

**Sigma Alpha Zeta Sorority, Incorporated**  
**Constitution**  
**Theta Chapter Bylaws**

**Preamble** Sigma Alpha Zeta Sorority, Inc. was founded at California State University, Fresno in 1992, and recognized in 1995. Sigma Alpha Zeta Sorority Inc. is a multi-cultural organization that promotes the upward mobility of women through sisterhood, academic achievement and community service. Theta Chapter was established at UC San Diego on May 20, 2012. Sigma Alpha Zeta Sorority, Inc. became a constituent of UCSD's Multicultural Greek Council on April 4, 2013.

**Article I**      **Name of Student Organization**

This chapter shall be officially known and designated as Theta Chapter of Sigma Alpha Zeta Sorority Inc., of University of California, San Diego, but not part of the University itself.

**Article II**      **Statement of Purpose**

*Section 1* The purpose of Sigma Alpha Zeta Sorority, Inc. shall be to make an impact in our community and to leave a legacy in order to ensure the success of future participants. We hope that as a united group we can better serve our community through diverse interests such as: education, community service and social advancement.

- A. The objectives of Sigma Alpha Zeta Sorority, Inc. are to establish a group which will have a long-lasting impact on our campus and community which provides a familial support for members. Through this organization, we will provide an avenue for unity and diversity which will allow us to gain from each other and support one another with academic and personal goals.

*Section 2* Sigma Alpha Zeta Sorority, Inc. shall be committed to abide by all University policies.

**Article III**      **Nonprofit Statement**

Sigma Alpha Zeta Sorority, Inc. at UCSD is a non-profit student organization.

**Article III**      **Organizational Powers**

Sigma Alpha Zeta Sorority, Inc. intends to live out its purpose at UCSD by reaching out to diverse women who value the pillars of our organization and are willing to carry out its mission.

**Article V**      **Risk Management**

*Section 1* Sigma Alpha Zeta Sorority, Inc. at UCSD is a registered student organization at the University of California, San Diego, but not part of the university itself.



*Section 2* Sigma Alpha Zeta Sorority, Inc. at UCSD understands that the University does not assume legal liability for the actions of the organization.

**Article IV**

*Section 1*

**Requirements of Membership**

All female students interested in the purpose of this organization shall be eligible for membership. There shall be no discrimination of class, race, religion, sexual orientation, handicap, national origin, disability, age or veteran status, except as sanctioned by law, as derived from California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX.

- A. A person shall be considered a member by filling out an application, being interviewed, paying necessary dues, being accepted by a majority vote of active members, and adhering to all bylaws and regulations of Sigma Alpha Zeta Sorority, Inc. The roster of organization shall be maintained by the Secretary with consent of the President and open to all active members.

*Section 2*

**Levels of Membership**

- A. Active members are those who pay full membership dues and participate in all mandatory activities within the quarter.
- i.* Active members shall be those who maintain a 2.5 quarter GPA and enrolled in full time classes at UCSD.
  - ii.* They are required to pay full membership dues.
  - iii.* They must attend all general meetings and mandatory events.
  - iv.* A minimum of thirty community service hours must be completed per year (ten each quarter) as set forth by the community service chair.
  - v.* A minimum of fifteen library hours per week will be assigned. Additional hours may be required based on the academic contract.
  - i.* Graduating Seniors in good academic standing will be eligible to receive a sash under the conditions stated in the Sash Contract.
- B. Inactive members are those who participate in half of the requirements of an active member.
- i.* A member who wishes to be inactive must submit a proposal stating the reason of inactivity in writing at a general meeting. The inactive status of the individual shall be voted on and approved by a two-thirds majority vote of active members.
  - ii.* A member must have been active for a minimum of one academic year before being eligible to file for inactive status.
  - iii.* The inactive member must present herself at the first general meeting of the quarter to regain active status.
  - iv.* The inactive member must present herself at the first general meeting of the quarter to continue inactive status; otherwise, the member automatically becomes an active member.
  - v.* A member who has been denied inactive status has the right to a one-time appeal in person or in writing by the next general meeting.
  - vi.* Inactive members may NOT hold leadership positions within the organization.



- vii.* They are required to pay half of the membership dues.
- C. Alumnae Members are Sigma Alpha Zeta Sorority, Inc. graduates and must present a proof of a conferred degree. Alumni shall consist of those members who obtained an undergraduate degree or higher from University of California, San Diego. They are not required to pay any membership dues. Those members must submit a copy of their diploma to the appointed Theta Chapter secretary. They are not required, but are allowed to participate in activities and events.
- D. The members academic standing will be divided into four sections: Above Good Standing, Good Standing, Pre-probation, and Probation (Sorority & University).
  - i.* Above Good Standing- Members with a Cumulative GPA of 3.0 or Above
    - i.* Members must complete a minimum of 15 study hours a week.
    - ii.* In addition to the study hours actives must meet with Academic Chair once a quarter by end of Week 7 and with Academic Counselor once a quarter by Week 10.
    - iii.* Members may attend social events and any pledging activities within any chapter of Sigma Alpha Zeta.
  - ii.* Good Standing- Member with a Cumulative GPA in the range of 2.6-2.9
    - i.* Members must complete a minimum of 17 study hours a week.
    - ii.* In addition to the study hours actives must meet with Academic Chair twice a quarter by Week 7, and with Academic Counselor twice a term by Week 10.
    - iii.* Members may attend social events and any pledging activities within any chapter of Sigma Alpha Zeta.
  - iii.* Pre-Probation- Member with a Cumulative GPA in the range 2.0-2.5
    - i.* Members must complete a minimum of 20 study hours a week.
    - ii.* In addition to the study hours actives must meet with Academic Chair twice a quarter by Week 7, and with Academic Counselor twice a quarter by week 10.
    - iii.* Members are required to complete half of all activities and events on the Theta Chapter Calendar (National events do not fall under this category).
    - iv.* May attend one (1) social event (unless otherwise given permission from the President & Academic Chair).
    - v.* May attend pledging at Theta Chapter.
    - vi.* If a member is placed in this category for a second quarter in role they will be moved into the probation category.
  - iv.* Probation- member can fall under this section in two different categories: Sorority Probation- member with a Cumulative GPA in the range of 2.0-2.5 for a second semester in a row. University Probation- 2.0 & Below.
    - i.* Members must complete a minimum of 23 study hours a week, with five (5) completed with the academic chair or any e-board member This five hours are separate from the three that have to be done during the group study hours.
    - ii.* They are required to meet with both Academic Chair and



Academic Counselor once a month by the third week of every month.

iii. Members are required to complete half of all activities and events on the Theta Chapter Calendar (National events do not fall under this category).

iv. They are not allowed to attend any social (unless otherwise given permission from both academic chair and president).

v. They may not hold any officer positions, but are allowed to take part in one (1) Sigma Alpha Zeta committee.

vi. May attend one (1) pledging session per week at Theta Chapter, however they are not allowed to attend other chapters pledging sessions.

vii. Members are not allowed to attend any social events/ Club Fundraisers/registered parties from different organization (unless otherwise given permission from both academic chair and president).

*Section 3* Voting members are identified as active members in good standing in the organization.

i. Members in good standing shall be defined as a member who has paid all dues, have maintained above a 2.5 G.P.A. (Cumulative), participated in the minimum of thirty hours of community service per school year, as well as a minimum of fifteen hours of study per week, as stipulated by the Academic Contract.

A Sigma Alpha Zeta Sorority, Inc. upholds the following dues requirements.

i. All active members' dues shall total \$50.00 per quarter academic year. All active members of Sigma Alpha Zeta Sorority, Inc. shall pay the same amount and all dues shall be collected during the second meeting of the quarter, unless otherwise planned with the Treasurer. Probation members shall pay active membership fees.

ii. Inactive members shall pay 50% of fees per quarter academic year.

iii. Non-Student members shall not be required to pay membership fees.

iv. Alumni members shall not be required to pay membership fees.

B Sigma Alpha Zeta Sorority, Inc. upholds the following attendance requirements.

**All official events planned by Sigma Alpha Zeta Sorority, Inc., Theta Chapter are mandatory, except with a valid excuse.**

**All Sigma Alpha Zeta Sorority, Inc. associated events will be drug and alcohol free.**

i. All active members are required to attend all meetings with the exception of one meeting per academic quarter, which shall be excused. Missed meetings are subject to a fine as specified in Article X.

ii. Valid Excuses shall be defined as emergencies, grave illnesses, medical appointments, family emergencies (i.e. death, hospitalization), major ceremonies, employment issues, and religious endeavors; Academic Reasons including class, tests, and reviews.

iii. Proof of excuse shall be turned in to the respective chair, whose event was





missed, at the following meeting. If proof is not turned in, the member shall be fined as defined in Article X

*Section 4*      **Removal of Membership**

*A*      Any member can voluntarily withdraw from Sigma Alpha Zeta Sorority, Inc. by submitting a letter to the Executive Board and undergoing a De-Lettering process. The executive board and the member in question shall have a meeting in order to discuss possible solutions. Should further measures be necessitated, an emergency sisterhood shall be scheduled with the appropriate parties. If no resolution can be reached, the De-Lettering process shall resume.

*Amendment*      A member who no longer possesses a drive or enthusiasm to participate in the organization shall be subject to officer review. Officers will work with the member to have them continue being a member in good standing. Missing three Sigma Alpha Zeta Sorority, Inc. events shall make one subject to review. From review, officers then are to consider putting the member on a probationary period, or disassociation. Disassociation from the sorority means that you will not be able to vote at general meetings, wear letters on campus or associate with members. Disassociation is the most grave of standing within the organization. To understand how a member arrives at disassociation, refer to the Member in Good Standing Supplement.

*B*      To understand how a member can be forcibly removed, refer to Article IX.

**Article V.**      **Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

*Section 1*      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.

*Section 2*      The officers of the Executive Board of this Organization shall be President, Vice-President, Secretary, and Treasurer. Officers are the only ones who may finalize, cancel, modify events, event dates and times. They are to meet bi-weekly and plan a budget for each officer at the beginning of each academic quarter .

*Section 3*      Executive Board Officers and their duties:

*A*      President

- i.*      As chief representative for the organization, the President shall supervise all activities concerning the sorority throughout her period in office.
- ii.*      Responsible for all external affairs, including making sure a representative attends all MGC meetings.
- iii.*      Functions as the moderator within all sorority relations except when situation is deemed a conflict of interest.
- iv.*      Responsible for ensuring that all committees and members are fulfilling the organization's requirements responsibly.
- v.*      Responsible for presiding and administering all general and executive board meetings.
- vi.*      As the delegate, she is to present her perspective chapter, vote on all issues, keep her chapter informed at all times and bring forth any concerns to the governing board. She is responsible for planning the National



Sigma Alpha Zeta Sorority, Inc. conference and for assisting the sisterhood chair with the National Sigma Alpha Zeta Sorority, Inc. retreat when it is Theta Chapter's turn to host national events.

- vii.* Shall be in charge of regulating adverse behavior through a three-step system similar to the one specified in Article IV, Section 4, Sub-Section A.
- viii.* She will be the co-authorized signer on all sorority accounts.

**B Vice-President**

- i.* Co-representative of the organization and council on campus.
- ii.* Assists the president in all duties, including the meetings associated with the organization, fundraising proceedings, community service events, rush events, and so forth.
- iii.* Shall be the proxy when the president is absent and/or ill.
- iv.* Oversees that all officers and committees are fulfilling their duties as detailed in the Sigma Alpha Zeta constitution and Theta Chapter Bylaws.
- v.* Facilitates all internal sorority affairs.
- vi.* Responsible for establishing the quarter calendar with all the required events from e board and council chair, prior to the beginning of the quarter. Also ensuring that the quarter is adhered to.
- vii.* She is responsible for conducting evaluations and receiving monthly reports from all officers excluding e-board.

**C Secretary**

- i.* Serves as the primary record keeper of the organization.
- ii.* Keeps a detailed roster of all organization members as well as minutes.
- iii.* Handles all correspondence concerning the sorority.
- iv.* Is to be organized and professional as the records of her bookkeeping shall be open and accessible to any member who wishes to see them provided that said records are available to be released.
- v.* MUST attend every meeting, except in extreme circumstances.
- vi.* Responsible for compiling report due to the National governing board.
- vii.* The secretary must provide seasonal phone lists and monthly calendars listing sorority events.

**D Treasurer**

- i.* Serves as record keeper of all funds in sorority accounts.
- ii.* Is the primary signatory on bank account (secondary signatory being the President of the executive board).
- iii.* Prepares invoices and collects all quarterly dues, fines, fundraising profits, and other funds deemed proper to add to sorority accounts.
- iv.* Shall issue and arrange payment plans for those members who are unable to pay dues or fines at the appointed times with the purpose of recovering those funds.
- v.* Shall arrange a budget for both the executive officers and council members in the sorority in general. She will present said budget at the appointed times during each general meeting to keep members of all expenses and account balances.



- vi. Reimburses individual members' expenses provided they pertain to sorority business and all necessary paperwork is correctly filled out.

#### Section 4

##### The Council and Their Duties

###### A

The council shall be comprised of Sisterhood Chair, Diversity Chair, Rush Chair, Community Service Chair, Fundraising Chair, Academic Chair, Public Relations Chair, Alumni Chair, Social Chair,, and Governess.

The individual chair is responsible for providing events stated in the bylaws under member requirements, and submitting chair reports by given deadline. They will be levied a fine of \$25.00 by the President or Vice President if they fail to complete the chair's requirements, such as events and associated documentation as proof.

###### B

##### Sisterhood Chair

- i. Coordinates a greater bond within the sorority by holding sisterhood events.
- ii. In the case of any conflicts within the sorority, the sisterhood chair must make an effort to resolve the conflict(s). **In the case of an emergency sisterhood, all members shall be given at least a 24-hour notice.**
- iii. Her duties include but are not limited to the following: the national Sigma Alpha Zeta Sorority, Inc. sisterhood retreat, Theta Chapter sisterhood retreat, Thanksgiving Dinner, Christmas party/dinner, formal co-chair, and family weekend. She is to organize an event to celebrate sisters' birthdays at her discretion.
- iv. The Sisterhood Chair must plan three sisterhood events per quarter academic year.
- v. Must plan an annual 24-hour sisterhood retreat, which is not to include any business aspect of the sorority.

###### C

##### Diversity Chair

- i. Puts on multicultural programs, both social and educational.
- ii. Keeps the sorority informed of diversity related events in the community.
- iii. Maintains and encourages the sorority's commitment to diversity education, and will be in charge of communication with other organizations and community resources to create networks and put on additional multi-cultural events.
- iv. Informs general floor about on campus diversity events at weekly meetings.
  - A. Members must attend 2 per quarter and represent 2 different cultures.

###### D

##### Rush Chair

- i. Responsible for promoting the sorority during rush period.
- ii. Responsible for coordinating all rush activities, its scheduling, and policy enforcement. She is to oversee any rush committees and make preparations such as reserving rooms, making brochures, fliers, posters, tabling and information night.
- iii. Shall hold a mandatory meeting, prior to Rushing, in which she will



discuss her personal Rush views, style and present an agenda of Rush events or ideas.

- iv.* Will work together with the rest of Sigma Alpha Zeta Sorority, Inc. members regarding the recruitment of interests.
- v.* She will maintain complete and accurate records including: sign-ups, and other rush statistics.
- vi.* Shall hold at least 2 informational workshops, one educational workshop, one community service event and at least five other activities per Rush Period.
- vii.* **All Rush events and activities are mandatory for Sigma Alpha Zeta Sorority, Inc. members.**

E Community Service Chair

- i.* Plans, schedules and coordinates all community service events. She is responsible for organizing at least two community service events per academic quarter.
- ii.* Provides a minimum of ten hours per quarter, thirty per academic year.
- iii.* Responsible for developing a comprehensive community service program.
- vi.* A minimum of twenty hours must be fulfilled through Sigma Alpha Zeta Sorority, Inc.  
coordinated events.
- vii.* Sisters are required to document community service hours on community service form and present it to the Community Service chair at the end of the quarter.

A. Community Service chair is to record hours of each chair at the end of each quarter in community service yearly log.

F Fundraising Chair

- i.* Plans, coordinates and publicizes all fundraising events and puts together at least three fundraising events per academic quarter.
- ii.* Presents fundraising ideas to the General Assembly to make a decision on events.
- iii.* Collects all profits from events and turns them in to the Treasurer.
- iv.* Is responsible for submitting a budget, and report of expected profits and costs of a fundraising event.
- v.* She handles any publicity and makes necessary preparations for fundraising activities (i.e. set up contracts).

G Academic Chair

- i.* Is responsible for carrying out the Chapter's academic program..
- ii.* The Academic Chair will host study halls or assign others to host and provide locations for executing the three minimum study hall hours per week and ensure that the remaining twelve hours are complete.
- iii.* Must host academic workshop during Rush period as part of requirement.
- iv.* She is to mandate a minimum of fifteen study hours per week and notify the governess of any incomplete study hours. The academic chair will collect study hours from all members at her discretion.

H Public Relations Chair





- i.* Responsible for promoting the organization on campus, organizing schedule for flyering for events.
- ii.* Orders clothes, insignia and other promotional material.
- iii.* Designs literature and other publications meant to promote the organization or events, which may be hosted by, or in conjunction with, the Sorority.
- iv.* Responsible for the upkeep of the website.
- v.* Responsible for the upkeep of scrapbooks and creation of quarterly newsletters. She keeps a factual account of events including memorabilia of programs completed over the course of the year.
- vi.* She is to attend all mandatory events to be incorporated into the history of Sigma Alpha Zeta Sorority, Inc.
- vii.* Responsible for signing a photographer to each mandatory event if chair cannot attend.
- viii.* Will host events as deemed necessary for record keeping purposes. She is to provide the website mistress with pictures of all Sigma Alpha Zeta Sorority, Inc. events.
- ix.* She is to showcase the achievements of the sorority by presentation

J

#### Alumni Chair

- i.* The Alumni Chair is responsible for keeping an Alumni Database. She will work as an Alumni Liaison to keep our Alumni abreast of Sigma Alpha Zeta Sorority, Inc. news and events.
- ii.* She will also be responsible for organizing alumni events; she will work with Historian in order to include Alumni news in a newsletter or broadcast over our Internet webpage.
- iii.* In charge of organizing Alumni Day and Founder's Day.
- iv.* Alumni Awards

K

#### Social Chair

- i.* The Social Chair will be responsible for keeping Sigma Alpha Zeta Sorority, Inc., ThetaChapter in the best social relations possible.
- ii.* She will be responsible for planning at least three socials per quarter, during the academic year, with another organization from UCSD or other community or University organizations. The social chair must handle publicity for a social event, reserve rooms and make necessary preparations needed for the event.
- iii.* One of the socials during the school year must be a service event where we stress the importance of service to the community, to our sisters, and other organizations.

*iv.* As the main guardian for upholding the Sigma Alpha Zeta Sorority, Inc. image and reputation, she is responsible for making sure that our organization is represented always with dignity, respect and honor.

N.

#### Governess

- i.* The "Sergeant of Arms" at meetings, the Governess is responsible for noting fines for transgressions committed during meetings.
- ii.* Is responsible for maintaining order at the meetings and ensuring a timely



release of meetings and the flow of items on the agenda. The Governess conducts the flow of the meetings and assures that Robert Rules of Order are being followed.

*iii.* Maintains bylaws and is the only one fining during the meetings.

O. Philanthropy

*i.* Responsible for the planning and scheduling of events for Domestic Violence awareness week during the Fall quarter.

*a.* Domestic violence awareness week shall consist of AT LEAST one awareness workshop opened to the community, one fundraising event with funds going to DVA shelter, a day of actively promoting of DVA (i.e. handing out brochures, ribbons,). Keep sorority informed of community service events in the community.

*ii.* Responsible for planning and scheduling events for Ovarian Cancer Awareness, Theta Chapter's Philanthropy, during the month of September.

*a.* Ovarian Cancer Awareness shall consist of AT LEAST one awareness event

*Iii.* Responsible for planning and scheduling events for Sexual Assault Awareness during the Spring quarter.

*a.* Sexual Assault awareness shall consist of AT LEAST one awareness event.

*Section 4* Order of Succession

In the event that the President is unable to perform her duties, because of personal or academic reasons, or by removal, she will be immediately replaced by the Vice-President. Should the Vice-President be unable to perform duties, the Secretary then Treasurer would assume duties or leadership. Further than that, the Governess, the Academic Chair, the Community Service Chair, the Sisterhood Chair, Social Chair, Rush Chair, Fundraising Chair, Public Relations Chair, Diversity Chair, Alumni Chair would take over in this order.

*Section 5* Nominations & Elections

*i.* Nominations are held week four of the spring quarter during a general Sigma Alpha Zeta Sorority, Inc. Theta Chapter meeting at which a quorum is present

*ii.* A member does not have to be present to be nominated but has to be notified prior to election day by the governess.

*iii.* Elections will take place the following week of nominations in the spring quarter during a general Sigma Alpha Zeta Sorority, Inc. meeting at which a quorum is present. Members who are nominated are to give a speech to the floor stating why they should be elected. After the speech has been given, the floor will be open for discussion. After open discussion, the voting will take place.

*iv.* Special elections will be held and conducted in the same fashion as normal elections. Once the officer has resigned, nominations are to be conducted the



- following week. After nominations, elections are to be held.
- v. Officers shall be elected by secret ballot; once the member has been elected to an office she is to be sworn in by the president.

Oath of office:

I, \_\_\_\_\_, as \_\_\_\_\_ (elected office) promise to uphold the office of \_\_\_\_\_ to the best of my ability and abide by the guidelines stated in the constitution and official Sigma Alpha Zeta Sorority, Inc. bylaws. (sign and date bottom)

|           |       |
|-----------|-------|
| President | Date  |
| _____     | _____ |

|         |      |
|---------|------|
| Officer | Date |
|---------|------|

- |                   |  |
|-------------------|--|
| <b>Article VI</b> | <b>Frequency of Organization Meetings</b>  |
| <i>Section 1</i>  | General Meetings shall be held weekly, starting with week one of each quarter except in case of a holiday. Executive Board Meetings shall be held biweekly and chapter retreats shall be held at the beginning of every quarter of the academic year.  |
| <i>Section 2</i>  | The organization is composed of an Executive body, general membership forum, and additional positions not considered executive positions. The regular quorum requirement to hold general meetings is two-thirds active members.  |
| <i>Section 3</i>  | Voting Process <ul style="list-style-type: none"> <li>i. Any active member in good standing may vote.</li> <li>ii. Voting shall be conducted in secret ballot on official business or officer elections.</li> <li>iv. Counts of Ayes and Nays shall be taken at all other council affairs.</li> <li>v. Founding mothers have a golden vote in the attempt to make significant amendments to the bylaws.</li> </ul> |
| <i>Section 4</i>  | The selection process for organizational positions shall be nominations. Upon nominations, the nominee shall approve their nomination and elections will follow through secret ballot. Should there be no interest in a certain position; the executive board shall appoint a delegate. If nobody runs for permanent positions, the floor shall be opened for volunteers to temporarily fill the position.         |
| A                 | Seniority is established as follows: Before applying for executive office position, a member must hold a council position for a whole term, one academic year, as well as attend an Executive Board meeting prior to announcing intent.  |
| B                 | Mid-term vacancies are to be filled by a special election. Special elections shall be held in the case of an abdication, recall, impeachment or removal, leaving a   |



position vacant.

C A member on the executive board may not hold another office; however, a member of the council may hold more than one chair.

i. Special exceptions may be made if no other qualified member is willing or available to fill that position upon a 2/3<sup>rd</sup> majority vote at the general meeting at which quorum is present.

D A formal transition meeting will be held on the second to the last meeting of the spring semester. All outgoing and incoming officers must attend.

i. All outgoing officers must provide a binder of appropriate materials pertaining to their position to the incoming officer.

E. The executive board shall meet at least every two weeks during the academic year.

i. Minutes shall be taken at every executive board meeting by the secretary to be passed out at the following general board meeting.

*Section 5* The order of business at all stated and general meetings shall be as follows:

1. Call to order 3)Reading of the minutes 4)Approval of the minutes 5)Opening of the minutes 6)Roll Call 7) Additions to the agenda 8)Advisors report 9)Officers report 10)Committees reports 11)Old Business 12)New Business 13)Closing of the minutes 14)Open Discussion 15)Meeting Adjourned

2. Visitors

3. Reading of the minutes

4. Approval of the minutes

5. Opening of the minutes

6. Roll Call

7. Additions to the agenda

8. Advisors report

9. Officers report

10. Committees report

11. Old Business

12. New Business

13. Closing of the minutes

14. Open Discussion

15. Meeting Adjourned

*Section 6* All active, warning and probation members are allowed to accumulate two unexcused absences per quarter. These include but are not limited to the following: general meetings, community service, socials, sisterhoods, library hours, rush events, the annual national conference and retreat. After the two unexcused absences any further unexcused absences will be fined.

i. Exceptions will be made for class attendance, work, medical emergencies





or religious practices and jury duty.

*Section 7*      **Establishment of Committees**

- i.*      The president is to oversee all committees.
- ii.*     A member not holding an office should head any committees formed.

**Article VII**      **Impeachment and Censorship**

*Section 1*      Removal of office and appeal process:

Officers may be removed with reasonable cause, defined as a non-personal conflict, should focus on the betterment of the organization, by a two-thirds majority vote of the General Assembly. A reasonable cause for a removal of office consists of not fulfilling office requirements, boundaries, membership requirements, and/or overstepping. Overstepping boundaries as an officer consists of not consulting the floor of sorority business. Valid reasons for impeachment shall be to the discretion of the floor.

- A      Notification of removal from office must be given to all members prior to such action.
- B      The vice president is to deliver a letter of impeachment stating the reasons and giving the officer one week to appeal at a general Sigma Alpha Zeta Sorority, Inc. meeting at which quorum is present.
- C      **Officer Resignation**
  - i.*      The officer is to declare her position as being vacant by presenting a letter of resignation at a general meeting stating her reason. It is to be read under announcements.
  - ii.*     Once the officer has announced her resignation a special election is to be held immediately.

**Article VIII**      **Legislative Process**

*Section 1*      The organization shall conduct all business employing Robert's Rules of Order.

*Section 2*      Additions to the meeting agenda shall be submitted to the Secretary 24 hours in advance to be discussed in a meeting setting. Should an issue arise which requires immediate attention, or recently realized, the President shall allocate a time during each meeting for such business, and these issues shall be brought up at this time.

- i.*      Guest speakers and other external entities shall be approved by the president in advance and shall remain at the meeting for the duration of their presentation, no more.
- ii.*     Any outside entity may submit a proposal to the President, which will then be approved by a 2/3 vote of the Executive Board.

**Article IX**      **Finances**

*Section 1*      Sigma Alpha Zeta Sorority, Inc., Theta Chapter shall collect a membership fee (dues) per academic quarter to be put toward general sorority expenses and programs. The Treasurer must also apply for UCSD monies by applying for



funding and all applicable grants in order to keep the costs to members down.

- i.* All active members and all probation members shall pay a membership fee of \$50.00 per academic quarter.
- ii.* In accordance with Article IV, Section 1, subsection D, Inactive members shall pay 50% of membership fees, disassociated members shall pay 25% and non-student members and alumni members shall not be required to pay membership fees.

*Section 2* Membership dues shall be due at the second meeting of the quarter and shall be collected by the Treasurer.

- i.* Any member who fails to pay their dues and/or fines on time shall have a grace period of one week, after which a fine shall be levied a 10% interest fee, compounding each week of failure to pay.

*Section 3* Should a member be unable to pay the membership fee on the appointed date, that member shall be responsible for contacting the Treasurer in order to set up a deferred payment plan or receive an extension. Appeals shall be granted by a quorum after being pre-approved by Executive Board.

*Section 4* There shall be an additional one time non-refundable pledge fee of \$80.00 during pledge period, which shall be utilized to offset pledge expenses.

*Section 5* Financial Reports

- A All Sigma Alpha Zeta Sorority, Inc., Theta Chapter accounts will be under primary signature of the Treasurer and the secondary signature of the President.
- B Budget planning shall be made by the Treasurer and approved by a two-thirds majority vote at a general meeting at which a quorum is present.
- C All expenses are to be approved two weeks in advance by the Treasurer, and when necessary, the President. All receipts of expenditures using sorority funds must be given to the Treasurer in the interest of accurate record-keeping
- D The Treasurer shall record all payments made to and from the organization in the appropriate manner and place.
- E Reimbursement shall be approved when all the necessary paperwork is filled out and the expense is deemed necessary and an original receipt is furnished. All requests for reimbursement must include a notification prior to purchase.

*Section 6* All finances of the organization shall be banked at Bank of America.

## **Article X** Rules and Regulations

Sigma Alpha Zeta Sorority, Inc. upholds a code of conduct in congruence with the University of California, San Diego. It is in our best interest as individuals and members of our organization to follow said code. To make sure that our members have the organization in mind, a system of censure shall be employed in order to establish a system of consequences.

*Section 1* The use of Greek Letters ΣAZ

- A Greek Letters shall not be worn by non-members. No member shall allow a non-member access to clothing or insignia on which letters are displayed.
- B Greek Letters shall NOT be worn while under the influence of drugs or alcohol. Further, the use of Greek letters, or the handsign “Sigma” shall NOT be displayed



under similar circumstances.

C Greek letters are to be worn with pride, kept clean and worn/used with respect.

D \$10.00 fine if a member is under the influence or consuming of any type of alcohol beverage at any Sigma Alpha Zeta Sorority, Inc. event. \$20.00 fine if a member is under the influence or consuming alcohol when wearing Sigma Alpha Zeta Sorority, Inc. letters.

## *Section 2* Dress Code

A During general meetings, the ladies of Sigma Alpha Zeta Sorority, Inc., Theta Chapter are to wear business casual attire. Professional attire does not include denim, tennis shoes, flip flops, sandals, hats or any revealing items; it has to be approved by the governess. On the last meeting of the month, casual attire may be worn along with SAZ letters.

B During the week, Greek Letters should be worn at least once a week to promote the sorority. Letters should also be worn at official events, unless the event does not warrant it.

## *Section 3* System of Censure

### A Requirements

- i.* Any member who does not complete the mandatory group study hours will be issued a \$10 fine , payable to Sigma Alpha Zeta Sorority, Inc. at UCSD towards sorority funds. A \$5 fine will be issued on top of the \$10 fine if no group study hours were completed for the week.
- ii.* Any member who does not turn in any academic document per the Academic Contract shall be fined \$5, payable to Sigma Alpha Zeta Sorority, Inc. at UCSD towards sorority funds. Each course grade check is considered an individual document.
- iii.* Any member who does not schedule and attend meetings per the Academic Contract will be issued a \$10 fine.
- vi.* Any member who does not attend all mandatory events (socials, retreats, rush events and activities) shall be fined as follows:
  - i.* There will be a 5 minute grace period for events that will include no fine if member is late.
  - ii.* From 6 - 15 minutes, there will be a late fine of \$8.
  - iii.* If a member attends any time after 15 minutes, there will be an additional \$10 fine.
  - iv.* If a member does not show up and the respective chair was not given any notice, there will be a late notice fine of \$5 and the above fines, totalling \$23..
- vii.* Any member who fails to turn in any document unrelated to the Academic Contract will be subject to a \$10 fine. This includes but is not limited to meeting reports, academic histories, Governing Board reports, DOP reports, community service logs, and schedules.

### B Meeting Attendance

- i.* All General Meetings are mandatory, with the exception of one meeting per academic quarter, which shall be excused by the President with a 24



- hour precedence, unless under extreme circumstances.
- ii.* Other missed meetings shall be subject to a fine of \$5.00.
- iii.* Tardiness to meetings shall be subject to a fine of \$2.00 compounding by \$1.00 per 10 minutes, but not exceeding a fine of \$4.00 per meeting.

**C Meeting Decorum**

Outside interruptions, defined as an interruption which is not natural and comes from an outside source or electronic device, are subject to a fine.

- i.* Phone calls, Text messages (both received and sent) are subject to a fine of \$1.00.
- ii.* Gum chewing, whispering, side conversations, eating, exiting and entering meetings more than once, and general discordance, are subject to a fine of \$1.00 per transgression.
- iii.* Talking out of turn, outbursts and disregard of Robert's Rules of Order are not only rude, but also subject to a fine of \$1.00 per transgression.  
Personal matters shall be discussed outside of the meeting.
- iv.* Disrespecting the dress code is subject to a \$2.00 censure.
- v.* Fines during meetings shall be assessed only by the Governess.

**Section 4 Attendance Policy**

All missed events, which are to be excused, the responsible chair must be notified 24 hours before the missed event. Refer to Article IV, Section 3, subsection B.

- A** All other absences are subject to a fine. Refer to Article X, Section 3.

**Section 5 Billing**

- A** Fines shall be issued weekly at general meetings and shall be recorded in the Minutes and turned in to the Treasurer. All censures will be collected the following week and shall be eligible for receipt.

- B** Fines may be levied by chair per activity weekly and due by the following general meeting, when the fine is assessed you have seven days to appeal. The appeal will take place during a general meeting, appeals will be granted by quorum, at which time the individual fine shall be lifted. If there is no quorum, the fine will stay as is, and payment will be due by the following week.

**Article XI Discipline**

**Section 1**

Any member of this chapter may be disciplined in accordance with the constitution and bylaws of Sigma Alpha Zeta Sorority, Inc.

**Section 2**

Alcohol is not to be purchased by the sorority for any type of events (socials, retreats, parties, etc.). The only exception is during the cross-over of a pledge class. During the toast is the only time sisters can drink champagne with the Sigma Alpha Zeta Sorority, Inc. Greek letters.

**Article XII Advisors**





## Section 1

The advisor shall be elected by 2/3<sup>rd</sup> majority vote at a general Sigma Alpha Zeta, Inc. meeting at which a quorum is present. Advisors are to be given a certificate of advisory and are to sign the advisors-agreement.

### A Sigma Alpha Zeta Sorority, Inc. Advisor

As stated in the guidelines and procedures for the governance and recognition of single sex, Greek-letter social fraternities and sororities; the role of an advisor is as follows:

### B Purpose:

The basic function of the advisors is to advise and to provide a working relationship between the university and the organization. According to university policy, in order to receive university recognition, all student organizations must have an advisor who is employed by the university according to the university guidelines.

C The advisors serve as resource individuals and consultants to the group; their mature judgment is invaluable to a student organization. The advisors help the group achieve its purpose and become familiar with policies affecting the organization.

The advisor is responsible for his/her actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a positive environment for the organization and its members. The choice of advisors and willingness of the individuals to serve as an advisor represent a voluntary association the nature of which will depend primarily on the group and advisor.

### D Advisors Responsibilities:

The advisors are considered to have the following responsibilities:

- To attend orientation and training for advisors presented by the office of Greek Affairs.
- To be informed concerning the purpose and the programs of the organization they agree to sponsor.
- To be informed concerning university policies and procedures governing student activities and student organizations.
- To provide assistance in the administration of the financial affairs of the organizations.
- To see that the officers of the organization are aware of these policies and procedures.
- To encourage the members of the organization to assume responsibility for the



organization and for the effectiveness of the programs.

- To attend the meetings of the organization frequently and to help provide continuity for the program.
- To provide advice and counseling regarding the proper procedures and the desire to avoid conduct that would bring discredit to the organization or the university.
- To provide continuity during periods transition and from year to year.
- To encourage and maintain an on campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held.

#### Sigma Alpha Zeta Sorority, Inc.'s Responsibility to the Advisor

Sigma Alpha Zeta Sorority, Inc. is expected to have the following responsibilities:

- To keep the advisors informed concerning the overall program of the sorority.
- To notify the advisors well in advance of the schedule meetings and events.
- To give the advisors an opportunity to express an opinion on issues which affect the welfare of the Sigma Alpha Zeta Sorority, Inc. and the prestige of the sorority.

I have read and understood the guidelines as stated above. I agree to take on the responsibility as an advisor of Sigma Alpha Zeta Sorority, Inc.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Section 2

The removal of an advisor will be held to the discretion of the floor. A written notification will be given to the advisor stating reasons for removal a week prior to such a vote.

### **Article XIII Review and Ratification**

*Section 1* Amendments to the Sigma Alpha Zeta Sorority, Inc., Theta Chapter Bylaws may be proposed by any member to strengthen the foundation of the organization, to comply with University guidelines, and to compliment the changes and needs of the organization.

*Section 2* Proposed constitutional amendments shall be presented in writing at a general meeting at which time the executive board shall consider and make necessary changes before re-presenting possibilities to the floor.

*Section 3* Amendments shall be approved by a two-thirds majority vote of active members.

*Section 4* Any amendments to the constitution and chapter bylaws shall become effective immediately after a quorum vote.























