

Theta Sigma Rho: Alpha Chapter Bylaws

Last Updated: February 18, 2022

*We, the Sisters of the **Theta Sigma Rho Sorority**, strive to strengthen sisterhood amongst women by providing service and promoting cultural diversity to our members and our community, thus securing the bond of kinship for posterity. **Theta Sigma Rho Sorority**, exists to further educate individuals about leukemia and lymphoma. We aim for academic excellence, keeping in mind the importance of education and learning as the key to strength, awareness, and fulfillment.*

Article I – Standards

Section 1: Introduction

- A. The name of this organization shall be the Alpha Chapter of the Theta Sigma Rho Sorority. Throughout this document, the organization shall be referred to as “Alpha Chapter” and its members shall be referred to as “Sisters”.
- B. All references to other Chapters and Colonies of Theta Sigma Rho shall be referred to as the “Chapter/Colony” along with their designated Greek letter or school name. Sisters from other Chapters/Colonies shall be referred to as “Sisters”.
- C. The standards and symbols of the Theta Sigma Rho can never be changed in any way, shape, or form.

Section 2: Bylaws

- A. This document describes the bylaws of the Alpha Chapter of the Theta Sigma Rho
- B. Members of the Alpha Chapter must abide by these bylaws accordingly in addition to the rules and regulations set forth by the Constitution.
- C. Any proposed amendments to these bylaws must be approved by the Chapter before adopting the changes.
- D. Any approved amendments to the bylaws will be effective the following semester.

Section 3: Letters

- A. The letters will always remain Theta Sigma Rho, as each letter represents meanings that have been omitted for the public release of the Alpha Chapter bylaws.

Section 4: Symbols

A. The meanings of the symbols have been omitted for the public release of the Alpha Chapter bylaws.

1. Colors: Emerald Green and Gold 2. Flower: Gladiolus

3. Mascot: Elephant

4. Gem: Emerald

6. Crest

Section 5: Discrimination Clause

A. Discrimination based on race, color, creed, religion, sexual orientation, national origin, age, handicap or Vietnam-era veteran status will not be advocated or tolerated by the Sisters of the Alpha Chapter of Theta Sigma Rho

Article II - Values

- A. **Sisterhood:** We strive to accept and appreciate all our members, embracing our differences while holding our common values. We encourage and support the enhancement of our members and their dedication to our principles. Through our thoughts, words, and actions we are devoted to each other.
- B. **Character:** all-encompassing fiber that binds us as leaders within the Greek community. We pledge to always be hard working and just, and to be held accountable for our actions. Further, we will affirm and uphold the universal values of honesty, loyalty, and compassion as well as the values of our individual organizations.
- C. **Leadership:** We define leaders as members who have overcome the temptations of college life and who have proven to be the best at setting examples. Leaders demonstrate good communication skills, responsibility, and maturity. They have the ability to balance scholarship, service, and friendship in everything they do. Leaders are able to incorporate diversity, equality, and individuality in all facets of life, while still adhering to the task at hand.
- D. **Service:** We ensure that our organizations are focused and dedicated to serving their national philanthropies as well as other efforts within the community. Through these actions, we understand and respect that our service is an integral part of the community's well being.
- E. **Responsibility:** to ourselves, our organizations, and our communities. We hold ourselves and our peers accountable to the higher expectations of the Greek community.
- F. **Scholarship:** Striving to excel in our professional and educational endeavors, we strengthen our fraternal bond and maximize personal achievement.

Article III – Sister Statuses

Section 1: Active Status

A. A Sister is considered “active” within the Chapter if she:

1. Is a full time student.
2. Pays dues.
3. Qualifies to hold a position.
4. Has voting privileges.
5. Fulfills Chapter and Sister Requirements (refer to *Article III – Chapter Requirements* and *Article IV – Active Member Requirements*).

Section 2: Inactive Status

A. A Sister is considered “inactive” within the Chapter if she:

1. Does not fulfill Chapter and Sister requirements.

B. A Sister is considered “inactive-matriculated” if she:

1. Is matriculated at an affiliated Chapter or Colony but requests inactivity for personal/academic reasons.
2. Pays dues.

C. A Sister is considered “inactive-non-matriculated” if she:

1. Does not attend school for at least one semester or more.
2. Does not pay dues.

D. Refer to *Article VIII – Inactivity Regulations*.

Section 3: Fifth-Year Senior

A. A Sister who does not graduate after being a full-time student for at least eight semesters (excluding summer term) of their undergraduate studies has the choice to stay active, or obtain an alumna status (refer to *Article II – Sister Statuses, Section 1: Active Status* and *Article II – Sister Statuses, Section 4: Alumnae*).

Section 4: Alumnae Status

A. A Sister is granted “alumna” status within the Chapter if she:

1. Has received a bachelor's degree.
- B. Is not allowed to vote on any issues pertaining to the activities of the Chapter.
- C. Is not permitted to hold a position at a Chapter.
- D. Does not pay dues.
- E. Alumni cannot become active members again.

Article IV – Chapter Requirements

Section 1: Recognition

- A. As stated in the Rules and Regulations, the Alpha Chapter must have a minimum of eight (8) active Sisters to maintain chapter status.
 1. Failure to do so will result in a warning for one academic semester.
 2. If the minimum has still not been reached by the following semester, Alpha Chapter will no longer be considered an active subsidiary. Chapter status will be revoked and Alpha Chapter will assume a Colony status.
- C. Alpha Chapter must fulfill the requirements and complete Iowa Wesleyan University's Greek Standards of Excellence (refer to *Article III – Chapter Requirements, Section 2: IWU Greek Standards of Excellence*).

Section 2: IWU Greek Standards of Excellence

- A. Academic Standard (refer to *Article VI – Academics*).
- B. Advisors and Alumni Standard
 1. Alpha Chapter must select at least two (2) advisors. At least one of the two must be a member of the university staff or faculty (Chapter Advocate), though that person need not be a member of the organization he/she advises.
 2. Advisors and Chapter Advocates must be at least three (3) years removed from their undergraduate graduation, and they must live within one (1) hour of the Columbus campus.
- C. Citizenship (refer to *Article III – Chapter Requirements, Section 7: Community Service*).
- D. Diversity Commitment Standard
- E. Recruitment Standard

1. To help meet chapter goals, Alpha Chapter must submit a yearly recruitment plan as part of the Chapter Plan.

2. All social functions must be registered with the board.

Section 3: Road Trips

A. The Chapter must plan and attend at least one road trip.

B. At least twenty-five percent (25%) of active Sisters must attend.

C. To be reimbursed for required road trips, receipts must be given to the Alpha Chapter treasurer no more than two weeks after the trip.

Section 5: Chapter Dues

A. Dues are to be paid promptly at the beginning of each semester.

1. Payment is to be given to the Chapter treasurer by the second official Chapter meeting of the semester.

2. If dues are not paid by the third Chapter meeting, the Sister has a three-day grace period. If dues are still not paid after the three-day grace period, the Sister will be subjected to consequences at the discretion of treasurer and Treasurer.

3. Both Actives and Inactives-matriculated sisters are subject to paying dues.

B. Chapter dues are sixty dollars (\$60) per semester.

C. Payment plans are available for Sisters who have serious financial difficulties, which is to be determined by the Chapter Treasurer.

Section 6: Academic Standard

A. The Alpha Chapter as a whole must maintain a 2.5 cumulative GPA each semester.

1. The GPA standard will apply to all active Sisters for the semester in review.

B. If not upheld, there will be intervention from Chapter Board.

Section 7: Community Service

A. Alpha Chapter must organize and participate in at least twelve (12) group service hours per semester.

1. Everyone is expected to go to the service hours unless communicated otherwise.

Section 8: Philanthropy

- A. The Chapters' philanthropy is Leukemia and Lymphoma Research and Awareness.
- B. Alpha Chapter must organize and participate in at least one philanthropic event per semester.
 - 1. Donations earned from the philanthropic event will be given to the Chapter philanthropy supported by Alpha sisters.

Section 9:

Fundraising

- A. At least one fundraising event must be held each semester.
 - 1. Sisters must participate in at least four (4) Chapter fundraising event per semester.
- C. Sisters must attend any necessary fundraising training.

Article V – Active Member Requirements

Section 1: Academics

- A. Active Sisters must maintain a cumulative GPA of 2.5 or above.
- B. Sisters must maintain a semester GPA of 2.5 or above.
- C. Refer to *Article VI – Academics, Section 1: Active Sisters* for further details.

Section 2: Dues

- A. Each Sister must pay all Chapter dues.
- B. Refer to *Article III – Chapter Requirements, Section 5: Chapter Dues* for further details.

Section 3: Meeting/Event Attendance

- A. Active Sisters are required to attend all Chapter meetings (refer to *Article VII – Meetings, Section 3: Chapter Meetings*).
- B. As an overlapping standard, Sisters must participate in all Alpha Chapter events, hosting or attending, unless excused by the position holder planning the event (refer to *Article XI – Absences and Fines, Section 1: Excused vs. Unexcused Absences*).

C. At minimum, Alpha Chapter Sisters must:

1. Participate in one organized philanthropic event per semester.
2. Participate in one fundraising event per semester.
3. Participate in one group community service event per semester.
4. Attend one Sisterhood event per month.
5. Attend the required Greek Standards of Excellence events.

D. During recruitment period, Sisters must:

1. Attend one hundred percent (100%) of all recruitment events.
 - i. If the one hundred percent (100%) attendance requirement is not made, the Sister will not be allowed to vote during interviews on bids (refer to *Article XII – New Member Process, Section 2: Bids, E*).
2. Interviews are mandatory.

E. Active Sisters are required to attend both Induction and Initiation.

F. Other individual requirements are to be decided by the respective position holder by the first official Chapter of the year.

Section 5: Fines

A. In the situation that a Sister does not complete requirements, she is subject to be fined.

B. Terms for payment are to be determined by the treasurer.

C. If an active Sister would like to take a Little Sister, she must have no outstanding fines on her account.

Article VI – Clothing

Section 1: Letters

A. Non-members of Theta Sigma Rho are forbidden from wearing any Theta Sigma Rho letters. Letters are for Sisters exclusively.

Section 2: Double Lettering

A. Doubling letters is forbidden.

1. Only one item of clothing bearing the Greek letters of the Sorority may be worn at one time.

2. Multiple accessories are allowed to be worn more than one at a time.

Section 3: Lettering Guidelines

A. The following are guidelines effective as of Spring 2011.

B. Any and all types of twill lettering or patches regardless of size, of Theta Sigma Rho in Greek letters must be in Sorority colors.

1. Any type of design within the twill lettering is permitted as long as it is in Sorority colors.

2. Sorority colors are: Emerald Green and Gold (Silver will be accepted and black will be accepted).

C. Embroidery or stitching of any size of Theta Sigma Rho in Greek letters may be in any color.

D. Any infractions will be fined \$50 per case.

Article VII – Academics

Section 1: Active Sisters

A. As Sisters of Theta Sigma Rho we strive for academic excellence.

B. Each Sister must maintain a cumulative GPA above 2.5 at all times.

1. If a Sister does not maintain a cumulative GPA of 2.5 at all times, she will be subjected to automatic inactivity from the Sorority.

C. Each Sister must have a semester GPA of 2.5 or above.

1. If this requirement is not met at the end of the semester, she will be on social/academic probation only if she has a semester GPA higher than a 2.3.

2. If the Sister's semester GPA is still 2.5 or below following the probationary period, she will be placed into automatic inactivity.

D. If a Sister earns a semester GPA of 2.3 or below, she will be subjected to automatic inactivity.

Section 2: Social/Academic Probation

A. During this probationary period, the Sister is given the chance to raise her grades and earn a semester GPA above 2.5.

B. The offending Sister is not permitted to attend any social events hosted by the Sorority, locally.

1. Failure to uphold this regulation can result in disciplinary decided by the Judiciary Board.

Section 3: Inactivity

A. Inactive Sisters are not required to fulfill the active Sister requirements. They have been given time off as a chance to redeem their grades.

B. Refer to *Article VIII – Inactivity Regulations, Section 3: Procedure and Requirements*, C f or further details.

Section 4: Position Requirements

A. To hold the position of Academic Chair, the Sister must have a minimum cumulative GPA of 2.75.

B. To hold a position on the Executive Board, the Sister must have a minimum cumulative GPA of 2.75.

1. If the Executive Board position holder's cumulative GPA falls below a 2.75, she must resign from her position.

i. A vote will take place for her position to be filled.

ii. If the position is not filled voluntarily, the Vice President will take the position and fulfill its responsibilities.

2. If later in the year her cumulative GPA rises above a 2.75, she may reclaim her position if she wishes.

Section 5: Academic Contracts

A. If the Chapter allows for a Sister to run for a position and she is elected despite not meeting the minimum GPA requirements, she must sign a contract with the Academic Chair.

B. The contract must require that the Sister:

1. Maintain a semester GPA that is at least at or above her cumulative GPA while she maintains the position.

2. If she fails to do so, she will have broken the contract and must resign from her position.

Article VIII – Meetings

Section 1: Chapter Meetings

A. Day, time, and location of Chapter meetings must be determined at the end of the previous semester.

B. Chapter meetings start on time.

1. One late attendance is permitted per semester.

i. The Secretary must be informed at least twenty four (24) hours prior to the meeting.

ii. If the Secretary cannot be reached, the treasurer should be contacted.

2. For all other lateness after that, if a Sister is more than five (5) minutes late she will be fined five dollars (\$5).

3. After thirty minutes has passed from the starting time of the Chapter meeting, if the Sister is still not present she will be marked as an unexcused absence and incur a ten dollar (\$10) fine.

C. Absence:

1. All absences from Chapter must be excused (refer to *Article XI – Absences and Fines, Section 1: Excused vs. Unexcused*).

i. The Secretary must be informed at least one (1) hour prior to the absence.

ii. If the Secretary cannot be reached, the treasurer should be contacted.

2. All unexcused absences will result in a ten dollar (\$10) fine.

i. After two (2) unexcused absences, the consequences will be at the discretion of the Secretary and treasurer.

ii. Absences thereafter, the Sister will be brought to the Judiciary Board.

3. Absence results in the loss of the absentee's vote on topics discussed during the meeting.

D. Disruption of meetings will not be tolerated.

1. Disruptive actions include excessively talking out of turn, side conversations, eating, use of electronics, and chaotic behaviors.

i. A warning will be given to those who disrupt the meeting.

ii. If the disruption continues after the initial warning, the Sister will be expelled from the meeting and considered absent.

E. A Sister may be allowed to leave a meeting early if she meets the following criteria:

1. The Secretary is informed at twenty four (24) hours prior to leaving early.
 2. If a position holder, the Sister must update the Chapter of positional announcements before leaving.
 3. The Sister sits near an exit and does not cause a distraction when leaving.
 4. If the reasoning follows the guidelines for an excused absence.
- F. Cell phones and other electronics are not to be used without permission during meetings.
1. All devices should be turned off or put on silent during meetings and placed out of sight.
 - i. A warning will be given to those who use their device during the meeting.
 - ii. If the use of the device continues after the warning, the Sister will be fined five dollars (\$5).
 - iii. That amount doubles if she continues to break this rule.
 2. A Sister may ask for permission to keep her phone in sight if she is expecting a call from another Sister, or in the case of an emergency.

Article IX – Inactivity Regulations

Section 1: Inactivity

- A. There is a limit of one (1) inactive Sister per five (5) active Sisters unless there are extenuating circumstances. This is up to the judgment and discretion of the Sisters.
- B. Only one semester of inactivity is allowed for any Sister, unless there are extenuating circumstances. This is up to the judgment and discretion of the Sisters. Note that this is a limit and does not mean that any number of sisters is guaranteed inactive status.

Section 2: Eligibility

- A. Sisters are eligible for inactivity for the following reasons: study abroad, full-time internship or co-op, family problems, financial difficulties, or educational/grade issues.
- B. Automatic inactivity will be granted for the following reasons: study abroad, prolonged illness, not attending Iowa Wesleyan University for the semester, or receiving a GPA below 2.3 for the semester.

Section 3: Procedure and Requirements

- A. Sisters who are seeking to be inactive will be considered after presenting a formal letter to the Chapter as to why such status is desired.

1. The formal letter must be presented the second to last Chapter of the previous semester to when inactivity is desired.

2. Inactivity must be approved by eighty percent (80%) of the active Chapter.

B. Sisters who are going to be inactive non-matriculated the next semester must notify all of executive board as soon as possible. The sister will be responsible for any fines.

C. While inactive, the Sister:

1. Must pay one-third (1/3) of Chapter dues.

2. May not vote during the duration of her inactivity.

3. May not hold a position.

4. Is ineligible for a Little Sister.

5. Must meet with the Academic Chair to create an academic plan to improve her grades if inactive for academic reasons.

6. Is required to attend one Chapter meeting a month.

7. Is required to attend one sisterhood and service event

8. Is not allowed to attend social events under any circumstances.

9. Permitted to attend Induction, Initiation, and banquet .

10. Must request permission from the Executive Board to attend any other Chapter events than the ones permitted above.

11. The only exception to the requirements above is inactive Sisters who do not attend Iowa Wesleyan University. In this scenario, the Sister does not have to pay dues or attend meetings or events.

Article X – Upholding Sisterhood

Section 1: Divulging Sorority Secrets

A. Sorority secrets may not be divulged under any circumstances. You must uphold and respect the secrets of Theta Sigma Rho outlined below:

1. Any and all meanings of sorority standards and symbols.

2. Information obtained about the sorority during the new member process.

B. If accused of divulging secrets, the Sister shall be brought to the Judiciary Board.

1. If proven guilty of sharing secrets by the Judiciary Board, the offending member may be removed from the sisterhood and expelled from the Sorority.

Section 2: Slander

A. Slander is defined as behavior that publicly embarrasses or is detrimental to the reputation of a Sister or the Sorority as a whole.

B. Slander is strictly forbidden within the Sorority.

C. If a Sister is caught performing slanderous acts, she shall be brought before the Chapter with her offense.

1. A unanimous vote by the Judiciary Board is needed to determine guilt regarding the Sister in question.

2. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 3: Lying

A. Lying, the telling of untruths, to the Sorority is strictly forbidden.

B. If a Sister causes harm towards the Sorority or Sisters by lying, she shall be brought before the Chapter with her offense.

1. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 4: Respectful Behavior

A. Members of Theta Sigma Rho are considered to be wearing their letters at all times and are expected to conduct themselves in a manner that is decorous, respectful and representative of the Sorority.

B. Conduct that is disgraceful and/or embarrassing to the sorority will not be tolerated.

1. A warning will be issued after the first incidence of disorderly conduct.

2. After the first warning, continuance of disorderly conduct may result in disciplinary action decided by the Judiciary Board.

Section 5: Disaffiliation

A. Involuntary disaffiliation:

1. A Sister who joins more than one social or cultural sorority:

- i. Is automatically considered disaffiliated.
- ii. Once disaffiliation is finalized, she must return all Sorority property within thirty (30) days of such notification.

B. Voluntary disaffiliation:

- 1. A Sister who wishes to terminate her affiliation with the Sorority:
 - i. Must notify the Board and the Alpha Chapter President in writing.
 - ii. Once finalized, she must return all Sorority property within thirty (30) days of such notification.

Article XI – Judiciary Board

Section 1: Committee

- A. The purpose of the committee is to determine the guilt and penalty of any and all disorderly conduct, lies, etc. brought forth by the Sisters of the Alpha Chapter.
- B. The Judiciary Committee consists of the President, Vice President, Secretary, and Treasurer.

Section 2: Procedure

- A. Judicial Board hearings are open to all Sisters of the Chapter to attend.

Article XII – Absences and Fines

Section 1: Excused vs. Unexcused Absences

- A. Sisters must attend all events hosted by the Chapter, and participate in all other events planned by the various position holders.
- B. In order to not be present for an event, the Sister must be excused. Excused reasons include:
 - 1. Family emergency or bereavement.
 - 2. Extreme illness.
 - 3. Work obligations.
 - 4. Class or exam schedule overlap.
 - 5. A flare-up of a medical condition or disability.

6. Use of the academic pass under the discretion of the Secretary and the chairholder whom the event is under. (*refer to Article XIII - Positions, Term Length, and Eligibility, Section 3: Minor Board.*)

C. All other reasons for absence will be considered unexcused and not tolerated.

Section 2: Fines

A. All Sisters are subject to being fined.

B. Position holders responsible for the event are in charge of keeping track of attendance and penalizing any offending Sisters based off the fine amounts listed below.

1. Late arrival:

i. Sisters have a five (5) minute grace period after the official start time of an event to arrive without being fined.

ii. Late arrival occurs when a Sister is five (5) minutes or more late to an event after the grace period. Late Sisters will incur a five dollar (\$5) fine.

iii. After thirty minutes has passed from the starting time of the event, if the Sister is still not present she will be marked with an unexcused absence and incur an additional fifteen dollar (\$15) fine.

2. Unexcused absence:

i. Unexcused absences occur when a Sister does not forewarn the position holder she is not attending the event, or if the Sister misses the event for inexcusable reasons (*refer to Article XI – Absences and Fines, Section 1: Excused vs. Unexcused Absences*).

ii. Absent Sisters who are unexcused will incur a twenty dollar (\$20) fine.

3. “No-Show”:

i. No-Show absences occur when a Sister claims she will attend an event, and then does not show up.

ii. No-shows may affect the Alpha Chapter from completing Chapter requirements.

iii. No-Show Sisters will incur a twenty dollar (\$20) fine.

C. Any additional fines, such as a Sister not completing requirements set by chair holders at the beginning of each semester, will be up to the discretion of the chair holder.

1. These fine amounts must be approved by the Executive Board.

Article XIII – New Member

Process

Section 1: Anti-Hazing

A. Theta Sigma Rho does not advocate any willful act or practice by a member or associate member directed against a member or associate member, which, with or without intent, is likely to:

1. Cause bodily harm or danger.
2. Cause offensive punishment.
3. Evoke disturbing pain.
4. Compromise the person's dignity.
5. Cause embarrassment or shame in public.
6. Cause the person to be the object of malicious amusement or ridicule.
7. Cause psychological harm or substantial emotional strain.
8. Impair academic efforts.

B. Violation of this policy subjects the Alpha Chapter to National supervision and the violators to be dismissed.

Section 2: Bids

A. In order to be eligible for a bid, the recruit must attend at least one general interest meeting, one community service/philanthropic recruitment event, the interviews, and have a minimum 2.5 cumulative GPA and a minimum of 2.3 semester GPA.

C. Recruits must be at least eighteen (18) years of age by the time of their induction in order to be eligible for a bid.

D. Once a bid is given out, it cannot be detracted.

E. Deferred bids are not allowed.

1. A recruit receiving a bid cannot defer their bids to next semester. They must attend the required amount of recruitment activities and events again to be eligible.

F. In order to vote on bids, the Sister must:

1. Have attended at least fifty percent (50%) of all recruitment events.

2. Be present at interviews.

G. Have a "Yes" vote from the President and Vice President.

H. Legacies are eligible to receive automatic bids from the Sorority.

Section 3: New Member Class Requirements

A. By Laws must be passed out to all new members to sign ten (10) days after accepting the bid.

B. The new member process must follow duration constraints as set by the National Board and the University.

C. Newly crossed sisters may not participate in events until the following semester.

D. All membership to the Alpha Chapter is limited to students of Iowa Wesleyan University.

Section 4: Sisterly Conduct

A. Program Educators are responsible for keeping order, monitoring conduct, and informing sisters how things are to be done. They must state before, or pass out written documents, of what is expected of the sisters at new member events.

B. The new member events attendance requirements for Sisters will be determined by the Program Educators at the beginning of the semester.

1. Attendance will be kept by Program Educator(s).

2. Attendance for that event will be counted only if the sister remains at that activity

for at least seventy five percent (75%) of that time.

3. If a Sister does not fulfill this requirement, she will be fined ten dollars (\$10) for every new member event that she missed the quota by.

C. In general:

1. Sisters should exercise orderly behavior.

2. Sisters must refrain from cursing in public settings.

3. During new member events Sisters should not gossip, talk, play on electronic devices, do school work, etc. Sisters will respect the new members and participate in the event with their undivided attention.

Article XIV – Positions, Term Length, and Eligibility

Section 1: Executive Board

A. President

1. Publicly represents the Alpha Chapter in all external affairs.
2. Supervises the Executive Board.
3. Responsible for writing letters, grants, appeals, etc. for the sorority if it does not fall under a specific position's description.
4. Always votes and gets the final decision in situations where there may be a tie.
5. Responsible for creating meeting agendas.
6. Handles the risk management requirements for the Chapter.
7. Must attend President training coordinated by the University.

B. Vice President

1. Handles all internal affairs within the Alpha Chapter.
2. Supervises the Minor Board.
3. If the President is unable to fulfill her duties, the Vice President will assume the duties of President.

C. Secretary

1. Takes minutes during all meetings.
2. Reviews and clarifies past minutes for present meetings.
3. Takes attendance at Chapter meetings.
4. Responsible for updating rosters, addresses, phone numbers, etc. and distributing the roster to the Board.
5. Updates the No-Contact List.
6. Organizes meeting locations.
7. Approves last minute absences requested from the academic pass. (*refer to Article XIII - Positions, Term Length, and Eligibility, Section 3: Minor Board.*)

D. Treasurer

1. Must attend Treasurer training coordinated by the University.
2. Retains all records of and handles the Chapter's financial transactions.
3. Collects dues from Sisters by the third official Chapter meeting of each semester.
4. Responsible for reimbursements.
5. Responsible for dealing with any monetary transactions.

Section 3: Minor Board

A. Academic Chair

1. Must have a minimum 2.75 cumulative GPA.
2. Keeps a record of every sister's GPA, cumulative and semester.
3. Assigns and enforces library hours for Sisters that are on social/academic probation or academic inactivity.
4. Creates an academic pass calendar to excuse Sisters from events during heavy exam or project weeks. Excuses are up to the approval of the Secretary and the chair holder to whom the event is held under and are to be requested no later than 24 hours in advance of the event.

M. Sisterhood Chair

1. Responsible for organizing sisterhood events for the Alpha Chapter.
 - i. An event counts as sisterhood if more than fifty percent (50%) of Sisters attend
2. Records Sister attendance at events.
3. Plan the Sisterhood Retreat in the Spring semester for Active Sisters and alumnae
4. Responsible for planning sisterhood chapters in place of every 4th chapter.
5. Organizes pairings for weekly sister buddy days.

Section 4: Term Length

A. All Executive Board positions are held for one academic school year (from May until May).

B. For all positions held, each member will get two (2) warnings for misbehavior and/or not completing position requirements. After that, with the discretion of the Judiciary Board, the person may be discharged from their position.

C. Resignation is only allowed in the most extreme cases as determined by the executive board. If the resignation occurs before the roster submission deadline, the Sister must pay a twenty five dollar (\$25) fine as an inconvenience fee. If the resignation occurs after the roster submission deadline, the Sister must pay a seventy five dollar (\$75) fine to cover both the National Board fine for changing the chapter roster, as well as inconveniences brought upon the active chapter.

1. Extraordinary circumstances should be taken into consideration by the executive board when determining a fine for resignation.

Section 5: Eligibility

A. Executive Board Eligibility:

1. The Sister must have first served a full term on Minor Board.

i. If there are extenuating circumstances, a Sister that has not held a minor board position may run for Executive Board. This exception is to be determined by all Sisters.

2. All Executive Board positions can only be held by one member at a time. The exception is with Program Educator, where two members can share the position if desired.

3. Sisters are not allowed to hold more than one Executive Board position. (Once a sister is voted in during elections, she is holding that position at that time.)

4. Must have a cumulative GPA of at least 2.75 (refer to *Article VI – Academics*,

Section 4: Position Requirements).

B. Minor Board Eligibility:

1. The Sister must be a current active member of the Alpha Chapter to hold a position.

SIGNATURES

President

Date

Vice President

Date

I agree to the above stated requirements...

New Pledge

Date