

# **Alpha Theta Omega**

## **Bylaws of the Sorority Alpha Theta Omega**

### **Article I. Name**

Section I.1: Henceforth, this sorority shall be known as Alpha Theta Omega Sorority of Lake Superior State University.

### **Article II. Objectives**

Section II.1: To promote academic and social achievement and high ethical standards of the members.

Section II.2: To promote a deep sense of sisterhood among the sisters of Alpha Theta Omega Sorority,

Section II.3: To promote and maintain good relations with the community, student body, administration, and the collegiate Greek community of the University.

### **Article III. Laws**

Section III.1: The laws governing Alpha Theta Omega Sorority shall be this Constitution and the Bylaws and Resolutions accepted by this sisterhood.

Section III.2: Any proposed changes to the Bylaws must be proposed at a general meeting of the Sorority.

Section III.3: Changes to the Bylaws may be proposed by any Active, Active Alumna, or Inactive member, and a two-thirds (2/3) majority vote is required for acceptance of the Bylaw. If the Bylaw does not pass, one revote may be taken at the next general meeting if, and only if, a revote is requested at the first general meeting.

### **Article IV. Membership**

Section IV.1: Members of the Alpha Theta Omega Sorority shall be any female student of Lake Superior State University who is in good standing with the

University as well as the community and has completed a pledge process and been successfully initiated into the Sorority.

Section IV.2: Members must maintain a 2.0 or higher GPA on a 4.0 scale. Members with a GPA below 2.0 will have one semester to raise their GPA before being placed on probationary status. During this time, the member shall make every possible effort to raise their GPA. Weekly reports to the Education chair and bi-weekly to the President regarding progress will be mandatory. Also during this time the member must meet with the Education chair and write up an individualized academic need contract. Upon completion a copy of this contract must be given to the President and Sergeant of Arms. If the member does not meet the obligations set in their academic need contract the member may face penalties the most severe resulting in being placed immediately on probationary status.

Section IV.3: Members of Alpha Theta Omega shall not be members of any other Greek organization. In addition members must have never belonged to another Greek organization at Lake Superior State University unless that Greek Organization has been completely absolved.

Section IV.4: Members of Alpha Theta Omega shall pay dues according to a monetary sum voted on by the sisterhood. Payment plan options will be available to those in need arrangements must be made with the Treasurer. However, dues from a semester must be paid by the end of that current semester. Financial delinquency at the end of a semester will result in the member being placed on probationary status. Financial delinquency at the end of two consecutive semesters, or consistent financial delinquency over any period of time may result in termination of the member. Dues may be waived in extraordinary circumstances. If a member feels that they are unable to pay their dues due to extraordinary circumstances and would like their dues waived they must openly discuss their situation during a meeting. The sisterhood will then vote either accepting or denying the member's request.

Section IV.5: Members of Alpha Theta Omega must sign s contract stating obligations to the sorority. At any time a member breaks or does not fulfill their obligations the member may face penalties; the most severe being termination of membership from the sisterhood.

## **Article V. Membership Classification**

Section V.1: Active Member in Good Standing: Members who are enrolled in Lake Superior State University, have a cumulative GPA of 2.0 or higher on a 4.0 scale and have all dues and other expenses paid. These members shall enjoy all privileges and may vote, motion, and second.

Section V.2: Active Member in Bad Standing: Active Members who are enrolled in Lake Superior State University but are in their first semester of bad standing with the university for academics or members who are financially delinquent to the sisterhood and have not set up a payment plan with the Treasurer. These members retain all privileges of the sisterhood as long as they meet the guidelines laid out for them in Article III sections III.2 and III.4, but understand that if the conditions from Article III sections III.2 and III.4 are not met, or if the members situation does not improve by the following semester they will be moved to probationary status.

Section V.3: Probationary Member: Probationary Members are members in their first semester of sisterhood, or members who are beginning their second consecutive semester in academic bad standing with the university or are financially delinquent to the sisterhood. Other reasons for a member to be moved to probationary status may occur from time to time but must be decided on by a vote from the sisterhood. Probationary members may not vote, motion, or second but may still be involved in all events, unless otherwise decided on by the sisterhood.

Section V.4: Inactive Member: Inactive membership may be granted from time to time under extreme circumstances. A member wishing to be granted inactive membership must make the request during a meeting. The sisterhood will then decide whether the request shall be approved or denied. Inactive members will be able to vote, motion, and second but will be excluded from paying dues, and are not eligible to hold a position within the sisterhood. Also, attendance although encouraged will not be mandatory at most events excluding fundraisers and community events.

Section V.5: Alumna Member: Alumna Member is a sister who has either graduated or has left Lake Superior State University for some other reason. Alumna status will be granted to any member who leaves the sorority an Active member in either good or bad standing (with exception in extreme cases), and inactive members. Alumna sisters will not be able to vote, motion, or second

except if they are granted Active Alumna status (see below Section IV.7) but will be able to attend any events held by the sisterhood. Probationary members will not be granted Alumna status but rather Limited Alumna status (see below Section IV.6).

Section V.6: Limited Alumna Member: Limited Alumna Member is a sister who has either graduated or has left Lake Superior State University for some other reason, that was classified a probationary member before leaving the sisterhood. Limited Alumna Members may not vote, motion, or second and may not be able to attend certain events unless invited, although the large majority will be open to these members. From time to time a sister may be moved to Limited Alumna status without being a probationary member before leaving the sisterhood. This is in extreme cases mainly concerning when breeches of confidentiality as laid out in the Code of Conduct that each member receives when beginning the pledging process.

Section V.7: Active Alumna Member: Active Alumna Member is for sisters who are not current students at Lake Superior State University but are still active in the sorority. To receive Active Alumna membership one must be a qualified Alumna member; the member must pay sorority dues (excluding IGC's due), attend at least half of all meetings held in a semester, and must also attend and be actively involved in at least half of all fundraising and community events sponsored by the sisterhood in a school year. Active Alumna Members may vote, motion, and second and may also hold positions, excluding executive positions, within the sorority.

## **Article VI. Meetings**

Section VI.1: General meetings of Alpha Theta Omega shall be held weekly on Sundays at 7:00 pm with attendance required for all Active, and Probationary members unless excused by the Sergeant of Arms.

Section VI.2: A quorum being two-thirds (2/3) of the sisterhood must be present to hold a formal meeting. If a quorum is not present the meeting will either be cancelled and held at a different date and time or may be held as an informal meeting.

Section VI.3: An informal meeting may be held in place of a formal meeting if quorum is not present. At an informal meeting no subject can be finalized and no voting is allowed to take place. All topics that get discussed at informal meetings

that need finalizing or a vote must be discussed or voted upon at the next formal meeting.

Section VI.4: All meetings of Alpha Theta Omega sorority will be held in accordance with Robert's Rule of Order.

Section VI.5: All general meetings of Alpha Theta Omega shall be limited to 90 mins. In length unless the Executive Board votes otherwise.

Section VI.6: A special meeting may be called at any time by any Active, Probationary, or Active Alumna member of the sisterhood. The Secretary shall be the first Executive Board Member notified of the request for a special meeting and is in charge of informing the sorority of the time and place of the meeting 24 hours in advance. The President shall be the second person notified of the request for a special meeting and may then either deny or accept the request. In the case of the President calling a special meeting the Vice President will either deny or accept the request.

Section VI.7: A secret ballot may be requested by any Active, Probationary, or Active Alumna member. The request must be seconded by another Active, Probationary, or Active Alumna member to be put into action.

## **Article VII. Officers and Their Duties**

Section VII.1: The Executive Officers and Their Duties:

Section VII.1.i: President:

- a. Calls meetings to order and presides over them.
- b. Acts as a liaison between the Sorority and all outside offices.
- c. Approves all outgoing correspondence.
- d. Enforces due observance of the Constitution and Bylaws
- e. Ensures that all officers of the Sorority enforces their duties faithfully, impartially, accurately, and promptly.
- f. May not vote except for in the event of a tie.
- g. May make an immediate decision in an emergency issue relating to the Sorority.
- h. Performs other duties as required.

Section VII.1.ii: Vice President:

- a. Performs the duties of the President in her absence.

- b. Assists the President in the performance of her duties.
- c. Appoints members to positions as necessary, if no one is willing to fill an open position.
- d. Performs other duties as required

Section VII.1.iii: Secretary:

- a. Takes detailed minutes at all meetings, keeps notes of all activities.
- b. Copies the minutes from the last meeting and give a copy to all members of the sorority.
- c. Handles and saves all correspondence of the Sorority.
- d. Informs the members of all scheduled meetings.
- e. Performs duties at the direction of the President and Vice President.

Section VII.1.iv: Treasurer:

- a. Keeps accurate records and control of the Sorority's assets and financial records.
- b. Gives reports with the balance of all accounts at each general meeting.
- c. Ensures that proper authorization is received before releasing funds.
- d. Responsible for collecting dues from all Active, Probationary, and Active Alumna members, and fines for all Active, and Probationary members.
- e. Ensures payment of bills and/or insurance.
- f. Performs duties at the direction of the President or Vice President.

Section VII.1.v: Pledge Educator:

- a. Teaches the history and traditions of the Sorority to all prospective sisters.
- b. Ensures that all pledges are meeting and maintaining the standards of the Sorority.
- c. Acts as the liaison between the Sorority and the pledge class.
- d. Plans and presides over weekly pledging activities.
- e. Distributes Sorority literature to the pledges.

Section VII.1.vi: Sergeant of Arms:

- a. Assesses fines and punishments.

- b. In charge of making sure all members attend the events required of them.

Section VII.2: Committee Chairs and Their Duties:

Section VII.2.i: Fundraising Chair – Organizes and plans fundraising events for Alpha Theta Omega. Duties will include:

- a. Advertising fundraising events
- b. Making and hanging flyers for fundraising events
- c. Reserving a venue for fundraising events
- d. Deciding times for fundraising events
- e. Making sure all materials are bought for such events
- f. Will work with community chair for joint events

Section VII.2.ii: Community Chair – Organizes and plans fundraising events for Breast Cancer Awareness. Duties will include:

- a. Advertising community events
- b. Making and hanging flyers for community events
- c. Reserving a venue for community events
- d. Deciding times for community events
- e. Making sure all materials are bought for such events
- f. Will work with fundraising chair for joint events.

Section VII.2.iii: Social Chair – Organizes and plans social events such as parties, events, and sister events. Also, responsible for planning alumna events including Little Black Dress Night and Founder’s Day. Duties will include:

- a. Advertising social events
- b. Sending invites for social events as needed
- c. Reserving a venue and time for social events.
- e. Responsible for planning Little Black Dress Night and Founder’s Day

Section VII.2.iv: Alumna/Historical Chair – Is a position that MAY be co-chaired, or split to be two separate chairs. This position shall be held by the same person until a) the sister is removed by the sisterhood (this can be done by a majority vote by the Active sisterhood or b) the sister is no longer actively involved or eligible to hold a position within the sorority. Alumna/Historical chair acts as a liaison between Alumna sisters and the Active Sorority. Responsible for working with the Social Chair to plan

Little Black Dress Night and Founder's Day. Historical chair is responsible for keeping sorority history. Duties will include:

- a. Keeping an up-to-date contact sheet of both alumna and active sisters.
- b. Responsible for working with Social Chair for Little Black Dress Night and Founder's Day. (Alumna)
- c. Sending a yearly newsletter to all alumna members of events that took place during the school year in the Active sisterhood. (Alumna)
- d. In charge of the Alpha Theta Omega yahoo group and Alpha Theta Omega Connection facebook group, and should post updates regularly. (Alumna)
- e. Keeping an up-to-date record of order numbers. (Historical)
- f. Keeping an accurate record of the sorority's history. (Historical)
- g. Keeping the sorority history book up-to-date. (Historical)

Section VII.2.v: Education Chair – Responsible for collecting all Active members grades and help those who are struggling academically. Duties will include:

- a. Collecting grades from sisters once a semester.
- b. Meeting with those sisters who are struggling academically and work on an individualized Academic Needs Contract.
- c. Meeting once a week with sisters who have an individualized Academic Needs Contract to check on progress and make sure the sister is fulfilling the requirements laid out in their contract.

Section VII.2.vi: Promotional Chair – Is a position that MAY be co-chaired. Responsible for promoting Alpha Theta Omega Sorority to the student body of Lake Superior State University. Duties will include:

- a. Responsible for the Alpha Theta Omega picture board.
- b. Responsible for updating the Alpha Theta Omega website [lssualphathetaomega.tripod.com](http://lssualphathetaomega.tripod.com)
- c. Helps Fundraising, Community, and Social chair make and hang flyers for events may also help advertise these events.
- d. Makes banners, posters, signs as needed by the sorority.

Section VII.2.vii: Rush Chair – This position is a co-chair position. Responsible for planning and scheduling rush events. Also helps recruit possible new members. Duties will include:

- a. Responsible for planning Rush events

- b. Responsible for advertising rush events around campus.
- c. Responsible for recruiting new possible members interested in joining a sorority.
- d. Responsible for reserving a venue and time for rush events
- e. Responsible for communicating with other Greek organizations to make sure there are no scheduling conflicts for rush events.
- f. Responsible for contacting other Greek organizations to schedule a joint rush event.

Section VII.2.viii: Ritual Chair – Is a position that MAY be co-chaired. Responsible for organizing and planning all Ritual events. Duties will include:

- a. Scheduling dates and times of ritual events.
- b. Responsible for keeping ritual items, and making sure they are brought to ritual events.
- c. Responsible for preserving the sorority's traditions throughout the generations.

Section VII.2.ix: Constitution Chair – Responsible for updating the constitution as needed and making sure the constitution is being enforced within the sisterhood. If no one is willing to fill position, it automatically becomes the President's chair. Duties will include:

- a. Updating the constitution as needed as decided on by the Active sisterhood.
- b. Rewriting the constitution if needed as decided on by the sisterhood.
- c. Writing new resolutions to go along with the Constitution as needed.
- d. Responsible for making sure the constitution is being enforced within the sisterhood.

Section VII.2.x: President Council Representative – This position will be the responsibility of the President of Alpha Theta Omega. If the President is absolutely unable to fulfill the responsibilities of this chair it then becomes the responsibility of the Vice President. Duties will include:

- a. Attending all President Council meetings
- b. Acting as a liaison between Presidents Council and the Active sisterhood.

Section VII.2.xi: IGC Representatives – Position MUST be co-chaired. Duties will include:

- a. Attending all IGC meetings
- b. Acting as a liaison between IGC and the Active sisterhood.

Section VII.2.xii: House Manager – Responsible for maintaining order in the Sorority house. This position must be filled by a sister that has been in the sisterhood for at least 1 year. Duties will include:

- a. Keeping order in the house
- b. Assigning chores for all sisters who reside in the house
- c. Collecting money for all household bills from all sisters who reside in the house
- d. Will act as the mediator if a disagreement happens between two sisters residing in the house. Will be expected to act impartially and in the interest of the sisterhood. May be questioned, and must be able to defend decision at a general meeting, if needed.
- e. Will hold one meeting a week within the house to check in with all sisters residing in the house.
- f. Will give weekly reports at general meetings regarding the state of affairs within the sorority house.

### **Article VIII. Elections**

Section VIII.1: Members seeking office must either be an Active sister or an Active Alumna sister. Probationary sister may hold the position of IGC representative, and may hold other positions from time to time with a majority vote from the Active sisterhood. Both Active Alumna and Probationary sisters are exempt from hold Executive board positions.

Section VIII.2: General elections will be held each Spring semester, at the general meeting one week preceding the end of the semester and the beginning of final examinations.

Section VIII.3: All nominations to office shall be made two weeks prior to the meeting in which general elections are to be held

Section VIII.4: All general elections will be conducted by secret ballot, and a simple majority vote of the membership will be required. If a majority is not reached, the nominee receiving the fewest votes will be dropped, and another vote taken. This will be repeated until either a candidate receives a majority vote or there are two candidates remaining whichever occurs first.

Section VIII.5: In the case of a tie between two candidates the President will be the deciding vote.

Section VIII. 6: In the event of a vacancy in office, nominations of that office will be made at the next general meeting, with elections be held at that meeting. Unless a week delay is motioned and seconded by another Active or Active Alumna sister. This requested can be overturned by the President in cases where a position would need to be filled immediately (i.e. The vacancy of Pledge Education during the pledging season).A vacancy of the President position MUST be decided at the meeting in which nominations are held with no exceptions.

### **Article IX. Executive Board**

Section IX.1: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Pledge Educator, and Sergeant-Of-Arms. It is the duty of the Executive Board to see to the daily business of the Sorority.

Section IX.2: The Executive Board shall not make any decisions that will directly affect the rest of the members of the Sorority without a vote from the Sorority. If there is a decision that must be made before the next general meeting, an emergency meeting shall be called.

Section IX.3: The Executive Board shall meet as often as required to perform their duties, and will have an agenda and minutes available for the members of the Sorority at the next general meeting.

Section IX.4: All decisions made by the Executive Board are subject to revisions by the Sorority. A three-fourths (3/4) majority vote shall be required to overturn a decisions of the Executive Board.

Section IX.5: All Executive Board members must have a cumulative GPA of a 2.5 on a 4.0 scale.

### **Article X. Advisor**

Section X.1: The faculty advisor will be selected by a vote of the active membership of the Sorority from a selected group of female faculty willing to serve this function.

Section X.2: Member will meet all prospective advisors before a vote is taken.

Section X.3: The Sorority may have any other advisors as needed from the community.

Section X.4: The advisor shall be invited to a minimum of one general meeting per semester

Section X.5: The position of advisor is a permanent position, until removal by the sisterhood, resignation of the advisor, or the advisor no longer being employed by Lake Superior State University.

Section X.6: In any two members of the sorority feel that an advisor is not fulfilling her duties, they may move to dismiss the advisor. A three-fourths (3/4) majority vote of the sorority is required to dismiss an advisor. The Secretary shall draft a letter informing the advisor of her dismissal and stating the reasons for dismissal.

#### **Article XI. Assessments**

Section XI.1: Dues shall be determined by a simple majority vote of the membership and shall be set down in the By Laws.

Section XI.2: Additional fees shall be determined by a majority vote of the membership.

Section XI.3: All dues and fees shall be paid in United States Funds.

#### **Article XII. Conflicts Within the Sorority**

Section XII.1: If a disagreement should arise between members of the Sorority, their primary focus should be a resolution between all members involved. If the issue warrants disciplinary action, charges may be brought against any member of the Sorority.

Section XII.2: All members of the Sorority shall enjoy the following rights

Section XII.2.i: All accused members shall be considered innocent until proven guilty.

Section XII.2.ii: Both the accuser(s) and the accused may call witnesses and present evidence to support their cases.

Section XII.2.iii: All decisions resulting from trial may be appealed to first, the Greek Standards Board of the Inter-Greek Council, and then the Judiciary Board if necessary.

Section XII.2.iv: Members shall not be subjected *ex post facto*

Section XII.3: The process of bringing charges and inquiry against a member shall be:

Section XII.3.i: At any general meeting, any active member or members in good or bad standing may bring charges on another member of Alpha Theta Omega Sorority. Formal charges shall be submitted in writing, explaining the nature of the charges against the accused member.

Section XII.3.ii: At the next general meeting, the charged member shall enter her plea to the charges. There shall then be an inquiry period with the accuser(s) presenting their case, and then the accused shall present her case in defense.

Section XII.3.iii: The accuser(s) and the accused shall then be excused and discussion and vote shall be held to decide if the charges will be accepted or not.

Section XII.3.iv: If the charges are not accepted, the issue will be thrown out and will not be used against the charged person in the future. If the charges are accepted, a hearing date shall be set by the Vice President.

Section XII.4: The process for trial of a member shall be:

Section XII.4.i: The Vice President or Chair Pro Tem shall act as Chair and preside over the proceedings.

- a. A Chair Pro Tem shall be used under any of the following circumstances: impeachment of an officer, the Vice President is the accuser, the Vice President feels that she cannot preside impartially over the trial; the Vice President is ill or otherwise cannot attend.

Section XII.4.ii: Trials shall be considered special meetings, and the time and date of the trial shall be set by the Vice President of the Chair Pro Tem.

Section XII.4.iii: A quorum of three-fourths (3/4) of the membership not involved in the proceedings shall be required to hold a trial. Members may be excused from the proceedings by submitting a

reason in writing to the Vice President of the Chair Pro Tem. The Vice President or the Chair Pro Tem may accept or reject the reasons.

Section XII.4.iv: Another inquiry period shall then be held following the same procedures detailed in Article XII Section III.

Section XII.4.v: Following inquiry, both the accuser(s) and the accused shall then be excused and a secret ballot vote on guilty or not guilty shall be taken.

Section XII.4.vi: A three-fourths (3/4) majority vote shall be required to convict the accused member. The Vice President or the Chair Pro Tem shall inform the accused member of the decision and any disciplinary action after she has been called back to the proceedings.

Section XII.5: The process of disciplinary action shall be:

Section XII.5.i: The Vice President or the Chair Pro Tem shall determine the disciplinary action to be taken against the member. A three-fourths (3/4 ) majority vote shall be required to approve the disciplinary actions.

Section XII.5.ii: Removal of a member from the Sorority shall be limited to only the most severe offenses, and shall require a four-fifths (4/5) majority vote.

### **Article XIII. Impeachment of an Officer**

Section XIII.1: The members of Alpha Theta Omega sorority may request impeachment of any officer for non-performance of duties, misconduct, or intentionally acting against the interest of the Sorority.

Section XIII.2: The process of Impeachment shall be:

Section XIII.2.i: A petition signed by at least two-thirds (2/3) of the membership, stating the charges against the officer, may be brought to any general meeting of the Sorority

Section XIII.2.ii: The officer will then be placed on probation for one month. At the last meetings of the probationary month, a secret ballot vote shall be taken to decide whether or not to bring charges or impeachment against the officer. If charges are brought, the officer will be tried following the procedures in Article XII.

Section XIII.3: If charges are not brought against an officer, she may be charged with the same offense at a later date. Officers tried and acquitted of any offense shall not be charged again for the same offense. However, an officer may be charged with separate offenses.

#### **Article XIV. Amendments**

Section XIV.1: The process for amending this Constitution shall be:

Section XIV.1.i: All proposed amendments to this Constitution shall be submitted in writing to the Executive Board and will be read at the next general meeting of the Sorority.

Section XIV.1.ii: The amendment shall then be reviewed by the constitution Committee, who shall either recommend acceptance or propose changes.

Section XIV.1.iii: The amendment shall then be voted on at the next general meeting of the Sorority and a three-fourths (3/4) majority vote shall be required to pass the amendment.

Section XIV.2: All amendments shall take effect immediately after they are accepted by the membership

Section XIV.3: There shall be no one any amendment that is not accepted by the Sorority. However, the amendment may be revised and resubmitted to the Sorority.

#### **Article XV. Ratification**

Section XV.1: This Constitution shall take effect immediately after it is ratified by a two-thirds (2/3) majority vote of the membership of Alpha Theta Omega Sorority.