



# PHI LAMBDA RHO Sorority, Incorporated

Phi Lambda Rho Sorority  
Gamma Chapter Bylaws

## ARTICLE I NAME AND PURPOSE

Section 1 The organization shall be called Phi Lambda Rho, Gamma Chapter at UCSD.

Section 2 The purpose of Phi Lambda Rho is to provide a lifelong sisterhood based on facilitating the advancement of women of color through higher education. Our mission is to give back to our community, especially our marginalized youth, while celebrating and promoting the Chicana/Latina culture.

Section 3 Phi Lambda Rho is recognized by UCSD and adheres to all regulations as set forth by University guidelines.

Section 4 Phi Lambda Rho Sorority, Inc., Board of Directors recognizes Phi Lambda Rho at UCSD, as a legitimate chapter of this sorority, known as the Gamma Chapter.

Section 5 Phi Lambda Rho at UCSD is a non-profit student organization.

## ARTICLE II MEMBERSHIP

Section 1 There shall be five types of membership in Phi Lambda Rho: active, voluntary inactive, involuntary inactive, alumnae, and active alumnae.

A. In order to be an active member of Phi Lambda Rho, each member must meet the following criteria:

1. Must be an undergraduate enrolled at UCSD.
2. Must maintain a cumulative grade point average of a 2.5 G.P.A. or above and a quarter or semester GPA of 2.5 or above while enrolled. If requirement is not met member will be placed on quarter or semester probation.
3. Must be current with monies owed to the chapter.
4. Must fulfill objective requirements.

5. Must meet chapter requirements established by the Phi Lambda Rho Constitution.

**B. A voluntary inactive sister** is an undergraduate member who is not enrolled at the college or university, who initiated her into a chapter of this sorority and/or sisters who do not wish to participate in the sorority. Inactive sisters no longer have responsibilities concerning the sorority. Inactive sisters have no rights within the Sorority; however they may become active upon paying all outstanding dues and attending three consecutive meetings at her designated chapter. Sisters should refer to the inactive status policy, which is stated in the Rhosa Manual. Sisters who have yet to complete their one-year contract are not allowed to go voluntary inactive. Any exceptions may only be granted by the Board of Directors. Members who fail to comply will be subject to suspension from the sorority.

**C. An involuntary inactive sister** is an undergraduate member of the sorority who has not met the minimum quarter/semester and cumulative grade point average (GPA) of 2.5, for two consecutive quarters/semesters, has been placed on academic probation contract and failed to meet its requirements. Involuntary inactive sisters may become active upon meeting the GPA requirements, and attending three consecutive meetings at her designated chapter. An involuntary inactive sister is also an undergraduate member of the sorority who missed 3 meetings in one academic term; furthermore, if the sister has yet to complete her one-year contract, she will be subject to suspension from the sorority.

**D. Alumnae sisters** shall be those who have completed their Undergraduate academic study. Alumnae sisters have the right to make motions at chapter meetings, assist in the pledge education of a prospective member of any chapter and/or any prospective chapter, attend Sorority activities, are assured due process in all matters pertaining to her status, and have the right to call emergency meetings if fellow sisters agree.

**E. Active Alumnae** sisters are those who have completed their undergraduate academic study, but are choosing to take an active role at an undergraduate chapter. Active Alumnae is defined as an alumna who will assist the current struggling active body by taking a very hands on-role in the sorority. Any alumna can request to become active alumna at any undergraduate chapter per the approval of the Board of Directors and the active body at the respective chapter. An alumna interested in becoming an active alumna must submit a memo to the Director of Alumnae Relations and Chapter President expressing their interest and Constitution and Bylaws of Phi Lambda Rho Sorority, Inc. \_ Page 4 qualifications to be an active alumna. Chapter President has 5 business days to express any concern with Director of Alumnae Relations. Director of Alumnae Relations will listen to any concerns and use their discretion to approve alumna becoming active. After 5 business days, If there is no concern, the Chapter President shall read the letter of intent at the next regular chapter

meeting. Once a motion is made, the alumna shall be voted into the chapter by a 2/3 majority. An active alumna must attend chapter meetings and follow individual chapter rules about meeting if any. They will count for quorum at all events except for academic events. They will be required to pay sorority fines, insurance fees, but NOT sister dues. **Active Alumna** are held to the same meeting requirements as undergraduate active sisters. They have the same rights as active undergraduate sisters to vote, and hold positions, with the exception of Chapter President. They will be added to the active list by the Chapter Secretary.

## Section 2 Objective Requirements

### **1. Academics**

A. No active member may be elected or appointed to any executive position or committee chair in the chapter if her cumulative GPA or average term's work is below a 2.75. All active members shall maintain at least a 2.5 grade point average (GPA) each term in order to remain in good standing.

B. All active members' GPA, which falls below a 2.5, shall be required to meet with the Academic Chair and assigned an individual academic contract that shall be fulfilled at the end of the quarter/semester. Failure to meet the GPA requirement at the end of the quarter/semester will result in disciplinary action.

C. All active members must meet with an academic advisor at least twice per academic year.

D. All active members must attend at least three workshops per academic year. A qualified staff member or Alumni must conduct workshops. Approval of the workshop is under the discretion of academic chair woman

E. All active members must complete 10 study hours a month where quorum is present.

F. All active members must complete 15 individual study hours per Quarter.

### **2. Community Service**

A. Each active member must attend a minimum of 3 events or 24 hours per year with a minimum of quorum present at each event.

### **3. Sisterhood**

A. Each active member must attend a minimum of 1 event per quarter, excluding Sisterhood Retreat, where quorum is present. Events must be

sponsored and executed by the chapter.

B. All active sisters must attend Sisterhood Retreat.

#### **4. Promotion of the Latino & Chicano Culture**

A. Each active member should attend a minimum of 3 events per academic year. Events must be organized by the chapter.

Section 3 The rights of the active members are to vote, to hold office if criteria are met, to participate in committees, and admittance to organizational events at special rates.

Section 4 The responsibilities & duties of the active members of the sorority are to attend at least 8 of meetings per term, to vote in all elections, and any business decisions requiring a vote and to participate in all events sponsored by the sorority. (NO ABSTENTION)

Section 5 Any active member of Phi Lambda Rho who does not meet the above requirements will be deemed "inactive" for an undetermined period of time, until requirements are met.

Section 6 Active members in good standing are those who meet all objective requirements, and are not financially delinquent and are not under any type of disciplinary sanctions by the executive board. Member not in good standing may not attend social functions.

Section 7 In order for an Inactive Sister to become Active, she must attend three (3) consecutive meetings where quorum is present, pay any outstanding monies owed to the Sorority and submit a formal letter, before the first meeting.

A. The sister is active on the third meeting granted they have met the requirements above.

#### **ARTICLE III MEANS OF SELECTING MEMBERS**

Section 1 The chapter shall recruit and orient new members continuously throughout the year at the discretion of the chapter.

Section 2 Any eligible undergraduate student who identifies as a female who completes and fulfills a membership application and has been initiated shall be deemed an active member of Phi Lambda Rho with voting privileges upon review and approval of the application by the organization.

Section 3 First-quarter or semester freshmen that do not have an official college grade point average shall wait until the end of their first quarter or semester as an enrolled full-time student to acquire a grade point average. In the event she does not meet the grade point average of at least a 2.5, she will be denied membership into the sorority. A prospective member must have a 2.5 term and cumulative GPA by the date of her interview.

A. Acceptable term GPAs, fall, winter, spring b) Summer will only be

accepted in the case that an incoming freshman attended a university summer program that establishes the official college GPA c. a transfer students most recent term (see acceptable terms above) and cumulative GPA at their respective community college will be accepted c) Incoming freshman can supply their high school transcripts to meet the cumulative and term GPA

Section 4 Newly Initiated members must be active for a period of one school year after initiation, except for members who are graduating the same academic year of initiation.

Section 5 It shall be the responsibility of the chapter members to meet all interests whenever interests are brought in contact with the sorority.

Section 6 Authority to ask prospective members to join shall be delegated to the Prospective Member Educators by a majority vote of the active members present. Section 7 If a member reports her disapproval of a prospective member to the pledge educator, the pledge educator must request a vote from active members at the next regular chapter meeting or, if necessary, at a special meeting.

Section 8 Two weeks before the date set for initiation, prospective members shall be voted upon for initiation. To be eligible, the prospective member must have met the academic requirements of the chapter, national sorority, and/or university, and must be in good financial standing. The prospective member must receive a 3/4 vote of the active members to be initiated.

#### **ARTICLE IV EXECUTIVE BOARD**

Section 1 Phi Lambda Rho shall be governed by an Executive Board. Members of the Executive Board consist of six Board members, the President, Vice President, Treasurer, Secretary and two Co-Prospective Member Educators.

Section 2 Qualifications necessary to hold office for Phi Lambda Rho are as follows:

A. All Executive Board members must have a minimum cumulative grade point average and quarter grade point average of 2.75.

B. For the offices of the President, Vice President, Co-Prospective Member Educators, members must hold at least a junior standing (90 quarter units) and have been active for one academic year.

C. Exceptions will be made at the approval of the Board of directors.

Section 3 Powers and Duties of the Executive Board:

A. President: Shall call and preside over all meetings of Phi Lambda Rho, shall reserve rooms for meetings, and prepare agendas for each meeting. She has the right to create committees and appoint their chairs as needed. She shall oversee that the active members or those on probation are meeting chapter objectives. She has the responsibility to ensure that the chapter meets all organization or Greek requirements. In addition, represents the chapter at National Board meetings.

B. Vice President: Shall assist the President in her duties and will preside over meetings in the absence of the President she will act as the Sergeant of Arms. She will also assist representatives in related organization or university paperwork. She will be responsible to coordinate the implementation of the chapter plan, where she will serve as an ex-officio and non-voting member of every committee. She will have to meet with each committee chair at least once a quarter to go over chapter plans and current committee progress, if necessary. Therefore, in her monthly reports to the president she will state how the committees are progressing relevant to committee and chapter goals. She will hold position transition meetings with chairs no later than 3 weeks after elections. In addition, she represents the chapter at National Board meetings.

C. Treasurer: Shall handle all financial matters and keep records of all bank transactions in the treasurer binder. She shall keep records of sisters' fines, dues and payment plans in the treasurer binder. She shall maintain bank accounts for the chapter. She shall collect dues and fines from all active members, prepare cash flow reports, purchase orders, and report on funds to the organization at each chapter meeting and the National Board. The treasurer is to send out a monthly spreadsheet of all transactions, and Bank statements to the Director of Finance by the 1<sup>st</sup> of every month. It is the treasurer's duty to contact each chair and to obtain individual chair budgets to create the annual budget at the beginning of fall quarter. The treasurer shall prepare an annual budget with the assistance of the national director of finance and present it at the beginning of the academic year. A copy is to be presented to and approved by the chapter by Week 2 meeting of Fall quarter and sent to the director of finance for approval. In addition, she represents the chapter at National Board meetings.

D. Secretary: Shall take minutes at all chapter meetings; keep a file of all minutes and agendas. She shall keep records of attendance and active/non-active status of members. Report list of absentee members to treasurer. She shall also update records on members such as a member addresses and telephone numbers and distribute a chapter directory. She is responsible for sending a list of active members and executive officers to La Rhosa Nacional/National Board and the chapter on a monthly basis. In addition, she represents the chapter at National Board meetings. She is also responsible for updating Gamma Chapter Bylaws and hosting a Phi Lambda Rho and Gamma Chapter Document workshop no later than three weeks following elections and upon consensus of the active body. She is responsible for updating/revising documents after revisions are passed via motion. She is also responsible for keeping a monthly Phi Lambda Rho and Gamma Chapter calendar of events as well as updating the Family Trees upon new member's initiation.

E. Co-Prospective Member Educators: Shall coordinate and oversee application and initiation process of prospective members. Represents chapter

on the National Prospective Member Committee and reports to the National Board, Director of Membership-UC. Responsible for coordinating Rush, hosting an informational session at chapters discretion, and hosting a new member workshop upon initiation. Shall act as rush chairs for the academic year and represent as Rush coordinators for the Multicultural Greek Council.

Section 4 Officers shall hold their position for one year. Their term begins at the last regularly scheduled meeting prior to the end of the academic year or until they choose to resign or are forced to abdicate their positions. New officers shall be elected at special elections where quorum of Active members are present.

## **ARTICLE V OFFICERS AND SPECIAL COMMITTEES**

Section 1 All officers must have a minimum cumulative grade point average and quarter grade point average of 2.75.

Section 2 Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Section 3 Powers and Duties of Officers

A. AS Representative: Shall represent the organization at all necessary meetings and shall report the highlights of the meetings to the organization. She will also prepare all student body or Greek council paperwork. She shall reserve rooms and spots on library walk for non-principle members. B. Academic Chairwoman: Her main duty shall be to review the academic standing of chapter members. She shall also coordinate and oversee study sessions. She shall submit GPA verification of each active member to the Director of Academic Affairs after each academic term. She shall also submit objective requirement forms to the Director of Academic Affairs of the Sorority. C. Historian: Shall keep a written and updated history of the chapter, update chapter website, and shall present these to the chapter on a monthly basis. She will also take pictures at all chapter events and keep an updated archive. She is responsible for completing 4 scrap book pages that will be added to the national scrapbook and will be due at each national meeting/conference. She is also responsible for completing a scrapbook for the chapter every academic year. D. Philanthropist: Shall be in charge of coordinating community service events for the organization and keeping records of hours completed by each member. She will also submit the objective requirement form to the Director of Philanthropy. Shall coordinate at least 3 Philanthropy/community service events per quarter. E. Cultural Chairwoman: Her main duty is to coordinate events that promote the Chicano and Latino cultures and keep records of attendance for each. Shall coordinate at least one cultural event per quarter. She shall submit objective requirement forms to the Executive Vice President. F. Sisterhood Chair: Shall coordinate sisterhood events, keep record of attendance. She is to coordinate at least 2 sisterhood events a quarter. She shall

submit objective requirement forms to the Executive Vice President of the sorority. G. MGC Representatives (2): Shall represent the organization at all necessary meetings and shall report the highlights of the meetings to the organization. She shall be responsible for completing the REACH packet every quarter by the specified due date. H. Fundraising Chair (s): Shall be responsible for developing and executing fundraising ideas for the chapter, in order to increase funds for use by the Sorority. I. *Public Relations Chair*: Shall be responsible for establishing and maintaining relationships between the Sorority and outside organizations on campus. She shall do this by planning socials and informing the chapter about outside events. She is also in charge of all social media that pertain to the chapter. J. *Adelante Latino Conference Co-Chairs*: Shall be responsible for coordinating the chapter's participation in the annual Adelante Latino Conference. K. *Alumnae Relations Chair*: Shall be the liaison between active body and alumni. She is to coordinate one event per year. She shall also be responsible for keeping an updated alumni directory. L. *Risk Management Chair*: She advises the sorority on any potential risks that may exist. She shall identify and assess threats, but plans accordingly if things go wrong and decides how to avoid, reduce or transfer risks. With any events that we host for ourselves, as well as for other non-affiliated members, she is there to make sure that we are not putting ourselves or any other persons in danger. That includes, but it is not limited to, alcohol consumption, hazing, socials, etc. She holds a workshop once a year for new sisters. She is also responsible for all sorority property.

Section 3 Officers shall hold their position for one year. Their term begins at the last regularly scheduled meeting prior to the end of the academic year or until they choose to resign or are forced to abdicate their positions. New officers shall be elected at special elections where quorum of active members are present.

## **ARTICLE VI MEETINGS**

Section 1 Meeting shall take place once a week during the academic school year; the president may change individual meetings upon a one day's notice.

Section 2 The president, chapter advisor, or any national officer on two day's notice may call special meetings.

Section 3 Meetings may not be conducted unless a quorum of the active members is present. A quorum for this organization is defined as 50% plus 1 of the active members.

Section 4 Executive Board members must meet at least once a month outside of the regularly scheduled chapter meetings.

Section 5 Only active undergraduate members have the right to vote at chapter meetings.

Section 6 Alumnae of the sorority shall have the privilege of attending meetings. The vice president may recognize them from the floor for discussion, privileges addressing the chapter shall never be



denied to the chapter advisor or any national officer.

Section 7 Professional attire, according to Robert's Rules of Order, is required at every Phi Lambda Rho meeting, with the exception of the fourth and eighth week meeting of each quarter.

## **ARTICLE VII ELECTIONS**

Section 1 Elections shall be conducted once a year, no later than the second regular meeting in April. Notice of elections shall be given by the president two meetings before the election.

Section 2 Nominations shall be made one week prior to the elections. Additional nominations may be made from the floor at the time of election.

Section 3 Voting shall be by secret ballot. Before each office is voted upon, additional nominations may be made from those candidates defeated for office previously voted upon.

Section 4 Incoming officers shall shadow outgoing officers starting from date of election until term begins.

## **ARTICLE VIII EXECUTIVE BOARD RESIGNATION, RECALL, ELECTIONS, AND SPECIAL ELECTIONS**

Section 1 It is the sole responsibility of the resigning executive board member to submit a formal letter of resignation to the organization.

Section 2 Members are nominated for the open position upon resignation of an executive board member. Special elections are to be held at the next regular meeting after the executive board member announces her resignation and nominations are held.

Section 3 Notice will be provided for any meeting at which an election is held.

Section 4 In the event of the vacancy of an executive board seat, the remaining members will collaborate in assuming the duties of the vacant seat until the incoming member assumes office.

Section 5 The incoming executive board member shall assume office immediately.

Section 6 Any officer, whether elected or appointed, who proves negligent or ineffective in office may be recalled by a two-thirds (2/3) vote of those voting in a regular chapter meeting. The National Sorority shall also have the power to obtain the resignation of any chapter officer it deems negligent or ineffective.

Section 7 Any member removed by vote may file a grievance with Phi Lambda Rho Sorority Inc., Board of Directors, in writing to the Director of Administration and Operations.

## **ARTICLE IX ADVISORS**

Section 1 Chapter should have a staff/faculty advisor and an alumnae advisor.

Section 2 Any individual employed full-time by the University, which includes faculty and/or staff can serve as an advisor to the chapter. Staff/Faculty advisor cannot be a Phi lambda Rho Sister. Chapter members will appoint Faculty/Staff advisors or the university will appoint one according to university guidelines.

Section 3 Chapter members shall appoint Alumnae advisor. Alumnae advisor must be a Phi Lambda Rho Sorority sister. She must be considered an alumnae member of the sorority.

A. The alumnae advisor is required to attend 4 out of the 10 meetings a quarter.

B. The alumnae advisor is required to attend 1 event per objective per academic year.

Section 4 Failure to fulfill these requirements, the advisor(s) may be removed from office by vote of a quorum of the active membership at a regularly scheduled meeting. Notice will be given prior to such a vote.

## **ARTICLE X FINANCES**

Section 1 All active members of Phi Lambda Rho shall be required to pay \$150 yearly dues for the discretionary use of the chapter.

Section 2 Prospective New Member/Initiation fee shall be \$225 dollars. Prospective member whose pledge education is terminated by the chapter shall not be refunded any amount they have paid.

Section 3 Monies owed to Phi Lambda Rho will be left to the discretion of the chapter.

Section 4 The signatures of both the chapter president and chapter treasurer shall together be required on every check written on chapter bank accounts.

## **ARTICLE XI FINES**

Section 1 Absence from any chapter meeting shall incur a fine of \$3 dollars and an additional \$2 if a 24 hour notice is not given to the Secretary. The Secretary shall submit a list of the absentees at the end of the quarter to the Treasurer for the compilations of fines. Members leaving chapter meetings or arriving late may be considered absent and subject to the fine. .

Section 2 There is a \$1.00 fine per unprofessional word at official Phi Lambda Rho meetings and professional events and per dress code violation (according to Robert's Rules of Order)

Section 3 Executive Board members (President, Vice President, Secretary, Treasurer and Prospective Member Educators are absent from National Meetings, will be subject to a \$50 fine.

A. Executive Board members (President, Vice President, Secretary, Treasurer and Prospective Member Educators) whom are absent from National Meetings and Summer Conference will be subject to a \$50 fine, by BOD.

B. Active Sisters whom are absent from National Meeting and Summer Conference, will be subject to a \$25 fine.

C. Any fines acquired by the chapter due to a sister's failure to abide by her duties shall be paid by the sister in question.

#### Section 4 Academic Fines

A. There is a fine of five dollars for every 2.5 study hours not met a month where quorum is present. b. There is a five dollar fine for every 2.5 individual study hours not met a quarter c. A sister will be fined \$2 per academic material not submitted on time. d. A sister will be fined \$5 for not submitting grades one week after posting on Tritonlink.

#### Section 5 Memo fines are as follows if memo is approved.

A. A \$5 fine will be imposed for sisters who vote yes to a motion and fails to submit a memo.

B. A \$4 fine will be imposed for sisters who vote yes to a motion and fails to submit a memo 24 hours in advance.

C. A \$3 fine will be imposed for sisters who vote yes to a motion and submits a memo 24 hours in advance.

D. A \$2 fine will be imposed for sisters who vote no to a motion and fails to submit a memo.

E. A \$1 fine will be imposed for sisters who vote no to a motion and fails to submit a memo 24 hours in advance. If memo is not approved fine is subject to the discretion of the chair and cannot exceed \$10. Members directly responsible for fines levied against the chapter shall be held accountable for such fines.

Section 6 Any Sister that fails to pay her fines by the issued deadline will: Not receive any reimbursements from the chapter until said fines are paid in full Incur a \$5 addition to the original fine, which will be due within two weeks of the original deadline. If the Sister fails to pay within that time, \$3 will be added and continue to be added every two weeks for as long as she fails to pay for fines. Enforcement shall be left to the discretion of the Treasurer.

Section 7 A sister shall be fined \$50 for disclosing any Phi Lambda Rho confidential information to any individual outside of the sorority. This will include but is not limited to any information or internal affairs regarding chapter meetings, pledging, and/or written documents. The sister will also be subject to have a meeting with the Executive Board to discuss the happenings of the offense. Depending on the severity of the breach, E-Board will have the right to invoke disciplinary action with the approval of the Board of Directors.

## **ARTICLE XII AMENDMENTS**

Section 1 These bylaws may be amended or added to at any regular chapter meeting by two-thirds vote of those present provided quorum is met. Such amendments/additions shall then be submitted to the Board of Directors, together with the reason for the amendment/addition and the recommendation. Proposed amendments will not take effect until the Board of Directors have approved or disapproved such amendment. The Board of Directors must submit in writing approval or disapproval of any amendment or addition.

Section 2 These bylaws shall be subject to examination from time to time by a representative of the national sorority. Should they be in conflict with any provision of the Constitution, Bylaws or Rhosa Manual, the chapter shall be directed to make amendments accordingly.

Section 3 A copy of any modification to these bylaws must be submitted and filed in the Student Organization Office at the University.

## **ARTICLE XIII DISBURSEMENT OF PHI LAMBDA RHO ASSETS**

Section 1 In the event Phi Lambda Rho, Gamma Chapter should become defunct; all assets will be given to Phi Lambda Rho Sorority Inc.

## **ARTICLE XIV RULES OF ORDER**

Section 1 Phi Lambda Rho Sorority accepts Robert's Rules of Order newly revised as its rules of order.

Section 2 Any issue not directly addressed in this document will be resolved by referring to Robert's Rules of Order.

## **ARTICLE XV RISK MANAGEMENT**

Section 1 Phi Lambda Rho Sorority Inc. at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Section 2 Phi Lambda Rho Sorority In. at UCSD understands that the University does not assume legal liability for the actions of the organization.

Phi Lambda Rho, Gamma Chapter Bylaws revised

**(October 2020)**

Chapter Bylaws revised and approved by **(Marisa  
'Leelah Garcia Perez)**

*Updated:*

*12/29/20*