

Constitution of Sigma Lambda Sigma Sorority

Lake Superior State University

Ratified and Effective

May 25, 2010

Sigma Lambda Sigma Active Constitution

Preamble

We, the members of Sigma Lambda Sigma Service Sorority, in order to secure and to deliver for the student body of Lake Superior State University, the youth of the nation and the world, a program of service to mankind, hereby adopt and establish the following constitution.

Article 1 – Name

Section 1. The name of this organization is Sigma Lambda Sigma.

Article 2 – Purpose

Section 1. The purpose of this chapter shall be to conduct a sorority under the provisions set forth in this constitution, to assemble women of the university in fellowship, to develop lasting friendship, enhance leadership skills, and provide services to the community.

Article 3 – Principles and Policies

Section 1. This chapter shall at all times maintain the principles and policies of the Student Government and the Inter-Greek Council, as set forth in the constitution of this sorority.

Article 4 – Classification

Section 1. This sorority, as characterized by the Student Government, shall be known as a service sorority.

Article 5 – Membership

Section 1. Active membership in this chapter shall be granted to women of the university. Exceptions are left to the discretion of the chapter. No restrictions as to race or creed shall be imposed as a membership qualification.

Section 2. A permanent record of the active, honorary, and the alumni members of the chapter shall be kept on file in the archives of the chapter. This record shall include a personal history and permanent address of all members, active or not. This is to be maintained by the Archivist.

Section 3. The privileges of active membership, except voting power, may be granted to alumni members who have graduated or separated honorably from the university.

Section 4. Definition of an active member

Clause 1. An active member shall participate in **15 hours of volunteer work per semester, attend all active meetings, complete 28 library study hours, participate in voting, shall maintain the necessary number of points per semester, be involved with at least one committee, pay her dues, and maintain a GPA of at least 2.0.**

Clause 2. **All members shall uphold values at all times.** Values include, but are not limited to the following; dedication, initiative, kindness, helpfulness, honesty, trust, and above all, sisterhood. Any member who does not uphold these values or any other value deemed appropriate shall be stripped of her letters and dismissed from the sorority. Unsisterly acts would include, but are not limited to the following; plagiarism, cheating, betrayal, lying, treason, or defamation of the sorority or any of its active sisters. Without these we have nothing.

Section 5. Definition of an Inactive member

Clause 1. Any member who submits a written request to the sorority to go inactive, with the intention of going active at a later date, shall be considered voluntarily inactive. Until this letter has been received by the President and accepted by the Standards Board the member shall remain active.

Clause 2. Any member who is voluntarily inactive must request each semester to remain inactive. This must be a written request to the sorority. Voluntary inactivity can last for only one consecutive year. If the member does not wish to become active, her inactive status will no longer be voluntary and it will be left to the Standards Board to determine in/active status. Exceptions are left to the discretion of the Standards Board.

Clause 3. A voluntary inactive member of the sorority shall be prohibited from voting. A voluntary inactive shall pay half of dues or do half (7.5) of her service hours.

Clause 4. Any member who goes out of town on an internship must write a letter requesting to be voluntarily inactive. She will pay all of her dues and perform service hours at the discretion of the Standards Board.

Clause 5. Any member who needs to take a semester off for financial, mental, or physical reasons will be considered inactive for the semester. At the end of the semester she needs to write a second letter stating her intentions of how long inactivity will last. If there is no letter written, the sister will be considered quit.

Clause 6. Students participating in local internships may be considered voluntarily inactive for the semester at their request. They will automatically be considered active upon the conclusion of the internship.

Clause 7. Any member is considered involuntarily inactive when the Standards Board decrees that a probationary period is needed. An involuntary inactive member is prohibited from voting, must attend all weekly meetings, and half of the events. They are also required to pay all dues and complete all service hours as well as any other fines or requirements placed on them. All exceptions are left to the discretion of the Standards Board.

Section 6. Definition of dismissal

Clause 1. Dismissal is complete separation from the sorority by vote of the Standards Board. Anyone dismissed is required by a signed contract to return any and all items pertaining to the sorority within two (2) days. These items include but are not limited to, and regardless of any cost incurred by the dismissed member; gifts with letters, pledge book, pledge manual, constitution, and photographs of closed sorority events. It is a privilege to wear our letters and any misconduct will denote the revocation of that right.

Section 7. Voluntary dismissal

Clause 1. If a sister decides to separate from the sisterhood, she needs to return all acquired items obtained during the time of activity, along with a letter of resignation which states reasons for the separation to the next business meeting. Other arraignments must be made with the President. Use common courtesy please.

Section 8. Active Alumni

Clause 1. Any member who submits a written request to the sorority to go active alumni, with the intention of going active at a later date, shall be considered voluntarily inactive. Until this letter has been received by the President and accepted by the Standards Board the member shall remain active.

Clause 2. Any member who is voluntarily active alumni must request each semester to remain active alumni. This must be a written request to the sorority. Voluntary active alumni can last for only one consecutive year. If the member does not wish to become active, her active alumni status will no longer be voluntary and it will be left to the Standards Board to determine alumni status. Exceptions are left to the discretion of the Standards Board.

Clause 3. An active Alumni member of the sorority shall still have voting rights. An active alumni shat pay half her due or do half (7.5) of her service hours. She must also maintain a GPA of 2.0 or better.

Article 6 – Officers

Section 1. There shall be two divisions of the elected chairs; Standards Chairs and Auxiliary Chairs. The Standards Chairs shall consist of a President, Vice President, Secretary, Treasurer, and Pledge Master/ Rush Chair. The Auxiliary Chairs shall consist of Sergeant-At-Arms, Archivist, House Mother, and the Social and Service Chairs.

Section 2. Any vacancies among the officers of the chapter shall be filled according to the election procedures. Chairs may be combined if there is not enough active members to hold all positions. They should be combined as follows:

President/ Secretary
Treasurer/ Archivist
Pledge Master/ Rush Chair
Sergeant at Arms/ Service Chair
Fundraising Chair/ Social Chair

Section 3. If an inactive sister should return to active status she may not return to her former position. She may run for her former position in the next election if she chooses.

Section 4. The chapter positions shall be elected yearly, unless otherwise voted upon. New positions start January 1 and end December 31. Voting will be done week prior to winter break.

Section 5. Duties of officers

Clause 1. **President**

The President shall give supervision to the chapter and its officers and see that its constitutional duties and obligations are fulfilled. She shall preside at all meetings of the chapter and shall be the ex- officio member of all committees. She shall have an agenda for each meeting. She shall attend IGC, and to be a proxy to President Council, when the Vice President is unable to attend if scheduling conflicts occur, the President shall work with the Vice President or designate with in the sorority to make sure that all meetings are attended. She will work with the faculty advisor and with the administration of the university to determine the need for additional projects. She shall make room reservations for all weekly meetings. She can delegate any jobs/ duties to the Vice President.

Clause 2. **Vice President**

She shall help give supervision to the chapter and its officers and see that its constitutional duties and obligations are fulfilled. She shall preside at any meeting or event that the President is unable to attend. She shall attend Presidents Council and be proxy to IGC if the President is unable

to attend. She shall fulfill all jobs/ duties delegated to her by the President.

Clause 3. **Secretary**

The Secretary shall keep an accurate written record of the proceeding of all chapter meetings and special meetings. She shall keep a personal folder of all minutes in her possession to be turned over to the archives at the end of the year. She shall keep a personal accumulative file on all alumni and active/inactive members. She shall make up a permanent phone number and address list for all members' two weeks before summer break. She shall make an address and phone number list of all members at the beginning of each new semester.

Clause 4. **Treasurer**

The Treasurer shall receive all monetary funds of the chapter and keep an accurate account thereof. She shall diligently collect and record all membership fees, dues, and assessments. She shall keep an accurate written record of the payments made by each individual member of the chapter and give receipts for all such funds. She shall be in charge of reminding members about late dues and fines. The checks for the dues shall be made out to the sorority and she will be responsible for the chapter's funds. A bank account is to be kept open whereby the checks shall contain two signatures, both belonging to elected Standards Chair members. All Standards Chair officers shall have their names on the sorority account. After election of new officers all names on the account shall be changed within two weeks. All canceled checks shall be kept in a permanent file. She shall be responsible for all ordering of sorority materials. She shall keep an accurate record of all expenses and present a detailed proposed budget at the beginning of each semester based on anticipated revenues and expected costs. In addition, a general financial report shall be given at the last meeting of each semester.

Clause 5. **Pledge Master/ Rush Chair**

The Pledge master shall be in charge of organizing the pledge period. She shall prepare copies of the pledge manual and distribute them. She shall give the pledges an opportunity to learn the fundamentals of Sigma Lambda Sigma and to become imbued with the spirit of this sorority before their initiation into active membership. She shall make all preparations for the weekly meetings and she shall also make all preparations for room and food reservations for activation and the Pledge ceremony.

The Rush Chair should plan, promote, and take charge of all rush events. She is to contact all Rushees about events. She shall be responsible for all items pertaining to rush.

Clause 6. **Sergeant-At-Arms**

The Sergeant-At-Arms shall be in charge of helping to keep order at meetings, if needed. She shall also send out weekly e-mail or phone messages of the times and dates of meetings and events. As well as keep accurate records of library hours and points earned by pledges and members.

Clause 7. **Archivist**

As historian she shall be in charge of the scrapbook, making sure that it is updated with pictures, newspaper clippings, personal pages, etc. She shall be in charge of promotion of any event the sorority feels is newsworthy. She shall do this by use of public and campus media. As alumni chair she shall seek out the past members of the sorority and update the records and shall correspond with alumni as necessary. She shall write a letter to all alumni of the activities during the past year. She shall also be responsible for the sorority's webpage. She shall do this by making sure that it is updated with current information about the sorority and current pictures.

Clause 8. **The Social Chair**

The Social Chair shall be in charge of all social functions sponsored by the chapter (dances, mixers, dinners, Prowls, etc.) They shall be in charge of scheduling a formal or informal event each month. She shall be in charge of any committee to assist her and she shall report at the weekly meeting.

Clause 9. **The Service Chair**

The Service Chair shall keep record of all members' service hours and report their standing at each meeting. She shall make all arrangements to conduct service projects. She shall be in charge of any committees to assist her. A written report of each member's hours and service projects shall be given at the last meeting of every semester.

Clause 10. **Fundraising Chair**

The Fundraising Chair shall be in charge of locating fundraisers for the sorority to participate in. She shall be in charge of making sure that all members participate in the fundraiser and return the money to the Treasurer.

Clause 11. **The House Mother**

The House Mother (when applicable) shall be in charge of organizing the house as necessary. This includes, but is not limited to: gaining party permits, organizing cleaning, etc. She shall reside in the house and shall be fair in whatever her duties may be. Also, the housemother will not condone under age drinking in the house.

Clause 12. **Standards Board**

Standards Board Officers shall include the President and the Vice President and two elected active members. They make all decisions pertaining to probationary members, pledges, punishments, and dismissal from the sorority. Any decisions pertaining to an active or inactive member shall be left to the discretion of the active members. They shall meet as necessary.

Clause 13. **IGC**

Representation must have two active sisters at all IGC meetings (per sorority policy.) The must submit a copy of IGC minutes at the next regular business meeting.

Section 6. New Members and Qualifications of Officers

Clause 1. All new members are on probation for a full semester following the semester of their activation and shall be known as probationary members. In this time, active members have the right to dismiss a probationary member that they feel is not upholding the values of the sorority (see Article 5, Section 6, Clause 1). This time of probation is meant to be a learning time for all new members. Probationary members may not hold a Standards Chair. Voting privileges are to the discretion of the Standards Board per year.

Clause 2. All new and existing members must maintain a GPA of 2.0 or better to hold a position of an Officer. If a sister should fall below a 2.0 they will be placed on probation and will have a full semester to improve her GPA to a 2.0 or will have to step down from her position as an Officer.

Clause 3. If a sister's GPA falls below a 2.0 they are unable to hold an Officer position for a full year. During that year they must prove that they can uphold the standard of the sorority and have a 2.0 or higher GPA.

Article 7- Statute of Limitations

Section 1. Probationary and Active Members

Clause 1. If at any time a problem should arise between a probationary, active, inactive member and the sorority, it must be brought to the attention of the Standards Board within 30 days of its occurrence. After 30 days have passed the sorority cannot be held liable for any and all issues.

Clause 2. All members shall sign a written contract concerning the issue of Statute of Limitations.

Section 2. Rushees and Pledges

Clause 1. Rushees are not a responsibility of the sorority, as it is an open invitation for anyone to join our activities or leave. They have not been formally invited to join our sisterhood and until that time are not in any way associated with our organization.

Clause 2. Pledges that have a concern must bring it to the attention of the Pledge Master/ Rush Chair or the President at the time of the occurrence then again to the Standards Board within the span of their pledge period if the matter was not resolved. After the pledge period has ended, the sorority revokes any responsibility for the issue, as ample time was given for it to be brought forward. All pledges shall sign a written contract concerning the Statute of Limitations

Article 8 – Meetings

Section 1. This chapter shall hold one meeting every week throughout the curricular year, the time to be determined by the chapter. The President, however shall be empowered to cancel the meeting with just cause provided it is at least two (2) hours before the scheduled starting time of the meeting. Use common courtesy; i.e. **a phone call not a text message.**

Section 2. If any member shall miss a meeting without personally informing the **President or Vice President at least two (2) hours prior to the meeting,** the member shall be at the discretion of the point system currently in use. In situations concerning inactive members, the Standards Board will determine actions. Use common courtesy; i.e. **a phone call not a text message.**

Section 3. The President shall call any special meetings outside of the regular chapter meetings. Only the President, Vice President, or committee chairs are allowed to conduct a meeting without the other active members. The Standards Board shall appropriately punish any other members conducting a special meeting.

Section 4. A quorum of all regular and special meetings of this chapter shall be one more than 50% of the active voting members, including the President.

Section 5. All business meetings of the chapter should be conducted in a business like manner or modifications thereof.

Section 6. During meetings information discussed in to stay there. No sister is to discuss private information with people outside of the sorority at any time. If this happens it is up to the Standards Board what the point deduction will be, if the sister will be fined, or if they will be removed from the sorority.

Article 9 – Nominations and Voting Procedures

Section 1. Voting procedures of the chapter meetings

- Clause 1. Business of the chapter requiring a vote will be put to the floor and shall be determined by majority.
- Clause 2. The Vice President shall have the power to vote. The President will be allowed to vote in case of a tie.
- Clause 3. Acceptance of absentee ballots shall be left to the discretion of the chapter.
- Clause 4. Quorum for voting on all issues pertaining to sorority business shall be defined as one more than 50% of the active members.

Section 2. Nominations and voting procedures for officers

- Clause 1. Nominations for elected officers will be made three meetings or weeks prior to the close of each calendar year. Nominations will be seconded and placed upon the slate. A woman may be nominated for more than one office. Nominations will be closed at the discretion of the chapter.
- Clause 2. Elections will be held one week after spring break.
- Clause 3. All voting shall be by secret ballot, unless otherwise discussed.
- Clause 4. Elections of Officers
 - A. For all offices, the chapter shall vote upon all nominees. Final election results will be determined by a majority of those voting and tallied by the President; except when President is being voted upon the Treasurer shall tally the votes.

Article 10 – Rush Procedures

Section 1. Formal Rush shall be held at the beginning of each new semester. Dates shall be determined by IGC.

Section 2. Those who wish to pledge after the beginning of the pledge period shall be left to the discretion of the chapter and standards board.

- Section 3. There shall be **no** alcohol purchased with sorority funds for any rush, social, or pledge event.
- Section 4. There shall be **no** alcohol at **any** Rush event.
- Section 5. Rushees who will be awarded bids shall be determined by a majority vote with a quorum of voting members present.
- Section 6. During the rush period, each rushee shall be under the direct authority of the Pledge Master/ Rush Chair who she can contact throughout the rush period with any questions or concerns she might have.

Article 11 – Pledge Procedures

- Section 1. During the term of her pledgship, each pledge shall be under the direct authority of a “Big Sister.” She shall guide the pledge toward the completion of a program laid down in advance and carried out by the Pledge Master/ Rush Chair. It is the duty of the “Big Sister” to guide her “Little Sister” in learning the aims, requirements and in every way possible, aid and abet the Pledge Master toward successful completion of their work.
- Section 2. All pledges shall follow the pledge constitution.
- Section 3. Pledge Activities
- Clause 1. All pledges have the right to decline activity in an event that they feel uncomfortable with or feel may harm them in any way. Any pledge that wishes to decline activity must come forward at that event and not after. If a pledge participates in an event they have agreed that Sigma Lambda Sigma is not responsible for them and that their participation was completely voluntary. **All pledges must sign a consent form before the event stating that they understand this.**
- Clause 2. There shall be no alcohol at any pledge event.
- Clause 3. There shall be no cameras allowed by pledges at a rush or pledge event. Pictures taken at events must be approved by a member of the Standards Board and later turned over for the archives.
- Clause 4. There shall be no reimbursements of any kind; material or financial for any reason at any point after the invitation has been accepted. Every pledge takes the chance of not being activated when accepting the invitation to pledge; therefore the possibility of loss has also been accepted. Those already activated are under the same conditions.
- Clause 5. All pledges and sisters must be present at pledge meetings and activity nights. **They are allowed two excused absence from the meetings**

provided that they give at least two (2) hours notice. These meetings and activities are a time of learning and are essential to the building of sisterhood. Missing either may be reason for dismissal as a pledge. All exceptions shall be left to the discretion of the Standards Board.

Clause 6. Halfway through the pledging process, and one week prior to SISTERHOOD WEEK, formal interviews with the pledges shall occur with a quorum of active members present. Pledges progress and academics will be discussed. The results of these interviews will be a determining factor of whether or not the pledge will be eligible for activation. All active members must vote on all prospective pledges. A meeting following the interviews will be held in order for members to discuss their opinions and decide on potential members.

Clause 7. In order to be activated, each pledge must receive a majority vote from a quorum of all voting members.

Section 4. Coffee Date Requirements

Clause 1. All coffee dates shall take place in a neutral area for a period of at least 20 minutes. Each pledge must ask at least five *prepared* questions. Open discussion can then take place for the remaining time. This time should be spent getting to know each other on a more personal level.

Clause 2. All members should take notes on the pledges responses and attitude toward the meeting and the sorority/sisters. These notes are to be reported at the next meeting and kept for discussion after pledging interviews. All information a sister compiles must be discussed no matter the content, i.e. like or dislike of certain pledge members.

Clause 3. All coffee dates must be completed by the time that pledge books are due. It is the pledge's responsibility to contact an active member on her own time (not at weekly meetings). If coffee dates are not completed within the allotted period a pledge will not be allowed to continue without the vote of approval by the Standards Board. If an extension is given the pledge must have all coffee dates completed by the meeting prior to activation or she shall not be activated. All exceptions are left to the discretion of the Standards Board.

Article 12 – Dues, Fees, and Assessments

Section 1. Active dues shall be suggested and voted upon yearly by the chapter. Dues shall be paid semesterly. All dues must be paid in full by semester midterms.

- Clause 1. Fifty percent of dues must be paid by a pledge, due by activation, if they have not done so they will not be activated.
- Section 2. Payment plans may be set up with the Treasurer to assist those who are unable to pay the full amount on the due date. This information shall be kept confidential.
- Section 3. The Standards Board may levy assessments on the chapter members after due process. The Standards Board must meet yearly to discuss fines.
- Clause 1. The Standards Board will set up fines for late payments and decide on activity or inactivity of a member on the basis of their written letter or attendance at meetings as stated in Article 5, Section 4, all clauses.

Article 13 – Finance

- Section 1. The necessary expenses of this chapter shall be met with the funds secured through chapter membership dues, fees, assessments, and chapter activities.
- Section 2. Bank accounts
- Clause 1. Any money raised from service projects will be allocated as follows unless otherwise voted upon by the active sisters:
- A. 51% of all proceeds must be donated to the charity the event was for.
 - B. The other 48% will go into the sorority savings account and will be strictly used to hold the funds raised from service projects.
- Clause 2. If there are not enough sisters holding standards positions, the oldest active sister not on the bank account will be placed on the account.

Article 14- Point System

- Section 1. This chapter shall keep track of points collected throughout the year.
- Section 2. At each event, meeting, etc. points will be able to be earned or taken away.
- Section 3. The number of points to be earned at each event will be determined by the Standards Board at their semester meeting.
- Section 4. Points can be taken away for such offenses such as late dues, being excessively late to meetings, excessive interrupting, etc.
- Clause 1. Sisters are able to add or take away a maximum of three points from each other. They are not allowed to add points to themselves.

Clause 2. Excessive point subtracting without just cause is liable for penalty at the discretion of the Standards Board.

Clause 3. Pledges are able to earn a maximum of three extra points by requesting duties (i.e. chores) from the active sisters. The sister will determine points awarded.

Section 4. After all points are accumulated for the year, the sister with the most points will be awarded a gift, decided on by the Standards Board at the beginning of the school year and paid for by the sorority.

Section 5. An accurate record of points is to be kept by Sergeant-At-Arms.

Article 15- Conduct and Consequences

Section 1. No member or pledge shall act in anyway that will put the sorority's reputation in jeopardy. Actions include nudity, being overly sexual in public, being overly intoxicated, using drugs, drinking underage and disorderly at a social function and any other activities that the Standards Board finds offensive.

Section 2. Consequences shall be a written apology to the sorority and a probationary period of six (6) weeks. Probation shall include the loss of voting rights, the ability to participate in sorority socials including parties, and the right to wear letters. The Standards Board may make changes based on the situation.

Section 3. Any member or pledge who is missing from, too intoxicated, or too hung over to watch her door, attend any mandatory Sigma Lambda Sigma events or perform any duty (i.e. service project), using drugs, drinking underage shall expect ramifications from the Standards Board, including but not limited to, a fine of \$20.

Article 16- Amendments

Section 1. This constitution may be amended at any officially called meeting of the chapter with a quorum present upon affirmation of one more than 50% of the active members.

Section 2. This constitution shall be declared and in effect for rushes, pledges, and all members; active, honorary, and advisory, when it shall receive approval by ballot of one more than 50% of the total number of active members present at any officially called meeting when a quorum prevails.

Section 3. All sisters must maintain a GPA of at least 2.0. All sisters, active or inactive, are required to submit an unofficial copy of their transcript to the Sergeant-At-Arms at the first meeting of each semester. All rushees interested in pledging must bring an unofficial copy of their transcript to the last rush event (unless they are a freshman who does not have one yet.) Grades will not be a determining factor in whether or not a rushee receives a bid.

Clause 1. Academic Policy for Sisters on Probation

Must have a 2.0 GPA each semester. If a sister fails to maintain this standard, then she will be required to have five library hours per week, 3.5 hours to be completed **in** the library. While on academic probation a sister is prohibited from being a "big sister". A sister is allowed only one consecutive semester on academic probation; if she is still under a 2.0 GPA she must go inactive. She can then return as a fully active sister the next semester as long as her GPA is above a 2.0.

Ratified and Effective May 25, 2010