

**LAMBDA THETA PHI**  
**LATIN FRATERNITY, INC.**  
**University California of San Diego Constitution**  
Constitution of UCSD, the Gentlemen of  
Lambda Theta Phi

Gentlemen of Lambda Theta Phi Latin Fraternity, Inc. will abide by University California of San Diego rules and regulations, state and federal laws.

**Article I–Name and Purpose:**

The name of the organization will be “Lambda Theta Phi, Latin Fraternity Incorporated.”

**Section 1:** To promote Brotherhood, to maintain a high standard of learning, to develop character, to encourage respect of all cultures and practice chivalry while upholding dignity and self identity

**Section 2:** Its objective shall be the same as those set in the Constitution of Lambda Theta Phi especially as applied to the UCSD campus upon which this chapter will be located. The Gentlemen of Lambda Theta Phi Latin Fraternity, Inc. is open to registered students at UCSD and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, marital status, disability or status as a U.S. Veteran.

**Article II–Laws**

**Section 1:** This chapter of Lambda Theta Phi shall be governed by the Constitution and Laws of Lambda Theta Phi, a fraternity association organized as a non-profit corporation under the laws of the state of California, and such Constitution and Bylaws as this chapter shall adopt from time to time.

**Article III–Membership and Finances**

**Section 1:** Membership shall be conferred only upon male students of UCSD who have met the qualifications set out in the Constitution of Lambda Theta Phi. The aforementioned must also fulfill such additional scholastic requirements as may be prescribed by this Constitution or by this chapter’s Bylaws.

**Section 2:** Dues shall be collected from each member to fulfill the financial obligations of the chapter and shall be payable as provided by these bylaws. The amount of such dues shall be suggested to the chapter by the treasurer and shall become binding upon approval of the active members.

**Section 3:** The privilege of holding office, introducing motions, debating and voting

shall be limited to members whose current dues are paid and has a cumulative GPA of 2.5.

**Section 4:** (a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

**Section 5:** No money from dues shall be used to purchase alcoholic beverages.

#### **Article IV–Officer, Duties and Elections**

**Section 1:** The executive officers of this chapter shall be the president, vice president, treasurer, and secretary. Other offices may be approved and duly adopted in the bylaws of this chapter.

**Section 2:** The duties of these officers shall be those set out in the Constitution of Lambda Theta Phi and such additional duties as may be prescribed by the Bylaws of this chapter.

**Section 3:** These officers shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.

**Section 4:** The organization shall appoint an advisor at the beginning of fall semester. The term of the advisor is one full academic year including summer. The advisor will be the advisor for fall semester and spring semester, as well as summer, of the academic year. The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected. The duties of the advisor include:

- Maintaining communication and meet with officers regularly

- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by UCSD and Student Activities Center

#### **Article V—Meetings and Quorum**

- Section 1:** Regular meetings of this chapter shall be held each week during the school year. The day, time and location shall be approved at a meeting called by the executive board at the start of each term.
- Section 2:** Special meetings may be called by the president, executive board and members according to the Bylaws of this chapter.
- Section 3:** A quorum shall consist of 1/2 plus 1 (Majority) of the members in good standing for the transaction of all business at any regular meeting of this chapter.
- Section 4:** Robert's Rules of Order shall govern the meetings of this chapter in all cases in which they apply and where they are not inconsistent with the Constitution of Lambda Theta Phi and the Constitution and Bylaws of this chapter.

#### **Article VI—Committees**

- Section 1:** The officers of this chapter shall constitute the executive board/committee of the chapter. The function of this committee shall be to transact necessary business of the chapter between meetings, and to do such other business as may be imposed on it by the Bylaws of this chapter, or as may be referred to it by the chapter. There shall be regular meetings of the executive committee as provided in the Bylaws.
- Section 2:** There shall be standing committees to promote the objectives and interests of this chapter as are ordained by the bylaws. Their terms shall be the same and coincide with that of the officers.
- Section 3:** Special committees may be created by the executive board or vote of the chapter at any chapter meeting, their terms to be fixed by the appointed authority.
- Section 4:** The judicial committee shall be composed of five members (chaired by the vice president), one from each class within the chapter. The function of the committee shall be to promote brotherhood development and to provide self-governance for chapter members. There shall be regular meetings of the Judicial Committee as provided in the Bylaws of this chapter.

#### **Article VII—Amendments to the Constitution**

- Section 1:** This constitution may be amended at the first meeting of each semester of the chapter by a two-thirds vote of the active members of the chapter present and voting; provided notice of the proposed amendment shall be

given at the two preceding regular meetings of the chapter; and provided that the amendment is consistent with the Constitution and Laws of Lambda Theta Phi.

## **Bylaws**

The Bylaws of  
The Gentlemen of  
Lambda Theta Phi Latin Fraternity Inc, at  
University California of San Diego  
chapter.

### **Article I - Installation of Officers**

**Section 1:** These officers are to be elected by a plurality vote of active members present and voting at a regularly scheduled meeting:

- A. President
- B. Vice president
- C. Treasurer
- D. Secretary

**Section 2:** Voting shall be done by a secret ballot.

**Section 3:** At the second meeting in November, nominations for the executive board offices will be accepted from the membership. The election will then be held at the last meeting of November.

**Section 4:** If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. The order of elections shall be (1) President, (2) Vice president, (3) Treasurer, (4) Secretary.

**Section 5:** In the event of an emergency, the executive board will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.

- Section 6:** All offices other than the five executive board positions, shall be appointed by the president and approved by a majority vote of the active members present and voting at a regularly scheduled meeting. These officers include:
- A. Community Service chairman
  - B. Alumni relations chairman
  - C. Social Chairman
  - D. NALFO Representative
  - E. Inter-fraternity Council (IFC) Representative
- Section 7:** By virtue of his position, the president will be the chapter's official delegate to the National Convention/Conference. An alternate delegate will be elected by majority vote of active members present and voting at a regularly scheduled meeting in March.

## **Article II - The Executive Board**

- Section 1:** The purpose of the executive board is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.
- Section 2:** The executive board shall consist of five voting members: The chapter president, vice president, treasurer, and secretary. Any interested members may attend meetings but are not granted voting privileges.
- Section 3:** The executive board will meet once a week to conduct business. The day, time and location shall be approved at a meeting called by executive board members at the start of each term.
- Section 4:** All findings and proceedings of the board shall be reported to the chapter, and all action of the board are subject to approval by a majority of active members present and voting at a regularly scheduled meeting.

## **Article III - Judicial Committee**

- Section 1:** The function of the judicial committee is to promote self-governance within the chapter through education and to hold members accountable for actions deemed unworthy of a member.
- Section 2:** The judicial committee shall be composed of five voting members: The chapter vice president, one elected freshman delegate, one elected sophomore delegate, one elected junior delegate and one elected senior delegate.

- Section 3:** These committee members shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.
- Section 4:** The judicial committee shall meet once a month to conduct business or when deemed necessary. The day, time and location shall be approved at a meeting called by judicial committee members at the start of each term.
- Section 5:** The judicial committee shall be chaired by the chapter vice president.
- Section 6:** An appeal to the decision of the judicial committee should be made to the Sector Board judicial committee

#### **Article IV–Dues and Bills**

- Section 1:** Chapter bills shall include one or more of these items as appropriate:
- A. Chapter dues
  - B. Pledge dues
  - C. Insurance dues
  - D. Fines & assessments
  - E. Dues shall not exceed \$300.00 for academic year
- Section 2:** Bills will be rendered at the beginning of each semester and must be paid in full by October 15th and February 15 or prior to any Induction process taking place. Any member who has not paid their respective dues by the due date will be brought before the judicial committee by the treasurer to decide upon necessary sanctions. In addition, any fines may be imposed by the general membership or the judicial committee.
- Section 3:** Chapter expenditures which involve assessments of any kind must first be discussed and approved by the majority of the active chapter present and voting at a regularly scheduled meeting.
- Section 4:** The following expenses for the official delegate(s) to the National Convention/Conference will be paid by the chapter unless provided for by another source(s): travel, room/board, registration costs. Any other expenses will not be covered by the chapter treasury.
- Section 5:** All bills shall be paid by check, drawn by the treasurer and president. Approval of the president and treasurer shall be necessary for a purchase in excess of \$50.00.
- Section 6:** **"All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."**

## **Article V–Duties**

### **Section 1: Duties of the president**

- A. To call and preside over special and active chapter meetings.
- B. To act as the chapter's official delegate to the National Convention.
- C. To act as the chapter's official delegate to the Sector Board unless another delegate is appointed.
- D. To appoint or nominate for election such individuals or committees as he deems necessary to assist him in carrying out chapter functions and policies. The power of appointment and the power of dismissal are concurrent.
- E. To preside at banquets and special dinners.
- F. To represent the chapter at inter-fraternity functions, campus fraternal activities and any other occasions of similar nature.
- G. To act as a liaison between the chapter and its advisors.
- H. To coordinate the development of chapter goals at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year.
- I. To organize the study and possible revision of the chapter Bylaws at least once throughout his presidency.
- J. To serve as a member of the executive board.
- K. To attend all chapter alumni meetings.

### **Section 2: Duties of the vice president**

- A. To preside at active meetings in absence of the president.
- B. To serve as chairman of the judicial committee.
- C. To act as president in case of temporary absence.
- D. To assist the president in all duties in which he may desire assistance.
- E. To coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest.
- F. To act as a liaison between the chapter and its advisors.
- G. To promote the involvement of brothers in IFC, NALFO, student government, and other campus/local organizations.

### **Section 3: Duties of the treasurer**

- A. To prepare the chapter's annual financial budget.
- B. To issue all chapter bills and to collect/make payments.
- C. To present the financial records of the chapter in good working order.
- D. To serve as a member of the executive board.
- E. To submit the names of members delinquent in paying their bill to the president and the judicial committee.

- F. To monitor and control each officer's use of his portion of the budget in order to keep within limits.
- G. To draft a promissory note to be signed by each chapter member each semester.
- H. To ensure that the chapter has an excellent financial rating from the Sector Financial Officer and/or National Director of Finance of Lambda Theta Phi.

#### **Section 4: Duties of the secretary**

- A. To send annual reports/correspondence to the administrative office.
- B. To send articles to fraternity magazine when due, along with photographs when appropriate.
- C. To serve as a member of the executive board.
- D. To read important correspondence at chapter meetings and advise the president of such correspondence.
- E. To initiate and answer general chapter correspondence which is not specifically concerned with another chapter office.
- F. To update the chapter member records at the beginning of each semester.
- G. To make sure that all necessary documents and chapter stationary are on hand.
- H. To carry out all duties and responsibilities concerning the annual fraternity report.
- I. To carry out all correspondence concerning pledges and new members as required by the university.
- J. To be responsible for general correspondence to parents and other guests for pledging, initiation ceremonies, and banquets.
- K. To compile and distribute the summer newsletter and address directory.
- L. To record the minutes of regular and special chapter meetings and entering them in the official minute book of the chapter.
- M. To take and record roll at all regular and special chapter meetings and entering them into the official minute book of the chapter.
- N. To be responsible for typing the minutes of regular chapter meetings and entering them into the official minute book of the chapter.
- O. To be responsible for the keeping of the official Roll Book of the chapter and ensure that each member completes his information directly after initiation.

#### **Article VI: Chapter meetings**

- A. The time and place of regular meetings shall be established by a majority vote at the first meeting of the academic year. The chapter meetings will be held weekly. The president may change the time



of a specific meeting or cancel such meetings as he deems necessary.

- B. The president may schedule an “Open Forum” when he deems necessary, which may include active members, National Fraternity officers and alumni of the chapter.
- C. Special meetings of the chapter may be called as the president deems necessary. Special meetings may also be called upon the written petition of three members of the executive committee or five members of the chapter. Notice will be posted and the secretary shall make every effort to be certain that all members are aware of the meeting. One-half plus one of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- D. One-half plus one of the chapter members shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- E. Meetings shall begin promptly at the announced time and shall be conducted in an orderly manner. Each member shall be recognized by the president before addressing the chapter. This procedure is to be strictly enforced.
- F. The parliamentary authority shall be Robert’s Rules of Order, Newly Revised in all cases in which it is applicable and not inconsistent with these Bylaws, other chapter laws, rules of the university or laws of the National Fraternity.
- G. Attendance will be taken at chapter meetings by the secretary. Excuses from absent members shall be presented (in writing) to the president or secretary prior to the beginning of the chapter meeting.
- H. Absentee votes are permitted at a chapter meeting only if approved by the president and documented by the secretary prior to the discussion and subsequent vote concerning any motion or nomination. A member is restricted to no more than two proxy votes.
- I. Motions pertaining to amendments to these Bylaws will require approval by a 2/3 vote of the active members present and voting at a regularly scheduled chapter meeting.

#### **Article VIII: Removal of chapter officers**

- A. Any elected chapter officer whose neglect of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

- B. A written request stating the reasons for dismissal and signed by at least four (4) chapter members must be submitted at a regularly scheduled meeting.
- C. By the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer who should come to that meeting pre-pared to speak.
- D. A two-thirds (2/3) affirmative vote of the total voting membership is required to remove the officer from office.
- E. In the event that the president is impeached, the vice president shall assume the office of president.
- F. Any elected chapter officer whose cumulative grade point average falls below a 2.5 or is not enrolled in the required amount of credits/points/units to be registered at minimum as a part-time student shall be subject to removal from office. His removal shall take place immediately unless critical for chapter performance and approved by president and/or board as allowed under Article XI. The president will have the power to appoint with the approval of a majority vote of the chapter at a regular meeting.

#### **Article VIII – Chapter Sponsors Events**

Committees must submit all requests forms for chapter sponsored events, three-weeks prior to the event to the sector in which they are in for approval.

#### **Articles X - Chapter Requirements**

- A. Chapter must submit the following at every sector meeting: (1) Chapter Monthly Report, (2) Chapter Monthly Minutes, (3) Chapter Monthly Financial Reports
- B. Each chapter is to maintain an updated directory of current and alumni brothers every semester and made available upon request. The directory is to contain address, e-mail address, and other contact information (cell phone, home phone, work phone, fax, pager, etc.)
- C. Chapters must comply with any requirements asked by the sector board. (ie. Submission of additional documents, fundraisers, community service, special projects, etc.)
- D. Two delegates must be sent to the National Convention and/or Conferences, however all neophytes must attend.

#### **Article XI - Special Circumstance**

Within the guidance of this Constitution and Bylaws, the executive board must be in full agreement to provide special circumstance in an event of extreme need or unexpected situation.

#### **Article XII – 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.

Likewise, if any article or section shall be found to be in violation of the National Constitution of Lambda Theta Phi, those items shall not be deemed enforceable. The National Constitution shall be the ultimate rule de facto.