

**NATIONAL CONSTITUTION AND BYLAWS**

**OF**

**LATINAS PROMOVRIENDO COMUNIDAD/  
LAMBDA PI CHI SORORITY, INC.\***

*\* As ratified by the National Assembly at the 2006 Winter Conclave on January 14, 2006,  
and last edited by the Judiciary Council on April 21, 2010 to incorporate all subsequent amendments  
as adopted by the National Assembly ending with the 2010 Spring Interim Conclave.*

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## PREAMBLE

We, las Hermanas<sup>1</sup> of Latinas Promoviendo Comunidad/Lambda Pi Chi Sorority, Inc., founded at Cornell University on April 16, 1988, pledge to promote the distinguished ideals of Comunidad (community), la Cultura Latina (the Latino culture), and Hermandad (sisterhood). By attaining Hermandad<sup>2</sup>, we strive to devote ourselves to the enrichment of the Latino community, as well as foster and promote an appreciation for the Latino culture. As such, las Hermanas of Latinas Promoviendo Comunidad/Lambda Pi Chi Sorority, Inc., hereby adopt the National Constitution and Bylaws herein.

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<sup>1</sup> The word “*Hermanas*” as used and defined by Latinas Promoviendo Comunidad/ Lambda Pi Chi Sorority, Inc. is not a direct translation of “Sisters.” Rather, “Hermanas” refers to a sister-like relationship which further encompasses the Latino social values of respect, lifelong mutual concern, support and encouragement.

<sup>2</sup> The word “*Hermandad*” as used and defined by Latinas Promoviendo Comunidad/ Lambda Pi Chi Sorority, Inc. refers to the relationship established between *Hermanas*.

## ARTICLE I – ORGANIZATION PROFILE

- SECTION 1. Name. The name of this organization is: Latinas Promoviendo Comunidad/ Lambda Pi Chi Sorority, Inc., from here on referred to as “the Sorority.”
- SECTION 2. Member Title. Members who are successfully initiated into the organization shall be bestowed with the title “Hermana” and may refer to each other as such.
- SECTION 3. Vision. The Vision of the Sorority is: A lifetime network of Hermanas dedicated to empowering themselves and their communities.
- SECTION 4. Mission. The Mission of the Sorority is: To empower women by providing a supportive network dedicated to their personal and professional advancement. Our Hermandad is further advanced by our shared dedication and promotion of public service and cultural awareness, with an emphasis on United States Latino history, contributions, and experiences.
- SECTION 5. Goals. The Goals of the Sorority are:
- To unify women through the promotion of the Latino community and the Latino culture;
  - To promote community service to the local community;
  - To work towards the advancement of all people of color with a special emphasis on the Latina;
  - To enlighten our respective communities about Latino cultural, social and political issues;
  - To sponsor cultural events which identify and evaluate the existing and emerging roles of women with an emphasis on the Latina; and
  - To promote professional advancement by encouraging academic excellence, mentorship and networking.
- SECTION 6. Greek Letters. The Sorority may be represented by the Greek letters: “ΛΠΧ,” and these may be used on paraphernalia and other items as authorized by the Sorority Laws. When using the Greek-letters on any Sorority document, flyer, pamphlet, writing or other publication, the full name of the Sorority must be included.
- SECTION 7. Corporate Status. The Sorority is incorporated under Section 402 of the Not-for-Profit Corporation Law of the State of New York. **[Tax exemption status and Federal Tax ID number to be denoted here at a later date.]**
- SECTION 8. Government. Except as otherwise required by the laws of the State of New York or otherwise provided in the National Constitution and Bylaws, the governing body of the Sorority shall be the National Assembly and, in the interim between meetings of the National Assembly, the government of the Sorority shall be vested in the National Executive Board.

SECTION 9. Sorority Laws. The National Constitution and Bylaws of the Sorority shall be collectively referred to herein as “the Sorority Laws,” and shall prescribe all Sorority national, regional, and local activity along with all applicable Federal, State, and local laws, as well as any other policies, procedures, protocols, practices, rules, regulations, requirements, and guidelines (“provisions”) that are established through National Executive Board Resolutions (“Board Resolutions”) which are deemed confirmed and thereby adopted by the National Assembly and which are otherwise not inconsistent with the Sorority National Constitution and Bylaws and applicable Federal, State, local laws.

SECTION 10. Fiscal Year. The fiscal year of the Sorority shall begin on January 1st and end on December 31<sup>st</sup> of each year.

## ARTICLE II – SYMBOLS, EMBLEMS, AND INSIGNIA

SECTION 1. Official Insignia. The Official Insignia of the Sorority includes all items referenced under this Article as well as anything that the National Assembly adopts as constituting an official internal or external representation of the Sorority. All officially adopted insignia must be purchased from manufacturers and vendors authorized by the National Executive Board.

SECTION 2. Official Badge

- 2.1 The Official Badge of the Sorority shall be Latinas Promoviendo Comunidad/ Lambda Pi Chi Sorority, Inc. and/or the Greek letters “ΛΠΧ.”
- 2.2 Use of the Official Badge on jewelry, ornamentation, paraphernalia, documentation or any other item not authorized by the National Executive Board is forbidden.
- 2.3 Only Hermanas of the Sorority may wear/use the Official Badge.
- 2.4 Hermanas shall be entitled to the use of the Official Badge for life so long as they remain an Hermana of the Sorority and such use shall be governed by such other provisions as may be established through Board Resolutions in accordance with the Sorority Laws.
- 2.5 The Official Badge shall remain property of the Sorority at all times and must be surrendered to the Sorority by any Hermana who is deactivated from the Sorority in accordance with the Sorority Laws.

SECTION 3. Membership Certificate and Membership Card.

- 3.1 A Membership Certificate shall be issued by the National Executive Board to every new Member upon being successfully initiated into the Sorority.
- 3.2 The Membership Certificate shall serve as evidence that the Member is officially recognized as an Hermana of the Sorority and it may be displayed publicly.
- 3.3 A Membership Card shall be issued by the National Treasurer/ Chief Financial Officer to each Member upon her payment of the appropriate annual national membership dues as well as any outstanding fees, assessments or other financial obligations.
- 3.4 The Membership Card shall serve as evidence of the Member’s active membership status for the period stated on the Membership Card.
- 3.5 The Membership Certificate and the Membership Card shall remain property of the Sorority at all times and must be surrendered to the Sorority by any Hermana who is deactivated from the Sorority in accordance with Sorority Laws.

SECTION 4. Official Colors. The Official Colors of the Sorority are red, gold (non-metallic), black and white.

SECTION 5. Official Motto. The public motto of the Sorority is "*La Hermandad Nunca Termina*" and may be printed as such on all documents and correspondence for either internal or external distribution.

SECTION 6. Official Emblem. The Sorority Crest is the official emblem of the Sorority.

SECTION 7. Official Mascot. The Sorority Mascot is a butterfly. The Sorority Mascot may not be used in official documentation unless otherwise provided by the Sorority Laws. Whenever the Sorority Mascot is used it shall not be larger than the Sorority's name and must always be in flight.

SECTION 8. Official Flower. The Sorority Flower is a red carnation.

SECTION 9. Official Jewel. The Sorority Jewel is the fire opal.

SECTION 10. Official Call. The Sorority Call is a rolling sound "Prrrrraai!", where the r's are trilled for a count of five (5), followed by the response of "Pi Chi!" from fellow Hermanas.

SECTION 11. Public Appellation. Hermanas may be publicly identified by the appellation "Pi-Chi."

SECTION 12. Official Newsletter. The title of the official Sorority Newsletter is "*La Hermandad*" and it shall be published by the National Executive Board twice a year for subsequent distribution, free of charge, to all Hermanas deemed in good standing within the Sorority.

**ARTICLE III - NATIONAL ASSEMBLY:  
COMPOSITION, AUTHORITY, AND CONCLAVE**

SECTION 1. Composition.

- 1.1 The National Assembly shall be comprised of all Members in good standing who are (a) Voting Members authorized to cast votes during the Sorority's national meetings, otherwise known as Conclaves and Special Meetings, and (b) General Members who may attend and participate in Conclaves and Special Meetings but may not cast votes therein unless otherwise provided in the Sorority Laws.
- 1.2 The Voting Membership shall consist of each living Sorority Founder, each National Executive Board Officer, two (2) Chapter Delegates from each Undergraduate Chapter, two (2) Chapter Delegates from each Professional/Graduate Chapter, one (1) Regional Board Delegate from each active region and a number of Regional Alumnae Delegates calculated per Region pursuant to a Regional Alumnae Delegate formula maintained and updated by the National Vice President of Alumnae Affairs as approved by Board Resolutions adopted in accordance with the Sorority Laws. Each Voting Member is entitled to only one vote and may not act in more than one capacity when voting.
- 1.3 The General Membership shall consist of Members who may register to attend and participate in Conclaves and Special Meetings but may not cast votes therein unless otherwise provided in the Sorority Laws. Members who are not in good standing may not register, attend, or participate in Conclaves and Special Meetings.

SECTION 2. Scope of Authority.

- 2.1 The National Assembly shall constitute the supreme source of authority for the Sorority, and shall exercise general original jurisdiction over all subjects of Sorority legislation except when otherwise provided in the Sorority Laws or required by the laws of the State of New York.
- 2.2 The National Assembly shall have supervisory jurisdiction over the acts and decisions which constitute resolutions of the National Executive Board ("Board Resolutions") when such jurisdiction is not inconsistent with the Sorority Laws or the laws of the State of New York.
  - 2.2.a All Board Resolutions shall be posted on a monthly basis for National Assembly review.
  - 2.2.b Board Resolutions that impact the National Constitution and Bylaws must be presented at a Conclave or Special Meeting where there is a quorum and approved by  $\frac{3}{4}$  of the Voting Members of the National Assembly in order to be deemed duly adopted by the National Assembly in accordance with the Sorority Laws.
  - 2.2.c Except for Board Resolutions that impact the National Constitution and Bylaws as discussed above, all other Board Resolutions shall be deemed adopted as confirmed by the National Assembly unless they arise from any duties, responsibilities, or acts that are not expressly authorized in the Sorority Laws and a written Motion to overturn the Board Resolution is filed with the Judiciary Council within thirty (30) days after the Board Resolution was posted with a request for discussion and vote at a Special Meeting or Conclave. The Motion must be signed by two-thirds (2/3) of

the Chapter Delegates of all active Chapters and should explain why the Board Resolution is being opposed and should be overturned. The Judiciary Council shall notify the National President/ Chief Executive Officer of any such Motion and request further information as necessary.

- 2.2.d Within fifteen (15) days after timely receipt of the aforementioned Motion, the Judiciary Council shall issue a statement that either (1) denies the Motion because it finds that the Board acted within its scope of authority, or (2) declares the Board Resolution null and void because it finds that the Board acted outside its scope of authority, or (3) schedules a Special Meeting for discussion and vote as requested, or (4) schedules the matter for vote and discussion during Conclave. A majority vote by the Voting Members of the National Assembly present at such a Special Meeting or Conclave where there is a quorum shall overturn the Board Resolution.
- 2.3 The National Assembly may adopt general and special Sorority laws, traditions, uses, and insignia, and do whatever else it may consider necessary for the well being and perpetuity of the Sorority when not inconsistent with the Sorority Laws and the laws of the State of New York.

### SECTION 3. Conclave Proceedings.

- 3.1 Purpose. National Conclave is a three day business meeting held annually and conducted by the National Executive Board for the National Assembly. The purpose of this meeting is to enable the National Assembly to convene in order to elect and install National Executive Board Officers, make important decisions on Sorority legislation, receive and discuss important updates regarding the fundamental aspects of the Sorority, and participate in Member, Chapter, and Regional leadership and programming trainings.
- 3.2 Quorum. Two-thirds attendance of the Voting Membership is necessary to constitute a quorum for the transaction of business at any Conclave or Special Meeting.
- 3.3 Voting Rights. Only the Voting Membership shall vote on all official Sorority matters presented at Conclaves or Special Meetings, unless otherwise provided in the Sorority Laws. Each Voting Member is entitled to only one vote and may not act in more than one capacity when voting. Non-accredited Chapter and Regional Alumnae Delegates shall not be entitled to vote.
- 3.4 Voting Rights Exception. Where a vote to be taken by the National Assembly concerns the rights and privileges or responsibilities and obligations of all Members, the Judiciary Council or a Voting Member may request/ make a motion that the National Assembly make a voting rights exception and suspend the regular voting rights provisions in order to allow each Member that is physically present at the Conclave to vote on the specific matter. An affirmative vote of the majority (50% + 1) of the votes cast by the Voting Members is required to approve the request/ motion. This practice shall be otherwise known as invoking the “one Hermana-one vote” rule.
- 3.5 Rules of Order. The parliamentary law, as contained in the latest edition of Robert's Rules of Order, shall govern the proceedings of every Conclave except as otherwise provided by the Sorority Laws, required by the laws of the State of

New York, or resolved by majority vote of the Voting Members of the National Assembly.

- 3.6 Notice of Conclave. Written or printed notice stating the place, date and time of the Conclave shall be delivered at the consensus of the National Executive Board and the direction of the National President/ Chief Executive Officer to all Members of the Sorority in good standing via i) the Undergraduate Chapter Delegate(s), ii) the Professional/ Graduate Chapter Delegate(s), iii) the Regional Alumnae Delegates, or (iv) individually, not less than ninety (90) days before the date of the Conclave. If mailed, such notice shall be deemed delivered when deposited in the United States mail, with postage prepaid, and addressed to the Member at her address as it currently appears on the records of the Sorority.
- 3.7 Conclave Agenda. No less than thirty (30) days prior to the Conclave, the National Executive Board shall deliver to the National Assembly a complete agenda for the Conclave including all proposed legislation and voting matters to be brought before the National Assembly.
- 3.8 Chapter and Regional Alumnae Delegate Attendance and Registration. All active Chapters are required to be in attendance at each Conclave, being represented by two (2) accredited Chapter Delegates. Alumnae and Professional/ Graduate Members who do not reside, or are employed, or attending school within a 30-mile radius of a Pi Chapter may be represented through a number of Regional Alumnae Delegates to be determined by the Regional Alumnae Delegate formula maintained and updated by the National Vice President of Alumnae Affairs as approved by Board Resolutions adopted in accordance with Sorority Laws. Each Chapter and Regional Alumnae group shall pay for the Conclave registration and other fees required of each accredited Chapter and Regional Alumnae Delegate. Failure of an accredited Chapter or Regional Alumnae Delegate to physically attend Conclave shall not entitle the Chapter or Regional Alumnae group to a reimbursement of said fees. The Conclave registration and other fees shall be established by the National Treasurer/ Chief Financial Officer in the amounts necessary to cover the cost of conducting the Conclave.
- 3.9 Chapter Delegate Election. Chapter Delegates must be Members in good standing as defined by the Sorority Laws. One of the Chapter Delegates must be a Chapter Officer. The other Chapter Delegate shall be nominated and elected during the Chapter's annual elections in accordance with the Chapter's election procedures. When an Undergraduate Chapter cannot be represented by an Undergraduate Member of that Chapter due to school, personal or health conflicts, the Undergraduate Chapter may elect an Alumna of that Chapter to serve as its Chapter Delegate. Each Chapter Delegate shall serve for a term equal to the lesser of one (1) year or until the Chapter files credentials certifying another Chapter Delegate to represent such Chapter.
- 3.10 Regional Alumnae Delegate Election. Regional Alumnae Delegates must be Members in good standing. Each Region shall nominate and elect Regional Alumnae Delegates during a Regional Alumnae Business Meeting coordinated by the Regional Officer of Alumnae Affairs, or in her absence, the National Vice President of Alumnae Affairs. During this or a subsequent Regional Alumnae Business Meeting, national Sorority issues shall be discussed by Regional Alumnae to inform and instruct the Regional Alumnae Delegates on how they should vote during Conclaves and Special Meetings. Each Regional Alumnae

Delegate shall serve for a term equal to the lesser of one (1) year or until such time that another Regional Alumnae Delegate has been certified to represent the Regional Alumnae. The maximum number of Regional Alumnae Delegates that may be elected in any one Region will be determined pursuant to a Regional Alumnae Delegate formula applied to the total number of active Alumnae and Professional/ Graduate Members in the Region who are not members of a Pi Chapter because no such Chapter exists within a 30 mile radius of where the Member resides, is employed, or attends school. The Regional Alumnae Delegate formula shall be maintained and updated by the National Vice President of Alumnae Affairs as approved through Board Resolutions adopted in accordance with Sorority Laws.

- 3.11 Chapter Delegate and Regional Alumnae Delegate Accreditation and Certification. No less than thirty (30) days prior to the Conclave, each Chapter and Regional Alumnae group shall submit to the National Vice President/ Chief Operations Officer information on the status and standing of each respective Delegate, and any other voting credential information as may be requested to establish the accreditation of the Delegate. Upon review and verification of the information, the National Vice President/ Chief Operations Officer shall assess whether the Delegate can be accredited and shall notify the Chapter and Region accordingly. No less than (15) days prior to Conclave, the National Vice President/ Chief Operations Officer shall publish the certified list of accredited Chapter Delegates and Regional Alumnae Delegates.
- 3.12 Conclave Roster, Roll Call, and Quorum. The National Secretary shall prepare a roster of the Voting Members of the National Assembly, containing the names of all accredited Chapter Delegates and Regional Alumnae Delegates together with the names of the living Sorority Founders and National Executive Board Officers present as well as Voting Members who submitted approved Absentee Ballots. Any question on the accreditation of Chapter and Regional Alumnae Delegates and Absentee Ballot approval shall stand referred to the National Vice President/ Chief Operations Officer. As the first order of business at every Conclave, the National Secretary shall call the roll and Voting Members shall register as "present" to form the "Official Register of Voting Members of the National Assembly." At the conclusion of the roll call, the National Secretary shall announce the number of votes present and declare the existence or non-existence of a quorum.
- 3.13 Official Tellers. The National Vice President/ Chief Operations Officer shall designate two (2) Members to act as Official Tellers of votes taken at Conclave.
- 3.14 National Assembly Resolutions. A motion approved by a majority vote of the Voting Membership shall constitute a Resolution of the National Assembly. The National Executive Board shall be responsible for documenting all Resolutions of the National Assembly and ensure the proper drafting of legislation or documents resulting from such Resolutions. Resolutions shall be reflected in the minutes of each Conclave.
- 3.15 Minutes. No later than thirty (30) days after a Conclave, the National Secretary shall distribute minutes of the Conclave proceedings to each Voting Member of the National Assembly. Within thirty (30) days after receipt of the Conclave Minutes, the Voting Members of the National Assembly shall note and submit

any corrections to the National Secretary. Final approval of the minutes is to be carried out at the succeeding Conclave.

- 3.16 Reports and Agenda. At each Conclave, the National Secretary shall make the following available for inspection by any Voting Member of the National Assembly:
- 3.16.a An agenda for the Conclave
  - 3.16.b A copy of the minutes of the National Assembly meetings held at the last Conclave
  - 3.16.c A summary of the Resolutions of any National Executive Board meetings held since the last Conclave
  - 3.16.d A list of latest appointments to National Committees
  - 3.16.e Copies of mid-year or annual reports prepared as appropriate by the National Executive Board Officers, National Committee Chairs, Regional Directors, and any Auditors.
  - 3.16.f All current proposals to be voted on by the National Assembly

SECTION 4. Special Meetings.

- 4.1 How Called. Special Meetings may be called by the National President/ Chief Executive Officer, or by a two-thirds (2/3) vote of the National Executive Board Officers, or by a two-thirds (2/3) vote of the Chapter Delegates representing all active Chapters.
- 4.2 Time and Place. Special Meetings shall be held on such date, time and place specified by the National Executive Board in the Notice of the Special Meeting.
- 4.3 Notice of Special Meeting. Written notice stating the place, date, time and purpose of the Special Meeting shall be delivered, at the direction of the National President/ Chief Executive Officer, not less than five (5) and no more than forty (40) days before the date of the meeting to i) each Member entitled to vote at such meeting, and ii) any and all other persons who are presenting issues of direct relevance to the matter being discussed. If mailed, such notice shall be deemed delivered when deposited in the United States mail, with postage prepaid, and addressed to the Member at her address as it currently appears on the records of the Sorority.
- 4.4 Matters Considered. The Voting Members of the National Assembly shall consider only those matters which are specified in the Notice of Special Meeting submitted by the National President/ Chief Executive Officer, National Executive Board, or Chapter Delegates who called the Special Meeting.

SECTION 5. Absentee Ballots.

- 5.1 Definition. Absentee Ballots are defined as votes cast via mail, e-mail, or other electronic form by an accredited and certified Voting Member of the National Assembly who is unable to physically attend the Conclave or Special Meeting.
- 5.2 Absentee Ballot Requests. Requests for Absentee Ballots will be accepted by the National Vice President/ Chief Operations Officer under the following guidelines and conditions:
  - 5.2.a Only Voting Members of the National Assembly who have been accredited and certified to vote at Conclave Meetings and Special Meetings are entitled to request permission to submit an Absentee Ballot,

and only after they have exhausted all procedures to have another Voting Member accredited and certified and said efforts have failed.

- 5.2.b Requests for permission to submit an Absentee Ballot must be submitted in writing to the National Vice President/ Chief Operations Officer no less than twenty (20) days prior to the Conclave or Special Meeting, explaining the circumstance for the absence at the Conclave or the Special Meeting and describing the failed attempts to have another Voting Member accredited and certified.
- 5.3 Approval and Denial Reply. The National Vice President/ Chief Operations Officer shall review the Absentee Ballot Request and issue an Absentee Ballot Reply approving or denying the request within five (5) days after receiving the request. If the request is approved, the National Vice President/ Chief Operations Officer shall enclose an Official Absentee Ballot with the Absentee Ballot Reply. If the request is denied, the Absentee Ballot Reply shall include an explanation and emphasize that another Voting Member must be accredited and certified as soon as possible or else that vote will be forfeited.
- 5.4 Submission of Absentee Ballot. Upon receipt of the Absentee Ballot Reply approving the Absentee Ballot Request, the Voting Member must submit the Official Absentee Ballot to the National Vice President/ Chief Operations Officer no later than seven (7) days before the Conclave or Special Meeting. If the Official Absentee Ballot is not received or is not received timely, then the vote will be forfeited. The National Vice President/ Chief Operations Officer will be responsible for delivering all timely received Official Absentee Ballots to the Official Tellers appointed to tally votes during the Conclave or Special Meeting.

**ARTICLE IV - NATIONAL EXECUTIVE BOARD:  
COMPOSITION, AUTHORITY, AND MEETINGS**

SECTION 1. Composition and Rank.

- 1.1 The National Executive Board shall be comprised of the National Officers holding regularly elected offices, which in order of senior rank shall include: the National President/ Chief Executive Officer, National Vice President/ Chief Operations Officer, National Treasurer/ Chief Financial Officer, National Secretary, National Vice President of Undergraduate Affairs, National Vice President of Alumnae Affairs, National Vice President of New Membership, National Vice President of Public Relations, National Vice President of Expansion, National Vice President of Philanthropy, and the National Historian/ Archivist.
- 1.2 National Committee Chairs and other National Officers that hold regularly appointed offices shall not be members of the National Executive Board, unless the Chair of the National Committee also holds one of the elected National Officer positions mentioned above.

SECTION 2. Scope of Authority.

- 2.1 General Powers. The National Executive Board shall be empowered to make decisions and devise and execute policies and procedures necessary to facilitate the general operation and function of the organization and further its mission, vision and goals.
- 2.2 Articles of Incorporation. The National Executive Board shall have the power to propose amendments to the Sorority's Articles of Incorporation.
- 2.3 Sorority Laws. The National Executive Board shall have the power to enact, amend or suspend laws, under the following conditions and limitations:
  - 2.3.a The National Executive Board shall have the authority to adopt new laws, and amend or suspend existing Sorority Laws by majority vote of the National Executive Board in the case of an emergency in order to be in and maintain compliance with applicable Federal, State and local laws.
  - 2.3.b The National Executive Board may seek to amend or suspend an unconstitutional Sorority Law by majority vote of the National Executive Board after first obtaining a written opinion of the Judiciary Council that said law is unconstitutional.
  - 2.3.c The adoption of new laws and the amendment or suspension of existing Sorority Laws by the National Executive Board shall continue in effect until the next Conclave, when, if not expressly adopted by the National Assembly, such law, amendment or suspension shall thereafter be null and void, and the original law shall be in force. However, this policy is inapplicable where the law, amendment or suspension by the National Executive Board rectifies or abolishes a law declared as unconstitutional by the Judiciary Council.
  - 2.3.d No law shall be passed, amended, or suspended within six (6) months following a Conclave after the National Assembly has once refused to confirm such enactment, amendment or suspension, except in the case of an unconstitutional law.

- 2.4 Board Resolutions. Board Resolutions are defined as decisions adopted by the National Executive Board which it deems necessary and proper in order to perform National Officer and National Executive Board duties and responsibilities, devise and implement strategies that advance the vision, mission and goals of the Sorority, resolve controversies, and conduct related Sorority activities, functions, operations, and administration.
- 2.4.a Board Resolutions will be recorded in the minutes of the Board's meetings and a summary of the Board Resolutions shall be issued to the National Assembly on a monthly basis for its review, comment, and inquiry.
- 2.4.b In the event a Board Resolution impacts the National Constitution and Bylaws, then it must adhere to the procedures above in Section 2.3 and must be presented at a Conclave or Special Meeting where there is a quorum and approved by  $\frac{3}{4}$  of the Voting Members of the National Assembly in order to be deemed duly adopted by the National Assembly.
- 2.4.c All other Board Resolutions shall be deemed adopted as confirmed by the National Assembly unless they arise from any duties, responsibilities, or acts that are not expressly authorized in the Sorority Laws and a Motion to overturn the Board Resolution is timely filed as set forth below
- 2.4.d. In order to overturn a Board Resolution, a Motion signed by two-thirds ( $\frac{2}{3}$ ) of the Chapter Delegates of all active Chapters must be submitted to the Judiciary Council within thirty (30) days after the Board Resolution was posted with a request for discussion and vote at a Special Meeting or Conclave. The Motion should explain why the Board Resolution is being opposed and should be overturned. The Judiciary Council shall notify the National President/ Chief Executive Officer of any such Motion and request further information as necessary.
- 2.4.e Within fifteen (15) days after timely receipt of the aforementioned Motion, the Judiciary Council shall issue a statement that either (1) denies the Motion because it finds that the Board acted within its scope of authority, or (2) declares the Board Resolution null and void because it finds that the Board acted outside its scope of authority, or (3) schedules a Special Meeting for discussion and vote as requested, or (4) schedules the matter for vote and discussion during Conclave. A majority vote by the Voting Members of the National Assembly present at such a Special Meeting or Conclave where there is a quorum shall overturn the Board Resolution.
- 2.5 Charters. The National Executive Board shall have the power to authorize the establishment of Chapters and approve applications for Charters, subject to ratification by the National Assembly.
- 2.6 Sorority and Chapter Property. The National Executive Board shall have the power to manage the property and assets of the Sorority, regulate their use, authorize or prohibit their sale or encumbrance, and invest and reinvest such property and assets in such securities (including, but not limited to, common and preferred stock and investment trusts) or real, personal or intangible property (whether or not mortgaged or subject to any lien or assessment), without limit as to kind or amount.
- 2.6.a The National Executive Board shall have authority over the real estate and personal property held by all Chapters to prevent its being diverted from

its proper use as Sorority property and to prevent the carrying on of any practices contrary to the Sorority Laws.

- 2.6.b In the event that the Charter of any Chapter is revoked, the title to any real estate or personal property shall be held for a period of two years. During this time; the National President/ Chief Executive Officer shall appoint a committee of Alumnae or Professional/Graduate Members to take steps to restore the Chapter, and in the event the Chapter is restored, said real estate or personal property shall be returned to the Chapter. If the Chapter is not restored at the expiration of the two years, the National Executive Board may sell and dispose of the real estate or personal property as necessary.
- 2.6.c After the payment or provisions for payment of all legally enforceable obligations of the owner of the real estate, the remaining proceeds of any sale of real estate shall be promptly transferred to the Sorority (unless otherwise determined by the National Executive Board) and held by the Sorority to the credit of said Chapter regardless of the time of such sale and regardless of whether title was held by the Chapter or the Sorority.
- 2.7 Sorority Finances. The National Executive Board shall have the power to manage the finances of the Sorority, and adopt budgets and financial estimates.
- 2.8 Corporate Seal. The National Executive Board may authorize the creation of a suitable seal, bearing the name of the Sorority, to remain in the charge of the National Secretary. Duplication of one or more seals may also be authorized, with custody vested in the National President/ Chief Executive Officer, and/or the National Vice President/Chief Operations Officer, and/or the National Treasurer/Chief Financial Officer. If the Sorority is required to place its corporate seal to a document, it will be sufficient to meet the requirement of any law, rule, or regulation relating to a corporate seal by placing the word "Seal" adjacent to the signature of one of the aforementioned National Officers authorized to sign the document on behalf of the Sorority.
- 2.9 Corporate Records. The National Executive Board shall keep all corporate books and records at such place or places as designated in the Sorority Laws or as the National Executive Board may from time to time designate, subject to any provision contained in the laws of the State of New York.
- 2.10 Sorority Headquarters. The National Executive Board shall establish a Sorority Headquarters for the keeping of books, records, documents, and other property of the Sorority and for the use of performing the administrative details of the Sorority.
- 2.11 Additional Authority. The National Executive Board shall have the power over such other matters as the National Assembly shall from time to time direct or authorize.

### SECTION 3. Jurisdiction.

- 3.1 The National Assembly shall have general supervisory jurisdiction over the National Executive Board by way of reviewing and adopting the resolutions made by the National Executive Board in accordance with the Sorority Laws.
- 3.2 The National Executive Board shall have appellate jurisdiction over all matters and controversies raised in Petitions and initially decided by any National Officer, upon receipt of a Grievance, and shall exercise exclusive jurisdiction over

Grievances in accordance with Article XI. Any National Executive Board Officer who may be involved in said controversy shall not be entitled to a vote upon the final determination of the Grievance.

- 3.3 Where the National Executive Board is uncertain as to the interpretation of a provision contained in the Sorority Laws or any other policies, procedures, protocols, practices, rules, regulations, requirements, or guidelines it may refer the Grievance to the Judiciary Council for final determination.
- 3.4 The Judiciary Council shall have appellate jurisdiction over all matters and controversies raised in Complaints upon receipt of an Appeal, and shall exercise exclusive jurisdiction over Appeals in accordance with Article XI.

#### SECTION 4. Meetings.

- 4.1 Regular Board Meetings. The National Executive Board shall hold its regular meetings at such times, places and frequency as shall be provided in the Sorority Laws or set by resolution of the National Executive Board, with a minimum of one meeting per calendar month. If the time or place of regular meetings is fixed or changed, written and verbal notice shall be given to each National Director and National Officer not present when such action was taken at least three (3) days prior to the next regular meeting.
- 4.2 Special Board Meetings. Special Meetings of the National Executive Board may be called by the National President/ Chief Executive Officer or by any three (3) National Executive Board Officer upon (3) days notice before such meeting if the notice is given to each National Executive Board Officer by mail, or upon twenty four (24) hours notice before such meeting if the notice is given to each National Executive Board Officer by any other effective means. Such notice, by however means given, shall specify the place, day and hour of the meeting.
- 4.3 Quorum. Two-thirds (2/3) of the number of the National Directors actually elected, qualified, and serving shall be necessary to constitute a quorum for the transaction of any business. The act of the majority of the number of National Directors present shall be the act of the National Executive Board, unless the act of a greater number is required by the Sorority Laws or laws of the State of New York.
- 4.4 Attendance. Members of the National Executive Board may attend and participate in meetings of the National Executive Board by means of a telephone conference or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at a meeting.
- 4.5 Mail Vote. Votes of the National Executive Board may be taken by mail or e-mail on questions submitted to the National President/ Chief Executive Officer. Such questions shall be filed with, and the vote taken, recorded, and reported to the National President/ Chief Executive Officer by the National Secretary. The result of such vote shall be effective upon receiving and recording a sufficient number of ballots that are either favorable to the proposition in order to adopt it, or against the proposition in order to defeat it.

**ARTICLE V – NATIONAL EXECUTIVE BOARD OFFICERS:  
NOMINATION, ELECTION, INSTALLATION, INAUGURATION,  
LEAVES, RESIGNATION, REMOVAL, IMPEACHMENT, AND VACANCIES**

SECTION 1. Nomination Procedures.

1.1 Nomination of Candidates.

- 1.1.a The nomination of candidates shall be processed by the National Nominations/Elections Committee, which shall consist of three (3) members and established in accordance with Article VII.
- 1.1.b Only Alumnae and Professional/ Graduate Members who have been Members for at least (2) years and are in good standing within the Sorority may be nominated for an elected National Officer post.
- 1.1.c Only Members in good standing may officially nominate a candidate for an elected National Officer post.
- 1.1.d In order to officially nominate a candidate, Members in good standing must submit nomination profiles to the Nominations/Election Committee no earlier than February 1 and no later than March 31 of the year in which elections shall take place. Each nomination profile must be signed by at least two (2) Members in good standing within the Sorority who have not already submitted a nomination profile for another candidate for the same office.
- 1.1.e Upon receipt of the nominations profile, the Nominations/Election Committee shall send a written acknowledgment to the Members who submitted the nominations profile. Said acknowledgment shall state whether the Nominations/Election Committee has accepted and approved, or rejected and denied, the nomination. If the nomination is rejected and denied, the acknowledgment shall provide an explanation as to why the nomination was rejected and denied and shall also state under what conditions, if any, a resubmission of the profile would be considered.

1.2 Approval of Candidate Nominations.

- 1.2.a The Nominations/Election Committee shall review the nomination profiles and approve the nominations in accordance with the requirements and procedures as may be approved by the National Executive Board from time to time and which are subject to revision by the National Assembly.
- 1.2.b Upon receipt of a valid nomination profile, the Nominations/Election Committee will contact the nominee and inquire whether or not she accepts the nomination.
- 1.2.c If the nominee declines the nomination, the nomination profile shall be stamped “DECLINED” and filed with Sorority records.
- 1.2.d If the nominee accepts the nomination, the Nominations/Election Committee will verify the accuracy of the information provided in the profile and determine whether or not the nominee meets all the requirements of the elected National Officer position for which she has been nominated.
- 1.2.e If the nominee satisfies all the requirements, the Nominations/Election Committee shall approve the nominee as an official candidate for the office(s) for which she was nominated.

1.2.f Approval of a candidate may be withdrawn by the Nominations/Election Committee at any time after the nominee has been approved as an official candidate and right up to the date of the Election Conclave if the nominee has not satisfied all the requirements of the office(s) for which she was nominated by the date of the Election Conclave.

1.3 Candidate Campaigns.

1.3.a The Nominations/Election Committee shall send all candidates written notification of their approval and ask each candidate to prepare a brief statement that will be published by the National Executive Board in a special campaign publication.

1.3.b The brief statement must be submitted to the National Vice President/Chief Operations Officer no later than one month prior to the Election Conclave where elections will take place.

1.3.c The National Executive Board shall publish and distribute the special campaign publication to all National Assembly Members no later than one (1) week prior to the Election Conclave.

1.3.d Candidates are not allowed to campaign outside of the special campaign publication.

SECTION 2. Election Procedures.

2.1 The Nominations/Election Committee Chair shall preside over elections and appoint two (2) Official Tellers to distribute, collect, and count the ballots.

2.2 After explaining the nominations procedure to the National Assembly, the Nominations/Elections Committee Chair shall announce the names of the candidates approved for each elected National Officer post in the order of seniority of the office. If requested, the Nominations/Election Committee Chair may report the names of the nominees and candidates who declined or were not approved, as well as disclose the reasons for such.

2.3 The Nominations/Election Committee Chair shall thereafter call to the podium each the candidate in alphabetical order, beginning with those nominated for the most senior ranking office. When called the candidate shall present her platform to the National Assembly. The presentation shall be limited to five minutes. The Nominations/ Election Committee Chair shall keep time.

2.4 After presenting her platform, the candidate shall stand beside the Nominations/Election Committee Chair who will then announce the commencement of the question and answer period and call upon the Voting Members of the National Assembly who have questions/comments. The Nominations/Election Committee Chair shall prescribe the total time to be allotted to the question and answer period and shall keep time.

2.5 If the Nominations/Election Committee Chair is also a candidate, then another Nominations/Election Committee Member that is not running for that particular office shall preside over the question and answer period for that office and keep time.

2.6 After the expiration of the answer and question period, the Nominations/Election Committee Chair shall declare the discussion of candidates closed, and instruct the Official Tellers to distribute the ballots to the Voting Members of the National Assembly.

- 2.7 Once the Voting Members have completed the ballots, the Official Tellers shall collect and count the votes, and report the totals to the Nominations/Election Committee Chair who will announce the results.
- 2.8 A majority ballot vote by the Voting Members of the National Assembly present is required to elect a candidate to an elected National Officer post.
- 2.9 If there are more than 2 candidates running for a given post and none of them have received a majority vote after the first ballot vote, then the name of the candidate who receives less than 20% of the total votes cast on said ballot shall be eliminated and succeeding ballot votes shall be conducted on the remaining candidates until one candidate receives the required majority vote.

SECTION 3. Installation and Inauguration.

- 3.1 Eligibility. At the time of her election or succession to office, a National Executive Board Officer must be an Alumnae or Professional/Graduate Member in good standing within the Sorority and must be present at the Election Conclave where the office is to be elected.
- 3.2 Election Conclave. National Executive Board Officers shall be elected by a majority vote of the Voting Members of the National Assembly at their position's respective Installation Conclave held Summer of each year and will hold office until such time as their successors shall be elected and installed.
- 3.3 National officers will be elected every year based on the following schedule:
  - 3.3a. Odd Years – National President, National Vice President, National Treasurer, National Secretary, National Vice President of New Membership, National Vice President of Expansion.
  - 3.3b. Even Years - National Vice President of Undergraduate Affairs, National Vice President of Alumnae Affairs, National Vice President of Public Relations, National Vice President of Philanthropy, National Historian
- 3.4 Transition Period.
  - 3.4.a. Upon election, each National Executive Board Officer shall undergo a transition period from the date of election to the end of the December month immediately preceding the Inauguration Ceremony which will be held at the Installation Conclave to be conducted in January.
  - 3.4.b. During the Transition Period, the outgoing National Officer shall train the newly elected National Officer in executing the duties and responsibilities of her particular office. Although the outgoing National Officers shall inform and consult the newly elected National Officers regarding issues that arise during the transition period, decision-making authority shall remain vested in the outgoing National Officer until the end of the December month immediately preceding the Installation Conclave.
  - 3.4.c. The newly elected National Executive Board Officers will assume the full decision-making authority of their office as of January 1, the beginning of the fiscal year immediately following the end of their transition period.
  - 3.4.d. Both Boards shall work together to plan and coordinate the agenda and proceedings to be held at the Installation Conclave to be conducted in January.
- 3.5 Installation Conclave. Newly elected National Executive Board Officers shall be officially installed into their respective office by an Inauguration Ceremony to be conducted by the Judiciary Council at the Installation Conclave to be held in

January. After the newly elected National Executive Board Officers are inaugurated, they will preside over the remaining Conclave proceedings.

- 3.6 Term of Office. National Executive Board Officers shall hold office for two (2) years, until the close of the Transition Period described above, or until such other time as their successors are elected and inaugurated. No person may serve more than two (2) consecutive terms (four (4) years in a row) in the same position at one time.
- 3.7 Compensation. National Executive Board Officers shall serve without compensation; however, they may be reimbursed for actual, reasonable and necessary expenses approved by the National Executive Board.

SECTION 4. Leaves, Resignation, Removal, Impeachment, and Vacancies.

- 4.1 Leave of Absence. National Officers may be granted leaves of absence for medical or personal reasons for a maximum three (3) month consecutive period and during such time her duties will be delegated to another National Officer as determined by the National Executive Board.
- 4.2 Resignation. Any elected National Executive Board Officer may resign by delivering a written resignation to the National President/ Chief Executive Officer or National Vice President/ Chief Operations Officer. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.
- 4.3 Removal. National Officers may be removed from office by the National Executive Board upon verification that the National Officer has been adjudged insane or convicted of a felony or a misdemeanor involving moral turpitude.
- 4.4 Impeachment and Trial. National Officers may be impeached for refusal or failure to effectively perform the duties of her office, or engaging in any triable offense as set forth in the Sorority Laws. Formal charges to impeach any elected National Officer shall be filed with the Judiciary Council who shall be empowered to conduct a Trial in accordance with the Sorority Laws.
- 4.5 Vacancies. When a vacancy arises, it shall be the duty of the National President/ Chief Executive Officer to declare said office vacant and appoint a successor as may be approved by a majority vote of the National Executive Board. Where the National President/ Chief Executive Officer has been removed, the officer next in senior rank shall assume the position and make appointments as approved by the National Executive Board.

**ARTICLE VI – NATIONAL EXECUTIVE BOARD OFFICERS:  
DUTIES AND RESPONSIBILITIES**

SECTION 1. Duties of the National President/ Chief Executive Officer

- 1.1 General. The National President/ Chief Executive Officer shall serve as the executive director of the Sorority, prepare agendas and preside over all meetings of the National Executive Board and the National Assembly, and shall have all of the powers and duties of a president and chief executive officer that are not inconsistent with the Sorority Laws.
- 1.2 Sorority Laws Enforcement. She shall enforce all Sorority Laws and ensure that all Sorority Members and Chapters comply with the Sorority Laws, Articles of Incorporation, traditions, usages, and ritualistic ceremonies of the Sorority. She shall secure answers to address any question from any Chapter regarding the interpretation of the Sorority Laws.
- 1.3 Sorority Action Plan. She shall ensure that the Sorority Goals are fulfilled by facilitating the development of objectives and translating the goals into measurable action plans. She shall ensure that the implementation of such action plans, and that the action plans themselves, are not inconsistent with the Sorority Laws, Articles of Incorporation, traditions, usages, and ritualistic ceremonies of the Sorority.
- 1.4 Sorority Representative. In conjunction with the National Vice President of Undergraduate Affairs, she shall represent the Sorority in meetings held by any National Greek Council of Greek life organizations in which the Sorority is a member, including N.A.L.F.O, and she may delegate this duty to another National Officer as may be necessary if schedule conflicts arise.
- 1.5 Assistant Appointments. She shall appoint one or more assistants or deputies to assist her in carrying out her duties. Assistants and deputies may be selected from a group of active Members who are readily available to assist the National President/ Chief Executive Officer and the National Executive Board.
- 1.6 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 1.7 Conclave Report. She shall prepare the State of the Sorority Address in the form of a report summarizing all Sorority developments during the preceding six (6) months. She shall present this report to the National Assembly at each Conclave, delivering one copy to each Chapter Delegate.
- 1.8 Term End Meeting. She shall schedule a Term End Meeting of the National Executive Board at least four (4) weeks prior to the close of their term of office. The agenda for the Term End Meeting includes planning activities and preparing a budget with which the upcoming National Executive Board can begin carrying out their respective duties.

- 1.9 Binding Decisions and Rulings. The decisions and rulings of the National President/ Chief Executive Officer shall be binding until reversed or revoked by the National Executive Board and/or the National Assembly.

SECTION 2. Duties of the National Vice President/ Chief Operations Officer

- 2.1 General. The National Vice President/ Chief Operations Officer shall preside over all meetings when the National President/ Chief Executive Officer is unable to do so and fulfill the duties of the National President/ Chief Executive Officer when the National President/ Chief Executive Officer is unable to do so.
- 2.2 Sorority Documents. She shall hold copies of the Sorority Laws, Articles of Incorporation, and all other laws of the Sorority, be familiar with their contents, and bring copies of them to all meetings.
- 2.3 Internal Affairs. She shall monitor and evaluate the Sorority's internal affairs, operations, and organizational structure, ensure the Sorority's compliance with laws regarding the Sorority's activities and development, and propose legislation to improve the same.
- 2.4 National Strategic Plan, Conclave, and Legislation. She shall coordinate the development and implementation of the Sorority's national strategic plan, develop and implement board protocols, procedures and evaluation mechanisms, develop, plan, and manage Conclaves, and propose legislation that continually improves same.
- 2.5 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 2.6 National Committees Liaison. She shall serve as a liaison between the National Executive Board and all National Committees not otherwise delegated. Accordingly, she shall update the National President/ Chief Executive Officer on the developments of all National Committees not otherwise delegated.
- 2.7 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and the National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

SECTION 3. Duties of the National Treasurer/ Chief Financial Officer

- 3.1 General. The National Treasurer/ Chief Financial Officer shall be responsible for all financial issues that may arise with respect to the Sorority including but not limited to those as may be stated herein.
- 3.2 Membership Dues and Fees. She shall annually review the national membership dues/ insurance fee structure and may, by a unanimous vote of the National Executive Board, increase or decrease any applicable dues/ fees. However, the total percentage of any annual national membership dues increase may not exceed

the percentage increase in the cost of living (as determined by the National Executive Board based upon review of appropriate indexes) since the date of the last fee adjustment. In addition, the annual national insurance fee shall be calculated by dividing the expected insurance cost for the preceding year by the average number of active Members for the past three years. Notice of any increase or decrease in such dues and fees must be provided to the National Assembly at least three (3) months in advance before they may be deemed in effect.

3.3 Bank Accounts, Ledgers, and Other Financial Records.

3.3.a Checking. She shall maintain the Sorority's checking account on behalf of the Sorority and monitor all deposits and withdrawals to maintain sufficient working capital.

3.3.b Savings. She shall maintain a savings account or short-term investment account on behalf of the Sorority in the event that the Sorority has sufficient cash on hand to do so.

3.3.c Ledgers. She shall record all financial transactions in the Sorority ledger and keep detailed records of receivables and payables from/to outside vendors and Members of the Sorority.

3.3.d Other Records. She shall submit the following documentation to the National Secretary on a quarterly basis: (i) monthly bank statements, (ii) quarterly financial report, (iii) year-end financial report, if applicable and (iv) any relevant supporting materials.

3.3.e Grant Proposals. She shall aid in the preparation of proposals seeking funding and grants from charitable organizations.

3.3.f Alumnae Funding Streams. She shall work in tandem with the National Vice President of Alumnae Affairs to develop Alumnae as regular funding streams.

3.3.g Member Standing. She shall keep a list of Members that are active and in good standing, which will be submitted to the National Secretary on a quarterly basis and distributed by the National Secretary to the Sorority Founders, National Officers, Regional Directors, and Chapter Presidents as necessary.

3.4 Budgets

3.4.a National Budget. At the beginning of each fiscal year, she shall prepare an annual budget (divided by quarters) to be presented and submitted for approval at the National Board of Director's first meeting of each fiscal year and shall be responsible for the proper execution of the budget so approved. Any and all amendments to the budget must be submitted to the National Executive Board for approval.

3.4.b Budget Committee. She shall supervise a Budget Committee which shall oversee the allocation of all national funds based on proposals submitted one month prior to the commencement of each fiscal year and proposals received throughout the fiscal year, and shall present to the National Executive Board and/or the National Assembly recommendations made by the Budget Committee regarding allocation of additional funds.

- 3.4.c Chapter Budget Review and Approval. She shall receive, review and approve Chapter budgets one month prior to the commencement of each fiscal year and ensure that Chapters act in accordance with the Chapter budget that was approved. She shall provide training to Regional Directors on budgeting and financial management so that they can in turn, train Chapter Treasurers in their respective Region and review Chapter budgets before they are submitted to the National Treasurer/ Chief Financial Officer.
- 3.5 Financial Reports and Updates
- 3.5.a The National Treasurer/ Chief Financial Officer shall present a financial update at the National Executive Board' first meeting each month discussing the prior month's cash flow activity and resulting cash balance.
- 3.5.b She shall prepare quarterly financial reports comparing the quarter's results versus prior year results and budget forecasts.
- 3.5.c She shall prepare a fiscal year end financial report to (i) be provided to membership at Winter Conclave and (ii) aid the National Board of Director's in their year-end review meeting.
- 3.5.d She shall provide the Sorority's accountants with all necessary information needed to file the proper tax returns on behalf of the Sorority.
- 3.6 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 3.6 Conclave Report. She shall prepare a typed Conclave Report providing financial updates and summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

#### SECTION 4. Duties of the National Secretary

- 4.1 Membership Records. She shall maintain an official Sorority Membership Roster, containing the name, chapter, address and such additional biographical details regarding each Member, and ensure that all Member information on file is complete, accurate, and current. She shall also maintain a separate Membership Status Listing which shall show the classification, status, and standing of each Member, i.e. whether Undergraduate, Alumnae, Honorary, Active, Inactive, Suspended, Deactivated, In Good Standing, Not In Good Standing, and the date of any change in classification, status, or standing. She shall update such records upon receipt of new Member information from any Chapter.

- 4.2 Chapter Delegate Credentials. She shall maintain all credential information on Chapter Delegates, from which the official Conclave Chapter Delegates List will be devised.
- 4.3 Attendance Records. She shall record Member attendance at all National Executive Board meetings, Conclaves, and any other meetings held by the National Executive Board and National Assembly. Notification shall be given to any National Executive Board Officer with an excessive amount of absences.
- 4.4 Minutes & Resolutions. At each National Executive Board meeting (“Board Meetings”), she shall read aloud only the Resolutions contained in the Minutes of the preceding Board Meeting and inform the National Executive Board of any unfinished business. She shall ensure that all Board Meeting minutes are properly recorded into the Sorority Minutes Book.
- 4.5 Correspondence. She shall attend to all correspondence not otherwise delegated and shall ensure that it is properly filed in the Sorority correspondence files.
- 4.6 Permanent Records. She shall record all Sorority documents on a computer disk, or use other electronic means that will allow the document to be printed on paper, and always have a current back up. She shall maintain a permanent record of all proceedings of the Sorority, passing such record on to her successor. All other records shall be preserved by the National Secretary at the Sorority Headquarters.
- 4.7 Inventory. She shall maintain a current list of all Sorority inventory.
- 4.8 Official Newsletter. She shall assist the National Vice President of Public Relations with the Sorority Newsletter.
- 4.9 Anniversary Activities. She shall plan and execute yearly Anniversary Activities.
- 4.10 Award Nominations. She shall request and collect submissions from Hermanas for nominations for Sorority Hermandad Awards and NALFO Awards, navigate other details as necessary regarding official award nominees and winners, and coordinate with Regional Directors to acquire any required Member or Chapter nominee and winner information.
- 4.11 National Committee Appointment. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 4.12 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

## SECTION 5. Duties of the National Vice President of Undergraduate Affairs

- 5.1 Undergraduate Chapter Governance. She shall establish and maintain a network of communication with all Undergraduate Chapters and be apprised of all Undergraduate Chapter developments including but not limited to the Undergraduate items stated herein.

- 5.1.a Undergraduate Action Plans. She shall assist Undergraduate Chapters with the development of Chapter goals and objectives and ensure that all Undergraduate Chapters fulfill all programming and activity requirements.
- 5.1.b Undergraduate Philanthropy. She shall work with the National Vice President of Philanthropy in supervising community service activities at the Undergraduate Chapter level.
- 5.1.c Undergraduate Chapter Advisors Roster. She shall maintain an updated record of all names and information of all Advisors of the Undergraduate Chapters.
- 5.1.d Suspended Undergraduate Chapters. She shall work with the National Vice President of Expansion to revive suspended Undergraduate Chapters.
- 5.1.e Regional Affairs Committee. She shall serve as Chair of the Undergraduate Affairs Committee (“RAC”) and govern over its proceedings.
- 5.2 Regional Governance. She shall supervise the appointment and training of Regional Directors. Accordingly, she shall evaluate all Regional Directors on the performance of their obligations and provide constructive feedback every 6 months. She shall also respond to membership inquiries as relayed to her by the Regional Directors.
- 5.3 Sorority Representative. In conjunction with the National President/ Chief Executive Officer, or any other National Officer as the Executive Director may designate, she shall represent the Sorority in meetings held by any National Greek Council of Greek-life organizations in which the Sorority is a member, including NALFO, as well as in any national student organizations in which the Sorority is a member or otherwise participates.
- 5.4 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 5.5 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

SECTION 6. Duties of National Vice President of Alumnae Affairs

- 6.1 Alumnae Representative. The National Vice President of Alumnae Affairs shall represent Alumnae Members at all Sorority meetings and events.
- 6.2 Alumnae Network. She shall seek to expand the internal network of Alumnae Members within the Sorority by initiating and maintaining positive communication with Alumnae, cultivating positive Alumnae relationships, and working to increase Alumnae active status and Sorority participation in order to retain lifelong Alumnae contacts and Sorority supporters.

- 6.3 Professional/ Graduate Chapters Governance.
  - 6.3.a She shall work with the National Vice President of Undergraduate Affairs to assist with management of Professional/ Graduate Chapters by serving as a member of the Regional Affairs Committee
  - 6.3.b She shall coordinate with existing Alumnae and Professional/ Graduate Members the establishment of new Professional/ Graduate Chapters, assist with the development and maintenance of existing Professional/ Graduate Chapters, and assist with Alumnae recruitment efforts that will increase membership and participation in Professional/ Graduate Chapters and events.
  - 6.3.c She shall work with the National Vice President of Expansion to respond to inquiries from professional/ graduate women who express interest in the Sorority, investigate level of interest to assess whether recruitment efforts should be promoted, assess whether expansion effort is feasible, and pursue expansion if it will lead to a viable Professional/ Graduate Chapter.
- 6.4 Hermandad Retreat. She shall serve as Chair of the Hermandad Retreat Planning Committee and coordinate the annual Hermandad Retreat.
- 6.5 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 6.6 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

SECTION 7. Duties of the National Vice President of New Membership

- 7.1 University Administration Communication. She shall maintain communication with university administrators to ensure that the Sorority's initiation process does not fundamentally conflict with the evolving regulations and policies in campuses where Undergraduate Chapters already exist.
- 7.2 Chapter Intake Supervision. She shall supervise all active Chapter Intake, which will include but is not limited to:
  - 7.2.a She shall maintain regular communication with Chapter Intake Coordinators and/or Intake Committees via weekly meetings, progress reports, and a mid-process review, and offer general intake support as needed.
  - 7.2.b She shall receive, view and comment on each Chapter's tentative intake schedule.
  - 7.2.c She shall receive and review all submitted membership applications and official grade transcripts and approve interviews for only those applicants who meet the guidelines and qualifications stated in the Sorority Laws.

- 7.2.d She shall notify the Chapter if and when it has been officially approved to conduct interviews.
- 7.2.e She shall ensure that every person participating in the intake process has satisfactorily completed all requirements necessary to begin and complete the process.
- 7.2.f She shall work with all Academic Advisors to ensure that academics are not adversely affected.
- 7.3 Chapter Intake Liaison. She shall act as a liaison between the National Executive Board and Chapter Intake Committees, and shall maintain regular communication with the National Vice President of Undergraduate Affairs and the National Vice President of Alumnae Affairs to ensure that the women joining the Undergraduate or Professional/ Graduate Chapter have a productive process.
- 7.4 Recruitment Assistance. She shall assist any established Chapter as needed with developing recruitment strategies to attract, increase, and develop new and continued interest in the Chapter from new women.
- 7.5 New Member Committee. She shall establish and supervise a New Member Committee to assist her with planning, organizing, and implementing Rush activities at schools which the National Executive Board has targeted for expansion to restore or charter new Undergraduate Chapters. She shall also work with the National Vice President of Expansion to implement other facets of expansion as it relates to the initiation processes.
- 7.6 Sorority History. She shall work closely with the National Historian/ Archivist to ensure that the Sorority's history is accurately taught during each intake process.
- 7.7 Intake Records, Documents, Materials, Property. She shall maintain a record of all dates, times and details of all events, decisions, and incidents relating to each intake process and make such a record available to the National Executive Board. She shall have custody of all intake provisions, materials, and other related property.
- 7.8 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 7.9 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

SECTION 8. Duties of the National Vice President of Public Relations

- 8.1 Networking. The National Vice President of Public Relations shall seek to expand the Sorority's networking opportunities in order to enable the Sorority to achieve its community service objectives. She shall represent the Sorority at public functions, establish contacts for future networking potential, and assist the

National Vice President of Philanthropy in pursuing networking endeavors with other community-oriented organizations in order to implement activities which coincide with the Sorority's goals and purposes.

- 8.2 Alternate Sorority Representative. She shall serve as the Sorority's Alternate Representative in any meeting held by a National Greek Council of Greek-life organizations in which the Sorority is a member, including NALFO, as well as in any national student organizations in which the Sorority is a member or otherwise participates.
- 8.3 Private Sorority Functions. She shall supervise and direct the implementation of all private Sorority functions, including the reservation of adequate rooms, entertainment, services, and supplies as may be required for the particular event.
- 8.4 Funding. She shall work closely with the National Treasurer/ Chief Financial Officer to secure funding for Sorority events and ensure the Sorority stays within approved budget limits.
- 8.5 Grant Applications. She shall work with the National Treasurer/ Chief Financial Officer in acquiring information about grants and financial programs for which the Sorority may be eligible, assist her with writing and submitting any grant applications/ program proposals, and ensure that all necessary documentation and steps are completed.
- 8.6 Official Newsletter. She shall oversee all facets involved in publishing the Sorority Newsletter and shall be assisted by the National Secretary as necessary in regards to soliciting submissions, coordinating submissions review and acceptance, organizing content, finalizing publication edits and distributing copies to the Membership.
- 8.7 Publicity and Advertising. She shall be responsible for writing and distributing all Sorority press releases. She shall work in tandem with the appropriate National Officers to create and update all National brochures, pamphlets and any other printed or electronic media used to advertise the Sorority and promote events.
- 8.8 Technology Committee. She shall establish and supervise a Technology Committee that will be responsible for maintaining the Sorority's National Web Site, List Serve, and National, Regional, and Chapter e-mail accounts, and ensuring that all Regional and Chapter Web Sites and List Serves are in compliance with Sorority Laws and internet policies as to appropriate content and uniformity as may be required. It shall also assist Regions and Chapters develop websites as needed.
- 8.9 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 8.10 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall

be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

SECTION 9. Duties of the National Vice President of Expansion

- 9.1 General. The National Vice President of Expansion shall seek to increase membership through the establishment of new Chapters and the revival of suspended Chapters.
- 9.2 Expansion Committees. She shall assist with the establishment and supervision of Expansion Committees for each new Chapter expansion effort to be pursued.
- 9.3 Chapter Support Committees. She shall assist with the establishment and supervision of Chapter Support Committees for each Chapter revival/ charter restoration effort to be pursued.
- 9.4 New Undergraduate Chapters. For new undergraduate sites she shall:
  - 9.4.a Correspond with all interested undergraduates who inquire about the Sorority.
  - 9.4.b Contact the Greek-life administrators at each undergraduate institution from which an inquiry is received in order to establish working relationships with university administrators, obtain information on the university's expansion/ charter/ initiation policies, analyze whether the Sorority can comply with those policies, discuss the possibility of alternative solutions where the Sorority cannot comply, and obtain other support for establishing an Undergraduate Chapter on their campus.
  - 9.4.c Communicate with interested women to determine number of interested women at institution, review university policy, and discuss possible next steps for recruiting interest at the institution.
  - 9.4.d Work with the National Vice President of Undergraduate Affairs and National Vice President of Alumnae Affairs to determine if inquiries should be further pursued based on various factors, including location, alumni in the area, and university policies.
  - 9.4.e Travel to expansion sites to hold information sessions and present the Sorority to interested women.
  - 9.4.f Should the interested women satisfy all criteria necessary to pursue the establishment of a chapter on their campus, the National Vice President of Expansion will work with the National Vice President of New Membership to ensure a successful intake process and work with the National Vice President of Undergraduate Affairs to develop a plan for chapter sustainability.
- 9.5 Suspended Undergraduate Chapters. For suspended Undergraduate Chapters she shall:
  - 9.5.a Work with the Regional Director (RD) for the Region in which the Undergraduate Chapter was chartered to assess the reasons for the Undergraduate Chapter's suspended status.
  - 9.5.b Contact university administrators at the institution of the suspended Undergraduate Chapter to obtain information on university policies related to the Undergraduate Chapter's reinstatement/ recognition by the university, analyze whether the Sorority can comply with those policies,

discuss the possibility of alternative solutions where the Sorority cannot comply, and determine the role that he/she is willing to play or other support that he/she can lend towards the Undergraduate Chapter's reinstatement/ recognition endeavors.

- 9.5.c Work with the National Vice President of Undergraduate Affairs and appropriate Regional Director to determine a plan of action and timeline for reviving the Undergraduate Chapter. Ensure that the plan is tailored to the unique circumstances of the Undergraduate Chapter.
- 9.5.d Travel to the Undergraduate Chapter site as necessary in order to meet with university administrators or carry out any further recruitment and initiation activities.
- 9.6 New and Suspended Professional/ Graduate Chapters. She shall work with the National Vice President of Alumnae Affairs to establish new Professional/ Graduate Chapters or revive suspended/ dormant ones.
- 9.7 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 9.8 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

#### SECTION 10. Duties of the National Vice President of Philanthropy

- 10.1 General. The National Vice President of Philanthropy shall be responsible for the development, management, and operation of all of the Sorority's national philanthropic efforts.
- 10.2 Community Needs Assessment. She shall work with campus/community leaders to identify and assess the needs of their particular community.
- 10.3 Research and Publicity. She shall assist the National Vice President of Public Relations with the market research, analysis, surveys, promotion, and publicity of all philanthropic efforts for the Sorority.
- 10.4 Regional and Local Supervision. She shall supervise the Regional Directors and Chapters regarding the operations of the Sorority's philanthropic efforts and maintain regular communication with the National Vice President of Undergraduate Affairs and National Vice President of Alumnae Affairs accordingly.
- 10.5 Quality Assessment. She shall assess the quality and viability of all philanthropic programs and initiatives and notify the National President/ Chief Executive Officer, National Vice President of Undergraduate Affairs, and National Vice President of Alumnae Affairs accordingly.

- 10.6 Funding. She shall assist the National Treasurer/ Chief Financial Officer regarding the fiscal management of the Sorority's philanthropic efforts.
- 10.7 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 10.8 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

#### SECTION 11 Duties of the National Historian/ Archivist

- 11.1 Historical Records. The National Historian/ Archivist shall keep a permanent record of the History of the Sorority and of each Chapter and preserve all items of historical importance to the Sorority.
- 11.2 Initiation Provisions. She shall ensure that the history of the Sorority is properly taught to initiates and that all initiation ceremonies are performed as stipulated in the initiation provisions.
- 11.3 Initiation Projects. She shall assist the National Vice President of New Membership in evaluating initiation projects.
- 11.4 Sorority Scroll. She shall safely keep and transmit to her successor the Sorority Scroll.
- 11.5 National Committee Appointments. She shall have the authority to establish any National Committees she deems necessary for assistance with fulfilling her duties, wherein the National Committee Chair shall be required to provide her with status reports and comply with her instructions. All appointments of National Committee Chairs and Members, and the duties delegated to them must be made in accordance with the Sorority Laws.
- 11.6 Conclave Report. She shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by her office and her corresponding National Committees during the preceding (6) months, with a suggested plan of action for improvement during the next term. This report shall be prepared for presentation at each Conclave, either verbally or through inclusion in Conclave materials distributed by the National Executive Board.

## ARTICLE VII - NATIONAL APPOINTMENTS AND COMMITTEES

### SECTION 1. National Appointments.

- 1.1 The National Executive Board shall appoint Chairs and Members for all standing and ad hoc National Committees in accordance with the Sorority Laws.
- 1.2 All National Committee Chairs and Members shall be known as appointed National Officers and shall have such rights and duties as set forth in the Sorority Laws or as may be conferred by the National Executive Board.
- 1.3 Appointed National Officers are not members of the National Executive Board and do not constitute voting members of the National Assembly.
- 1.4 Appointed National Officers may be removed from office upon majority vote of the National Executive Board for failure to fulfill their duties or comply with Sorority Laws.
- 1.5 Appointed National Officers may resign and take leaves of absences in the same manner prescribed for elected National Officers.
- 1.5 Appointments to any resulting vacancies shall be determined by the National Executive Board in accordance with the Sorority Laws.

### SECTION 2. National Committees.

- 2.1 Generally. The National Executive Board shall authorize the creation of standing and ad hoc National Committees as warranted to assist the National Executive Board in accomplishing their duties or other national initiatives in accordance with the Sorority Laws.
- 2.2 Standing National Committees. The Chairs and Members of Standing National Committees shall be appointed for two (2) year terms and accorded with such rights and duties as may be set forth in the Sorority Laws and/or as may be adopted by resolution of the National Executive Board. The following National Committees shall be known as Standing (permanent) National Committees:
  - 2.2.a Technology Committee
  - 2.2.b Fundraising/Financial Committee
  - 2.2.c Regional Affairs Committee
  - 2.2.d National Intake Task Force
  - 2.2.e Resolutions Committee
  - 2.2.f Judiciary Council
- 2.3 Ad Hoc National Committees. The Chairs and Members of Ad Hoc National Committees shall be appointed for a limited term corresponding to the completion of specific projects, and they shall be accorded with such rights and duties as may be set forth in the Sorority Laws and/or as may be adopted by resolution of the National Executive Board. The following National Committees shall be known as Ad Hoc (temporary) Committees:
  - 2.3.a Nominations/Elections Committee
  - 2.3.b Anniversary Banquet Committee
  - 2.3.c New Member Committee
  - 2.3.d Expansion Committee
  - 2.3.e Chapter Support Committee

- 2.3.f All other National Committees created for less than a two (2) year period to assist individual National Executive Board Officers with their duties.

SECTION 3. Nominations/Elections Committee.

- 3.1 A Nominations/Elections Committee shall be established to thoroughly research and process all nominations for the National Executive Board Offices in accordance with the procedures set forth in Article V.
- 3.2 The Nominations/Elections Committee shall consist of three (3) Alumnae Members, holding the following posts: Chairperson, Vice-Chairperson, and Secretary.
- 3.3 All members of the Nominations/Elections Committee shall be appointed by the National President/ Chief Executive Officer at the first National Executive Board meeting of the year in which an Election Conclave shall be held.

SECTION 4. Resolutions Committee. The Resolutions Committee shall be comprised by the National Executive Board. The Resolutions Committee shall be responsible for recording and documenting all resolutions adopted during National Executive Board Meetings, Conclave Meetings of the National Assembly, and any other Special Meetings conducted by the National Executive Board. Additionally, the Resolutions Committee shall work with the Judiciary Council or other National Committees, as necessary, to ensure the proper drafting of any corresponding legislation and documents.

SECTION 5. Judiciary Council.

- 5.1 Composition. The Judiciary Council shall consist of no less than three (3) Alumnae or Professional/Graduate Members, two (2) of whom shall have some extensive legal knowledge, or such other number as may be fixed from time to time by resolution of the National Executive Board.
- 5.2 Appointment and Term. All members of the Judiciary Council shall be appointed by the National President/ Chief Executive Officer and shall hold office for a term of 2 years or until such time that their successors are appointed and have accepted such appointment.
- 5.3 Authorizations and Duties.
- 5.3.a General. The Judiciary Council shall be authorized to (i) advise the National Executive Board and the National President/ Chief Executive Officer as to the constitutionality and legality of any law or other legal matter affecting the Sorority, (ii) review and present proposals of new legislation and amendments to Sorority Laws, (iii) revise the National Constitution and Bylaws and related documents to incorporate proposals duly adopted by the National Assembly, (iv) determine appeals of Regional or National decisions regarding Complaints/Sanctions against Members and Chapters, and (v) conduct trials against Members, Chapters, and Regional and National Officers.
- 5.3.b Conclave Reports. The Judiciary Council shall prepare and submit Conclave Reports summarizing (i) all proposals submitted to the Judiciary Council which were not officially presented at Conclave and the Judiciary

Council's reply thereto, (ii) all questions submitted to the Judiciary Council regarding interpretation of the Sorority Laws, and (iii) all decisions made on appeals filed with and trials conducted and decided by the Judiciary Council.

- 5.3.c Meetings. The Judiciary Council Chair shall convene regular Judiciary Council meetings. She also shall attend all meetings of the National Executive Board and National Assembly. If for any reason, the Judiciary Council Chair is unable to attend a meeting of the National Executive Board or the National Assembly, she shall designate another Member of the Judiciary Council to attend in her place.
- 5.4 Jurisdiction. The Judiciary Council shall have appellate jurisdiction over review of all decisions made by Regional Directors/ Governing Boards and National Officers/ Committees regarding Complaints and exclusive jurisdiction over Appeals. The Judiciary Council shall also have exclusive original jurisdiction over the decisions to be rendered at Trials regarding deactivation of a Member, impeachment of a Regional or National Officer, and revocation of a Chapter Charter. Where the controversies to be decided involve a Judiciary Council Member, the National Executive Board shall render the final decision.
- 5.5 Supervision. The Judiciary Council Chair shall supervise the Judiciary Council and provide the National Vice President/ Chief Operations Officer with monthly reports regarding the work of the Judiciary Council along with other such information as may be requested. If the National Executive Board has retained a National Legal Advisor, said National Legal Advisor may serve as the Judiciary Council Chair but only if she is a duly initiated Member of the Sorority prior to being retained.

## ARTICLE VIII - REGIONAL ORGANIZATION AND STRUCTURE

SECTION 1. Organization and Designation of Regions. The Sorority shall be organized into Regions, the geographic boundaries of which may from time to time be fixed by the National Executive Board, and currently are as follows:

- Region 1: New England (NE) – Rhode Island, Connecticut, New Hampshire, Massachusetts, Vermont, Maine
- Region 2: NYC/Tri-State (NY) – New York City, New Jersey, Pennsylvania
- Region 3: Upstate New York (Upstate) – New York State, excluding New York City and Long Island.
- Region 4: Mid-Atlantic (MA) – Delaware, Maryland, District of Columbia, Virginia, West Virginia
- Region 5: South East (SE) – North Carolina, South Carolina, Kentucky, Georgia, Tennessee, Arkansas
- Region 6: Gulf Coast (GC) – Mississippi, Florida, Alabama, Louisiana
- Region 7: Mid West (MW) – Iowa, Minnesota, Indiana, Wisconsin, Illinois, Michigan, Missouri, Ohio
- Region 8: Central (CTL) – Colorado, Nebraska, Oklahoma, Utah, Wyoming, North Dakota, South Dakota, Montana, Kansas
- Region 9: South West (SW) – New Mexico, Texas, Arizona
- Region 10: Pacific/North West (PN) – Nevada, Oregon, Washington, Idaho, California, Hawaii, Alaska

SECTION 2. Regional Supervision and Government

- 2.1 Each Region shall be governed by a Regional Director and a Regional Intake Coordinator who are appointed by the National Executive Board.
- 2.2 Until such time that a Regional Director and Regional Intake Coordinator are appointed, however, the Undergraduate Chapters in the Region shall be supervised by the National Vice President of Undergraduate Affairs and the Professional/Graduate Chapters in the Region shall be supervised by the National Vice President of Alumnae Affairs as necessary.
- 2.3 Once the Region is comprised of five (5) or more Chapters, the Regional Director shall contact the area Chapter Presidents/Chairs to solicit nominations and conduct elections to establish a Regional Governing Board. If no Regional Director exists, then the National Executive Board shall appoint a Regional Director and assist the Regional Director with contacting the area Chapter Presidents/Chairs to solicit nominations and conduct elections for all the other remaining vacant Regional Governing Board posts.

SECTION 3. Regional Governing Board.

- 3.1 Composition. The Regional Governing Board shall be comprised of the following Officers, in order of senior rank: a Regional Director, a Regional Secretary/Treasurer who will report to the National Secretary and the National Treasurer/ Chief Financial Officer, a Regional Intake Coordinator who will report to the National Vice President of New Membership, a Regional Undergraduate Affairs Coordinator who will report to the National Vice President of Undergraduate Affairs, a Regional Alumnae Affairs Coordinator who will report to the National Vice President of Alumnae Affairs, a Regional Programming

Coordinator who will report to the National Vice President of Public Relations and the National Vice President of Philanthropy, and any other Regional Officers as the Regional Director may so appoint.

- 3.2 National Appointments. Both the Regional Director and the Regional Intake Coordinator positions shall be filled by appointments made by the National Executive Board. The remaining elected positions shall be filled by qualified Alumnae or Professional/ Graduate Members who are duly nominated and elected by the area Chapter Presidents/Chairs. The Regional Director may appoint any additional Regional Officers as she deems necessary to assist her in carrying out her duties and effectuating the goals of the Region.
- 3.3 Officer Qualifications. All regularly initiated Alumnae and Professional/ Graduate Members of the Sorority, who are in good standing, and reside in the Region, shall be deemed qualified to hold a Regional Office. Once elected or appointed, the Member must resign from any office she holds in a Professional/ Graduate Chapter, Chapter Support Committee, or National Committee, and she will be exempted from any Member obligations to the Professional/ Graduate Chapter.
- 3.4 Officer Nominations. Any Chapter Officer or Member interested in nominating a qualified Alumnae or Professional/ Graduate Member for a Regional Office may contact the Regional Director to officially express interest in having the designated Member fill the vacant Regional Office. Any active Alumnae and Professional/ Graduate Member in good standing may nominate herself for a Regional Office by submitting a Letter of Interest to the Regional Director to officially express her interest in the vacant Regional Office. Upon receipt of the Letter of Interest, the Regional Director as appropriate shall contact the Nominees to discuss their candidacy and inform them of next steps regarding elections or appointments as appropriate. In the absence of a Regional Director, such nominations or Letters of Interest should be submitted to the National Executive Board.
- 3.5 Officer Elections & Notice. Once the Regional Director has obtained nominations to fill the vacant posts, it shall notify the area Chapter Presidents/Chairs of the names of the Nominees, the election date, and election procedures. The National Executive Board shall assist the Regional Director to preside over the first election in the Region. Candidates who receive a majority ballot vote shall be installed in the vacant post.
- 3.6 Officer Appointments. If any elected Regional Officer posts remain vacant after elections, the Regional Director shall appoint qualified candidates to fill such vacancies.

#### SECTION 4. Regional Officer Terms.

- 4.1 Term. Each Regional Officer shall hold office for one (1) year or until such time that a successor is elected by a majority of the Chapter Delegates of the Chapters in the Region at the last Regional monthly meeting before the National Conclave Meeting held in January.
- 4.2 Leave of Absence. Regional Officers may be granted leaves of absence for medical or personal reasons for a maximum three (3) month consecutive period and during such time her duties will be delegated to another Regional Officer as determined by the Regional Governing Board.

- 4.3 Resignation. Any elected Regional Officer may resign by delivering a written resignation to both the National Vice President of Undergraduate Affairs and National Vice President of Alumnae Affairs. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.
- 4.4 Removal. Regional Officers holding any appointed positions created by the Regional Director may be removed at the discretion of the Regional Director for any reason. Regional Officers appointed by the National Executive Board may be removed at the discretion of the National Executive Board for failure to successfully perform their duties. Any Regional Officer, whether elected or appointed, may also be removed from office by the National Executive Board upon verification that the Regional Officer has been adjudged insane, or convicted of a felony or a misdemeanor involving moral turpitude.
- 4.5 Impeachment and Trial. Regional Officers holding regularly elected positions may be impeached for refusal or failure to effectively perform the duties of her office, or engaging in any triable offense as set forth in the Sorority Laws. Formal charges to impeach any Regional Officer shall be filed with the Judiciary Council who shall be empowered to conduct a Trial in accordance with the Sorority Laws.
- 4.6 Vacancies. When a vacancy arises, other than in the case of the Regional Director or Regional Intake Coordinator, it shall be the duty of the Regional Director to declare said office vacant and appoint a successor as may be approved by majority vote of the Regional Governing Board. Where the Regional Director or Regional Intake Coordinator office is vacant, such vacancy shall be filled by qualified Alumnae and Professional/Graduate Members appointed by the National Executive Board.

SECTION 5. Duties of Regional Director. The Regional Director shall have the authority and duties as granted by the National Executive Board in accordance with the Sorority Laws, including but not limited to the following:

- 5.1 Regional Oversight. Regional oversight shall include:
- 5.1.a Provide guidance, support and oversight to the chapters in the region
  - 5.1.b Preside over regional board meetings and regional meetings/conclaves
  - 5.1.c Prepare annual and mid-year reports to be distributed to the National Assembly
  - 5.1.d Visit each chapter in the region a minimum of one time per year (either one chapter meeting or one event). If the RD does not reside within the region, the RD must meet face to face with the chapter members at least 2 times per year. This may be accomplished via a Regional Conclave or National Townhall meeting
  - 5.1.e Actively cultivate Hermanas interested in serving as future regional officers.
  - 5.1.f Ensure that training is provided on how to run a chapter to the chapters in her region.
  - 5.1.g Facilitate regional inter- and intra-chapter conflict resolution meetings.
  - 5.1.h Ensure active communication between chapters in the region, as well as communication between the Regional Affairs Committee and the NEB or National Committees.
  - 5.1.I Enforce national policies and disciplinary actions passed by the National

and Regional Boards (i.e. probationary status, sanctions, requirements, procedures, etc.).

- 5.1.k Address Chapter and member concerns and respond to local petitions, complaints and requests for reconsiderations in accordance with Sorority Laws, policies and procedures.

5.2 Chapter Supervision. Chapter supervision shall include:

- 5.2.a Assist in recruiting Undergraduate Chapter Advisors for each chapter and communicate with the Chapter Advisor on the status of her respective chapter.
- 5.2.b Conduct non-intake Hermana debriefing at the end of every semester (mandatory for reactivating alums and neophytes).
- 5.2.c Answer chapter inquiries.
- 5.2.d Verify that chapters are meeting all university and sorority policies and requirements.
- 5.2.e Ensure that the chapters are fulfilling the Sorority's Vision Mission and Goals by facilitating the development of a Regional Action Plan.
- 5.2.f Assist chapters in creating strategic action plans.
- 5.2.g Collect Chapter Packets and submit a summary report of each packet to the Vice President of Undergraduate Affairs. A separate list with the verification of active Chapter status and the accreditation of Chapter Conclave Delegates must be submitted to the National Vice President three weeks (21 days) prior to each National Conclave.

5.3 National Accountability.

- 5.3.a Act as a liaison between the NEB and the region and its chapters.
- 5.3.b Attend Regional Director training sessions.
- 5.3.c Attend National Conclave
- 5.3.d Maintain a log of all Regional Director activities (i.e. traveling, regional meetings, chapter/campus communications, sanctions etc.) via monthly reports to the VPUA and RAC.
- 5.3.e Ensure that chapters undergoing intake maintain steady communication via required meetings and reports with the Vice President of New Membership and the Regional Intake Coordinator (or Regional Director of New Membership).

- 5.4 Regional Meetings. At least one Regional meeting per semester should occur at time, date and place determined by the region. The purpose of Regional meetings is to discuss the Region's status and progress and to address any concerns and general business matters. Chapter Presidents/Chairs or appropriate officer must attend regional Meetings.

Regional Conclaves: The Regional Director is responsible for planning and overseeing two regional Conclaves per semester. At least two chapter officers and all new Hermanas must be present at each Regional Conclave. Purpose of Regional Conclaves shall be to provide trainings, debriefings and conduct planning sessions to include but not limited to the creation of Regional Action Plans and Regional Calendars.

SECTION 6. The Regional Secretary shall have the authority and duties as granted by the National Executive Board in accordance with the Sorority Laws, including but not limited to the following:

- 6.1 Duties of Regional Secretary.
  - 6.1.a Archive copies of all agendas and take minutes for all regional board meetings as well as regional meetings and regional conclaves.
  - 6.1.b Create a Regional Calendar of Events to be distributed to the region's chapters, active alumnae and to other regions.
  - 6.1.c Develop and maintain records of all regional happenings including but not limited to meetings, awards, events, sanctions etc.
  - 6.1.d Ensure training is provided to the chapters in her region on areas designated by the NEB.
  - 6.1.e Maintain the regional list serves and act as a manager to all groups that relate to the region on the intranet.
  - 6.1.f Maintain an updated database of all regional leadership (Regional officers as well as chapter officers).
  - 6.1.g Approve new marketing materials (i.e., flyers, posters, etc.) ten business days prior to an event.
  - 6.1.h With the VPPR, assist chapters with the development of individual websites and/or develop or maintain a regional website for the chapters of the region and grant approval for such websites to be hosted on the National website.
  - 6.1.i Approve images to be used for promotional materials.

SECTION 7 The Regional Philanthropy & Events Coordinator shall have the authority and duties as granted by the National Executive Board in accordance with the Sorority Laws, including but not limited to the following:

- 7.1 Duties of Regional Philanthropy & Events Coordinator.
  - 7.1.a Ensure that training is provided to the chapters in her region on areas designated by the NEB.
  - 7.1.b Inform NEB, via VP of Philanthropy, of all community service projects completed by chapters in the region.
  - 7.1.c Community Needs Assessment. She shall work with Chapters to identify and assess the needs of their particular community. She will provide ideas and assistance for chapters to plan and execute community service events.
  - 7.1.d With the assistance of the National Hermandad Chair ensure that Hermandad focused activities are provided for the region (i.e. regional retreats, Hermana outings, etc.).
  - 7.1.e Verify that chapters satisfy their programming & community service requirements as specified by OPAL prior to submitting reports to the NEB
  - 7.1.f Ensure that chapters are implementing events consistent with the Mission, Vision, and Goals of the Sorority.

- 7.1.g Coordinate one regional community service event per semester, which can coincide with a regional conclave weekend or a weekend where all chapters will be together.

Section 8 Duties of Regional Director of New Membership The Regional Director of New Membership shall have the authority and duties as granted by the National Executive Board in accordance with the Sorority Laws, including but not limited to the following:

- 8.1 Ensure training to the chapters in her region on areas designated by the NEB.
- 8.2 Conduct any intake related debriefing for all neophytes of the region at the final regional conclave of the semester.
- 8.3 Approve chapters in her region to hold information sessions, official interest groups, Rush, and Intake in accordance with Sorority policy.
- 8.4 Provide support to all Chapter Intake Coordinators and their committees throughout the semester.
- 8.5 Be a liaison between the chapters and the VPNM/NEB.
- 8.6 Adequately address all chapter concerns and questions in a timely fashion and ensure that chapters are adhering to Sorority deadlines.
- 8.7 Ensure compliance with Sorority and University intake policies.
- 8.8 Make all efforts to attend at least one intake or interest related event at each Chapter in her region per academic year.
- 8.9 Work in conjunction with the VP of Expansion in order to assist with any expansion opportunities within the region.

Section 9 Duties of Regional Undergraduate Academic Advisor The Regional Undergraduate Academic Advisor shall have the authority and duties as granted by the National Executive Board in accordance with the Sorority Laws, including but not limited to the following:

- 9.1 Ensure every undergraduate chapter has an Academic Advisor. Confer with chapter Academic Advisors at least two (2) times per semester.
  - 9.2 Verify that all Hermanas maintain a satisfactory academic status.
  - 9.3 Assist undergraduate chapter/intake academic advisors in providing academic support to chapters.
- 9.4 Work with undergraduate chapter academic advisors to create plans of action for Hermanas.

SECTION 10. Region Requirements and Obligations.

- 10.1 General. The National Executive Board shall establish general Regional requirements and obligations in accordance with Sorority Laws, including but not limited to those stated herein.
- 10.2 Regional Meetings. The Regional Director must convene monthly meetings for the Region, at which all active Chapters of the Region must be present.
- 10.3 Regional Action Plan. Within one (1) month of its installation as the Regional Governing Board, the Regional Governing Board shall meet with area Chapter Presidents/ Chairs to ascertain the needs of the Region and thereafter devise a regional action plan outlining the goals and objectives to be achieved in a given fiscal year. A copy of this plan shall be submitted to the National Vice President

of Undergraduate Affairs, the National Vice President of Alumnae Affairs, and the National Vice President/ Chief Operations Officer. This Action Plan shall form the initial basis for establishing Regional requirements and obligations and assessing the Regions progress and development.

- 10.4 Chapter Packet Summaries. The Regional Director with the assistance of the Regional Governing Board shall prepare and submit to the National Vice President/ Chief Operations Officer a typed Chapter Packet Summary Report that provides verification of the active status of each Chapter, the accreditation of Chapter Conclave Delegates, and any other information and documentation as may be requested by the National Vice President/ Chief Operations Officer.
- 10.5 Conclave Report. The Regional Director with the assistance of the Regional Governing Board shall prepare a typed Conclave Report summarizing the developments, accomplishments, and/or failures experienced by the Regional Board and the Region as a whole during the preceding (6) months, with a suggested plan of action for improvement during the next (6) months of her term. This report along with any other requested documentation shall be submitted to the National Vice President/ Chief Operations Officer.

## ARTICLE IX- CHAPTER ORGANIZATION AND STRUCTURE

SECTION 1. Chapter Units. The Sorority shall be comprised of local organizational units known as Undergraduate Chapters and Professional/Graduate Chapters, which shall be grouped by Regions and supervised by Regional Directors and such other National Officers in accordance with the Sorority Laws.

1.1 Undergraduate Chapters Defined. An Undergraduate Chapter is a regularly chartered and installed organization of duly initiated Undergraduate Members of the Sorority.

1.2 Professional/Graduate Chapters Defined. A Professional/Graduate Chapter is a regularly chartered and installed organization of duly initiated Professional/Graduate Members of the Sorority and/or Alumnae Members.

SECTION 2. Chapter Nomenclature.

2.1 Undergraduate Chapters. Each Undergraduate Chapter shall bear a name composed of the letters of the Greek alphabet in consecutive order and in the order in which the Chapter was established, e.g., Alpha, Beta, Gamma, etc. When use of single letters of the Greek alphabet is exhausted, the first Greek letter, Alpha shall be a prefix, e.g., Alpha Alpha, Alpha Beta, Alpha Gamma. As each letter used as a prefix is exhausted, the next letter in order of occurrence becomes a prefix in like manner, e.g., Beta Alpha, Beta Beta, Beta Gamma, etc. At no time may an Undergraduate Chapter bear as its first letter the designation of Pi, which is reserved for Professional/ Graduate Chapters, or Omega, which is reserved for deceased Hermanas.

2.2 Professional/ Graduate Chapters. Each Professional/ Graduate Chapter shall be named in the same manner as Undergraduate Chapters, except that the letter Pi shall be prefixed in the name of the Professional/ Graduate Chapter, e.g., Pi Alpha, Pi Beta, Pi Gamma, etc. When use of single letters of the Greek alphabet is exhausted, the first Greek letter, Alpha shall be a suffix, e.g., Pi Alpha Alpha, Pi Alpha Beta, Pi Alpha Gamma. As each letter used as a suffix is exhausted, the next letter in order of occurrence becomes a suffix in like manner, e.g., Pi Beta Alpha, Pi Beta Beta, Pi Beta Gamma, etc. At no time may a Professional/ Graduate Chapter bear as its suffix the Greek-letter Omega.

SECTION 3. Chapter Status.

3.1 Good Standing. To be deemed in good standing, Chapters must abide by all Sorority Laws, not be in arrears of any Chapter, Regional or National obligations to the Sorority, satisfy all college and university requirements as applicable, maintain active status and not be declared suspended or dormant.

3.2 Active Status. To be deemed active, a Chapter must comply with all applicable Chapter, Regional and National financial, attendance, programmatic, academic, and reporting Chapter obligations, and participate in or contribute to Regional and National meetings, activities, events, and functions.

3.3 Suspended Status.

3.3.a A suspended Chapter is one which has been declared suspended by the National Executive Board because the Chapter has temporarily ceased some or all Chapter operations due to

3.3.a.i lack of Members in the Chapter

- 3.3.a.ii loss of recognition by the college or university in which is it situated
- 3.3.a.iii sanctions issued by a Regional Director/Governing Board or National Officer/ Committee in accordance with Article XI.
- 3.3.b Suspended Chapters shall have no vote in the National Assembly.
- 3.3.c The National Executive Board shall determine all other rights and obligations of suspended Chapters.
- 3.3.d The National Executive Board shall review the status of suspended Chapters at each meeting of the National Executive Board and may by majority vote decide to (1) continue the suspension, (2) terminate the suspension and restore active status or (3) refer it to the Judiciary Council for revocation of the Chapter charter.
- 3.4 Dormant Status.
  - 3.4.a A dormant Chapter is defined as one whose charter has been revoked by the Judiciary Council in accordance with Article XI.
  - 3.4.b Dormant Chapters can have their charter restored and be deemed active only in accordance with the Judiciary Council order issued when the Chapter's charter was revoked.
  - 3.4.c Dormant Chapters shall have no vote in the National Assembly.
  - 3.4.d The National Executive Board shall determine all other rights and obligations of dormant Chapters.

SECTION 4. Chapter Address. Each Undergraduate and Professional/Graduate Chapter shall establish and maintain a permanent address or Post Office Box in the city and state where it is located.

SECTION 5. Chapter Officers and Advisors.

- 5.1 General Officer Elections, Resignation, and Vacancies. Chapter Officers shall be elected annually by majority ballot and shall hold office until their successors have been dully elected and installed by the Chapter. Within fifteen (15) days after Chapter Officers are elected, the retiring Undergraduate Chapter Secretary and Professional/ Graduate Chapter Administrative Chair shall certify the names of the newly elected officers to the National Secretary, Regional Director, and National Vice President of Undergraduate Affairs or Alumnae Affairs as appropriate. Any Chapter Member may request the resignation of a Chapter Officer if it appears that such resignation would be in the best interest of the Chapter Officer, the Chapter, and the Sorority. Vacancies of Chapter Offices shall be filled by majority ballot at the next regularly scheduled Chapter meeting.
- 5.2 Rank and Duties of Undergraduate Chapter Officers. In order of seniority, the Officers of each Undergraduate Chapter shall be President, National Vice President, Secretary, Treasurer, Historian, Public Relator, Intake Coordinator, and Academic Advisor, and their general duties shall be as follows:
  - 5.2.a President. The President shall preside over all meetings, enforce the Sorority Laws, traditions, ceremonies, and local Chapter Bylaws and rules at all times, and have the duties and powers of a president.
  - 5.2.b Vice-President. The Vice-President, in the absence or incapacity of the President, shall perform all duties of the President. She shall have custody of the Sorority Laws and of the Chapter Bylaws and be familiar with their

- contents. She shall also coordinate committees established by the President and Chapter General Body, as well as work with the Public Relator to coordinate the Chapter community service activities.
- 5.2.c Secretary. The Secretary shall keep a permanent record of all Chapter proceedings, attend to all correspondence, and forward to the National Secretary a complete record of active and inactive Chapter Members.
- 5.2.d Treasurer. The Treasurer shall collect all monies due to the Chapter and disburse the same, keep accurate and true accounts thereof, make reports of receipts and expenditures when required, and promptly remit to the National Treasurer/ Chief Financial Officer any national dues, fees, and assessments as appropriate.
- 5.2.e Historian. The Historian shall keep a record containing the personal history and address of all members of the Sorority initiated through the Chapter, properly file all matters of historical interest, act as librarian, furnish correspondence to the Sorority newsletter, edit Chapter publications, and have custody of all ceremonies.
- 5.2.f Public Relator. The Public Relator shall administer the oath of officers-elect; preside in the absence of both the President and the Vice-President, supervise the hospitality of the Chapter and shall coordinate the chapter community service activities with the assistance of the Vice-President.
- 5.2.g Intake Coordinator. The Intake Coordinator shall supervise and coordinate all Chapter pre-initiation and initiation activities, and shall report to the National Vice President of New Membership.
- 5.3 Undergraduate Chapter Advisors
- 5.3.a Academic Advisor. Undergraduate Chapters may by majority vote appoint an Academic Advisor to supervise the academic scholarship of all Chapter Members and, upon doing so, the Chapter Secretary shall immediately notify the Regional Director, National Secretary and National Vice President of Undergraduate Affairs of the name and other credentials of the person so appointed. If the Chapter fails to appoint an Academic Advisor, the Regional Director may appoint one. The Academic Advisor may either be a current Undergraduate Member of the Chapter in good standing or an Alumnae or Professional/Graduate Member of the Sorority in good standing. If the Academic Advisor is an Alumnae or Professional/Graduate Member, she may also serve as the Alumnae Advisor described below and she shall have the same rights and authorities as an Alumnae Advisor in addition to those stated herein. The Academic Advisor shall be expressly authorized to collect grade point average data from each Undergraduate Member of the Chapter and report to the Regional Director on whether the Chapter is in compliance with the Chapter requirement to maintain a 2.5 cumulative Chapter grade point average. If and when the Chapter is in jeopardy of not meeting said requirement, the Academic Advisor will assist the Chapter in developing an Academic Action Plan to be approved by the Regional Director or National Vice President of Undergraduate Affairs as may be required.
- 5.3.b Alumnae Advisor. Undergraduate Chapters shall have discretion to appoint by majority vote an Alumnae Advisor to informally advise,

mentor, counsel, guide and serve as an Alumnae-Undergraduate networking resource for the Chapter as the Chapter may deem necessary and, upon doing so, the Chapter Secretary shall immediately notify the Regional Director, National Secretary and National Vice President of Undergraduate Affairs of the name and other credentials of the person so appointed. Only duly initiated Alumnae or Professional/Graduate Members in good standing who reside in the Region and have graduated from the institution where the Chapter is situated, or who have extensive familiarity with the Chapter's history and/or local operations, may serve as an Alumnae Advisor. The Alumnae Advisor may attend and participate in any of the Chapter's events, activities, or functions as requested by the Chapter but she shall have no voting rights in the Undergraduate Chapter and shall not be exempt from satisfying the membership responsibilities and obligations of the Professional/ Graduate Chapter with which she may be affiliated.

- 5.3.c Faculty Advisor. Undergraduate Chapters shall appoint by a majority vote a Faculty Advisor if required by their college or university administration and, upon doing so, the Chapter Secretary shall immediately notify the Regional Director, National Secretary and National Vice President of Undergraduate Affairs of the name and credentials of the person so appointed. The Faculty Advisor shall not be privy to privileged and confidential Sorority information, practices, and proceedings if she is not a duly initiated Member of the Sorority. The National Vice President of Undergraduate Affairs shall review and confirm with the Chapter and Regional Director all rights and responsibilities to be conferred to the Faculty Advisor.
- 5.4 Rank and Duties Professional/ Graduate Chapter Officers. In order of seniority, the Officers of each Professional/ Graduate Chapters shall be: Chair, Vice-Chair, Administrative Chair, Financial Chair, Community Service Chair, Programming Chair, Intake Coordinator, Professional Development Advisor, and Historian, and the general duties of each office shall be as follows:
  - 5.4.a Chair. Similar to the Undergraduate Chapter President.
  - 5.4.b Vice-Chair. Similar to the Undergraduate Chapter Vice-President.
  - 5.4.c Administrative Chair. Similar to the Undergraduate Chapter Secretary.
  - 5.4.d Financial Chair. Similar to the Undergraduate Chapter Treasurer.
  - 5.4.e Community Service Chair. Similar to the Undergraduate Chapter Public Relator, but limited to community service projects.
  - 5.4.f Programming Chair. Similar to the Undergraduate Chapter Public Relator, but focused on events and activities that do not involve community service or initiation.
  - 5.4.g Intake Coordinator. Similar to the Undergraduate Chapter Intake Coordinator.
  - 5.4.h Professional Development Advisor. Similar to the Undergraduate Chapter Academic Advisor.
  - 5.4.i Historian. Similar to the Undergraduate Chapter Historian.

## SECTION 6. Chapter Charter Eligibility

### 6.1 Undergraduate Chapters.

- 6.1.a Undergraduate Chapters may only be established at an accredited four (4) year college or university. Women from two or more accredited colleges may be joined in the formation of an Undergraduate Chapter.
- 6.1.b To establish a new Undergraduate Chapter, no less than five (5) interested female undergraduate students, having no such affiliation with another Chapter of the Sorority, and enrolled in a qualified school where no Sorority Chapter already exists, must submit a written petition to the National Vice President of Expansion and follow such other expansion requirements as directed by the National Vice President of Expansion in accordance with the Sorority Laws and applicable initiation provisions.
- 6.1.c Once the expansion requirements and initiation provisions are satisfied, the Undergraduate Chapter may submit a Charter Application to the National Executive Board along with other such items as may be required by the National Executive Board.
- 6.1.d Upon receipt of the Undergraduate Chapter's Charter Application, the National Executive Board shall review whether the Chapter has successfully complied with all Charter requirements as may be set forth in accordance with the Sorority Laws and it shall vote on whether to grant the Charter. The National Executive Board shall inform the Chapter of its decision and advise it of next steps no later than thirty (30) days after receiving its request.
- 6.1.e An Undergraduate Chapter shall be granted a Charter upon two-thirds (2/3) majority vote by the National Executive Board. However, said grant shall not become effective until the National Assembly has ratified the granting of the Charter upon an affirmative majority vote.
- 6.1.f Ratification of the Charter by the National Assembly at the next Conclave or Special Meeting is required in order for the Undergraduate Chapter to be officially installed and chartered as a Chapter of the Sorority.
- 6.1.g To retain its Charter, the Undergraduate Chapter must comply with all Chapter responsibilities and requirements as set forth in the Sorority Laws.

### 6.2 Professional/ Graduate Chapters.

- 6.2.a Professional/ Graduate Chapters may be established in any location approved by the National Executive Board.
- 6.2.b To establish a new Professional/ Graduate Chapter, no less than four (4) Alumnae Members in good standing or interested professional/ graduate women, having no such current affiliation with another Professional/ Graduate Chapter of the Sorority, must submit a written petition to the National Vice President of Alumni Affairs containing the information specified below as well as any other relevant information requested by the National Executive Board, and follow such other expansion requirements as directed by the National Vice President of Expansion in accordance with the Sorority Laws and applicable initiation provisions.
  - 6.2.b.i A Roster of all Alumnae Members or professional/ graduate women who are interested in establishing said Professional/ Graduate Chapter, containing the following biographical data for each individual: name; birthday; ethnicity; and, if applicable:

- Hermana name; Undergraduate Chapter; semester and year initiated into the Sorority; crossing date; undergraduate school, degree, and year graduated; graduate school, degree, and year graduated; employment status, and position; home address, home phone, e-mail, and other contact information.
- 6.2.b.ii The name of the designated contact person and relevant contact information so as to ensure proper communication with the group.
  - 6.2.b.iii If Alumnae Members seek to establish the Professional/ Graduate Chapter, in addition to the application, they must submit a statement signed by all interested Alumnae Members stating that they have read, understood and accepted to be governed by the current Model Professional/Graduate Chapter Bylaws, along with a list of proposed officers that would work to carry out the duties and responsibilities of the Professional/Graduate Chapter.
- 6.1.c Once the expansion requirements and applicable initiation provisions, if any, are satisfied, the Professional/ Graduate Chapter may submit a Charter Application to the National Executive Board along with other such items as may be required by the National Executive Board.
  - 6.2.d Upon receipt of the Professional/ Graduate Chapter's Charter Application, the National Executive Board shall review whether the Chapter has successfully complied with all Charter requirements as may be set forth in accordance with the Sorority Laws and it shall vote on whether to grant the Charter. The National Executive Board shall inform the Chapter of its decision and advise it of next steps no later than thirty (30) days after receiving its request.
  - 6.2.e A Professional/Graduate Chapter shall be granted a Charter upon two-thirds (2/3) majority vote by the National Executive Board. However, said grant shall not become effective until the National Assembly has ratified the granting of the Charter upon an affirmative majority vote.
  - 6.2.f Ratification of the Charter by the National Assembly at the next Conclave or Special Meeting is required in order for the Professional/ Graduate Chapter to be officially installed and chartered as a Chapter of the Sorority.
  - 6.2.g To retain its Charter, the Professional/ Graduate Chapter must comply with all Chapter responsibilities and requirements as set forth in the Sorority Laws.

## SECTION 7. Chapter Government.

- 7.1 Chapter Supervision. The Regional Director shall supervise all Chapter operations and activities along with the National Vice President of Undergraduate Affairs and the National Vice President of Alumnae Affairs in accordance with the Sorority Laws. She shall also have the right to impose sanctions in accordance with Article XI.
- 7.2 Chapter Bylaws. Each Chapter shall have the power to draft Chapter Bylaws containing local rules and regulations for their own government which may be particular to their campus or region as long as such rules and regulations are not

inconsistent with the Sorority Laws. All Chapter Bylaws must be submitted to the Judiciary Council for approval before they may be officially adopted and used by the Chapter. In the absence of a Judiciary Council, the Chapter Bylaws should be submitted to the National Vice President/ Chief Operations Officer for approval.

SECTION 8. Chapter Rights and Privileges. All duly established Chapters shall be entitled to all the rights and privileges as set forth in the Sorority Laws, including but not limited to:

- 8.1. Official Recognition. Duly established Chapters shall have the privilege of being granted a Letter of Recognition and Charter verifying their affiliation to the Sorority and Chapter name upon ratification by the National Assembly, and said Letter and Charter may be presented to anyone requesting proof of the Chapter's official recognition by the Sorority.
- 8.2. Use of Sorority Symbols, Emblems, Insignia. Duly established Chapters shall have the privilege of using Sorority Symbols, Emblems, and Insignia and paraphernalia bearing same in accordance with Sorority Laws governing such use.
- 8.3. Sorority Newsletter and Publications. Chapters in good standing shall be entitled to delivery of the Sorority Newsletter, *La Hermandad*, and any publications in accordance with Sorority Laws.
- 8.4. E-Mail, Websites, List-servers. Chapters in good standing shall be provided with an official Chapter e-mail address, allowed to create Chapter websites and list-servers, and have access to Regional and National websites and list-servers in accordance with the Sorority Laws.
- 8.5. Delivery of Official Notices. Chapters in good standing shall be entitled to delivery of Conclave materials and other official announcements, notices, memorandum or information issued by the National Executive Board.
- 8.6. Voice. Chapters in good standing may submit petitions, raise concerns, and voice questions, comments, and suggestions to Regional and National Officers; file complaints, grievances and appeals; obtain timely, accurate, and complete responses from Regional and National Officers; and vote at Regional and National meetings as provided in Sorority Laws and applicable Regional provisions.
- 8.7. Activities. Chapters in good standing shall have authority to program and conduct Chapter meetings, activities, functions and events and participate in any such Regional and National meetings, activities, functions, and events.
- 8.8. Debriefing. Duly established Chapters are entitled to have their Members receive debriefing as to Sorority history, traditions, organizational profile, symbols, emblems, and insignia, organizational governance, structure, operations, laws, polices, procedures, protocols, practices, rules, regulations, guidelines and membership rights and privileges.
- 8.9. Training. Duly established Chapters are entitled to have their Chapter Officers receive training as to Member/Chapter responsibilities, obligations, and requirements, and any applicable Chapter, Regional and National Officer duties and authorities.
- 8.10. Chapter Property. Chapters in good standing may acquire real and personal property upon approval by the National Executive Board. The title to all real and personal Chapter property shall vest in and be held by the National Executive Board. Chattel mortgages, conditional sales contracts and any other contract

granting a security interest in property used by any Chapter shall be executed upon approval of the National Executive Board. In the event that the charter of any Chapter is revoked, the control and custody of the real and personal property held by or for the use of such Chapter shall devolve upon the National Executive Board, and the National Executive Board shall dispose of the same. All monies and proceeds of any sale of the real and personal property of the Chapter shall be held by the Sorority to the credit of said Chapter, as directed by the National Executive Board.

- 8.11 Other. Duly established Chapters shall have other rights and privileges as may be conferred by provisions established through Board Resolutions in accordance with the Sorority Laws.

SECTION 9. Chapter Responsibilities and Obligations.

- 9.1 Satisfy Obligations. Chapters must satisfy obligations to the Sorority which generally include but are not limited to:
- 9.1.a advancing the Sorority's vision, mission, and goals
  - 9.1.b abiding by the Sorority Laws
  - 9.1.c planning and executing Chapter programming
  - 9.1.d satisfying all financial obligations
  - 9.1.e maintaining a 2.5 cumulative Chapter grade point average.
  - 9.1.f preparing and maintaining files, reports, and other documentation as required by the Sorority Laws and requested by the National Executive Board
  - 9.1.g recruiting, initiating and retaining Members
  - 9.1.h ensuring Members adhere to the Sorority Laws and satisfy other membership responsibilities and obligations
  - 9.1.i complying with college/university requirements as applicable
  - 9.1.j satisfying any such other obligation that is consistent with the Sorority Laws.
- 9.2 Avoid and Cure Arrears. Chapters are deemed in arrears when they have refused or failed to either satisfy applicable financial, attendance, academic, and reporting obligations or comply with any requirements of any decisions, rulings, orders or sanctions issued by a Regional Director/Governing Board or National Officer/Committee, National Executive Board, or Judiciary Council in accordance with Article XI.
- 9.3 Maintain Good Standing. In order to be deemed in good standing, Chapters must abide by all Sorority Laws, not be in arrears of any Chapter, Regional or National obligations to the Sorority, satisfy all college and university requirements as applicable, maintain active status and not be declared suspended or dormant.
- 9.4 Collect, Remit, and Report Member Dues, Fees, and Assessments.
- 9.4.a The National Executive Board shall have general supervision over the finances of all Chapters and may assess and collect from Chapters and individual Members such national dues, fees and assessment as may be prescribed by the Sorority Laws. However, notice of any increase or decrease in such dues and fees must be provided to the National Assembly at least three (3) months in advance before they may be deemed in effect. In addition, the total percentage of any increase of national membership dues may not exceed the percentage increase in the national cost of living

(as determined by the National Executive Board based upon review of appropriate indexes) since the date of the last dues adjustment, unless the National Assembly approves otherwise. The annual national insurance fee shall be calculated by dividing the total expected insurance cost of the preceding year by the average number of active Members for the past 3 years.

9.4.b Each Chapter shall be responsible for collecting national membership dues, fees, and assessments of the Members who continue to be affiliated with said Chapter and remitting same to the National Treasurer/ Chief Financial Officer in accordance with Sorority Laws. Each Chapter shall also be responsible for establishing and collecting Chapter membership dues, fees, and assessment separate and apart from National membership dues, fees, and assessments, recording payments, and reporting the amounts and status of payments to the Regional Director and National Treasurer/ Chief Financial Officer.

9.4.c Any Chapter in arrears to the Sorority on any of its financial obligations shall not be permitted to vote in Conclave and Special Meetings of the National Assembly.

9.5 Complete Financial Reports. So far as practicable, each Chapter Treasurer/Financial Chair shall keep uniform financial accounts, in such form as prescribed by the National Treasurer/ Chief Financial Officer. Each Chapter Treasurer/Financial Chair shall present to the Chapter written monthly financial reports, and submit a Mid-Year Financial Report with the Summer Chapter Packet and an End-Year Financial Report with the Winter Chapter Packet. These reports shall be on forms supplied by the National Treasurer/ Chief Financial Officer and shall include a complete financial statement along with a budget for the ensuing term and other Chapter information as may be requested by the National Executive Board from time to time. Any Chapter failing to file these reports will be subject to a fine as set by the National Treasurer/ Chief Financial Officer. The National Treasurer/ Chief Financial Officer Board shall also have the authority to audit the Chapter financial records as may be necessary.

9.6 Set Budgets. Before January 1<sup>st</sup> of each year, the Chapter Treasurer/Financial Chair shall meet with the Chapter Executive Board and Regional Director or the National Vice President of Undergraduate Affairs/Alumnae Affairs if the Regional Director office is vacant, to prepare a Chapter budget for the ensuing year. A copy of the budget shall be submitted to the National Treasurer/ Chief Financial Officer and she will have authority to reject any items included therein.

SECTION 10. Chapter Sanctions and Penalties. Failure of the Chapter to fulfill its responsibilities and obligations shall place the Chapter in arrears and subject the Chapter to loss of rights and the imposition of sanctions and penalties, including but not limited to public or private censure or reprimand, monetary fines/financial penalties, probation, suspension, and revocation of Chapter charter. Sanctions and penalties may be issued by any Regional Director/ Governing Board, National Officer/ Committee, National Executive Board, and the Judiciary Council in accordance with the Sorority Laws, except that the revocation of a charter may only be ordered by the Judiciary Council after a Trial as set forth in Article XI.

**ARTICLE X - MEMBERSHIP:**  
**CLASSES, ELIGIBILITY, RIGHTS, RESPONSIBILITIES, AND SANCTIONS**

SECTION 1. Initiation. Initiation is the process by which Members are inducted into the Sorority. The initiation provisions, as endorsed by the Sorority Founders, shall outline the official membership initiation process by which all candidates seeking membership in the Sorority shall be duly inducted and granted official membership in the Sorority. No candidate shall be deemed duly inducted in the Sorority unless initiated through all ceremonies in their entirety as stipulated in the initiation provisions, and no deviation from or change in said ceremonies shall be permitted.

SECTION 2. Classes of Membership. The membership of the Sorority shall consist of duly initiated Undergraduate, Professional/ Graduate, and Alumnae Members.

2.1 Undergraduate Member, defined. An Undergraduate Member is a Member who has been regularly initiated into the Sorority through an Undergraduate Chapter of the Sorority and is currently a student in good standing at an accredited four (4) year college or university from which she as yet has not graduated and is pursuing a Bachelor's Degree.

2.2 Professional/ Graduate Member, defined. A Professional/ Graduate Member is a Member who has been regularly initiated into a Professional/ Graduate Chapter of the Sorority.

2.3 Alumnae Member, defined. An Alumnae Member is a Member who was regularly initiated into the Sorority as an Undergraduate Member but is no longer affiliated with an Undergraduate Chapter because she either has graduated from an accredited four (4) year college or university having earned a Bachelor's degree, or ceased attending classes at an accredited four (4) year college or university for three (3) or more consecutive years without graduating or earning a Bachelor's degree.

SECTION 3. Undergraduate Membership Eligibility.

3.1 Any female student of an accredited four (4) year college or university may be presented as a candidate for membership in an Undergraduate Chapter of the Sorority provided that:

3.1.a she has successfully completed one (1) year of a regular accredited four (4) year college or university academic program; and

3.1.b she is regularly enrolled and taking courses leading to her first academic degree; and

3.1.c she has presented official verification that she has achieved both a 2.5 or higher cumulative GPA and 2.5 or higher semester GPA at the conclusion of the semester immediately prior to the one during which she will be initiated as a Member.

3.2 No candidate may be invited to undergo membership initiation in any Undergraduate Chapter without prior approval of the National Vice President of New Membership.

3.3 No candidate shall be accepted for membership initiation in any Undergraduate Chapter of the Sorority without obtaining prior approval from that Undergraduate Chapter through  $\frac{3}{4}$  of the votes cast by the active Members in that Undergraduate

Chapter at a regular or duly called special meeting at which a quorum is present, or  $\frac{3}{4}$  of the votes of the total votes cast by the Expansion or Chapter Support Committee responsible for supervising the Undergraduate Chapter to be newly chartered or restored.

- 3.4 No candidate shall be accepted for membership initiation in an Undergraduate Chapter if she is a member of another Greek-lettered organization, except those organizations that are purely honorary, professional, or academic in nature. If the individual is or at one time was a member of a Greek-lettered organization, she:
  - 3.3.a must present official verification that the organization is purely honorary, professional, or academic in nature, OR
  - 3.3.b if the organization is not purely honorary, professional, or academic in nature, she must present official verification that she has been removed from the roster of that organization and has not been a member of that organization for a period of no less than one (1) calendar year prior to submitting an application for membership in the Sorority.
- 3.5 No candidate shall be accepted for membership initiation in any Undergraduate Chapter if she is addicted to and abuses the use of any form of intoxicants.
- 3.6 No candidate shall be allowed to complete membership initiation in any Undergraduate Chapter of the Sorority if she has violated any state or federal criminal laws while pursuing membership in the Undergraduate Chapter.
- 3.7 Any candidate who is accepted for membership initiation in any Undergraduate Chapter of the Sorority may be withdrawn at any time before or during the initiation by a unanimous vote of the Members of that Undergraduate Chapter or the unanimous vote of the Expansion or Chapter Support Committee responsible for supervising the Undergraduate Chapter to be newly chartered or restored.
- 3.8 Candidates seeking to establish and become members of Undergraduate Chapters to be newly chartered or restored must satisfy all the criteria enumerated above as well as comply with all expansion requirements and other provisions set forth by the National Vice President of Expansion as established through Board Resolutions in accordance with the Sorority Laws.

#### SECTION 4. Professional/ Graduate Membership Eligibility.

- 4.1 Any candidate holding a Bachelor's degree earned from an accredited four (4) year college or university may be presented as a candidate for membership initiation in any Professional/ Graduate Chapter, provided that she provides official verification of her Bachelor's degree.
- 4.2 No candidate shall be invited to undergo membership initiation in any Professional/ Graduate Chapter of the Sorority without prior approval of the National Vice President of New Membership.
- 4.3 No candidate shall be accepted for membership initiation in any Professional/ Graduate Chapter of the Sorority without obtaining prior approval from the Professional/ Graduate Chapter through  $\frac{3}{4}$  of the votes cast by the active Members in that Professional/ Graduate Chapter at a regular or duly called special meeting at which a quorum is present, or  $\frac{3}{4}$  of the total votes cast by the Expansion or Chapter Support Committee responsible for supervising the Professional/ Graduate Chapter to be newly chartered or restored.
- 4.4 No candidate shall be accepted for membership initiation in any Professional/ Graduate Chapter if she is already a member of another Greek-lettered

organization, except those organizations that are purely honorary, professional, or academic in nature. If the individual is or at one time was a member of a Greek-lettered organization, she:

- 4.4.a must present official verification that the organization is purely honorary, professional, or academic in nature, OR
- 4.4.b if the organization is not purely honorary, professional, or academic in nature, she must present official verification that she has been removed from the roster of that organization and has not been a member of that organization for a period of no less than one (1) calendar year prior to submitting an application for membership in the Sorority.
- 4.5 No candidate shall be accepted for membership initiation in any Professional/ Graduate Chapter if she is addicted to and abuses any form of intoxicants.
- 4.6 No candidate shall be allowed to complete membership initiation in any Professional/ Graduate Chapter of the Sorority if she has violated any state or federal criminal laws while pursuing membership in the Professional/ Graduate Chapter.
- 4.7 Any candidate who is accepted for membership initiation in any Professional/ Graduate Chapter of the Sorority may be withdrawn at any time before or during the initiation by a unanimous vote of that Professional/ Graduate Chapter, or unanimous vote by the Expansion or Chapter Support Committee responsible for supervising the Professional/ Graduate Chapter to be newly chartered or restored.
- 4.8 Candidates seeking to establish and become members of Professional/ Graduate Chapters to be newly chartered or restored must satisfy all the criteria enumerated above as well as comply with all expansion requirements and other provisions set forth by the National Vice President of Expansion as may be established through Board Resolutions which are deemed confirmed and thereby adopted by the National Assembly in accordance with the Sorority Laws.
- 4.9 Alumnae Members of the Sorority have already been duly initiated in the Sorority and shall not be required to undergo a second membership initiation in order to be affiliated as a Member of a Professional/ Graduate Chapter.

#### SECTION 5. Alumnae Membership Eligibility.

- 5.1 Alumnae Member classification shall be automatically granted to Undergraduate Members when they either have (a) graduated from an accredited four (4) year college or university having earned a Bachelor's degree OR (b) stopped attending classes at an accredited four (4) year college or university for more than three (3) consecutive years.
- 5.2 Alumnae Members who are in good standing within the Sorority may sustain their affiliation with the Sorority through membership in the Professional/ Graduate Chapter closest to where they reside, are employed, or attend school.
- 5.3 If there is no Professional/ Graduate Chapter established within a 30-mile radius of where the Alumnae Member resides, is employed, or attends school, she must contact the National Vice President of Alumnae Affairs for further coordination regarding her membership rights and responsibilities as an Alumnae Member.

#### SECTION 6. Honorary Titles, Orders, Awards, and Memberships. Honorary titles, orders, awards, and memberships shall be officially conferred by the National Executive

Board to only those individuals, groups, or organizations approved by the National Assembly and only in accordance with Article XII, Section 6.

- SECTION 7. Membership Rights and Privileges. All duly initiated Members shall be entitled to the following rights and privileges of membership, including but not limited to:
- 7.1 Membership Certificate. Members shall have the privilege to receive a Membership Certificate upon being successfully initiated into the Sorority in accordance with the Sorority Laws.
  - 7.2 Membership Card. Members shall have the right to issuance and renewal of a Membership Card upon payment of annual national membership dues and any fees, assessments, and financial obligations as set in accordance with the Sorority Laws.
  - 7.3 Use of Sorority Symbols, Emblems, and Insignia. Members shall have the privilege to use official Sorority Symbols, Emblems, and Insignia for so long as they remain Members of the Sorority and such use shall be governed by the Sorority Laws.
  - 7.4 Websites and List-servers. Members in good standing shall have the right to access Chapter, Regional, and National Sorority websites and list-servers.
  - 7.5 Sorority Newsletter and Publications. Members in good standing shall have the right to delivery of the Sorority Newsletter, *La Hermandad*, and any other publications in accordance with the Sorority Laws.
  - 7.6 Official Notices. Members in good standing shall have the right to delivery of Conclave materials and other official announcements, notices, memorandum or information issued by the National Executive Board.
  - 7.7 Voice. Members in good standing shall have the right to submit petitions, voice concerns, questions, comments, and suggestions to Chapter, Regional, and National Officers; file complaints, grievances, and appeals; obtain timely, accurate, and complete responses from Chapter, Regional, and National Officers; and vote at Chapter, Regional, and National meetings in accordance with Sorority Laws and applicable Chapter Bylaws and Regional provisions.
  - 7.8 Offices. Qualified Members in good standing shall have the privilege to be nominated and elected to hold a Chapter, Regional, or National Sorority office and participate in related committees in accordance with the Sorority Laws and applicable Chapter Bylaws and Regional provisions.
  - 7.9 Activities. Members in good standing shall have the privilege to admission to, and participation in, any Chapter, Regional, and National Sorority meetings, functions, events, and activities in accordance with the Sorority Laws.
  - 7.10 Debriefing. Duly initiated Members shall have the right to debriefing as to Sorority history, traditions, organizational profile, symbols, emblems, and insignia, organizational governance, structure, operations, laws, polices, procedures, protocols, practices, rules, regulations, requirements, guidelines, and membership rights and privileges.
  - 7.11 Training. Duly initiated Members shall have the right to training as to Member/Chapter responsibilities, obligations and requirements, and any applicable Chapter, Regional, and National Officer duties and authorities.
  - 7.12 Other. Duly initiated Members shall have such other rights or privileges as may be conferred by provisions established through Board Resolutions in accordance with the Sorority Laws.

SECTION 8. Membership Responsibilities and Obligations.

- 8.1 Observe Sorority Laws. Members must uphold the Sorority's Vision, Mission, and Goals, adhere to Sorority Laws, traditions, and uses, and abide by all other provisions as may be established through Board Resolutions in accordance with the Sorority Laws.
- 8.2 Maintain Active Status.
  - 8.2.a In order to be deemed active, Members must be affiliated with a Chapter corresponding to their Membership Class, comply with any applicable Chapter, Regional, and National financial, attendance, academic, and reporting member obligations, and participate in or contribute to Chapter, Regional, and National meetings, activities, events, and functions.
  - 8.2.b In the case where no such Chapter exists within a 30 mile radius of where the Member resides, is employed, or attends schools, she must contact the Regional Director, National Vice President of Undergraduate Affairs, and/or National Vice President of Alumnae Affairs as appropriate to confirm her active status and coordinate any arrangements regarding her membership rights and responsibilities.
  - 8.2.c Regional and National Officers and Committee Members are exempt from being affiliated and complying with local Chapter and Regional membership responsibilities and obligations but must satisfy all duties and responsibilities of their respective office in order to establish their active status.
- 8.3 Satisfy Obligations.
  - 8.3.a Pay Chapter, Regional, and National dues, fees, and assessments when due and as prescribed by Article IX, Section 9.4.
  - 8.3.b Maintain a 2.5 or higher cumulative GPA and satisfy other academic requirements to be deemed in good academic standing in the college or university in which the Undergraduate Member is currently a student.
  - 8.3.c Contribute to the planning and implementation of Chapter and Regional programming requirements.
  - 8.3.d Adhere to rules governing proper Hermana conduct and behavior and other such provisions as may be established through Board Resolutions in accordance with the Sorority Laws.
  - 8.3.e Honor Sorority policies regarding intoxicants as set forth in Article XII.
  - 8.3.f Honor Sorority policies regarding hazing as set forth in Article XII.
  - 8.3.g Comply with sanction requirements issued by a Regional Director/ Governing Board, National Officer/ Committee, the National Executive Board, or the Judiciary Council as set forth in Article XI.
- 8.4 Avoid and Cure Arrears. Members are deemed in arrears when they have failed or refused to either satisfy applicable Chapter, Regional, and National financial, attendance, academic, and reporting member obligations or comply with any requirements set forth in any rulings or sanctions issued by a Regional Director/ Governing Board or National Officer/ Committee, or the National Executive Board, or the Judiciary Council.
- 8.5 Maintain Good Standing. In order to be deemed in good standing, Members must observe all Sorority Laws, be active in the Sorority, not be in arrears of any

Chapter, Regional or National obligations to the Sorority, and not be declared suspended or otherwise deactivated from the Sorority.

SECTION 9. Member Sanctions and Penalties. Failure of a Member to observe Sorority Laws, satisfy membership responsibilities and obligations, and comply with rulings, decisions, orders or sanction requirements may result in loss of membership rights and privileges and subject the Member to sanctions and penalties, including but not limited to public or private censure or reprimand, monetary fines/financial penalties, probation, suspension, or deactivation. Sanctions and penalties may be issued by a Regional Director/Governing Board, National Officer/ Committee, the National Executive Board, or the Judiciary Council in accordance with the manner set forth in the Sorority Laws, except that the deactivation of a Member may only be ordered by the Judiciary Council after a Trial in accordance with Article XI.

SECTION 10. Voluntary Member Deactivation. Any Member may terminate her own membership in the Sorority in accordance with the following procedures:

- 10.1 The Member must submit a Deactivation Request Letter to her Regional Director and provide a copy to the National Vice President/ Chief Operations Officer and her respective Undergraduate Chapter President and/or Professional/ Graduate Chapter Chair.
- 10.2 Upon receipt of such Deactivation Request Letter, the Regional Director shall call a hearing to discuss and evaluate the reasons for the deactivation request. Said meeting shall be attended by the requesting Member, the Chapter President/Chair, the Chapter Secretary/ Administrative Chair, and the Regional Director.
- 10.3 If the Member wishes to continue the deactivation process after completion of the aforesaid hearing, she shall be instructed to forward a Declaration/Affidavit of Deactivation to the National Vice President/ Chief Operations Officer and she shall surrender and no longer wear or publicly display any item containing anything that may be associated with the Sorority.
- 10.4 Upon receipt of the Declaration/Affidavit of Deactivation, the National Vice President/ Chief Operations Officer shall immediately notify the appropriate Sorority Officers to strike the individual's name from the Chapter and Sorority Scrolls, after which said individual shall no longer be a Member of the Sorority and shall be declared deactivated through official notice to all National Officers, Regional Directors, and Members in good standing.
- 10.5 Once the former Individual's name has been stricken from the Chapter and Sorority Scrolls, the National Vice President/ Chief Operations Officer shall notify the former Individual that her Declaration/Affidavit of Deactivation has been processed, and inform said Individual that she is no longer affiliated with the Sorority and must immediately surrender and no longer wear or publicly display anything associated with the Sorority including but not limited to the Sorority Badge, Membership Certificate, Membership Card and anything else containing any Sorority Symbol, Emblem, or Insignia.
- 10.6 Once the Individual has been notified that her Declaration/Affidavit of Deactivation has been processed, the National Vice President/ Chief Operations Officer shall inform the Regional Director and Chapter President/ Chair to contact the Individual to make proper arrangements to ensure that all of the

aforementioned Sorority items are returned immediately but no more than within thirty (30) days of the deactivation approval.

- 10.7 If the items are not returned after thirty (30) days, or the above procedure cannot be carried out completely due to non-cooperation by the Individual, the National Executive Board is to attempt to fulfill the requirements to its utmost potential, including seeking legal redress through the laws of the State of New York.
- 10.8 Members who are declared deactivated shall have no rights or privileges in the Sorority, nor may they be re-initiated or re-instated in the Sorority.

**ARTICLE XI – PETITIONS, GRIEVANCES, COMPLAINTS, SANCTIONS, APPEALS, AND TRIALS**

**SECTION 1. Member and Chapter Petitions and Grievances.**

- 1.1 Petition, defined. A Petition is defined as a formal request from a Member or Chapter Officer seeking that a Regional or National Officer or Committee perform one or more of the following actions:
  - 1.1.a establish and effectuate new Regional or National policy
  - 1.1.b issue and enforce a decision, ruling, or order on a question, comment, suggestion, concern, issue, conflict, controversy or other Regional or National matter
  - 1.1.c pursue an official course of action, endeavor, or initiative which would impact the Sorority on a Regional or National scale
  - 1.1.d waive, restrict, or expand a Member, Chapter, or Chapter Officer duty, responsibility, requirement, or obligation, right, privilege, authority, or jurisdiction
  - 1.1.e permit the Chapter to establish and effectuate new Chapter policy
  - 1.1.f permit the Chapter to pursue some official course of action, endeavor, or initiative on behalf of the Chapter or Region that the Member, Chapter, or Chapter Officer is not expressly authorized or allowed to pursue on their own and which may require Regional or National financial support or other assistance in order to be successfully implemented
- 1.2 Petition Submission. Any Member or Chapter Officer, whether or not in good standing, may submit a Petition to the respective Regional Director/ Governing Board or National Officer/ Committee for decision on any matter that falls under the respective jurisdiction, scope of authority, duties, responsibilities, requirements or obligations of said Regional Director/ Governing Board or National Officer/ Committee.
- 1.3 Petition Acknowledgment and Reply.
  - 1.3.a Upon receipt of a Petition the respective Regional Director or National Officer shall send an acknowledgment that the Petition was received and stipulate the date by when she and/or the Regional Governing Board or National Committee will render a decision.
  - 1.3.b. Once the Regional Director/ Governing Board or National Officer/ Committee has rendered a decision, written notification of the decision shall be sent to all entities to which the decision may be applicable and a copy shall be provided to the National Vice President/ Chief Operations Officer and Judiciary Council.
  - 1.3.c Regional Directors/ Governing Boards and National Officers/ Committees shall have original jurisdiction over decisions on Petitions. The National Executive Board shall have appellate jurisdiction over all Petitions. Thus, if any entity disagrees with the decision rendered by a Regional Director/ Governing Board or National Officer/ Committee on a Petition, said entity may challenge the decision by filing a Grievance with the National Executive Board. The decision of the National Executive Board shall be final.
- 1.4 Grievances, defined. A Grievance is defined as a formal objection against a Regional Director/ Governing Board or National Officer/ Committee for

rendering an improper or unlawful decision, or engaging in any improper, offensive, or unlawful act, including but not limited to a decision or act that is:

- 1.4.a arbitrary and capricious, or falls outside the scope of or fails to comply with the Officer jurisdiction, authority, duties, responsibilities, requirements, or obligations as expressed or implied in the Sorority Laws
- 1.4.b unconstitutional in that it violates or is otherwise inconsistent with the Sorority Laws
- 1.4.c unlawful or illegal as defined by applicable, local, State, and Federal laws
- 1.5 Grievance Submission. Any Member or Chapter, whether or not in good standing, may request modification or reversal of any decision rendered by a Regional Director/ Governing Board or National Officer/ Committee by submitting a Grievance to the National Vice President/ Chief Operations Officer for determination by the National Executive Board.
- 1.6 Grievance Acknowledgment and Reply.
  - 1.6.a Upon receipt of a Grievance, the National Executive Board shall send the Member or Chapter an acknowledgment that the Grievance was received and stipulate the date by when a decision will be made and rendered.
  - 1.6.b Once the National Executive Board has rendered a decision, it will send written notification of the decision to all entities to which the decision may be applicable as well as provide a copy to the Judiciary Council. If the Grievance concerns a National Executive Board Officer, said Officer has no vote in the decision to be rendered by the National Executive Board.
  - 1.6.c The National Executive Board will generally affirm and not modify, or overturn the decision rendered by the Regional Director/ Governing Board or National Officer/ Committee unless the decision is clearly erroneous as to the facts and application or interpretation of Sorority Laws. The decision of the National Executive Board shall be final. Where the National Executive Board is uncertain as to the interpretation or application of a provision contained in the Sorority Laws, it may refer the Grievance to the Judiciary Council for final determination.

## SECTION 2. Complaints and Sanctions against Members and Chapters.

- 2.1 Complaint, defined. A Complaint is defined as a formal request for the imposition of a sanction, other than deactivation, loss of charter, or impeachment, against any Member or Chapter for engaging in any improper, objectionable, offensive, or other unlawful conduct or behavior deemed a sanctionable offense.
- 2.2 Sanction, defined. A Sanction is defined as a penalty imposed against a Member or Chapter for violations of Sorority Laws, Chapter Bylaws, Regional provisions, university regulations, or local, State, or Federal laws.
- 2.3 Purpose and Form of Sanctions. The purpose of a sanction is to redress and prevent repeated commission of the aforementioned violations, ensure that Members and Chapters understand the sanctity of the Sorority and are aware of what behavior or conduct is deemed improper, objectionable, offensive, unlawful and unacceptable, and remind Members and Chapters that there will be consequences for engaging in such behavior or conduct. Accordingly, sanctions should be commensurate with the offense committed and may be classified as any of the following:
  - 2.3.a public or private censure or reprimand

- 2.3.b monetary fines/financial penalties
- 2.3.c probation for a set period of time during which certain financial, academic, or programmatic requirements must be satisfied
- 2.3.d loss, suspension, or restriction of privileges or rights for a set period of time
- 2.4 Sanctionable Offenses. A Member or Chapter may be sanctioned for any of the following offenses:
  - 2.4.a violations of applicable Member or Chapter duties, responsibilities, requirements, and obligations, in regards to maintaining active status, satisfying financial, academic, programming, and reporting responsibilities and obligations, curing arrears, and maintaining good standing
  - 2.4.b refusal or failure to comply with decisions, rulings, orders, or sanctions requirements issued by a Regional Director, Regional Governing Board, National Officer, the National Executive Board, or the Judiciary Council
  - 2.4.c refusal or failure to adhere to local Chapter Bylaws as established by said Chapter and approved by the Judiciary Council
  - 2.4.d failure to obey the rules or orders of the administration of the college or university at which the Undergraduate Member is a student and the Chapter is located
  - 2.4.e failure to adhere to Sorority prohibition regarding intoxicants as found in Article XII.
  - 2.4.f failure to adhere to Sorority prohibition regarding hazing as found in Article XII.
  - 2.4.g intentional falsification of official documents or commission of other misrepresentation or fraudulent acts
  - 2.4.g committing such other sanctionable offenses set forth in the Sorority Laws
- 2.5 Complaint Submission. Any Member or Officer may object to the conduct and behavior of any Member or Chapter and request that sanctions be imposed by filing a Complaint with the Regional Director having jurisdiction over the Member or Chapter. If the office of the Regional Director is vacant or if the Regional Director is initially filing the Complaint, the Complaint may be filed with the National Vice President of Undergraduate Affairs or the National Vice President of Alumnae Affairs as may be appropriate. If the Complaint concerns a the sanctionable conduct or behavior of a Regional or National Officer the procedures in the section above regarding Grievances should be followed.
- 2.6 Complaint Acknowledgment and Reply.
  - 2.6.a Upon receipt of the Complaint, the Regional Director shall send the Member or Officer an acknowledgment that the Complaint was received and stipulate the date by when the Regional Governing Board shall render a decision. Where the Regional Director determines that the conduct or behavior complained of falls outside of the Regional Governing Board jurisdiction or scope of authority, she may re-direct the Complaint to the National Vice President of Internal Affairs/Chief Operations Officer for consideration by the National Executive Board.
  - 2.6.b If necessary, the Regional Director (or National Officer as may be appropriate) shall conduct an investigation to assess the validity and details of the allegations in the Complaint. Once the Regional Director (or

- National Officer as may be appropriate) has concluded the investigation and the Regional Governing Board (or National Executive Board as may be appropriate) has rendered a decision, the Regional Director (or National Officer as may be appropriate) shall send written notification of the decision to all entities to which the decision may be applicable as well as provide a copy to the National Executive Board and Judiciary Council.
- 2.6.c The Regional Governing Board (or National Executive Board as may be appropriate) shall adhere to Section 2.3 above when issuing sanctions and will generally affirm and not modify or overturn a decision rendered by a Chapter or impose sanctions against a Chapter or a Member unless the conduct or behavior of the Chapter or Member is a sanctionable offense as defined by Section 2.4 above.
- 2.6.d Regional Governing Boards and (or National Executive Board as may be appropriate) shall have original jurisdiction over decisions on Complaints. The Judiciary Council shall have appellate jurisdiction over Complaints. Thus, if any entity disagrees with the decision rendered on a Complaint by a Regional Governing Board (or National Vice President of Undergraduate Affairs or the National Vice President of Alumnae Affairs as may be appropriate), said entity may challenge the decision by filing an Appeal with the Judiciary Council. The decision of the Judiciary Council shall be final.
- 2.7 Reconsideration Requests. If new evidence has been acquired or changes in circumstances have arisen within one (1) month after the Regional Governing Board (or National Executive Board as may be appropriate) rendered its initial decision, the Member or Chapter should contact the Regional Director (or National Officer as may be appropriate) to request a reconsideration of the decision based on the new information. If the Regional Director (or National Officer as may be appropriate) denies the request for reconsideration, the Member or Chapter should proceed with filing the formal Appeal with the Judiciary Council.
- 2.8 Appeal Submission. Members and Chapters may contest a decision on a Complaint and subsequent sanctions requirements, if any, by filing an Appeal with the Judiciary Council Chair. If the office of the Judiciary Council Chair is vacant, the Appeal should be submitted to the National Vice President/ Chief Operations Officer for decision by the National Executive Board. In such instances, the National Officer who made the original decision may not vote on the decision to be rendered by the National Executive Board.
- 2.9 Appeal Acknowledgment and Reply.
- 2.9.a Upon receipt of an Appeal, the Judiciary Council Chair shall send the Member or Chapter an acknowledgment that the Appeal was received and stipulate the date by when the Judiciary Council shall render a decision.
- 2.9.b Once the Judiciary Council has rendered a decision, the Judiciary Council will send written notification of the decision to all entities to which the decision may be applicable and provide a copy to the National Executive Board.
- 2.9.c The Judiciary Council will generally affirm and not modify, or overturn the decision rendered by the Regional Governing Board (or National Executive Board as may be appropriate) unless the decision is

unconstitutional, unduly excessive, arbitrary, capricious, or clearly erroneous as to the facts and interpretation or application of the Sorority Laws. The decision of the Judiciary Council shall be final.

SECTION 3. Charges and Trials

- 3.1 Jurisdiction. The Judiciary Council shall have exclusive authority to convene and conduct Trials of Members, Chapters, and Officers.
- 3.2 Matters Considered. Trials shall only be convened to address triable offenses which, if proven, would require deactivation of the Member, loss of recognition and revocation of a Chapter Charter, or immediate impeachment of the Officer.
- 3.3 Triable Offenses. Triable Offenses shall include
  - 3.3.a repeated failure or flagrant refusal of a Member or Chapter to comply with sanction requirements issued by a Regional Director or National Officer
  - 3.3.b repeated failure and flagrant refusal of a Member or Chapter to adhere to rules governing proper Hermana or Chapter conduct and behavior as set forth in the Sorority Laws
  - 3.3.c repeated failure and flagrant refusal to fulfill Regional or National Officer duties and responsibilities
  - 3.3.d continued and flagrant conduct tending to bring reproach upon the Sorority and to degrade it before the public, including breaches of confidentiality
  - 3.3.e joining another Greek letter organization, except those that are academic, professional, or honorary in nature.
  - 3.3.f repeated failure or flagrant refusal to comply with Sorority prohibition regarding intoxicants as stated in Article XII
  - 3.3.g violation of Sorority prohibition regarding hazing as stated in Article XII
  - 3.3.h violation of local, State or Federal laws
  - 3.3.i committing such other sanctionable offenses set forth of the Sorority Laws
- 3.4 Investigating Allegations. Any Member or Officer may raise allegations that a Member or Chapter has engaged in hazing or other triable offenses by filing an Investigation Request Form with the Judiciary Council along with a Statement of Allegations outlining the offenses being alleged and describing with sufficient details the circumstances forming the basis of the allegation. The Judiciary Council will then appoint an impartial Regional or National Officer or National Committee to investigate the matter and determine if the allegations are supported.
- 3.5 Filing Charges. If the allegations are supported, the Regional Director, National Officer, or National Committee shall file official Charges with the Judiciary Council.
- 3.6 Notice of Charges. Upon receipt of the Charges, the Judiciary Council shall send the Member, Chapter, or Officer Notice of the Charges and request that she submit a written Answer on whether they admit or deny the Charges, and any other information that will assist the Judiciary Council to ascertain whether a Trial is required.
- 3.7 Answer. The Answer must be filed no less than fifteen (15) days after receipt of the Charges. If the Charges are admitted, then the Judiciary Council shall determine the sentence to be imposed. If the Charges are denied, the Judiciary Council will conduct a trial by calling a special in- person meeting where each

side would be given an opportunity to present their positions before the entire Judiciary Council. Failure or refusal of the accused Member, Chapter, or Officer to submit a timely Answer shall result in the Charges being deemed denied and a Trial will be scheduled.

- 3.8 Notice of Trial. Upon receipt of the Answer, the Judiciary Council shall determine if a trial should be pursued or if another sanction should be pursued and notify the Member, Chapter, or Officer accordingly. Copies of this notice shall be provided to the Regional Director, National Officer, or National Committee that filed the Charges and the National Vice President/ Chief Operations Officer.
- 3.9 Rights of Accused. The accused Member, Chapter, or Officer shall have the right to be represented at Trial by any Member of the Sorority who agrees to serve as her counsel and resides within a reasonable distance.
- 3.10 Proceedings.
  - 3.10.a The Judiciary Council shall preside over all Trial Proceedings. However, the Regional Director or National Officer or Committee that filed the Charges will present the Charges and any evidence related thereto, including witnesses. Thereafter, the Member, Chapter, or Officer shall present a defense to the Charges and any evidence related thereto, including witnesses.
  - 3.10.b After each presentation, the Judiciary Council may ask questions of any party or witnesses. Once the question and answer period is complete for both parties, the Judiciary Council will invite each party to make a closing statement.
  - 3.10.c After the closing statements, the Judiciary Council shall advise the accused Member as to when it will issue a ruling and any corresponding sanctions.
- 3.11 Sentence. If the accused Member is found guilty, the Judiciary Council may either impose a sanction or issue one or more of the following sentences:
  - 3.11.a Member deactivation, requiring permanent termination of Membership, surrender of all Sorority property, and the striking of her name from the Sorority and Chapter Scroll.
  - 3.11.b Chapter Charter revocation, placing the Chapter in dormant status and specifying the earliest date when the National Executive Board may consider a petition to restore the Charter and place the Chapter in either suspended or active status.
  - 3.11.c Regional or National Officer impeachment, resulting in immediate removal from office.

## **ARTICLE XII – MISCELLANEOUS CORPORATE PROVISIONS AND NATIONAL POLICIES**

- SECTION 1. Endowment. The National Assembly may provide for an endowment fund or funds, to be raised from such sources and in such manner as allowed by applicable Federal, State, and local laws.
- SECTION 2. Books and Records. The Sorority shall keep correct and complete books, records of its accounts and transactions, and minutes of the proceedings held by its National Executive Board and between its Members and the National Executive Board or any National Committees. The books, records, and minutes of the Sorority may be kept in written form or in any other form which can be converted within a reasonable time into written form for visual inspection. The original or a certified copy of the National Constitution and Bylaws shall be kept at the Sorority Headquarters or other designated principal office.
- SECTION 3. Execution of Documents. A person who holds more than one office in the Sorority may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one officer.
- SECTION 4. Mail. Any notice or other document which is required by this Constitution and Bylaws to be mailed shall be deposited in the United States mails, postage prepaid.
- SECTION 5. Publications. The National Executive Board shall exercise general policy supervision over all printed matter issued by the Sorority and shall authorize whatever publications deemed necessary for the successful operation of the Sorority, including the Sorority Newsletter. The National Executive Board shall also authorize that the Sorority budget allocate funds for the issuance to National Officers, Chapters, and/or Members of whatever manuals, books, and other Sorority publications as may be deemed necessary to enable the National Officers, Chapters, and/or Members to fulfill their duties, responsibilities, and Sorority obligations.
- SECTION 6. Honorary Titles, Orders, Awards and Memberships.
- 6.1 The National Executive Board may establish and propose the granting of any honorary titles, orders, awards, and memberships to any individuals, groups, or organizations in accordance with any provisions as may be established through Board Resolutions which are deemed confirmed and thereby duly adopted by the National Assembly.
  - 6.2 No such titles, orders, awards, or memberships shall be officially conferred until confirmed and ratified by the National Assembly.
  - 6.3 The National Secretary shall keep a permanent record of all individuals, groups, and organizations upon whom such titles, orders, awards, and memberships have been conferred.
- SECTION 7. Initiation Ceremonies and Traditions

- 7.1 Initiation Ceremonies. The initiation provisions, as endorsed by the Sorority Founders, shall outline the official membership initiation process by which all candidates seeking membership in the Sorority shall be duly inducted and granted membership in the Sorority.
- 7.1.a No candidate shall be deemed duly inducted in the Sorority unless initiated through all ceremonies in their entirety as stipulated in the initiation provisions, and no deviation from or change in said ceremonies shall be permitted.
- 7.1.b Only Undergraduate Members may serve as the Intake Coordinator to initiate undergraduate candidates seeking Undergraduate membership in established active Undergraduate Chapters. Only Professional/ Graduate and Alumnae Members may serve as the Intake Coordinator to initiate undergraduate candidates seeking membership in Undergraduate Chapters that are to be newly established and chartered, and/or restored. Only Professional/ Graduate and Alumnae Members may serve as the Intake Coordinator to initiate professional/ graduate candidates seeking Professional/ Graduate membership in established active Professional/ Graduate Chapters as well as Professional/ Graduate Chapters that are to be newly established and chartered and/or restored.
- 7.1.c It shall be the duty of each Chapter to be equipped with all official uniform materials and paraphernalia prescribed by the initiation ceremonies by purchasing any required items from vendors and manufacturers authorized by the National Executive Board. Such items shall constitute property of the Sorority.
- 7.2 Traditions. The National Assembly may adopt, declare and preserve such Sorority traditions and uses as it shall from time to time deem necessary.

SECTION 8. Members and Chapter Debriefing and Training. The National Executive Board may authorize the creation and implementation of programs for advising and counseling Members and Chapters in the ceremonies and traditions of the Sorority, and in methods and techniques of successful Chapter operations and effective leadership.

SECTION 9. Intoxicants Prohibited. The Sorority does not permit or endorse the unlawful use, consumption, sale, or distribution of any drugs, alcohol, or other intoxicants at any Sorority function.

SECTION 10. Hazing Prohibited. The Sorority does not condone and expressly prohibits any acts of physical, mental, and/or emotional abuse by any Members on other Members of the Sorority, during or after initiation. Such acts, if they should ever occur, are subject to deactivation, charter revocation, impeachment, suspension, probation and/or any other penalty or sanction as deemed appropriate by Regional Directors/ Governing Board and National Officers/ Committees, National Executive Board or Judiciary Council; however, deactivation, charter revocation, and impeachment may only be imposed by the Judiciary Council, or the National Executive Board in the absence of the Judiciary Council, in accordance with the Sorority Laws.

SECTION 11. Indemnification and Limitation of Liability.

- 11.1 To the maximum extent permitted by law, the Sorority may indemnify any person who served in any capacity at the request of the Sorority who is made a party to an action or proceeding (other than one by or in the right of the Sorority to procure a judgment in its favor), if such person acted, in good faith, for a purpose which she reasonably believed to be in the best interests of the Sorority and for which she had no reasonable cause to believe that her conduct was unlawful. The termination of any such civil or criminal action or proceeding by judgment, settlement, conviction or upon a plea of nolo contendere, or its equivalent, shall not in itself create a presumption that any such person did not act, in good faith, for a purpose which she reasonably believed to be in the best interest of the Sorority or that she had reasonable cause to believe that her conduct was unlawful.
- 11.2 No indemnification under this section shall be made in (1) a threatened action, or a pending action which is settled or otherwise disposed of, or (2) any claim, issue or matter as to which such person shall have been adjudged to be liable to the Sorority, unless and only to the extent that the court in which the action was brought, or any other court of competent jurisdiction, determines that, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such portion of the settlement amount and expenses as the court deems proper.
- 11.3 The Sorority shall, if so requested by a director, officer, employee, or agent, advance payment for expenses (including attorneys' fees) incurred by such person in advance of the final disposition of such action, suit or proceeding upon the receipt of an undertaking by the person to repay such amount if it shall ultimately be determined that such person is not entitled to indemnification.
- 11.4 The Sorority shall not indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person unless the initiation thereof was approved by the National Executive Board.
- 11.5 The indemnification rights provided herein shall not be deemed exclusive of any other rights to which those persons who are indemnified may be entitled under any law, agreement, or vote by the National Assembly, and shall inure to the benefit of the heirs, executors and administrators of such persons.

**ARTICLE XIII – AMENDMENTS:  
PROPOSAL SUBMISSIONS, ADOPTION, AND IMPLEMENTATION**

SECTION 1. Proposal Submissions.

- 1.1 Proposals to adopt new legislation or amend existing Sorority Laws shall be submitted in writing to the Judiciary Council in accordance with such forms and instructions provided by the Judiciary Council. In the event that the Judiciary Council is vacant, proposed legislation and amendments should be submitted to the National Executive Board for review.
- 1.2 Proposal Submissions must be submitted to the Judiciary Council no less than seventy (70) days before the next succeeding Conclave or Special Meeting.
- 1.3 The Judiciary Council shall process all Proposal Submissions to review appropriateness in timing, form, and content, and shall combine similar proposals into one where practicable.
- 1.4 No less than forty days (40) days prior to Conclave or Special Meeting, the Judiciary Council shall submit to the National Executive Board the finalized proposals which the Judiciary Council has approved for presentation and vote during the Conclave or Special Meeting.
- 1.5 No less than thirty (30) days prior to the next succeeding Conclave or Special Meeting, the National Executive Board shall provide copies of all the finalized proposals to the Voting Members of the National Assembly. Copies shall also be provided to each Regional Director and Chapter President for their assistance with local distribution to the Membership.
- 1.6 Finalized proposals shall be presented at a Conclave or Special Meeting for National Assembly vote, but may not be amended on the floor unless the proposed amendment is accepted by the Judiciary Council.

SECTION 2. Proposal Adoption.

- 2.1 Proposals to adopt new legislation or amend existing Sorority Laws must be approved by an affirmative vote of three fourths (3/4) of the votes cast by the Voting Members of the National Assembly at a Conclave or Special Meeting in which there is a quorum.
- 2.2 Voting on proposals shall be conducted as follows:
  - 2.2.a The Judiciary Council Chair shall preside over the presentation of all proposals and after a proposal is presented, she shall call for discussion by the National Assembly, during which time questions may be addressed and the proposal may be amended as accepted by the Judiciary Council.
  - 2.2.b If the National Assembly waives discussion, and/or when the discussion is concluded, the Judiciary Council Chair shall call for a vote.
  - 2.2.c When calling for the vote the Judiciary Council Chair shall first ask all the Voting Members of the National Assembly who are opposed to the proposal to stand or raise their hands. If there are no opposing votes, then she shall declare the proposal duly adopted without calling for the affirmative votes.
  - 2.2.d If there are opposing votes, she shall direct the Official Tellers to count them, and report the number to the National Secretary and the Judiciary Council Chair. She shall then call for those Voting Members in favor of the proposal to stand or raise their hands and direct the Official Tellers to

count them and report the number to the National Secretary and the Judiciary Council Chair.

- 2.2.e If the number of votes in favor of the proposal equals the requisite number of votes needed to adopt the proposal, the Judiciary Council Chair shall declare the proposal adopted without a roll call, otherwise she shall declare the proposal denied.

SECTION 3. Proposal Implementation and Effective Date.

- 3.1 Adopted proposals shall be applied and implemented prospectively and shall never be given retroactive effect.
- 3.2 Adopted proposals shall be effective as of the date that notice is provided to the National Assembly that the proposal was duly adopted, unless the proposal provides for immediate implementation or specifies a later date.
- 3.3 Proposals that are duly adopted by the National Assembly shall be in effect for at least one year before any new proposals to reverse the provisions or modify them substantively or significantly may be submitted for vote by the National Assembly, or otherwise considered for resolution by the National Executive Board in between Conclaves, except in the case where the Judiciary Council determines that the previously adopted proposal is unconstitutional in application or effect and must be abolished.
- 3.4 No proposal whose adoption has once been denied by the National Assembly may be resubmitted for vote by the National Assembly at Conclave or otherwise considered for resolution by the National Executive Board in between Conclaves, unless two consecutive Conclaves have passed or the Judiciary Council has determined that the proposal is necessary in order to abolish or correct an unconstitutional decision or law.

SECTION 4. Ratification Date. The National Constitution and Bylaws herein shall be in full force and effect as of the date of ratification on January 14, 2006, having been last amended on April 21, 2010.