

**CHAPTER BYLAWS – Remember - A sister is a gift to the heart, a friend to the spirit, a golden thread to the meaning of life. (Isadora James)**

1. The name of the Chapter shall be ONTARIO LAUREATE PHI #PL484 of Beta Sigma Phi at Ottawa
2. Meetings will be held once per month beginning at 7:30 pm. The exception will be two meetings held in Feb (2nd one for elections) and two in May (1st one for installation of officers).
3. Events will be held at the direction of the chapter.
4. A quorum shall be 50% plus 1 of the active membership
5. Yearly chapter dues are to be paid at the first meeting in September. Transferees will pay full dues if they join before December 31st. Reinstated members or transferees will pay 50% of dues if joining after January 1st.
6. Members taking "leave", who notify the Executive prior to or on Beginning Day, do not pay Chapter dues, but are required to pay City Council dues
7. Membership will be reviewed at the first meeting of each year and the maximum member limit will be set at the time
8. With due consideration to our limited membership, Sisters will attend as many of the 18 formal yearly events as possible.
9. Carry Forward Budget – \$150 will be held for the new year budget - all money over and above will be donated to a cause voted on by sisters
10. President and Vice President will assume their duties at the meeting following the Installation of Officers which is held at the first meeting in May. Secretary and Treasurer will assume their duties on the day following Girls' Goodbye, with handover of properties from the previous office holders to take place as soon as their paperwork - up to and including Girls' Goodbye - has been completed

**SPECIAL NOTE RE: MEMBERSHIP:**

2006 - Membership discussion confirmed the process with our numbers set between 15 and 18 (16 is optimum) - leaving the window to accommodate times when a member may be leaving the following year and we want to encourage new members in anticipation of the member(s) leaving. All agreed that in general, transferees would always be contacted. Pledges, progressees and reinstatements would be contacted by agreement of the chapter and invitation of VP. The actual decision to offer an invitation to join is

always by secret ballot which must take place before the VP puts an invitation forward. Membership will be discussed annually to determine options for the coming year.

2014 - This document was discussed with the membership to ensure all agreed/understood the history and process. Changes were put forward and consensus reached, that we are beginning the year with 14 members and are open to inviting transferees, reinstatements and pledges. If we reach our maximum of 19 (amended from 18), and a transferee comes to our attention, we will discuss extending an invitation at the next regular meeting.

**CHAPTER TRADITIONS**

1. Secret Sisters will be coordinated by the VP, exchanged at the 'Girls Goodbye' and will begin the next day. Sisters will be remembered with gifts on birthdays and year-end **only** to a maximum of \$50.00. Instead of Christmas gift exchange we will donate to a charity – to be determined each year by all.
2. Hostesses will provide coffee/tea and co-hostesses will provide food for meetings
3. The Chapter Anniversary is March 31 (1980)
4. Date for Beginning Day will be discussed at the May scheduling meeting
5. Sister of the Year will be presented with the Pin or the Degree Bar and a yellow rose at the 'Girls Goodbye'
6. Chapter momento will be given to a member leaving the chapter – coordinated by the VP to a maximum of \$20
7. Progression charms/pins will be given to a member going to the next degree.
8. 'Girls goodbye' party will be planned by the outgoing executive
9. Sharing – chapter members have the opportunity for a **brief** personal time – if they wish - between the Closing Ritual and Mitzpah to share **significant events/happenings**
10. As an expression of sympathy, or illness of a chapter member, the chapter will send a yellow rose and card to the sister. At the discretion of the Sunshine Sister and/or the President and Vice President, other life events of chapter members will be acknowledged as deemed fitting.
11. Special announcements will be celebrated with chocolates, provided by the Sister with the news (ie marriages, births, other notable events)

Last Revision: May 22, 2018