



**Lambda Theta Nu Sorority, Inc. at UC San Diego Constitution**  
**Founded March 11, 1986 at**  
**California State University, Chico**  
(Revised August 2016)

Article I. Name of Student Organization

The organization shall be called Lambda Theta Nu Sorority, Inc. at UC San Diego.

**Article II. Statement of Purpose**

The purpose of Lambda Theta Nu Sorority, Inc. shall be to open doors of opportunity to the Latinas of our community. Our primary focus is academic excellence and meeting the needs of Latina women in higher education. Lambda Theta Nu Sorority, Inc. also promotes the advancement of Latinas through various campus activities and community services, and provides an environment for personal growth within a unit of Sisterhood. Lambda Theta Nu Sorority, Inc.'s priorities, however, will be placed upon academic excellence and community service.

Article III. Nonprofit Statement

Lambda Theta Nu Sorority, Inc. at UC San Diego is a non-profit student organization.

**Article IV. Requirements for Membership**

- a) All persons interested in the purpose of this organization shall be eligible for membership except fully rushed, educated, and initiated members of any other Greek letter organization
- b) An eligible member must be at least a second academic term freshman.
- c) An eligible member must have at least a 2.600 campus and cumulative grade point average with no exceptions. No particular major is required.
- d) An eligible member shall become a prospective member upon a favorable 2/3 vote of the voting membership.
- e) A prospective member shall adhere to the Prospective Member Guidelines Code.
- f) A prospective member shall become an active only after fulfilling all the requirements in the Prospective Member Guidelines Code

## Article V. Frequency of Organization Meetings

### Section 5.01: Policy

- a) Regular meetings of Lambda Theta Nu Sorority, Inc. shall be held for business purposes and shall follow the guidelines written in the Meetings Policy.
- b) Executive Board meetings shall be held for the purpose of review and advisement; they shall follow the guidelines written in the Meetings Policy.
- c) Executive Council meetings shall be held for the purpose of review and to bring up new ideas; they shall follow the guidelines written the Meetings Policy.
- d) Appointed committees shall meet for any particular purpose imposed by the committee; they shall follow the guidelines written in the Meetings Policy.
- e) Special meetings shall be held for the benefit of the active membership; they shall follow the guidelines written in the Meetings Policy.

### Section 5.02: Regular Meetings

- a) Regular meetings shall be held once a week while school is in session, however, not during the week of final exams. They must be at least one and one-half hour allotted time per meeting.
- b) All regular meetings shall be this Order of Business:
  - i. Call to Order
  - ii. Roll Call
  - iii. Minutes
  - iv. Report of Treasurer
  - v. Committee Reports (as needed)
  - vi. Unfinished Business
  - vii. New Business
  - viii. Announcements
  - ix. Adjournment
- c) A request to be placed on the agenda must be reported to the President two working days previous to the requested meeting.
- d) It is the members' responsibility to obtain and keep a record of any information dispersed at meetings.
- e) The basic following principles of organized meetings will be adhered to:
  - i. The will of the majority rules.
  - ii. The rights of the minority must be protected.
  - iii. The rules of order exist to serve the organization.
- f) Regular meetings are mandatory for all active members. All absences from regular meetings shall be recorded and shall be unexcused with the exception of absences for reasons of class, work or illness, in which case the member shall notify the Sergeant at Arms previous to the meeting.
  - i. There shall be a \$5.00 fine for each unexcused absence. All fines shall be paid within a week of receiving a fine statement. If a member has outstanding fines the member shall not be allowed to participate in Lambda Theta Nu Sorority, Inc. activities as define by the executive board.

ii. Cases in which the member did not notify the Sergeant at Arms beforehand will be individually evaluated and decided upon by the Sergeant at Arms and approved by the President. The Sergeant at Arms has the authority to grant excused absences to any member if circumstances warrant it.

g) All tardiness at regular meetings shall be recorded and shall be fined at the amount of 25 cents every 5 minutes up to the maximum (\$5.00). Excused tardiness will only be for reasons of class or work, in which case the member shall be responsible for notifying the Sergeant at Arms.

h) Other events such as community service and fundraising may be considered mandatory as determined by the group majority. Absences and tardiness will be addressed in the same manner as the above sections (4 & 5).

## Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

### Section 4.01: President

- a) Shall preside over regular, Executive Board, Executive Council, and special meetings, unless delegated to another member by the President.
- b) Shall have the authority to impose tasks to any active member to be carried out.
- c) Shall make final decisions when necessary in the best interest of Lambda Theta Nu Sorority, Inc.
- d) Shall collect agenda items from the membership for the meeting(s).
- e) Shall have access to all business of Lambda Theta Nu Sorority, Inc.
- f) Shall relay all pertinent business information to the chair of La Mesa Directiva on a monthly basis.
- g) Shall provide the chair of La Mesa Directiva with all documentation and information requested.

### Section 4.02: Vice President

- a) Shall act as President in the absence of the President.
- b) Shall be the advisor to the President in any given situation.
- c) Shall act as mediator and advisor to the Executive Board and Executive Council, which oversees the progress of chairs on a regular basis.
- d) Shall have the prerogative to sit on any committee established for beneficial purposes of Lambda Theta Nu Sorority, Inc.
- e) Shall act as liaison to already established chapters of Lambda Theta Nu Sorority, Inc. at least twice a month. Will report back to the body of the sorority and regularly scheduled meetings.
- f) Shall be responsible for verifying the submission of the national recognition package to La Mesa Directiva.

### Section 4.03: Dean of Prospective Members

- a) To be eligible for Dean of Prospective Members, a member must:
  - i. Have a minimum of 2.600 cumulative and campus GPA
  - ii. Have Prophyte status and have at least a year's worth of active member experience with the Educational Process and all of its components
  - iii. Chapters defined as a struggling chapter by the director of chapter development and/or a founding line are the exception.
  - iv. Shall work closely with the Director of Prospective Membership in order to ensure that the prospective member guidelines are being met and implemented.
  - v. Shall keep in contact with the Director of Prospective Membership and provide any and all documents and information requested.
  - vi. Shall act as a mediator between the active chapter members and the current chapter prospective class. Shall serve as a mediator by remaining neutral during the Education



Process. By acting in the capacity of a teacher for the active chapter, she shall offer encouragement but shall also bring mistakes to the attention of the prospective class on behalf of the active chapter. She shall serve as a liaison between both groups by relaying any information from one group to the other.

vii. Shall be informed of all activities involving the prospective class. Shall be responsible for attending all prospective activities. (If the office of Assistant Dean of Prospective Members is in effect, the Assistant may attend events in place of the Dean.) Shall plan and run a weekly prospective meeting during which she shall instruct the prospective class on information pertaining to the sorority. Shall administer tests on the information which is distributed. During these meetings, duties and activities requiring prospect participation will also be presented.

viii. Shall attend all prospective Committee meetings and report to the prospective Committee Chairperson the events of the prospective meetings. The prospective Committee Chairperson shall then make a report to the active chapter during regular meetings.

ix. Shall work closely with the Prospective Committee Chairperson in order to make sure the Prospective Membership Guidelines Code is followed.

x. Shall keep the books for educating in workable order.

xi. Shall be responsible for conducting a mandatory debriefing session for all active and newly initiated members of Lambda Theta Nu Sorority, Inc. to discuss the significance of all mandatory educational process activities, as well as all necessary paperwork; constitution, current roster, current officers, Lambda song.

xii. Shall be responsible for keeping in contact and planning activities with interest groups.

xiii. Shall be responsible for working with the Prospective Committee Chairperson and the Director of Prospective Membership in order to ensure that the Prospective Member manual is followed.

xiv. Shall ensure that only dues-paying alumnae members, as verified by the list provided by the Director of Finance of La Mesa Directiva every September 15th and February 15th, are permitted to attend and participate in Educational Process events and activities.

#### **Section 4.04: Secretary**

a) To be eligible for Secretary, a member must:

i. Shall receive any document that needs to be typed directly for the President.

ii. Typing needed by any other chair may be done by request at the Secretary's option.

iii. Shall maintain records of all information in files.

iv. Shall be responsible for taking minutes at each meeting. Shall make a verbal presentation of minutes at the following scheduled meeting for approval.

v. Shall set up contacts outside of the university in the best interest of Lambda Theta Nu Sorority, Inc. and its individual members.

vi. Shall act as President in the absence of the President and the Vice President.

vii. Shall act as postmaster for Lambda Theta Nu Sorority, Inc. and report back to body at regularly scheduled meetings.

viii. Shall keep correspondence with Lambda Theta Nu Sorority, Inc. associates.

- ix. Shall maintain updated files in the archives.
- x. Shall keep in contact with the Director of Communication and provide a current and historical roster as well as any other documentation and information requested.

#### Section 4.05: Treasurer

- a) To be eligible for Treasurer, a member must:
  - i. Shall be responsible for maintaining Lambda Theta Nu Sorority, Inc. funds, and keep official records and ledger.
  - ii. Shall be responsible for paying bills incurred by Lambda Theta Nu Sorority, Inc. as approved by the President.
  - iii. Shall be responsible for a weekly financial report and on other necessary occasions.
  - iv. Shall prepare and present a formal semester/quarter budget to be presented to the membership at the beginning of each semester.
  - v. Shall be responsible for the collection of dues of the membership.
  - vi. Shall keep in contact with the Director of Finance and provide any and all information and documentation requested.
  - vii. Shall provide 2 financial statements to the Director of Finance per year – one per national event.
  - viii. Shall send national dues to La Mesa Directiva.
  - ix. Shall ensure that all active members submit a Budget Request Form in order for them to allocate funds from the chapter's treasury account. No funds shall be disbursed to any active member without a Budget Request Form that is given to the Treasurer for approval.

#### Section 4.06: Sergeant at Arms

- a) To be eligible for Sergeant at Arms, a member must:
  - i. Shall keep order at all meetings of Lambda Theta Nu Sorority, Inc.; shall adhere to the time that each activity is allowed unless extended or nullified by the President.
  - ii. Shall keep a written record of attendance of all active members at all mandatory functions; shall keep a separate record of absences and the respective reasons.
  - iii. Shall be responsible for compiling a list of penalties each month as stated in the Meetings Policy and Dues Policy. Must notify members of fines incurred as well as submit collected fines to Treasurer.

#### Section 4.07: Historian

- a) To be eligible for Historian, a member must:
  - i. The general purpose of the Historian is to compose an account of the history of Lambda Theta Nu Sorority, Inc. so that future members can look back on the origin and accomplishments.
  - ii. Shall keep a written record of all Lambda Theta Nu functions/events each semester/quarter and submit to secretary to place in archives.
  - iii. Shall organize a scrapbook/photo album for Lambda Theta Nu Sorority, Inc.
  - iv. Shall take pictures at all Lambda Theta Nu functions/events.

v. Shall keep all materials to be used for special ceremonies.

#### **Section 4.08: Cultural Affairs Chairperson**

a) To be eligible for Historian, a member must:

- i. To disperse information concerning cultural events on and off campus. The information will be presented and dispersed at regularly scheduled meetings or other proper ways.
- ii. Involved in networking and outreach with other professional Latinos and other people that would be interesting speakers or good contacts. As part of this duty, the Cultural Affairs Chairperson provides and arranges for guest speakers at meetings.
- iii. Represents Lambda Theta Nu Sorority, Inc. at affiliate organizational meetings deemed necessary (Concilio, Ethnic Greek Council).
- iv. Shall keep in contact with the Director of Cultural Affairs and provide any and all information and documentation requested.

#### **Section 4.09: Social Chairperson**

a) To be eligible for Social Chairperson, a member must:

- i. Shall maintain contact with other campus organizations for the purpose of planning and organizing social events; to maintain ties of interaction and friendship.
- ii. Shall present options at least two weeks in advance to the general membership and shall confirm details upon approval of the majority.
- iii. Shall monitor sorority commitments so as to limit social events to two per semester. Shall keep an updated file of campus organization contact persons each semester; a file of each events procedures shall also be prepared throughout the semester.

#### **Section 4.10: Community Service Chairperson**

a) To be eligible for Community Service Chairperson, a member must:

- i. Shall ensure that three community service activities are held during each semi-annual division.
  1. The Fall Division for chapters on the semester system shall be comprised of the months August - December and for chapters on the quarter system shall be comprised of the months August - February. The Spring Division for chapters on the semester system shall be comprised of the months January - June and for chapters on the quarter system shall be comprised of the months March - July.
- ii. Shall ensure that each semi-annual division shall have the following requirements:
  1. Direct service shall be defined as "hands on" and/or "face to face" work with the activity's target population.
  2. Indirect service shall be defined as not hands on/face to face work.
  3. The Fall division shall have a direct service activity that will serve the national community service of Lambda Theta Nu in which all chapters of Lambda Theta Nu shall participate. In addition, each chapter shall participate in two activities of their own, one direct and one indirect.

4. The Spring division shall have an indirect service activity that will serve the national community service of Lambda Theta Nu in which all chapters of Lambda Theta Nu shall participate. In addition, each chapter shall participate in two activities of their own, one direct and one indirect.
5. The national activity shall always serve the Latino community. Of the two chapter activities, one must serve the Latino community, but the other may serve a multi-cultural population.
6. The chapter's three services may not all serve the same target population.
7. An activity must be at least two hours in duration in order to qualify for the chapter's service requirement.
- iii. The number of Lambda Theta Nu Sorority, Inc. members required to be present in order to count an activity towards the chapter's service requirement shall be 75% of the active membership of that chapter. A typed letter of excuse submitted 7 days prior to the event must precede any absence. Any illness must have typed letter of excuse within 7 days after the event. The chair shall file these letters in her position's notebook for statistical purposes.
- iv. The chair shall keep an updated notebook that will contain a file of organizations and persons who may aid in organizing a community service project, as well as files on all past activities that shall include the planning forms, evaluation forms, and any advertisements. These notebooks shall be audited at least twice a year by the Director of Community Service.
- v. Shall keep in contact with the Director of Community Service and provide any and all documentation and information requested.

#### **Section 4.11: Fundraising Chairperson**

- a) To be eligible for Fundraising Chairperson , a member must:
  - i. Shall research and organize fundraising projects in which Lambda Theta Nu Sorority, Inc. may participate in each semester.
  - ii. Shall present options at least two weeks in advance to the general membership and shall confirm details upon approval of the majority.
  - iii. Shall keep an updated file of organizations and persons who may aid in organizing a fundraising project.
  - iv. Shall work together with the Treasurer for benefits of the sorority.

#### **Section 4.12: Alumnae Chairperson**

- a) To be eligible for Alumnae Chairperson, a member must:
  - i. Shall be responsible for keeping in touch with all Lambda Theta Nu Sorority, Inc. chapter alumnae.
  - ii. Responsible for current roster of alumnae and submitting alumnae roster to secretary.
  - iii. Shall keep in contact with the Director of Alumnae Relations and provide any and all information and documentation requested.
  - iv. Shall plan at least one event per year geared towards the needs and interests of chapter alumnae members.

#### Section 4.13: Academic Chairperson

- a) To be eligible for Academic Chairperson, a member must:
- i. Responsible for implementing and enforcing study hours each semester.
  - ii. Shall monitor academic status and progress of active and probationary members.
  - iii. Shall provide incentives and recognition for academic performance.
  - iv. Shall meet with each active on a monthly basis, to ensure academic excellence is being achieved.
  - v. Shall meet with each active member on Academic Probation on a bi-monthly basis, if chapter is on quarter system, and monthly for chapters working on a semester system to ensure academic guidelines are being met and academic excellence is being achieved.
  - vi. Shall organize and or implement a study skills workshop twice an academic year for the chapter membership; that shall be approved by the Director of Academics two weeks prior to the workshop.
  - vii. Shall be responsible for the collection of monthly academic calendar from members.
  - viii. All members must submit a copy of their unofficial transcripts for each academic term to the Academic chair that in turn will submit to Director of Academics for each academic term. Deadline to be determined at the beginning of each academic term.
  - ix. Shall create and keep current an academic support guide.
  - x. Shall establish a study buddy system for any chapter member who is on probationary status.
  - xi. Shall collect Graduation Verification Letters (GVL's) from graduating membership.
  - xii. Shall have a minimum cumulative and campus GPA of 2.600 for the term(s) served; said chairperson may not be on probationary status.
  - xiii. The academic chair person shall organize and implement one professional development and one academic development workshop within an academic year for the chapter membership. This workshop should be hosted by a professional/specialist. The workshop shall be approved by the director of academics two weeks prior to the workshop and a verification letter shall be provided upon completion.

#### Section 4.14: Sunshine Chairperson

- a) To be eligible for Sunshine Chairperson, a member must:
- i. Shall be responsible for keeping records of all chapter member birthdays.
  - ii. Shall be responsible for acknowledging anniversaries of all chapters.
  - iii. Shall be responsible for moral support for all chapter Lambda Theta Nu Sorority, Inc. members
  - iv. Shall be responsible for coordinating Lambda nights and other holiday celebrations.
  - v. Shall ensure that there is one Lambda night per month during the school year.
  - vi. Lambda Nights are defined as a social event for Lambda Theta Nu Sorority, Inc. members only.

#### Section 4.15: Marketing Chair

- a) To be eligible for Marketing Chair, a member must:
- i. Shall be Responsible for creating and updating chapter pamphlets and flyers.
  - ii. Shall be responsible for creation and publication of publicity posters.

- iii. Shall be responsible for coordinating the creation of chapter Internet Homepage if one is not in existence; if one is in existence, shall be responsible for maintaining and updating chapter Internet Homepage.
- iv. Shall be responsible for establishing business contacts, with Lambda Theta Nu Sorority, Inc. paraphernalia vendors.
- v. Shall be responsible for the establishment and continued disbursement of chapter scholarship for high school women.
- vi. Shall be responsible for photocopying and having flyers approved by the academic institution and distribution on campus.

Article VII. Risk Management

Section 7.01: Registered Student Organization

Lambda Theta Nu Sorority, Inc. at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section 7.02: Legal Liability

Lambda Theta Nu Sorority, Inc. at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

**Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly**

Lambda Theta Nu Sorority, Inc. at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Lambda Theta Nu Sorority, Inc. will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

**Section 6.02: In Case of the Provision of Medical Assistance**

In the event that Lambda Theta Nu Sorority, Inc. at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

**Section 6.03: In Case of International Travel**

Lambda Theta Nu Sorority, Inc. at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

**Section 6.04: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

Lambda Theta Nu Sorority, Inc. at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Lambda Theta Nu Sorority, Inc. at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.



Article VIII. Community Advisor

Section 8.01: Alumna Advisor Requirements

- a) An alumnae advisor shall be selected by a simple majority and removed by a two-thirds majority vote of the voting membership at the election meeting held each spring semester/quarter. The active voting membership at the same meeting may appoint a co-advisor.
- b) Each current advisor shall be reviewed by the active membership before advisor status is granted for any consecutive term.
- c) The term of an advisor shall be for one academic year unless the advisor makes formal request to be removed. There is no limit of terms an advisor may serve.
- d) Alumnae advisor should be graduated for a minimum of two years before serving as an advisor.
- e) The alumnae advisor shall be a dues paying member of NALA at the time of her appointment
- f) Alumnae advisors must attend the National Leadership and Organizational Development Conference every year they hold the position