



# ***Phi Lambda Rho Sorority, Inc. Constitution & Bylaws***

***Revised July 2021. All previous copies obsolete.***

## **CONSTITUTION OF**

### **PHI LAMBDA RHO SORORITY, INC.**

#### **PREAMBLE**

Phi Lambda Rho Sorority, Inc is a national regulatory body for all of its existing and future chapters. Phi Lambda Rho Sorority, Inc shall represent the organization at the national and international level. It shall see that the constitution and bylaws are adhered to by existing chapters; and will ensure the prosperity and growth of Phi Lambda Rho Sorority, Inc. In 1993, Phi Lambda Rho Sorority was founded upon four objectives: Academic Excellence, Community Service, Sisterhood, and Promotion of the Chicana & Latina Culture. It is the duty of all sisters of Phi Lambda Rho to remember these objectives while representing this sisterhood in all matters, especially in the drafting and execution of our governing documents. While creating law and executing our bylaws, we must remember that we are sisters and a growing organization that seeks to encourage progress within each other as well as within our communities. Our governing documents as such must under no circumstance be used to the detriment of our chapters, members and progress as a sorority. We, therefore, legislate and execute our laws in an effort to better ourselves and those around us. Sisters interpreting these governing documents must interpret it according to these objectives so that the chapters and organizations should prosper and grow.

#### **ARTICLE I NAME AND PURPOSE OF PHI LAMBDA RHO SORORITY, INC.**

**Section 1 Name** The name of this organization shall be **Phi Lambda Rho Sorority, Inc.**

**Section 2 Purpose:** The purpose of **Phi Lambda Rho Sorority, Inc.** 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.

#### **ARTICLE II COLORS, EMBLEM, INSIGNIA**

**Section 1 Colors**  
Brown, Ivory and Forest Green

**Section 2 Official Emblem**  
Official Emblem is a crest divided into three green sectors. First Sector on the upper left contains an indigenous pyramid with sun, representing our promotion of the Chicana/Latina Culture. Second sector on upper right, contains a diploma with an academic flare, representing academic excellence. Bottom sector contains three hands, representing our dedication to community Service The Background color of the crest is in ivory. The upper top of the crest is in a forest green background with the Greek letters ΦΛΡ, and on each side of the crest rests 10 roses, representing the 20 founding mothers who established our growing sisterhood.

**Section 3 Other Insignia**  
Phi Lambda Rho Sorority, Inc. is represented by the Greek letters ΦΛΡ. The official logo is a rose with the Greek letters underneath.

#### **ARTICLE III MEMBERSHIP**

##### **Section 1 Membership Requirements**

- A. Membership in this sorority shall be limited to women who have been initiated into a recognized chapter. Each sister will be given a certificate upon initiation signed by the Executive Director, Director of Administration & Operations and the President of the chapter that initiated the sister.

- B. Membership in Phi Lambda Rho Sorority, Inc. shall not be denied on the basis of race, creed, religion, political affiliation, or physical handicap.

## **Section 2**

### **Classification of Membership**

There shall be five types of membership: active, voluntary inactive, involuntary inactive, alumnae, and active alumnae.

- A. An active sister is an undergraduate member of the sorority, enrolled in a college or university, who initiated her into a chapter of this sorority and/or those who have transferred from one chapter to another in accordance with Article III, section 3. She has minimum quarter/semester and cumulative grade point average (GPA) of 2.5, participates in and attends sorority functions, contributes actively to the Sorority, and is a member in good financial standing with the Director of Finance and/or chapter. Active members have the right to vote in elections, make motions at chapter meetings, assist in the pledge education of a prospective member, attend all sorority activities, is assured due process in all matters pertaining to her status, and has the right to call an emergency meeting if fellow sisters agree, when it's pertaining to Phi Lambda Rho business matters. Undergraduate sisters enrolled at a college or university where no chapter is established may become active only if elected to a position on the Board of Directors.
- 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 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 3**

**Transfer of Membership**

A sister of one chapter may transfer to another chapter with the consent and approval of each chapter concerned, provided the transferee is a member in good standing at the chapter from which she transfers.

**Section 4**

**Life Membership**

Membership in this sorority shall be for life.

**Section 5**

**Suspension**

Any sister who fails to complete her one-year contract will be subject to suspension. The sister in question will be required to sign a suspension contract with the details and time frame of her suspension. If the cause for suspension is not remedied by the end of a sister's undergraduate degree, she may be subject to expulsion.

**Section 6**

**Expulsion**

Any sister may be expelled from this Sorority by a vote of three-fourths of the Judicial Review Board. She will no longer be affiliated to the sorority and must return any sorority documents/paraphernalia. Expulsion proceedings may be initiated:

- A. Upon request of a chapter against an undergraduate member following a three-fourths vote of the active undergraduate membership of that chapter and voting at a constituted meeting.
- B. Upon request of any member of the Board of Directors against any member for conduct unbecoming a member of the sorority.

**Section 7**

**Right to due process**

The right to due process is protected by the articles of this constitution. Each active sister, officer and alumna shall be afforded the right to due process any time her integrity comes under question. Any sister against whom proceedings have been brought must be made aware of such proceeding, and she may request a hearing before a judicial review committee appointed by the Board of Directors. Findings of this hearing shall be reported to the Board of Directors, who will then decide upon the matter.

**Section 8**

**Appeal of expulsion for financial delinquency**

Any member expelled for financial reasons shall be entitled to appeal that expulsion to the Board of Directors by forwarding that appeal to the executive director by certified or registered mail, or e-mail within 20 days of the date of notification of the expulsion. The Board of directors shall affirm or reverse the expulsion by a majority vote within 30 days.

**Section 9**

**Voluntary Expulsion (Deletter)**

Per request to the Board of Directors, any sister may voluntarily remove herself from the sorority. She will no longer be affiliated to the sorority and must return any sorority documents/paraphernalia. She will be required to sign a voluntary expulsion

**Section 10** contract stating the details of her voluntary removal from the sorority.

**Reinstatement**

A sister expelled from the sorority may be reinstated by the unanimous vote of the Board of Directors upon good and sufficient cause being shown, provided however, that a member expelled solely for financial delinquency may be reinstated by the majority vote of the Board of Directors upon proof that all financial obligations of the expelled sister have been fully paid to the sorority.

**ARTICLE IV ORGANIZATION**

**Section 1 The Board of Directors**

The Board of Directors shall be responsible for all matters of governance and policy for the Sorority known as Phi Lambda Rho Law. The Board of Directors shall have administrative and executive powers of Phi Lambda Rho Sorority, Inc. as outlined in the constitution and bylaws.

**Section 2 The National Board**

The National Board shall consist of a Board of Directors, composed of 12 officers, and the executive board of each chapter, composed of 6 members of each chapter. The National board shall hereafter be known as "La Rhosa Nacional" and each officer shall be entitled to 1 vote for each position held.

**Section 3 Chapters**

- A. Chapters of Phi Lambda Rho Sorority, Inc. consist of local organizations established in accordance to the process specified by Article IX. The University name and a Greek letter(s), the letter signifying the order of affiliation of the chapters of Phi Lambda Rho Sorority, Inc. shall designate chapters, except that no chapter shall bear the designation of Omega. The Omega Chapter shall be reserved to the deceased members of the Sorority with a moment of silence at the following Fall, Winter or Spring National Meeting or Summer National Conference. Upon the death of any member of the Sorority, it shall be the duty of the Director of External Affairs (or any other officer) to officially inform all members of the Sorority of such death and to forward a short biography of the deceased member.
- B. The combined chapters of Phi Lambda Rho Sorority are the heart of the livelihood of our organization. As such chapters are ultimate sovereign entities that grant power to a Board of Directors and together form La Rhosa Nacional.

**Section 4 Alumnae Association**

- A. Phi Lambda Rho Sorority, Inc. shall recognize the establishment of an alumnae organization which wishes to utilize any of the names: "Phi Lambda Rho," "Rhosas," or the Greek letters "PHI LAMBDA RHO," so long as their constitutional articles comply with the guidelines and ideals of the sorority.
- B. Authority to recognize any alumnae organization shall be vested principally in the Director of Alumnae relations with the consultation of the active Board of Directors who shall review the governing documents of a recognized alumnae association on a yearly basis.

**ARTICLE V GOVERNANCE OF PHI LAMBDA RHO SORORITY, INC**

**Section 1 Authority**

- A. The executive governing power of the sorority shall be vested in the Board of Directors of who shall be elected and constituted as here in after set forth.
- B. The Board of Directors' goal and purpose shall be to discuss and plan strategically for the viability and future of the sorority on a national scale, with particular emphasis on helping the sorority prosper and grow through fundraising, expansion and ensuring that the ideals of our Founding Mothers are respected and upheld by all chapters.

- C. As the executive branch of the sorority, the Board cannot legislate new sorority law but may propose recommendations to La Rhosa Nacional, which is vested with the authority to amend or strike out any constitutional articles and national bylaws.
- D. The Board of Directors shall, when making decisions that affect a particular chapter, at all times work in consultation with the chapter in question and communicate with the appropriate officers before making final decisions.
- E. To increase transparency and ensure accountability, the national decisions made by and actions taken by the Board of Directors must be dutifully recorded by the secretary and made public to all of La Rhosa Nacional via periodical reports and meeting minutes.

**Section 2**

**The National Executive Board**

The National Executive Board of Phi Lambda Rho Sorority, Inc shall be known as the Board of Directors.

**Section 3**

**The Board of Directors Composition and terms of office**

- A. The Board of Directors shall consist of 12 individuals; Executive Director, Executive Vice-President, Executive Secretary, Chief Financial Officer, Director of External Affairs, Chief Administrative Officer, Chairwoman of Alumnae Relations, Director of Membership – UC, Director of Membership – CSU, Director of Academic Affairs, Director of Fundraising, Director of Programing.
- B. The Board of Directors shall be elected to a two-year term at the National Conference by active undergraduate and alumnae sisters.

**Section 4**

**Powers for the Board of Directors**

- A. The Board of Directors shall have the power to freeze funds of a local chapter if it is determined by the National Board that they are conducting unethical, illegal or inappropriate activity where upon the Judiciary Committee shall be commissioned to investigate and pass down a ruling on the matter.
- B. The Board of Directors shall have the power to appoint a committee to investigate conduct by a local chapter or an individual that may be deemed unethical, illegal, and inappropriate or in violation of the sorority's code of conduct by the National Board.
- C. It can declare a chapter inactive if an investigative committee finds them guilty of any of the following actions. Such a decision can only be overruled by a 3/4 vote of the Board of Directors. Actions that may bring about inactivation are:
  - 1. Improper use of Sorority funds
  - 2. Unethical or illegal action by a chapter, its officers, or members
  - 3. Refusal to follow directions of the National Board or Board of Directors.
- D. The Board of directors shall be solely empowered to organize or recognize any new chapters of this Sorority.
- E. The Board of Directors may meet in confidence at any time a simple majority of its membership agrees. Actions to be forwarded to the National Board at which time it will be scheduled as an agenda item.
- F. The Board of Directors shall perform such duties and discharge such responsibilities as may be provided for in other articles of this Constitution.
- G. The Board of Directors by  $\frac{3}{4}$  votes may disestablish a chapter if the chapter becomes inactive or for any reason the board deems the disestablishment advisable

for the good of the sorority.

**Section 5**

**Duties of Board of Directors**

The duties of the Board of Directors shall be specified in the bylaws.

**Section 6**

**The Administrative Body**

The administrative Body of Phi Lambda Rho Sorority, Inc. shall be the National Board known as La Rhosa Nacional.

**Section 7**

**La Rhosa Nacional Composition**

- A. Shall consist of the aforementioned board of directors, as described in Article 5, Section 2, and the executive board of each chapter, who shall consist of a president, vice-president, secretary, and treasurer. Each position shall each be entitled to one vote at the national level.

**Section 8**

**Powers of the La Rhosa Nacional**

- A. La Rhosa Nacional shall have supreme oversight in all matters pertaining to the sorority as interpreted in this constitution.
- B. La Rhosa Nacional shall be vested with the power to legislate and supervise the Constitution and Bylaws.
- C. La Rhosa Nacional will regulate all matters pertaining to prospective member recruitment. This includes but should not be limited to: establishing perspective member minimum requirements, solicitation goals and objectives, and new member initiation.
- D. La Rhosa Nacional is vested with the power to approve the national budget, and regulate dues.
- E. La Rhosa Nacional shall have the power to establish a general code of conduct.
- F. La Rhosa Nacional shall be vested with the power to develop public relations campaigns, solicit financial support, designate donations to charitable organizations, and determine the overall direction of Phi Lambda Rho Sorority, Inc. unless otherwise expressly provided for in this Constitution.
- G. La Rhosa Nacional shall perform such duties and discharge such responsibilities as may be provided for in other Articles of this Constitution.

**Section 9**

**Voting**

- A. The voting body of Phi Lambda Rho Sorority, Inc. shall consist of each member of the Board of Directors who is in good standing.
- B. The voting body of La Rhosa Nacional shall consist of each member of the board of directors and the executive boards from each chapter.
- C. No proxy voting will be permitted, unless emergency meeting is called by the Board of Directors.
- D. In matters under consideration by La Rhosa Nacional, each officer shall be entitled to one vote for every position held.
- E. The sorority shall adhere to the rule of the majority. A majority is hereby defined as 50% of the vote+1.
- F. To ensure that all sisters and officials take an active role in a democratic process, there shall be no abstentions on voting matters.

- G. In the case that an officer fails to vote in a timely manner or fails to express a clear 'No,' during voting, their silence shall be interpreted as giving consent to the motion on the floor, petition under consideration, or other memo. (For further clarification, see Robert's Rules).
- H. The official voting roster of La Rhosa Nacional and the Board of Directors shall be made available to the executive board of all active chapters by the Executive Secretary.
- I. The final vote tallies shall be dutifully recorded by the Executive Secretary at any national meetings of La Rhosa Nacional or the Board of Directors. These voting tallies shall be dutifully included in the minutes of each meeting and forwarded to the chapters. A separate copy with a list of the exact vote breakdown shall be given to the Director of Administration and Operations for safekeeping and future reference.

## **Section 10**

### **Rhosa Manual**

La Rhosa Nacional shall issue and revise if necessary a Sorority Manual for the chapters of this Sorority which shall have equal force and validity in all respects to the Bylaws of this Sorority. La Rhosa Nacional shall consider the proposed amendment and vote at a regular constituted meeting. The Board of Directors may also issue other manuals relating to the government and well being of the sorority from time to time.

## **ARTICLE VI**

### **BOARD OF DIRECTORS RESIGNATIONS, IMPEACHMENTS & VACANCIES**

#### **Section 1**

##### **Resignations**

It is the sole responsibility of the resigning member of the Board of Directors to submit a formal letter of resignation to the Executive Director and La Rhosa Nacional along with the effective date of the resignation. The resignation shall take effect as of the specified resignation date.

#### **Section 2**

##### **Impeachments**

- A. Members of the Board of Directors may be impeached for behaviors and actions detrimental to the ideals and purposes of the sorority that reflect or discredit the organization, and/or not fulfilling the duties of her office.
  - 1. Any member of the national board may initiate impeachment proceedings for a director.
- B. Impeachment or removal of an elected director requires both a  $\frac{3}{4}$  vote of the national board, excluding the director considered for impeachment.

#### **Section 3**

##### **Vacancies**

In the event of a vacancy the Board of Directors will appoint a member to assume the duties of the vacant seat until the end of the term. A  $\frac{3}{4}$  vote of La Rhosa Nacional, at national meeting or conference, will affirm the appointment.

## **ARTICLE VII**

### **MEETINGS**

#### **Section 1**

##### **La Rhosa Nacional**

- A. La Rhosa Nacional will meet quarterly throughout the year (January, April, July, and October) unless otherwise arranged by consensus.
- B. Emergency meetings may be called by any member of Board of Directors. Proposal by an active member of a chapter must pass by 2/3 majority of chapter in question in order for its chapter president to call an emergency meeting.
- C. Meetings may not be conducted unless a quorum of the board members is present. A quorum for this organization is defined as 50% plus one of the Board memberships.
- D. All national meetings shall be mandatory for the time during which they are scheduled. If a member knows she will be unable to attend a regular meeting she must submit a typed formal letter explaining her absence at least 5 business days before said scheduled National Meeting. For every regular meeting that is

missed, the member will be fined. Fines will be assessed at the discretion of the La Rhosa Nacional.

- E. The Board of Directors shall take great care to set up proper procedure and protocol of arranging an agenda item for a national meeting, which should be released to La Rhosa Nacional at least 1 weeks prior to national meeting.
- F. Agendas for Board of Directors meetings, the minutes for National Meetings, and minutes for Board of Directors meetings must be forwarded to La Rhosa Nacional no more than two weeks preceding or following the date of said meetings. The secretary should take great care to be specific and always detail any proposed motions, whether they are approved or defeated, and the final vote tally for future reference.

## **Section 2**

### **Meetings of the Board of Directors**

The Board of Directors must meet eight times per year: three national meetings, one national conference, and four Board of Directors meetings. The Board of Directors meetings may be scheduled at the discretion of the standing Board of Directors and may be conducted electronically. Quorum must be met for meetings to occur and must follow Robert's rules of order. There must be an agenda, and finalized decisions and votes are to be recorded and forwarded to La Rhosa Nacional via minutes. Minutes may be approved and voted on electronically by the Board of Directors.

## **Section 3**

### **National Conference**

Phi Lambda Rho national conference shall be held annually. Any active undergraduate sister or alumnae sister may attend and have the privilege to vote. The board of directors may call a national conference of Phi Lambda Rho Sorority, Inc. provided announcement of date, time and place is made at least two months in advance. National conferences shall be themed by the Board of Directors.

## **ARTICLE VIII**

### **CHAPTERS**

## **Section 1**

### **Role of the Sorority**

- A. Neither La Rhosa Nacional nor the Board of Directors has control of or responsibility for the day-to-day operations of its individual members, chapters, or alumnae organizations. However should it come to the attention of any board member of the national sorority that any policies or practices of a chapter, alumnae organizations or any individual member are in violation of this Constitution, its Bylaws, or stated policies of this sorority, then disciplinary actions as deemed appropriate may be taken by the Board of Directors or any board member provided such actions are not in violation of this constitution or the Bylaws of this Sorority.
- B. It is the function of the Sorority and its officers to offer educational programs to its individual members and chapters that encourage development of each of them to their highest potential for the good of them, their college/university and community. Authority for the overall conduct of such programs shall be vested in the Board of Directors and/alumnae.

## **Section 2**

### **Disbursement of chapter assets**

In the event a chapter of this sorority should become defunct or inactivated, Phi Lambda Rho Sorority, Inc will control all assets.

## **Section 3**

### **Governance of Chapters**

- A. Each chapter shall be responsible for its own internal governance and shall adhere to its own local bylaws, which must be consistent with the sorority's national constitution, bylaws and la rhosa manual. All positions at the chapter level must be included in the chapter bylaws. The chapter bylaws shall be approved by the board of directors prior to establishing a chapter and/or upon any subsequent amendment revisions and additions, 5 business days do not apply here, all written requests to amend chapter bylaws must be approved by the Board of Directors and are subject to review by the Director of Administration and Operations.

- B. Each chapter shall have an executive board as stated in the chapter bylaws. The members of the chapter shall elect these officers only.
- C. All elected or appointed undergraduate officers must be a current active member of at least sophomore standing and have met the 2.5 GPA requirement prior to being elected into office.
- D. The names and addresses of the elected officers shall be submitted to the Executive Secretary & Academic Affairs within ten days after the election. They will thereafter forward such names and addresses to the Board of Directors and such other La Rhosa Nacional members and Committee chairwomen that may request them.
- E. The board of directors shall be responsible to ensure that the chapter follows the Sorority constitution and bylaws and any decisions passed down from La Rhosa Nacional.
- F. Chapters shall hold meeting as provided in their local constitution and bylaws, but in accordance with Phi Lambda Rho Law and La Rhosa Manual.

#### **Section 4**

##### **Chapter Responsibilities**

- A. Chapters are required to pay La Rhosa Nacional a sum determined by a simple majority vote of the La Rhosa Nacional.
- B. Each undergraduate is responsible to pay the chapter Treasurer its respective dues.
- C. Chapters must ensure payment of dues for at least  $\frac{3}{4}$  of its membership to maintain active status.
- D. Chapter dues are due at the first official meeting of each quarter, which is Jan, April, July, and October unless otherwise arranged by a consensus. All chapters' dues will be an equivalent amount: penalties may be assessed for late payment.
- E. Failure to pay chapter dues on time will result in the immediate inactivation of the chapter until such time as the dues are paid or the Board of Directors grants special decomposition.
- F. On the first of each month each chapter must provide the Chief Financial Officer a financial report on their chapter.
- G. The chapter secretary must provide the Executive Secretary and Chief Financial Officer with a list of active members by the 5th of each month all year around. This list will contain name of the active sister, email address, current chapter positions (if any), academic year, and one-year status (i.e. indicate if the sister has completed her one-year contract). The chapter secretary must indicate at the bottom of the list if there are any changes from the previous month. If a sister goes inactive, the chapter secretary must indicate if the sister has completed her one-year contract. Late submittals are subject to a late fine.
- H. The chapter secretary must provide La Rhosa Nacional with a copy of approved chapter minutes least 5 business days after minutes are approved.
- I. Each chapter shall be obligated to pay the Chief Financial Officer any fines or penalties levied on it by La Rhosa Nacional.
- J. For the objective of Academics, chapter must meet a minimum GPA requirement of 2.75 (for both the academic term and cumulative) by the end of each academic term. Chapters who do not meet the required GPA will be placed on Academic Probation for the following academic term. Summer Session grades may be submitted to the Director of Academics to meet

minimum term and/or cumulative GPA. Academic Probation Special Regulations will be up to the discretion of the Board of Directors.

- K. Additionally for the objective of Academic Excellence, the chapter must meet a minimum of 3 valued events in the academic year per the Flor Objective System, minimum of quorum present at each event. It is required that 1 event is hosted by the chapter and facilitated by university staff, faculty, professional, graduate student, or alumnae. The goal of these events are to promote the academic success and professional development of undergraduate sisters.
- L. For the objective of Community Service, the chapter must meet a minimum of 3 valued events in the academic year per the Flor Objective System, minimum of quorum must be actively participating in the community for at least 2 hours at each event (No item collection/drive only, awareness walks, or fundraising only events will be approved). It is required that at least 1 of these events fall under the theme of Phi Lambda Rho's National Philanthropy "Manos Ayudando Manitas" focusing on children (18 and younger) in the Chicana/Latina cultures.
- M. For the objective of Sisterhood, the chapters must meet a minimum of 3 valued events in the academic year per the Flor Objective System, minimum of quorum actively participating for at least 2 hours at each event. It is required that at least 1 of these events be designed to encourage alumnae participation.
- N. For the objective of Promotion of the Chicana/Latina culture, the chapter must meet a minimum of 3 valued events in the academic year per the Flor Objective System, minimum of quorum present at each event. The goal of these events is to foster our cultural identity by educating ourselves on the Chicana/Latina culture and/or promote it to the community at-large.
- O. All event proposals must be submitted via Chapter Event Proposal Form and Memo format to its respective Officer (cc Chief Administrative Officer) on the Board of Directors for approval. The Board of Directors reserves the right to disqualify an event that does not meet the objective requirements. No event may be counted for two objective requirements.
- P. Submit Flor Objective System documentation to Chief Administrative Officer no later than 5 business days (Monday – Fridays, excluding holidays) following the event. Provide 2 photographs, planning material, receipts, flyer, etc.
- Q. Each Chapter must send their six designated representatives to La Rhosa Nacional/national Board meetings at the expense of the chapter. Chapters will be responsible for fines imposed on representatives not present at national board meetings.
- R. Upon the confirmation of receipt, allow for five days for approval of an event. The respective officer must approve the event. If the request has not been addressed, contact the Chief Administrative Officer.
- S. Chapters are complete the objective event requirements at an appropriate pace: suggested 1 event per objective per quarter or 6 objective events per semester. Chapters in good standing are expected to complete a total of 12 valued events in the academic year per the Flor Objective System.

## **Section 5**

### **Duties of chapter officers**

All chapters shall have an executive board with duties outlined in the Chapter Bylaws and Rhosa Manual.

## **Section 6**

### **Alumnae**

- A. Alumnae sisters can only hold office under the following circumstances:

- a. There are not any undergraduate sisters who are eligible to hold the position, or wish to hold the position; therefore necessitating an alumnae sister to take on the role as an active alumna to assist the chapter.
- b. Alumnae may hold the office of Prospective Member Educator if voted in by active chapter members during the regular election process.

B. Alumnae interested in either of the prospective member educator positions in a chapter must submit a memo to Chairwoman of Alumnae Relations, Directors of Membership and Chapter President stating their interest, experience in Phi Lambda Rho and other qualifications in order to move forward with a nomination in the chapter. Following the joint approval from the stated Directors, the chapter president will nominate the alumnae to hold office at the chapter.

C. Chapter President has 5 business days to express any concern with Chairwoman of Alumnae Relations and Directors of Membership. Directors will listen to any concerns and use their discretion to allow an alumnae to run for a chapter position.

D. Chapter President will nominate alumnae during regular and special elections.

E. An alumnae Prospective Member Educator is NOT considered active alumnae and is NOT held to the same responsibilities as an active member. An alumnae Prospective Member Educator must meet all the responsibilities of a Prospective Member Educator. If an Alumnae Prospective Member Educator can not attend chapter meeting, a written report must be sent to Chapter President 24 hours prior to meeting in lieu of their absence.

F. Alumnae do not have the automatic right to any position at the chapter level.

## **ARTICLE IX**

### **Section 1**

## **CODE OF CONDUCT**

In order to fulfill the sorority obligations to help its members reach the highest standards of education attainment, values, social responsibility, Phi Lambda Rho Sorority, Inc. will adopt the Rhosa Code of conduct as outlined in the Rhosa Manual.

### **Section 2**

All sisters must uphold the highest ethics and integrity in academic work. Cheating, Plagiarism and academic dishonesty of any kind are not tolerated. Sisters will be subject to expulsion.

### **Section 3**

Phi Lambda Rho Sorority, Inc. will not tolerate or condone any form of harassment on the part of its members. For the purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce Phi Lambda Rho sisters, associate members, and friends of Phi Lambda Rho Sorority, Inc. This is to include any actions that are demeaning, including but not limited to unwelcome contact, rape, assault or verbal harassment.

### **Section**

If there is an allegation of sexual misconduct, harassment, violence, or dishonesty involving any member of the chapter, any sister is able to submit an Infraction Form through the link provided in La Rhosa Manual to report any sister(s) who violate the code of conduct. The chapter should not investigate or adjudicate allegations of sexual or harassment misconduct without specific direction from the Board of Directors.

## **ARTICLE X**

## **CONFIDENTIALITY**

### **Section 1**

### **Confidentiality Policy**

All confidential Sorority matters are not to be spoken on in the presence of non-member/sister. The penalty for such an offense will be left to the discretion of La Rhosa Nacional and/or chapter depending upon the severity of the offense and the affiliation of the suspected sister within the structure of the Sorority.

### **Section 2**

### **Definition**

Confidential matters include but are not limited to pledging materials, crossing date, time, location, individual financial status, intra-fraternal disputes, personal information among the sorority, the Sorority shield, the Sorority handshake, Sorority password, and incidents

involving the Sorority that are determined to be of a confidential nature by La Rhosa Nacional.

## **ARTICLE XI**

### **AMENDMENTS**

#### **Section 1**

##### **Constitution**

- A. This constitution may be amended by  $\frac{3}{4}$  affirmative vote of the National Conference. Provided however, that the proposed amendment shall be submitted in writing to the La Rhosa Nacional in care of the Chief Administrative Officer by the Board of Directors, chapters, La Rhosa Nacional, or alumnae association in good standing, 60 days before the national conference. The national board shall consider the proposed amendment, and it shall be submitted to the chapters and alumnae association of the sorority at least 30 days prior to the conference with any recommendations the board may have.
- B. The motion for a constitutional change or revision will be presented at the national conference.

#### **Section 2**

##### **Bylaws**

- A. Bylaws inconsistent with this constitution shall be void.
- B. The bylaws may be approved or amended by  $\frac{2}{3}$  vote of La Rhosa Nacional. Amendments must be proposed in writing to La Rhosa Nacional in care of the Chief Administrative Officer by the Board of Directors, Chapter, La Rhosa Nacional, or alumnae association in good standing, 30 days before a regular constituted meeting. La Rhosa Nacional shall consider the proposed amendment and vote at a regular constituted meeting.

#### **Section 3**

##### **Rhosa Manual**

- A. Rhosa Manual passages inconsistent with this constitution shall be void.
- B. The Rhosa Manual may be approved or amended by  $\frac{2}{3}$  vote of La Rhosa Nacional. Amendments must be proposed in writing to La Rhosa Nacional in care of the Chief Administrative Officer by the Board of Directors, Chapter, La Rhosa Nacional, or alumnae association in good standing, 30 days before a regular constituted meeting. La Rhosa Nacional shall consider the proposed amendment and vote at a regular constituted meeting.

## **ARTICLE XII**

### **PHI LAMBDA RHO SORORITY, INC. PROPERTY**

#### **Section 1**

##### **Property**

The name of the Sorority Phi Lambda Rho Sorority, Inc is the property of the Sorority and the Sorority will determine how and where it is used and for what purposes.

#### **Section 2**

##### **Policy**

- A. All questionable paraphernalia, clothing, banners, printed materials, etc., which includes the sorority name and/or symbols, must meet the standards of the National Board. Such approval should not be withheld arbitrarily.
- B. Public display of crossing time and location are prohibited - subject to photos, publishing's on the internet and social networks, chapter jackets, etc. Violations are subject to a fine or disciplinary action deemed by the board of directors.
- C. The Sorority does not encourage nor promote that a sister brand, tattoo, or mark the Sorority name, letters, or symbols onto themselves.

## **ARTICLE XIII**

### **HAZING POLICY**

#### **Section 1**

##### **Definition**

Hazing is any action or situation, which includes any mental or physical requirement,

request or obligation, placed upon any person (prospective member, sister, affiliate, guest) which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or which violates any Federal, State, local statute or University policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, should be presumed to be "forced" activity.

## **Section 2**

### **Policy**

- A. No sister shall recklessly participate in the hazing of another individual as defined In Article VIII, Section 1.
- B. Any member participating in such activity shall be brought in front of a review hearing to investigate such actions.
- C. Any member found to have participated in such activity shall be subject to penalties set forth by the Judicial Review Board or in such instance where none is present then penalties shall be issued by the Board of Directors.

## **ARTICLE XIV**

### **GENERAL PROVISION**

If any article or section of the constitution shall be found to be in violation of any local, state, or federal law by a court of competent jurisdiction, the remaining articles and sections shall continue as if the illegal article had not been an original part of the constitution.

## **ARTICLE XV**

### **RULES OF ORDER OR PARLIAMENTARY PROCEDURE**

Its Constitution, Bylaws and Robert's Rules of Order shall govern Phi Lambda Rho Sorority, Inc.

### **Certification**

*The undersigned hereby certify that this Constitution was amended and approved by the National Board in San Diego, California, July 2003*

*/s/ **Concepcion Hernandez**, Director of Administration & Operations*

*The undersigned hereby certify that this Constitution was amended and approved by the National Board in Irvine, California, August 2011*

*/s/ **Tatiana Hernandez**, Director of Administration & Operations.*

*The undersigned hereby certify that this Constitution was amended and approved by the National Board in San Diego, California, November 2012*

*/s/ **Anais Zamora**, Director of Administration & Operations.*

*The undersigned hereby certify that this Constitution was amended and approved by the National Board in Northridge, California, August 2014*

*/s/ **Jennifer Hernandez**, Director of Administration & Operations.*

*The undersigned hereby certify that this Constitution was amended and approved by the National Board in Irvine, California, August 2015*

*/s/ **Jennifer Hernandez**, Director of Administration & Operations.*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Irvine, California, August 2017*

*/s/ **Karina Camacho**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Northridge, California, August 2018*

*/s/ **Karina Camacho**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Los Angeles/San Diego, California, August 2019*

*/s/ **Kendra Pizarro**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board via Zoom, August 2020*

*/s/ **Cassandra Perez**, Chief Administrative Officer*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board via Zoom, July 2021*

*/s/ **Cassandra Perez**, Chief Administrative Officer*

**BYLAWS OF  
PHI LAMBDA RHO SORORITY, INC**

**ARTICLE I      AUTHORITY FOR BYLAWS**

The authority for these Bylaws is the Constitution of Phi Lambda Rho Sorority, Inc. as particular expressed in the Constitution.

**ARTICLE II      DUES AND FINES**

**Section 1      Membership Dues**

Active members at chapter level shall pay \$60 per year directly to their respective chapter, at the first meeting or upon notice of active status.

All active, inactive, and alumnae members attending National Events shall pay an attendance fee set by the Board of Directors discretion thirty (30) days prior to National Events. All attendees who fail to RSVP on or before the deadline shall be fined an additional \$15 late attendance fee. All fines are up to the discretion of the Board of Directors, and will be collected at all the National Events. Prior notification of all fees/fines will be given by the Chief Financial Officer to all Chapter Treasurers.

**Section 2      Chapter Dues**

All active chapters of Phi Lambda Rho Sorority, Inc. shall be required to pay \$50.00 quarterly dues for the discretionary use of the La Rhosa Nacional. Or each active sister of Phi Lambda Rho Sorority, Inc. shall be required to pay \$30.00 quarterly/\$10 per month dues for the discretionary use of La Rhosa Nacional.

All active chapters of Phi Lambda Rho Sorority Inc. shall be required to host a fundraiser per academic year in which all proceeds benefit the National fund. Such monies will be due no later than Summer Conference.

**Section 3      Prospective Member Dues**

Prospective members of Phi Lambda Rho Sorority, Inc. are required to pay \$225.00; \$125.00 for the discretionary use of La Rhosa Nacional due 2 business days prior to Prospective Member Retreat and \$100.00 for the respective chapter to use for prospective member education.

**Section 4      Monies Owed**

- A. Any member of the National Board who owes monies to the National Board will have their active membership suspended until the fee is paid. The time allocated to pay the fee will be left at the discretion of the Director of Finance.
- B. Money owed to Phi Lambda Rho Sorority, Inc. will be left at the discretionary use of the Sorority.

**Section 5      Fines**

- A. A \$200.00 fine shall be imposed whenever chapter quorum is not present to National events where chapter quorum is required, such as national retreats, conferences, meetings, and objective events. Quorum must be present at all times during festivities, beginning with a predetermined check in.
- B. A \$50.00 fine shall be imposed for every chapter Executive Board member (president, vice president, treasurer, secretary, two prospective member educators) not present at National Board meetings.
- C. A \$50.00 fine shall be imposed for every Board of Directors member not present at National Board meetings.
- D. A \$50.00 fine shall be imposed per event per objective not met by the end of the academic school year.
- E. A \$5.00 fine shall be imposed for every Robert's Rules infraction and/or violation.
- F. A \$5.00 fine shall be imposed for every deadline not met.
- G. A \$10.00 fine shall be imposed on chapters for every sister who RSVP's to attend a National event but does not attend.
- H. A \$200 fine shall be imposed on any sister filming or taking photos with any device of any prospective member education activities or sharing membership process information.

**ARTICLE III      AWARDS AND OTHER HONORS****Section 1      Awards**

The following awards are awarded at the chapter level and/or national level; Sister of the Year, Academic Award, Sisterhood Award, Promotion of the Chicana/Latina Culture Award, and Community Service Award.

**Section 2      Honors**

Upon Graduation Phi Lambda Rho Sorority, Inc. Sisters are eligible to receive a graduation sash for their respective degree. Green sash awarded to Bachelor degrees and any additional certificates or post-bachelor degrees. Brown sash awarded for a Master's degree. Ivory Sash awarded for a doctoral degree.

- A. A graduating sister, no matter the degree, will need to have been active for  $\frac{3}{4}$  of her undergraduate semesters/quarters after the completion of her contract to receive a portion of the sash paid by for the Respective Chapter. If a sister fits these requirements, depending on the financial situation of the chapter, that sister will either get her sash paid in full by the local chapter or half of the sash will be paid by the Respective Chapter.
- B. When a sister is receiving either a Master's degree and/or a doctoral degree, who pays her sash will be determined by the amount of support she has given the Sorority during her post baccalaureate study. She will have to support  $\frac{1}{2}$  of the events put on by her local chapter. To support the chapter's events, a sister could either help plan it; be present at the event; or help in any other way possible. The president and the chairs will determine which alumnae sisters have supported the actives/local chapter at each particular event. Records of alumnae participation shall be kept by the president.
- C. The graduating sisters who are either purchasing their own sash, having the Sorority pay for all or half of the sash must be eligible to wear a Phi Lambda Rho Sorority, Inc. sash for their respective degree.

**ARTICLE IV      ELECTIONS****Section 1      Eligibility**

Qualifications necessary to hold office for the Board of Directors are as follows:

- A. Any Phi Lambda Rho Sorority, Inc. member who fulfills the membership board requirements shall be deemed to run for a position on the Board of Directors.
- B. Phi Lambda Rho Sorority, Inc. alumnae shall be given priority to open seats available on the Board of Directors.
- C. Members on the Board of Directors must attend  $\frac{2}{3}$  of the annual meetings to maintain their position.
- D. If candidate is an enrolled undergraduate student they must hold a 2.75 G.P.A. in order to pursue and obtain a position on the Board of Directors.
- E. An undergraduate candidate must have been active in the Sorority for at least two years or must have been part of a national committee.
- F. An undergraduate candidate must have held an Executive Board position at the local level a year prior to elections and/or must have been part of a national committee.
- G. For the Executive Director, Chief Financial Officer and Directors of Membership positions, the sister must have previously held the position in their chapter or held a position on the Board of Directors for a year.
- H. Undergraduates may not run for a position on the Board of Directors if she will hold a position for the upcoming term.

**Section 2      Nomination Requirements**

Nominees for any board position shall submit a resume of work related sorority experience and a letter of intent no later than thirty (30) days prior to the convention at which the election is scheduled to take place.

**Section 3      Nominations**

Nominations for all positions on the Board of Directors are open to all sisters of this Sorority in good standing. Nominations shall be forwarded to the Executive Director. Any sister of the Sorority in good standing can make nominations. The Board of Directors shall send written notice of the nominations no less than 15 days before the National Conference of the year.

**Section 4      National Elections**

- A.      The Election Day must be announced two months in advance.
- B.      Ballots can be cast at the National Conference and/or by active and alumnae sisters.

**ARTICLE V      DUTIES OF THE BOARD OF DIRECTORS****Section 1      Executive Director**

The Executive Director shall be the chief executive officer of the Sorority and is tasked with establishing a clear vision and goals for the sorority. As the head of La Rhosa Nacional and the Board of Directors, the Executive Directors, the Executive Director will oversee all sorority operations, set priorities for the organization, and coordinate the execution of national events with the support of the board and La Rhosa Nacional. She shall also serve as the face and representative for the sorority when dealing with external affairs. Shall direct the general activities of the Sorority under policies established by La Rhosa Nacional. Specifically, the Executive Director shall have the following duties and responsibilities:

- A.      Shall call and preside over all National Board meetings of Phi Lambda Rho Sorority, Inc.
- B.      She has the right to create committees and appoint their chairs as needed.
- C.      This officer with regards to proposals presented to the National Board shall be allowed one vote at the national level.
- D.      Shall oversee the well being of the Sorority.
- E.      With consensus from the Board of Directors, shall have the right to appoint members to fill vacant Board of Directors officers.
- F.      Shall have the power to suspend the prospective member activities at a chapter or the prospective member privileges of any member who violates any Sorority guidelines with the approval of La Rhosa Nacional.
- G.      She shall interpret the Constitution and Bylaws of the Sorority and either accept or veto the decision of La Rhosa Nacional. Her decision shall be final, except upon an objection being raised and sustained by  $\frac{3}{4}$  votes of the sisters present at the National Conference or by La Rhosa Nacional.
- H.      Shall have the power to make an executive decision, only in such instance that it is apparent that the Sorority's welfare is in jeopardy. The executive decision must be a declaration in the best interest of the Sorority, and can only be implemented if circumstances are such that leaving said action to normal legislative procedures would have the effect of conducting improper actions or cause extreme hardship or detriment to the Sorority.
- I.      Shall preside over the National Conference and appoint conference committees.
- J.      This officer must have held the position in the past at the local level or held a position on the Board of Directors for a year.

**Section 2      Executive Vice President**

The Executive Vice President is tasked with being the steward of good health for all active chapters. The EVP shall oversee well-being of chapters in respect to growth and the fulfilment of sorority objectives relating to sisterhood, culture, and philanthropy. In respect to national events, the EVP shall govern the Sisterhood, Culture, and Philanthropy objective and organize national sisterhood activities. In the event the Executive Director office is vacated the EVP shall assume the office of Executive Director upon resignation, incapacity, or death of the Executive Director for the remainder of the term. Specifically, the Executive Vice President shall have the following duties and responsibilities:

- A. Shall assist the Executive Director in her duties and shall preside over meetings in the absence of the Executive Director.
- B. She shall assist the Director of Public Relations in related paperwork.
- C. Shall supervise or chair committees created by the Board of Directors as may be assigned to her.
- D. She shall be the Sorority's Sergeant at Arms.
- E. She shall perform other duties as assigned to her by the Executive Director.
- F. Shall communicate with chapter(s) about sisterhood, culture, and philanthropy events to ensure the chapters follow the Sisterhood, Culture, and Philanthropy Objective.
- G. This officer with regards to proposals presented to National Board shall be allowed one vote at the national level.

### Section 3 **Executive Secretary**

The Executive Secretary shall be the manager of all official, internal correspondence for Phi Lambda Rho Sorority. As Executive Secretary, she is the principal record keeper for all official sorority business pertaining to the Board of Directors and La Rhosa Nacional. This includes meeting minutes, active body lists, membership registries, elections and other formal correspondence within the sorority. Specifically, the Executive Secretary shall have the following duties and responsibilities:

- A. Shall prepare an agenda for each meeting and present it to the Board of Directors at least a week prior to the meeting. Shall take minutes at all national and executive meetings of Phi Lambda Rho Sorority, Inc.; keep a file of all minutes and agendas; make sure that the reservation of rooms for meetings to be held has been made, as well as equipment needed; and notify all members of organizational meetings.
- B. Shall provide a copy of minutes within two weeks after each Board and National meeting.
- C. All minutes of every committee shall be forwarded to her.
- D. Shall organize and maintain all records of all Sorority related media.
- E. Shall maintain a record of all members of the Sorority, which shall show for each member, among other things: day of initiation, the chapter in which she was initiated, sister's current status and/or position(s) held.
- F. Once a year she shall prepare a directory of the membership of the Sorority.
- G. Shall prepare a list of sisters entitled to vote at National Conferences.
- H. Shall perform such other duties as may be assigned to her by the Executive Director and/or Executive Vice President.
- I. This officer with regards to proposals presented to the National Board shall be allowed one vote at the national level.

### Section 4 **Chief Financial Officer**

The Chief Financial Officer shall serve as the sorority's steward in all fiscal matters. She shall be responsible for the financial well-being of the organization at the national level by ensuring compliance with local, state and national regulations governing the sorority's nonprofit status. This officer shall develop long-term financial goals for the organization and work in tandem with the Director of Fundraising to achieve the goals. Specifically, the Chief Financial Officer shall have the following duties and responsibilities:

- A. Shall handle all financial matters and keep records of all transactions.
- B. She shall maintain bank accounts for Phi Lambda Rho Sorority, Inc.
- C. She shall collect dues and fines from all active chapters, prepare financial income and expense statements, and report on funds to the organization.
- D. This officer with regards to proposals presented to the National Board shall be allowed one vote at the national level.
- E. All dues, fines, and fees received by her shall be accounted for and documented and copies shall be sent to the payee chapter.
- F. Shall be responsible for keeping permanent records of all funds and expenditures, and make an annual financial report at the National Conference each year.
- G. Shall submit a detailed accounting auditing report on a quarterly basis to La Rhosa Nacional.
- H. Shall have the authority to suspend, with the advice and consent of La Rhosa Nacional any chapter who fails to pay dues on time.
- I. Shall establish policies as they pertain to the financial officer duties and responsibilities and are enforceable by the Board of Directors should a violation occur. Policies shall be presented to La Rhosa Nacional and passed with a 2/3 majority vote.
- J. Shall be required to deposit all funds of La Rhosa Nacional and the Sorority received by her

- within five (5) business days after such receipt.
- K. This officer must have held the position in the past at the local level or a position on the Board of Directors for a year.
- L. Shall be required to file taxes with the Internal Revenue Service for Phi Lambda Rho Sorority, Inc. after year end, July 31<sup>st</sup>.
- M. Shall be responsible and handle all matters regarding Phi Lambda Rho Sorority, Inc.'s Insurance Policy
- N. She shall be responsible for submitting a quarterly cash flow to La Rhosa Nacional at least 10 business days after national meeting.
- O. Shall handle all cash flow from Fundraising events.

## Section 5

### Chief Administrative Officer

The Chief Administrative Officer shall be the principal administrative officer, administering the policies established by La Rhosa Nacional. She shall have the following duties and responsibilities:

- A. Be custodian of all corporate records, official papers and books of the Sorority.
- B. Keep the Executive Director and other members of the National Board informed of all matters of major importance to the Sorority.
- C. Shall advise the members of the National Board of any matters requiring their attention.
- D. Shall be one of the signatories on all checking accounts of the Sorority.
- E. Shall be required to deposit all funds of the National Board and the Sorority received by her within five (5) business days after such receipt, in absence of the Director of Finance.
- F. Shall ensure that all Phi Lambda Rho Sorority, Inc. business run in accordance with the Constitution, Bylaws, policies, Rhosa Manual, and Robert's Rules of Order.
- G. Shall establish policies as they pertain to the Director of Administration & Operations duties and responsibilities and are enforceable by the Board of Directors should a violation occur. Policies shall be presented to the National Board and passed with a 2/3 majority vote.
- H. Shall distribute the Evaluation Forms no later than 5 business days following all national events. Deadlines and late fines will be to up to the discretion of the Board of Directors.
- I. This officer with regards to proposals presented to National Board shall be allowed one vote at the national level.
- J. Administer the Flor Objective System.

## Section 6

### Director of External Affairs

The Director of External Affairs shall be tasked with helping Phi Lambda Rho Sorority, Inc. maintain a positive reputation in the community by ensuring any and all messaging pertaining to the sorority upholds the organization's ideals. As such, the Director of External Affairs shall direct and oversee and all public relations matters for the organization by establishing clear policies and guidelines for the organization. Lastly, this Director is the principal point of contact for any external inquiries about the organization and shall chair any expansion committee related to potential interest groups or colonies. Specifically, the Director of External Affairs shall have the following duties and responsibilities:

- A. Shall act as the official spokeswoman of the organization.
- B. Shall take care of correspondence and maintain contact with various groups of interest to the Sorority.
- C. Shall produce innovative means to disseminate information about Phi Lambda Rho Sorority, Inc. business to chapters, alumnae, and sisters.
- D. Shall work with the Executive Vice President to produce the Phi Lambda Rho Sorority, Inc. newsletter.
- E. This officer with regards to proposals presented to the National Board shall be allowed one vote at the national level.
- F. Shall be responsible for the recruitment and/or expansion of prospective chapter(s) for the Sorority.
- G. Shall address all correspondence in relation to expansion information.
- H. Shall send mailings and information packets to interested females and/or groups.
- I. Shall maintain a database of contact and mailing information.
- J. Shall interpret the Sorority's Expansion Procedures
- K. Shall organize prospective interest group informational meetings.
- L. Shall maintain direct contact with prospective groups until group begins prospective member education.
- M. Shall inform La Rhosa Nacional of informational meeting(s).

- N. Shall inform La Rhosa Nacional of matters requiring immediate attention.
- O. Shall report to La Rhosa Nacional of current activities and updates.
- P. Shall be advisor and liaison of official interest group.
- Q. This officer with regards to proposals presented to La Rhosa Nacional shall be allowed one vote at the national level.
- R. Shall be responsible for actively researching potential universities for establishing Phi Lambda Rho and shall maintain active communication with all potential ladies interested in establishing Phi Lambda Rho.
- S. Shall serve as primary liaison between interested ladies and the Board of Directors as well as La Rhosa Nacional.
- T. Shall chair the National Expansion Committee and appoint members to it on a rolling basis as she deems necessary. As head of the committee, the Director shall plan and organize long-term as well as short-term plans for expansion, which she will present to the committee and to the Board of Directors. Updates on progress for establishing new chapters shall be made to La Rhosa Nacional at regularly scheduled meetings.
- U. Shall work with the Directors of Membership once a prospective interest group is formed to create a plan of action regarding the establishment of a new chapter. This plan shall be presented to the Board of Directors who shall review the proposal and vote on the establishment of an interest group and the timeline for establishment. Thereafter, the Director of External Affairs shall work with the Directors of Membership and together oversee the establishment of the prospective founding line, whose initiation into the sorority shall be approved by La Rhosa Nacional and follow the rules of establishment as outlined in La Rhosa Manual.

**Section 7      Chairwomen of Alumnae Relations**

The Chairwomen of Alumnae Relations shall be chief alumnae relations officer of the Sorority. She shall have the following duties and responsibilities:

- A. Shall be responsible for creating an alumnae directory and active record of educational status.
- B. Shall be the liaison with alumnae sisters and Phi Lambda Rho Sorority, Inc.
- C. Shall promote alumnae communication between the Sorority and alumnae.
- D. Shall assist the Director of External Affairs with any alumnae information.
- E. Shall work in tandem with Phi Lambda Rho Sorority Alumnae Association and be a representative on the Alumnae Association Board.
- G. Shall facilitate the planning of events to promote alumnae involvement. Will work closely with Director of Programing to plan large alumnae events.
- F. This officer with regards to proposals presented to National Board shall be allowed one vote at the national level.

**Section 8      Director of Membership - CSU**

Director of Membership – CSU shall be the chief prospective member education officer for CSU Chapters. She shall have the following duties and responsibilities:

- A. This officer must have held the position in the past or held a position on the Board of Directors for a year.
- B. This sister is responsible for the education of prospective members for prospective CSU chapter(s).
- C. Shall initiate, coordinate, and oversee the prospective member process of prospective members for prospective CSU chapters.
- D. Shall be responsible for overseeing the prospective member education within the Sorority's chapters.
- E. Shall co-coordinate the national prospective member retreat; pledge educator workshops; and update the standardized prospective member binder.
- F. Shall co-chair the National Prospective Member Committee.
- G. Shall enforce standards set forth by the National Prospective Member Committee.
- H. Shall establish policies as they pertain to the Director of Membership - CSU duties and responsibilities and are enforceable by the Board of Directors should a violation occur. Policies shall be presented to La Rhosa Nacional and passed with a 2/3 majority vote.
- I. This officer with regards to proposals presented to La Rhosa Nacional shall be allowed one vote at the national level.

- J. Shall be the chief officer for all matters regarding the prospective members of CSU Chapters of this Sorority. She shall serve as the liaison between CSU chapters, the Board of Directors, and La Rhosa Nacional.
- K. Shall have the right to make executive decisions at CSU Chapters of this Sorority when ambiguity arises or when time-sensitive issues pertaining to pledging arise so long as the decisions do not contradict our Constitution or Bylaws. She shall update the National Prospective Member Committee and the Board of Directors of her decisions as necessary.
- L. Shall work directly with the active CSU chapter Pledge Educators, who together form the National Prospective Member Committee responsible for overseeing the education process for prospective members of this sorority at the national level.
- M. Shall be responsible for planning prospective member retreats, not to be confused with national meetings or conferences.
- N. Shall be responsible for overseeing any CSU Chapter prospective member related contracts, which are to be reviewed on a yearly basis by the Director of Membership -CSU and the National Prospective Member Committee. Their decisions shall be forwarded to the Board of Directors.
- O. Shall oversee any proposed changes to the prospective member process and create resolutions and plans of action that shall be placed under later review. Proposed changes to the standard prospective member process shall be reserved to the administrative branch of the sorority, La Rhosa Nacional, which should take into great consideration the feedback from the National Prospective Member Committee. On the other hand, special one-time proposals or petitions at the CSU chapter level shall be under the care of the Director of Membership - CSU and the National Prospective Member Committee.
- P. Shall be responsible for updating the Board of Directors and La Rhosa Nacional on the outcome of any special prospective member-related matters, particularly special petitions or outstanding circumstances. Great care shall be taken to ensure that all parties involved are treated with respect and that privacy, as necessary, is ensured.
- Q. Shall also be responsible for recommending to the National Prospective Member Committee the initiation of a prospective class to this Sorority after concluding that they have complied with the guidelines set by the Sorority.

## Section 9

### Director of Membership - UC

Director of Pledge Education shall be chief pledge education officer of the Sorority. She shall have the following duties and responsibilities:

- A. This officer must have held the position in the past or held a position on the Board of Directors for a year.
- B. This sister is responsible for the education of prospective members for prospective UC chapter(s).
- C. Shall initiate, coordinate, and oversee the prospective member process of prospective members for prospective UC chapters.
- D. Shall be responsible for overseeing the prospective member education within the Sorority's chapters.
- E. Shall co-coordinate the national prospective member retreat; pledge educator workshops; and update the standardized prospective member binder.
- F. Shall co-chair the National Prospective Member Committee.
- G. Shall enforce standards set forth by the National Prospective Member Committee.
- H. Shall establish policies as they pertain to the Director of Membership – UC duties and responsibilities and are enforceable by the Board of Directors should a violation occur. Policies shall be presented to La Rhosa Nacional and passed with a 2/3 majority vote.
- I. This officer with regards to proposals presented to La Rhosa Nacional shall be allowed one vote at the national level.
- J. Shall be the chief officer for all matters regarding the prospective members of the UC Chapters of this Sorority. She shall serve as the liaison between UC Chapters, the Board of Directors, and La Rhosa Nacional.
- K. Shall have the right to make executive decisions at UC Chapters of this Sorority when ambiguity arises or when time-sensitive issues pertaining to pledging arise so long as the decisions do not contradict our Constitution or Bylaws. She shall update the National Prospective Member Committee and the Board of Directors of her decisions as necessary.
- L. Shall work directly with the active UC Chapters Prospective Member Educators, who together form the National Prospective Member Committee responsible for overseeing the education process for prospective members of this sorority at the national level.

- M. Shall be responsible for planning prospective member retreats, not to be confused with national meetings or conferences.
- N. Shall be responsible for overseeing any prospective member related contracts, which are to be reviewed on a yearly basis by the Director of Membership - UC and the National Prospective Member Committee. Their decisions shall be forwarded to the Board of Directors.
- O. Shall oversee any proposed changes to the UC Chapter prospective member process and create resolutions and plans of action that shall be placed under later review. Proposed changes to the standard prospective member process shall be reserved to the administrative branch of the sorority, La Rhosa Nacional, which should take into great consideration the feedback from the National Prospective Member Committee. On the other hand, special one-time proposals or petitions at the UC chapter level shall be under the care of the Director of Membership UC and the National Prospective Member Committee.
- P. Shall be responsible for updating the Board of Directors and La Rhosa Nacional on the outcome of any special prospective member-related matters, particularly special petitions or outstanding circumstances. Great care shall be taken to ensure that all parties involved are treated with respect and that privacy, as necessary, is ensured.
- Q. Shall also be responsible for recommending to the National Prospective Member Committee the initiation of a prospective class to this Sorority after concluding that they have complied with the guidelines set by the Sorority.

**Section 10      Director of Academic Affairs**

The Director of Academic Affairs shall be the chief academic officer of the Sorority. The Director of Academic Affairs shall aid and work with chapters so that active members thrive academically at their respective university. She shall oversee a chapter's academic goals are met and that a chapter is in compliance with university academic policies. This Director shall also work to ensure sisters grow professionally beyond their undergraduate years. She shall have the following duties and responsibilities:

- A. Shall oversee the Academic Goals of the Sorority.
- B. Shall maintain active records of sisters and prospective members G.P.A.
- C. Her main duty shall be to review the academic standing of Phi Lambda Rho Sorority, Inc. members.
- D. Shall collect academic requirement verifications (including GPA, workshop completion, study hour attendance, and academic visits) from each chapter.
- E. Shall ensure that chapter follows chapter GPA requirements.
- F. This officer with regards to proposals presented to National Board shall be allowed one vote at the national level.

**Section 11      Director of Programming**

The Director of Programming will be in charge of all national sorority events. She shall have the following duties and responsibilities:

- A. Shall coordinate national, sorority-wide events. Will be head of Gala Events. May work alongside the Fundraising Director and Director of Alumnae Relations to hold successful events.
- B. Will chair a committee of undergraduates and alumnae to hold events.
- C. Shall ensure events are booked for national meetings, retreats, and summer conferences.
- D. Shall coordinate with Executive Director and executive Secretary to establish itineraries for national events. Will ensure all national events have an educational purpose and help sisters and the community.
- E. Will work along with appropriate directors to execute national events related to our four objectives: Academics Excellence, Cultura, Philanthropy and Sisterhood. May work alongside the Executive Vice President to plan sisterhood, cultural, and philanthropic activities at retreats and summer conferences if needed. May work alongside the Director of Academic Affairs to plan academic activities at retreats and summer conferences if needed. May work alongside the Director of Administration to ensure administrative functions are met.
- F. Will serve as a resource for undergraduate sisters to plan successful events.
- G. This officer with regards to proposals presented to National Board shall be allowed one vote at the national level.

**Section 12      Director of Fundraising**

The Director of Fundraising shall be in charge of all fundraising events at the chapter level. She shall have the following duties and responsibilities:

- A. The director will establish fundraising guidelines and set a minimum revenue expectation to create fruitful fundraising opportunities.
- B. Will direct chapters to identify fundraisers that will bring the most revenue to the chapters.
- C. Will provide approval/revision of chapter fundraising events, based on projected revenue.
- D. Will create and manage, in conjunction with chapter fundraising chairs and treasures, an ongoing database of individual chapter's cash flow and fundraising events.
- E. The director will work with Chief Financial Officer, Executive Vice President and Director of Programming to identify national fundraiser for our summer conference.

**ARTICLE VI      DUTIES OF NATIONAL COMMITTEES****Section 1      National Expansion Committee**

- A. The National Expansion Committee shall oversee the recruitment of interested ladies desiring to establish new chapters of Phi Lambda Rho Sorority.
- B. The Director of External Affairs shall chair the National Expansion Committee.
- C. The committee's members shall be appointed by the Director of External Affairs, but great care should be taken to ensure that a well-rounded membership is formed that actively works to promote Phi Lambda Rho Sorority with the end goal of establishing new chapters.
- D. The committee shall be responsible for researching potential locations for new chapters, organizing information sessions with interested ladies in Phi Lambda Rho, and coordinating other necessary events related to recruiting as desired by the Director of External Affairs.

**Section 2      National Prospective Member Committee**

- A. The National Prospective Member Committee shall oversee the ethical, proper, and educational process for the initiation into Phi Lambda Rho Sorority at the local chapters.
- B. The committee shall consist of two Prospective Member Educators from each active chapter, who shall have the authority to vote on pledging related matters.
- C. The Directors of Membership shall co-chair the National Prospective Member Committee and shall maintain active communication with the committee.
- D. The committee shall be responsible for maintaining active communication with one another and the Directors of Membership regarding the status of prospective members at the chapter level.
- E. The committee shall be responsible for handling special petitions relating to the prospective member process at a particular chapter or any petitions regarding a prospective member at a local chapter. The committee shall be responsible for establishing procedure, requirements, and a timeline of approval or denial for petitions.

**ARTICLE VII      CHAPTER REPRESENTATIVES AND AFFILIATES****Section 1      Chapter Representatives**

Representatives shall consist of president, vice president, treasurer, and secretary from each chapter.

**Section 2      Chapter Advisors**

- A. Chapters shall have a staff/faculty advisor and an alumnae advisor.
- B. 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 *can* be a Phi Lambda Rho alumnae sister. Chapter members will appoint faculty/staff advisors or the University will appoint one according to university guidelines.
- C. Chapter members shall appoint an alumnae advisor. Alumnae advisor must be a Phi Lambda Rho Sorority sister. She must be considered an alumnae member of the Sorority.
- D. 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 VIII      EXPANSION****Section 1          Requirements**

Only academic institutions having one or more accredited bachelor degree programs are eligible to establish a chapter. The Board of Directors may establish equivalent standards for affiliate chapters at institutions outside of the United States.

**Section 2          Expansion Procedures**

The Board of Directors of this Sorority shall establish the "Expansion Procedures" of Phi Lambda Rho Sorority, Inc. Any changes to the Expansion Procedures must be submitted in writing to the Board of Directors.

- A.      The Board of Directors shall formally present themselves to prospective chapters.
- B.      Interest group size will be left at the discretion of the Board of Directors and/or Director of External Affairs.
- C.      The Board shall inspect all documentation submitted by each prospective chapter to confirm that both the school and the prospective chapter meet the Sorority's standards for membership. The method of inspection and establishment shall be left to the discretion of the Board.
- D.      Petitions concerning the establishment of a chapter may be presented by any woman student of an accredited college, or by an active member of the Sorority, who will be assisting the college in the expansion process.
- E.      Depending on the college, and the number of women interested, the Director of External Affairs will begin an investigation to determine if the proposed chapter will be beneficial to the Sorority, if the interested women meet all pledging requirements and if the proposed chapter has a good likelihood of survival.
- F.      Once the proposed chapter has been approved, the Director of External Affairs will contact the official interest group, who shall be known as Feminine Leaders in Outreach for La Raza, F.L.O.R, to determine what steps must be taken to receive recognition by the College or University.
- G.      Once the respective College or University states that it will recognize the Sorority on their school, the pledging process begins.

**ARTICLE IX        ESTABLISHMENT OF CHAPTERS****Section 1          Procedures**

- A.      The Directors of Membership will begin an investigation into the prospective women. These women must meet academic standards, social standards, and any other criteria set forth by La Rhosa Nacional.
- B.      Upon establishing that the prospective women have met the standards, a prospective member period will be initiated. If more than one prospective chapter will be pledged, one National Board pledge period will put in affect.
- C.      Prior to pledging, the prospective women must pay pledge fees determined by the Board of Directors. These dues include a non-refundable fee for processing and other fees for travel, and food expenses incurred by the Board of Directors during pledging.
- D.      Upon completion of the prospective member process by the prospective women, they will be recognized as an official chapter of the Sorority.

**ARTICLE X        JUDICIAL BOARD****Section 1          Purpose**

The purpose of the Phi Lambda Rho Sorority, Inc. Judicial Board is to ensure responsible conduct by the Sorority members and to uphold and support the policies and practices of the Sorority. The Judicial Board is designed to provide a sister conduct review. The Judicial Board's review and recommendation process is designed to be fair and equitable to all parties engaged in the process.

**Section 2          Jurisdiction**

La Rhosa Nacional has established a Judicial Board to review incidents of potential misconduct and

misrepresentation by the Sorority members. The Judicial Board's jurisdiction shall extend to all formal, signed complaints filed with the Board of Directors against one or more Sorority members. This shall include, but not limited to all complaints involving a reported violation of university policies and practices on or off campus. Reports received by the Dean of Students Office from a Police Department or other law enforcement agencies involving other organizations shall be treated as formal signed complaints. This jurisdiction will include the ability to interview all those involved in alleged incidents and recommend sanctions for organizations that have been found in violation of University or Sorority policies and practices

### **Section 3      Membership**

The board is a standing committee that is made up by sisters that do not hold a position on the Board of Directors but may consist of active standing members and other alumnae. They are elected on a case-by-case basis. Sisters must apply to be on the board and be voted in by La Rhosa Nacional.

### **Section 4      Process**

The Judicial Board shall follow the process as outlined in the Rhosa Manual.

### **Section 5      Authority**

The Judicial Board's authority rests in presiding over judicial hearing and over disputes between members, chapters, La Rhosa Nacional or the Board of Directors. They are at all times to keep the best interest of the sorority in mind and act as a neutral party who offers counsel for resolving disputes. At all times, they shall make recommendations on educating sisters and how to best learn from a dispute. They cannot legislate Phi Lambda Rho law.

### **Notes**

The word "sister" will be used interchangeably with member to satisfy the purpose and objectives of Phi Lambda Rho Sorority, Inc. The phrase "Phi Lambda Rho" will be used interchangeably with Phi Lambda Rho Sorority, Inc. to satisfy the purpose and objectives of Phi Lambda Rho Sorority, Inc. "La Rhosa Nacional" is the official title of the National Board. They/them/theirs may be used interchangeably with she/her/hers.

### **Certification**

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in San Diego, California, July 2003*

*/s/ **Concepcion Hernandez**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in San Diego, California, November 2007*

*/s/ **Esmeralda Varela Meza**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Irvine, California, August 2011*

*/s/ **Tatiana Hernandez**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Irvine, California, February 2013*

*/s/ **Anais Zamora**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Northridge, California, August 2014*

*/s/ **Jennifer Hernandez**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Irvine, California, August 2015*

*/s/ **Jennifer Hernandez**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Irvine, California, August 2017*

*/s/ **Karina Camacho**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Northridge, California, August 2018*

*/s/ **Karina Camacho**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board in Los Angeles/San Diego, California, August 2019*

*/s/ **Kendra Pizarro**, Director of Administration & Operations*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board via Zoom, August 2020*

*/s/ **Cassandra Perez**, Chief Administrative Officer*

*The undersigned hereby certify that these Bylaws were amended and approved by the National Board via Zoom, July 2021*

*/s/ **Cassandra Perez**, Chief Administrative Officer*