

# *Constitution and bylaws of Chi Delta Theta Sorority University of California, San Diego*

## **Preamble**

We, the members of the Chi Delta Theta Sorority, Incorporated, by the authority of the university, and in order to provide for the promotion of all students, do ordain and establish this Constitution.

## **Article I. Name of Sorority**

Section 1. The organization shall be called Chi Delta Theta Sorority, Incorporated at UC San Diego.

## **Article II. Statement of Purpose**

Section 1. The purpose of this sorority is to promote friendship, communication, cultural awareness, and social activity among university students. Being in Chi Delta Theta proudly signifies one who is spiritually sincere, morally conscious, and financially responsible. The members of Chi Delta Theta should strive to further our goals both academically and socially.

## **Article III. Nonprofit Statement**

Chi Delta Theta Sorority, Incorporated at UC San Diego is a non-profit student organization.

## **Article IV. Membership**

Section 1. The organization is free to choose and accept new members without regard to race, religion, national origin, disability, sexual orientation, age, or veteran status.

Section 2. Regular membership should be limited to students at the University of California at San Diego. All members can be ex-officio members (faculty, staff, alumni, honorary members) but they cannot participate in the operation of the organization.

Section 3. Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

### **Article V. Meetings**

Section 1. General meetings shall be held at least twice a month during the academic year.

Section 2. Special meetings may be called by the President. All members must be given reasonable notice set by the Executive Council.

### **Article VI. 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 1. The elected officers of the Executive Council shall be the President, First Vice-President/Family Chair, Second Vice-President/New Member Educator, Secretary, Treasurer, Academic Chair, Alumni Chair, Community Service Chair, Cultural Chair, Expansion Chair, Formals/Installs Chair, Fundraising Chair, Historian, National Board Representative, Parliamentarian, Public Relations Chair, Rush/Buddy Chair, Social Chair, USFC Representative, and Web Designer.

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

## **Article VII. Risk Management**

Section 1. Chi Delta Theta 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 2. Chi Delta Theta Sorority, Inc at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

## **Article IX. Anti-Hazing Policy**

Section 1. Chi Delta Theta Sorority, Inc. does not allow hazing.

Section 2. The National Policy Handbook defines hazing as “any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”

## **Article X. Identification**

Section 1. The Chi Delta Theta Sorority, Incorporated, is affiliated with the following Chi Delta Theta chapters:

- University of California, Santa Barbara, *Alpha Chapter*
- California Polytechnic State University, San Luis Obispo, *Beta Chapter*
- Loyola Marymount University, *Gamma Chapter*
- California State University, Long Beach, *Delta Chapter*
- University of California, Davis, *Epsilon Chapter*
- University of California, Los Angeles, *Zeta Chapter*
- California State University, Northridge, *Eta Chapter*
- University of California, San Diego, *Theta Colony*

## **Article XI. Executive Council**

Section 1. The elected officers shall constitute the Executive Council of the organization and shall have one vote. The Advisors shall be ex-officio, non-voting members.

Section 2. The Executive Council shall meet no less than once a month during the academic year. Meetings of the council shall be open to any member.

Section 3. Signatures by the President and the Treasurer are required for all disbursements.

## **Article XII. Succession of Officers**

Section 1. In the event of permanent incapacitation, resignation, or removal, of the President, the First Vice-President shall become President.

Section 2. In the event of permanent incapacitation, resignation, or removal, of any elected officer of the Executive Council (other than the President), the President shall assume the responsibilities of the vacant office until it is filled.

Section 3. Upon the vacancy of any office other than the President, a new candidate will be elected at the next regular meeting or at a special meeting.

## **Article XIII. Advisor**

Section 1. The Advisor shall be a member of the teaching or administrative faculty or staff of the University who shall be approved in advance by their respective department head and school dean.

# *Bylaws*

## **Bylaw I. Membership**

Section 1. Any interested students of the university, in good standing at the university, whose objectives correspond with the

purpose of Chi Delta Theta, shall be entitled to membership after demonstrating qualities of personal and group responsibility and congeniality and agreeing to uphold the bylaws and constitution of Chi Delta Theta.

## Section 2. Active Status

- A. An Active member must maintain a minimum GPA of at least 2.0 to remain Active, and must be enrolled in the minimum number of units as designated by the Executive Council.
- B. An Active member may participate in meetings.
- C. An Active member has the opportunity to be elected to office.
- D. An Active member shall have the right to vote and debate.
- E. An Active member must attend all sorority functions, unless there is a class conflict and prior notification is given.
- F. Active members shall be the only members allowed to receive a Little, unless decided upon by the active membership.
- G. An Active member must be involved in a number of committees decided upon by the Executive Council.

## Section 3. Alumni Status

- A. Undergraduates who have been Active for four years, who are full-time students, may remain Active sorority members. If they wish to assume Alumni status, a  $\frac{2}{3}$  vote of approval is required.
- B. Undergraduate members who return after an absence of more than one school year from the University, excluding going abroad for educational purposes, will be considered Alumni members of Chi Delta Theta unless they receive a  $\frac{2}{3}$  vote of approval to become Active.
- C. Members who leave school before officially graduating automatically become an Alumni provided that all debts

are paid in full and they have been Active at least one academic term. If they wish to maintain Active status, a  $\frac{2}{3}$  vote of approval is required. They must attend the meeting, where the vote will occur, with the reasons for remaining Active.

- D. A member who has officially graduated from the University after at least one year of Active membership automatically becomes an Alumni, provided that all debts are paid in full.
- E. All debts must be paid in order to obtain Alumni status and participate in the Installation Banquet.
- F. After Installation Banquet, once a member has been recognized as an official graduating senior, they will automatically be placed on Alumni status.
- G. Once a member has obtained Alumni status, they are unable to vote.

#### Section 4. Inactive Status

- A. Members can attain Inactive status after at least one year of Active status or official senior standing and receive a  $\frac{2}{3}$  vote of approval from the Active members.
- B. Members who have not been Active for at least one year must have extenuating circumstances; this will be initially discussed by the Executive Council.
- C. The dues of an Inactive member shall be  $\frac{1}{2}$  the amount paid by an Active member.
- D. Inactive members are required to attend: Rush activities, Informal and Formal Presentations, the Installation Dinner, one fundraising event, and one community service event.
- E. Inactive members can attend up to two additional events other than those required. Any additional activities shall result in a nominal fee determined by the Executive Council.

- F. Attendance to meetings is not mandatory, but the Inactive member is required to keep up with all Chi Delta Theta information and deadlines.
- G. Members may remain on Inactive status for a maximum of two academic terms. Following this period, the choice must be made between the following: Active status, Associate status, or Voluntary Withdrawal.
- H. In order to return to Active status, a  $\frac{2}{3}$  vote of approval is required from the Active members.

## Section 5. Associate Status

- A. Members can attain Associate status after having served two full years of Active status with official graduating senior status and having received  $\frac{2}{3}$  vote of approval from the Active members.
- B. The dues of an Associate member shall be the full amount paid by an Active member.
- C. Attendance to any sorority event, including general meetings, is optional.
- D. An Associate member is required to keep up with all Chi Delta Theta information, including deadlines.
- E. A member who holds an office in the Executive Council may not attain Associate status.

## Section 6. Co-op Status

- A. To be eligible for Co-op status, a member must be an Active member who is going on Cooperative Education, Internship, or Study Abroad.
- B. The member must request the status with a formal written letter presented to the sorority at a general meeting. The letter must include reasons for their request, the length of time requested, and any other pertinent information.
- C. A member on Co-op status can retain this status for a maximum of one year for Study Abroad. Extraordinary

situations must be brought up to the Executive Council for discussion.

- D. All events are optional. If a member of this status wishes to attend events, a nominal fee will be assessed, if applicable.
- E. The member does not pay dues, but is required to keep up with all Chi Delta Theta information and deadlines by correspondence with the Secretary. This is the member's responsibility.
- F. A  $\frac{2}{3}$  vote of approval is required from the active membership to obtain this status. For reinstatement to Active status, a letter must be presented to the sorority and a  $\frac{2}{3}$  vote of approval is required by the active membership.
- G. A member on Co-op status is unable to obtain a Little.

## Section 7. Transferring Schools

- A. If any member transfers to another school because of educational reasons, they will be allowed to remain in the sorority provided that they have attained Active status.
- B. If the member cannot maintain Active status, they will be placed on Inactive status and are required to abide by those guidelines.
- C. If the member is unable to maintain Inactive status and has been an Active for one full year, then they may become an Alumni. In the event that they do not meet the one year requirement and they still wish to be a member of Chi Delta Theta, the topic shall be discussed by the Executive Council.
- D. If any member transfers to another school because of academic dismissal or probation, they will be dismissed from Chi Delta Theta until their performance at the other school is satisfactory.



- E. A member who transfers will not have a Little, unless the school to which they transfer to has a Chi Delta Theta chapter.
- F. A member who transfers will not be able to run for office, unless the school to which they transfer to has a Chi Delta Theta chapter.

## Section 8. Probational Status, Academic

- A. Any member on Academic Probation with their school shall be placed on probation with Chi Delta Theta.
- B. A member on probation shall abide by the following guidelines:
  - 1. If they are an Active, they may attend a maximum of four activities per term. In the Fall quarter, three of the four activities must be Rush activities, Informals, and one fundraising event. In the Winter quarter, two of the four activities must be Formals and one fundraising event. In the Spring quarter, two of the four activities must be Installs and one fundraising event.
  - 2. If they are an officer, their status will be discussed by the Executive Council.
  - 3. If they are on probation for a second academic term, they will only be allowed to attend mandatory events (Rush activities, Formals, Installs, one fundraising event).
  - 4. If they are on probation for a third academic term, they will be placed on Academic Inactive Status, which follows Bylaw I, Section 6, A, B, C, and E.
  - 5. A member on Academic Probation is still required to pay full dues.
- C. Any member on Academic Probation will not be able to attend any social functions.

## Section 9. Probational Status, Non-Academic

- A. Any member may be placed on Probational Status, Non-Academic due to inappropriately representing the sorority or themselves.
- B. The procedure for placing a member on Non-Academic Probation shall be as follows:
  - 1. Written report of complaint distributed to the chapter Executive Committee. Non-Academic Probation may be warranted for the following offenses:
    - A. Violation of chapter Constitution and Bylaws.
    - B. Behavior, which reflects negatively on the chapter or Greek community.
    - C. Hazing of another chapter member or new member.
    - D. Alcohol or substance abuse.
  - 2. The Executive Committee will convene to decide if the offense merits Non-Academic Probation. The member may attend to present defense/ explanation for the offense.
  - 3. Non-Academic Probation must be passed with  $\frac{2}{3}$  agreement among Executive Committee members. The member is informed in writing of their probation, reason for the action, terms of probation, and length of probation. Terms of probation may include, but not restricted to loss of privileges, including vote, voice in chapter meetings, attendance at social events, and mandatory community service hours.
  - 4. To assure due process, a member may appeal their probation to the entire chapter, at which time, minutes of the Executive Committee meeting will be read to the chapter and the member may state the reason for their appeal. A  $\frac{2}{3}$  vote of the chapter is required to overturn the

decision of the Executive Committee. The decision of the entire chapter is final.

C. A member on Probational Status, Non-Academic, must abide by the following:

1. If they are Active, they may not attend any Chi Delta Theta social activities. They must still participate in a minimum number of committees per year as set by the Executive Council.
2. If they are an officer or chairperson, they will be removed from their office.
3. The sorority will decide the length of the member's probation. This probation period must be a minimum of one academic term.
4. A member on Probational status will be restricted from wearing sorority letters.
5. Any member may be put on Probational status or expelled from the organization for conduct which grossly impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a member. After the offense has been submitted to the organization, the offense member shall have the right to a hearing before the Executive Council and organization at a regular meeting.
6. After this probational period, a  $\frac{3}{4}$  vote of approval must be obtained to return the member to Active status.
7. If a  $\frac{3}{4}$  vote of approval is not obtained, a member is permanently separated from Chi Delta Theta.
8. The dues of Probational Status, Non-Academic shall be  $\frac{1}{2}$  of the amount paid by an Active member.

## Section 10. Voluntary Withdrawal

- A. Voluntary withdrawal is the permanent separation from any relationships and mutual obligations to Chi Delta Theta.
- B. The member must request withdrawal through a formal written letter presented to the sorority at a general meeting. The letter must contain reason(s) for withdrawal from Chi Delta Theta, and must be accompanied by all pins, books, and properties of Chi Delta Theta at the time of their request.
- C. For reinstatement, a letter must be presented to the chapters by the withdrawn member containing evidence that the reasons for withdrawal no longer exist, and a  $\frac{2}{3}$  vote of approval from the Active members is required.

#### Section 11. Involuntary Withdrawal

- A. Involuntary Withdrawal of membership is the permanent separation from relationships and mutual obligations of Chi Delta Theta due to the actions of the members.
- B. Actions for which withdrawal is considered are:
  - 1. Not upholding the Constitution.
  - 2. Misrepresentation of the sorority, chapter, members, university, community, or themselves.
  - 3. Being involved in criminal action.
- C. In case of Involuntary Withdrawal, the member must state their case, and there must be a  $\frac{3}{4}$  vote to place the member on involuntary withdrawal.
- D. After this vote, the member is given two weeks to appeal the withdrawal.
- E. During this period, the member may not attend any sorority function or meeting, unless approved by the Executive Council.
- F. A vote of  $\frac{3}{4}$  must be obtained for their appeal to be passed.
- G. If the vote is passed, they will be put on Probationary Status, Non-Academic with Chi Delta Theta.

## Section 12. Dismissal

- A. Any member that is dismissed from their University shall also be dismissed from Chi Delta Theta.
- B. If they are admitted back to the University, a  $\frac{2}{3}$  vote of approval will place them on Probational Status with Chi Delta Theta for one academic term. Their membership status will then be determined by the Executive Council.

## Section 14. Non-Voting Members

- A. Non-voting members shall consist of Inactive, Alumni, Voluntary Withdrawn members, Probational members, and Dismissed members.

## Section 15. Status Change Prerequisites

- A. Any Active member who wishes to attain Inactive, Associate, or Co-op Status shall have paid all debts in full prior to requesting the status at a general meeting.
- B. If the member is under extraordinary financial burden, arrangements shall be made under the discretion of the Treasurer.
- C. These requirements shall be in addition to those stated in Bylaw I, Sections 6, 7, and 8.
- D. Members requesting to change their status must do so within the first two general meetings of the academic term. In the event of extreme circumstances, the member must schedule a meeting with the Executive Council to discuss their status change.

## **Bylaw II. Officer Qualifications and Duties**

Section 1. The President shall have been an Active member of Chi Delta Theta for at least one year prior to election and shall have been on the Executive Council for at least one year.

Section 2. The First and Second Vice Presidents shall have been an Active member of Chi Delta Theta for at least one year prior

to the election and shall have been on the Executive Council for at least one year.

Section 3. All other officers of the Executive Council shall be a member in good standing in Chi Delta Theta.

Section 4. All officers must be a full time student at University of California at San Diego, have a cumulative GPA of 2.5, and may not be on probation of any kind at the time of election and while holding the office.

#### Section 5. President

- A. Shall preside over meetings of the Executive Council.
- B. Shall preside over all general meetings.
- C. Shall oversee every committee meeting.
- D. Shall represent the sorority in public functions sponsored by Chi Delta Theta.
- E. Hold officer and chapter evaluations at least once each academic term.
- F. Be in charge of elections.
- G. Keep in close contact with other Chi Delta Theta chapters' presidents, Advisor(s), and other organization presidents.
- H. Meet with Advisor at least once per academic term.
- I. Serve in the absence of all chairpersons during events unless otherwise specified by the chairperson.
- J. Does not vote.

#### Section 6. First Vice-President/Family

- A. Shall serve in the absence of the President.
- B. Shall be in charge of all social functions.
- C. Shall be responsible for planning family events.
- D. Responsible for gifts for exchanges and presents.
- E. Distribute a calendar of events for each academic term by the second meeting of each term.

#### Section 7. Second Vice-President/New Member Educator

- A. Shall serve as the New Member Educator.
- B. Shall fulfill all duties involving new members
- C. Cannot vote during bid selections.

#### Section 8. Secretary

- 1. Shall be responsible for all correspondence.
- 2. Shall keep record of the academic standing and statuses of all members.
- 3. Shall record the attendance, tardies, fines, excuses, and non-excuses at all meetings/events.
- 4. Shall record the minutes of all meetings.
- 5. Shall be responsible for booking meeting rooms.
- 6. Shall be responsible for collecting all grades/schedules per academic term.
- 7. Shall be responsible for updating Actives with events, via phone or email.
- 8. Shall be in charge of registering the sorority with the school each year.
- 9. Shall be responsible for collecting and recording all “Personal Information Forms”.

#### Section 9. Treasurer

- A. Shall be responsible for all colony and/or chapter funds.
- B. Shall compile monthly financial reports and collect dues.
- C. Shall receive all budget proposals to be approved by the Executive Council.
- D. Shall cash all checks within two weeks from when they were received.
- E. Shall be responsible in passing the year’s financial account and all those from previous years to the next Treasurer in complete and good order on hard copy.

#### Section 10. Historian

- A. Shall maintain a record of all sorority activities.

- B. Shall maintain a Chi Delta Theta memory book with photographs.
- C. Shall be on the Alumni Committee.
- D. Shall be in charge of Public Relations, if the office is not filled.
- E. Shall be in charge of maintaining all Chi Delta Theta historical items (i.e., albums, unification projects, etc.).
- F. Shall be responsible for retyping and updating the Constitution before the first meeting of the new school year and distributing copies at that meeting to all members.
- G. Shall be responsible for documenting, making copies of proposals in its original form and new amendments, and handing them out at the next meeting to all members.

#### Section 11. Fundraising Chair

- A. Shall be in charge of all sorority fundraising events.
- B. Shall schedule at least three fundraising events per academic term unless otherwise specified by the Executive Council.
- C. Shall submit a report after every fundraising event to the President.
- D. Must attain approval of budget by Treasurer before proceeding with any fundraiser.
- E. Must submit all money earned to the Treasurer promptly.

#### Section 12. Formals/Installs Chair

- A. Shall be responsible for organizing and planning Formals, which includes the following:
  - 1. Must schedule formals.
  - 2. Must reserve hotel.
  - 3. Must be in charge of enforcing all dress code.
  - 4. Must book the DJ and photographer.
  - 5. Must organize speeches.
  - 6. Must manage presentation.



7. Must create the program and collect program pages.
  8. Must select and plan dinner.
  9. Must be in charge of decoration.
  10. Must confirm any and all ideas or plans with the President in Fall quarter.
  11. Must provide the sorority a scheduled agenda by the week prior to Formals.
  12. Must be responsible for the ordering and distribution of invitations.
  13. Must be responsible for any payment deadlines.
- B. Shall be responsible to fulfill all duties involving the Installation banquet, which includes the following:
1. Must book the hotel.
  2. Must be in charge of awards
  3. Must select and plan dinner.
  4. Must book the DJ and photographer.
  5. Must be in charge of decoration.
  6. Must be responsible for the ordering and distribution of invitations.
  7. Must coordinate awards ceremony.
  8. Must coordinate officer initiation ceremony.
  9. Must coordinate farewell ceremony to graduating seniors and stoles.
  10. Must create and be in charge of souvenirs.
  11. Must be responsible for any payment deadlines.
  12. Must create the program and collect program pages.

### Section 13. Alumni Chair

- A. Shall be responsible for all correspondence between Alumni and Actives.
- B. Shall be responsible for distributing an introduction letter at the beginning of summer.

- C. Shall be in charge of inviting Alumni to all events (letters, phone calls, or email) no later than one month prior to an event.
- D. In charge of Founders' Day celebration, Oct. 13, 1989.
- E. In charge of the production of quarterly newsletters and sending them out promptly.
- F. Making and updating the Alumni roster and distributing as needed.

#### Section 14. Rush/Buddy Chair

- A. Shall be responsible for organizing Rush week and Week of Welcome.
- B. Shall be responsible for organizing Buddy week and Buddy events.

#### Section 15. Community Service Chair

- A. Shall be responsible for philanthropy on campus.
- B. Shall be responsible for participating in and adopting any community service events.

#### Section 16. Cultural Chair

- A. Shall be responsible for all cultural events. Shall schedule at least three cultural events per quarter.
- B. Shall be in charge of cultural presentations.
- C. Shall announce all cultural events.
- D. Shall serve as the chair for the Cultural Committee.

#### Section 17. Public Relations Chair

- A. Shall be responsible for publishing all needed events.
- B. Shall implement a system where each member produces, publicizes and maintains an equal amount of advertisement.
- C. Shall be in charge of providing the final production of advertisement to the sorority (i.e., fliers, pamphlets, etc.).

- D. Shall keep all sorority publicity supplies available to members at all times.

#### Section 18. Academics Chair

- A. Shall be responsible for storing and organizing a test file.
- B. Shall inquire for job fairs or workshops on campus.
- C. Visit the career and counseling center periodically and distribute any information of interest.
- D. In charge of organizing study hours.

#### Section 19. Expansion Chair

- A. Shall be responsible for all expansion meetings.
- B. Shall be responsible for all correspondence between chapters, colonies, expansion classes, and interest groups.
- C. Shall be Expansion New Member Educator.
- D. Shall have a term of more than a year.
- E. Shall have been Active for at least one year prior to election.

#### Section 20. Multicultural Greek Council Chair

- A. Shall be responsible for representing Chi Delta Theta in the Multicultural Greek Council.
- B. Shall be responsible for attending all meetings of the Multicultural Greek Council.
- C. Shall be responsible for relaying to the members any important information or obligations expected of Chi Delta Theta from the council.
- D. Shall inform the council of any Chi Delta Theta events for support.
- E. Shall inform the members of any events held by any local or regional organization.

#### Section 21. Parliamentary

- A. Shall be in charge of all Team Building.

- B. Shall aid the New Member Educator
- C. Shall serve as a substitute New Member Educator.
- D. Shall keep order at all general meetings.

#### Section 22. Social Chair

- A. Shall be in charge of all social functions including exchanges, all parties, and non-Chi Delta Theta presents.
- B. Shall work in conjunction with the chairs responsible for the event.
- C. Shall be responsible for all individuals for the entire duration of the event, regardless if the event is officially over or not.

#### Section 24. Web Designer

- A. Shall be responsible for maintaining and updating the chapter website.

Section 25. The term of office for the officers of the sorority shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

### **Bylaw III. Committees**

Section 1. Chairperson of all committees shall be elected.

Section 2. Each Active shall be a member in at least three committees.

### **Bylaw IV. Executive Meetings**

Section 1. Executive meetings shall be held at least once a month.

Section 2. Officers are required to turn in a written report of their event within two months following. Failure to do so constitutes a \$5.00 fine.

## **Bylaw V. General Meetings**

Section 1. All general meetings are mandatory.

Section 2. Absences may be excused with a written notification given to the President and the Secretary one day prior to a general meeting. If there is a special circumstance and/or emergency, it will be considered by the Executive Council. Otherwise, failure to do so constitutes an unexcused absence.

Section 3. To all general meetings, attire should be appropriate as to show respect for the ideals upon which Chi Delta Theta was founded. The following will not be acceptable:

- A. Sweatpants.
- B. Cut-off sweats.

Section 4. Members must be recognized by the President in order to speak. The President will issue warnings to members who are disruptive. On the second offense, the member will be asked to stand and tell their reason for disrupting the meeting. If they continue to be disruptive, then they will be asked to leave.

Section 5. Members are responsible for having paper and writing instruments. Calendars are suggested.

Section 6. Meetings do not end until adjourned by the President.

Section 7. All private businesses of Chi Delta Theta and its members must be kept confidential within the sorority.

Section 8. Proper conduct is expected at all times.

Section 9. Each member is responsible for all information given at meetings. If they are absent from a meeting, they are responsible for contacting the Secretary for information. The

excuse that you did not know about an event will not be accepted.

Section 10. Committee chairpersons are required to present a report at every general meeting.

## **Bylaw VI. Voting and Elections**

### Section 1. Nominations

- A. Nominations shall be from the floor.

### Section 2. Procedures

- A. Elections will be held once each academic year. Date of the election is to be established by the sorority.
- B. At least one week's notice shall be provided for any meeting at which an election is to be held.
- C. Elections shall be held by secret ballot.
- D. Two-thirds of Active membership shall constitute a quorum for an election.
- E. A  $\frac{2}{3}$  vote cast in the election shall be necessary to elect. If no candidate receives a  $\frac{2}{3}$  vote after three run-offs, then a run-off selection shall be held between the two candidates receiving the majority vote.
- F. Two Active members who are not candidates for that specific office shall be chosen by the Executive Council to count the ballots.

### Section 3. Quorum

- A. The percentage of Active members that constitutes a quorum shall be  $\frac{2}{3}$  of Active membership.
- B. In voting, a majority shall consist of more than fifty percent of those voting.
- C. There must be a quorum in order for any official vote or election to occur.

## **Bylaw VII. Grades**

Section 1. Members must turn in their quarter and cumulative grades within the first four weeks of every quarter to the Secretary.

Section 2. Failure to do so will result in automatic Academic Inactive status until acceptable grades are submitted.

### **Bylaw VIII. Finances**

Section 1. Dues for Actives vary per term. A late fee of \$5.00 will be assessed after a two-week grace period.

Section 2. In the event of extreme financial burdens, the quarter dues will be revised by the Executive Council as needed. A letter stating the cause and effect of the financial burden is required for consideration.

Section 3. Signatures by the President and the Treasurer are required for all disbursements.

### **Bylaw IX. Fines**

Section 1. A member is fined \$5.00 for each unexcused absence.

Section 2. A member is allowed up to three excused absences in one quarter from any meeting or event. On the fourth absence, unless it is a special circumstance and/or emergency, the member will be fined \$5.00.

Section 3. The following functions are so important that, if you are unexcused, a \$10.00 fine per event will be assessed.

- A. Rush
- B. Informals
- C. Installs

## D. Formal

Section 4. Failure to show up for work responsibility will be fined \$5.00.

Section 5. Tardies to a meeting or other function will be fined \$1.00 after a 10-minute grace period and another dollar for every 10-minute period until it reaches the maximum fine due to an absence for that event.

Section 6. The President will consider special cases. A member must give a written notification to the President one day prior to the meeting or event stating why they will be absent or tardy. Otherwise, they will be given consequences for an absence or tardiness. Failure to turn in a written notification will constitute a fine.

Section 7. A fine of \$5.00 will be assessed by the Executive Council for not following constitutional procedures.

### **Bylaw X. Dues and Deadlines for Payments**

Section 1. Failure to pay dues and/or meet a specified deadline will result in a member being fined \$5.00 after a two-week grace period.

### **Bylaw XI. Hazing Violation Procedure**

Section 1. A letter accusing a Chi Delta Theta member of hazing must be given to the President for official consideration provided the President is not a hazer.

Section 2. The President will call an emergency meeting solely to review the accusations.



Section 3. If the accusations are valid, appropriate actions will be executed by the Executive Council. The most severe will result in expulsion from Chi Delta Theta.

Section 4. After accepting a bid, new members will be given the “Anti-Hazing” Statement found in the Constitution.

### **Bylaw XII. Appeals**

Section 1. An appeal is to take steps to contest a clause stated in the Constitution or to reverse a decision determined by the active body upon an Active member of the sorority.

Section 2. The member must present a written formal letter containing the reason(s) for the appeal at a special meeting determined by the Executive Council.

### **Bylaw XIII. Reimbursements**

Section 1. Reimbursements will be made only to those who obtain receipts for items purchased for Chi Delta Theta.

- A. Receipts must be labeled with the member’s name and items purchased, and turned in to the Treasurer within two weeks of the purchase or event.

Section 2. All reimbursements will be made at the end of each term, as either a credit to a member’s account or in the form of a check.

Section 3. All reimbursements for any member with a balance over \$100 will be credited to their account.

### **Bylaw XIV. Account Balances**

Section 1. Each member is only allowed to charge \$100 per term on their account.

Section 2. Each member's balance must be cleared at the end of the quarter.

### **Bylaw XV. Formals and Installation Banquet**

#### Section 1. Deadlines for Payments

- A. A member must pay at least half the bid price of Installs or Formals one month prior to the event. The remaining bid price is due two weeks prior to the event. Failure to do so will result in the member being restricted from the event.
- B. A member must have consistent monthly payments as arranged with the Treasurer three months prior to the event or have a balance less than \$100.
- C. This also applies to graduating seniors and Bigs.