

Article I: Name

The name of the organization shall be Rho Lambda at Iowa State University. The Greek letters, Rho Lambda, signify “Panhellenic Leadership.” Rho Lambda is the “Beta Rho” chapter of the international organization.

Article II: Purpose, Mission, and Compliance

1. Purpose - Mission

Rho Lambda is a leadership recognition society to honor women within the Sorority Community who have been outstanding in the display of demonstrated leadership, ability, and loyalty to the SFE community and their sorority.

Rho Lambda is a vehicle to empower all sorority women, allowing the Campus Panhellenic Council, Multicultural Greek Council, and the National Pan-Hellenic Council to come together. Rho Lambda can provide opportunities for women’s empowerment, networking, professional development, service, social development, and so much more. The organization’s mission is to give sorority leaders a safe place to discuss the most relevant issues facing the sorority community and plan the best approach to work on these issues.

2. Compliance with Applicable Laws

Rho Lambda at Iowa State University abides by and supports established Iowa State University and the Office of Sorority and Fraternity Engagement policies, State and Federal Laws and follows local ordinances and regulations. Rho Lambda at Iowa State University agrees to annually complete President’s and Treasurer’s Training.

Article III: Membership

1. Eligibility

Membership shall be open to all registered students affiliated with a SFE Chapter in CPC, MGC, or NPHC. Members must have a GPA of at least 3.0 and classify as a sophomore or above. New members must either receive a nomination or self-nomination through the official selection process.

2. Voting

Each active member (or voting member) who is present shall get one vote.

3. Establishing Voting and Membership Status

An active member is defined as a member who has not missed more than one general meeting or event without written notice to an officer each semester during the time of their membership. Only active members shall have voting rights.

4. Termination of Membership

Active membership for the collegiate chapter of Rho Lambda shall be terminated at the time of resignation. A member graduating or withdrawing from the Iowa State University community shall constitute resignation. Membership may be terminated through a majority vote by the Executive Board; or a three-fourths vote by all active members. Notice of a motion to remove a member shall be presented to the general membership at least seven days prior to the vote.

6. Non-Discrimination Statement

Iowa State University and Rho Lambda 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 IV: Executive Board

1. Elections

- a. Election of Executive Board officers shall occur every year. Elections shall be held at a general meeting or through an online polling platform during the spring semester. Terms of the newly elected officers shall begin at a date determined by the previous executive board team, no later than the last day of the spring semester.
- b. In the event of any vacancy, special elections must be held within 90 days at a general meeting. The president shall have the authority to appoint an active member as an interim officer to fill any vacancy until the required special election.
- c. Election to any officer position shall require a majority vote. If no nominee acquires a majority vote, the nominee with the lowest vote total shall be removed and there shall be a vote of the remaining nominees. This process shall continue until a nominee acquires a majority vote. The Executive Board will break ties using the normal Executive Board voting procedures.
- d. Voting will be conducted anonymously.
- e. Elections must be facilitated by either the organization advisor or an outgoing executive board member who can remain impartial.

2. Eligibility to be an Officer

An officer shall be an active member as defined under Article III. All officers shall meet the following requirements in order to be elected or to continue to hold office:

- a. 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.

- b. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative GPA in the semester immediately prior to election, the semester of election, and semesters during the term of office.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

3. Officer Positions and Duties

I. All Officers shall

- a Attend all meetings of Rho Lambda or give written notice if unable to attend
- b Attend all events and activities of Rho Lambda or give written notice if unable to attend.

II. President

a *The President shall:*

- Chair all general meetings and executive meetings.
- Oversee the strategic plan and yearly schedule for Rho Lambda.
- Ensure that the time-commitment of Rho Lambda fits within the desires of Rho Lambda members and is not overwhelming.
- Ensure that all duties of all officers are fulfilled.
- Be responsible for all executive officer transitions.
- Be responsible for ensuring that the time and resources of Rho Lambda's Executive Board are utilized in meeting the organization's needs.
- Carry out the mandates, policies, and directives of the Executive Board.
- Ensure that the organization is operating in accordance with its constitution and within proper parliamentary procedure.
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, Student Engagement, and the Sorority and Fraternity Engagement Office, as well as all local, state, and federal laws.
- Be responsible for updating the Student Engagement Student Organization Database page.
- Act as risk management chair: Help minimize potential risks for club activities, recommend risk management policies or procedures, and communicate with the Office of Risk Management if needed.
- In the event that all positions are not filled, delegate the tasks as needed among the executive board.

III. Vice President of Finance and Administration

a *The Vice President of Finance and Administration shall:*

- Be responsible for preparing a budget and submitting it to the organization for approval.

- Be responsible for taking business minutes and taking attendance at each meeting of Rho Lambda.
- Be responsible for keeping thorough and accurate financial records of all transactions of Rho Lambda and handling all accounts payable and receivable.
- Be responsible for working with the Campus Organization Accounting office including going through Campus Organization treasurer training.
- Pay new member fees to the headquarters of Rho Lambda each semester after new member installation.
- Order Rho Lambda tapping emblems and honor cords as needed.
- Be responsible as an office manager, including ordering supplies and obtaining them as needed.
- Deposit all funds collected by the organization within 48 hours of receipt.

IV. Vice President of Public Relations

a *The Vice President of Public Relations shall:*

- Develop a communication plan with members throughout each year and email members as needed.
- Keep members up to date with information on important dates and activities.
- Be responsible for all marketing and communication activities for the organization.
- Assist other members of the Executive Board with promoting their events and activities.
- Market the organization recruitment and nomination process throughout the sorority community.
- Be of good public image and good relations within the campus and community.
- Utilize campus resources to promote Rho Lambda and be the liaison between media and advertising sources if necessary.
- Organize Rho Lambda's social media platforms, if applicable, and update the platforms.

V. Vice President of Membership

a *The Vice President of Membership shall:*

- Coordinate the new member selection process each year.
 - Be the main contact between potential new members in the community and Rho Lambda.
 - Update the new member application every year
 - Set important dates for the recruitment process in conjunction with the Executive Board

- Be responsible for the preparation and keeping current an Executive Board and member contact list.
- Be responsible for the creation and maintenance of Rho Lambda's email mailing lists in coordination with other Executive Board officers.

VI. Vice President of Events, Philanthropy, and Community Outreach

a *The Vice President of Events, Philanthropy and Community Outreach shall:*

- Collect ideas and feedback each year from general members and the Executive Board about the quantity and type of events that members would like to see.
- Schedule events and activities for member's enjoyment, development, and community-engagement. (examples. Social, wellness, service, academic, professional development, women's empowerment)
- Organize the logistics of each event and develop a to-do list for each event.
- Delegate tasks for each event within members and the Executive Team.
- Register events properly with Student Engagement and/or the Sorority and Fraternity Engagement Office.
- Assist the President with developing the schedule of events for members each semester.

4. *Executive Board Voting Privileges*

All officers who are present at an Executive Board meeting, with the exception of the president shall participate in Executive Board votes. The President's vote shall serve as a tie-breaker, if required.

5. *Removal from Office*

An officer may be removed through a vote by the Executive Board and a two-thirds vote by all active members. Notice of a motion to remove an officer shall be presented to the general membership at least 48 hours prior to the vote. The person in question shall be able to be present and speak before a vote is conducted.

In case of impeachment, a new officer may be elected via the regular selection process as stated in Article IV Section 1.

Impeachable offenses include but are not limited to: Illegal conduct within Rho Lambda, repeated discriminatory behavior, or failure to uphold governing documents.

Article V: Adviser

1. *Selection*

The primary Adviser shall be chosen by the Executive Board. This will be done using normal Executive Board voting procedures. Other advisors may be chosen to provide further support and input into the organization by the same process. One or more graduate adviser(s) may be selected using this same process.

It is recommended that the advisor is a staff member of the Sorority and Fraternity Engagement Office. The Sorority and Fraternity Engagement Office staff can recommend a staff member as an advisor if the officers cannot find their own advisor.

2. Term

The term of the Adviser shall be one year; an unlimited number of terms can be served.

3: Responsibilities

The Adviser shall:

- Give guidance to the members on the operations of the group such as risk management, fiscal matters, University policies, and any other topics as necessary.
- Be available to members of the organization for questions.
- Keep matters confidential if requested by a member.
- Moderate conflict or disagreements between members.
- Assist with election facilitation to ensure a fair election process.
- Assist with Officer Transitions from year to year.
- Assist with any other organizational activities as needed by the Executive Board.
- Endorse events, approve financial transactions, complete the compliance agreement, and all other responsibilities expected by the Student Engagement Office and Iowa State University.

4. Impeachment

An advisor may be removed through a vote by the Executive Board and a two-thirds vote by all active members. Notice of a motion to remove the advisor shall be presented to the general membership at least 48 hours prior to the vote. The person in question shall be able to be present and speak before a vote is conducted.

In case of impeachment, a new advisor will be selected via the regular selection process as stated in Article V Section 1.

Article VI: Finances

1: Maintenance of Funds

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 Advisor to this organization must approve and sign each expenditure before payment.

2: Dues

The dues for Rho Lambda are a one-time \$50 payment. Dues include Rho Lambda tapping emblem (\$15), graduation cords (\$13), headquarters new member fee (\$20). All funds exceeding this amount will be contributed to the chapter budget and used for events, activities, supplies, or other uses determined by the Executive Board to benefit the members.

Dues increases will be voted upon by the Executive Board of Rho Lambda. Increases to the one-time due fee will not be charged retroactively to existing members.

3: Budgeting

The Vice President of Finance and Administration will hold the position of Treasurer for Rho Lambda. This person shall keep an accurate record of who has paid dues, depositing or withdrawing any funds, obtaining a Purchasing card if necessary, and approving purchases by any executive board members. Will set the budget for the Rho Lambda executive board.

Article VII: Meetings

1: Quorum

Quorum to conduct votes, including election of officers, requires a majority of voting members to be present.

Article IX: Dissolution

The Rho Lambda may be dissolved as a student organization by a three-fourths vote of the voting membership and a majority vote of the Executive Board. Such a vote must be publicized at least two weeks in advance. Upon dissolution, all remaining funds may be donated to a cause that is approved by a three-fourths vote of the voting membership and a majority vote of the Executive Board.

In the case of the organization going inactive due to all members graduating, resigning from the organization, or being unresponsive and uninterested in continuing the organization, the organization will be suspended temporarily and then archived by the Student Engagement Office. Within five years, the Sorority and Fraternity Engagement Office will determine interest among the sorority community to potentially re-activate the organization. If there is no interest in reactivating within five years, any remaining funds will be donated to the Sorority and Fraternity Engagement Officer for the purpose of supporting leadership programming that benefits sorority members on campus.

Article X: Amendments and Ratification

Proposed amendments to this constitution must be publicized at least five days prior to a vote. Amendments shall require an affirmative two-thirds vote of all voting members for approval. Upon member approval, amendments take effect immediately. If amended, the updated version of the Constitution shall be uploaded to the Student Organization Database within 10 days pending approval from the Student Engagement Office.

