# GAMMA RHO LAMBDA OMICRON CHAPTER: CONSTITUTION AND BYLAWS

# NAME

## The name of this organization is Gamma Rho Lambda Omicron Chapter at Iowa State University.

# MISSION STATEMENT

## Gamma Rho Lambda Omicron Chapter is a social sorority for progressive individuals who are looking for a sense of family. GRL of ISU exemplifies the qualities of acceptance, diversity, unity and trust, which provides a network of assistance in the areas of scholastic guidance, emotional support, and community service while ultimately developing the life-long bonds of sisterhood. We are all committed to creating a diverse, safe, educational and scholastic environment. We are inclusive and welcome all races, sexualities, nationalities, systems of belief, and world-views. We ultimately support the LGBTIQA community, while affecting social change in the Ames, Iowa community.

# CLASSIFICATION

## Gamma Rho Lambda is a non-profit social sorority.

# MEMBERSHIP

## Types and Conditions of Membership

### Active Membership: Active members will be granted all rights and responsibilities of the Chapter. Active Members must meet the following requirements:

#### Be a registered student attending the academic institution at which the Chapter is located and carrying at least six credit hours or be considered by the institution at least half of full-time;

#### Maintain the minimum GPA of 2.0;

#### Have met all New Member requirements as stated in Section 2.1;

#### Pay all necessary dues, fees, and assessments according to Article X;

#### Receive an affirmative vote in the Chapter as prescribed Section 2.6;

#### Complete the Initiation Ritual as prescribed by the National Sorority;

#### Be in good standing with the Chapter. The Chapter shall define good standing by the following participation standards:

##### Attendance

###### Not exceeding three unexcused business meeting absences per semester

###### Not exceeding one unexcused required event absence per semester

Required events are Induction, Initiation, Fundraiser, Service, and Philanthropy events

##### Community Service

###### Completing 5 hours of community service per semester

###### If 5 hours are not completed, the member will fulfill the remaining hours in excess to their requirements the following semester to remain in good standing

##### Overall contribution to Chapter activities

##### Meet any other reasonable requirements that the Chapter may set.

#### The Chapter shall define good standing for officer positions and committee members by the following standards:

##### Officer duties

###### Not exceeding three late report forms

###### The criteria outlined in Article V for each individual officer position

##### Committee duties

###### All committee meetings and activities are mandatory (including outside meetings ex. video chats and Google Docs) unless a member has an excused absence. The chair of their respective committee will decide whether the absence is excused or unexcused

#### If any member cannot meet these requirements and can claim a reasonable excuse for not doing so, active membership may be granted to that member by the affirmative vote of 80 percent of those voting at any regular meeting where a quorum prevails.

### Associate Membership: Associate Members may attend but may not vote at any Chapter meeting including committee meetings. Associate Members may not hold office or chair any committees. Associate Members may attend Chapter functions. Associate Members are exempt from attendance standards and community service requirements, but otherwise must remain in good standing with the Chapter.Chapter dues are lower for Associate Members; however, Associate Members are responsible for any outstanding Chapter dues, fees, or assessments and must find their own means of payment when participating in a Chapter-funded event. Those who find it difficult to meet the commitments of time and effort as Active Members may petition the Chapter for Associate Membership. Associate Membership may be conferred on any member by an affirmative vote of 80 percent of those voting at any business meeting where a quorum prevails. Associate membership may only be granted one time for each member and the membership may not last longer than one semester. Active Membership may be restored to such a member by the affirmative vote of 80 percent of those voting at any business meeting where a quorum prevails. Voting privileges of the member are not restored until the next business meeting. However, all other privileges, responsibilities, and obligations are restored immediately.

### In Abstentia Membership: Members who are leaving the university on a temporary basis for a study abroad or internship/co-op in which they remain enrolled at Iowa State University may petition the Chapter for In Abstentia Membership. In Abstentia Membership may be conferred on any member by an affirmative vote of 80 percent of those voting at any business meeting where a quorum prevails. In Abstentia Membership may be granted one time for each member and the membership may not last longer than one semester. Active Membership may be restored to such a member by the affirmative vote of 80 percent of those voting at any business meeting where a quorum prevails. Voting privileges of the member are not restored until the next business meeting. However, all other privileges, responsibilities, and obligations are restored immediately.

### Honorary Membership: Honorary Members must be elected by a unanimous vote. Undergraduate students are not eligible for this type of membership. Honorary Members are those who have greatly contributed to the goals and mission of the Sorority. Honorary membership carries all rights and privileges of active membership, except voting, holding office, and participating in Sorority rituals.

### Alumnae Membership: Members who have graduated from an accredited college or university may petition the Chapter for alumni membership. The petitioner must pay a fee in full, in accordance with Article X, before the petition may be considered. This fee will be fully refundable if alumni membership is not granted.

### New Members: In accordance with section 2, new membership shall be conferred upon students who are selected by this Chapter to participate in a period of preparation and training in the ideals and purposes of the National Sorority.

### Neophyte Members: A New Member becomes a Neophyte Member after receiving a bid in accordance with Section 2.2 or 2.3. A Neophyte Member of a Chapter can become an Active Member by participating the Initiation Ritual.

### Inactive Status: Any member who is declared inactive shall have no rights or privileges of the Chapter. Inactive Status is a permanent status.

#### Declaration: Any member may declare themselves inactive at any regular business meeting at which a quorum prevails.

#### Appeals: A member who has been declared inactive may appeal that decision to the Chapter. A unanimous vote of those voting at any regular meeting where a quorum prevails is required to restore previous membership status.

### Probationary Members: Probationary membership can only be granted for a time period of 28 days and can only be granted to a member twice. Probationary members carry all rights and responsibilities of the Chapter with the exception of voting. A member who fails to maintain good standing as outlined by Section 4.1.1.7 for the first time shall be granted probationary membership. A probationary member may reattain good standing by fulfilling all good standing requirements for the 28 days following the infraction. If this member becomes in good standing again, previous membership status shall be restored immediately.

#### Good Standing: A Probationary Member who fails to attain good standing within the 28 day time limit shall be declared inactive. A member who fails to maintain good standing for the third time shall be declared inactive.

### Payments: A member who has become delinquent in their dues or has missed a payment deadline by more than two weeks without contacting and making arrangements with the Purse Warden will be declared inactive. A member who is having financial difficulty may make arrangements with the Purse Warden for one extension period of no more than 28 days or to devise an alternate payment plan. If payment has not been received by the extension due date, inactive status will take effect immediately.

### Transfer of Membership: Membership in the Chapter may be granted to a transfer member from another Chapter of Gamma Rho Lambda in the following manner:

#### The transfer member must make a written application for transfer membership to the new Chapter. A majority vote at any regular or special meeting will start the transfer process. This vote is not binding on the Chapter, nor does it give the transfer member-voting privileges.

#### During the following four week period of review, the transfer member’s interest is judged by the siblinghood by their attendance at Chapter meetings, projects, and other functions, as well as the effort put forth by the transfer member to meet the members.

#### Final approval may be granted four weeks after initial approval by an 80 percent vote of the new Chapter during any regular or special meeting. Following approval, full Chapter membership privileges and rights are granted to the transfer member.

#### If a member transfers to a college or university where there is no chapter or Chapter of Gamma Rho Lambda, the member may achieve alumni status upon graduation.

### Judicial Membership Consequences

#### Suspension of Membership: A member may be suspended following the prescribed procedure in Article VIII. Suspended members carry no rights or responsibilities of the Chapter, including, but not limited to holding office, voting, attending Chapter functions, and wearing the Greek letters of Gamma Rho Lambda.

#### Expulsion: A member may be expelled according to the procedures defined in the National Constitution and Bylaws.

## New Member Process

### Requirements:

#### Potential New Member Requirements: A Prospective New Member must fulfill the following requirements before they can be inducted.

##### Be a registered student attending the academic institution at which the Chapter is located and carrying at least six credit hours or be considered by the institution at least half of full-time;

##### Maintain the minimum GPA established by the Chapter that must be in accordance with the Greek council;

##### Pay all necessary dues, fees, and assessments according to Article X;

##### Receive an affirmative vote from the Chapter as prescribed in Section 2.2 or 2.3;

##### Be in good standing with the Chapter;

##### Meet any other reasonable requirement that the Chapter may set.

#### New Member Requirements: A New Member must fulfill the following requirements before they can become a Neophyte Member:

##### Be a registered student attending the academic institution at which the Chapter is located and carrying at least six credit hours or be considered by the institution at least half of full-time;

##### Maintain the minimum GPA established by the Chapter that must be in accordance with the Greek council;

##### Pay all necessary dues, fees, and assessments according to Article X;

##### Receive a passing grade in the New Member Education Program;

##### Become familiar with all active members of the Chapter;

##### Become familiar with the history of the Sorority;

##### Receive an affirmative vote from the Chapter as prescribed in Section 2.2 or 2.3;

##### Be in good standing with the Chapter;

##### Meet any other reasonable requirement that the Chapter may set.

### Bids: The Chapter will issue bids for new membership to the Prospective New Members after approval of at least 80 percent of Active Members voting at any meeting at which the issuance of new membership to Prospective New Members is considered and when a quorum prevails. The Chapter will issue bids for neophyte membership to the New Members after approval of at least 80 percent of Active Members voting at any meeting at which the issuance of neophyte membership to New Members is considered and when a quorum prevails. Dates for bid sessions must be announced at least seven days in advance to the active new membership.

### Reconsideration of Bids: Once an action regarding a bid has been made according to Section 2.2, that action may not be reconsidered at the same session. In order to reconsider a bid there must be an affirmative vote of a majority of Active Members of the voting at which a quorum must prevail. A motion to reconsider a bid may only be tabled until the next bid session.

### Induction: A Prospective New Member, having been issued a bid in accordance with Section 2.2 or 2.3 may become a New Member of this Chapter by participating in the official Induction Ritual as dictated by the National Sorority.

### Revocation of New Member Status: New Member status may be revoked at any time prior to initiation into active membership by one-third of the membership voting at any regular business meeting at which a quorum prevails.

### Bull Status: A New Member, having failed to receive the required votes from the second voting session for entry into Neophyte status shall receive Bull Status. Further actions regarding the New Member may not be brought up for reconsideration at any regular or special meeting until the first meeting of the next semester at which a quorum prevails.

### Initiation: A Neophyte of a Chapter shall become an Active Member by participating in the official Initiation Ritual as dictated by the National Sorority. Any Neophyte who has failed to pay the required Initiation Fee, per Article X, Section 1.2 to the National Sorority and any initiation fee set by the respective Chapter may not participate in the ritual.

## Records: A permanent record of all members – Active, Neophyte, New Member, Associate, Honorary, Alumni, etc. – of the Chapter will be kept on file with the Chapter. This record will include personal history and permanent address and will be kept reasonably current. All changes will be forwarded to the National Sorority in a timely manner.

# OFFICERS AND ELECTIONS

## Elected Officers

### Eligibility: Only members classified as Active Members may be elected to office.

### Elected Chapter Officers: The elected officers of this Chapter will be Kalphion, Sophi, Scribe, Purse Warden, Hermes, Keeper of Secrets, New Member Mother, New Member Mistress, Herald, Archivist, Lia, and Webmistress. The positions of Kalphion, Scribe, and Purse Warden are mandatory positions to have an operational Chapter.

### Installation of Officers: Once elected, officers will be installed through the Officer Installation Ritual as prescribed by the National Sorority.

### Removal from Office: Any officer may be removed from office by a vote of 80 percent of the Chapter members voting at a regular or special meeting in which a quorum prevails, provided that the motion was made at a regular meeting of the Chapter at least two weeks prior with a quorum present and provided further that a copy of the motion accompanies the call for removal.

### Appeals: Any officer so removed may submit a written request for an appeal to the Chapter. The officer will then submit for a second vote to be held. To be reinstated an officer must receive a vote of 80 percent of the Chapter members voting at a meeting in which a quorum prevails, provided that the motion was been made at a regular meeting of the Chapter.

## Descriptions and Duties

### Kalphion: President: The Kalphion shall:

#### Preside at all Chapter meetings as well as the Executive Committee meetings;

#### Serve as Chair of the Executive Committee;

#### Be responsible for the risk management efforts of the Chapter;

#### Serve as the primary representative of the Chapter to the National Sorority, the Greek council, the faculty advisors;

#### Appoint in the manner specified in the Chapter Constitution and Bylaws such committee chairs, committee members, and other persons;

#### Appoint committees not otherwise provided for;

#### Be well versed in procedure as prescribed in Robert’s Rules of Order Newly Revised.

#### Perform such other duties as the office may require.

#### Train their successor.

### Sophi: Vice President: The Sophi shall:

#### Give supervision to the Chapter to ensure that its constitution, duties, and obligations, both local and national, are fulfilled;

#### Oversee all committees and officers and prepare reports for Kalphion;

#### Serve as an ex-officio member of all other Chapter committees;

#### Prepare the meeting agendas and provide copies to all members;

#### Correct all errors in procedure as prescribed in Robert’s Rules of Order Newly Revised;

#### Be well versed in procedure as prescribed in Robert’s Rules of Order Newly Revised;

#### Perform other such duties as the Chapter may prescribe;

#### Train their successor.

### Scribe: Secretary: The Scribe shall:

#### Keep an accurate and written record of the proceedings of all Chapter and Executive Committee meetings;

#### Obtain copies of the minutes of all committee meetings and enter those into the Chapter meeting minutes;

#### Keep accurate records of attendance and will be responsible for informing the Executive Committee when a member has not met attendance requirements;

#### Keep copies of all membership applications in a permanent file;

#### Issue Chapter notices, invitations, communications, and important correspondence;

#### Direct letters of appreciation to the persons and organizations who have cooperated in the Chapter program;

#### Draft a regular newsletter and distribute it to all members;

#### Be well versed in procedure as prescribed in Robert’s Rules of Order Newly Revised;

#### Perform other duties as the Chapter may prescribe;

#### Turn over all records in an up-to-date condition;

#### Train their successor.

### Purse Warden: Treasurer: The Purse Warden shall:

#### Be responsible for financial matters regarding the Chapter;

#### Report the up-to-date ledger and projected budgets as dictated by the National Sorority and at each regular meeting of the Chapter;

#### Make payments to and from Chapter accounts with proper authorization;

#### Manage member dues according to the Chapter Constitution and Bylaws and standing policies of the Chapter;

#### Perform other such duties as required by their office;

#### Train their successor.

### Hermes: Representative to the (Insert Greek Council Name): The Hermes shall:

#### Understand all of the Greek Council regulations and ensure that the Chapter operates in accordance to all mandatory regulations;

#### Represent the Chapter to the Greek council;

#### Supply the Chapter with copies of the Greek council meeting minutes;

#### Report all information regarding compulsory and optional Greek events to the Chapter and facilitate Chapter participation in said events;

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### Keeper of Secrets: Membership Development Officer: The Keeper of Secrets shall:

#### Protect and maintain all ritual material;

#### Facilitate the performance of all Chapter rituals;

#### Serve as chair of the Judiciary Committee and Member Preservation Committee;

#### Facilitate adherence to the Chapter conflict resolution policy;

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### New Member Mother: New Member Educator: The New Member Mother shall:

#### Work in accordance with New Member Mistress;

#### Educate the New Members in the ways of the Sorority as determined by the Chapter New Member Education Manual;

#### Maintain and update New Member Educator Manual as needed

#### Serve to nurture the New Members in their development to siblinghood while providing additional guidance and emotional support;

#### Involve the members of the Chapter in the New Member Process;

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### New Member Mistress: New Member Educator: The New Member Mistress shall:

#### Work in accordance with New Member Mother;

#### Educate the New Members in the ways of the Sorority as determined by the Chapter New Member Education Manual;

#### Maintain and update New Member Educator Manual as needed

#### Be responsible for the disciplining and structure of the New Member Education Program;

#### Involve the initiated members of the Chapter in the New Member Process;

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### Herald: Public Relations Officer: The Herald shall:

#### Be responsible for Chapter advertising;

#### Promote the image of the Chapter;

#### Maintain community contacts;

#### Work with the press;

#### Serve as Chair for Recruitment Committee

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### Archivist: Historian: The Archivist shall:

#### Keep a diary containing photographs, news clippings, and commentaries for all Chapter events;

#### Promote and preserve Chapter traditions;

#### Perform other duties as prescribed by the Chapter;

#### Train their successor.

### Lia: Alumni Relations Officer: The Lia shall:

#### Keep the current contact information for all Chapter alumnae;

#### Plan alumnae events;

#### Inform the alumnae of Chapter progress as the members see fit;

#### Train their successor.

### Webmistress: Web Development: The Webmistress shall:

#### Create, maintain, and keep current the Chapter webpage;

#### Perform all other duties as prescribed by the Chapter;

#### Train their successor.

### Artemis: Delegate to the National Sorority: The Artemis shall:

#### Understand all National governing documents of Gamma Rho Lambda;

#### Be responsible for reviewing and proposing amendments to the House Rules and Constitution and Bylaws of the organization;

#### Be responsible for making sure that all Chapter policies and procedures are in compliance with the National Sorority and provide the National Sorority with feedback on the relevant policies and procedures;

#### Coordinate with the Kalphion to represent the Chapter to the National Sorority;

#### Coordinate with the Kalphion to supply the Chapter with a report of all dealings with the National Sorority;

#### Perform all other duties as prescribed by the Chapter;

#### Be well versed in Roberts Rules of Orders Newly Revised;

#### Train their successor

## Vacancies: Any vacancies among the officers in the Chapter may be filled by election at any regular or special Chapter meeting. Newly elected officers will occupy that position for the duration of the term.

## Instruction Manual: All officers are required to keep an updated instruction manual of material pertaining to their position. The instruction manual must be supplied with all applicable forms for completing officer tasks.

## Elections

### Date: Officers, with the exception of New Member Mistress, New Member Mother, and Hermes, will be elected four weeks before the last meeting of the Fall Semester. Nominations for office will open at the regularly called meeting at least six weeks before the last meeting and will remain open for at least seven days. Nominees must plan to remain Active Members for the full term of office.

### Ballots: All elections will be by secret ballot to be counted by Keeper of Secrets and Sophi. The Kalphion will assist in counting if the Keeper of Secrets or Sophi is a nominee for a position.

### Majority: All candidates must receive at least a simple majority (50% + 1) to be elected. If no candidate receives a simple majority then a run-off election between the two candidates who received the most votes will be held.

## Terms of Office

### Terms of Office: The term of office for all officers, with the exceptions of New Member Mother, New Member Mistress and Hermes will be one year and will begin at the first regularly scheduled business meeting of the spring semester. Training for new officers start immediately following the election. Training must be completed before term of office begins.

### Exceptions for New Member Mother and New Member Mistress: The New Member Mistress and the New Member Mother will be elected four weeks before the end of the each New Member Education Program. The term of office for New Member Mistress and the New Member Mother will run three weeks into the next New Member Education Program. The newly elected New Member Mistress will take over the responsibilities of the office upon the initiation of the New Member class during which they were elected.

### Exceptions for Hermes: Elections for Hermes will be held four weeks before the last meeting of each semester. Nominations will open at the regularly called meeting at least six weeks before the last meeting and will remain open for at least seven days. The term of office for Hermes will be semesterly and will begin the first regularly scheduled business meeting of the semester.

# MEETINGS

## Quorum: A simple majority (50% + 1) of voting members of the Chapter must be present in order to conduct any regular Chapter business.

## Location: The regular meetings of this Chapter will be held in such place as the Executive Committee may direct or as deemed appropriate by the current standing rules and will be accessible to all Chapter members.

## General Meetings: The Chapter will hold regular meetings at least twice a month during the regular semester.

## Attendance

### Attendees: All meetings and Chapter business of the Chapter will be open to faculty advisors, Active Members, Associate Members, Honorary Members and New Members.

### Procedure for an Absence: Should a member become unable to attend a meeting, a written statement of absence must be presented along with any supportive documentation to the Executive Committee at least 48 before hours of the meeting. A majority vote of the Executive Committee will determine if the written statement of absence is acceptable, or the absence should be considered unacceptable. Should a member not submit the statement of absence within the required time, the member will then have an unexcused absence.

#### Excused Absence: An absence will be considered excused if it qualifies as one of the following:

##### Sickness

##### Family Emergency

##### Academic Commitments

##### Documented Accessibility issue

##### Prior travel commitment

##### Prior organizational commitment

##### Other prior commitment with valid supporting documents dated before the event date/time was approved by the chapter

###### i.e. receipt for concert ticket dated before approval of the event date/time

##### All other statements of absence will be considered on a case-by-case basis

### Appeal of an Unexcused Absence: A member will have the option to accept the unexcused absence or submit a written petition, along with any documentation to support their case to the Executive Committee for the unexcused absence to be removed from their record. The petition must be completed within seven days of the unexcused meeting absence or the member waives their right to an appeal. The Executive Committee will then convene and will have the power to make a decision to whether the member’s absence should be deemed acceptable or unexcused with a majority vote. Within the seven days following the decision of the Executive Committee, the Chapter will have the power to override the Executive Committee’s decision with an affirmative vote of 80 percent at any regular meeting where a quorum is present.

## Special Meetings: Special meetings of the Chapter may be called by Kalphion, a majority of the Executive Committee, or upon the written request of one-third of the active membership of the entire Chapter. Kalphion will call a special meeting within five days after the presentation of such a request. In the case that Kalphion does not comply with the request within the required time, a written request may be presented to the Executive Committee, with any other member of the Executive Committee presiding over the special meeting of the Chapter within five days of the request. A notice of all special meetings will contain a statement of the purpose of the meeting or the special business to be transacted.

## Executive Committee: The Executive Committee will meet at least once a month. Special meetings of the Executive Committee may be held subject to the call of Kalphion or upon written request of the majority of the voting members of the committee.

# CHAPTER STANDING COMMITTEES

## Appointed Chair Positions

### Eligibility: Only members classified as Active Members may be appointed to a chair positions.

### Appointed Committee Chair Positions: The appointed chair positions of this Chapter will be Eris.

### Removal from Committee Chair: Any committee chair may be removed from office by the Kalphion after an advisory meeting has been held with the Executive Committee. A new committee chair will then be appointed by Kalphion.

### Appeals: Any committee chair removed will have to submit a written request for reinstatement for their chair position to the Chapter at a next meeting. A vote of 80 percent of the Active Members voting at a meeting in which a quorum prevails is needed, provided that the motion was made at a regular meeting of the Chapter at least two weeks prior with a quorum present.

## Programming Committee: Eris will chair the Programming Committee. The Programming Committee will be responsible for the planning and execution of all approved Chapter events including fellowship events to promote and encourage the spirit of siblinghood. These events include the annual banquet, various social events (excluding Recruitment), and other social events as deemed by the Chapter. The programming committee will also be responsible for planning and execution of all approved community service, philanthropy, and fundraising projects. This committee will provide an outline of all Chapter community service, philanthropic and fundraising events to the Greek council. The committee will obtain the place and all materials for the events. It will also provide a summary of activities to the National Sorority.

## Recruitment Committee: Herald will chair the Recruitment Committee. The Recruitment Committee will be responsible for recruiting of New Members. It will obtain materials for recruitment and ensure posters and flyers regarding recruitment are properly posted. It will make necessary arrangements for approved recruitment events where Prospective New Members and Chapter members may become acquainted. It will be responsible for all other matters pertaining to recruitment

## Member Preservation Committee: The Keeper of Secrets will chair the Member Preservation Committee. The Member Preservation Committee will be responsible for the retention of current members’ education and upkeep of sorority knowledge of rituals and procedures. It will ensure that all members are able to keep their GPA requirements up to standard and provide any approved programs to help members accomplish this. It will ensure that there are lists of tutoring resources available to the members at all times. It will be responsible for ensuring that all members are meeting the educational, risk management, and campus event requirements set forth by the Greek council and university. This committee will also be responsible for keeping and updating a Chapter roster, officer roster, student organization registration, and contact list for Scribe and the Greek council. The officer roster and the contact information list must be updated regularly.

# JUDICIARY COMMITTEE

## Composition: The Judiciary Committee shall consist of at least three voting members elected by the Chapter. One member from all newly initiated New Member Classes shall be elected according to the following process: A class shall nominate one member to be the judiciary committee representative for their class with an affirmative vote of a simple majority (50% + 1) of the class members. If no candidate receives a simple majority then a run-off election between the two candidates who received the most votes shall be held. The nominee from the New Member Class will be elected by a majority vote of the Chapter. If the nominee is not elected, the New Member Class shall have the option of nominating another member. All committee members shall serve until they resign, are properly removed from office, or until they are no longer maintain active membership status. In the event that the voting members of the board shall fall below three members, the Chapter shall fill vacancies in a general election open to all members. Kalphion, the Chapter Advisor, and a member of the National Judiciary Committee will serve as ex-officio members on the committee. Keeper of Secrets will serve as chair of this board.

## Member Discipline: Member discipline may be initiated as a result of the following:

### Failure to meet financial requirements of the Sorority;

### Failure to meet scholastic requirements of the Sorority;

### Failure to abide by state, local, federal laws as well as University Policies;

### Failure to abide by the Constitution and Bylaws prescribed by Gamma Rho Lambda;

### Conduct unbecoming of a member of Gamma Rho Lambda Sorority.

## Complaint Procedure: A complaint must be submitted to Keeper of Secrets within 15 days of the violation and can be submitted by any concerned party. A written complaint should include the following:

### Date, time and place of the violation;

### Name(s) and phone number of any person associated with the complaint;

### Detailed description of what is alleged to have occurred.

## Meetings

### The Judiciary Committee will convene as needed. The written complaint will be submitted to Keeper of Secrets. The Keeper of Secrets shall use their discretion to determine if a Candle Binding Ceremony would be appropriate. If a Candle Binding Ceremony is appropriate, the Keeper of Secrets will organize a Candle Binding Ceremony within seven days of receiving the complaint. If an amiable resolution is not reached through the Candle Binding Ceremony, the conflict will be brought before the Judiciary Committee.

### If the Candle Binding Ceremony is not held or does not result in an amiable resolution, the Chapter Advisor(s), Kalphion, Judiciary Committee and member(s) in question will be supplied with copies of the complaint within 24 hours of the conclusion of the Candle Binding Ceremony or within 24 hours of the Keeper of Secrets receiving the complaint. The Keeper of Secrets will convene a hearing of said parties within seven days of the conclusion of the Candle Binding Ceremony. All evidence pertaining to the complaint will be presented to the committee. A question and answer period will then take place between the interested parties and the member(s) in question. Within 48 hours of the hearing, the Judiciary Committee findings and any sanction(s) shall be reported to the Judiciary Committee members as well as the sanctioned individual(s).

### All judiciary proceedings are confidential. This includes, but is not limited to, all information pertaining to charges, hearings, process, votes, sanctions and any related matters.

#### The member charged may reveal their sanctions if they so choose. They are the only individuals permitted to breach confidentiality, and only in respect to their own sanctions. They are not permitted to reveal any additional information regarding their judiciary proceedings.

#### The KOS will be responsible for drafting both a confidential statement of facts as well as a full disclosure statement of facts in the case, including the charges and sanctions. The confidential statement of facts in not to include any identifying information. The KOS will then send a copy of the aforementioned disclosed proceedings to the National President. Upon verification of receipt of said documents, the chapter KOS and involved chapter members are to destroy or delete any electronic or hard copies of documents pertaining to the judiciary proceeding in question.

#### Any questions relating to past charges, hearings, or sanctions will be directed to the National President.

## Judiciary Committee meetings are closed to meetings. Only Judiciary Committee members, the Kalphion, the Chapter Advisor(s), members of the National Judiciary Committee, the persons filing the complaint, and the members in question are permitted to attend the question and answer period. Only Judiciary Committee members, the Kalphion, the Chapter Advisor(s), and members of the National Judiciary Committee are permitted to attend the deliberation session.

## Appeals: A written appeal may be submitted to the National President within seven hours of the receipt of the sanction. The National Judiciary Board shall have the power to overturn sanctions.

# EXECUTIVE COMMITTEE

## Voting Membership: The voting membership of the Executive Committee of the Chapter will consist of Kalphion, Sophi, Scribe, Purse Warden and KOS. The Chapter Kalphion will serve as committee chair. Members of the Chapter are invited to the meeting to participate in the discussion, but will have no voting privileges.

## Duties: The duties of the Executive Committee will consist of acting for the Chapter in the event the Chapter may not be assembled to consider a decision. The Executive Committee may consider issues pertaining to the Chapter, membership, and make decisions for the Chapter without approval for social and service activities. The Executive Committee will make no fiscal decisions regarding amounts exceeding $80. The Executive Committee’s decisions can be overturned by an 80% vote of the Active Members.

# DUES, FEES AND ASSESSMENTS

## Fees

### New Member Fee: A New Member Fee shall be assessed to all New Members and must be collected before the Induction Ritual. New Member Mother and New Member Mistress may grant an extension for a period of no more than one week.

### Initiation Fee: An Initiation Fee shall be assessed to all Neophyte Members and must be collected before initiation. No extension may be granted.

## Dues: Chapter dues will be collected from Active Members, Associate Members, Neophytes, and New Members. Members must declare to the Purse Warden their selection of one of the following payment options:

### Option 1: Monthly installments are due at the first meeting of each month. Should a member go past due, a reinstatement fee shall be automatically assessed;

### Option 2: A lump sum is due at the first meeting of the semester. Should a member go past due, a reinstatement fee shall be automatically assessed.

## Fines and Assessments

### Assessments: Fines may be charged to members at any regular meeting.

### Fines: The following fines will be assessed to members per occurrence:

#### Unexcused Business Meeting Absence Fee;

##### First offense (per semester): $5

##### Second offense and all following (per semester): $10

#### Unexcused Community Service Absence Fee; $25

#### Unexcused Fundraising Project Absence Fee; $25

#### Unexcused Philanthropy Project Absence Fee; $25

#### Unexcused Mandatory Event Absence Fee; $15 and any fees associated from the absence (i.e. National Conference Call absence fine, MGC Event absence fine)

#### GroupMe Abuse Fee

##### First offense (per semester): Warning

##### Second offense and all following (per semester): $2

#### Tardy to Meeting fee (over 15 minutes);

##### First offense (per semester): Warning

##### Second offense and all following (per semester): $5

#### Other fines created by the discretion of the sorority as recommended by the Fiscal Committee and decided upon by an 80 percent affirmative vote at any regular meeting where a quorum is present.

### Appeals: Refer to Article VI, Section 4.3.

### Fines Amounts: All monetary values will be decided at the beginning of each semester for all fines, dues, and assessments, as recommended by the Fiscal Committee, by an 80 percent vote at the second business meeting of the semester where a quorum is present.

# FINANCE AND PROPERTY

## Expenses: All Chapter expenses will be documented by the Chapter Purse Warden. All expenses will be funded by Chapter membership fees, dues, donations, and funds provided by Chapter sponsored events. All expenses must first be approved by an 80% affirmative vote at any regular or special meeting where a quorum is present.

## Funds: Funds attained through membership fees, dues, donations, sponsorship, and Chapter-sponsored events will be received by the Purse Warden on behalf of the Chapter and will be deposited to the credit of the Chapter.

## Statements: Annual statements of Chapter funds, expenses, receipts, liabilities and donations will be audited by legal authority.

## Receipts: Receipts will be documented and segregated by the Chapter Purse Warden. Proper bookkeeping and accounting will aid in the documentation and segregation of all receipts.

# RISK MANAGEMENT

## All members of Gamma Rho Lambda Sorority must adhere to the Risk Management Policies set forth by the National Sorority as well as the local, state, federal, and university policies.

# NONDISCRIMINATION

## Membership shall be conferred to all female students as defined by university policy. Membership shall be conferred regardless of race, color, creed, sexual orientation, age, ethnicity, national origin, disability, religion, and gender expression/identity so long as they subscribe to the principles of the Chapter.

# HARASSMENT

## Harassment: No member will be subject to harassment based on sexual orientation, race, color, creed, age, ethnicity, national origin, disability, religion, and gender expression/identity by any other member of the Sorority.

## Sexual Harassment: The Sorority prohibits sexual harassment by its members and will not tolerate behavior that unlawfully interferes with an individual’s Sorority and educational performance or unlawfully creates an intimidating, hostile, or offensive environment.

## Romantic and Sexual Relations: New Members may not date or have any type of sexual/amorous relationship with other New Members unless they begin the New Member process as an already-established couple. Likewise, Active Members may not date or have any type of sexual/amorous relationship with New Members unless they are an already-established couple before the New Member process begins. As the Neophyte-to-active process lasts three semesters during the time of colonization, this rule does not apply to Neophytes insofar as they may have relationships with each other once they have become Neophytes. The rule, however, does apply to Neophyte–New Member relationships. Violations of the National Hands Off Policy shall be reported to the National Judiciary Committee within one week of the respective Chapter's judiciary hearing.

# HAZING

## There shall be no hazing or informal initiation in connection with the functions of the Chapter. Any mistreatment of New Members, members or other persons at any time shall be considered a violation of the purposes of the Chapter and the National Sorority. Violations of this National Hazing Policy shall be reported to the National Judiciary Committee within one week of the respective Chapter's judiciary hearing.

# AMENDMENTS

## The Chapter Constitution and Bylaws may be amended at any regular or special meeting of the Chapter with a quorum present upon affirmative vote of 80 percent, provided that the proposed amendment will have been read at the prior meeting of the Chapter with a quorum present and provided further that a copy of the proposed amendment accompanies the call for the meeting. After approval, amendments must be submitted to the Council for approval.