

Chi Upsilon Sigma National Latin Sorority, Inc.
Beta Psi Chapter
Elon University
Bylaws

Article I

Section A. Objective

The objective of this sorority is:

- I To develop an educational, cultural, political, and social awareness
- II To open lines of communications in order to service the community
- III To promote and preserve the Latino cultural
- IV To provide women with a choice among Greek letter sororities.

Article II

Section I Membership

- i To be considered for the new member education process, a candidate must be a full-time matriculated student at the Elon University. This candidate must at least be a second semester freshman or transfer student holding a minimum of 12 credits towards graduation. The minimum grade point average requirement for a candidate is a 2.75 cumulative G.P.A. and 2.75 G.P.A. for the semester prior to being New Member Education process.
- ii Status of a member may fall under affiliated member (O.W.L.S in CUS), undergraduate, alumna, member at large, or honorary. Within these member categories shall be of active, probationary or inactive as is defined by the Board of Directors, with the rights, privileges, and regulations outlined below
 - a Affiliated members are those individuals who are interested in the Sorority. The Board of Directors recognizes Organization of Women Looking for a Sisterhood in Chi Upsilon Sigma, as the name of our official interest group.
 - b Active Undergraduate
 - i Shall maintain a minimum cumulative and semester prior GPA of 2.75
 - ii Shall pay membership fee and chapter dues
 - iii Shall have the right to vote, nominate, elect, hold office, present motions, and participate in the New Member Orientation process
 - iv Shall attend all mandatory meetings/functions (e.g. retreat & convention)
 - v Shall attend a minimum of 80% of all sorority meetings and functions at respective chapter
 - vi Shall have the right to represent the Sorority in any events/functions deemed appropriate.
 - vii Shall be a recognized member of respective chapter and the Board of Directors

- viii Shall uphold the constitution, bylaws, and policies & procedures of the Sorority.
- c Probationary Status
 - i Probationary status is defined as an undergraduate member who has received a semester prior G.P.A. that does not meet the semester prior standard and meets the cumulative G.P.A. standard.
 - ii Probationary status members shall have the following restrictions. The following list is not exhaustive and the Grand Chapter Board holds the right to administer additional penalties at their discretion.
 - 1 Shall remain a recognized member of the sorority
 - 2 Shall have the right to hold office with exception of president, vice president, new member educator, assistant new member educator, or grade monitor
 - 3 Shall have the right to vote, nominate, elect, or present motions.
 - 4 Must attend all mandatory national sorority events, (i.e. convention and retreat)
 - 5 Shall have limited privileges with respect to New Member Orientation process as outlined in the policy and procedure manual
 - iii Probationary status is lifted when member obtain required cumulative and semester prior G.P.A. of 2.75
- d Inactive Member
 - i Inactive status shall be defined as a member who has a cumulative G.P.A. that falls below 2.75 and/or a semester prior that falls below a 2.5, and/or has failed to meet financial obligation, as defined
 - ii Inactive members shall have the following restrictions. This following list is not exhaustive and Board of Directors holds the right to administer additional penalties at their discretion.
 - 1 Shall have no right to hold office, vote, nominate, elect, or present motions
 - 2 Shall not assist in the planning of any events in the name of the Sorority, however may attend (EVENTS NOT SOCIAL EVENTS)
 - 3 Shall have limited privileges with respect to New Member Orientation process as outlined in the policy and procedure manual
 - iii Should attend all mandatory national sorority events (i.e. convention and retreat)
 - iv Inactive status is lifted when financial provisions are met and the member obtains the required cumulative and semester prior G.P.A.
- e Honorary, Active Alumna, Active Member at-large, and denouncing of the sorority shall be referred to the National bylaws of Chi Upsilon Sigma National Latin Sorority, Inc.

Article II Officers

Section I Executive Board Positions

- i President duties/responsibilities are:
 - a Preside over all executive board and general meetings.
 - b Direct all business of the organization.
 - c Represent the organization in activities and official functions.
 - d Oversee responsibilities of all Executive Board positions.
 - e Delegate responsibilities as appropriate.
 - f Serve as liaison between alumna advisor and Chapter.
 - g Work closely with the treasurer in regards to expenditures of money and budgeting.
 - h Establish and appoint committees as needed and their chairs.
 - i Make decisions that are considered necessary and proper regarding the well-being of the sorority.
- ii Vice President duties/responsibilities are:
 - a Work with the President in implementing the goals and programs of the chapter.
 - b Assume full responsibilities and duties in the absence of the President.
 - c Fulfill duties assigned by the President.
 - d Head standing committees as assigned by the President.
- iii Treasurer duties/responsibilities are:
 - a Keep a permanent record of the monies and expenditures of the chapter.
 - b Responsible for establishing fundraising events.
 - c Prepare financial reports for presentation at executive board and general meetings.
 - d Prepare annual reports and budgets with the help of the executive board.
 - e Collect membership dues (National dues & Chapter dues & Panhellenic dues)
- iv Secretary duties/responsibilities are:
 - a Keep a permanent record of meeting minutes.
 - b Organize and maintain a record file of all material.
 - c Distribute minutes to all members of Beta Psi Chapter as well as the Chapter's alumna advisor. All minutes shall be sent within 48 hours after the meeting.
 - d Notify all members of upcoming meetings and events.
 - e Certify membership roster of active members.
- v Parliamentarian duties/responsibilities are:
 - a Uphold the bylaws and current parliamentary procedure at all chapter gatherings
 - b Responsible for keeping the chapter bylaws up to date and provide the body with copy on annual basis.
 - c Responsible for educating members on parliamentary procedure.
 - d Oversee nomination and election process.
- vi Historian duties/responsibilities are:
 - a Maintain records, documents, and pictures of all chapter events.
 - b Hold all banners, scrapbooks, paraphernalia, and publications of the chapter.
 - c Create annual scrapbook.

- d Responsible for annual Bookkeeping.
- e Responsible for New Member Sister Handbook (Updated Version)
- vii Public Relations/Social Chair duties/responsibilities are:
 - a Foster positive community relations.
 - b Responsible to promote any chapter programs.
 - c Organize and plan annual chapter retreat.
 - d Organize and plan any social activities with other organizations.
 - e Organize and plan any social activities for the chapter.
- viii Community Service Chair duties/responsibilities are:
 - a Responsible for organizing and planning all chapter community service events.
 - b Responsible for any documentation on fulfillment of community service activity.
- ix Owl Liaison duties/responsibilities are:
 - a Responsible to facilitate all owl liaison meetings.
 - b Responsible to inform all prospective members of said obligations to new member orientation.
 - c Establish Social Events with Sisters and Owls.
 - d Establish Study workshops/hours with Sisters and Owls.
 - e Help owls to organize and effectively accomplish program ideas and fundraisers.
 - f Give weekly reports at Chapter meetings on the progression of the Owls Group.
- x New Member Educator
 - a Conduct all procedures, in accordance with the official master New Member guidelines of the Sorority and its respective institution(s).
 - b Finalize any and all decisions regarding the New Member Orientation, within guidelines set forth by the Sorority Hazing/Risk Management.
 - c Serve as a liaison between all members and the New Member Orientation class.
 - d Make sure all members of respective chapter are familiar with the Hazing/Risk management policy.
 - e Responsible for notifying alumna advisor about having a New Member Orientation Class and supplying alumna advisor with New Member Orientation class grades and tentative calendar.
 - f Responsible for submitting required New Member Orientation class fee to the Grand Chapter Board prior to the beginning of the New Member Orientation process.
 - g Attend New Member Educator/Assistant New Member Educator workshop given by Intake Administrative Officer.
 - h Responsible for ensuring that all active members of the chapter have paid their dues and handed in their grades before the beginning of the New Member Orientation process.
 - i Responsible for ensuring that inactive sisters do not participate in New Member Orientation process.
- xi Assistant New Member Educator
 - a Assist the New Member Educator with all responsibilities listed above.
 - b Attend New Member Educator/Assistant new Member Educator workshop given by the Intake Administrative office.

- c Responsible for not allowing inactive sisters to participate in the New Member Orientation process.
- xii Grade Monitor
 - a Monitor grades for New Member Orientation class during the process. Responsible for providing Intake Administrative Officer and Alumni Advisor with Grade Evaluation Sheets for all members of the new Member Orientation class.
 - b Have copies of all syllabi and grades of prospective members.
 - c Remind New Member Educator, Assistant, & New Member Orientation class of upcoming academic assignments.
 - d Ensure that the New Member is on track with studying for classes and completing assignments.

Section II Executive Committee

- xiii Panhellenic Association
 - a The Panhellenic Association Delegate shall attend all PA meeting as a voting party of Chi Upsilon Sigma National Latin Sorority, Inc.
 - b An alternate member shall be nominated and approved by majority vote to attend PA meetings. This alternate shall attend meetings in the nature that no other representatives are able to attend.

Section III Standing Committee

- xiv Human Relations Programming Committee
 - a Shall be attended by Public Relations Chair, in the case of time conflict the chapter shall nominate and vote on a new attendee
 - b An alternate member shall be nominated and approved by majority vote to attend all HRPC meetings. This alternate shall attend meetings in the nature that no other representatives are unable to attend.
- xv Organization of Women Looking for Sisterhood in CUS (O.W.L.S)
 - a The committee shall be chaired by the Owl liaison.
 - b The organization shall have an executive board.
 - c May plan and organize programs and events using the name of O.W.L.S in CUS.
- xvi Alumni Contact
 - a Shall be chapter's liaison between undergraduates and alumni.
 - b Shall keep alumni updated with undergraduates' programs/activities.
 - c Shall send Alumni Chapter minutes 48 hours after receiving it.

Section IV Alumna Advisor

- xvii Responsibilities
 - a The Alumna Advisor must keep abreast and review the sorority's policies with chapter. Once the policies have been reviewed, the Alumni Advisor must return a Policy Contract. Form signed by all members of the chapter verifying the policies

were reviewed and understood. Form is to be submitted to the Vice President of the Sorority.

- b Alumna Advisor contract must be reviewed and signed by both parties. A copy of the contract must be returned to the Vice President of the Board of Directors.
 - c Monthly reports must be submitted within one week of the month's last day to the Vice President of the Board of Directors.
 - d Should either party wish to terminate the contract prematurely, the terminating party must submit a letter to the other party and BOD with their intent and solution.
 - e Alumna Advisor are to meet with their respective chapter a minimum of three times a semester.
- xviii** Qualifications
- a All graduated alumni

Section IV Elections

xix Election Process

- a Elections for all positions including Alumna Advisor are to be held at the last meeting in the month of May for the preceding academic year.
- b All terms begin on June 1st and end on May 31st. In the month of May to June, new officers are to be trained by old officers.
- c Alumni Advisor Term is from September 1st –August 31st.
- d The newly elected officials' first event responsibility is the annual retreat.
- e In the event that said sister finds out that she will be inactive due to academic or financial responsibility the following semester, an emergency election shall be held at the retreat.
- f In the position of President and New Member Educator qualification are that a sister must have year status.
 - i This rule is to be suspended in the event the chapter is left with only one year status sister.
 - ii In this event it is the chapter's discretion of said sister to be either President or New Member Educator. Never is a sister to hold both positions, only in the event that the chapter's active population is one.

Section V. Resignation & Impeachment

xx Resignation

- a In the event of a member resigning from her position the following provisions must be followed
 - i A letter is to be drafted to the President on the night of resignation.
 - 1 The letter should indicate reasons for resignation.
 - 2 It is the President's said responsibility on forwarding the information to the chapter.

xxi Impeachment

- a An impeachment process is to be set forth by the President and Vice President in the Policy and Procedures.

Article III Membership Responsibilities

Section I. Grades & Dues

I Grades

- a All members are responsible to submit grades both for Fall and Spring Semester to the President.
- b A timeframe shall be established in Policy & Procedures governed by the Board of Director's due date.

II Dues

- a All members wishing to be active are responsible to submit national dues for the Fall and Spring Semester to the Treasurer.
- b A timeframe shall be established in Policy & Procedures governed by the Board of Director's due date and amount.
- c Monthly dues at a minimum of \$5 are to be submitted to the Treasurer. If a member fails to pay dues on the day assigned, this will result in an addition \$5 fine that is to be paid by the end of the month.
- d A timeframe shall be established in Policy & Procedures.

III Documents

- a Recognize and conduct business under all rules & regulations set forth in the National documents, (Constitution, Bylaws, and Policy & Procedures)
- b Recognize and conduct business under all rules & regulations set forth by Community Standards at Elon University.

IV Bookkeeping

- a Reports from events must be completed for bookkeeping within 48 hours of the event by the person or persons conducting said event.
- b If bookkeeping is not done within this timeframe, the member in charge of the event will be fined \$2 every day it is overdue.

V Time Sensitive Documents

- a Time sensitive documents must be completed by their due date. These documents include but are **not** limited to doodles, surveys, availability requests, and feedback requests.
- b Failure to comply with due dates will result in a \$2 fine every day the documentation is overdue.
- c Exceptions to this rule must be brought to the president and will be taken on a case by case basis.

Article IV. Meetings

Section I. Meetings & Emergency Meetings

I Meetings

- a All chapters' meeting shall take place at least once a week.
- b All chapter meetings are mandatory.

II Emergency Meetings

- a All Emergency Meetings are mandatory.
- b All chapter members are to be notified 48 hours in advance through e-mail.
- c All sisters have the right to call for an emergency meeting. Sisters shall notify the President and/or the Vice President in the reasoning for an emergency meeting.
- d An emergency meeting is only deemed fit by the President and Vice President.

III Meeting Protocol

- a The use of cell phones, computers and other electronic devices is prohibited unless being used for business regarding topics mentioned in the meeting.
 - i This includes taking calls, texting on cell phones, texting on laptops, checking emails, social media, and anything other than business
 - ii Exceptions to this rule must be brought to the president and will be taken on a case by case basis.
- b Members should solely be focused on material pertaining to the meeting. If a member is distracted, it is the responsibility of other members to correct the action.
 - i If sections a or b of Meeting Protocol are not followed consequences may be applied. Before consequences are put in place, each member will have a three strike warning system per semester. If a member is caught breaking sections a or b on more than three separate occasions, consequences may include a fine of \$10 to be paid at the next following meeting. If such behavior persists, the chapter may vote on a more extensive consequence.

Section II. Annual Retreat

IV Retreats

- a The retreat shall take place on/before the end of the month of August.
- b Attendance to the event is mandatory for undergraduate sisters, a written notification to the Chapter President two weeks prior to the retreat is deemed excused.
- c Sisters who do not attend nor notify the President shall be fined set forth in the Policy & Procedure. Fine shall be collected at the chapter's first meeting. Noncompliance shall lead to revoking voting rights until the fine is paid.

Section III. Quorum

- d Quorum shall be majority of the active population, half plus one

Section IV. Voting

- e Voting of all chapter business, exceptions on bylaws, shall be majority of the active population, half plus one

Section V. Attendance Policy

V Attendance Policy

a Excused Absence

- 1 An excused absence is when a sister notifies the Secretary 48 hours prior to the program and 24 hours prior to a meeting. An emailed notification must include reasoning for missing the meeting/program.
- 2 The reasoning for missing the chapter meeting/program will be voted on by the chapter. It is the chapter's discretion to excuse the absence.
- 3 If the sister feels that she was unjustly non-excused, she may appeal the vote to Alumni Advisor no later than 72 hours prior to the next meeting. The Alumni Advisor will further investigate and either support the chapter's decision or deny the chapter's decision. Her decision is final.
- 4 Sisters are allowed two excused absences a semester.

b Unexcused Absence

- 1 An unexcused absence is non-notification of absence or more than four excused absences.
- 2 In the nature an unexcused absence occurs sister shall be fined \$5. The sister has a month from the date of the unexcused absence to pay this fine.
- 3 Noncompliance will lead to revoking sister's rights on voting until the fine is paid.
- 4 Emergencies will be taken on a case by case basis and voted upon by the chapter.

c Tardiness

- 1 A sister is allowed to be no more than 15 minutes late with at least ½ hour prior to the meeting notification to the Secretary.
- 2 Failure to notify the Secretary will attribute the tardy to count towards an unexcused absence, two tardies equal one unexcused absence.

ARTICLE V. Parliamentary Authority

- I Robert's Rules of Order, the most updated version, is to govern all the organization meeting. Any rules and regulations set forth by Board of Directors and Beta Psi Colony of Chi Upsilon Sigma National Latin Sorority supersedes the parliamentary authority of Robert's Rules of Order

Article VI. Policy & Procedures

I Policy & Procedures

- a Shall be set forth by the President and Vice President.
- b Shall be voted on and in effect at the annual retreat
- c Shall include but are not limited too:

- i Impeachment
- ii Awards/Recognition
- iii Planning of Programs
- iv Expectations of Chapter Members

Article VII. Liability

Section I. The Sorority is a non-hazing sorority and does not tolerate acts of physical, psychological, or emotional harm on its prospective new members

Section II. All members of the Beta Psi Chapter shall attend a mandatory workshop to learn the guidelines, policies, laws, etc. of the New Member Education Process.

Section III. Anyone who undermines the guidelines and rules of the Board of Directors' or the authority of the New Member Educator shall be assessed penalties and/or fines as defined by the Board of Directors.

Section IV. All members shall receive a copy of the Sorority Official Sister Handbook upon induction or at the new member orientation workshop. The Handbook includes the following supportive documents: the Sorority Constitution, Bylaws, and the Policy and Procedure Manual. Within the Policy and Procedure Manual is the Risk Management Policy.

Article IX. Amendments

Amendments to this bylaw shall consider a part of its ratification by a two-third vote of the chapter active population. Any member of the chapter may propose amendments in writing.

1/12/16