**Ceres Fraternity**

**Policies and Procedures**

**Revised January 2016**

**Ceres Fraternity**

**Policies and Procedures Handbook**

Services of Ceres International Fraternity …………………………………..3

International Board ………………………………………………………….5

**Policies**

Alcohol/Illegal Substance Use………………………………....... …………7

Alcohol/Illegal Substances Penalties & Assessments for Chpts/Colonies....9

Alcohol/Illegal Substances Penalties & Assessments for Associations…...11

Alcohol Free Housing at Ceres Conferences ……………………………..12

Emergency Management Plan…………………………………………….22

Chapters of Concern ………………………………………………………13

Risk Management Policy ………………………………………………….15

Alcohol Awareness Verification Forms…………………………………..18

Risk Management Verification Forms…………………………………….20

Non-Payment of Accounts Receivable ……………………………………30

Policy for Non-sufficient Funds …………………………………………...31

Check Signing Policy …………………………………………………...…32

Housing Policy ………………………………………………………….…33

Displayed Ceres Letters Policy ……………………………………………34

Buying Back Jewelry/Memorabilia Policy ………………………………..35

Policy on Audits Done for Chapters/Associations ………………………..36

Alumnae Status Policy ……………………………………………………37

Ceres International Fraternity Chapter Award of Excellence Levels ……..38

Termination Policy ………………………………………………………..40

**Procedures**

Liability Insurance Billing Procedure 42

Board of Director Nomination 43

Awards ………………………………………………………………… 44

Chapters visiting Chapters 46

Disciplinary Procedures 48

Jewelry 53

Making your Members Count 54

1. Term Reports
2. Dues and Fees
3. Initiation Reports
4. Late Payments

Manuals 57

**Appendices**

A - Jewelry Order Form B - Sample Term Report C - Initiation Report

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### Services of Ceres International Fraternity

Your International Fraternity Headquarters has a wide range of services available to chapters, colonies, alumnae associations and individual members. All of the services and programs of Ceres are designed to help each group achieve its full potential.

The listing below is just a brief synopsis of the services and programs available through your International Fraternity. The International Fraternity is constantly attempting to improve and expand the services to individual chapters and members, so please feel free to share your suggestions on how Ceres International Fraternity can more effectively assist your chapter, association or colony.

**Consultation Visits** - Visits from past and present members of the International Executive Board are regularly scheduled (1 per year for chapters, and 2 per year for colonies and first year chapters) to assist in chapter development. The staff and volunteers are available to help chapters and colonies in all facets of chapter life and operation, including organization, motivation, and leadership development.

**Expansion Program** - Please contact the Executive Director if you have any information on possible expansion sites.

**Conclave** - The FarmHouse/Ceres biennial Conclave is the gathering of all chapters and alumnae association delegates from throughout North America. The legislative portion of the Conclave sets policy and gives direction to the Fraternity for the next two years. In addition to the many educational seminars that are held throughout the conclave, there is a positive growth of sisterhood and networking beyond the local chapter.

**Regional Leadership Conference/Ceres Encounter** - The primary goal of the RLC is to explore leadership. The annual regional conferences are sponsored to assist chapters and members in general leadership skills and chapter development; informally, it also develops a broader sense of sisterhood and networking beyond the local chapter.

**New Member Education Program** - Suggested new member programs, model informal initiations, new member educator’s references and ideas for programming are sent to every chapter.

**Recruitment Program** - Recruitment manuals and brochures are available. In addition, recruitment workshops and help sessions are available through the consultants. Contact the Executive Director for more information.

**Exhibit Display** - The International Fraternity has a tabletop, foldout display that describes Ceres through photographs and titles for colonies, chapters and associations to use for expansion, recruitment and alumnae events. The display is available at no cost except shipping by contacting the Executive Director.

**Alumnae Relations Program** - Each chapter is provided with materials and resources to assist the Alumnae Relations Coordinator in programming for alumnae activities.

**Jewelry** - Pledge pins, monogram pins and several styles of membership badges are available and described on the jewelry order form along with several styles of dangles. Rings, bracelets and necklaces are the newest edition to the Ceres jewelry.

**Membership Records** - Maintaining accurate and up-to-date addresses and other alumnae information is an on-going project of the Executive Staff.

**Newsletters** -

***The Rose and Scroll*** - A biannual publication sent to all chapters and associations. It is designed to strengthen the ties of sisterhood and provide a medium of communication between chapters and alumnae.

***Ceres Leader*** - An official internal publication of the Executive Director to assist in keeping chapter, colony and association presidents and officers up-to-date with happenings, concerns, deadlines, and special notes of interest and to promote strong chapters/International communications.

***Ceres Connection*** – Another internal communication piece distributed by the Executive Director to assist with keeping chapter, colony and association presidents and officers up-to-date with deadlines and special interest info. This document is e-mailed monthly.

**Alumnae Association** - The International Fraternity authorizes, recognizes and supports Ceres Alumnae Associations by:

 \* Assisting in their establishment.

 \* Providing manuals on the organization and duties of an association and its board, model by-laws and operating agreements

 \* Making available all services and supplies that are available to the undergraduates.

**Constitution and By-Laws** - The International Fraternity publishes and makes available, biennially, the current By-Laws and has model By-Laws available for chapters and associations.

**Ceres International Fraternity Board**

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# Policies

### Alcohol/Illegal Substances Use Policy

Ceres Fraternity recognizes its responsibility to exert influence toward high standards of personal, social, and moral conduct upon its members. The Fraternity acknowledges that the college years are times particularly important to the testing and shaping of individual attitudes, beliefs and values. While the Fraternity understands these concepts as being basic to the collective mission of all chapters, it further recognizes that the shaping and development of members is a function of the nature of individual chapters/colonies and associations of Ceres.

Therefore, the Fraternity opposes the introduction of alcoholic beverages/illegal substances at chapter/colony functions and in the chapter/colony houses and in no case should any individual chapter/colony/association policies allow that alcoholic beverages/illegal substances be stored or consumed on Ceres property.

Although discouraged, alcoholic beverages may be served at chapter/colony functions not held on Ceres property if approved by a 3/4 vote of the chapter/colony, if the alcohol is served at the function by the holder of a valid liquor license and not paid for with Ceres funds (cash bar only). Each such proposed function must be voted on separately by the chapter/colony. No such vote may be taken unless the chapter/colony has conducted a mandatory alcohol education program for all members/new members as prescribed by the International Fraternity, during each semester in which the function is held. Verification must be immediately sent to the International Office and must arrive before the proposed function. In no event, however, shall alcohol be used by a Ceres woman in violation of law or university regulation.

Although discouraged, alcoholic beverages may be served at association functions not held on Ceres property if approved by a 3/4 vote of the association, if the alcohol is served at the function by the holder of a valid liquor license and not paid for with Ceres funds (cash bar only). Each such proposed function must be voted on separately by the association. In no event, however, shall alcohol be used by a Ceres woman in violation of law or university regulation.

Use of alcohol not on Ceres premises or at Ceres sponsored functions and otherwise not in violation of the Policy shall be governed by the individual chapter/colony/association By-laws and policies. Alcohol may not be purchased with Ceres funds or resold for profit. Also, no letters or Ceres insignia may be worn while consuming alcohol.

The International Fraternity shall provide educational materials to assist the chapters in carrying out this policy.

All recruitment/new member and educational activities associated with any chapter/colony/association will be dry functions.



Adopted August 13, 1988

Revised August 17, 1996

Revised, August 12, 2006

Revised, August 16, 2008

**Alcohol/Illegal Substances Penalties and Assessments**

**For Chapters & Colonies**

First Offense

* $300 fine
* Letters of apology from each violator to International Office, advisors, association, university staff and Greek Affairs Advisor and non-involved chapter members. If the incident takes place at a location not on campus or at the Ceres facility-a letter of apology will also need to be sent to the place where the incident occurred.
* Probation with mandatory community service in a philanthropy chosen by the International Office and International Executive Board.

Second Offense (within 4 years of the first offense)

* $500 fine
* Letters of apology from each violator to International Office, advisors, association, university staff and Greek Affairs Advisor and non-involved chapter members. If the incident takes place at a location not on campus or at the Ceres facility-a letter of apology will also need to be sent to the place where the incident occurred.
* Probation with mandatory community service in a philanthropy chosen by the International Office and International Executive Board.
* Chapter or colony will be places on the chapter of concern list until the Ceres International Board and staff determines to take them off of the chapter of concern list.
* Involved members must attend alcohol/illegal substances counseling services, approved by the International Office.
* Voting privileges will be revoked for the next Conclave, but attendance by that chapter is mandatory.

Third Offense (within 4 years of the first offense)

* Chapter charter will be revoked and chapters will return to colony status. Colonies will be returned to an interest group status.

Adopted August 12, 2006-Conclave Delegates**Alcohol/Illegal Substances Penalties and Assessments**

**For Associations**

First Offense

* $300 fine
* Letters of apology from each violator to International Office, advisors, association, university staff and Greek Affairs Advisor and non-involved chapter members. If the incident takes place at a location not on campus or at the Ceres facility-a letter of apology will also need to be sent to the place where the incident occurred.

Second Offense (within 4 years of the first offense)

* $500 fine
* Letters of apology from each violator to International Office, advisors, association, university staff and Greek Affairs Advisor and non-involved chapter members. If the incident takes place at a location not on campus or at the Ceres facility-a letter of apology will also need to be sent to the place where the incident occurred.
* Voting privileges will be revoked for the next Conclave, but attendance by that chapter is mandatory.

Adopted August 12, 2006-Conclave Delegates

**Alcohol-Free Housing**

**at Ceres Conferences**

Due to increasing risk management and public relations concerns, Ceres International Fraternity hereby establishes the following policy regarding all regional and international conferences and Conclaves of the Fraternity.

1. No alcohol will be allowed in hotel rooms and college dormitory rooms in conjunction with any stays for Ceres or FarmHouse sponsored leadership conferences or conventions.

2. If they so choose, “of –age” chapter members will not be prohibited from going to a tavern/bar near the hotel or consuming alcohol at a tavern/bar inside the hotel – with the explicit understanding that they will conduct themselves in a responsible manner – and not bring alcohol outside of that licensed liquor establishment. No alcohol will be allowed in meeting rooms, hallways or just outside the property. Ceres letters or insignia may not be worn while consuming alcohol.

3. This policy does not preclude members and/or other executive officers from voting on allowing alcohol at specially designated off-property events (such as bowling/pizza nights at a licensed liquor establishment). However, ¾ vote of all women present would be required for “of-age” participants to consume alcohol – as per Ceres Alcohol Policy requirements.

4. All participants will be expected to stay in the host hotel/residence hall – unless they’re staying at their chapter houses or make prior arrangements with Ceres International. The same policy will apply to all members in attendance – regardless of where they’re lodged.

5. Hotel managers and/or RA’s will be given full authority to remove any person (or room full of persons) from the hotel/facility should this policy be violated. No refunds will be given to participants sent home. Additional penalties/disciplinary action may be taken against individual(s) and/or chapters who violate this policy.

Adopted October 1, 1999

Adopted August 2000

Revised August 12, 2006

Chapters of Concern

If a Chapter is not performing at adequate levels, including membership and programming, there are a variety of detrimental effects to the Fraternity including:

1. financial drain on the Fraternity's resources, including failure to remit International dues and fees in a timely manner;
2. absence of common housing;
3. volatile internal conflict;
4. irreconcilable conflict between the chapter and association

- a negative image for the Fraternity, both on that particular campus and

 as a whole;

1. chapter membership falls below 25% of 3 year average for two consecutive semesters;
2. gross infringement on fraternity polices, especially concerning alcohol;
3. programs inconsistent with the ideals of the Fraternity;
4. lack of participation in International events and programs.

Therefore, the Fraternity has resolved to adopt the following guidelines to assist Chapters in revitalization, to treat Chapters fairly, to recognize our financial responsibility to all Ceres members paying dues and to maximize the return on investment of volunteer time and financial resources.

There are three possible levels for Chapters and Colonies:

**1. Challenge Period** - the group maintains its Chapter status, with all privileges and obligations as any other Chapter, according to the Fraternity's Constitution, By-laws and policies. Factors that may lead the Board to invoke a challenge period include the items listed above based on the severity of the situation.

A Consultant, Advisor, Chapter member or Board member can recommend chapter of concern status to the Board. Items of concern should be clearly outlined in a formal recommendation and sent to the Board president for review at the semi-annual board meeting. The Board will give written notice of a Challenge period to the Chapter, Association and Advisors in order to obtain assistance in the redevelopment of the chapter. The notice will include areas of concern, minimum goals to achieve, and a firm deadline to achieve the goals. The Chapter can expect to be guided by their consultant on a weekly basis as well as a visit during the redevelopment period. The Chapter will advise the International Executive Director of the Chapter's progress and, at a minimum, the Chapter will give a written response of its efforts and results one-month prior to the deadline.

If the Chapter does not fulfill its challenge, the Board may:

- revise the Challenge;

- extend the deadline for meeting the Challenge;

- revert the Chapter to colony status; or

- declare the Chapter to be inactive

**2. Colony Status** - If a Chapter is reverted to Colony Status from Chapter status, it will only be entitled to those privileges as if it were a Colony that had never achieved Chapter status. For example, a Colony does not have voting privileges at Conclave. However, the frequency and timing of the Consultations will be at the discretion of the Board.

The Colony must petition to regain Chapter status. Generally, a colony must regain Chapter status within two years of reverting to Colony status. If the Colony fails to successfully petition, as required, the Board, in its discretion, may declare the group to be Inactive.

**3. Inactive Status** - The Board may declare a group to be Inactive under extreme circumstances including the following:

- a Colony has not successfully petitioned, as referred to above;

- a Chapter/Colony has extremely low membership or is failing to conduct and participate in activities on a regular basis; or

- the Chapter/Colony has been involved with extreme or recurrent infractions of the Fraternity's Constitution, By-Laws or policies

The Board will notify the Colony/Chapter of Inactive status, and the Board may request the return of all Ceres paraphernalia including flags, banners, the Charter plaque and any jewelry held by former active members and the individuals shall surrender all items on demand.

The Board may grant any initiated active alumna status.

Generally, an Inactive group will not be entitled to a consultation.

Adopted August 13, 1994

Revised April 28, 2000

 **Risk Management Policy**

Ceres Fraternity recognizes its responsibility to exert influence toward high standards of personal, social, and moral conduct upon its members. The Fraternity acknowledges that the college years are times particularly important to the testing and shaping of individual attitudes, beliefs, and values. While the Fraternity understands these concepts as being basic to the collective mission of all chapters, it further recognizes that the shaping and development of members is a function of the nature of individual chapters of Ceres.

**Alcohol and Illegal Substances**

Therefore, the Fraternity opposes the introduction of alcoholic beverages/illegal substances at chapter/colony functions and in the chapter/colony houses and in no case should any individual chapter/colony/association policies allow that alcoholic beverages/illegal substances be stored or consumed on Ceres property.

Although discouraged, alcoholic beverages may be served at chapter/colony functions not held on Ceres property if approved by a 3/4 vote of the chapter/colony, if the alcohol is served at the function by the holder of a valid liquor license and not paid for with Ceres funds (cash bar only). Each such proposed function must be voted on separately by the chapter/colony. No such vote may be taken unless the chapter/colony has conducted a mandatory alcohol education program for all members/new members as prescribed by the International Fraternity, during each semester in which the function is held. Verification must be immediately sent to the International Office and must arrive before the proposed function. In no event, however, shall alcohol be used by a Ceres woman in violation of law or university regulation.

Although discouraged, alcoholic beverages may be served at association functions not held on Ceres property if approved by a 3/4 vote of the association, if the alcohol is served at the function by the holder of a valid liquor license and not paid for with Ceres funds (cash bar only). Each such proposed function must be voted on separately by the association. In no event, however, shall alcohol be used by a Ceres woman in violation of law or university regulation.

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The International Fraternity shall provide educational materials to assist the chapters in carrying out this policy.

All recruitment/new member and educational activities associated with any chapter/colony/association will be dry functions.

**Hazing**

No chapter/colony shall conduct hazing activities. Hazing activities are those defined as:

*Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the chapter house, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.*

**Sexual Abuse**

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. Ceres Fraternity requires that each chapter/colony have a domestic abuse/ rape/ sexual harassment education program once a school year.

**Fire, Health, and Safety**

1. All chapter/colony houses shall, prior to, during and following occupancy, meet all local fire and health codes and standards.

2. All chapters/colonies must have posted by common phones emergency numbers for fire, police, and ambulance and must have evacuation routes from chapter houses, common areas, and sleeping rooms posted in said areas and on the back door of each sleeping room.

**Education**

Each active, associate member and new member shall be instructed annually on the Risk Management policy. Ceres International office shall provide educational materials to assist chapters/colonies carrying out this policy.

The updated phone tree and the crisis management procedure are due on October 15 and March 15th.

If needed the alcohol awareness verification forms are due immediately upon completion of the program and prior to the event.

If the above forms are not received when due, the following fees will be assessed:

 Day 1-day 30 $30/form

 Day 31-60 $30/form

 Day 61-90 $30/form

 Day 91 Probation

On the 91st day the chapter is placed on probation with Ceres International and the Universities and the University Greek Life will be notified as such.

Adopted August 15, 1998

Revised August 16, 2008

**ALCOHOL AWARENESS VERIFICATION FORMS**

I hereby state that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I attended an Alcohol Awareness Program of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter/ Colony of Ceres Fraternity. I also hereby state that I have read and understand the Ceres Alcohol & Drug Policy and agree to abide by it.

Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association officer or advisor

CHAPTER/COLONY MEMBERS AND NEW MEMBERS: (Print names and then sign)

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**RISK MANAGEMENT VERIFICATION FORMS**

(To be sent in during first month of Fall Term)

With this document, I hereby state that on or prior to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, I

read and understood the Ceres Alcohol/Illegal Substance Use Policy and agree to abide

by this document as a member/new member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter/colony.

Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association officer or advisor

CHAPTER/COLONY MEMBERS AND NEW MEMBERS: (Print names and then sign)

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### Emergency Management Procedures

When an incident arises involving bodily injury to a fraternity member or fellow student on the chapter/colony premises or off premises involving members of the chapter/colony in any way, the following procedure should be followed:

1. Obtain immediate medical attention for those that are injured. If they decline medical treatment, be sure that fact is documented and witnessed.

2. Immediately, contact Ceres International Fraternity’s Executive Director by telephone:

 Trina Kluever Pauli

 Home: 608-424-3078

 Cell: 608-345-1877

 Work: 608-261-7050

2B. If no contact, leave message and try the Ceres International Fraternity’s board member by telephone:

 See first page of this manual

3. Contact Association President and advisors of the chapter/colony.

4. Contact campus officials.

5. The Chapter/Colony President, or highest ranking chapter/colony officer if the President is not available, should call an immediate all house meeting, deny access to the chapter/colony premises of all non-members and notify the Chapter/Colony Advisors of what has taken place. If the Chapter/Colony Advisors cannot be notified immediately, notify the Association President.

6. In the house meeting the chapter/colony should be notified that no one other than the Chapter/Colony President is to address the questions of the public. All inquires by the public as to what took place should be directed to the Chapter/Colony President.

7. In cooperation with International Office, a press release should be developed for distribution to any members of the press or other parties who may inquire as to what has taken place.

8. Have the Chapter/Colony Advisors contact University officials to inform them of what has taken place and steps being taken to control the situation.



# EMERGENCY TELEPHONE NUMBERS

**(In the event of a fire, serious illness, serious injury, or death)**

## Ambulance Dispatch 911

**Fire Department Name xxx-xxxx**

**Police Name xxx-xxxx**

**Sheriff Name xxx-xxxx**

Posted at every phone location and given to every member and new member of Name of Chapter/Colony of Ceres Fraternity.

### PROCEDURES FOR AN EMERGENCY OR TRAGEDY

**(Posted at every phone location and given to every member and new member of Name of Chapter/Colony Ceres Fraternity)**

While we all hope that you will not have to deal with a serious accident, illness, or death, from time to time these things happen in a chapter/colony. The following suggestions are made to assist you in responding appropriately to such a situation. Careful preparation for an emergency can save lives and minimize loss. These procedures should be reviewed by all chapter/colony officers:

**MAINTAINING CONTROL:**

The chapter/colony President or another designated officer or sister **must be in command** of every emergency situation involving serious injury or death. This does not mean that she cannot consult with other members who may have more expertise or insight, but it does mean that the final decisions are hers. In the absence of the President or designated member, a pre-determined hierarchy or hierarchy of officers stated in our by-laws (President, Vice President, Secretary, Treasurer, New Member Educator, House Manager, Steward, etc.) should be followed in order to determine who is in charge of an emergency situation.

**IN THE EVENT OF A FIRE:**

1. Contact the fire department/Pull the house alarm/Wake as many members of the house as you can while exiting.

Dispatch 911

Name Fire Department xxx-xxxx

Name Fire Department xxx-xxxx

Name Fire Department xxx-xxxx

1. All members should meet in a pre-designated area. **Designate place here.**
2. Take a head count and report missing individuals to the fire department.
3. Do not allow anyone to return to a burning building.
4. As soon as reasonably possible, notify the appropriate campus officials as well as chapter/colony alumnae officers and the International Headquarters.

**Campus Officials:**  Name goes here, Assistant Dean of xxx-xxxx (direct)

Students xxx-xxxx (home)

 Name goes here, Director of xxx-xxxx (office)

 Student Activities & Organizations xxx-xxxx (home)

 Name goes here, Dean of Students xxx-xxxx (office)

 xxx-xxxx (home)

**Association President:** Name goes here xxx-xxxx (home)

**International Headquarters:** Trina Kluever Pauli 608-424-3078(home)

608**-**345-1877 (cell)

608**-**261-7050 (work)

**IN THE EVENT OF AN EMERGENCY (serious illness, injury, or death):**

**(Posted by every phone location and given to every member and new member of Name of chapter/colony Ceres Fraternity)**

1. As required by the situation, call for an ambulance, the police, or the fire department. Briefly and calmly explain the situation so that the appropriate emergency personnel may respond.

 Dispatch 911

 Name Police Department xxx-xxxx

 Name Marshall xxx-xxxx

 Sheriff – xxx-xxxx

 Name Fire Department xxx-xxxx

 Name Fire Department xxx-xxxx

 Name Fire Department xxx-xxxx

1. **DO NOT** notify the parents of the person who is involved in the emergency. University police or medical officials will inform the parents of the situation.

 3. Notify the International Headquarters, Alumnae President, and the Campus

 Official. In addition, use the phone tree to ensure all members are contacted.

 International Headquarters Trina Kluever Pauli 608-345-1877

Association President Name xxx-xxx-xxxx (home)

 Campus Official Name xxx-xxxx (direct)

 (Assistant Dean of Students) xxx-xxxx (home)

1. **Inform members along these guidelines:**
	1. Close the house and only permit entry to members and emergency personnel
	2. Assemble all the members, including new members, in a group
	3. Depending on the situation, certain people may need to be called in (e.g. alumnae, university representative, Campus Official, international headquarters representative.)
	4. Instruct the members to make **no statements to anyone** (including media, parents, boyfriends, friends, etc.) other than the school or police and Fraternity officials during an investigation. This includes emails and the use of the list serve.
	5. Instruct the members to direct all inquiries to the chapter’s/colony’s spokesman
2. **The Chapter’s/Colony’s spokesman should handle the media along these guidelines:**
	1. Contact the International Headquarters and the chapter/colony association president prior to speaking with the media or releasing a statement to the media,
	2. International staff will develop a statement if needed
	3. Do not release the names of any injured persons, until you are positive the family has been notified by the proper authorities.
	4. Do not speculate, jump to conclusions, or incorporate your personal opinion,
	5. Report only the facts,
	6. Inform the members of the content of the statement but instruct them not to discuss the statement with anyone.

#### EXECUTIVE COMMITTEE CRISIS MANAGEMENT PHONE LIST

**(For executive Committee Officers Only)**

## Ambulance Dispatch 911

**Fire Department Name xxx-xxxx**

**Police Name xxx-xxxx**

**Sheriff Name xxx-xxxx**

**Campus Officials** Name - - Assistant Dean of Students **xxx-xxxx** (direct)

 **xxx-xxxx** (home)

 Name - - Director of Student **xxx-xxxx** (office)

 Activities & Organizations **xxx-xxxx** (home)

 Name - - Dean of Students **xxx-xxxx**

 **xxx-xxxx**

##### Association

**President** Name **xxx-xxxx** (home)

**Association**

**Treasurer** Name **xxx-xxxx** (office)

 xxx-xxx-xxxx(home)

**International**

##### Headquarters Trina Kluever Pauli 608-345-1877(cell)

**When contacting the International Headquarters, the following information will be needed:**

1. Name and location of the chapter/colony
2. Name of person reporting the incident
3. Name of the person associated with the emergency
4. Exact time, date, and location of the injury, damage, or other emergency
5. Description of the incident
6. Names of any witnesses
7. The names of all other people who have been notified

***Please note*:** Whenever a name is given, it is very helpful to obtain the full legal name, home address, and home telephone number for purposes of insurance.

###### IN THE EVENT OF A MEMBER’S DEATH

(For Executive Committee Officers Only)

After following the appropriate emergency procedures outlines above about informing members, officials, and the media, the executive committee should adhere to the following advice:

1. In the event of a death of a member who lives in the chapter/colony house, do not remove

 any personal items from the room.

1. Do not let members enter the room; permit only the proper officials.
2. If the member has a roommate, she should move out of the room temporarily.
3. After you are sure the parents have been notified by the proper authorities of the

 death, you should write a letter to the parents offering sympathy on behalf of the

 chapter/colony and ask what their wishes are in regards to the individual’s possessions.

1. Inform the members as to when the parents will be coming to the house in order

 to ensure that they will be given privacy. The time to extend sympathy is at a wake or funeral, not at the house. Only one member should show them the room and assist them if they request it. This is a difficult time for them and they may want to be alone.

1. Coordinate attendance to the wake, memorial service, or funeral and in sending flowers.
2. Seek counseling for members.

###### IN THE EVENT OF A SUICIDE ATTEMPT

(For Executive Committee Officers Only)

1. Call for an ambulance and the police. Briefly and calmly explain the situation so

 that the appropriate emergency personnel may respond.

 Dispatch 911

 Name Police Department **xxx-xxxx**

 Name Marshall **xxx-xxxx**

 Sheriff **xxx-xxxx**

1. Notify the International Headquarters, Association President, and the Greek

 Advisor.

 International Headquarters Trina Kluever Pauli 608-345-1877

 Association President Name xxx-xxx-xxxx(home)

 Campus Official Name xxx-xxxx (direct)

 (Assistant Dean of Students) xxx-xxxx(home)

1. Talk with the member while awaiting the ambulance/police. Do not play

 psychologist, just be a friend.

1. **Do Not** immediately assemble and inform the other members. Wait until the situation has been taken care of. Then close the house and follow procedures as outlined in other emergency situations to inform the members and the media.

5. **Do Not** notify the parents of the person who is involved in the emergency

 situation. University, police, or medical officials will in form the parents of the situation.

### Policy and Procedures for Non-payment

### Of Accounts Receivable

The Ceres International Executive Board passed the following policy effective September 1, 2001 which applies to all colonies, chapters, associations and members:

1. Beginning on the 1st day of arrears, a $30 late fee will be added per invoice.

B. Beginning on the 31st day of arrears, a 10% late fee will be added each month until the invoice is paid.

C. On the 61st day of arrears, an additional penalty of $60 will be added to each invoice.

D. On the 91st day of arrears, the chapter/association or colony will be placed on probation and all chapters, associations, colonies and individuals will be sent to a collection agency.

E. On the 120th day of arrears, the chapter’s charter will be suspended, colonies will no longer be considered as active colonies and associations will not be recognized as an active association.

\*\*These actions will be reviewed on an individual basis for each group if acceptable payment arrangements are made with the International Office.

Please pay all Term Reports by October 15 for fall and March 15 for spring. Chapter/Colony initiation Reports and fees are due 12/1 and 5/1 of each year. All bills are due within 30 days from the date issued.

Adopted August 15, 1998

Revised and adopted August 9, 2002

Revised and adopted August 2004

Revised and adopted August 15, 2008



Policy for Non-sufficient Funds



The Ceres International Executive Board passed the following policy effective August 16, 2000 which applies to all colonies, chapters, associations and individual members:

If a check is returned to the International Office for Non-Sufficient Funds, the payor will be invoiced for the amount of the check plus a $30 NSF charge.

If the bill is not paid within 30 days, the Policy for Non-payment of Accounts Receivable will be initiated.

Adopted August 16, 2000

Revised August 15, 2008

# CHECK SIGNING POLICY

The Ceres International Executive Board passed the following policy effective December 1, 2001 which applies to all colonies, chapters and associations:

1. Every check issued by the above groups must bare 2 signatures. (The signatures must consist of 2 officers and/or 1 advisor).
2. It is suggested that these signatures are filed with your financial institution.
3. If any checks are received by Ceres International that do not bare 2 signatures, a $20 fee per check will be assessed.

All chapters, associations, colonies and Ceres International pay a yearly fee for bond insurance. Bond insurance is maintained to prevent these groups from theft or loss of funds.

In the event of a loss, bond insurance would be void if these groups have been issuing checks without 2 signatures. This policy is to protect these groups from possible losses.

Adopted November 3, 2001 by the Ceres International Board

Adopted August 9, 2002-Ceres Conclave

Housing Policy

It shall be the policy of the Ceres International Board that the following policy be used to address housing issues:

1. No men will be allowed to lease a room in any Ceres Fraternity House

Adopted April 7, 2001 by the Ceres International Board

Adopted August 9, 2002 –Ceres Conclave

Displayed Ceres Letters Policy

The Ceres International Board has established the following policy in regards to Ceres Letters being displayed in establishments.

1. No Ceres letters/Memorabilia may be displayed in a bar/nightclub (Primary income generated from alcohol sales).
2. Any exceptions must be brought before the Ceres International Board.

Adopted April 7, 2001 by the Ceres International Board

Adopted August 9, 2002-Ceres Conclave

**Buying Back Jewelry/Memorabilia Policy**

Effective, April 7, 2001, the Ceres International Board has issued the following policy in regards to terminated members who own Ceres jewelry and memorabilia.

1. The Ceres International Board suggests that the chapter/association try to sell merchandise to other members before returning the merchandise to the International Office.
2. Any official Ceres jewelry (badges, monogram pins, and pledge pins) will be bought by Ceres International. These pins must be in working condition (not broken). The value of the pins will be as follows-monogram pins-$5, pledge pins-$3, gold plated badges-$20 and 10K badges-$35.
3. Any t-shirts, jackets, pledge paddles, souvenirs and other memorabilia will be bought back at the discretion of the Executive Director. The merchandise must be sent to the Executive Director for review and determination of value.

Please contact the Executive Director for any questions or concerns on this policy.

Adopted April 7, 2001 by the Ceres International Board

Adopted August 9, 2002-Ceres Conclave

**Policy on Audits/Financial Reviews Done for Chapters, Associations and Colonies**

Effective April 7, 2001, the Ceres International Board had adopted the following policy that relates to audits that are required to be performed by all chapters/colonies and associations.

1. All chapters/associations/colonies will have an audit/financial review performed on the previous fiscal year.
2. The audits/financial reviews will be performed by an independent outside source. Examples of these may be associate members, alumnae-(non-advisors and non-officers of the Association), or someone not affiliated with Ceres Fraternity.
3. The auditor/reviewer shall in turn file with the chapter/association or colony, a letter of finding and any supporting documents.
4. A copy of these documents shall then be sent to the Ceres International Office no later than 30 days after completion.

Please contact the Executive Director if you have any questions or concerns with this policy.

Adopted April 7, 2001 by the Ceres International Board

Adopted August 9, 2002-Ceres Conclave

Revised August 15, 2008

**Alumnae Status Policy**

**Section 2. ALUMNAE MEMBERSHIP**

Alumnae membership status is conferred by the International Executive Director:

a. It is routinely conferred upon a chapter member when the chapter secretary reports the member as having:

1) satisfactorily completed all requirements for the degree for which the member was a candidate at the time of the member’s initiation; or

2) satisfactorily completed four (4) academic years of credit and having been enrolled or accepted for enrollment in a professional school which requires more than four (4) years of study.

b. A chapter, by two-thirds (2/3) vote and with the unanimous approval of its Faculty Advisory Committee, may request the International Executive Director to grant alumni status to a chapter member who:

1) has found it necessary to withdraw from school before completing normal requirements for the baccalaureate degree of its equivalent; or

2) has transferred to another educational institution; or

3) has been enrolled in a professional school; or

4) has found it necessary to enroll for a fifth year in order to complete graduation requirements.

**POLICY:**

Effective April 10, 2001, the Ceres International Board of Directors will apply the following policy to members requesting Alumnae Status on the Chapter Term Report. Policy is as follows:

The granting of alumnae status will be at the discretion of the Ceres Executive Director. To be granted alumnae status, the member must be free of any financial obligations at the local chapter, association, and Ceres International levels.

If a member owes money to the chapter, the association, or the international, the member will not be granted alumnae status. The Ceres Executive Director will request documentation from the local chapter and association stating that all financial obligations have been met by each member requesting alumnae status. If money is owed to one of these entities, the member will be responsible for active dues until financial obligations have been met.

**Adopted August 9, 2002-Ceres Conclave**

**Revised August 15, 2008**

CERES INTERNATIONAL FRATERNITY

**CHAPTER AWARD OF EXCELLENCE LEVELS**

Chapters meeting 71%-94% of the criteria for the chapter award of achievement will be required to complete the following areas the following year. Some of these areas may be changed at the discretion of the Executive Director is she feels that that chapter needs to improve on any area not listed below.

1. The chapter must complete one spiritual activity. (This is an area that helps to build women.
2. The chapter must complete one physical activity. (This activity must be an intramural activity.
3. The chapter must conduct at least one educational program. (This program may be a social educational activity, a personal improvement educational activity or a career educational activity.
4. The chapter must conduct one sisterhood/chapter unity event. This event does not include recruitment events, membership education, retreats or meetings. At least 75% of the chapter must attend.

Chapters meeting 70% or below of the criteria for the chapter award of excellence will be required to complete the following areas the following year. The Executive Director may change some of these areas if she feels that the chapter needs to improve on any area not listed below.

1. The chapter/association must initiate one new associate member.
2. The chapter must conduct two educational activities. (These activities can be social issues, educational issues or career networking/development issues.
3. The chapter must conduct two sister only events (not including recruitment events, membership education, retreats or meetings. At least 75% of the chapter must attend.
4. The chapter must participate in one intramural physical activity.
5. The chapter must conduct one spiritual activity. (This is an activity that helps to build women.)
6. The chapter must conduct an alcohol awareness program as required by the alcohol policy if a function is held that would so require.

The chapter must conduct one risk management workshop aside from the typical alcohol awareness programs.

Adopted August 9, 2002-Ceres Conclave

**TERMINATION POLICY**

According to Ceres Fraternity By-laws, Article 1, Section 9:

Any chapter member may be DROPPED from membership in Ceres Fraternity by a two-thirds (2/3) vote of all members of the chapter with the unanimous approval of the Faculty Advisory Committee, provided proposal for such action has been discussed in a meeting previous to that in which vote is taken, and providing that the member shall have been given opportunity to speak in her own behalf.

Any alumnus or ex-student or associate member may be DROPPED from membership in Ceres Fraternity by a two-thirds (2/3) vote at any regular or called meeting of the Ceres association of which she is a member, provided the association has been notified of such proposed action thirty (30) days prior to said meeting and providing that the member shall have been given opportunity to speak in her own behalf.

Any chapter member, ex-student, alumnus, or new member who is dropped from membership shall surrender to the chapter and thence to the Executive Director, the badge, shingle, recognition pin and any other Ceres Fraternity jewelry and insignia in her possession. Upon receipt by the Executive Director of all such items issued or sold to the former member the Executive Director shall reimburse to her the amount of credit given the Fraternity by the official jeweler for the Ceres jewelry and other items purchased by her, but shall not reimburse her for dues or initiation fees or for those items, or property of the Fraternity, which members in good standing are permitted to hold.

**POLICY:**

When a chapter of Ceres Fraternity terminates a member, it shall be the policy of Ceres Fraternity Inc that the chapter submit a copy of the minutes involving the termination process with the term report. The chapter president and all chapter advisors shall sign those minutes. When an association terminates a member, the association shall submit a copy of the minutes involving the termination process and those minutes shall be signed by the association president and vice-president.

Adopted November 3, 2000 by the Ceres International Board

Adopted August 9, 2002-Ceres Conclave

Revised August 15, 2008

**Procedures**

**Liability Insurance Billing Policy**

Each year, the International office will calculate and bill the colony/chapters and associations for Liability Insurance based on the following:

1) Ceres International will pay $2000 towards the total renewal premium;

2) All Ceres Associations will pay $300/year. This is for all associations whether they have an active chapter or not;

3) a) Each active member will be billed $60 flat fee/member each semester on the fall and spring term reports. (Refer to Article XII, Section 3 of the Ceres International Bylaws.)

1. All new members will be $60 in their 1st semester (Due date of 12/1 and 5/1)

c) Colony groups will be assessed $150 flat fee each semester until chartering.

4) The Ceres International Board has the ability to adjust the insurance premium due to fluctuation of insurance premiums with a 60 day notice

5) If an incident should occur, the chapter/colony or association where the incident occurs will be responsible for the deductible. Ceres International Fraternity will pay and give the chapter/colony or association 30 days to repay this deductible.

Adopted August 20, 2000 by Conclave delegates

Revised August 9, 2002 by Conclave Delegates

Revised and Adopted August 13, 2004 by Conclave Delegates

Revised August 12, 2006 by Conclave Delegates

Revised August 16,2008 by Conclave Delegates



**Ceres Fraternity**

**Board of Directors**

**Nomination Procedures**

**Structure of the Board**

The International Executive Board of Ceres Fraternity consists of six (6) elected directors and up to two (2) ex-officio members. These directors must be members of Ceres Fraternity. No more than two International board members from the same chapter may serve on the board at the same time. Three (3) directors are elected by ballot of the delegates at each Biennial Conclave. Elected directors serve for four (4) years, or until their successors have been elected.

**Duties**

Board members have the following duties and responsibilities:

1. May need to Attend up to two board meetings per year, RLC or other Ceres Events
2. Attend Biennial Conclave
3. May serve as a consultant for a chapter/association
4. Maintain contact with the Chapter(s) assigned throughout the year
5. Conduct a Chapter visitation and provide written report to the Chapter, Association, campus contacts, Executive Director and International Board Members
6. Serve on committees as required
7. Provide articles for The Rose & Scroll and Ceres Leader
8. Maintain contact with the Ceres Executive Director
9. Serve as a role model at all times for Ceres members

**Nomination Procedures**

Nominations for board member positions must be submitted to the chair of the nominating committee appointed prior to each Biennial Conclave. The nominating committee will recommend candidates at the Biennial Conclave. Each candidate must provide the following:

1. Letter of nomination from a Ceres Association
2. Resume including Ceres activities and experience pertinent to the position
3. Letter of intent from the nominee

Should a candidate wish to be nominated from the floor at Conclave, she must have all 3 of the forms stated above

**Election Procedures**

Each candidate will be allowed three (3) minutes to address the delegates at the first session of the business meeting at Conclave. If the delegate is not present, she may select another member to speak on her behalf.

Just prior to delegates casting their ballots at the business meeting, each candidate is allowed one (1) minute for a seconding speech. This may be given by the candidate or by a representative.

**For Further Information**

Any questions or concerns can be directed to the Executive Director or the Nominating Committee Chair.

###

### Awards

**Friend of Ceres Award**

The purpose of this award is to honor person(s) who have contributed their time and efforts for the betterment of Ceres Fraternity on an international level. One or more awards may be presented at each Conclave. Each chapter is allowed to nominate one candidate for this award. Details on this award are available from the Executive Director.

**Sterling Silver Award**

This award is presented to a maximum of 2 alumnae of Ceres Fraternity at any one Conclave. The award is recognition of the member’s unselfish leadership and help to women, both in the fraternity and outside. Neither position, wealth nor occupation enter into consideration for the award, but simply what she has done to help others. The recipient(s) must attend Conclave to accept the award.

#### Honorary Membership

This honor is presented to person(s) who have contributed their time and efforts to improving Ceres Fraternity. This distinction can only be given by the International Executive Board and is usually granted at a biennial Conclave.

**The Chapter Awards Program**

The Awards Program has two main goals:

 1. To promote the exchange of ideas and programs;

 2. To encourage and recognize the chapter’s efforts in attaining the objectives of the Fraternity.

## Ceres Award of Excellence

The Ceres Award of Excellence is designed to recognize chapters that are operating at the performance level outlined by the International Fraternity in our By-Laws, policies and handbooks.

***Ceres Achievement Awards***

The Ceres Achievement Awards prepare for Scholarship, New Member Recruitment, Financial Management, Leadership/Educational Development, Community Service, International Fraternity Involvement and Participation, Social Development, Alumnae/Association Report, and a Strategic Plan for the Upcoming Year.

***Conclave Awards***

The Conclave Awards are for the Scrapbook, Newsletter, Web Site and the Overall Performance Awards.

***Outstanding Association Award***

The Outstanding Association Award is based on the involvement of the Association in their contribution to the active Chapter, Association Board, attendance at Chapter meetings and events, financial management and social development.

 Information on all awards is available from the Executive Director.

### Chapters Visiting Chapters

To make a chapter visitation enjoyable and rewarding for both the visiting chapter and the host chapter, Ceres Fraternity hereby recommends the following procedures to establish and maintain good relations between undergraduate chapters of the Fraternity:

1. The visiting chapter or colony should contact the president of the host chapter or colony a minimum of three weeks in advance to request and plan a visit. The visiting chapter shall have an active member responsible for the trip. This leader shall identify himself to the chapter president during the planning call and immediately upon arriving at the chapter. This leader is responsible for the conduct of all the visiting delegation during their stay.

2. Approval of the host chapter or colony must be received, ideally at least two weeks in advance of the visit. It is the right of the chapter or colony selected for the visit to deny permission to the inquiring group.

3. During the trip and while visiting, the chapter must obey local laws, chapter rules, and International Fraternity Policy concerning the use of alcohol and drugs. Drinking can be the direct cause for unacceptable behavior and the bad feelings that inevitably arise.

4. The host chapter shall appoint an officer of the chapter to act as guide for the visiting chapter. As guide, the officer will explain to the visiting chapter upon its arrival all the necessary local, city, chapter and campus laws concerning alcohol, quiet hours, proper conduct and any other items deemed appropriate by the host chapter. The visiting chapter will be expected to live up to the wishes of the host chapter.

5. Policies regarding lodging should be established. The availability of floor space and/or bed space should be determined and communicated in advance of the visit. The host chapter shall provide suitable sleeping arrangements for the visiting chapter or notify the visiting chapter in advance that such arrangements are not possible. Areas of the house considered off-limits should also be stated.

6. The host chapter and visiting chapter should discuss some activity geared toward a positive blending of both chapters. If there is a cost to an agreed upon activity, it should be shared by both chapters. While social activities may well take place, the host chapter should consider taking the visiting chapter on a campus tour as well. A tour of the host chapter’s housing and a full explanation of the chapter’s operation, traditions, achievements, officers and plans for the future is always appreciated.

7. The host chapter is not expected to provide meals, beverages, or transportation for the visiting chapter, unless previously arranged and agreed to by both chapters. If the visiting chapter is to pay for only food or supplies, the arrangements need to be made before the visit.

8. The visiting chapter should serve as goodwill ambassadors for their chapter, their school, and the Fraternity. All visiting members should be aware of local customs and the rules of proper respect and good behavior. Do not enter the house of other fraternities, sororities, or dormitories unless specifically invited.

Such chapter visits can be very enjoyable and rewarding if these guidelines and common sense rules of good conduct are followed. The members and pledges of your chapter are representatives of Ceres Fraternity. Whether visiting or hosting a chapter, the impression you leave will establish your chapter’s idea of sisterhood.



### Disciplinary Procedures

1. **VIOLATIONS/OFFENSES:** Any act or alleged act which violates the Constitution, By-Laws, Objectives or Position Statements of Ceres Fraternity, any state law or any school rule, regulation, policy or procedure, whether or not it results in outside publications or negative publicity to Ceres Fraternity.

2. **REPORTING:** Any alleged violation/offense should be reported to the International Headquarters, even if no formal charges are brought by any authorities. This should be done immediately, but no later than 24 hours after the event.

3. **REVIEW PROCESS:**

A) Executive Director

(1) Upon receiving any notification of an alleged violation/offense, the Executive Director shall immediately contact the International President.

(2) Should the allegations, if true, constitute sufficient information to meet the definition of a violation/offense as determined by the International President, the International President shall instruct the Executive Director to call the Chapter or Colony in question within 24 hours to notify them of the allegations and the International President will appoint a Review Committee.

B) International President, within one week of the receipt of the allegations, shall:

(1) Appoint a Review Committee consisting of three members, none of whom are International Executive Board Members.

(2) Send the Chapter or Colony a written signed statement of the specific allegations and “official notifications” of the Review Committee’s appointment by certified mail, return receipt requested.

(3) Send by regular mail copies of the Chapter’s or Colony’s “official notification” (see B (2)) on the same day to the members of the Review Committee and Campus Fraternity Affairs Advisor.

C) Chapter or Colony Response:

(1) After receipt of the written “official notification” (see B (2)) from the International President, the Chapter or Colony will have one week to provide a written response to the Review Committee.

D) Review Committee:

(1) Review Committee members may not be on the present International Executive Board or staff members.

(2) It will be the responsibility of the Review Committee to evaluate the alleged violation/offense.

(3) After written Chapter or Colony response has been received by the Review Committee, they shall discuss the case and take any necessary actions in preparing their report for the International President.

(4) Necessary actions may include, but are not restricted to, further inquiries by phone or, if deemed necessary by the Review Committee, by an on-the-site visit by one or more committee members to collect first hand data, evidence, clarification, or verification from accusers and/or alleged offenders in order to ascertain with reasonable certainty the validity and seriousness of the allegations.

(5) The Review Committee shall have 45 days from the date of the written “official notification: (see B (2)) to report its evaluation and recommendation to the International President. The report should separately state each allegation and its findings on each allegation.

E) International Executive Board:

(1) Each International Executive Board Member will be immediately copied on all documents sent or received by the Executive Director concerning the disciplinary allegations.

(2) After a copy of the final Review Committee report has been received by the International Executive Board Members, a conference call among all International Executive Board Members and Review Committee Members who are able to participate will be held to discuss the case and to recommend a course of action. Only International Board Members may vote on the course of action to be taken.

(3) No action or judgment will be taken until the parties accused have been given Due Process as provided in this Disciplinary Procedure.

(4) The International Executive Board is not restricted to information gathered by the Review Committee and may ask for further information or clarification from the Review Committee or any interested party.

(5) In no instance shall violations/offenses or allegations occurring more than four years prior to any subsequent allegation be considered by the International Executive Board in making its judgment or action.

(6) In no instance shall the International Executive Board automatically impose a stiffer level of disciplinary action than previously imposed.

(7) All reasonable efforts should be taken to work with the Chapter or Colony in understanding and correcting any violations/offenses of the Policies, Procedures, By-Laws, Constitution or Objectives of Ceres Fraternity.

4. **IMPLEMENTATION OF DISCIPLINARY ACTION:** If the active Chapter or Colony does not remedy conditions to meet the request of the International Executive Board, as presented through the International President, further action may be taken, including an oral or written Statement of Abomination, a Written Reprimand of Censure, a Requirement of In-Kind Restitution, a Restriction of Privileges, Disciplinary Probation, Suspension of Charter, Revocation of Charter or any combination of the above by majority vote of the International Executive Board. If suspension or revocation of the charter is invoked, such action will become effective immediately. Probation may involve additional provisions other than those set out herein as directed by the International President.

If a Chapter or Colony is placed on probation, which may, but need not, include additional provisions, local alumnae and representatives of the college/university faculty or staff shall be appointed by the International President to serve as a Probationary Review Committee to review the progress of the Chapter or Colony. An official letter from the International President will be sent to the Probation Review Committee and to the Chapter or Colony explaining their relationship to one another and the role of each, to outline procedures to be followed and to identify any action that must be taken. The Probation Review Committee and the Chapter or Colony shall send a mutually agreed upon and co-signed status report to the International Office monthly and to the International President for each International Executive Board meeting. At the discretion of the International Executive Board and upon the recommendation of the Review Committee, probation may be removed after one year if all the conditions of the probation have been met and in the opinion of the International President the Chapter or Colony is stable enough to operate on its own. When a Chapter or Colony fails to comply with specific requirements designed to put the Chapter or Colony in compliance with the standards of Ceres Fraternity, the Charter or recognition of the Chapter or Colony may be suspended.

5. **SUSPENSION OF CHAPTER OR COLONY:** Suspension shall be defined as denial of recognition, participation, or other privileges and/or services of the Fraternity for a minimum of one year. The International Executive Board, by a three-fourths vote may suspend a Chapter’s Charter or Colony’s recognition, at which time the Chapter or Colony must be notified by the International President. The Charter, and other Fraternity property, shall be placed in the custody of the Executive Director or his designee during the period of the suspension. A suspended Chapter Charter may not, during the period of its suspension, pledge or initiate new members or otherwise participate as a unit in the affairs of the Fraternity. At the end of the one-year suspension period, the International Executive Board shall review the status of the Chapter or Colony. The suspension may thereafter be continued for one or more years. After the first year of suspension, the Chapter’s Charter or Colony’s recognition may, but need not, be returned to the Chapter or Colony and may include certain qualifications as determined by the International Executive Board.

**6.** **REVOCATION OF CHAPTER’S CHARTER OR COLONY’S RECOGNITION:** If, after suspension of the Chapter’s Charter or Colony’s recognition, the Chapter or Colony still fails to comply with Ceres policy and/or the directives of the International President, the International Executive Board, by a three-fourths vote, may revoke the Chapter’s Charter or Colony’s recognition. Notice of appeal must be sent to the attention of the Executive Director of Ceres Fraternity by certified mail, return receipt requested, within 45 days of receipt by the Chapter or Colony of the notice of the International Executive Board’s decision to revoke the Chapter’s Charter or Colony’s recognition. Revocation of a Chapter’s Charter or Colony’s recognition will be effective 45 days from receipt by the affected Chapter or Colony of notice to revoke its charter or recognition unless timely notice of appeal is received by the Executive Director. If timely notice of appeal is received by the Executive Director, the revocation will not become final or effective until the International Executive Board’s decision to revoke is approved at the next Conclave following the International Executive Board’s decision to revoke. The appeal shall fail unless the appeal received the vote of three-fourths of all eligible Conclave Delegates. Delegates of the Chapter or Colony bringing the appeal and its Association shall not be permitted to vote.

**7. REACTIVATION OF CHAPTERS OR COLONIES:** The International Executive Board, by a three-fourths vote, may reactivate any Chapter or Colony, whose Charter or recognition has been revoked no less than one year after the revocation. Reactivation of a Chapter or Colony shall follow the expansion guidelines and policies of the Fraternity. The Charter or recognition of a reactivated Chapter or Colony whose Charter or recognition was revoked may include special provisions. No past members of the Chapter or Colony whose Charter or recognition was revoked may be active members of the reactivated Chapter or Colony.

**DUE PROCESS**

The Disciplinary Procedures, as outlined above, shall be followed in every disciplinary situation involving a Ceres Chapter or Colony.

1. **FAILURE TO NOTIFY** - If notification is not sent to the Chapter or Colony as prescribed in each disciplinary level, no action may be taken against the Chapter or Colony.

2. **WRITTEN NOTICE** - The Chapter or Colony shall be given written notice of the decision reached by the International Executive Board.

3. **RESPONSE TO DECISION** - The Chapter or Colony shall be afforded the opportunity to respond to the decision, either in writing or by having one or more representatives appear before the International Executive Board, understanding that these members represent the entire Chapter or Colony.

4. **NOTICE TO OTHER CHAPTERS** - If any disciplinary action is imposed by the International Executive Board, the International President shall provide written notice of its actions to all Chapters, Colonies, and Associations of the Fraternity within ten days of the Board’s disciplinary action.

### Jewelry

Pledge pins, monogram pins and several styles

of membership badges are available and described on the jewelry order form along with

several styles of dangles. We also have necklaces, bracelets and rings available.

All jewelry is to be ordered from Ceres Executive Director. Payment must accompany the order form. Please allow 6-8 weeks for delivery on some orders.

See Appendix A for order form.

### Making Your Members Count

To ensure your members are officially recognized by Ceres Fraternity as being Active or Associate members, Chapters have several responsibilities:

**Term Reports**

Your Chapter President will receive the term report from the Executive Director in September and January. Complete the report using the information below, and return it to the Executive Director with your dues. Please remember to keep a copy for your Chapter files.

Term reports and member dues are due October 15 and March 15. For new members, dues, initiation fees and liability insurance are due on December 1 and May 1.

***Section 1 - Member Information***

1. Go through the list of members to ensure their names and addresses are correct.
2. Circle the correct category for each member (Active, Temporary Inactive, Terminated or Alumna).

**Active Member** - All members in your **Chapter** are considered to be active members unless permission in granted by Ceres International to make them otherwise.

**Temporary Inactive** - These are members who are temporarily away from the Chapter. “Members out of the house and away from campus on internships, exchange programs, or similar situations are eligible for temporary inactive status and exempt from International dues for the period of absence; said period of absence must be at least one term (either semester or quarter). Temporary absence status may be granted only after consultation with the International Office” (Ceres International Bylaws, Article II, Section 1(g)).

**Terminated** - “Any chapter member may be DROPPED from membership in Ceres Fraternity by a two-thirds (2/3) vote of all members of the Chapter with the unanimous approval of the Faculty Advisory Committee, provided proposal for such action has been discussed in a meeting previous to that in which the vote is taken, and providing that the member shall have been given opportunity to speak in her own behalf” (Ceres International Bylaws, Article II, Section 9). Any member who is terminated is not eligible to become a member of Ceres at any time in the future.

**Alumna** - Member has successfully completed all requirements for the degree for which the member was a candidate at the time of the member’s initiation. Or, the member may be granted alumna status for one of the reasons stated in the Ceres By-Laws Article II, Section 2(b).

***Section 2 - Active Members Not Listed on Previous Page***

If there are active members in your Chapter that are not listed, put them in Section 2. To be active members, Ceres International Office MUST have an initiation report and fees for each member. The only time you should have members listed here is if your initiation report was submitted after the term reports were sent out.

***Section 3 - Active members listed as Temporary Inactive***

If you have active members who are being reported as ***Temporary Inactive***, list them in Section 3. Please refer to Article II, Section 1(g) in the Ceres International By-Laws to state the reason.

***Section 4 - Request for granting alumna status***

If you are requesting ***alumna status*** for any member, please give their name and the reason in Section 4. Please quote the appropriate section from the Ceres International By-Laws (Article II, Section 2 gives the acceptable reasons for granting alumna status).

***Section 5 - List all current new members.***

List all new members. This page is only informational.

***Section 6 - Next Term Graduating Members***

List all current Active Members who will graduate or request Alumna status on the next term report. This section will be used on the Spring Report to determine the Liability Insurance for the following year.

See Appendixes for sample Term Report.

**Member Dues**

Dues for the 2015-2016 academic year are as follows:

Active members - $110 per term ($220 per year)

New members - $55.00 (new members pay this discounted rate **only once.** They must pay the full active dues in all subsequent terms)

\*\*\*\*An additional fee for Foundation Set-aside is due. That fee is $25/member. This includes both new members and active members.

\*\*\*\*\*Liability fees are also paid at the time a term report is submitted for both new members and active members.

**Association Dues**: Association dues are $250 per Association for the year and are due **October 15** of each year. Developing/reorganizing Associations pay $125 for the year.

#### Associate Membership

The Ceres International Board strongly suggests each chapter or association nominate 2 associate members per biennium. These candidates must demonstrate the qualities of character, scholarship and professional excellence while showing an interest in Ceres Fraternity. All Associate members must be listed on an initiation report and fees must be paid.

**Initiation Reports and Fees**

To be a recognized member of Ceres Fraternity, your name must appear on a Chapter initiation report and the $80 initiation fee submitted. Initiation reports for new members are due on December 1 and May 1 regardless of the date of initiation. Associate member initiation reports are due within 30 days of the initiation date.

Both Active **and** Associate members must be listed on an initiation report and have fees submitted.

Initiation reports must be typed for member certificates to be ordered. An electronic copy of the report is available from Ceres International, so that you can enter the information on your computer. If you must hand write the form, please attach a typed list of member names for the certificate company.

See Appendix C for copy of Initiation Report

**Late Payments**

See Late Fee Policy.

**For Further Information**

Further information on Dues & Fees can be found in both the Conclave Proceedings and By-Laws. Feel free to contact the International Office at

608-424-3078 or Email to trinalk@aol.com

### Manuals

All manuals are to be ordered from the Ceres Executive Director. There is a no charge for manuals. Please order all manuals by **September 30** and **January 30.**

**Advisors Handbook** - Describes the role of the chapter advisor and outlines his/her specific areas of concern and his/her function as an advisor, liaison and friend.

**Alumnae Association Expansion Manual** -A guide to establishing an association.

**Alumnae Relations Manual** - A manual for the chapter coordinator to assist in enhancing the involvement of graduate members in Ceres Fraternity.

**Chapter Officers Handbook** - Outlines duties and responsibilities of the major chapter officers. Updated annually, this manual is very helpful for planning your annual activities!

**Expansion Manual** - Guidelines for establishing a Ceres Interest Group through gaining Chapter status.

**Membership Education** - A compilation of information including the history, the philosophic base, the traditions, symbols, and organized structure of Ceres International Fraternity.

**Ritual of Initiation** - Suggested Ceremony for New Member Class Pinning and Ritual of Initiation.

**Appendices**

Appendix A – Initiation Report

Appendix B – Jewelry Order Form

Appendix C- Term Report Example

Ceres Fraternity

Initiation Report

**To the International Executive Director:**

On [initiation date] , [chapter] Chapter initiated the woman or women identified below, in full accordance with international and chapter constitution and by-laws and with institutional regulations governing pledging and initiation.

|  |  |  |  |
| --- | --- | --- | --- |
| NAMEAs it should appear on shingle | ClassNumeral | Age | Name and Address ofParents or Guardian |
| [name] |  |  | [parents/gaurdians][address1][address2][city] [state/prov] [country] [zip/postal code] |

 Date of Report Chapter President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Secretary Advisors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initiation Fees forwarded with this report $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Please retain a copy for your chapter files. Forward this report and your remittance to the Executive Director. No woman becomes a member of Ceres Fraternity until her initiation has been acknowledged by the International Executive Director.**

CERES FRATERNITY Inc

Jewelry Order

Send order form to:

 Trina Kluever Pauli

690 Prisk St

 Belleville WI 53508

Or call: 608-424-3078/608-345-1877

Or Email: trinalk@aol.com

|  |
| --- |
| **SHIPPING INFORMATION** |
| Ship to: |
|  |
|  |
|  |
| Attention: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **STYLE** | **QUANTITY** | **UNIT****PRICE** | **TOTAL** | **INITIALS** | **DATE OF****INITIATION** | **CHAPTER** |
| Pledge Pin |  |  |  |  |  |  |  |
| Monogram pin |  |  |  |  |  |  |  |
| Jeweled Badge (goldplated) |  |  |  |  |  |  |  |
| Jeweled Badge (10K) |  |  |  |  |  |  |  |
| Dangle (14K) |  |  |  |  |  |  |  |
| Dangle (10K) |  |  |  |  |  |  |  |
| Dangle (goldplated) |  |  |  |  |  |  |  |
| Dangle (sterling) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Rings (various styles) |  |  |  |  |  |  |  |
| Shipping |  |  | As charged |  |  |  |  |
| Engraving per item |  |  | As charged |  |  |  |  |

**DESCRIPTION OF DANGLES ORDERED:**

**Invoices will be sent for total amount due after pins have been sent.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAPTER OFFICER**

\*\*\*\*Please note-active member term reports are generated and emailed from the Ceres International Office. If you don't receive a term report, contact the Ceres Executive Director at trinalk@aol.com.

***Sample Term Report Fall 2015***

***\*\*\*Circle Applicable Code\*\*\****

 ***Active Temporary Terminated Alumna***

 ***Member Inactive***

00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 1/20/2009

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 8/24/2009

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 10/15/2007

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 3/3/2008

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 1/25/2010

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date***

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date***

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date*** 1/22/2007

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

Street Address

 City State Zip

 ***Initiation Date***

 ***Email:***

 00-00000

 ***AC*** ***TI*** ***TR*** ***AL***

 Last Name First Name

 Street Address

 City State Zip

 ***Initiation Date***

 ***Email:***

Ceres Fraternity Inc

Chapter Term Report Cont.

SECTION 2-ACTIVE MEMBERS NOT LISTED

List below any active members not listed on the previous pages. If members are listed on this page-that may mean that no initiation report has been sent in.

 NAME ADDRESS INITIATION DATE

1.

2.

3.

4.

5.

6.

7.

Ceres Fraternity Inc

Chapter Term Report Cont.

# SECTION 3-TEMPORARY INACTIVE

List below any active members being listed as Temporary Inactive (TI) from the previous pages and the reason for doing so. Please be aware that until the Executive Director approves these, these members may still be liable for dues for the current semester. For more information on Temporary inactive status, refer to the Ceres International By-Laws, Article II Section 1(g).

**NAME**  **REASON** **ATTENDING SCHOOL (Y/N)**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

Ceres Fraternity Inc

Chapter Term Report Cont.

# SECTION 4-REQUEST FOR ALUMNA STATUS

In this section please identify the members name, address and reason for request to be granted alumna status. Please refer to the Ceres International By-Laws for specific reasons that may be used. For example, if a member if graduating, just identify graduation-there is no need to identify which by-law reason a member is using.

**NAME ADDRESS REASON FOR STATUS**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

Ceres Fraternity Inc

Chapter Term Report Cont.

# SECTION 5-CURRENT (NEW MEMBER RECRUITS) NEW MEMBER PROSPECTIVES

This is an informational only section.

**1.**

 **2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

Ceres Fraternity Inc

Chapter Term Report Cont.

# SECTION 6-MEMBERS NOT RETURNING NEXT TERM

List below all members who are not expected to be returning as an active member next term.

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

Ceres Fraternity Inc

Chapter Term Report Cont.

**\*\*\*\*\*\*\*\*PLEASE KEEP A COPY OF THIS REPORT FOR YOUR CHAPTER FILES**

**MEMBER DUES:**

**A) \_\_\_\_\_\_\_\_(# of active members) x $110.00(one semester) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LIABILITY INSURANCE**

**B) \_\_\_\_\_\_\_\_\_\_(TOTAL MEMBERS=Section A ) X $60.00 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOUNDATION SET-ASIDE**

**C) \_\_\_\_\_\_\_\_\_\_(TOTAL MEMBERS=Section A ) X $25.00 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL AMOUNT DUE (A+B+C) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This report is for the term beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President Chapter Secretary Chapter Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Advisor Chapter Advisor Chapter Advisor