

**SIGMA ALPHA**

**DELTA CHAPTER**

**BYLAWS**

**AND**

**STANDING RULES**

Revised: 05-05-2025

**BYLAWS**  
**SIGMA ALPHA SORORITY**  
**DELTA CHAPTER OF IOWA STATE UNIVERSITY**

**Article I. Name**

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

**Article II. Objective and Purpose**

**Section 1. Objective.** The objective of this sorority shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them.

**Section 2. Purpose.** 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. Iowa State University**

**Section 1. Required Trainings.** Sigma Alpha abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sigma Alpha agrees to annually complete President's and Treasurer's Training

**Section 2. No Discrimination Policy.** Iowa State University and Sigma Alpha 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, or status as a U.S Veteran.

**Section 3. Student Organization Required Documents.** In the event that the required documents, the Operations Manual and Constitution, are rejected because they do not meet Iowa State University policy and/or constitution requirements, the following procedure shall apply:

- A. Any changes necessary to bring the Constitution into compliance may be made with unanimous approval of the President, Treasurer, and Advisor.
- B. Notification of these changes must be communicated at the next full organizational meeting.

**Article IV. Membership**

**Section 1. Classifications of Membership.** This chapter shall have the classifications of membership as provided in the Bylaws of Sigma Alpha National Sorority.

**Section 2. Membership Selection.**

- A. The Delta Chapter shall maintain a membership of at least seventy percent (70%) of its members enrolled in a qualified program as defined by the governing documents of

National Sigma Alpha Sorority, and the remaining members may be students who have a sincere interest in agriculture.

- B. Sigma Alpha Sorority is a professional women's organization. Only undergraduate women who are enrolled in a qualified program as set forth in the Standing Rules, or who have a sincere interest in agriculture, who maintain a grade point requirement and campus involvement as set forth in the Standing Rules, and who agree to comply with the governing documents of this sorority shall be eligible for election as a Collegiate Membership Candidate. Membership shall be free from discrimination based on race, color, religion, ethnic group, national origin, age, disability, sexual orientation, marital status, or parental status.

**Section 3. Qualifications for Collegiate Membership.** A member must:

- A. Be enrolled in Iowa State University.
- B. Initially possess a Cumulative GPA of 2.50 and after initiation maintains a Cumulative GPA of 2.50. Students in their first term of college may use their Cumulative GPA from high school.
- C. Members in good standing shall maintain active membership in one other campus organization. If a member is taking eighteen (18) or more credit hours or working twenty (20) or more hours each week, it is not mandatory to maintain membership in another campus organization during that time period.
- D. Agree to comply with the governing documents of the Delta Chapter and Sigma Alpha National Sorority.

**Section 4. Membership Status.**

- A. Good Standing. Full membership privileges shall be granted to those members in Good Standing as defined in the Bylaws of Sigma Alpha National Sorority. All members must stay actively involved in the chapter and serve on a committee until graduation or until they are no longer enrolled at the university unless they are granted inactive status, professional status, or deactivate from the Sorority.
- B. Professional Status. Members will be granted professional status if they are absent from the Iowa State University campus and/or are unable to regularly attend Chapter meetings and functions while serving a professional internship, student teaching, or studying abroad. Such members shall be responsible for national dues, may be responsible for chapter dues as determined by the chapter, and shall remain members in good standing; however, they may not hold an office or committee chair while on professional status.
- C. Inactive Status. Members in good standing may obtain inactive status for the following reasons: inability to meet financial obligations, health conditions, and work concerns. Such members shall be responsible for national dues, may be responsible for paying chapter dues as determined by the chapter, and shall remain members in good standing. Other parameters for qualification, as well as the procedure to obtain inactive status are provided in the Standing Rules of Sigma Alpha National Sorority.

- D. Deactivation. While membership in Sigma Alpha Sorority is intended to be a lifelong affiliation, a member may find it necessary to disaffiliate during their lifetime. In these instances, the member shall request deactivation according to the Standing Rules of Sigma Alpha National Sorority.
- E. Revocation. Revocation of a membership is the ultimate outcome in membership conduct cases. All revocation requests will follow the Standing Rules of Sigma Alpha National Sorority.

**Section 5. Election of Membership Candidates.** The Delta Chapter will follow the procedures for the election of membership candidates as provided in the Bylaws of Sigma Alpha National Sorority. The Delta Chapter has set an 80% requirement that member candidates must meet in order to be extended a bid.

**Section 6. Membership Candidate Education Program.** The Delta Chapter will follow the Member Candidate Education Program as provided in the Bylaws of Sigma Alpha National Sorority.

**Section 7. Failure of Member to Maintain Minimum Cumulative GPA.** A member who fails to maintain the cumulative GPA requirement will be:

- A. Placed on probation for a period which cannot exceed six (6) months.
- B. If after the probationary period, the member still maintains a cumulative GPA below the requirement, then the member will be placed on suspension for a period not to exceed six (6) months.
- C. If at the conclusion of the suspension period the member still maintains a cumulative GPA below the requirement, then the member will be revoked from the sorority.
- D. Members on probation may participate in the sorority as regular members except they cannot hold an office. A member on suspension is no longer recognized as a participating member and is not allowed to attend any sorority functions.

**Section 8. Conduct of a Member.** All members, without regard to membership class, shall comply with the governing documents of the Delta Chapter and Sigma Alpha National Sorority. Any allegations of misconduct will be adjudicated in accordance with the Collegiate Code of Conduct and the Bylaws and other governing documents of Sigma Alpha National Sorority.

- A. A member may appeal to the Chapter Executive Board any case adjudicated by the Chapter Standards Board in accordance with the Collegiate Code of Conduct of Sigma Alpha National Sorority.
- B. Appeals to the Chapter Executive Board must be filed in writing within seven (7) days of written outcome, barring exigent circumstances. Exceptions are made at the sole discretion of the Chapter Executive Board or its designee.
- C. The Chapter Executive Board will review an appeal within 14 days.
- D. The Chapter Executive Board may, by a majority vote, reverse, modify, or uphold a sanction.

- E. The Chapter Executive Board will notify the appellant of the outcome in writing within seven (7) days of the decision.
- F. A Chapter Executive Board decision may be appealed to the National Sorority Board according to the National Bylaws, Collegiate Code of Conduct and other governing documents.

### **Section 9. Fees and Dues.**

- A. Member Candidate National Initiation Fee and National Activation Fee, which are paid during the term in which they join, will be specified by Sigma Alpha National Sorority.
- B. National Dues will be assessed annually by Sigma Alpha National Sorority for all fully activated collegiate members.
- C. The membership of the Delta Chapter shall have the authority to determine the amount of chapter dues. Dues amounts shall be listed in the Standing Rules of the Delta Chapter.
- D. The membership of the Delta Chapter shall have the authority to levy special assessments or costs to each member.

## **Article V. Meetings**

**Section 1. Regular Meetings.** The Delta Chapter shall meet regularly during the academic school year, excluding academic breaks and summer sessions, on a day and at a time decided by the chapter.

**Section 2. Special Meetings.** Special membership meetings may be called at any time by the Executive Committee and must be called by the President upon written request of a majority of the members in good standing. Members must be given notice of the special meeting at least 24 hours in advance. The purpose of the special meeting shall be stated in the notice.

**Section 3. Quorum.** A majority of the members in good standing shall constitute a quorum.

## **Article VI. Officers**

**Section 1. Officers.** The Chapter Executive Board of the Delta Chapter will be made up of the following elected officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Membership Director
- F. Recruitment Director
- G. CALS Council Representative

**Section 2. Duties.** The Executive Board duties shall be:

- A. Submitting necessary reports to the National Board as provided in the governing documents of Sigma Alpha National Sorority.
- B. Establishing goals, preparing a calendar of events, and a budget for the fiscal year.
- C. Preparing the agenda for each meeting and distributing the agenda to members and advisor(s) at least 72 hours prior to the meeting.
- D. Any other duties prescribed by these Bylaws or the governing documents of Sigma Alpha National Sorority.

### **Section 3. Nominations and Election Procedures: Application Process.**

- A. The Delta Chapter shall seek candidates for officer positions by accepting applications that shall be due at least 3 weeks prior to the election.
- B. The Executive Committee will present to the chapter a slate of eligible candidates at least one week prior to the meeting where officers are to be elected. Nominations may not be made from the floor.
- C. Officers will be elected annually during a meeting in November of the fall term.
- D. Officers will be elected one at a time starting with the President and continuing in the order listed in Section 1 of this article.
- E. Slated candidates not elected to one office may be nominated for any other office.
- F. To be elected, a nominee must receive a majority vote. If a majority is not obtained on the first vote, the procedure continues until a majority is obtained dropping the nominee with the lowest vote each time a vote is taken.
- G. To be eligible to run for or hold office, a member must be in good standing with the National Sorority and the Chapter.
- H. Each candidate will be given two minutes to speak and then one minute for questions. Other candidates for the office shall be absent from the room during this time. Each candidate can also have two people speak on their behalf for a total of one minute.
- I. Members not elected to office may slide to any other office. They then can speak for one minute, have one minute for questions, and have 30 seconds of people speaking on their behalf.

### **Section 4. Terms of Office.**

- A. The term of office shall begin on December 1<sup>st</sup>.
- B. All officers will serve a term of one year or until their successor is elected.
- C. An officer may serve no more than two terms in any one office.
- D. If a member is selected to fill an office that became vacant and serves more than half of a term, it will be considered a full term, otherwise, it will not be counted as a term served.

**Section 5. Impeachment of Chapter Officers.** Should two-thirds (2/3) of the members of the Executive Committee feel that an officer should be removed from office, they shall submit such a motion to the full Executive Board in writing, including all charges.

Should three-fourths (3/4) of the Executive Board vote to approve the motion, the officer in question shall be relieved of official responsibilities and no recall proceedings are required. Should a majority, but less than three-fourths (3/4), vote to approve, then the officer in question shall be relieved of official responsibilities until the next Chapter meeting.

- A. The members will be notified in writing immediately upon the action of the Executive Committee.
- B. The Executive Committee shall appoint a member to perform the duties of the office of the impeached officer until a special election is held, unless the impeached officer is the President, whereby the Vice President shall assume the responsibilities of the President.
- C. In the event of a recall, recall proceedings shall take place at the Chapter meeting. The Executive Committee shall appoint a member to perform the duties of the office until the outcome of the recall is determined, unless the officer facing recall is the President, whereby the Vice President shall assume the responsibilities of the President.
- D. Impeachable offenses may include, but are not limited to:
  - 1. Neglect of duties or repeated failure to perform the responsibilities of the office.
  - 2. Misuse of chapter funds or property for personal benefit or unauthorized purposes.
  - 3. Conduct unbecoming of a member or officer, including actions that bring disrepute to the organization or violate its bylaws, policies, or values.

**Section 6. Recall of Elected Officers.** The Chapter members shall be empowered to vote on the recall of an elected officer if written notice is provided prior to the Chapter meeting. Recall shall be effective by a two-thirds (2/3) vote. A special election shall then be held to fill the unexpired portion of the term of office.

**Section 7. Impeachment of Chapter Advisor(s).** Should two-thirds (2/3) of the members of the Executive Committee feel that an Advisor should be removed from their position, they shall submit such a motion to the full Executive Board in writing, including all charges. Should three-fourths (3/4) of the Executive Board vote to approve the motion, the Advisor in question shall be relieved of their responsibilities, and no recall proceedings are required. Should a majority, but less than three-fourths (3/4), vote to approve the motion, the Advisor in question shall be temporarily relieved of their responsibilities until the next Chapter meeting.

- A. The Chapter members will be notified in writing immediately upon the action of the Executive Committee.
- B. In the event of a recall, recall proceedings shall take place at the next Chapter meeting. The Executive Committee shall appoint a qualified member or officer to temporarily serve as the point of contact for advisory matters until the outcome of the recall is determined.

C. Impeachable offenses may include, but are not limited to:

1. Neglect of duties or repeated failure to fulfill the responsibilities of the Advisor role.
2. Behavior inconsistent with the values, bylaws, or policies of the sorority.
3. Actions that jeopardize the welfare, reputation, or proper functioning of the chapter.
4. Violations of university, sorority, or National Board expectations or regulations.

**Section 8. Recall of an Advisor.** The Chapter members shall be empowered to vote on the recall of an Advisor if written notice of the recall motion is provided to all active members prior to the Chapter meeting. Recall shall be effective by a two-thirds (2/3) vote of the active membership present. If the recall is approved, the Advisor's duties and responsibilities shall cease immediately, and the Executive Committee shall begin the Advisor replacement process. A temporary point of contact for advisory matters may be appointed by the Executive Committee until a new Advisor is selected.

**Section 9. Replacement of an advisor.** If an Advisor is removed, resigns, or otherwise becomes unable to serve, the Executive Committee shall begin the replacement process within thirty (30) days.

A. For a Faculty Advisor:

1. The Executive Committee will solicit nominations from active members.
2. The full chapter will approve the new Faculty Advisor by majority vote.
3. The Advisor will begin a standard two-year term.

B. For an Industry Advisor:

1. The Executive Committee will identify and review qualified candidates.
2. The full chapter must approve the candidate by majority vote, followed by confirmation by the Executive Committee.
3. The Advisor will begin the standard initial two-year term unless otherwise mutually agreed.

**Section 10. Duties of the Officers.** The officers of the Delta Chapter shall perform such duties as assigned in the Chapter Standing Rules.

**Section 11. Meetings.** The Executive Board must meet at least 72 hours before all regular meetings of the Delta Chapter.

## **Article VII. Executive Committee**

**Section 1. Executive Committee Officers.** The Executive Committee shall consist of the following officers:

- A. President
- B. Vice President
- C. Secretary



D. Treasurer

**Section 2. Duties.** The Executive Committee duties shall be:

- A. Establishing chapter standing rules and serving as research and advisory committees for the chapter.
- B. Determining when the membership status of a member changes and promptly informing the member of such change.
- C. Any other duties prescribed by these Bylaws or the governing documents of Sigma Alpha National Sorority.

**Section 3. Meetings.** The Executive Committee shall meet as needed in addition to Executive Board meetings to conduct Executive Committee business.

**Article VIII. Committees**

**Section 1. Standing Committees.** The standing committees of the Chapter will be:

- A. Leadership. The Leadership Committee shall be chaired by the Leadership Chairperson. The Leadership Chairperson shall be appointed by the Executive Committee.
- B. Fellowship. The Fellowship Committee shall be chaired by the Fellowship Chairperson. The Fellowship Chairperson shall be appointed by the Executive Committee.
- C. Service. The Service Committee shall be chaired by the Service Chairperson. The Service Chairperson shall be appointed by the Executive Committee.
- D. Scholarship. The Scholarship Committee shall be chaired by the Scholarship Chairperson. The Scholarship Chairperson shall be appointed by the Executive Committee.
- E. Recruitment & Membership. The Recruitment & Membership Committee shall be co-chaired by the Recruitment Director and the Membership Director.
- F. Finance & Ethics. The Finance & Ethics Committee shall be chaired by the Treasurer.
- G. Standards Board. The Standards Board shall be chaired by the Standards Board Chairperson and consist of 7 chapter members.
  - 1. The chapter should also select 2 members to serve as alternates in case one of the board members has a conflict.
  - 2. The Standards Board members shall be nominated by the outgoing Executive Board and ratified by election by the chapter.
    - i. To serve on the Standards Board, a member must be in good standing with the National Sorority and the Chapter.
  - 3. The Standards Board Chair shall be elected by the Standards Board members.
  - 4. The chapter's university advisor should participate on the board in a non-voting capacity.

**Section 2. Standing Committee Membership.** The members of the standing committees will be appointed by the Executive Board unless otherwise designated by these bylaws.

**Section 3. Standing Committee Duties.** The duties of standing committees shall be as provided in the Standing Rules of the Delta Chapter.

**Section 4. Special Committees.** Special committees may be established by the Executive Board or the membership as they deem necessary to carry on the work of the Delta Chapter. Members will be appointed to special committees by the Executive Board.

#### **Article IX. National Events**

**Section 1. Attendance.** The chapter shall send at least one representative to attend national or other events as required by the Bylaws or other governing documents of Sigma Alpha National Sorority in accordance with the Chapter Standing Rules.

**Section 2. Delegate Selection.** The chapter shall elect an official voting delegate, a first alternate delegate, and a second alternate delegate at a chapter meeting at least 30 days prior to the Sigma Alpha Sorority National Chapter Congress. Delegate names and contact information shall be submitted to the National Sorority in accordance with the National Bylaws, Standing Rules and other governing documents.

#### **Article X. Dissolution of Chapter**

Should the charter of the Delta Chapter be revoked by the Sigma Alpha National Sorority Board, all funds and property of the chapter shall be returned to the National Sorority. Such funds and property shall be held in trust or sold, and the proceeds held in trust by the National Sorority for the benefit of the chapter, should it be reorganized. Should the chapter not be reorganized within two (2) years from the date the charter is revoked, the funds and the value of such property shall be credited to the General Fund of the National Sorority.

#### **Article XI. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Delta Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules the Chapter may adopt.

#### **Article XII. Amendments**

**Section 1. Proposed Amendments.** A two-thirds (2/3) vote of the members in good standing in attendance is necessary to adopt a bylaw amendment. These bylaws may be amended at any regular or special meetings of the Delta Chapter where a quorum is present.

**Section 2. Procedures.** Proposed amendments to the bylaws of this Chapter will be submitted to the Standards Board. Proposed amendments to the bylaws will be presented in written form to the members at least seven (7) days prior to the meeting during which the proposed amendments are to be considered. When presenting a proposed bylaw amendment to the membership for adoption, the Standards Board may do so in three different ways:

- A. Recommend adoption
- B. Decline from making a recommendation
- C. Do not recommend adoption

**Section 3. Filing and Review.** Anytime these bylaws are amended a copy of the Chapter Bylaws must be filed with Sigma Alpha National Sorority within ten (10) days, per current submission guidelines, for review by the National Leadership Team. These amended documents must also be submitted to Student Engagement within ten (10) days of ratification.

\_\_\_\_\_ Chapter President

\_\_\_\_\_ Revised Date

**STANDING RULES**  
**SIGMA ALPHA SORORITY**  
**DELTA CHAPTER OF IOWA STATE UNIVERSITY**

**I. Dues**

- A. National Collegiate Dues: All members shall pay annual national collegiate dues to the chapter prior to the second chapter business meeting of the fall term for remission to the National Sorority by the nationally prescribed deadline.
- B. Chapter Dues: All members shall pay annual dues by the second chapter business meeting of each fall term. Chapter dues amounts will be established by the Treasurer and Executive Committee and voted upon by the chapter membership by May 1<sup>st</sup> of the prior academic year.
  - i. Professional Status: Members granted Professional Status shall pay annual National Dues and 60% of annual chapter dues.
  - ii. Inactive Status: Members granted Inactive Status shall pay annual National Dues and 60% of annual chapter dues.
  - iii. Member Candidate: Member Candidates shall pay the National Initiation and Activation Fees before or at the time of the respective ceremonies and 100% of annual chapter dues before or at the last chapter business meeting of the term.
- C. Payment Plans
  - i. Unless extenuating circumstances are present, all dues should be paid in full by the deadline.
  - ii. If a payment plan is needed, the Treasurer must be informed in writing on or before the second chapter business meeting of the term.
  - iii. If a payment plan is granted, the member will pay the total amount divided into equal monthly payments over the year. Payments will be due before or at the chapter business meeting each month, and the entire balance must be paid in full prior to the last chapter business meeting of the spring term.

**II. Meeting Agenda and Minutes**

- A. Minutes will not be read at the meeting if members have been provided with a copy at least 48 hours prior to the meeting.
- B. Minutes will be posted in Microsoft Teams within 2 business days of the meeting.
- C. The agenda will be developed by the Executive Board, led by the President.
- D. The agenda will be made available to all members on Microsoft Teams by the Secretary at least 24 hours in advance.

E. Document Retention

- i. Minutes will be stored Microsoft Teams and shall be retained for a period of 2 years.
- ii. Agendas will be stored Microsoft Teams and shall be retained for a period of 1 year.

**III. Duties of Committees**

A. Leadership Committee. The duties of the Leadership Committee shall be:

- i. Plan and execute 1 leadership event per term for recruitment,
- ii. Plan and execute 1 additional event, project, or program per term,
- iii. Encourage attendance at and instill excitement about National Events,
- iv. Ensure knowledge gained from attendance at National Events is implemented and filed appropriately,
- v. Plan Winter Transitions and Fall Refresher,
- vi. Ensure Leads are used for all committee events, projects, and programs, and
- vii. Ensure all committee events, projects, and programs work towards the chapter's goals.

B. Fellowship Committee. The duties of the Fellowship Committee shall be:

- i. Plan and execute 1 sisterhood event per term for recruitment,
- ii. Plan and execute the Formal every spring term,
- iii. Plan and execute 1 additional event every fall term,
- iv. Ensure Leads are used for all committee events, projects, and programs, and
- v. Ensure all committee events, projects, and programs work towards the chapter's goals.

C. Service Committee. The duties of the Service Committee shall be:

- i. Plan and execute 1 Agriculture in the Community event per term for recruitment,
- ii. Plan and execute 1 additional event, project, or program every spring term,
- iii. Plan and execute the Mr. CALS (College of Agriculture and Life Sciences) program every fall term,
- iv. Ensure Leads are used for all committee events, projects, and programs, and
- v. Ensure all committee events, projects, and programs work towards the chapter's goals.

D. Scholarship Committee. The duties of the Scholarship Committee shall be:

- i. Plan and execute 1 scholarship event per term for recruitment,
- ii. Plan and execute 1 incentive program throughout the term each term,

- iii. Ensure Leads are used for all committee events, projects, and programs, and
- iv. Ensure all committee events, projects, and programs work towards the chapter's goals.

E. Recruitment & Membership Committee. The duties of the Recruitment & Membership Committee shall be:

- i. Develop and execute a meaningful recruitment program each term according to guidelines provided by Sigma Alpha National Sorority,
- i. Ensure planning for the next recruitment program begins immediately after the latest recruitment program ends,
- ii. Ensure planning for the next recruitment program is complete by finals week of each term,
  - ii. Ensure a smooth transition between the recruitment program and MCEP by planning and executing Bid Day,
  - iii. Develop and execute a meaningful MCEP each term according to guidelines provided by Sigma Alpha National Sorority,
  - iv. Assume responsibility for developing and executing a meaningful senior sister program each term there are graduating seniors,
- i. Plan and execute Sendoff,
- ii. Plan and organize cords and gifts,
  - v. Ensure all ceremonies the chapter holds are practiced in advance,
  - vi. Assume responsibility for the chapter's social media program that,
- i. Updates and maintains the website,
- ii. Manages PhotoCircle,
- iii. Communicates with other committees to create content,
- iv. Manages and upholds a professional sorority social media mix,
  - vii. Assume responsibility for the chapter's alumna relations program that,
- i. Writes a biannual chapter newsletter to disperse to alumna,
- ii. Plan and execute the Banquet every spring term,
- iii. Plan and execute the Alumna Mentorship Program each term,
  - viii. Design and create 1 physical chapter scrapbook per year,
  - ix. Maintain campus bulletin boards, display cases, and any other available forms of advertisement,
  - x. Encourage chapter members to submit stories and experiences to the Emerald Times,
  - xi. Ensure Leads are used for all committee events, projects, and programs, and
  - xii. Ensure all committee events, projects, and programs work towards the chapter's goals.

F. Finance & Ethics Committee. The duties of the Finance & Ethics Committee shall be:

- i. Prepare an annual budget for the upcoming fiscal year by the prescribed deadline,
- i. Train other committees on how to budget and update their financial statement for their events, projects, and programs,
  - ii. Plan and execute all fundraisers the chapter holds,
  - iii. Plan and execute the sponsorship program,
  - iv. Ensure Leads are used for all committee events, projects, and programs, and
  - v. Ensure all committee events, projects, and programs work towards the chapter's goals.

G. Standards Board. The duties of the Standards Board shall be:

- i. Assume all responsibilities assigned as described in guidelines provided by Sigma Alpha National Sorority and Chapter Bylaws and Standing Rules,
  - ii. Ensure a room is booked or a meeting link is created for every Standards Board meeting,
  - iii. Annually review Chapter Bylaws & Standing Rules to ensure they align with the Sorority's objective and purpose, newly issued materials provided by the National Sorority, and chapter needs,
- i. Make changes as necessary according to Chapter Bylaws & Standing Rules,
- ii. Follow current submission procedures provided by the National Sorority anytime amendments are made,
  - iv. Ensure Leads are used for all board events, projects, and programs, and
  - v. Ensure all board events, projects, and programs work towards the chapter's goals.

#### **IV. Officer and Committee Chair Position Descriptions**

A. President

- i. Duties & Responsibilities:
- i. Uphold strict observance of newest versions of the National Bylaws & Standing Rules, Chapter Bylaws & Standing Rules, and all other materials provided by Sigma Alpha National Sorority,
- ii. Uphold strict observance of all state, local, and university regulations,
- iii. Be familiar with the Emergency Plan and Risk Management Policy provided by Sigma Alpha National Sorority,
  - a. Iowa State University Risk Management Duties
    - (i) All recognized student organizations at Iowa State University must identify an officer responsible for risk management to:
    - (ii) [a] help minimize potential risks for club activities,
    - (iii)[b] recommend risk management policies or procedures,
    - (iv)[c] to submit documentation to ISU's Risk Management Office and

- (v) [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- iv. Be comfortable with all resources provided by Sigma Alpha National Sorority,
- v. Ensure that all officers uphold their duties fairly, accurately, and promptly,
  - a. Ensure officers are attending Chapter Leader Forums each month,
  - b. Ensure officers attend any applicable trainings held by the National Sorority,
- vi. Complete appropriate reports for the National Sorority,
- vii. Communicate with the Chapter Consultant and other members of the National Leadership Team,
- viii. Communicate with chapter advisor(s),
  - a. Ensure all chapter advisors are reflected on the Officer Roster,
- ix. Inform members of status changes by decision of the Executive Committee,
- x. Inform members of any sanctions imposed by delinquent cumulative GPA,
- xi. Inform members of any sanctions imposed by the decision of the Standards Board,
- xii. Preside over all meetings and ceremonies,
  - a. Call special meetings as needed,
- xiii. Update the Iowa State Student Organizations Portal as needed, and
- xiv. Perform all other duties the Sorority may require.

#### B. Vice President

- i. Duties & Responsibilities:
  - i. Assist the President in her duties,
  - ii. Assume presidential duties in her absence,
  - iii. Assume responsibility of effective and meaningful formulation of the chapter's programming through the Sorority's objective and purpose,
    - a. Assume responsibility for the formulation of the Chapter Calendar,
    - b. Propose any amendments of the Chapter Bylaws & Standing Rules to the Standards Board,
  - iv. Oversee that all standing and appointed committees uphold their duties according to Chapter Bylaws & Standing Rules,
    - a. Support and advise committees, when necessary,
    - b. Inform members of their appointed committee on behalf of the Executive Board,
  - v. Ensure parliamentary procedure is utilized and executed in meetings,
  - vi. Assist the Secretary in the completion of the Pillar Report, and
  - vii. Reserve rooms for chapter and executive board meetings to take place every week throughout the term.

#### C. Secretary

- i. Duties & Responsibilities:
  - i. Promptly file all reports to the National Sorority, except those whose completion is designed to be the responsibility of other officers,



- a. Notify the chapter President of any member whose cumulative GPA is delinquent,
- ii. Manage and develop the chapter point system with the Executive Board to incentivize attendance at all chapter events,
- iii. File attendance at chapter and committee business meetings,
  - a. Receive tracked attendance from committee leads for all other events,
  - b. Notify the chapter Standards Board of any member who is delinquent,
- iv. Prepare and distribute the agenda for chapter and committee business meetings,
- v. Record and distribute minutes at all chapter and committee business meetings,
- vi. Ensure that member emails and phone numbers on the chapter roster are up to date in the Greenhouse or Officer Portal,
  - a. Ensure that graduating members update their email to a non-school email,
- vii. Manage the Local and National Award application process,
  - a. Ensure that all available National Awards are applied for by the chapter's designated member or respective officer,
  - b. Maintain a record of all Local, National Sorority, and university awards won, and
  - c. Communicate any National Awards won by the chapter or a member to the university for announcement.

#### D. Treasurer

- i. Duties & Responsibilities:
  - i. Receive and expend all monies of the chapter as designated in chapter bylaws,
  - ii. Keep an accurate record of receipts and expenditures of the chapter,
  - iii. Pay all monies due to the National Sorority by the due date,
  - iv. Promptly file all finance-related reports to the National Sorority,
  - v. Follow all Iowa State University Policies
    - a. 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.
  - vi. Serve as the Finance & Ethics Committee Chairperson,
    - a. Oversee and ensure the Finance & Ethics Committee upholds their duties,
  - vii. Revise and finalize the annual budget the Finance & Ethics Committee prepares,
  - viii. Maintain records of each member's financial status with the chapter through Workday,
    - a. Notify the chapter Standards Board of any member who is delinquent,
    - b. Update the chapter payment plan contract as needed,
    - c. Meet with members to discuss and sign the payment plan contract,
    - d. File signed contracts appropriately,
  - ix. Oversee all chapter reimbursements,

- a. Update the reimbursement form as needed,
  - b. Issue reimbursements as prescribed in chapter bylaws and standing rules,
- x. Submit the chapters and committee's detailed income, expense, and account balance to the chapter membership at chapter business meetings,
  - a. Present report to the Secretary to be included in the minutes,
- xi. Assume responsibility for all financial applications the chapter utilizes,
  - a. Ensure the chapter uses the "business" account type for all applications, and
- xii. Assist the Secretary with the Pillar Report.

#### E. Membership Director

- i. Duties & Responsibilities:
  - i. Co-chair the Recruitment & Membership Committee with the Recruitment Director,
  - ii. Assist the Recruitment Director,
  - iii. Oversee and ensure the Recruitment & Membership Committee upholds their duties according to the latest materials provided by Sigma Alpha National Sorority,
  - iv. Oversee the execution and revisions of the chapter's Big-Little Pairing Process,
  - v. Hold and keep the Regalia Kit safe,
    - a. Assume responsibility for facilitating ceremony rehearsals,
  - vi. Assist the Secretary with the Pillar Report,
  - vii. Assist the Vice President with the creation of the Chapter Calendar,
  - viii. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
  - ix. Promptly file all MCEP-related reports to the National Sorority.

#### F. Recruitment Director

- i. Duties & Responsibilities:
  - i. Co-chair the Recruitment & Membership Committee with the Membership Director,
  - ii. Assist the Membership Director,
  - iii. Oversee and ensure the Recruitment & Membership Committee upholds their duties according to the latest materials provided by Sigma Alpha National Sorority,
    - a. Ensure recruitment materials, such as orientation presentations, are updated with accurate chapter-specific information,
    - b. Develop and maintain a prospect list,
    - c. Audit interview questions to ensure the chapter selects prospective membership candidates that will uphold the Sorority's objective and purpose,
    - d. Ensure all event hosts and orientation presenters are dually prepared,
  - iv. Serve as the face of the recruitment program,
    - a. Communicate and serve as the point of contact for all prospective membership candidates,

- v. Assist the Secretary with the Pillar Report,
- vi. Assist the Vice President with the creation of the Chapter Calendar,
- vii. Assist the Finance & Ethics Committee with the creation of the Annual Budget,  
and
- viii. Promptly file all recruitment-related reports to the National Sorority.

#### G. CALS Council Representative

- i. Represent Sigma Alpha at College of Agriculture and Life Sciences Council meetings twice every month.
- ii. Relay information from the Council to the chapter.
- iii. Supervise the Mr. CALS Committee.

#### H. Leadership Committee Chair

- i. Duties & Responsibilities:
  - i. Oversee and ensure the Leadership Committee upholds their duties,
  - ii. Facilitate Winter Transitions and Fall Refreshers,
  - iii. Coordinate the attendance of members at National Events according to Chapter Bylaws & Standing Rules,
  - iv. Assist the Secretary with the Pillar Report,
  - v. Assist the Vice President with the creation of the Chapter Calendar,
  - vi. Assist the Finance & Ethics Committee with the creation of the Annual Budget,  
and
  - vii. Attend the first Executive Board meeting of each month.
- ii. Reports to: Vice President

#### I. Fellowship Committee Chair

- i. Duties & Responsibilities:
  - i. Oversee and ensure the Fellowship Committee upholds their duties,
  - ii. Serve as the point of contact for other fraternities, sororities, and university organizations,
  - iii. Communicate all student organization or campus events to the chapter's membership,
  - iv. Oversee all other fellowship events in which the chapter participates except those designed to be overseen by the Service Chair,
  - v. Serve as host for the Formal and Banquet,
  - vi. Assist the Secretary with the Pillar Report,
  - vii. Assist the Vice President with the creation of the Chapter Calendar,
  - viii. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
  - ix. Attend the first Executive Board meeting of each month.
- ii. Reports to: Vice President

#### J. Service Committee Chair

- i. Duties & Responsibilities:
    - i. Oversee and ensure the Service Committee upholds their duties,
    - ii. Oversee all other service events in which the chapter participates except those designed to be overseen by the Fellowship Chair,
    - iii. Assist the Secretary with the Pillar Report,
    - iv. Assist the Vice President with the creation of the Chapter Calendar,
    - v. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
    - vi. Attend the first Executive Board meeting of each month.
  - ii. Reports to: Vice President

#### K. Scholarship Committee Chair

- i. Duties & Responsibilities:
    - i. Oversee and ensure the Scholarship Committee upholds their duties,
    - ii. Seek out and communicate all academic resources provided by the university, scholarships provided by any source, and internships available to the chapter's membership,
    - iii. Assist the Secretary with the Pillar Report,
    - iv. Assist the Vice President with the creation of the Chapter Calendar,
    - v. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
    - vi. Attend the first Executive Board meeting of each month.
  - ii. Reports to: Vice President

#### L. Standards Board Chair

- i. Duties & Responsibilities:
    - i. Oversee and ensure the Standards Board upholds their duties,
    - ii. Ensure that the information in the drive is the latest information available from Sigma Alpha National Sorority,
    - iii. Keep advisor(s) informed on Standards Board related information,
    - iv. Ensure an advisor is present for all meetings,
      - a. Advisors may attend meetings remotely, if necessary,
    - v. Ensure that every complainant receives a receipt of their complaint,
    - vi. File Standards Board meeting minutes appropriately,
    - vii. Communicate Standards Board meeting results with the President and any absent advisors, and
    - viii. Attend the first Executive Board meeting of each month.
  - ii. Reports to: President

### V. Advisors

- A. Chapter Advisor(s) will serve on a volunteer basis.
- B. At least one (1) faculty Advisor will be selected by the active members. The advisor will serve a two (2)- year term, which may be renewed for additional amounts of time.

- C. The Industry Advisor will be selected by the active chapter, with approval from the Executive Committee, to serve an initial two (2)-year term beginning in January. Following the initial term, the position may be renewed annually or for additional lengths of time as mutually agreed upon by the chapter and the advisor. Should the Industry Advisor choose not to renew, timely notice should be provided to the Executive Committee.
- D. The duties of the advisors are to:
  - i. Serve in an advisory capacity to the officers and/or the chapter.
  - ii. The chapter Advisor(s) shall have such other duties and powers as delegated by the National Board or as may be prescribed in the laws of the sorority.
- E.

## **VI. Nominations and Election Procedures**

- A. This chapter shall have the chairperson nominations and election procedures as provided in the Bylaws of the Delta Chapter.

## **VII. Chapter Calendar Development and Meeting Dates**

- A. Chapter Calendar: The chapter calendar for the entire academic year shall be developed during the prior spring term by the Executive Committee and Committee Chairs, under the direction of the Vice President and submitted to the National Sorority prior to the prescribed deadline by the Secretary.
  - i. The calendar shall include the minimum number of Pillar Events for each Pillar as prescribed in the national bylaws, standing rules and governing documents.
- B. Prior to submission in the Officer Portal, the Chapter Calendar should be presented to and approved by the chapter membership.
- C. Chapter Business Meetings will be held 1 time each calendar month while school is in session. These meetings will typically be held on the 1<sup>st</sup> Monday of each month at 7:00 PM.
  - i. Chapter Committee Business Meetings will be held 1 time each calendar month while school is in session. These meetings will typically be held on the 3<sup>rd</sup> Monday of each month.
  - ii. Other Events: On Monday nights when there is not a chapter or committee business meeting, the chapter will hold other events, such as Pillar Events.

## **VIII. Member Participation Expectation**

- A. The Delta Chapter utilizes a point system to track and incentivize attendance at events. See section X.

- B. Chapter & Committee Business Meetings: Members are required to attend 80% of chapter meetings each term.
- C. Ceremonies: Members are required to attend all ceremonies.
- D. Recruitment Events: Members are required to attend 75% of chapter recruitment events.
- E. Pillar Events: Members are required to attend 80% of chapter Pillar Events.
  - i. Scholarship
  - ii. Leadership
  - iii. Service
  - iv. Fellowship
- F. Excused Absences
  - i. An excused absence will be any of the following:
    - i. An illness or injury,
    - ii. A classroom/laboratory/exam session that cannot be adjusted,
    - iii. A family emergency, or
    - iv. An irregular work conflict.
  - v. All other requests for excused absences will be reviewed by the Executive Committee.
    - ii. If a member is unable to attend a required event, she must notify the Secretary in writing at least 24 hours prior to the event. In the case of accidents, illnesses, or other emergencies, notice should be given as soon as possible.
    - iii. If a member disagrees with the decision of the Executive Committee, she has the right to appeal that decision. Notification of her dissent should be made in writing to the President within 24 hours.

## **IX. Attire Requirements**

- A. Chapter Business Meetings: Members should wear smart professional attire according to the National Dress Code Guidelines.
- B. Committee Business Meetings: Members should wear smart business casual attire according to the National Dress Code Guidelines.
- C. Ceremonies: Members should wear formal professional attire to all ceremonies according to the National Dress Code Guidelines.
- D. Chapter Events: Attire for all other events will be announced at the chapter meeting at least 10 days prior to the event.

## **X. Awards and Recognition**

#### A. National Award Selection Process

- i. The Secretary will ask for nominations for awards at the first spring chapter business meeting.
- i. Members may nominate themselves.
- ii. Nominations will be made for the prior calendar year.
- iii. To be eligible to receive an award, nominees must be in good standing with the National Sorority and the Chapter.
  - ii. Nominees will be voted on at the second spring chapter business meeting.
  - iii. Winners will be contacted by the Secretary for further instructions on the National Award application submission process.
  - iv. Winners will be announced at the Banquet.
  - v. Any National Awards won by individuals or the chapter from the prior calendar year will be recognized at the Banquet.
  - vi. The Secretary will document all awards won by individuals or the chapter in the Microsoft Teams.

#### B. Local Award Selection Process

- i. The Secretary will ask for nominations for awards at the first spring chapter business meeting.
- i. Members may nominate themselves.
- ii. Nominations will be made for the prior calendar year.
- iii. To be eligible to receive an award, nominees must be in good standing with the National Sorority and the Chapter.
  - ii. Nominees will be voted on at the second spring chapter business meeting.
  - iii. Winners will be announced at the Banquet.
  - iv. The Secretary will document all awards won in the Microsoft Teams
  - v. Local Awards
- i. Most Valuable Professional
  - a. Awarded to 4 members (one from each recruitment class) who demonstrates exceptional leadership, professionalism, and dedication to the organization.
  - b. These members must exhibit outstanding commitment to the values and mission of the organization. Serves as a role model for peers through their actions and involvement. Contributes significantly to the organization's success, whether through leadership, mentorship, or initiative.
- ii. Chrysanthemum Award
  - a. Awarded to a Sigma Alpha Delta Chapter member who has experienced outstanding personal and professional growth within the organization.
  - b. This member must show remarkable development in leadership, confidence, and involvement. They must positively impact the chapter through their dedication and commitment.

#### C. Mr. CALS Selection Process

- i. Clubs within the College of Agriculture and Life Sciences (CALS) are invited to nominate one male representative to compete for the title of Mr. CALS.
  - ii. Nominations must be made during the club's first meeting of the fall semester. Each club may nominate one representative per competition year.
  - iii. The Mr. CALS Committee will oversee selecting the three judges. Judges may be alumna of Sigma Alpha, past Mr. CALS winners, industry representatives, and/or faculty
- i. Grand Champion Mr. CALS
  - a. Awarded to the participant in the Mr. CALS competition who best exemplifies leadership, charisma, and school spirit within the College of Agriculture and Life Sciences (CALS).
  - b. This individual must:
    - (i) Participate in all aspects of the Mr. CALS competition.
    - (ii) Showcase strong leadership, public speaking, and engagement with the audience.
    - (iii) Represent CALS in a positive and professional manner.
- ii. Reserve Champion Mr. CALS
  - a. Awarded to the runner-up in the Mr. CALS competition, recognizing their dedication and performance.
  - b. This individual must:
    - (i) Participate in all aspects of the Mr. CALS competition.
    - (ii) Demonstrate enthusiasm, professionalism, and involvement throughout the event.
    - (iii) Support and embody the spirit of CALS.
- iii. Mr. Congeniality
  - a. Awarded to the Mr. CALS contestant who is voted by the judges as the most friendly, supportive, and encouraging individual.
  - b. This individual must:
    - (i) Be a participant in the Mr. CALS competition.
    - (ii) Foster a positive and inclusive environment.
    - (iii) Demonstrate kindness, respect, and sportsmanship toward fellow participants.
- iv. Top Fundraiser
  - a. Awarded to the Mr. CALS contestant that raises the most money.
  - b. This individual must:
    - (i) Actively participate in fundraising efforts (money run).

## **XI. Associate Members**

- A. Selection of Associate Members will follow the procedure and criteria set forth in the bylaws, standing rules and other governing documents of Sigma Alpha National Sorority.



## **XII. Financials**

### **A. Annual Budget**

- i. The annual budget will be developed by the Treasurer with the assistance of the Finance & Ethics Committee with input provided by all committee chairs and officers. The Treasurer will then present the budget to the Executive Board for review, and then to the entire membership for approval.
- ii. The chapter will use the template provided by the National Sorority to develop and submit the annual budget.
- iii. The budget for the upcoming fiscal year will be presented at a chapter business meeting prior to May 15<sup>th</sup> each year and voted on by the chapter membership prior to submission to National Headquarters.

### **B. Budgeting for National Events**

- i. The chapter will set aside funds in the chapter budget sufficient to pay for the registration, transportation, hotel, and meal costs (\$20 per meal maximum) of 4 individual(s) per National Event, except those events that have attendance maximums.
- ii. The chapter will apply for any scholarships and seek to identify ways to secure additional funding to allow additional members to attend. Such funds secured will be divided by all additional members in attendance.

### **C. Financial Statements**

- i. The chapter will use the template provided by the National Sorority to develop and present chapter financial statements.
- ii. Monthly Statements: The Treasurer will present a current financial statement to the membership at the chapter business meeting each month.
- iii. Annual Financial Statement: At the close of each fiscal year, the Treasurer will update the Chapter Financial Statement to be presented to the chapter membership and submitted to the National Sorority.

### **D. Purchases & Reimbursements**

- i. Executive Board members and Chairs are approved to make purchases on behalf of the chapter, within the annual budget.
- i. The chapter account shall have three authorized signers that include the President, Treasurer, and the chapter's university Advisor.
  - ii. The Treasurer will hold the P-Card.
- i. The Membership Director has a P-Card. Beginning in Spring 2026, the Membership Director will follow the same process as all other committee chairs for making purchases.
  - ii. For purchases by check over \$500, two signatures shall be required.

- iii. Pre-authorization of Purchases: All purchases over \$50 and any purchases not specifically outlined in the budget require prior authorization from the Executive Committee.

E. Reimbursement

- i. Due to Iowa State University's Campus Organizations Accounting (COA) policies, reimbursements are not available.

### XIII. Points System

- A. The Sigma Alpha Delta Chapter Point System is designed to track member attendance and engagement in chapter activities, ensuring active participation and accountability. Members earn points by attending various events, including chapter meetings, committee meetings, socials, study hours, philanthropy events, the annual banquet, recruitment activities, and pillar events that align with the organization's core values. Each Spring, the chapter will vote on the required points each spring based on the chapter calendar and the assigned points outlined below. As stated in the bylaws and standing rules, members are required to **attend 80% of all pillar events**, reinforcing the importance of these foundational activities. To maintain accountability, any member who has failed to attend the percentage of events required will be required to meet with the Standards Board to discuss their commitment and address any concerns. By maintaining a structured point system, the Delta Chapter fosters a strong, dedicated membership while promoting the values of professionalism, service, and sisterhood. In the chart below, you will find the event with the appropriate point value.

<u>Event</u>	<u>Assigned Points</u>
Chapter (including ceremonies and committee meetings)	5
Study Hours	5
Banquet	5
Fellowship Events	5
Scholarship Events	5
Leadership Events	5
<i>Required</i> Philanthropy Events	5
<i>Volunteer</i> Philanthropy Events (including Cultivating Hope, 110 course, etc)	As needed
Recruitment Week	Min 15 max 20
Mr. CALS	5
Industry Tours	15