undergraduate who has one semester's worth of credits left to graduate and has paid her life membership dues.

G. Alumnae status shall be granted to an undergraduate who is no longer enrolled at the University of Minnesota and has paid her life membership dues.

H. Alumnae status shall be granted to an undergraduate who is pursuing higher education after a letter has been written to and approved by the active chapter during status voting.

I. When alumnae status is granted or an active who moves out of the house and has a bill, a promissory note will be signed by the person and both the active and alumni treasurer. The treasurers will set the amount and time that a certain amount needs to be paid off. If not paid on time, there will be a fine and the bill will be turned over to a collections agency.

*Section 5:* De-affiliation

A. Active members must present their case in person to the Executive Council and to the active chapter

B. Once a member is de-affiliated she must return all items with the National Greek letters or insignia, with no refunds.

C. Chapter can ask active/inactive member for de-affiliation for bill complications (outstanding bill, default to pay), disrespect of the aims and ideals of Lambda Delta Phi, and if a Phi does not compete her Delta semester.

III. ELECTION TO PLEDGESHIP AND THE PLEDGE PERIOD

*Section 1:* Procedure for election of pledges.

A. In order to be considered for pledgeship, a woman must be a student of good standing at the University of Minnesota.

B. She shall have attended at least two functions consisting of formal rush or informal visits during the semester in which she is selected.

C. An incoming freshman wishing to pledge must meet the following requirements:

1. Present a high school transcript with a minimum cumulative GPA of 3.2.
2. Present a current class list and meet with the scholastics officer at the time of mid-semester evaluations to evaluate current academic standing.
3. She will be willing to accept responsibilities delegated to her.

4. She will be a representative of Lambda Delta Phi and work towards its goals.
5. She will be able to cooperate with others in the sorority.

D. A woman with a University of Minnesota transcript must meet the following requirements:

1. Present a University of Minnesota transcript with a minimum cumulative GPA of 2.5
2. Present a current class list and meet with the scholastics officer at the time of mid-semester evaluations to evaluate current academic standing.
3. She will be willing to accept responsibilities delegated to her.
4. She will be a representative of Lambda Delta Phi and work towards its goals.
5. She will be able to cooperate with others in the sorority.

*Section 2:* Pledge Period

A. Should a woman accept the invitation to become a Phi of Gamma Chapter, she shall serve a pledge period of a specified length approved by the chapter.

B. All Phis's for the given period shall compose the pledge class.

C. During the pledge period, the Phi shall be required to attend all pledge meetings, become informed of the history, privileges, policies, requirements, and responsibilities of this sorority and shall fulfill obligations set by its actives. The Phi must maintain a grade point average of 2.5, with a minimum of 13 credits.

D. Any Phi who has completed the stated requirements, as presented in full report by the pledge trainer, shall be voted upon by the active sisters of the Gamma Chapter to become an initiate.

E. Voting on prospective initiates shall be done by majority vote and secret ballot and voting will be done before pledge letter is sent and during the final active meeting before initiation.

F. Any initiate, who has completed the state initiation requirements, shall be voted upon by the active members of the Gamma Chapter.

G. Any initiate who has been accepted by the members of Gamma Chapter shall be initiated at formal initiation at the end of informal initiation.

H. A Phi may be asked to re-pledge as many times as feasible.

I. Delta's are required to be active at a Delta the first active semester after initiation unless excused by the Executive Council."

*Section 3:* Procedure for De-Pledging

A. A Phi member who wishes to de-pledge must submit a letter of her intention and reasons to her Big Sis, Pledge Trainer, or President

B. This letter will be read to the membership at the next regular meeting.

C. All LDPhi letters, insignia, books, etc. shall be returned, with no refund.

## IV. ELECTION AND DUTIES OF OFFICERS

*Section 1:* Procedure for election

A. The election meeting shall be decided upon by the Executive Council.

B. The nomination committee of active graduation seniors shall present a slate of candidates for each office two weeks before elections. This slate will be read again the following week and nominations may be added from the floor. On the Election Day, this slate will be read along with any additions and nominations from the floor.

C. All officers shall hold office for a term of two semesters, January to January.

D. In case of vacancy of an officer, the Executive Council will slate a replacement and it will be voted on by the chapter.

E. All elected officers shall be elected by secret ballot.

F. A candidate for office shall be considered elected when she has reviewed a plurality of the secret ballots cast by at least 7/8 of all the active membership, votes to be counted by the Secretary and President.

G. All active members attending the election meeting will be allowed to vote.

*Section 2:* The following officers shall be elected at the election meeting and shall perform these prescribed duties:

A. President

1. Attends all Executive Council meetings.
2. Must live-in unless they have lived-in for 2 years and the house is full.
3. Appoints major committee chairpersons with approval of the Executive Council.
4. Keeps a pertinent file and annual report.
5. Signs all official documents.
6. Presides over all meetings of Gamma Chapter, performing all necessary functions of presiding officers.
7. Serves as an ex-officio member of all committees except the nomination committee.
8. Has the power to call any special meetings deemed necessary.
9. Is responsible for keeping up with alumni relations.
10. Is in charge of all ceremony supplies (candles, etc.).
11. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

B. First Vice President

1. Attends all Executive Council meetings and performs duties of the President in her absence.
2. Coordinates the activities of the local chapter with the National, when necessary.
3. Maintains a file of all information pertinent to the jurisdiction of her office.

4. Is responsible for providing information to the alumna, actives, inactives, pledges, other chapters, and National Officers.
5. Assumes duties of parliamentarian:
    a. Shall be responsible for advising the presiding officer regarding all matters of parliamentary procedure.
    b. Shall maintain the chapter filing cabinet.
    c. Shall keep a current record of constitutional by-laws and policies.
    d. Shall be responsible for reviewing the existing constitution and by-laws of Gamma Chapter and recommend necessary revisions.
    e. Shall keep and enforce policies on risk management and hazing.
6. Find one speaker to speak to the active chapter each semester.
7. In charge of mid-semester evaluations and committee reports.
8. Relays comments from mid-semester evaluations to members.
9. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

C. Second Vice President
1. Attends all Executive Council meetings.
2. Plans all rushes two weeks before semester begins and emails the dates to the active chapter.
3. Carries out all rush activities held by the chapter.
4. Keeps a current rush list.
5. Keeps a file of all rush activities.
6. Sends all rush correspondence.
7. Awards top recruiter of the week at informal meetings.
8. Chairperson of standing rush committee.
9. In charge of Friends List/Pinning List.
10. Ex-officio of standing scholarship BBQ committee.
11. Shall contact scholarship recipient before Scholarship Dinner.
12. In charge of/and promote Tuesday "Open Door Night" as a dinner night for prospective members.
13. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

D. Secretary
1. Attends all Executive Council meetings.
2. Records all proceedings of the organization in the minutes and duly reports them.
3. Is responsible for the biannual records of the organization.
4. Is responsible for keeping a file of the minutes of Gamma Chapter.
5. Manages all necessary correspondence and keeps records.
6. Is responsible of notifying all members of any special meetings called.
7. Keeps a pertinent file of a biannual report.

8. Informs the public of the activities of the Gamma Chapter. This includes news releases (new officers and pledges), and notes to other houses (finals week), to maintain campus relations.
9. Keeps track of fines for all Big Five events, meetings, and sisterhoods and will distribute fines appropriately. Including keeping track of suspended active involvement.
10. Excuses for the Big Five events must be approved by the Executive Council including but not limited to: university sanctioned events, hospitalizations, severe illness, death of a loved one, or other family emergency.
11. Submits own excuses to President.
12. Finds a replacement to take attendance and make fines when she cannot attend an event.
13. Any proper form of written excuse, including all required information (i.e. date, event missing, reason, etc.) is allowed.
14. Must check for any excuses immediately prior to each meeting and event.
15. Presents a written, biannual report to the active membership prior to the last meeting of the semester.
16. During any chapter voting process excluding officer elections, the secretary shall collect the ballots, count in front of the chapter and relay the decision to the president.

E. Representative-At-Large

1. Attends all Executive Council meetings.
2. Representative-At-Large must live-in.
3. Serves as the program chairperson to assist the planning and coordination of all Gamma Chapter's programs.
4. Ex-officio member of program meetings.
5. Relays opinions of members of chapter to the Executive Council.
6. Reports decisions of Executive Council to the chapter.
7. Leads Good of the Chapter and Vita Grow and awards sister of the week at informal meetings.
8. Is responsible for making the semester calendar.
9. Is responsible for all semester retreats as well as all excuses, fines, and minutes pertaining to that retreat.
10. Sets up shower committees for all LDPhi members (past and present).
11. The Representative At Large is responsible for meeting with the new Deltas within one week of initiation before their first chapter meeting to discuss active duties, chapter by-laws, hand out "We Can Build", and discuss any other chapter activities.
12. Is responsible for all gifts given by the Gamma Chapter. This includes silver platters for all past or present LDPhier's weddings. In charge of keeping track of silver platters (and whom they were given to).
13. In charge of keeping track of silver platters (and whom they were given to).

14. The Representative At Large shall present all members with a bylaw quiz once per a semester following Delta lineup.
15. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

F. Assistant Treasurer
1. Is elected by the 4th week of the fall semester.
2. Will learn the duties of Treasurer during the fall semester.
3. Assumes the role of Treasurer the spring semester and must plan to live in for the following school year.
4. To be nominated must meet the same requirements as member of the Executive Council before obtaining a nomination.

G. Treasurer
1. Attends all Executive Council meetings.
2. Treasurer must live-in.
3. Sends bills and collects dues.
4. Receives and keeps an accurate account of all chapter funds.
5. Is responsible for payment from sorority funds of all outstanding bills incurred.
6. Collects the alumnae house bond if paid prior to graduation.
7. Determines the necessary funds for the annual budget, along with FPA and the President, setting the fees for each member in accordance with this estimate and submits the resulting budget for the approval of the Executive Council.
8. Presents a financial report to the Executive Council before the last meeting of the semester.
9. Keeps a pertinent file and presents a weekly report of chapter finances.
10. Is responsible for the financial transactions between the chapter and National.
11. Works with the assistant treasurer, preparing her for the assumption of duties.
12. Must have budget finalized by May 1.
13. Presents a written, biannual report to the active membership prior to the last meeting of the semester.
14. At each meeting the treasurer will report the current checking and saving balance.
    The treasurer will report the number of people and total amount that is owed to the chapter by, actives and boarders at each meeting.

H. Panhellenic Representative
1. Attends all Executive Council meetings.
2. Is responsible for attending all representative meetings of Panhellenic Council. If unable to attend a meeting, a substitute should attend instead.
3. Keeps the active members informed of all Panhellenic business.

4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

I. Scholastics Officer
   1. Serves as chairperson of all chapter programs emphasizing and honoring high scholarship
   2. Gives awards for highest active GPA, highest pledge GPA, most improved active, and of people receiving a 3.0 or better each semester, as well as any additional awards approved by the Executive Council.
   3. Collects biannual transcripts from actives by the 2nd week of the semester
   4. Reports academic concerns with actives to the President.
   5. Keep a test file
   6. Keeps a study hour sheet per week
   7. Create probation agreements for all actives that are going to be put on academic probation
      a. follow up with members on probation
      b. Keep track of study hour record sheet
   8. Update academic calendar
   9. Awards scholar of the week at informal meetings.

*Section 3:* The Executive Council

A. The Executive Council shall consist of all elected officers, except the assistant treasurer.

B. The Executive Council of Gamma Chapter shall perform the following duties:
   1. Periodically check the discharging of the duties of officers.
   2. Approve the appointments of the President.
   3. Hear all cases, in-person, presented by de-affiliate.
   4. Call any special meetings
   5. Propose tentative calendar of events to the active members for approval at the first meeting.
   6. Choose Big Sisters for all new pledges.
   7. Executive Council will meet on Sunday nights unless another time and date is passed unanimously by the chapter.

*Section 4:* The following officers shall be appointed by the Executive Council of Gamma Chapter on a bi-annual basis, and shall perform these ascribed duties:

A. Assistant Pledge Trainer
   1. Keeps Phis informed of what is happening at active meetings.
   2. Informs actives of Phi activities.
   3. Assumes roll of pledge training the following semester.
   4. Reads through by-law changes with the Phis.
   5. Organize exchange with new members of other St. Paul houses.
   6. Is in charge of new membership dessert.

7. Is in charge of one game night at the beginning of each semester.
8. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

B. Assistant Rush Chairperson
1. Helps 2nd Vice President plan and carry out all rush activities held by the Gamma Chapter.
2. Is a member of standing rush committee.
3. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

C. Historian
1. Photographs all sorority functions and updates the scrapbook per semester, including Christmas and wedding pictures and invitations.
2. Updates picture frames.
3. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

D. Pledge Trainer
1. Is responsible for the planning of activities of the pledge class through the entire pledge period.
2. Assists the Phis in becoming acquainted with the privileges, policies, requirements, and responsibilities accompanying active membership.
3. Oversees pledge activities.
4. Give weekly reports on each Phi through pledge period.
5. Reports academic concerns of the Phis to the President.
6. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

E. Recreational Sports Chairperson
1. Is responsible for informing the Chapter and registering the Chapter for rec-sports activities if the chapter wishes to participate.
2. Appoints captains for each team.
3. Keeps record of all activities participated in, and overall standing.
4. In charge of Pot of Gold.
5. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

F. Social Chairperson
1. Is responsible for scheduling all approved social events.
2. Keeps the chapter informed of campus activities.
3. Is in charge of all informal date party committees.
4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

G. Social Service Chairperson
1. Is responsible for planning a minimum of 5 hours of social service opportunities.
2. Maintains a record of all social service activities.
3. Maintain record of each active member's community service hours and activities.
4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

H. Spiritual Chairperson
1. Is responsible for opening meditation at the opening of formal meeting.
2. Assist Representative-At-Large when needed.
3. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

I. House Manager/Assistant House Manager
1. Two semester position (one as assistant house manager and one as house manager).
2. Maintains a full house each semester.
3. Keeps in contact with the property manager.
4. Enforces city general recycling.
5. In charge of enforcing house duties, fining if not completed.
6. In charge of fining for parking.
7. In charge of planning house cleaning.
8. Must live in the house.
9. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

J. Food Manager/Assistant Food Manager
1. Two semester position (one as assistant food manager and one as food manager).
2. Maintains a steady supply of food within the budget.
3. Plans weekly meals.
4. Maintain kitchen supplies (pots, pans, dishware, and utensils).
5. Food Manager must live in but assistant is not required to do so.
6. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

K. Mail Manager
1. In charge of the phone list.
2. Forwarding weekly mail.
3. Keeps mail boxes and supplies up-to-date.

4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.
5. Take out paper recycling.

L. Phi Guy Chairperson
1. Communicate with Phi Guys; inform them of all LDPhi events that they are able to attend.
2. Coordinate Phi Guy initiation.
3. In charge of Phi Guy sporting event.
4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

M. Computer Manager
1. Maintain computers, printers, and supplies in study room.
2. Purchase paper and ink cartridges for LDPhi use.
3. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

N. Formal Chairperson/Assistant Formal Chairperson
1. Two year position (one as assistant formal chairperson and one as formal chairperson).
2. Establish location and accommodations for Lambda Delta Phi's Candlelight Cotillion.
3. Entertain suggestions for formal about gifts, accommodations, etc.
4. Presents a written, biannual report to the active membership prior to the last meeting of the semester.

O. Junior Panhellenic Representative
1. Responsible for attending all representative meetings of Junior Panhellenic Council. If unable to attend a meeting, must find a substitute to attend.
2. Keeps active members informed of all Junior Panhellenic business and communicates with Panhellenic Representative.
3. Presents a written by annual report to the active membership prior to the last meeting of the semester.

V. MEETING

*Section 1:* Unless otherwise ordered by the Executive Council of Gamma Chapter, regular meetings will be held on Monday evenings during the regular school session.

*Section 2:* The President of the Executive Council shall have the power to call any special meeting deemed necessary.

*Section 3:* The installation of officers shall take place at the last meeting of the fall semester.

*Section 4:* A quorum shall consist of 75% of all active voting members.

*Section 5:* All meetings, regular or special, of Gamma Chapter require attendance of all active members.

VI. WEARING OF PINS

*Section 1:* The official sorority pin or the official pledge pin must be worn over the heart and must be worn only on dress clothes.

*Section 2:* Eligibility to wear the official pin of Lambda Delta Phi:

A. The official sorority pin may be worn by any member of the Gamma Chapter
B. The pledge pin may be worn by all members of the pledge class

*Section 3:* Letters may not be worn by anyone other than active members, with the exception of parents. Any letters worn by parents must be specifically designated. Example: "Lambda Delta Phi Mom"

A. Sorority name and/or letters cannot be worn while consuming alcohol or when participating in any illegal activity
B. Phi Guys are allowed to wear the words 'Lambda Delta Phi' but not the Greek Letters

VII. AMENDMENTS

*Section 1:* An amendment to the constitution and by-laws may be proposed by an active member of the chapter at spring retreat.

*Section 2:* Proposed amendments must be presented to the active membership for discussion at the two regular meetings prior to the meeting to be voted upon.

*Section 3:* Proposed amendments must be approved by two-thirds of the active Chapter members two weeks after spring retreat.

*Section 4:* Adopted amendments for Gamma Chapter by-laws shall go into effect immediately upon adoption.

*Section 5:* Gamma Chapter's approved proposed amendments to Lambda Delta Phi National Constitution should be submitted to National Council or National Convention.

VIII. POINTS SYSTEM

*Section 1:* Mid-Semester evaluations will occur at mid-semester meeting. Executive officers and appointed officers need to give an oral report and will be given feedback on position work done thus far. The First Vice President will take notes on evaluations and will read the comments to the specific individual.

*Section 2:* Executive officers and appointed officers need to give an oral report by the second to last meeting of the semester. If unable to attend the meeting, a written report needs to be given.

*Section 3:* Points will not be awarded due to absence of meeting, no written report, or failure to do office responsibilities properly.

*Section 4:* Voting will be done by secret ballot. After the report is given, a two-thirds vote will be required to receive points.

*Section 5:* One-half of possible points (per position) will be taken off per job done inefficiently.

*Section 6:* All members receiving full points will get a 1% deduction from their house bill.