

**LAMBDA THETA ALPHA LATIN SORORITY, INC. AT UC SAN  
DIEGO**  
**ETA GAMMA CHAPTER**

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**ARTICLE I. NAME OF STUDENT ORGANIZATION\***

This organization shall be named Lambda Theta Alpha Latin Sorority, Inc. at UC San Diego. LTA is this organization's interchangeable name (acronym) and shall be used accordingly and when appropriate.

**ARTICLE II. STATEMENT OF PURPOSE\***

The purpose of Lambda Theta Alpha shall be to provide a sisterhood based on Unity, Love, and Respect; to provide social and cultural activities, and to carry on charitable and educational programs; to promote leadership, maintain high academic standards, and serve as a voice for the Latino community.

**ARTICLE III. NONPROFIT STATEMENT\***

Lambda Theta Alpha Latin Sorority, Inc. is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP\***

UC San Diego registered students attend recruitment events and go through an orientation process in which they are given the information and activities to become official members of the sorority organization.

**ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS\***

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote to select the organization's officers in elections. The organization will conduct weekly/biweekly meetings using Zoom as the primary method of holding meetings, in addition to in-person meetings. The specific meeting time will be determined amongst Chapter members.

Meeting documentation: While formal minutes are recorded, attendance will be recorded. Key points and important information discussed during the meetings will be documented to ensure that members who cannot attend stay informed.

**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 to select the organization's officers in elections. A formal application and election process will be conducted prior to the end of each academic year. Elections occur every Spring semester and officers serve a 1 year term.

**A. List of Board Members and Duties**

*The board members and general responsibilities shall be:*

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**1. Chapter President**

- A. Serve as the direct liaison between the chapter and Area Board and inform their board and sisters to facilitate matters within their chapter.
- B. Serve and attend as a voting delegate for the chapter at all Area meetings and others in which their presence is requested.
- C. Preside over chapter meetings and direct all chapter business.
- D. Have the authority to appoint chapter special committees. They may also appoint the chair and members with the approval of the Chapter Board.
- E. The CP shall guide the progress of the Cultivating Opportunities through Resilience and Empowerment
- F. Adhere to the financial internal controls, which includes approval and reconciliation of financial matters with the CT
- G. Ensure the chapter crisis management plan is in place, understood, and reviewed by all members once per semester.
- H. Ensure that chapter and officers fulfill its responsibilities.
- I. Report to the Area Coordinator

**2. Vice President**

- A. Work closely with the Chapter President to ensure the operations of the chapter, specifically CORE requirements, are carried out.
- B. Serve in place of the Chapter President during their absence or should they not fulfill their term.
- C. Compile the chapter crisis management plan and ensure it is in place, understood, and reviewed by all members once per semester.
- D. Be responsible for submitting an Off-Campus Event form for all events hosted off campus to the AAC.
- E. Be responsible for having a copy of the Risk Management Manual at all chapter events and complete an injury report to the AAC in the event that someone is injured.
- F. Seek leadership development opportunities (seminars/trainings) for current members.
- G. Initiate all chapter-bonding events, inclusive of alumnae.
- H. Report to the AC. They shall also report to the AAC regarding Risk Management.

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### **3. Chapter Secretary**

- A. Keep all official records and reports, (i.e. meeting minutes and directories), of the chapter according to appropriate records retention guidelines.
- B. Serve as the primary administrator of any chapter technology tools
- C. Maintain a current chapter directory of all active/inactive members in the chapter.
- D. Oversee the implementation of chapter philanthropic events and political initiatives.
- E. Serve as the Chapter Elections Coordinator for the chapter elections according to the elections guidelines and timeline.
- F. Report to the AAC.

### **4. Chapter Treasurer**

- A. Maintain an organized file(s) of all financial documents from the chapter.
- B. Adhere to the financial internal controls, which includes approval and reconciliation of financial matters with the CP
- C. Collect and reconcile chapter membership dues and fees as needed.
- D. Collect monies from chapter fines according to financial internal controls.
- E. Ensure all chapter fundraisers follow proper financial policies and other guidance issued by the AFC.
- F. Assist the AFC in the development of reports and other projects as requested.
- G. Report to the AFC.

### **5. Chapter Orientation Advisor**

- A. Follow and enforce the orientation outline and all policies and procedures when necessary.
- B. Coordinate the prophyte requirement completion, application, submission and upkeep in the process for awarding prophyte status in the chapter.
- C. Implement and oversee all orientation activities when necessary for an orientation class. Eligibility requirements must be adhered to as stipulated in the Standing Rules.
- D. Be responsible for coordinating and implementing all pre-orientation and orientation activities and adhere to all guidelines and deadlines.
- E. Responsible for implementing National Anti-Hazing Prevention initiatives.
- F. Assist the Chapter Recruitment and Retention Advisor with recruitment efforts

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G. Report to the AOC.

**6. Chapter Recruitment and Retention Advisor**

A. Follow and enforce the recruitment and retention program and all policies and procedures.

B. Implement recruitment tools and resources (i.e., flyers, presentations, literature, etc.) and conduct such activities when necessary.

C. Ensure that the chapter remains in compliance with the Minimum Membership Policy.

D. Not hold any orientation-related positions.

E. Report to the ARRC.

**ARTICLE VII. RISK MANAGEMENT\***

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

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

The Risk Management Policy of Lambda Theta Alpha is intended to assist the Sorority in reducing its exposure to risks and losses by increasing awareness among the chapters and members. The policy includes all provisions found in the policy overview and shall apply to all sorority entities and all levels of sorority membership, including potential new members.

<https://lambdalady.org/wp-content/uploads/2016/08/Risk-Management-Policy-Overview.pdf>

**ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS  
AND/OR THE ELDERLY**

Lambda Theta Alpha Latin Sorority, Inc. at UC San Diego, or LTA at UCSD 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 UC Learning <https://uclearning.ucsd.edu>.

Lambda Theta Alpha Latin Sorority, Inc. at UC San Diego 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 (ie. 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.

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### **ARTICLE VIII. HAZING PREVENTION**

#### Policy on Hazing

No chapter, interest group, student, or alumnus shall conduct nor condone hazing activities. Hazing activities for the sorority are defined as: Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce or that causes mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; kidnappings, whether by pledges, associate/new members or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law. Lambda Theta Alpha believes in providing constructive, educational, and inspirational programs for orientees, associate/new members or active members. Lambda Theta Alpha is opposed to any form of hazing including any activities, which do not contribute to the positive development and welfare of orientees. Lambda Theta Alpha believes that true Sisterhood is nurtured in an atmosphere of social and moral responsibility, respect for authority and loyalty to the principles of higher education.

### **ARTICLE X. FINANCIAL MANAGEMENT\***

The Chapter Treasurer will be the holder and manager of LTA's finances, along with the President of the Central American Student Organization (please see Article VI for a thorough explanation of the Chapter Treasurer's responsibilities.) Minutes must be printed and kept by the Chapter Secretary regarding financial movements. If and when funds are to be used for University specific events, and difficulty occurs, the Chapter Treasurer must work together to contact the Center for Student Involvement and additional appropriate University Center offices to resolve potential issues.

### **ARTICLE IX. COMMUNITY MENTOR\***

Dr. Gerardo Arellano will be the Community Mentor for Lambda Theta Alpha Latin Sorority, Inc. at UC San Diego.