



## **Sigma Gamma Rho Sorority, Inc**

Eta Delta Chapter- University of California San Diego

# Bylaws

## Article I- Title

### Section 1: Name

- a) The organization shall be called Sigma Gamma Rho Sorority, Incorporated, the **Eta Delta** chapter at UCSD by persons who have obtained membership of Sigma Gamma Rho Sorority, Incorporated.

## Article II- Purpose

### Section 1: Promotion

To promote and support the national programs of Sigma Gamma Rho Sorority, Inc through service to the community, offering time, talent, effort and presence to those in need.

### Section 2: Encouragement

To encourage and promote higher scholastic achievement and personal development among youth in the community

### Section 3: Development

To develop leadership abilities and individual talents

### Section 4: Achievement

To provide for and foster fulfillment of individual and group goals for collegiate achievements and accomplishments at the undergraduate level

### Section 5: Unity

To promote unity of action among women affecting educational, cultural, economic, social and civic life

## Article III- Membership

### Section 1: Eligibility for membership

To be eligible for membership:

- a) Undergraduate students must have a minimum of 12 college credits and must be a second quarter freshman.
  - a. Transfer students must be enrolled full time the semester prior to application for membership
- b) Prospective member must:
  - a. Maintain a cumulative grade point average that is congruent with national guidelines of 2.6 on a scale of 4.0.
  - b. Be in good financial standing with the University

- c. Be in good conduct standing with the University

## **Section 2: Membership Intake**

Membership Intake may take place in the fall, winter, and/or spring quarter(s). All members of the Eta Delta chapter at University of California San Diego (UCSD) must have their TORCH training updated every two years to participate in any activities or when a change is made by the Grand Body during Boule. All membership intake calendars shall be sent for approval four weeks prior to the informal rush.

## **Section 3: Conduct**

Prospective members shall conduct themselves in a manner that will not reflect negatively upon the Sorority. Future members must be an asset to the chapter.

## **Section 4: A member will become inactive for the duration of the quarter if she:**

- a. Is not in good financial standing on a local, regional, or national level
- b. Does not actively participate in Eta Delta chapter business, which includes missing 4 sorority and chapter mandated activities a quarter.
- c. Does not attend a minimum of two (2) formal meetings during a given quarter
- d. Have a GPA below national standard

# **Article IV- Officers and Duties**

## **Section 1: Selection**

The officers of the Eta Delta chapter at UCSD shall be elected to one-year terms with a limit of two consecutive terms. Elections shall be held at the beginning of May for each school year. Only registered UC San Diego students may hold office in the organization, and only registered UC San Diego students may vote in elections for the selection of the organization's officers.

## **Section 2: Duties**

### **Basileus (President)**

- Shall preside over all meetings
- Is responsible for executing chapter programs
- Oversees external contact between chapter and other organizations
- To be eligible for Basileus, candidates must be a member of the Eta Delta Chapter at UCSD for at least one full semester unless unforeseen circumstances occur or there are no members who have accumulated that status.
- Provide a monthly report to the membership and the grad advisor
- Complete and file the annual EYO to National Headquarters and retain a copy of chapter records.

#### Anti Basileus (Vice-President)

- Shall act in the absence of the Basileus
- Serves as chairperson of the membership committee
- Completes all requisition forms for room reservation on UCSD
- Keeps records of active members
- Chairs Formal Rush, Tea and Induction
- Provides a monthly report to the membership and the grad advisor

#### Anti Grammateus (Secretary)

- Keeps accurate and legible records of meetings
- Keeps all paperwork intact
- Checks the correspondence of mail weekly
- Calls roll and report correspondence at sorority meeting for distribution
- Prepares minutes from past meeting for distribution
- Send cards (i.e. Thank You, Congratulations, etc.)

#### Grammateus (Financial Secretary)

- Receives all financial statements and monies for chapter
- Reconciles chapter budget
- Gives a financial report distribution at all sorority meeting and to the grad advisor
  - Signs on chapter checking account
- Must be present at all events or activities that require receipts or disbursements of chapter funds or appoint a chapter member

#### Tamiochus (Treasurer)

- Receives, keep record of, and deposits all chapter monies
- Signs in chapter checking account
- Is chair of the fundraiser committee, which will hold 3 fundraisers a year which will include a signature event.
- Must be present at all at events or activities that require receipts or disbursements of chapter funds or appoint a chapter member
- Provides a monthly report to membership and grad advisor
- Completes the 990 report and submits it to HQ

#### Epistoleus (Historian)

- Takes care of publicity for the chapter
- Keeps the history of the chapter current
- Presides over display tables and decorating the campus (i.e. Make flyers for events, Founders' Week, Sigma Week, and Advertising)
- Update chapter website, Facebook, Instagram and Twitter
- Keeps a written record of the inventory in her report of the items purchased by the

- chapter for historical preservation and crafts
- Provides a monthly report to membership and grad advisor
- Shall submit at least one (1) chapter article to the Aurora highlighting an accomplishment of the sorority.

#### Parliamentarian

- Guides the chapter in correct parliamentary procedures during meetings
- Keeps standing rules for chapter meetings
- Have a current copy of Robert's rules of order
- Serve as Chairwoman of the Constitution and bylaws and chapter policies
- Keep chapter bylaws current and in accordance with National and Regional bylaws/policies

### Section 3: Officers and Dues

Chapter officers must be financial on all 3 levels local, region, and nationals.

### Section 4: Vacancies

- a. If a vacancy occurs in the Basileus office, the Anti- Basileus immediately fills the office of the Basileus
- b. Vacancies in all other offices can be filled through appointment by the Basileus with approval from the Advisor and another chapter member, in advance of election.

### Section 5: Appointments

The Basileus of the chapter may appoint a chapter member to execute the following duties:

- a) Sorority and Fraternity Life Representative
  - Attends all National Pan-Hellenic Council meetings and report information at sorority meetings
- b) Community Service chair
  - Responsible for organizing the community service activities that the sorority participates in

## Article V- Chapter Meetings

### Section 1: Meetings

The sorority shall hold meetings weekly in order to conduct sorority business. Unless discussed otherwise. The agenda, officers, and committee reports will be sent 3 days before the meeting.

## **Section 2: Attendance**

Attendance is mandatory at all chapter meetings:

- A. A fine of \$2 is due at the next chapter meeting, if 24 hours prior notice was not given to the Basileus.
- B. A fine is due at the next chapter meeting if members are not dressed in sorority colors.
- C. A chapter member is allowed to miss three chapter meetings and call into one. A fine of \$3 due after the 3rd missed meeting.

## **Section 3: Attire**

Appropriate attire must be worn for all meetings and events:

- A. For chapter meetings, members are required to wear business casual attire
- B. For tabling, members must wear business casual attire
- C. For service events, members must wear organization letters/colors.

A fine is due at the next chapter meeting if members are not dressed in sorority colors

# **Article VI- Fees and Duties**

## **Section 1: Fees and Assessments**

The chapter shall pay the following dues in a timely manner.

- a) Chapter
- b) Regional
- c) National
- d) National Pan-Hellenic Council

## **Section 2:Deadlines**

- a) Each member must pay her regional dues by July 1<sup>st</sup>.
- b) Each member must pay her national dues by August 1<sup>st</sup>.
- c) Chapter dues in the amount of \$22 are due once a quarter. Deadlines for chapter dues are as follows:
  - a. Fall semester dues are due October 1<sup>st</sup>.
  - b. Winter semester dues are due by January 10<sup>st</sup>.
  - c. Spring semester dues are due by April 1<sup>st</sup>.
    - i. All dues paid after these dates are subject to a late fee of \$5 per full week that it is late.

## **Section 3: Chapter Budget**

The Grammateus shall present a preliminary budget to the membership and grad advisor at the week zero. The chapter will review and make necessary changes. The working budget will be voted on at the planning meeting. Once a budget is approved Grammateus will send out a chapter invoice for chapter dues as stated in **Section 2 Deadlines**.

#### **Section 4: Chapter funds and dues**

No chapter funds can be used for members' National dues.

**Section 5: If National dues or Chapter dues are not paid, activity in the chapter is prohibited**

### **Article VII- Representation**

#### **Section 1: Image**

All members while wearing the letters of Sigma Gamma Rho Sorority, Incorporated or representing the Sorority shall conduct themselves in a manner that will not demean themselves that their actions will reflect negatively upon the sorority

#### **Section 2: Neophyte presentation, Stroll and Step shows competition**

All members will have the GPA to participate. The grad advisor and Anti Basileus must approve Clothing and routine.

#### **Section 3: Disciplinary Action**

Any member of the chapter who exhibits behavior that is incongruent with sorority standards or unbecoming of a soror is subject to disciplinary action. Intolerable behavior includes but is not limited to : excessive and irresponsible drinking in public forums, unwarranted tardiness to chapter functions, not performing officer responsibilities and other behaviors that compromise the chapter and Sigma Gamma Rho Sorority, Incorporated at large. Sorors will anonymously vote at a call meeting or the next chapter meeting on the impropriety of the soror(s) in question before disciplinary action is taken unless there is incontrovertible evidence that the soror in question has behaved inappropriately. Sorors who are guilty of inappropriate behavior will have to meet with the advisor of the chapter, Basileus and Anti Basileus of the graduate chapter to discuss their behavior, create a written outline of how the problem can be corrected and continually check in until resolution. The advisor Basileus and Anti Basileus of the graduate chapter reserve the right to prohibit chapter involvement until the plan of correction has been fulfilled. Disciplinary action as according to the handbook can be taken against a member that is negatively representing Sigma Gamma Rho Sorority, Incorporated.

### **Article VIII- Advertising**

#### **Section 1: Advertising**

No flyers, handbills, poster, etc. shall be used with the chapter's name present that will degrade

the name of Sigma Gamma Rho Sorority, Inc.

### **Section 2: Approval**

The Advisor shall approve all promotional material.

## **Article IX- Community Service**

### **Section 1: Activities**

The chapter shall be involved in three annual community service projects. All members shall be required to participate.

### **Section 2: Forums**

A community service form must be filled out and signed by the community serves facilitator and the chapter Basileus. The form must be placed in the Chapter records.

## **Article X- Fundraisers**

### **Section 1: Voting**

All fundraisers must be presented for acceptance by the chapter majority at a business meeting. **Section 2: Prior Notice**

a fundraiser form must be completed five days before the date of the events **Section 3: Contracts**

Joint fundraisers must have a written contract of the amount of money to be distributed among the parties involved and the amount of money parties must contribute to execute the fundraiser

### **Section 4: Funds**

Funds generated by the chapter will be separated as follows 30% seed money for future events, 30% community scholarship, 20% to St. Jude's and 20% to March of Dimes. Chapter dues will be based on calendar events and educational development for members to include Regional and National conferences.

## **Article XI- Room Requisition and Contracts**

### **Section 1: Reservations**

All rooms shall be reserved at least 4 weeks prior to the day of the event. A week's time should be considered for obtaining all official signatures.

### **Section 2: Prior Notice**

The Anti Basileus must receive the information for the requisition at least two weeks prior to the event.

### **Section 3: Contracts**



Any contracts the chapter may enter must have the approval of the Grad Advisor.

## Article XII- Founders' and Sigma Weeks

### Section 1: Founders' Week

Founders' week should be held during the week of November 12<sup>th</sup> of the current year.

### Section 2: Activities

Founders' and Sigma weeks shall be a week of activities that will enhance awareness of Sigma Gamma Rho Sorority, Incorporated including seminars, fundraisers, community service, and social activity with UCSD.

### Section 3: Sigma Week

Another sorority week or mini week will be held during the spring quarter of every school year. **Section 4: Attendance**

All event during these weeks are mandatory for all members of the Eta Delta chapter. A fine is due at the next chapter if 48-hour prior notice was not given to the chapter Basileus or Anti Basileus.

## Article XIII-Voting and Elections

### Section 1: Voting

Only active members who are financial nationally and locally can participate in voting activities.

- a) Routine Business- Vote upon routine business may be taken by ballot or show of hand
- b) Elections- vote upon election of officers shall be taken by secret ballot

### Section 2: Elections

- a) Elections shall be held at the end of each school year at the last business meeting in May.
- b) Only financial chapter members shall be given a ballot.
- c) Nominees will give a speech.
- d) Nominees with the most votes will be declared elected.
- e) All previous officers shall give all information to the newly elected officers.

## Article XIV- Sorority Closet

### Section 1: Common Area

The sorority closet provided by the university is to be used as a storage space and common area

for all chapter paraphernalia.

### **Section 2: Closet**

All chapter members are responsible for the cleanliness of the closet. The closet should be inventory by the Epistoleus (Historian) at the end of each semester.

## **Article XV- Conference Meeting Attendance**

### **Section 1: Representation**

The chapter must send at least one representative to Are Meeting, Regional Conference, and Boule.

## **Article XVI- Amending Bylaws**

### **Section 1: Amendments**

These bylaws may be amended by a majority vote (half plus 1) by all financial members. Such amendments must be presented and discussed with rationale at the business meeting in May and vote on at the planning meeting. If passed the amendment will go into effect immediately.

## **Article XVII- Dissolution**

### **Section 1: Dissolution**

On the dissolution of the chapter, the last existing members shall give all records and history to the Basileus of the alumnae chapter Beta Nu Sigma

## **Article XVIII- Nonprofit Statement**

### **Section 1: Nonprofit Statement**

The Eta Delta Chapter of Sigma Gamma Rho Sorority Inc., is a nonprofit organization.

## **Article XIX- Risk Management**

The Eta Delta Chapter of Sigma Gamma Rho Sorority Inc., at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Eta Delta Chapter of Sigma Gamma Rho Sorority Inc., at UCSD understands that the University does not assume legal liability for the actions of the organization

# Appendices

## **Appendix A: Accounts**

Chapter dues are to be deposited into an account checking account. The signers will be Basileus, Advisor, Grammateus and Tamiochus.

## **Appendix B: Approval to withdraw funds**

To withdraw from the off-campus account, the Tamiochus must have the signatures of 2 signers but always the Advisor.

## **Appendix C: Meetings**

There will be 10-chapter meetings from September to June. The last business meeting will be held in May with members of the undergrad attending the planning/retreat meeting with the Alumnae Chapter Beta Nu Sigma.