

Lambda Theta Alpha Latin Sorority, Inc.

Undergraduate Chapter Constitution

Zeta Gamma Chapter
Updated On 4/25/2014

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Undergraduate Chapter Constitution of Lambda Theta Alpha

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**Undergraduate Chapter Constitution of Zeta Gamma Chapter
Lambda Theta Alpha, Inc.
Founded: April 13th, 2014**

Article I – Name

The name of this organization shall be Zeta Gamma, a member Chapter of Lambda Theta Alpha, Inc. established on April 13th, 2014. It is organized under the authority of the National Sorority named Lambda Theta Alpha, Inc. The National Sorority shall be the parent organization of all Undergraduate Chapters. Zeta Gamma Chapter, as all Undergraduate Chapters of Lambda Theta Alpha Sorority, must abide by the National Constitution, Standing Rules, and all established policies and procedures of the parent organization.

Article II – Purpose

Section 1. The purpose of Lambda Theta Alpha shall be to provide a sisterhood based on unity, love, and respect. To develop strong leaders who will then provide and practice political, social and cultural activities. Promote unity through charitable and educational programs. Maintain a higher standard of learning and serve as a voice for all students.

Section 2. The principles of Lambda Theta Alpha are Unity, Love and Respect.

Article III: Statement of Compliance

Section 1: Zeta Gamma abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2: Zeta Gamma agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

Article IV – Membership

Section 1: Membership shall be open to undergraduate women who believe and support the purpose of Lambda Theta Alpha.

Section 2: Iowa State University and Zeta Gamma do not discriminate on the basis of genetic information, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Section 3: A member in good standing is one who upholds the purposes of Lambda Theta Alpha; fulfills financial obligations to the sorority; is free of judicial sanctions; maintains a high degree of academic excellence according to the current national grade point average; participates in sorority activities; and provides service to the community.

Section 4: There shall be six (6) classifications of membership as follows:

A. Active Undergraduate

An Active Undergraduate member is one who is currently enrolled in an accredited four-year institution at which an active chapter is located. An Active Undergraduate is a member in good standing who attends regularly scheduled chapter meetings, and participates in chapter governance.

Active Undergraduate members are eligible to participate in committees, vote in elections, hold office, participate in the decision making of policies within their respective region and shall be entitled to all rights and privileges of the organization. Only active members shall have the right to address any Chapter, Area, and National Board of Directors during official meetings.

B. Neophyte

A Neophyte is a member who has not reached her one-year anniversary, nor met the standard requirements per the Standing Rules.

C. Prophyte

A Prophyte is a member who has reached her one year anniversary and has met the standard requirements per the Standing Rules.

D. Orientee

An Orientee is a potential new member who is undergoing the orientation process to become a full member of Lambda Theta Alpha. An Orientee must fulfill the required criteria specified per the Standing Rules.

E. Honorary

Honorary membership may be conferred upon a woman who is not a member of an organization similar in nature to Lambda Theta Alpha. She is one who has demonstrated commitment to the sorority by her action and is one who believes in and promotes the purpose and principles of Lambda Theta Alpha. The process of selecting Honorary members and the requirements shall be as outlined in the Standing Rules.

F. Inactive

An inactive member is one who is not in good standing due to any combination of items stated in Article III, Section 2. To be eligible to become active, a member must fulfill all the requirements as provided by the Constitution and Standing Rules.

Section 4. Undergraduate members shall maintain a cumulative grade point average of no less than 2.6.

Article IV – Chapter Requirements

Section 1. Undergraduate Chapters shall maintain a minimum of eight (8) active undergraduate members in good standing.

Section 2. Undergraduate Chapters shall pay membership dues and insurance as stipulated in the Standing Rules.

Section 3. Undergraduate Chapters shall send an official Chapter Delegate to all 1) area, regional, and national meetings; 2) area, regional, and national trainings, and 3) national convention.

Section 4. Undergraduate Chapters shall fulfill all requirements to maintain active status at the respective university.

Section 5. Undergraduate Chapters shall fill all official positions of the Chapter Board: Undergraduate Chapter President, Undergraduate Chapter Vice-President, Undergraduate Chapter Secretary, Undergraduate Chapter Treasurer, Undergraduate Chapter Recruitment and Retention Advisor, Undergraduate Chapter Orientation Advisor. No member may hold more than one (1) position unless each member is already holding a position, and there are more positions to fill. The Chapter President may not hold the Chapter Treasurer or Chapter Orientation Advisor positions.

Article V – Member Requirements

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Section 1. Undergraduate members must pay Chapter, Area and National dues each semester to maintain active status. Dues amounts shall be determined by the Board of Directors before the beginning of each academic year and presented to general membership.

Section 2. All Chapter dues shall be paid to the Undergraduate Chapter Treasurer in accordance with the Standing Rules. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Section 3. Area dues shall be paid to the Undergraduate Chapter Treasurer who will then make one (1) Chapter Check written out to the Area Account and submit to the Area Finance Coordinator accompanying a Deposit Cover Sheet.

Section 4. National dues shall be paid to the national bank account in accordance with the Standing Rules set by the Vice President of Finance and Director of Undergraduate Affairs. Dues must be paid by the deadline set forth by the Board of Directors each semester.

Article VI – Representation

Section 1. Zeta Gamma will participate in the area and region as assigned by the Board of Directors.

Section 2. Zeta Gamma Chapter Undergraduate President shall serve as the official chapter delegate.

Article VII – Chapter Board

Section 1. The elected officers of Zeta Gamma Chapter as stated in Article IV, Section 5, shall constitute the Chapter Board.

Section 2. The duties of the Chapter Board shall be:

- A. General supervision of the affairs of Zeta Gamma Chapter between regular membership meetings.
- B. Fix the date, time and place of regular meeting.
- C. Make recommendations to the membership.
- D. Perform such other duties as specified in the Constitution and Standing Rules.
- E. Supervise the financial affairs of Zeta Gamma Chapter.
- F. The Chapter Board shall be subject to the orders of Zeta Gamma Chapter.

Section 4. Chapter Board Meetings

- A. Regular meetings of the Chapter Board shall be held a minimum of 7 times a semester. The day, time and place of the meeting shall be determined by the Chapter Board and notice given to the chapter membership.
- B. Special meetings of the Chapter Board may be called by the Undergraduate Chapter President. Notice of a special meeting shall be given to all members of the Chapter Board at least 72 hours in advance of the meeting. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting. The day, time and place of the meeting shall be determined by the Undergraduate Chapter President and notice given to the chapter membership.
- C. A majority of the Chapter Board shall constitute a quorum.
- D. In emergencies, a special meeting may be called by the Undergraduate Chapter President with 24 hours notice to every chapter member. Notice shall be given to the Area Operations Coordinator.

Section 5. Issuing Fines

- A. Fines may be assessed by the Undergraduate Chapter Board, and must not exceed the \$25.00 standard fine.

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- B. Approval to collect fines over amount of the standard \$25.00 fine must be approved by the Area Finance Coordinator.
- C. Fines are collected by the Chapter Treasurer in accordance with the Standing Rules.

Section 6. Officer Standing

The officers of this organization must meet the following requirements:

- A. Be in good standing with the university and enrolled: at least half time (six or more credit hours (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
- B. Have a minimum cumulative grade point average as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.5. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in A and B.

Article VIII – Duties of Chapter Officers

Section 1. The Undergraduate Chapter President shall:

- A. Attend Area meetings and vote as the official Chapter delegate.
- B. Direct all business of the chapter.
- C. Preside over all chapter meetings.
- D. Follow Internal Controls polices.
- E. Have the authority to appoint Chapter Special Committees with the approval of the Chapter Board.
- F. Guide the chapter in fulfilling standards of the Lambda Lady Pursuit of Excellence Program.
- G. Be responsible for collecting transcripts as well as overseeing chapter academic standards and delegating as needed.
- H. Report to the Area Operations Coordinator.

Section 2. The Undergraduate Chapter Vice-President shall:

- A. Work closely with the Undergraduate Chapter President.
- B. Serve as the official chapter representative in the absence of the Undergraduate Chapter President.
- C. Serve as the Risk Management and Standards Chair.
- D. Serve on the Area Judiciary Committee.
- E. Be responsible for the chapter calendar of events.
- F. Serve as the Acting Undergraduate Chapter President if the Undergraduate Chapter President cannot complete her term. She shall then appoint a new Undergraduate Chapter Vice-President.
- G. Report to the Area Operations Coordinator and, with regard to Risk Management, the Area Administrative Coordinator.
- H. Ensure that Zeta Gamma is adhering to Lambda Theta Alpha’s Risk Management Manual and policies, submit documentation to ISU’s Risk Management Office, and to ensure that Iowa State University policies are followed at all of the organization’s events and to ensure that proper waivers and background checks are on file with Risk Management for events.

Section 3. The Secretary shall:

- A. Keep minutes of all chapter meetings.
- B. Maintain and update the chapter directory, newsletter, and website.
- C. Maintain supporting documents to be submitted for the Lambda Lady Pursuit of Excellence Program.
- D. Chair the Chapter Elections Committee.
- E. Report to the Area Administrative Coordinator.

Section 4. The Treasurer shall:

- A. Keep updated records of the financial status of the chapter.

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- B. Maintain a checking account under the Lambda Theta Alpha name including the chapter name and EIN number.
- C. Collect and/or submit all necessary monies and financial reports.
- D. Chair all fundraising efforts and delegate as needed.
- E. Follow Internal Controls polices.
- F. Collect all fine notices from respective Chapter Board members and distribute them accordingly.
- G. Sign all checks. In an emergency or the unavailability of the Treasurer, the Undergraduate Chapter President may sign in place.
- H. Report to the Area Finance Coordinator.

Section 5. The Recruitment and Retention Advisor shall:

- A. Be responsible for the recruitment of members in order to expand the chapter.
- B. Be responsible for coordinating and implementing Informationals.
- C. Be responsible for maintaining and updating all recruitment materials (i.e. tabling items, PowerPoint's, hand-outs, brochures, photos, etc.)
- D. Be responsible for developing current and perspective members through various leadership development opportunities.
- E. Initiate all chapter bonding events including alumnae bonding events.
- F. Ensure that the chapter maintains at least eight (8) active members.
- G. Report to the Area Recruitment and Retention Coordinator.

Section 6. The Orientation Advisor shall:

- A. Assist the Recruitment and Retention Advisor with all recruitment efforts.
- B. Be responsible for coordinating and implementing Interest Group meetings.
- C. Take on the orientation class should the chapter pursue expansion. Eligibility requirements must be adhered to as stipulated in the Standing Rules.
- D. Be responsible for coordinating and implementing all pre-orientation and orientation activities.
- E. Be responsible for National Anti-Hazing Prevention Initiatives.
- F. Report to the Area Orientation Coordinator.

Article IX – Nominations, Elections, and Removal of Officer(s)

Section 1. Nominations must be submitted in writing to the Undergraduate Chapter elections chair by the deadline as set forth in the Standing Rules.

Section 2. Active Chapter members in good standing are eligible to vote.

Section 3. Voting

- A. Voting shall be held by the deadline as set forth by the Standing Rules.
- B. If there is more than one candidate for office, election shall be by ballot except when where is but one candidate for an office, the election for that office may be by voice.
- C. A majority vote shall be required for election.

Section 4. Terms of office

- A. Each term begins after the last chapter meeting of the spring semester and ends after the last chapter meeting of the following spring semester.
- B. Each officer is responsible for transitioning the incoming officer.
- C. Additional training will be provided by Area officers.

Section 5. Vacancies

- A. Vacancies in office, except that of Undergraduate Chapter President, shall be filled by a simple majority vote of the Chapter Board.

- B. The Secretary shall give at least one (1) week notice of an election to fill a vacancy.
- C. A vacancy in the office of Undergraduate Chapter President shall be filled by the Undergraduate Chapter Vice-President.
- D. All changes in Undergraduate Chapter Boards must have final approval of the Area Operations Coordinator.

Section 6. Removal of Office

Undergraduate Officers, who do not fulfill their duties and/or violate the Constitution and/or Standing Rules, may be subject to a fine or depending on the severity may constitute removal from office. Any active sister within the organization may file a concern against an Undergraduate Officer.

A. Undergraduate Officers may be removed from office for misconduct and/or violation of the National Constitution, and/or Standing Rules, and/or Chapter Constitution. Concerns must be submitted in writing to the entire Area Board within seven (7) calendar days.

B. The vote to remove an officer shall take place at the next Area Board meeting by ballot with previous notice to be given to all members of the Area Board 72 hours before the meeting. A two-thirds (2/3) vote, shall remove a member from office.

C. An officer may appeal the action of the Area Board within seven (7) calendar days. The appeal shall be heard by the Regional Supervisor within 14 calendar days. The decision of the appeal shall be sent to said Undergraduate Chapter within seven (7) calendar days.

D. Upon removal of office, the Undergraduate Chapter should refer to the vacancy policy in the Undergraduate Chapter Constitution. The outgoing officer must complete the officer transitional manual with the incoming officer. Failure to transition accordingly may be grounds for a fine(s) or further sanctions.

Article VIII: Advisor(s)

Section 1. The Advisor(s) shall:

- A. Be at least a part-time permanent faculty member or professional staff member from Iowa State University. Where a graduate student can serve as a co-advisor.
- B. Provide assistance and support to Zeta Gamma Chapter.
- C. Be aware of officers' academic progress and intervene when it is necessary.
- D. Be prepared to understand and communicate university policies and encourage compliance.
- E. Encourage completion of appropriate university training for corresponding officers/members.
- F. Assist the treasurer and organization with financial matters.
- G. Oversee activities, group events, and travel of Zeta Gamma.
- H. Review and participate in event authorization approval process for requests to hold events on/off campus.

Section 2. Selection of Advisor

- A. Advisor candidates will be selected by officers and final election of advisor(s) will be based on majority vote of general membership of Zeta Gamma.

Section 3. Advisor(s) Term of Service

- A. The advisor(s) term of service will be while he or she is at least part-time permanent faculty member or professional staff member from Iowa State University.
- B. If the advisor(s) is required to be dismissed from this position, he or she shall notify the Undergraduate Chapter President of Zeta Gamma a minimum of four weeks prior to the start of the academic semester.

Section 4. Impeachment/Removal of Adviser(s)

- A. Impeachment proceedings begin by having all of the active general membership present, the Undergraduate Chapter President shall present the case, a 2/3 vote on behalf of the general membership and officers will conclude the final decision.
- B. Advisor(s) being impeached is allowed to speak for a maximum of five minutes, but not allowed to be present during the final vote of the general membership.

Article IX: Finances

Section 1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection.

Article X – Committees

Section 1. Standing committees:

- A. There shall be the following standing committees: Constitution and Bylaws, Recruitment and Retention, Finance, Philanthropy, Risk Management, Leadership and Development Standards, Nominations, and Academics. Purpose of each standing committee shall be stipulated in the Standing Rules.
- B. The chair of standing committees shall be appointed by the Chapter Board.
- C. Active undergraduate members are eligible to serve on a committee.
- D. The Undergraduate Chapter President shall appoint members of the standing committees with the approval of the Chapter Board.

Section 2. Special committees may be appointed by the Undergraduate Chapter President or Chapter Board to complete a specific assignment.

- A. Special committees shall fulfill the obligations as directed by the creating body and shall go out of existence upon completion of the assignment.
- B. The chair of a special committee shall be appointed by the Chapter Board.
- C. Active undergraduate members are eligible to serve on a committee.
- D. The Undergraduate Chapter President shall appoint members of the standing committees with the approval of the Chapter Board.

Section 3. A majority of the committee members shall constitute a quorum for all committee meetings.

Section 4. The Undergraduate Chapter President shall serve as an ex-officio member of all committees except the Nominations Committee.

Article XI – Meetings

Section 1. Regular Meetings

- A. Meetings of the membership shall be held weekly. Dates of meetings shall be determined by the Chapter Board and announced at least seven (7) days prior to the meetings.
- B. Quorum of all active undergraduate members in good standing must be in attendance.
- C. 72 hour written notice shall be given for any change of date or location of regular meetings.

Section 2. Special Meetings

- A. Special meetings may be called by the Undergraduate Chapter President or Chapter Board.

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- B. Notice of a special meeting shall be given to all members at least 72 hours in advance of the meeting.
- C. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting.
- D. Quorum of all active undergraduate members in good standing must be in attendance.
- E. In emergencies, a special meeting may be called with 24 hours notice to every member.

Section 3. Quorum

- A. Quorum is described as 50% + 1 of Active Undergraduate members in good standing.
- B. Quorum is required for the transaction of business at any regular or special meeting.

Section 4. Only active and voluntary inactive members shall have the right to address any Chapter, Area, and National Board of Directors during official meetings as stipulated in Article III. Membership, Section 3. Classifications of Membership, A. Active Undergraduates.

Article XII – Statement on Hazing

Zeta Gamma shall not conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: any action taken or situation created, intentionally, whether on or off sorority 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 other such activities carried on outside or inside of the confines of the chapter membership, 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 academic achievement, sorority ritual or policy or the regulations and policies of the educational institution or applicable state laws.

Article XIII – Amendments

Section 1. This constitution may be amended at any regular meeting of the chapter, by a two-thirds (2/3) vote of the members present and voting, providing notice has been given at the previous meeting or by mail or electronic means at least ten (10) days prior to the meeting.

Section 2. An amendment must be in written form and signed by not less than majority of members in good standing.

Section 3. A committee may be appointed to submit a revised constitution as a substitute for this constitution only by a majority vote at a meeting of the chapter. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment as described in Section 1 of this article.

Section 4. The adoption of an amendment to the constitution of the national organization that affects chapters shall serve automatically and without the requirement of further action by this chapter amend this chapter's constitution.

Article XIV – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not in conflict with this constitution or the constitution of the National sorority or any special rules of order the chapter may adopt.

