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Sigma Gamma Rho Sorority, Inc.

Theta Psi Chapter Bylaws

Article I - Name

Section 101. The name of this organization shall be Sigma Gamma Rho Sorority Inc. Theta Psi Chapter.

Article II - Purpose

Section 201. Sigma Gamma Rho Sorority, Inc. represents royal blue and gold, which symbolizes the true spirit of SIGMA, a sorority devoted to motivating youth to greater achievements, wholesome living, inspired actions, and exploring new horizons. Sigma Gamma Rho represents women bound together in thought and effort toward common purposes of self-improvement, uplifting young people, and rendering service wherever needed. Sigma Gamma Rho further believes that these things are possible through "Greater Service, Greater Progress".

Article III – Statement of Compliance

Section 301. Sigma Gamma Rho Sorority, Inc. abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sigma Gamma Rho Sorority, Inc. agrees to annual complete President’s Training, Treasurer’s Training and Adviser Training (if required).

Article IV – Nondiscrimination Statement

Section 401. Iowa State University and Sigma Gamma Rho Sorority, Inc. do not discriminate on the basis of genetic information, pregnancy, 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.

Article V - Membership Requirements

Section 501. Membership in Theta Psi shall be limited to full time undergraduate students attending Iowa State University.

Section 502. Current members shall remain in good standing with the university
in order to hold office, be a chairperson of a committee, and represent the sorority.

Section 503. All sorority and chapter business including new membership intake procedures, etc. must remain confidential. Violators are subject to suspension according to chapter Bylaws.

Section 504. A representative shall be present at all Theta Psi undergraduate workshops, Area workshops, and Regional and National Conferences.

Section 505. Participation in Events

1. All sorors shall attend previously scheduled chapter events unless prior notification is given to the Basileus or event chair 24 hours prior to event. Emergencies should be brought to the attention of the Basileus or event chair within 24 hrs. Any soror who misses a chapter event without prior notification or does not have a legitimate excuse subject to the Basileus discretion will be fined five dollars ($5) each occurrence due at the next chapter meeting, if fine is not paid, a five dollar ($5) late charge will be assessed each time fine is not paid.

2. Any soror with an unexcused absence from any official membership intake event shall incur a fine of five dollars ($5), which will be due at the next scheduled chapter meeting. If a soror fails to pay, she shall lose her voting privileges as well as incur an additional one-dollar ($1) fine until her balance is paid.

3. Any soror with an unexcused absence from a membership intake event shall lose her privilege to participate in any intake activities that semester until she has paid her balance.

4. All sorors shall be T.O.R.C.H. certified before participating in any membership intake activities or any induction ceremonies.

5. All sorors shall give full participation in ISU administered open houses, as well as assist the Basileus, Grammateus, and Tamiochus in attendance at other ISU workshops, meetings, and/or other functions to enhance exposure of Sigma Gamma Rho.

Section 506. Other membership stipulations shall be those set by Sigma Gamma Rho Sorority, Inc. and By Laws.

Section 507. All requirements must meet the Iowa State University policies regarding nondiscrimination because of race, religion, sex, or national origin.

Section 508. Eligibility of new members

1. Prospects shall attend Iowa State University or in a transfer program of a junior or community college prior to seeking membership as stated in Sigma Gamma Rho Sorority, Inc. Constitution and Bylaws.

2. Prospects shall have a cumulative GPA of at least 2.5.

3. Prospects shall have attended at least two civic projects and two socials (with Theta Psi Chapter) prior to beginning T.O.R.C.H.

4. The entire body of the chapter (those holding voting privileges) shall place a vote for prospects to qualify for T.O.R.C.H. A prospect will need a majority approval of the chapter before continuing with T.O.R.C.H. In the event of a tie the Undergraduate Advisor will cast the tiebreaking vote.

5. All other pre-membership requirements shall be those set by Sigma Gamma Rho Sorority, Inc. and Bylaws.

Section 509. Inactive and Sorors who are not financial

1. An inactive soror shall be one who declares herself inactive at a formal chapter meeting, one who is not financial, or one who has missed (without notice) two consecutive chapter meetings or a total of four chapter meetings within one semester. Inactive sorors shall lose privileges in the following order:

a. Membership intake

b. Voting

c. Office holding/Chairmanship

d. Attendance at chapter meetings

e. Representing the sorority

2. Once a soror is inactive, by default, she must submit a letter to the chapter for review before reinstatement. No soror shall become financial for the following year with the National, Regional, or local body until all unpaid monies (including fines) are paid to the chapter.

Article VI – Risk Management

Section 601. This organization shall have a risk management officer. Their duties will include helping minimize potential risk for club activities, recommend risk management policies or procedures to Sigma Gamma Rho Sorority, Inc., submit documentation to ISU’s Risk Management Office, to ensure 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 (if applicable).

Article VII- Officers

Section 701. This organization shall have seven officers-

1. Basileus (President)

2. Anti-Basileus (Vice-President)

3. Tamiochus (Treasurer)

4. Grammateus (Financial Secretary)

5. Anti-Grammateus (Corresponding and Recording Secretary)

6. Epistoleus (Historian and Reporter)

7. Parliamentarian (Sergeant at Arms)

Section 702. Any soror who wishes to hold an office must be an Iowa State student in good standing with the University.

Section 703. The qualification of the officers shall be those set by Sigma Gamma Rho Sorority. Inc. Constitution and By-Laws.

Section 704. Officers shall hold terms annually.

Section 705. The duties of the officers shall be those set by Sigma Gamma Rho Sorority, Inc. Constitution and By-laws. Additionally:

1. The Basileus, Grammateus, and Tamiochus shall take and attend all required ISU workshops, trainings, and/or meetings during the school year.
2. The Epistoleus shall be responsible for the preparation and upkeep of the Theta Psi social media pages, website, and for submitting posting of all events to the ISU Marketing office and other media at least 2 weeks before the scheduled event.
3. The Anti-Grammateus shall be primarily responsible for checking and responding to the chapter mail and e-mail accounts on at least a daily basis.

Section 706. Elections

1. For elections to be valid, three-quarters of the active members must be present at the meeting. The meeting shall be conducted in accordance with the SOP for elections.

2. The Chapter Basileus shall read from the Bylaws the qualification for each office, and then she shall ask for nominations.

3. Following the rules of Parliamentary Procedures (Robert's Rule of Order), a soror can move to close nominations.

1. A special election shall be required to fill an office in the event that an officer steps down, is disqualified due to poor grades, or any other valid reason.

Article VIII – Adviser

Section 801. The executive board shall have the power to select the chapter advisor. However, the Basileus will have the sole power of the final choice.

Section 802. The duties of the adviser shall serve as mentor/guide to chapter and help chapter with decisions, events, and intake.

Article IX - Chapter Meetings

Section 901. Each meeting shall have a meaningful purpose.

Section 902. The Basileus or Anti-Basileus shall preside at each meeting and shall notify The Alumnae Advisor of all official chapter meetings and membership intake meetings and activities.

Section 903. The Parliamentarian shall bring her copy of Sigma Gamma Rho Sorority Inc. Constitution and Bylaws to each meeting.

Section 904. Procedures for meetings:

1. Meeting called to order

2. Recite pledge in unison.

3. Follow Sigma Gamma Rho Sorority, Inc. Constitution and Bylaws, Theta Psi Chapter Bylaws, and Robert's Rule of Order for business.

4. Adjourn meeting with Sigma hymn.

Section 905. Regular meetings of this chapter are held bi-weekly beginning the week before and ending the week after the regular school year with special meetings called anytime the chapter deems necessary.

Section 906. Voting

1. A simple majority (more than half) may vote on any issue. The Basileus cannot vote unless there is a tie vote, and she is the deciding vote.

2. Only active financial sorors shall be eligible to vote on any issue.

1. The Bylaws shall be amended by majority of the chapter in a regular scheduled meeting.
2. Voting for prospective members to proceed with T.O.R.C.H will be done immediately following intake interviews by a secret ballot. The Basileus and membership chair will count the ballots and announce the results immediately. Chapter members have 24 hours to change their vote upon notification of the results by notifying the Basileus and the Parliamentarian in writing. The Parliamentarian will notify the membership chair and undergraduate advisor of the change request within 24 hours of receiving such request.

Section 907. Attendance

1. A meeting shall begin no more than fifteen (15) minutes after the scheduled time agreed upon by the chapter at the beginning of the calendar year

2. All sorors are required to attend all scheduled chapter meetings

 a. In the event that a soror is unable to attend any chapter meeting, she shall call the Basileus at least 24 hours prior to that meeting.

 b. Any soror who is absent from a chapter meeting without previous notification shall incur a five-dollar ($5) fee. This fee is due to the Grammateus at the next chapter meeting or that soror shall lose voting privileges as well as incur an additional one-dollar ($1) fine until her balance is paid.

 c. Any soror who misses two consecutive or four chapter meetings in one semester shall lose privileges in Membership Intake, Voting, Office Holding/Chairmanship, and representing the sorority.

 d. A soror shall request and be granted permission for early dismissal at the discretion of the Basileus before that chapter meeting.

e. Any soror who arrives at a chapter meeting more than fifteen minutes after the scheduled meeting time shall incur a one-dollar ($1) fine unless she has given the Basileus proper notification of her tardiness. If she fails to pay the fine by the next chapter meeting, that soror shall lose voting privileges as well as incur an additional $1 fine until her balance is paid.

Section 908. Call Meetings

1. The Anti-Grammateus shall give a 24-hour notification to all sorors of a Call Meeting.

2. Attendance shall be mandatory unless granted an excusable absence from the Basileus.

3. No voting shall take place.

4. No funds are to be collected.

Section 909. Sorors shall wear business attire to each regular meeting or be subject to a fine of three dollars ($3) for failing to comply with the dress code. This fine shall be due by the next chapter meeting if that soror has not paid she shall lose voting privileges as well as incur an additional one dollar ($1) fine until her balance is paid.

Section 910. Only financial members of Sigma Gamma Rho Sorority, Inc. Theta Psi Chapter shall be present at any chapter meetings, with the exception of the alumnae chapter advisor and any invited guests agreed upon by the chapter prior to the scheduled meeting day.

Section 911. All fines shall be enforced and distributed by the Parliamentarian. They shall be recorded by the Grammateus and paid to the Tamiochus. All sorors shall have accumulated fines paid by the beginning of the next month or be declared not financial (until the fines are paid).

Section 912. All officers and committee chairpersons shall submit a typed report to the Basileus of activity at each committee meeting or any event occurring between chapter meetings.

Article X - Committees

Section 1001. This chapter shall have ten (10) committees. These committees are:

1. Bylaws

2. Budget

3. Civic

4. Courtesy

5. Executive

6. Fundraising

7. Membership Intake

8. Publicity

9. Social

10. Step / Stroll

Section 1002. Each committee chairperson shall submit a typed committee report of any
activity (for all sorors) at each chapter meeting. This report shall explain in detail any activity of the committee:

a. Members

b. Meeting Dates & Times

c. Order of Business

d. Duties / Accomplishments

e. Expenditures

Section 1003. The Epistoleus shall keep a copy of all permanent chapter records.

Section 1004. At the inception of any committee activity, all rules and regulations governing said activity shall be set down and voted upon by the committee, and brought to chapter for a final vote at the next chapter meeting.

Section 1005. The committee chairperson shall prepare an estimated budget to request
 the release of any funds for her use prior to her use of those funds. A
 chairperson will not be reimbursed for any money spent, unless a budget
 (or her expenditure) has been approved beforehand.

Section 1006. Committee Functions

1. Bylaws Committee

a. Chairperson shall be the Parliamentarian

b. Committee shall be responsible for keeping chapter Bylaws current and forwarding amended copies to the chapter.

2. Budget Committee

 a. Chairperson shall be the Grammateus and Co-Chairperson shall be the Tamiochus.

b. Committee shall be responsible for making regular reports of the status of the treasury (frozen and unfrozen funds).

 c. Committee shall be responsible for making sorors aware of financial obligations and their deadlines.

 d. Committee shall be responsible for forwarding all chapter taxes and dues to Regional and Boule conferences and national officers.

 e. Committee shall be responsible for setting up a budget for the sorority year.

3. Civic Committee

 a. The Basileus shall appoint a Chairperson.

 b. Committee shall be responsible for all chapter civic activities and commitments.

 c. Committee shall be responsible for planning at least one (1) civic project per month.

 d. Committee shall be responsible for presenting recommendations submitted by chapter members, including time and place.

4. Courtesy Committee

 a. Chairperson shall be the Anti-Grammateus.

b. Committee shall be responsible for extending all expressions of congratulations, sympathy, and birthdays for sorors.

 c. Committee shall be responsible for extending all expressions of congratulations, recognition, and sympathy for chapters of other ISU Greek letter organizations.

5. Executive Committee

 a. Chairperson shall be the Basileus.

 b. Committee shall consist of standing order members as defined by offices.

 c. Committee shall serve as an Advisory Committee to the chapter.

 d. The Graduate Advisor must be present at all committee meetings.

 e. Committee shall be responsible for planning meetings for the transference of books from the old officers to the new officers.

f. Changing to anti-grammateus shall be responsible for requests of room space for all regular chapter meetings and membership intake activities at least one (1) month before the scheduled activity.

6. Fundraising Committee

 a. The Basileus shall appoint a chairperson.

b. Committee shall work closely with the Publicity and Social Committees.

7. Membership Intake Committee

 a. Chairperson shall be the Anti-Basileus.

 b. Committee shall assist the Anti-Basileus in setting and executing all membership calendar programs, meeting, and activities.

 c. Committee shall be responsible for planning new member induction and pinning ceremony.

 d. Work closely with the Social and Publicity Committees.

8. Publicity Committee

 a. Chairperson shall be the Epistoleus.

 b. Committee shall be responsible for publicizing all chapter activities.

 c. Committee shall be responsible for submitting all articles into the AURORA (deadlines are March, June, September, and December 15).

d. Committee shall work closely with the Social and Fundraising Committees.

 e. Committee shall be responsible for submitting posting of all events to the ISU Marketing Office and other media at least two (2) weeks prior to scheduled event.

9. Social Committee

 a. The Basileus shall appoint a chairperson.

 b. Committee shall be responsible for planning and executing all social activities including but not limited to: parties, chapter socials, socials with prospects, socials with sorors, socials with other Greek-letter organizations, socials with other student organizations, or any combination of the above.

 c. Committee shall create and maintain relationships with other student organizations.

 d. Committee shall work closely with the Publicity, Membership Intake, and Fundraising Committees.

 e. Committee shall keep the chapter updated of social events throughout the city or with sister chapters.

 f. Committee shall be responsible for planning one social activity per month in conjunction with the Membership Intake Committee and one social activity per semester in conjunction with the Fundraising Committee i.e. socials with prospects and two parties.

10. Step / Stroll Committee

a. The chapter body shall approve a chairperson.

b. Committee shall be responsible for teaching all existing strolls and creating new strolls.

c. Committee shall be responsible for creating and teaching a step performance in the event of any such agreed upon event.

Article XI - Financial Obligations

Section 1101. Prospects shall pay a fee set by the chapter upon beginning the
 Membership Intake Process.

Section 1102. Chapter dues shall be thirty dollars ($30) per semester.

1. Dues are paid on the second official chapter meeting of each semester.

2. New members shall pay chapter dues for the entire year on the day of induction.

3. There shall be no extension of dues.

4. A soror is not financial if her dues are not paid in full each semester.

Section 1103. If a soror is declared inactive (with the sorority), for any reason, a twenty-
dollar ($20) reactivation fee shall be due: five dollars to National Headquarters ($5) and fifteen dollars ($15) to Theta Psi Chapter.

Section 1104. In order to be in good financial standing with Theta Psi Chapter, a soror must be financial with the National and Regional bodies. Likewise, no soror shall become financial for the following year with National, Regional, or local body until all unpaid monies (including fines) are paid to the chapter.

Section 1105. Theta Psi must pay National Pan-Hellenic Council dues ($30) every academic school year.

Article XII - Handling of Funds

Section 1201. Theta Psi’s on-campus account shall be managed primarily by the Tamiochus.

Section 1202. 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. The Adviser to this organization must approve and sign each expenditure before payment.

Article XIII - Amendments

Section 1301. Proposed amendments must be submitted in written form to the executive board to be discussed and reviewed. If accepted by the board, it will then be presented to all members of the chapter to vote on.

Section 1302. If the amendment receives majority voting from chapter members, the amendment will take effect immediately.