**Delta Phi Lambda Sorority, Inc.**

Chapter Constitution

**ARTICLE I. NAME**

1. The name of this organization shall be Delta Phi Lambda Sorority, Inc. of Iowa State University.
2. Hereafter may also be referred to as Delta Phi Lambda, DPhiL, DFL or the Sorority.

**ARTICLE II. PURPOSE**

**Section 1: Primary Purpose**

The sisters of Delta Phi Lambda feel extremely privileged to be enriched with our close-knit sisterhood. We seek to reach out to young women so that they can be welcomed into our family and enjoy the benefits of our organization. Motivated and ambitious, we strive to promote every conviction of Delta Phi Lambda. Thus, we aspire to reach out to female collegiate students to enrich their lives, and by doing so, enriching ours.

Our purpose includes promoting multiculturalism with an emphasis on Asian awareness, reaching out to the community as a whole, and embracing fellow collegiate women into a nurturing environment.

**ARTICLE III. STATEMENT OF COMPLIANCE**

**Section 1:** “Delta Phi Lambda” abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section 2:** “Delta Phi Lambda” agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**ARTICLE IV. NON-DISCRIMINATION STATEMENT**

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

**ARTICLE V: RECRUITMENT**

**Section 1:** Recruitment is the official term Delta Phi Lambda designates to the period in which sisters become acquainted with individuals who are interested in learning more about the sorority. These interested individuals may become a member.

**Section 2: Recruitment Period.**

1. The time period officially deemed for recruitment events is between two to three weeks at the beginning of each semester.

2. The chapter is responsible for hosting a series of events that educate individuals about Delta Phi Lambda and getting to know interested undergraduates.

3. Sisters are responsible for attending required number of events per week and answering questions potential members may have.

a. This requirement may change by semester but will always be set by the recruitment chair.

4. Recruitment should include but not be limited to:

a. Two Informational Sessions

b. Two Social Events

c. Two Sisterhood Events

d. Interview between recruit and sister

e. Bid discussion

f. One Bid Dinner

**Section 3: Bid Ceremony.**

1. To be extended a bid, the following criteria must be met:
	1. Attendance to at least one informational session.
	2. Attendance to at least ⅔ of the hosted events.
	3. A minimum GPA of 2.75.
	4. Must be 18 years or older.
		1. Exceptions will be granted at the discretion of the chapter and nationals.
2. During the Bid Discussion period, chapter shall vote to extend bids to interested undergraduates.
	1. 1. A minimum of 2/3 votes is required to extend a bid.
3. Those voted by chapter shall be invited to a Bid Dinner, which is to be known only by the chapter and the individual(s) who received a bid.
4. Bids will be given during the bid ceremony where the option to accept, decline or defer the bid is granted.
	1. A decision must be made within 24 hours.
	2. Deferring a bid does not give the recruit an automatic bid for the next semester.

**ARTICLE IV: MEMBERSHIP**

**Section 1:** All members of Delta Phi Lambda are considered active after the completion of their education process. Exceptions to active status are Membership Hold and Alumni Status.

1. Active Status members are required to:

a. Maintain an average GPA of 2.75 and above

b. Attend all weekly chapter meetings

c. Participate in activities hosted and sponsored by Delta Phi Lambda

d. Pay all applicable chapter and national dues

2. Membership Hold

a. Temporary membership hold status can only be obtained from National Officers.

b. Members must submit a letter of request briefly outlining her reasons.

c. Chapter must approve the temporary membership hold and the chapter President must certify chapter’s approval.

d. Membership hold excuses the member from participation in activities and payment of chapter fees.

3. Alumni Status

a. Alumni Members have completed the education process.

b. Alumni members are all members of Delta Phi Lambda who have graduated from the University.

c. Alumni members shall only be permitted to attend a chapter meeting with the discretion of the chapter.

d. Alumni members are not required to regularly attend sorority functions.

e. Alumni may be further divided into the following two categories:

i. Active Alumni

1. Choose to continue to support the sorority via monetary donations, attendance at open sorority functions and/or other contributions in assisting in promotion of the sorority’s philosophy.

2. Shall be permitted to attend closed sorority functions, such as closed ceremonies during class crossings and formal installations

ii. Inactive Alumni

1. Choose not to actively participate in sorority functions

2. Are not barred from public sorority functions but their privileges and functions will be limited

3. Shall not be permitted to attend closed sorority functions, such as closed ceremonies during class crossings and formal installations

**Section 2: Failure to maintain minimum GPA**

In the event that a sister fails to maintain a minimum GPA of 2.75, that sister must follow the academic procedure developed by the Academic Chair. For each semester the sister fails to maintain the minimum GPA, she shall be given the following:

1. First Academic Warning (First semester)
	1. The sister(s) in question must improve the GPA in the semester following their grade release.
	2. She must follow the procedure implemented by the Academic chair.
2. Second Academic Warning (Second Semester)
	1. Failure to increase GPA after the first warning results in the second warning. Sisters with a Second Academic Warning will not be able to attend events as determined by the Academic chair
3. Probation (Third Semester)
	1. Failure to improve their GPA for three semesters shall be put on probation; excluding them from all sorority events.

**ARTICLE VI. RISK MANAGEMENT**

The role of the Risk Management Officer is to [a] minimize potential risks associated with club activities, [b] recommend risk management policies or procedures to Delta Phi Lambda, [c] submit documentation to ISU’s Risk Management Office, [d] ensure Iowa State University policies are followed at all organizational events, and [e] ensure proper waivers and background checks are filed with Risk Management (if applicable), prior to events.

**ARTICLE VII. OFFICERS**
**Section 1: Executive Board**The Executive Board consists of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of New Membership, Vice President of Finance, and Vice President of Records. A sister may hold ONE Executive position and multiple Chair roles, unless the number of sistership requires a sister to hold more than one executive position. Executive positions shall be two semesters long unless:

1. 2/3rds or more of the chapter agrees to semester executive positions.

Responsibilities of Executive positions shall be:

1. President
	1. Presides over all meetings and enforces the Constitution of Delta Phi Lambda.
	2. Coordinates Elections.
	3. Votes only in the case of a tie.
	4. Reserves the right to call special and emergency meetings with a 24-hour notice.
	5. Serves as the official spokesperson for the Iowa State Chapter of Delta Phi Lambda.
	6. Serves as the official representation for the Iowa State Chapter of Delta Phi Lambda to the appropriate board and council.
	7. Appoints 2nd representative to the appropriate board and council with approval of the chapter.
	8. Appoint vacant Chairs with approval of the group.
	9. Approves all withdrawals and any other transactions regarding Delta Phi Lambda’s bank account.
	10. Oversees the Executive Board, Policy Chair, and the Greek Council Delegate.
2. Vice President of Internal Affairs
	1. Assumes the duties of the President in her absence.
	2. Serves as a liaison between the President and the Academic Chair, Alumnae Chair and Sisterhood Chair.
	3. Reports all internal chapter correspondence at general meetings.
	4. Reports on all internal chapter affairs to the President.
	5. Performs other duties assigned by the President.
3. Vice President of External Affairs
	1. Serves as a liaison between the President and the Social Chair, Recruitment Chair, Philanthropy Chair, Fundraising Chair and Public Relations Chair.
	2. Reports on all external chapter correspondence on behalf of the chapter.
	3. Issues all necessary external correspondence on behalf of the chapter.
	4. Reports on all external chapter affairs to the President.
	5. Perform other duties as assigned by the President.
4. Vice President of New Membership
	1. Serves as the Affiliate Member Educator for all prospective sisters.
	2. Oversees Assistant Affiliate Member Educators, Recruitment Chair, and Ritual Chair.
	3. Responsible for the maintenance of the Affiliate Member Education manual, and keeping sisters informed of any changes (on a national level as well as chapter level) made during chapter meetings.
	4. Performs other duties as assigned by the President.
5. Vice President of Finance (Treasurer)
	1. Serves as a liaison between the President and Fundraising Chair.
	2. Handles all finances and bank accounts.
	3. Creates and maintains the Sorority budget.
	4. Presents a financial report at each meeting.
	5. Collects semester dues (National, Chapter, and Council dues) from all sisters.
	6. Performs all duties as assigned by the President.
6. Vice President of Records (Secretary)
	1. Maintain accurate minutes of proceedings at all chapter meetings and present the minutes to the chapter within 24 hours.
	2. Maintains attendance at all chapter meetings.
	3. Maintains an accurate and up-to-date roster to all chapter sisters.
	4. Reserves all meeting rooms.
	5. Notifies chapter member of upcoming meetings times and places within 12-48 hours’ time period.
	6. Oversees Historian and Webmistress.
	7. Report to the President.
	8. Performs other duties as assigned by the President.

**Section 3: Executive Officer Requirements**

1. Individuals running for Executive positions must be a Collegian in good standing with Delta Phi Lambda.
2. Executive positions are open to those that have been a Collegian for at least one full academic year. Those finishing up their term and who meet the one-year requirement before elections occur are eligible.
3. Officers who fall below the minimum GPA of 2.75 shall immediately resign their position.
4. Only positions that do not have qualified candidates running for them are available to those who do not meet the prerequisites.

**Section 2: Chair Sisters**

Chair Sisters shall be Academic Chair, Recruitment Chair, Marketing and Design Chair, Webmistress, Sisterhood Chair, Social Chair, Fundraising Chair, Community Service and Philanthropy Chair, Assistant Affiliate Member Educator(s), Ritual Chair, Policy Chair, Greek Council Delegate, Historian and Alumnae Chair. One person can fill a position unless noted otherwise. Chair sisters may hold multiple Chair positions and ONE Executive position. Chair positions are one semester and shall be elected at the end of the previous semester. Responsibilities of Chair positions shall be:

1. Academic Chair
	1. Handles all chapter GPA reports.
	2. Organizes study sessions, and assigns extra study sessions for sisters who are struggling academically.
	3. Monitors academic requirements and ensures that the President and National Board are notified when such requirements are not met.
	4. Monitors affiliate member study sessions.
	5. Reports to the Vice President of Internal Affairs.
	6. Performs other duties as assigned by the President.
2. Alumnae Chair
	1. Acts as liaison between Alumni and chapter.
	2. Maintains relationship between alumnae and chapter.
	3. Responsible for alumni invitations to any chapter activities.
	4. Reports to the Vice President of Internal Affairs.
	5. Performs other duties assigned by the President.
3. Assistant Affiliate Member Educators
	1. Assists the Vice President of New Membership.
	2. If the chapter so chooses, multiple sisters may hold the Assistant Affiliate Member Educator position.
	3. Reports to the Vice President of New Membership.
	4. Performs other duties as assigned by the President.
4. Community Service and Philanthropy Chair
	1. Coordinates and promotes all community service and philanthropy events.
	2. Reports to the Vice President of External Affairs.
	3. Performs other duties as assigned by the President.
5. Fundraising Chair
	1. Coordinates and promotes all fundraising projects.
	2. Sets and meets the minimum fundraising requirements of the chapter.
	3. Reports to the Vice President of External Affairs.
	4. Performs other duties as assigned by the President.
6. Greek Council Delegate
	1. Serves as a representative at Multi Cultural Greek Council meetings.
	2. Acts as a liaison between the chapter and council.
	3. Reports to the President.
	4. Performs other duties assigned by the President.
7. Historian Chair
	1. Assumes responsibility for recording all group events through photographs, audio/visual equipment, or literature.
	2. Maintains all historic materials (preamble, chapter history, records, etc.) for all sisters of the group.
	3. Reports to the Vice President of Records.
	4. Performs other duties assigned by the President.
8. Policy Chair
	1. Maintains order within Chapter.
	2. Acts as Risk Management Officer for the chapter.
	3. Serves as Parliamentarian of all chapter, national, and university policies and practices.
	4. Ensures all policies and practices are followed.
	5. Reports to the President.
	6. Performs other duties as assigned by the President.
9. Public Relations
	1. Ensures all events are thoroughly advertised to the public.
	2. Ensures all promotional materials are submitted and approved by Iowa State University or Delta Phi Lambda, if necessary.
	3. Creates all promotional materials.
	4. Creates any other design related materials as needed.
	5. Reports to the Vice President of External Affairs.
	6. Performs other duties as assigned by the President.
10. Recruitment Chair
	1. Coordinates recruitment events and to ensure recruitment events are planned before the following semester.
	2. Ensures recruitment complies with National Policies in terms of the following:
		1. Number of events held
		2. Flyer requirements
	3. Reports to the Vice President of New Membership.
	4. Performs other duties as assigned by the President.
11. Ritual Chair
	1. Maintains all ritual materials.
	2. Educates members on Sorority rituals and ensures all rituals are conducted appropriately and correctly.
	3. Reports to Vice President of New Membership.
	4. Performs other duties as assigned by the President.
12. Sisterhood Chair
	1. Organizes “sisters only” activities for the chapter.
	2. Coordinates and promotes all sisterhoods.
	3. Serves as a liaison between Delta Phi Lambda and other organizations.
	4. Reports to the Vice President of Internal Affairs.
	5. Performs other duties as assigned by the President.
13. Social Chair
	1. Organizes all promotional ventures for public events hosted by the group.
	2. Coordinates and promotes all social projects.
	3. Reports to the Vice President of External Affairs.
	4. Performs other duties as assigned by the President.
14. Webmistress
	1. Develops and maintains all social media.
	2. Works with Design Chair for all design-related material.
	3. Reports to the Vice President of Records.
	4. Performs other duties as assigned by the President.

**ARTICLE VIII. ELECTIONS**

**Section 1: Voting**

 To be eligible to vote, a sister must be in active status who is in good standing with the chapter, nationals, and Iowa State University. Elections for executive positions shall be held at the end of each academic year in April. Elections for Chairs and Assistants shall be held at the end of each semester in November to hold office in the spring, and in April to hold office in the summer and fall.

1. Nominations shall be open during the general meeting held at least four weeks prior to the end of the semester in April or November.
2. All candidates are required to make a speech detailing their reasons and qualifications for a particular position. Speeches will be held during the chapter meeting held three weeks prior to the end of the semester.
3. Voting will be conducted via written ballots after all speeches are completed.
4. In the case of a tie, a runoff (second election) shall be held between the candidates of the tie.
5. If a tie results from the runoff, the current President will break the tie.
6. Newly elected Officers, Chairs, and Assistants shall take office on the last chapter meeting, which is held two weeks prior to the end of the semester, the week prior to the week of final exams.
7. Officers must meet the following requirements:
	1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
	2. Have a minimum cumulative grade point average (GPA) 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. The minimum GPA as required by Delta Phi Lambda is 2.75. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

**ARTICLE IX. VACANCIES AND SANCTIONING OF OFFICERS AND CHAIRS**

**Section 1: Officer and Chair Resignation**

If an Officer or Chair fails to maintain the requirements for holding office, she shall resign immediately.

**Section 2: Resignation of President**

If the President is removed or resigns, the Vice President will take her place in the interim. If any Officer or Chair other than the President is removed or resigns, the President, with chapter consent, will appoint another member to take her place in the interim. Regular election procedures will be followed to elect any vacant positions during the next meeting.

**Section 3: Sanctioning of Officers and Chairs**

1) Elected Officers and Chairs shall be subject to sanctioning consistent with the violation of any article of Constitution or Bylaws including:

a) More than 3 absences of required meetings.

b) Failure to perform duties of the position she has undertaken.

c) Refusal to comply with rules and regulations of Delta Phi Lambda.

2) Any member may bring an Officer or Chair up for sanction via the following procedure:

a) Alleged violations of the Constitution or Bylaws must be presented in writing.

b) The Executive Board is notified in writing of the alleged charges, the Officer or Chair accused and the date and time of the complaint.

c) The Executive Board will convene and formally hear the accusations of the member and rebuttal of the Officer or Chair charged. Sanctions for the accused Officer, if found responsible, by a unanimous vote via the Executive Board, not including the one charged shall be:

i) Removal from office.

ii) Probation and review.

iii) Fines (which will be determined per severity of the offense).

iv) Community service.

v) Any combination of the above.

**ARTICLE X. FACULTY ADVISORS**

**Section 1:** A full time or part time Iowa State University faculty or staff member will serve as a Faculty Advisor to the organization.

**Section 2:** Within two weeks of vacancy, nominations for the Faculty Advisor will take place within the Executive Board. The Executive Board will choose the advisors by a majority vote, and invite them to serve as advisor for the next academic year.

**Section 3:** During Spring Officer elections, the organization will vote on whether to continue the Faculty Advisor appointment or not. The vote must be the majority of those voting in order to retain the advisors for the next academic year.

**Section 4:** The duties of Advisors include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and university policy.

**Section 5:** The Advisors can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisors. If there is a majority vote, then the Advisors will be removed.

**Section 6:** If an Advisor steps down, appointment is not continued, or is removed, the Executive Board will follow the process stated in Article VI, Section 2.

**ARTICLE XI. CHAPTER ADVISORS**

**Section 1: Terms of Service**

Chapter Advisors are appointed by mutual agreement of the chapter and the National Board of Directors. Advisors shall serve for a 1 year minimum (August to August) until they resign or are required to step down. All chapter Advisors and collegiate chapters will complete an evaluation annually in August that will be reviewed by the National Board of Directors.

**Section 2: Qualifications**

A Delta Phi Lambda chapter advisor must be a DFL affiliated Alumna and must be in good standing. The Chapter Advisor may not concurrently serve on the National Board of Directors or as the Director of Collegiate Services or Regional governor as these positions serve as the governing body for the Chapter Advisory team.

**Section 3: Responsibilities**

Chapter Advisors are required to fulfill the following duties throughout the duration of their term:

1. Sorority:
	1. Represent the organization and promote behaviors consistent with the policies, procedures, and seven virtues of Delta Phi Lambda.
	2. Maintain an open line of communication with the chapter President, Affiliate Member Educator, National Board of Directors, and FSL advisor.
	3. Serve as a mentor to the collegiate women and the alumnae.
	4. Attend the annual chapter advisor training webinar hosted by the National Board of Directors.
2. Collegiate
	1. Review the chapter’s financial data with the treasurer/Vice President of Finance each semester.
	2. Meet with the college/university FSL Advisor at least once a year via phone conference call or email to maintain positive relationship with university officials and discuss the chapter’s status.
	3. Meet with the chapter’s Executive Board at least once a semester.
	4. Attend all judicial meetings of the chapter if applicable.
	5. Assist with officer transition for the undergraduate officers.
	6. Review the Risk Management Policy and Guidelines with the chapter Risk Management Chair and chapter each semester.
	7. Review the Crisis Management Plan with the chapter Risk Management Chair and chapter each semester
	8. Review all current Sorority policies and serve as a liaison for the chapter to communicate next steps for any new national initiatives or revisions to existing policies and procedures.
3. Leadership
	1. Ensure that the chapter submits all forms and fees to the sorority that are required each semester.
	2. Facilitate educational programs/workshops as requested by the chapter.
	3. Assist the chapter leadership to identify facilitators for educational workshops.

**ARTICLE XI. 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 or an approved institution. Authorization from the Campus Organizations Accounting Office is required. All funds must be deposited within 48 hours after collection. The Chapter Advisor to this organization must approve and sign each expenditure before payment.

**Section 2:** The Vice President of Finance will be responsible for all finances.

**Section 3:** University Funding

The Treasurer shall be responsible for preparing a budget for university funding and managing the proper expenditure of these funds. Thus present to chapter.

**Section 4:** Dues

1. Vice President of Finance shall prepare the budget prior to each semester.
2. Dues shall be finalized and voted upon by the Executive Board.
3. Dues shall be paid within TWO weeks of the first chapter meeting.
4. In the event that sisters are unable to pay dues for personal reasons, they must inform the treasurer one week in advance for an extension.

**Section 5:** Fundraising

Proof of attendance via photo at event and documentation of hours are required in order to receive full amount of the Sorority's fundraising scholarship.

**Section 6:** All monies belonging to this organization shall be allotted accordingly by the executive board and discussed with the general assembly.

**ARTICLE XII. ATTENDANCE**

**Section 1:** All sisters must be in attendance of general meetings unless:

1. Absence is due to an unforeseen emergency
2. Allowance is requested 48 hours prior from the President
	1. In the event that the President cannot attend a meeting, allowance must be requested from the Vice President of Internal Affairs 48 hours in advance

**Section 2:** 2/3rd of the sorority must attend chapter events.

1. In the case that 2/3rds of the sisters cannot attend an event, the event will not be planned.
2. If a member is unable to attend an event, a replacement must be found on her own behalf. Failure to do so will result in a fine of $5.00 per event missed, paid at the end of the semester.

**ARTICLE XIII. AMENDMENTS & RATIFICATION**

**Section 1:** This constitution must first be read and voted upon by the general sistership of the organization.

**Section 2:** Any updates and amendments to the constitution and bylaws must first be voted upon by the general sistership within a week of change before ratification.

**Section 3.** Changes in the constitution and bylaws must be submitted to the Student Activity Center within a week of the change.