

THE SIGMA ALPHA DELTA BYLAWS

Revised November 26, 2007

Article I

The Sorority

The name of this organization is The Delta Chapter of Sigma Alpha Sorority at Iowa State University. From heretofore, the organization will be referred to as the sorority.

Article II

Objectives

Section 1. The sorority is to be conducted as a professional agricultural sorority and will abide by Iowa State University rules and regulations, state and federal laws.

Section 2. It is the objective of this sorority to promote women in all facets of agriculture and to strengthen the bonds of friendship among them. It is the purpose of its members to strive for achievement in scholarship, leadership and service, and to further the development of excellence in women pursuing careers in agriculture.

Article III

Membership

Section 1. Sigma Alpha is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section 2. The sorority is composed of active, alumni, and honorary members.

Section 3. Each chapter is composed of active members (those of who have met membership candidate requirements and have been activated). Every active chapter will be composed of not less than seventy (70) percent agricultural majors and not more than thirty (30) percent non-agricultural majors with a special interest in promoting women in agriculture.

Section 4. An active member has voting privileges. The active member is responsible for paying dues, attending meetings, and meeting leadership, scholarship, and service obligations.

Section 5. Honorary membership may be conferred by the Sigma Alpha National Board upon meeting for, and shall be granted to women of special note in agriculture. Each chapter may submit nominations to the National Board to be considered for honorary membership.

Section 6. An active member of the chapter is placed on alumni status when the member has ceased to be a student at the university/college.

Section 7. An active member of the sorority, upon admission to a graduate or professional college, has the option of being placed on early alumni status. Last term seniors may also be placed on early alumni status, but must be active the term/semester/quarter before applying.

Section 8. An active member may request early alumni status by stating the reason to the chapter executive committee. If the request is denied, the member may appeal to the National Board.

Section 9. An active member, in order to be granted early alumnus status, must inform the executive committee during the first three (3) weeks of the term in which the status change is desired. For extenuating circumstances, a case can be reviewed at other times during a given term.

Section 10. Early alumni status includes the following provisions:

1. The member loses the right to vote in all sorority affairs;
2. The member may lose the right to a room in the house, as determined by the executive committee;
3. The member must pay one-half of the active chapter fees;
4. The member cannot hold any office in the chapter;
5. The member is not required to attend any chapter functions.

Article IV

Selection and Initiation

Section 1. In order to pledge, a rushee cannot be an active member of a Panhellenic or other recognized social sorority.

Section 2. An annual rush will occur every fall semester only. It will consist of at least one informational meeting and a pledge week. The activation ceremony will be held in January, following the fall semester of pledging. The Second Vice President will be responsible for planning and implementing this activity.

Section 3. At chapter meetings, following rush functions, the candidates for selection are voted on by the active chapter. All voting members present have equal voting power. Candidates are selected by three-fourths majority vote based on scholarship, leadership and group compatibility. Each active member of the sorority must meet a prospective member at least twice before the active member can vote to extend a bid.

Section 4. To be activated, a membership candidate must meet the requirements and have an established grade point hour ratio of 2.25 on a 4.0 scale, or its equivalent, for the semester in which they are pledging. This will be submitted to the advisor prior to the activation ceremony. A membership candidate is activated the same term that the other members of the membership candidate class are activated, unless extenuating circumstances prevail. When extenuating circumstances do prevail, the membership candidate must petition the executive committee to be activated during the next membership candidate class activation in the following January.

Section 5. If a membership candidate has met all requirements, but fails to obtain the required grade point hour ratio of 2.25, or its equivalent, the membership candidate will be allowed to participate in all meetings, functions, service projects, fundraisers, and serve on committees. However, the membership candidate will have no voting privileges until they have established the required grade point. Once this is achieved, the membership candidate will obtain voting rights and will be activated with the next membership candidate class. The membership candidate must comply with all constitution requirements, including the attendance policies, even though the membership candidate is unable to vote. The membership candidate will be able to hold an office one year following the date on which they obtained the required grade point hour ratio.

Section 6. If a membership candidate who fails to meet the necessary grade point hour ratio decides to wait until they obtain the requirement before becoming involved, then the membership candidate must re-pledge during the next fall rush.

Section 7. Membership candidates will be required to attend all chapter meetings and functions following Inspiration week. They must comply with the excused attendance policy. Upon the event of an unexcused absence, they will lose activation rights.

Section 8. Any membership candidate may be asked not to continue the education process at any time, with an eighty-five (85) percent approval of the chapter.

Section 9. Before activation, active members vote on each membership candidate's performance during pledging. Each membership candidate is evaluated on whether financial, scholarship, and leadership requirements have been met. Each membership candidate must receive a two-thirds vote of active membership at this time in order to be activated. Members may abstain from voting on the entire ballot.

Article V

Officers and Duties

Section 1. The elected officers of the Delta chapter consist of President, First Vice President, Second Vice President, Secretary, Treasurer, and Ag Council Representative. These offices compose the executive committee, which is chaired by the President.

University requirements to be an officer include:

(a) 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. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) 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, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Section 2. It is the duty of the President to preside at all chapter meetings and to direct the chapter's work. The President is the official leader of the chapter and has the power to appoint committees and call meetings. The President will also be required to hold executive committee meetings at least one week prior to regular meetings.

Section 3. The First Vice President presides in the President's absence. The First Vice President is responsible for all appointed committees. The First Vice President will schedule rooms for all regular meetings and will plan programs and /or speakers for these meetings.

Section 4. The duties of the Second Vice President are to plan and oversee all functions related to new membership, including membership candidate education, initiation, and activation.

Section 5. It is the duty of the Secretary to dually record the minutes of all meetings and to conduct all correspondence, including meeting notification letters. The Secretary will keep attendance by calling roll at each meeting.

Section 6. The duties of the Treasurer are:

1. To oversee the purchase and payments of all provisions;
2. To present bills to all members of the chapter;
3. To keep a record of all receipts and expenditures;
4. To prepare an annual budget;
5. To act as chairman of the fundraising committee;
6. To pay all dues to the National Board.

Section 7. The Ag Council Representative will serve a one-year term. The duties of the Ag Council Representative will be to represent Sigma Alpha at Ag Council meetings and relay information from Ag Council to the chapter.

Section 8. The executive committee appoints the following officers and chairmen (listed in order of importance):

1. Alumni Coordinator: Is responsible for correspondence between the chapter and alumni association, obtaining forwarding addresses of graduating seniors, and maintaining a resume file of both active and alumni members.

2. Historian: Maintains and updates the chapter's history and scrapbook. This includes responsibility for photography of all activities.
3. Philanthropy Chair: Plans and oversees service projects.
4. Social Chair: Plans and oversees chapter social functions with outside groups.
5. Rush Chair: Plans all rush week activities.
6. Farm Safety Day Camp
Chair: Coordinates program for Iowa youth.
7. Professional Development
Chair: Organizes annual resume workshop for the college and submits changes to the Constitution as needed.
8. Fundraising Chair: Plans and oversees fundraising projects.
9. BBQ Chair: Conducts three BBQs throughout the year: recruitment, homecoming, and VEISHEA.
10. Formal Chair: Plans and oversees the annual formal and awards banquet.
11. Purchaser: Orders all Sigma Alpha merchandise for the chapter.

12. Sergeant at Arms: Optional; maintains Robert's Rules of Order at chapter meetings. Brings refreshments to committee meetings

13. Web Designer: Maintain the Delta chapter website and add information as needed.

Section 9. All officers and committee chairs shall submit written reports to the National Board; required.

Article VI

Election of Officers

Section 1. Election of officers is held during the last meeting of the fall semester of each school year. New officers assume duties at the January meeting. A joint new and old executive committee meeting will be held in December to explain and pass on responsibilities.

Section 2. Nominations can be made at the business meeting prior to and of elections.

Section 3. A brief question/answer period will be held for each nominee before the election of each office. Other candidates for the office shall be absent.

Section 4. A simple majority of written ballot votes of active members is required for each officer's election. In the event of a tie, there will be a run-off election.

Section 5. A member must have an active status for one year (from prior fall pledging) before holding an office.

Section 6. Chapter officers can be removed for nonperformance of duty by two-thirds vote of the active chapter. If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article VI. It shall take place at the first meeting following the removal of the previous officer/adviser.

Section 7. The chapter advisor(s) will count all votes.

Article VII

Dues

Section 1. The active and membership candidate members pay local dues to the chapter treasurer. Active members will pay \$65 to the chapter each year due in September, and membership candidate will pay \$60 during the MC Education process due one payment schedule set forth by the treasurer and MC Educator.

Section 2. The budget is revised and approved by the executive committee in the spring semester before being presented to the chapter for approval by a two-thirds vote.

Section 3. Each active member pays the national treasurer annually through the chapter treasurer. National dues are fifty (50) dollars, and the national insurance fee is ten (10) dollars per member annually.

Section 4. Penalties for late dues are five (5) dollars per week to begin accruing after a seven (7) day grace period. If a member has financial difficulties meeting dues, the treasurer should be contacted and a possible dues scholarship is offered.

Section 5. Financial Binder Rules

1. DO NOT check off charges when you make the payment. The treasurer will do so.
2. When you put a payment in the binder, place it in the envelope with your name on and move it to the front of your financial account.
3. If you do not agree with a charge to your account, let the treasurer and the officer board know as soon as possible so it can be remedied.

Fines Defined

1. Late: If a payment is not made within 2 weeks of being assigned. \$5 for every week after the payment is overdue, an additional \$5 will be charged to your account.
2. Unexcused: Missing a meeting or mandatory event or more than 20 minutes late to a mandatory event. \$20.
3. Mandatory is defined as any event that has been voted into the schedule at the last business or your committee's meeting in advance (including bringing food or working an event, ceremonies, service, and/or social events, etc.) Business meetings and committee meetings to which you belong to the committee are mandatory.
4. Call: It is your responsibility if you are going to be late or absent to call the current president. You may leave a voicemail.
5. Attendance will be taken by both the treasurer and secretary. The treasurer will enforce all fines.

Article VIII

Meetings and Major Functions

Section 1. The active chapter will meet monthly. The dress code for these business meetings will be professional attire, i.e. skirt or nice slacks.

Section 2. Meetings are conducted in an orderly manner, according to Robert's Rules of Order.

Section 3. A quorum is necessary for officer elections and all chapter meetings. A quorum is defined as fifty (50) percent plus one (1) of the membership. A quorum will be necessary for all major votes taken, i.e. constitution amendments, budget approval.

Section 4. The executive committee meets at least one week prior to every active chapter meeting.

Section 5. Attendance is required at all meetings and major functions. Major functions are defined as: rush functions and activation.

Sections 6. Expectations for Meeting Attendance:

1. There will be one excused absence (no questions asked) business or committee

meeting per semester.

2. The second absence is unexcused. The consequence of this action is the following:
 - a). The sister shall bring refreshments to the next committee meeting or provide funds for the purchase of refreshments. This must be arranged with the Sergeant at Arms.
3. The third absence is unexcused. The consequence of this action is the following:
 - a). The sister will not be eligible to run for office in the following Sigma Alpha election.

And;

- b). The sister will be unable to be appointed a committee chair for the following twelve (12) months. If the sister is currently a committee chair, she will be removed from her position.
4. After the fourth offense, the chapter will request the sister be deactivated by the national board.. The ISU Dean of Agriculture shall receive written notification of deactivation. (According to the Current by-law of Sigma Alpha sorority's National Constitution Article IX, Sect 2c, Deactivation: The member in question is no longer a member of Sigma Alpha. The member's name is removed from all sorority records and the Dean of the college, school or division of Agriculture and the Registrar of the school are notified, if applicable.)
5. Special consideration will be given to those with extraneous circumstances that notify a member of the executive team by telephone or email prior to the meeting. The executive team shall review the excuse, and the sister will receive notification of her attendance status as soon as possible.

*If a sister foresees the inability to meet the requirements in accordance with Article VIII Section 15 of the Sigma Alpha Constitution, she should consider becoming an inactive member. According to the Current by-law of Sigma Alpha Sorority (National constitution): Article VIII, Sect. 15: Inactive Membership: The Chapter Executive Committee may grant a member in good standing inactive status for the following reasons: inability to meet financial obligations, health conditions, and work concerns. A member in good standing may request this status by submitting a written request to the Chapter Executive Committee. During such status the member is subject to the following provisions:

- a. Loss of the right to vote in all sorority affairs;
- b. Ineligibility to hold any office or committee chair;
- c. Required to meet chapter obligations as set forth in chapter Bylaws;
- d. Must pay any social fees for attendance at such functions where a fee has been assessed.
- e. If applicable, may lose the right to a room in the chapter quarters, as set forth by the Chapter Executive Committee.

A member must be a member for a minimum of one year before inactive status may be granted. A member may not remain on inactive status for two consecutive semesters or three consecutive quarters. Such status may only be granted twice during the member's collegiate career. If a member remains on inactive status for two consecutive semesters or three consecutive quarters, the member will be placed automatically on suspensions as hereinafter described, without the required vote.

Section 7. Philanthropy and Fundraising events are mandatory. The executive team will require participation in a designated number (to be determined at the beginning of each semester) of events per sister per semester. Commitment to all events will be accounted for by semester sign-up. Excuses need to be given to the secretary 24 hours prior to missing the event.

If a fundraising event is missed and is unexcused, the consequence of this action is the following:

- a) The sister will pay \$20 for each fundraiser event missed.
- b) The sister will pay \$20 for missing one football and pay \$40 if two football games are missed.
- c) The sister has until the end of the semester to pay off the balance owed. If the money is not paid, the sister will be placed on probationary status.

If a philanthropy event or other event where attendance is required is missed and is unexcused, the consequence is the following:

- a) The sister will pay a \$10 fee for missing the event.
- b) The sister has until the end of the semester to pay off the balance owed. If the money is not paid, the sister will be placed on probationary status.

Attendance at social events is encouraged, but not mandatory.

Section 8. 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.

Section 9. An annual awards banquet will be held every spring semester. An outstanding member will be selected by the active members on the basis of service and leadership given to Sigma Alpha. The outstanding member may only receive the award once. Awards will also be given to outstanding

membership candidate, senior, the Emerald Leadership Award, the sister with the highest GPA, and the most improved GPA as well as five to ten (5-10) special awards as determined by the awards committee.

Article IX

Advisors

Section 1. At least one (1) faculty advisor will be selected bi-annually by the active members. The advisor will serve a two-year term, which may be renewed for any additional amounts of time the advisor requests.

Section 2. An Alumni Advisor will be selected for a one-year term beginning each January.

Section 3. Duties of Advisers include: maintaining communication and meeting with officer(s) regularly, awareness and approval of financial expenditures, and ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Article X

Scholarship, Leadership and Service Requirements

Section 1. All members are encouraged to be active members of other campus organizations. Each active member is suggested to be in two (2) other organizations. However, if an active member is taking fifteen (15) credit hours, or the equivalent, or is employed, the member is advised to be involved in one (1) organization other than Sigma Alpha.

Section 2. Each chapter is required to conduct service projects benefiting the university and community. The active chapter is required to complete at least three (3) projects during each academic year. Every membership candidate class is required to complete one (1) service project.

Article XI

Probation and Deactivation

Section 1. The executive committee may place an active member on probation for an offense that is contrary to the objectives of the sorority.

Section 2. The executive committee will determine the length and requirements of the probation in accordance with the offense. After this period of time, the executive committee either terminates probation or request deactivation of the member.

Section 3. The executive committee must submit a written report to the National Board stating why a member has been placed on probationary status. Another report must follow after the ten (10) week period regarding the status of the member. The member has the right to appeal to the National Board concerning the decision.

Section 4. The National Board may deactivate or place on probation a chapter or chapter member(s) for the following reasons:

1. Failure to uphold Sigma Alpha objectives,
2. Failure to abide by the Sigma Alpha Constitution.

Article XII

By-laws

Section 1. By-laws may be added to the Constitution as long as they do not alter the meaning and intent of the Constitution.

Section 2. By-laws must be approved by a two-thirds majority vote.

Section 3. By-laws will be submitted to the National Board for approval.

Article XIII

Amendments

Section 1. An amendment to the constitution may be proposed by three-fourths vote of the active members of a chapter or by the National Board.

Section 2. A proposed amendment must be submitted, in writing, for approval by the executive committee prior to a regular meeting.

Section 3. A proposed amendment will be presented to the chapter one meeting before it will be voted on. A three-fourths vote of the active members present will be required to amend the constitution. Each member will have one (1) vote.

Article XIV

National Board

Section 1. The continuing work of the National Association shall be entrusted to the National Board of Sigma Alpha Agricultural Sorority, heretofore referred to as the National Board or National.

Section 2. The National Board will consist of not less than seven (7) members, with active chapters' and sorority-in-developments' alumni advisors serving as National Board Directors.