



**Sigma Pi Alpha Sorority, Inc.
Iota Chapter
University of California, San Diego
2018-2019**

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Article I. Our Name

We, the sisters of this sorority, in order to give Chicana and/or Latinas on campus the opportunity to be a part of a sorority that adheres to their needs, will be recognized as a sorority on campus, in the community, and anywhere life will lead. The organization shall be called (Sigma Pi Alpha Sorority, Inc.); Sigma Pi Alpha at UCSD. The Greek letters have been selected by our founding mothers to symbolize our Chicana/Latina heritage by spelling, Ella, meaning she/her in the Spanish language.

Article II. Statement of Purpose

The letters we wear represent our sisterhood, our commitment to each other, and our goals. For ourselves we are a sisterhood of academic and personal support, trust, and understanding;

1. For our campus we sponsor informative and social activities. We support our fellow Raza organizations and network with other campus resources and groups
2. For our community our priority is to promote higher education through mentoring, tutoring, scholarships and to overall support Chicana/Latina youth. However, we address other community issues as well.
3. Goals
 1. To enhance Chicana/Latina heritage within the sorority.
 2. To be involved within campus and our communities.
 3. To promote higher education in future generations.
 4. To address academics, sisterhood, and personal and individual needs.
 5. To create a sisterhood in which we can communicate and express ourselves with trust and security.
 6. To form a sisterhood where we can receive support and a commitment that will last a lifetime.
 7. To follow a code of conduct representative to us as a sorority and as Chicana/Latina women.

Article III. Non-Profit Statement

1. Sigma Pi Alpha Sorority, Inc. at UCSD is a non-profit student organization.

Article IV. Risk Management

1. Sigma Pi Alpha Sorority, Inc. at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.
2. Sigma Pi Alpha Sorority, Inc. at UCSD understands that the University does not assume legal liability for the actions of the organization

Article V. Membership

1. Active sisters are to follow the active sister contract set at the beginning of the school year and pay all dues and fines (set by the respective board members)
 - a. Dues can be made in payments
 - b. \$1 fine will be imposed for every day payment is late based on the dates and amounts listed on the contract.
2. Active Sisters are to attend quarterly retreats as set by the Vice President
 - a. Failure to attend a retreat will result in a fine as set by the Vice President
3. Active Sisters are to complete their sisterly pair dates as set by the Vice President
4. Active Sisters must attend all meetings throughout the quarter
 - a. Absence will be excused if given notification two days prior to meeting failing to do so will result in a \$5 dollar fine
 - b. There will be a 10 minute grace period before counted as an absence
5. Active sisters will attend 2 socials in the quarter
 - a. If a sister signs up for a social but does not attend a fine will be imposed by the social chairs
 - b. Sisters who are on academic probation are not allowed to attend the social unless previously approved.
6. Active Sisters are required to complete 15 individual philanthropy/ community service hours in each academic quarter (Fall, Winter, and Spring).
 - a. Failure to submit completed hours will result in a fine.
7. Active Sisters are required to complete 7 group hours in each academic quarter (Fall, Winter, and Spring).
 - a. Failure to attend group hours set forth by Philanthropy Chair(s) is considered incomplete hours and will result in a fine.
 - b. If sister cannot attend group hours set forth by Philanthropy Chair, sister must ask Philanthropy Chair to approve their requirement to be fulfilled in a different way. They must say the location the hours will take place and what other sisters will also be present. Sisters may NOT do group hours prior to getting them approved. There will be a fine imposed.
8. Active Sisters are required to attend one health event per quarter

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9. Active Sisters are required to complete 30 study hours per month
 - a. 5 group hours to be completed with sisters
 - b. 25 individual hours
 - c. For every hour that is not completed there will be a \$1 fine
 - d. Sisters who are on academic probation are required to submit extra study hours to help them with improving their grades
 - i. If a sister can not make the 2.5 GPA the first quarter she is on AP, she will be asked to go inactive to improve on her academics
10. Active Sisters are to have 2.5 GPA
 - a. Sisters who fall under a 2.5 are considered to be on Academic Probation with the sorority
11. Active Sisters are to submit their transcripts quarterly
 - a. A \$5 fine will be set for every day the transcript is late
12. Active Sisters are required to attend and dedicate 1 hour to any fundraiser
13. Sisters are required to attend events mandated by MGC Council. If a sister signs up, and fails to attend without notice and appropriate explanation, the sister will be personally responsible for the fine imposed by MGC Council. If multiple sisters fail to attend, the fine will be split evenly between the sisters.
14. If a sister has signed up to attend MGC Meeting in place of the Caucus Representatives, and fails to attend or is late, the sister will be personally responsible for the fine from MGC Council.
15. Inactive status
 - a. In order to be inactive, a sister must declare that status to the Board and meet one-on-one with a board member to draft a plan on how to become fully active in the near future.
 - b. If this is not done, in the future when a sister plans to be active again or get a little there will be extra steps required:
 - i. A letter must be written to active board as to why the sister has been absent from the sorority
 - ii. How will the sister ensure their dedication to the sorority

Article VI. Meetings

1. All Active sisters are expected to attend weekly chapter meetings held on Mondays at 8pm locations TBA throughout the quarter
2. All active sisters are expected to notify board members if they cannot attend an event that is mandatory, will be late etc. All must be done in a timely manner. Please refer to each position for more specifics about each position's requirements.
3. In the case a member misses a meeting, they can inform themselves through the minutes taken by the respective board member.

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Article VI. Holding Office / Elections / Board Positions

1. Criteria to Be a Chapter Officer

- a. 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. Chapter Office Elections
- b. Requirements for all positions: A sister must attend Summer Leadership Conference before the respective school year begins. Should a sister not attend, she shall forfeit her title. In the event of an emergency, a sister must provide proof of her inability to attend (i.e. family death, sickness, etc.).
- c. Must be a current active sister
- d. Must have a GPA of 2.5 or better
- e. Active sisters that pledge as undergrads and are now pursuing certificate, Master's, or Doctoral degrees can hold office within the chapter so long they have been elected, pay the same dues as active undergrads, and attend school for what is considered full-time in their particular program of study
- f. If a sister has been inactive, has not attended meetings for a quarter, and does not pay their dues then they cannot be nominated or elected for a position for the following term (certain cases may be taken on a case by case basis, i.e., if extenuating circumstances forced a sister to be inactive).
- g. For position of President and Vice-President, a sister must be enrolled or planning to enroll in undergraduate study at their chapter's campus for the entire school term
- h. For the position of Pledge Director, Co-Pledge Directors, or Assistant Pledge Directors the nominees must be able to attend the required Pledge Director "boot camp"/conference day or weekend. No exceptions or substitutes
- i. If a sister will be on Academic Probation for the following school term it is recommended that (i.e., President, Vice-President, Pledge Director, Finance Chair, Social Chair, and Chapter Representatives those sisters who will be on Academic Probation will not be able to be nominated for these positions (certain cases may be taken on a case by case basis, especially if a chapter has a low number of sisters who are active).

2. Chapter Office Elections

- a. To hold an office, candidates must be a sister of the sorority for at least one quarter.
- b. Officers must be active sisters. Alumnae may not hold an office.
- c. All positions are responsible for fulfilling their own duties. If an officer is unable to attend a meeting she is responsible for having someone represent her position and completely act out the appropriate duties. Many positions will need to work together to complete activities.

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- d. Elections will consist of a nomination, speeches, and voting during Spring Quarter
 - e. Officers can be impeached through a 3/4s vote of all active sisters.
3. President
- a. There can only be one president. She must be a sister for at least one year prior to candidacy.
 - b. Initiates registration of Sigma as an organization on Chapter's campus
 - c. She is a signatory for Sigma on the campus
 - d. Signs official documents, forms, and letters. She oversees the chapter. Part of these responsibilities include
 - i. Organizing upcoming quarter
 - ii. Setting the chapter's meeting dates and times for the quarter
 - iii. Presides over chapter meetings
 - iv. Calling emergency meetings
 - v. Facilitating initial retreat
 - vi. Organizing chapter banquet with Vice-President
 - vii. In case that not all position responsibilities are being fulfilled the President delegates responsibilities to other officers to evenly distribute duties
4. Vice President
- a. There can only be one Vice-President
 - b. She is also a signatory for Sigma on campus
 - c. She assists and works as a team with the President with any presidential duties
 - d. She will promote sisterhood between all sisters in the chapter, active and inactive through special activities such as
 - i. Chapter Journal
 - ii. Chapter retreats
 - iii. Sharing time of any kind
 - iv. Pairing up sisters for activities
 - v. Organizing chapter banquet with President
 - e. She fulfills the President's duties when the President is absent
 - f. She becomes President if the President resigns.
5. Philanthropy Chair
- a. There can be one, two, or a committee.
 - b. She is responsible for making sure chapter sisters are fulfilling their community services
 - i. Promoting higher education
 - ii. Chapter's special interests
 - iii. Sorority scholarship.
 - c. She notes community service opportunities and initiates community involvement.

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- d. She works with Social Chair and Finance Chair to fundraise for the scholarship.
 - e. She works with Academic Chair for the production of the scholarship.
6. Academic Chair
- a. There can be one, two, or a committee.
 - b. She is responsible for making sure all sisters are registered students.
 - c. She notes the academic progress of sisters. She provides academic resources to chapter sisters and announces academic opportunities.
 - d. She will host study jams throughout the quarter.
 - e. She also works with Philanthropy Chair for the productions of the scholarship.
7. Conduct Review Chair
- a. There can only be one.
 - b. She is responsible for facilitating the conduct review process. She oversees the chapter's Conduct Review Board (CRB). She also organizes the choosing of her CRB with the help of the chapter.
 - c. She reports to the Director of Sorority Ethics.
 - d. She assists finance chair with fines.
8. Finance Chair
- a. There can only be one Finance Chair.
 - b. She keeps chapter financial records in order.
 - c. She conducts all chapter fundraisers and collects and issues bills and invoices.
 - d. She administers all monetary assets and holds all account information including dues and fines.
9. Pledge Directors
- a. There can be one Pledge Director, two, an assistant, or a committee.
 - b. She is a signatory and is able to reserve rooms.
 - c. She coordinates pledge recruitment. She is in charge of organizing and facilitating pledges. She is the liaison between pledges and the chapter.
 - d. She is the main contact for the pledges and general pledge information.
 - e. She must refer to the Pledge Manual. She must attend Pledge Boot Campus during the National Leadership Conference in order to be qualified to pledge a new class(s).
10. Administrative Chair
- a. There can be one, two, or a committee. She has two main components to this position:
 - i. Executive Secretary
 - ii. Administrative Secretary.
 - iii. These can be taken apart and made into offices.
 - b. Executive Secretary is responsible for:
 - i. Calls meetings to order

- ii. Accepts and denies excuses of absences and tardies
- iii. Taking minutes
- iv. Recording attendance
- v. Keeps order during meetings
- vi. Reminder and notifies sisters or unannounced changes
- c. Administrative Secretary is responsible for :
 - i. Issuing the official calendar of activities and birthdates with the help of President and Vice-President
 - ii. Works with the Historian Chair to oversee and distribute the official chapter newsletter
 - iii. Creates official Chapter roster and phone list
 - iv. Orders supplies and keeps up to date inventory

11. Social Chair

- a. There can be one, two, or a committee. She has two main functions:
 - i. Social functions with the sorority
 - ii. Social functions which the sorority hosts
 - iii. Social functions with other organizations
- b. She is head organizer of social functions and workshops.
- c. She works with the President and Vice-President to organize the chapter banquet. She works closely with the Finance Chair on all functions.

12. Historian

- a. There can be one, two, or a committee.
- b. She acts as the chapter's photographer at sorority functions.
- c. She saves flyers and keepsakes for albums. Is responsible for keeping records of all chapter history this includes but not limited to
 - i. biographies on every chapter sister
 - ii. chapter establishment and cross over times/dates
 - iii. pictures of chapter sisters and chapter classes
- d. She is incharge of albums:
 - i. Official album used at informationals and tabling
 - ii. Private album that is seen by only sisters
- e. Works with Administrative Chair to oversee and distribute the official chapter newsletter.
- f. She also keeps banners and other chapter property.

13. Alumni Chair

- a. There can be one, two, or a committee.
- b. She must act as Alumni Liaison. The Alumni Liaison(s) is responsible for:
 - i. Maintaining a chapter alumni and local alumni list-serve

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- ii. Plan an event for chapter and alumni per year or quarter (up to discretion of chapter based on calendar).
- iii. The Alumni Liaison(s) will also be responsible for inviting alumni to chapter planned events and keep them updated on ways they can be involved

14. Health Chair

- a. There can be one, two, or a committee.
- b. She focuses on personal aspects within the sorority. She organizes health workshops for the chapter. These workshops include:
 - i. identity current affairs
 - ii. student habits
 - iii. time management
- c. She can work with the Social Chair to host events

15. Caucus Representatives

- a. There can be one, two, or more a committee.
- b. She must attend the umbrella organization that consists of all campus organizations specifically within the Latinx community.
- c. She represents Sigma at those meetings. She reports information and dates gathered at the meetings to Sigma meetings. In the same manner she announces Sigma function dates to the Caucus.
- d. She helps Sigma become involved with the campus by volunteering or obtaining volunteers from the sorority to help with the relevant programs sponsored by the Caucus.
- e. She works with the Administrative Chair to produce a calendar.

16. Webmaster

- a. There can be one, two, or a committee.
- b. She will build, administer, and maintain the chapter page and social media, whether it is by herself or the committee.
- c. She will make flyers for events
- d. She also acts as the photographer of the chapter at events