Constitution and Bylaws of the

Beta Gamma Chapter of Sigma Alpha Sorority

University of Florida

**Article I**

**Name**

The name of this organization is Sigma Alpha Sorority, Beta Gamma Chapter. It may be known as Sigma Alpha, or by the Greek letters Sigma and Alpha. Sigma Alpha Sorority Beta Gamma Chapter is affiliated with Sigma Alpha Sorority. The website for Sigma Alpha Sorority is [www.sigmaalpha.org](http://www.sigmaalpha.org).

**Article II**

**Objective Statement**

The objective of this sorority shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them. It is the purpose of the members to strive for achievement in scholarship, leadership, and service, and to further the development of excellence of women pursuing careers in agriculture.

**Article III**

**Compliance Statement**

 Upon approval by the Department of Student Activities and Involvement, Sigma Alpha, Beta Gamma Chapter shall be a registered student organization at the University of Florida. Sigma Alpha shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

**Article IV**

**Non-Discrimination**

Sigma Alpha, Beta Gamma Chapter agrees to comply with the University of Florida’s Non-Discrimination Policy (Regulation 6C1-1.006).

**Article V**

**Membership**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**Article VI**

**Officers**

A. Executive Board shall consist of the following officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Alumni Relations Coordinator, and Recruitment Coordinator.

B. Appointed Chairs shall consist of the following officers: two Agricultural and Life Sciences College Council Representatives, Historian, Ag in the Classroom, Service, Social, Scholarship, Professional Development, Public Relations, T-shirt, and MC Co-educator(s). Positions may be added or removed by the Executive Board based on the chapter’s needs for that year. These positions are appointed by the Executive Board after they are elected at the final meeting in April.

**Section 1. Eligibility of Officers**

A. To be eligible to serve on the Executive Board in the Beta Gamma Chapter, a member must be enrolled full time at the University of Florida (may be part time in the graduating semester) and be in good standing, as previously defined. In order to run for an Executive Board position, members must have been an active sister for two semesters prior to election. A record of good participation in chapter activities and events is necessary to run for an Executive Board position.

B. To be eligible to serve as an Appointed Chair in the Beta Gamma Chapter, a member must be enrolled full time at the University of Florida (may be part time in the graduating semester) and be in good standing, as previously defined. A record of active attendance and participation in MC or active chapter events is required.

**Section 2. Duration and Service**

A. Executive Board Officers will assume their duties at the end of the election meeting held in April for a period of one year. If, after nomination or selection, any officer temporarily or permanently ceases to be a member in good standing, is placed on probation by the University of Florida, or becomes in debt to the National or local chapter, such an officer is automatically disqualified. A successor shall be immediately elected or appointed to fill the vacancy.

B. Appointed Chairs shall serve from the time of appointment until the end of the Spring term. Interested sisters must fill out an Appointed Chair Position Application and submit it to the newly elected Executive Board for selection.

**Section 3. Executive Board Duties**

1. **President**
	1. Preside over the meetings, activations, and installations. This includes setting the times and locations as well as making sure that the rooms, materials and other pertinent information and supplies are at those events.
	2. Ensure that all officers uphold their duties fairly, accurately, and promptly.
	3. Maintain correspondence with your Chapter’s National Sorority Representative Contact.
	4. Enforce all laws and policies of Sigma Alpha Sorority.
	5. Inform advisors of Sigma Alpha activities.
	6. Hold chapter Executive Committee meetings at least once every two weeks. Agendas should be outlined at this time.
	7. Appoint committees as provided for in the chapter bylaws.
	8. Compile Annual Chapter Report and mail it to the National Vice President at the National Sorority address before the due date.
	9. Ensure that all officers and committee members submit their reports to be included in the report.
	10. Re-register sorority with campus Student Services or other appropriate office each year.
	11. Own a key to the storage shed in order to have access and management of chapter and ceremonial materials.
	12. Email Committee Chairs/Officers each week to get information for the agenda.
	13. Maintain list-serve for chapter’s members to receive minutes and other chapter communications.
2. **First Vice President**

1. Assist the President as needed.

2. Serve as Parliamentarian, ensuring meetings are run efficiently.

3. Oversee meetings in the absence of the President.

4. Oversee Risk Management. Must ensure that every active member has signed the Risk Management Signature Policy Page, regardless of whether they were in attendance the day of the reading

5. Oversee all standing and appointed committees, including Professional Development committee.

6. Submit officer report and see that all committee reports are submitted to the chapter president for the Annual Chapter Report.

7. Serve as President in the event the office becomes vacant.

8. Own a key to the storage facility in order to have access and management of chapter and ceremonial materials.

9. Keep an inventory of items within the storage facility. Have the responsibility of checking in and out storage keys for the sisters’ use.

1. **Second Vice President**

1. Oversee chapter’s Membership Education Program.

2. Maintain a complete, up-to-date version of the MC educational materials provided by the National Sorority.

3. Ensure that the New Member Form is completed with the information of the newly activated MCs and that the New Member Fee is submitted to National Board.

4. Maintain the chapter’s MC pin supply.

5. Serve as the facilitator for helping organize activities between active and MC members.

6. Submit officer report to the chapter president for the Annual Chapter Report.

7. Give out awards for best paddle, best signature book, and best big/little pair.

8. Coordinate Big Sister program.

9. Oversee the MC Ceremonies.

10. Keep track of family trees and update records whenever a new MC class is activated.

1. **Secretary**

1. Record minutes of all chapter meetings and maintain these in a file.

2. Maintain accurate attendance records and notify the chapter Executive Committee when a member is in danger of becoming a member who is not in good standing because of lack of attendance. Notify treasurer if sisters need to be fined for unexcused absences.

3. Promptly file all reports with National Sorority by due date, except those designated to be the responsibility of other officers.

4. Conduct all necessary chapter correspondence, keeping file copies as appropriate.

5. Submit a copy of membership list and officer report to the chapter president for the Annual Chapter Report.

6. Collect absence petitions from sisters and manage the form.

7. Provide minutes to members after every chapter meeting.

8. Provide a list of members’ phone numbers, addresses, etc. to all members.

9. Updates member status on the chapter roster and website.

10. Update current roster and roster of new members with National Board

11. Manage all websites along with the Public Relations chair

1. **Treasurer**

1. Receive and expend all monies of the chapter as designated in chapter bylaws including chapter dues and fines.

2. Keep an accurate record of receipts and expenditures of the chapter.

3. Pay all monies due to the National Sorority by due date.

4. Forward all necessary reports to the National Board by due date.

5. Prepare annual budget.

6. Submit a copy of the annual budget, chapter’s financial transactions, fundraising reports and officer report to the chapter president for the Annual Chapter Report.

7. Maintain records of each member’s financial status with the chapter and notify the chapter Executive Committee of any member who is delinquent to the chapter.

8. Submit reports of finances and fundraising activities at the chapter meetings as needed.

10. Enforce dues policy.

11. Reimburse members for expenses in accordance with chapter reimbursement policy.

12. Maintain correspondence with members for fines and chapter disciplinary actions.

13. Maintain computer accounting system (Excel) to ensure accurate records and ease of generating reports when necessary.

14. Arrange the award for baby bull. The winner will be awarded coverage of their next semester’s dues. If the winner is graduating, their current semester’s dues will be reimbursed to her.

1. **Recruitment Coordinator**

1. Responsible for all activities associated with recruitment of prospective members.

- Make follow-up contacts with prospective members.

- Schedule informational meetings and rush events. This includes securing facilities.

- Maintain communications with active members on recruitment progress.

2. Serve as chair of chapter rush activities.

4. Make the dates of the following semester’s Rush week known to the chapter before the end of the current semester.

5. Ensure that there is Sigma Alpha representation at events including State FFA Convention, State 4-H events, and back to school events that may have attractions for prospective members.

 -Funds are provided every year to allow for a recruitment booth at the Florida State FFA Convention

6. Ensure that there is Sigma Alpha representation at all CALS events.

7. Sit as a member of the Public Relations Committee

1. **Alumni Relations Coordinator**

1. Uphold communications with the alumni chapter and/or alumni members by keeping them aware of chapter activities.

2. Make alumni aware of graduating seniors.

3. Keep chapter information of National and local alumni news and activities on file.

4. Ensure that graduating seniors give their information to the President to be included on the Alumni Form to be sent to National Board.

5. Arrange senior gifts (cords & stoles, senior pictures).

6. Organize Founder’s Day Weekend.

7. Work with alumni and sisters to create a database of sorority contacts

8. Attend Sigma Alpha alumni meetings if they are within a reasonable distance

9. Maintain a list and contact with sponsors.

**Section 4. Appointed Chair Responsibilities**

**Service Chair**

1. Expected to organize at least 1 service opportunity per month
2. Expected to keep track of sisters’ participation in service events and submit attendance records to the secretary
3. Maintain a database of contacts for future Chair heads to use.
4. Reports to the Activities Coordinator weekly

**Philanthropy Chair (Ag in the Classroom)**

1. Arrange dates and locations for Ag in the Classroom participation
2. Arrange several different days so that every member has ample opportunity to participate and attend at least one event

**Social Chair**

1. Expected to keep track of and plan social meetings and remind the chapter of upcoming social events
2. Plan the Emerald Ball (formal) every Spring semester
3. Expected to keep track of sisters’ participation in social events and submit attendance records to the secretary
4. Reports to the Activities Coordinator weekly

**MC Coeducators (2)**

1. Assist the Second Vice President during MC meetings
2. At least one MC Coeducator must be present at each MC meeting
3. Assist the Second Vice President with arranging Big/Little pairs

**Ag Council Representatives (2)**

1. Must ensure at least 1 representative is present at each ALSCC meeting
2. Meetings occur every other week; a schedule of meeting dates and locations can be found at http://cals.ufl.edu/alscc/meetings.shtml
3. Report back to the chapter about CALS events or other important info discussed at ALSCC meetings
4. Remind the sisters of upcoming CALS events

**Historian/Scrapbooking Chair**

1. Responsible arranging a professional semi-annual portrait
2. Responsible for ensuring pictures are taken at every major event
3. Events include all fundraisers and service events, all major social events, Founder’s Day Weekend, Pinning and Activation, and as many other events as possible
4. Responsible for bringing a camera to every major event
5. If the Historian cannot attend an event, she must delegate the responsibility of bringing a camera and taking pictures to someone else in the Scrapbooking committee
6. Complete a chapter scrapbook chronicling the chapter’s activities over the past year
7. Make slideshow for Founder’s Day
8. Reports to Activities Coordinator weekly

**Professional Development Chair**

1. Expected to plan at least 1 professional development activity per month to occur during chapter meetings or as a special event
2. Reports to the First Vice President weekly

**Public Relations Chair**

1. Responsible for keeping the CALS website up to date along with the Secretary
2. Maintain Sigma Alpha display board for informational and CALS events
3. Expected to advertise major events to the public, either through flyers, emails, newspaper articles, etc.
4. Reports to the First Vice President weekly

**T-Shirt Chair (Fashionista)**

1. Responsible for designing all chapter t-shirts in coordination with the chair or officer responsible for the event. All t-shirts must be designed through the t-shirt chair.
2. Must work closely with committees planning the events
3. Responsible for designing and managing all other Sigma Alpha merchandise
4. All shirt orders must go through the Fashionista
5. Responsible for t-shirt sizes, sign ups, collecting money for treasurer, keeping updated lists of who paid for t-shirts, and bringing the shirts to or before the events.

**Scholarship Chairperson**

1. Maintain academic records of all members. Monitor grades along with the advisor.
2. Promote and reward members with high scholastic achievement.
3. Coordinate study sessions.
4. Monitor study hours for each sister.

**Section 5. Impeachment of Executive Board Officers and Appointed Chairs**

1. If an officer is not completing their duties as previously described in the bylaws, the Executive Board will meet and discuss their future in the position. If two-thirds of the Executive Board feels then that an elected officer should be removed from office, the officer in question shall be informed beforehand. The rest of the board shall submit the motion to the chapter at the next general meeting. This motion will include all of the charges against the officer.
2. A majority vote on the motion will be necessary to determine a date for recall proceedings. This meeting will occur 7-14 days after the motion. The recall meeting will take place during the regularly scheduled chapter meeting.
3. The President will appoint a member to perform the duties of the officer in question until the outcome is determined. Should the President be the one in question, the First Vice President will assume those duties.
4. Chapter members voting to recall an elected officer must do so with a two-thirds favorable vote to pass the motion. A special election will be held within a week to elect a new member to the vacant position.
5. Impeachment of Appointed Chair positions may be done by the Executive Board and must pass by a two-thirds vote of the Executive Board to vacate a position.

**Section 6. Resignation**

If an officer or appointed chair feels that she can no longer fulfill her duties, she shall first talk with the Executive Board and the submit a resignation letter to the chapter. The chapter may then start a new election process to fulfill the vacated position.

**Article VII**

**Elections**

**Section 4. Election Procedure**

1. Nominations will take place for two consecutive meetings, one being the election meeting. Parliamentary procedure must be followed during nominations. A member may nominate another member, or members can nominate themselves.
2. Elections will begin with the Presidential position and those sisters not elected may drop down to other positions.
3. Each sister running for the current position must give a two to three minute speech to include her qualifications for the office. The chapter is then permitted to ask questions of the sister for two minutes. Other sisters running for the position may not be present for the speech and question period. All sisters running must be asked the same questions, and if the second sister running is asked a question, the first sister who spoke must be brought in and asked the same question and given time to reply.
4. After all candidates for a position have spoken and answered questions, they will leave the room to allow the chapter to begin the Pro-Con-Pro session. Each candidate may be discussed, and comments must come in the order of positive, negative/critical, and positive. All discussions must end on a positive.
5. The chapter will vote through a secret ballot or secret raise of hands. The advisor and the President will count the votes. Majority will win the position in question. In the event that the President is running for a position or is not graduating, a graduating Executive Board member will count the votes along with the advisor.
6. If there is a tie in the voting, there will be another round of questioning the candidates, Pro-Con-Pro, and voting. If there is still a tie, the President will cast the tie breaking vote.
7. If more than two candidates are running and none receive the majority vote, the two candidates with the most votes will again be questioned, Pro-Con-Pro, and voting will be held again.

**Article VIII**

**Faculty Advisor**

**Section 1. Advisory Board Qualifications and Term**

The Advisory Board shall consist of at least one individual. If more than one advisor exists, at least one must be a University of Florida faculty or staff member. Advisors serve on a volunteer basis

**Section 2. Selection**

A faculty advisor shall be nominated by the Executive Board and confirmed by a majority vote by the active members. If the advisor ends their term in the academic year, the officers must nominate a candidate and they will be voted on at the next meeting of the active membership.

**Section 3. Duties**

The chapter advisor shall sit in as an advisor to the Executive Board and during any other events he or she chooses. The advisor has no vote in any chapter proceedings, but may participate in debate and discussion in an advisory capacity.

**Section 4. Term**

The chapter advisor will serve a term of at least one year. The advisor may retire at their own discretion at the conclusion of a Spring term, but must provide enough notice to allow the Executive Board to nominate a new candidate for chapter advisor.

**Article IX**

**Finances**

**Section 1. Checking Account**

The Beta Gamma Chapter shall maintain its checking account at a chosen bank with the Treasurer and the President as the signers for the account.

A. In order for purchases to be reimbursed, members must have the purchase approved by the Treasurer and submit a reimbursement form and the receipts from the purchase to the Treasurer. Reimbursements over $250 must be approved by the Executive Board.

B. The Beta Gamma Chapter is not responsible for purchases not authorized by the Executive Board.

C. All checks written for over $250 must be signed by both the President and the Treasurer.

D. If a purchase over the amount of a set budget is to be made, it must be proposed in chapter and passed by the majority of the active membership present.

**Section 2. Initiation Fees**

The total National and Chapter Initiation Fees for MCs are $150 per MC.

* $70 National Initiation fee will be submitted to National Board after Activation.
* $80 Chapter Initiation fee will be required for Activation.

**Section 3. Dues**

Each Active, Inactive, Professional Internship, Innovation Academy, and MC member must pay National Dues.

1. National Dues are $70 per member per year and are due by September 30th. Failure to submit such dues will result in late fees starting the week of September 30th.
2. Beta Gamma Chapter Dues are $215 in the Fall semester and $215 in the Spring semester.
3. Each sister will pay $250 each semester, because the $70 National Board dues will be split between the Fall and Spring semesters.
4. Innovation Academy status members will pay full dues in the Spring semesters, $20 per member in the Summer semester, and the National Board dues by the September 30th due date. Innovation Academy members must also contribute the same amount of money to the chapter savings account per person in the Summer semester as other active sisters pay in the Fall. This amount is set every year by the Treasurer.

**Section 4. Fines**

1. Sisters who do not attend events and do not have an excused absence approved by the Secretary will be subject to the following fines:
	* $10 per meeting
	* $25 per Rush event
	* $50 for Pinning
	* $50 for Activation
	* $50 for Founder’s Day
	* $50 for any event deemed ‘mandatory’ by the advisor and the executive board
	* $10 per week that money owed to the chapter is paid late
	* $5 for the 10 minute window after the 5 minute lateness grace period at any event (for example, 7:06-7:15)
	* $10 for being 16 or more minutes later to any event
2. **Valid Excuses**- The following are the only acceptable excuses to miss meetings and major functions. The Executive Board will request proper documentation for some excuses.
* Illness
* Class or exam at the time of the event
* Extreme emergencies
* Work may not be used as an excuse for Major Functions or Meetings since ample notice is given for these events.

**Section 5. Penalties**

Any debt incurred during the semester must be paid by the due dates set by the Treasurer and the Executive Board. Failure to do so will result in the sister falling out of good standing and being placed on probation until the debt is paid. All graduating seniors must pay their full balance before receiving Sigma Alpha graduation regalia.

**Section 6. Contracts**

No contract for any event shall be signed without:

1. Approval of the Executive Board by 51%.

2. Approval of 51% of the active members at a Chapter meeting.

3. Cosigning of the contract by the President and the Chair of the Event.

**Section 7. Budgets**

A. If a committee chair wants to extend her budget, she must first have the approval of the Treasurer. If the increase is over 25% she must then present the budget extension to the Chapter, stating why the budget is to be extended and by how much. A 51% vote is needed to extend a budget.

B. Chairs must give the Treasurer a rough budget for their committee by the date set by the Treasurer.

**Article X**

**Dissolution of Organization**

In the event that this organization dissolves, all monies left in the treasury after outstanding debts have been repaid shall be donated to Florida Ag in the Classroom.

**Article XI**

**Membership in Sigma Alpha**

**Section 1. Membership Qualifications**

Members must demonstrate and verify, if necessary, the following qualifications to apply for membership in the sorority:

1. Maintain a cumulative grade point average of 2.5 on a 4.0 scale.
2. Be a current member of one other organization, be enrolled in eighteen credit hours, or be employed and working at least twenty hours per week.
3. Be enrolled in a qualified program, as stated in Section 3, or have a sincere interest in agriculture
4. Agree to comply with the Laws and Policies of this sorority
	1. Bylaws: Each chapter shall enact Bylaws for local government consistent with the Laws of this sorority. They shall be typewritten and submitted for review and approval by Sigma Alpha Sorority whenever a chapter approves amendments to them or as needed. Any amendments proposed to chapter bylaws must be approved by Sigma Alpha Sorority prior to being implemented at the chapter level. Additionally, a copy of the most current Bylaws shall also be included in the Chapter's Annual Report.
	2. Policies: Each chapter shall enact policies as designated by the National Sorority Board and/or National Policies. This includes, but is not limited to, a Risk Management Policy. As they are developed by the chapter, all policies shall be submitted to the National Sorority Board for review and approval. Additionally, each policy shall be included in the Chapter’s Annual Report.

**Section 2. Good Standing**

Members will maintain good standing with the sorority by:

1. Having paid all debts to the Sigma Alpha National Sorority and the Sigma Alpha Beta Gamma Chapter
2. Upholding the Membership Qualifications as listed in Section 1.
3. Refraining from any acts that would warrant suspension from the University of Florida
4. Completing all required activities as defined in section 4A of the Sigma Alpha Beta Gamma Chapter Constitution and Bylaws
5. Reading the National or Local Risk Management Policy and signing a yearly acknowledgement of understanding
6. Reading the Sigma Alpha Beta Gamma Chapter Rules and Guidelines for Sisters and signing an acknowledgement every year

**Section 3. Qualified Programs**

Any program in the College of Agricultural and Life Sciences at the University of Florida is deemed a qualified program.

**Section 4. Membership Qualifications**

The Beta Gamma Chapter shall consist of duly initiated students, of which no less than seventy percent are enrolled in a qualified program. The Beta Gamma Chapter may be composed of active members, associate members, and alumni members. The Beta Gamma Chapter Executive Board has the power to grant Inactive Status and Professional Status.

1. **Active Member**- An individual who:
	1. Has completed the Membership Candidate requirements and has been duly initiated
	2. Pays national dues, local chapter dues, and other financial obligations
	3. Meets the following mandatory requirements each semester:
		1. Four points in service events
		2. Four points in social events
		3. Two points in agriculture industry events
		4. Two points in recruitment events
		5. Two points in philanthropy events
			1. One point is generally equal to one hour of participation. Certain events may be given a specific amount of points by an Executive Board member or a committee chair prior to the event.
2. **Associate Member**- An individual who has been duly elected by the Beta Gamma Chapter, but who at the time of initiation is not an undergraduate student at the University of Florida. Only those individuals who, in the opinion of the chapter, adhere to the ideals of Sigma Alpha, have made significant contributions to the chapter and to agriculture, and whose professional achievements warrant recognition by the Beta Gamma Chapter may be Associate Members. Only two individuals a year may become Associate Members with initiation taking place once a semester.
3. **Alumni Member**- An individual who is no longer enrolled in an undergraduate program at the University of Florida. The individual will have the option to join the Sigma Alpha Alumni Chapter at the University of Florida, so long as they graduated and left the chapter in good standing, as described in Section 2.
4. **Inactive Member**- A member in good standing may be granted Inactive Membership Status by the Chapter Executive Committee based on the following reasons: inability to meet financial obligations, health conditions, and work concerns. A member granted this status is still required to pay their annual national dues of seventy dollars ($70.00) by September 30th along with submitting information for the Chapter Membership Roster. An Inactive Member loses their right to vote in all sorority affairs, may not hold an office or committee chair, is required to meet chapter obligations as set forth in the chapter Bylaws, must pay any social fees for attendance at such functions where a fee has been assessed, and if applicable, may lose the right to a room in the chapter quarters, as set forth by the Chapter Executive Committee. One must have been a member for a minimum of one (1) year before this status may be granted. A member may not remain on Inactive Membership Status for two (2) consecutive semesters or three (3) consecutive quarters. A member may only be granted this status twice (2) during their collegiate career. If a member remains on inactive status for two (2) consecutive semesters or three (3) consecutive quarters, the member will be placed automatically on suspension as hereinafter described, without the required vote. To become Inactive, a member must submit a letter addressed to the Executive Board during the semester before the member wishes to go Inactive (if the member wants to be Inactive in the Fall semester, they must submit their letter in the Spring semester). The Executive Board will set the due date for Inactive Membership letters.
5. **Professional or Internship Status**- The Professional or Internship Status may be granted to those members who are absent from their university or college campus while serving a professional internship or studying abroad. They are still required to remain in good standing with their chapter, pay annual national dues of seventy dollars ($70.00), submit information for the Chapter Membership Roster, and any chapter dues as outlined by their respective chapter Bylaws. These members may not hold an office or committee chair while absent from the campus unless they have the ability to regularly attend chapter meetings and functions. Professional or Internship Status must be submitted by the same due date as Inactive Status letters in the semester before the Status is to take place.
6. **Innovation Academy Status**- This status is only for members of the University of Florida’s Innovation Academy program. These members must be fully active members in the Spring semester and meet all the requirements of other active members. In the Summer semester, IA status members must:
	1. Meet once per month in some fashion.
	2. Any active sister present in Gainesville can be the leader of the Innovation Academy in the Summer term and is appointed by the Executive Board. Current and prior Executive Board members have preference when choosing the leader.
	3. Complete one social event, one service event, and one agriculture industry event.
	4. Pay $20 in dues per member to be given to the stand-in Treasurer. These funds are to pay for the three events planned.
	5. Pay the amount of money active sisters paid in the Fall semester to the savings account.

**Section 5. Membership Candidates**

1. Selection

In order to become a Membership Candidate (MC) of Sigma Alpha, an individual cannot be a member of a Panhellenic or another recognized social sorority.

* + 1. Each prospective MC must have attended at least two Rush events (if Rush is three days) or three Rush events (if Rush is four days). If there is an invite-only event, prospective MCs must attend to be considered for a bid.
		2. Each prospective MC must have participated in an individual interview with two members of the Executive Board during Rush Week.
		3. Active members will vote to extend bids to prospective MC’s on the last night of Rush Week. At least two-thirds of the active membership in good standing must be present at voting. Voting may be done by secret ballot, secret show of hands, or public show of hands.
		4. A prospective MC must receive 75 percent of the votes to be extended a bid.
		5. In the event that an Active Member is not present for voting, she relinquishes her right to vote. Her votes will not count as yes or no votes.
1. Requirements

Each MC will be educated according to National Guidelines by the Second Vice President and the MC Coeducators. The MC period will last for a period of time designated by the Second Vice President. The MC Chapter Meetings will take place once per week and attendance is mandatory. The Second Vice President will issue a schedule of the education program and the MC manuals at the first meeting. An offer of membership is contingent upon the completion of scholarship, leadership, and financial requirements. At any point during the MC Education Program, the Beta Gamma Chapter may withdraw the bid for membership by an eighty percent vote of the active membership.

All MC’s will complete the following requirements before they are considered for Activation by the Beta Gamma Chapter:

* + - 1. Complete and pass all membership quizzes with a score of 80%.
			2. Complete and pass the final exam with a score of 80%.
			3. Study and maintain their copy of the MC Manual.
			4. Make and complete a signature book that contains the signature of every active sister, MC, and advisor. The book must include the following information for each person:
				1. Name
				2. Office or chair position
				3. Major
				4. Birthday
				5. Hometown
				6. Interesting fact
				7. Signature
			5. Design and construct a paddle to be given to her Big Sister on the night of Activation
			6. Plan and participate in:
				1. One fundraiser
				2. One service or philanthropy event
				3. One social event
			7. Pay the MC Dues and activation fees.
			8. Have a minimum 2.5 GPA for the previous semester.

The Second Vice President, with the approval of the Executive Board, has the power to add, combine, or change these requirements as long as the integrity of the requirements remains the same.

1. MC Class Officers

The Duties of the elected MC Class are as follows:

* President
	1. Serves as the Executive liaison between the MCs and the Active Chapter
	2. Preside over MC meetings using parliamentary procedure
	3. To oversee that all other officers complete their duties fairly
	4. Make agendas for every MC meeting
* Vice President
	1. Assist the President in all duties
	2. Perform the duties of the President in her absence
* Secretary
	1. Record the minutes of MC meetings and see that all the members receive them
	2. Help maintain attendance
* Treasurer
	1. Receive the dues of the MC class
	2. Know the amount of money raised through fundraising
	3. Organize the budget for the Paddle, Scrapbook, and Social Committee
* Social Chair
	1. Plan the Social Event for the MC Class
	2. Purchase decorations while adhering to the budget set out by the treasurer
* Fundraising Chair
	1. Plan and organize at least one fundraiser
* Paddle Chair
	1. Purchase paddle and decorating supplies with funds raised
	2. Oversee construction of the class paddle by the Paddle Committee
	3. The paddle must include the Greek Letters for Sigma Alpha, the name of the MC class, and the signature of every MC
* Scrapbook Chair
	1. Purchase scrapbook and decorating supplies with funds raised
	2. Oversee construction of the class scrapbook by the Scrapbook Committee
1. Big Sister Program

During the MC Education program, each MC will be given a Big Sister who will be a liaison to the chapter and to help her transition to Active Membership. The Little Sister will become part of the same Family that the Big Sister is in. The requirements for the Big Sister program are:

1. Active Sisters:
	1. Must be in good standing with the chapter
	2. Must have attended the Pinning Ceremony for the current MC class
	3. Must have attended one Buddy Week event
	4. Priority may be given to active sisters with seniority or declining family numbers
2. Buddy Week(s):
	1. For at least one week following Rush Week, active sisters interested in taking a Little Sister may host and attend events to become acquainted with the MCs. Events must follow the Risk Management Policy.
3. Selection Process:
	1. The Big and Little Sisters will be matched by the Second Vice President and the MC Coeducator(s)
	2. Active sisters and MC’s will fill out cards in order of preference. The MC will be given preference over the active sister.
	3. Information sheets will be given to the Big Sisters to allow them to conduct Gift Week.
	4. Gift week will be the four days after sisters are matched. The gift schedule will be set by the Second Vice President.

**Article XII**

**Discipline of Members**

**Section 1. Offenses**

Any member who commits any of the following shall be subject to penalty (Article IX, Section 2)

* Violates the oath of allegiance to Sigma Alpha
* Acts in a manner unbecoming to the sorority
	1. Includes social media at the discretion of the Executive Board.
	2. Includes dress code violations as written in the Dress Code Guidelines
	3. Including chapter meeting etiquette such as but not limited to: usage of technology, excessive talking, or other offenses as observed by the First Vice President and/or Discipline Committee.
* Engages in, participates in, consents to, aids, or abets in any act of disloyalty or misconduct
* Has not paid financial obligation to local chapter or National Board
* Fails to uphold membership requirements
* Does not abide by the Constitution and Bylaws and the Rules and Guidelines for sisters

**Section 2. Penalties**

Any member who commits an offense will be subject to penalty.

1. **Fine**- A sum of money that is charged to a member
2. **Reprimand**- A verbal or written report of reprisal to the member.
3. **Probation**- A period of time, not to exceed one semester, during which the member must meet certain obligations set out by the local or National Sorority, depending on the reason for which the member was placed on probation. This penalty is designed to help a sister correct a problem that is preventing her from being in good standing. The member retains membership in the sorority and may attend functions on a limited basis.
4. **Suspension**- Temporary removal, for a period not to exceed one semester, of the member from office and all sorority privileges. The member is not allowed to vote or participate in sorority functions, but maintains membership.
5. **Deactivation**- The member is no longer a member of Sigma Alpha.

**Section 3. Deactivation**

A member can be deactivated only by a vote of the National Board.

Types of Deactivation

1. **Chapter Requested Deactivation**

The Chapter initiates Deactivation of the member in question. Notification must be sent to the member in question informing her of deactivation and the Chapter must request the return of all articles with Sigma Alpha Greek letters. The Deactivation request may then be forwarded to National Board and will pass with a three-fourths vote. If the Deactivation is approved the member is no longer a member of Sigma Alpha sorority.

1. **Member Requested Deactivation**

If a member feels that her personal or professional objectives are no longer consistent with the ideals of Sigma Alpha sorority, she may request to be deactivated. A member must fill out a Deactivation form and include her reasons for wanting to Deactivate and send the form to National Board. If it is approved the member and the chapter will be notified and the individual ceases to be a member of Sigma Alpha sorority.

1. **Automatic Deactivation**

According to the National Constitution and Bylaws, should a member of this sorority become a member of a social or general sorority, she automatically forfeits membership in Sigma Alpha sorority.

**Section 4. Power of the Chapter**

The Beta Gamma Chapter shall have the power to impose any of the penalties, except Deactivation, upon any member of its own membership. The Executive Board is the executive head of the chapter and may vote to approve or disprove any motion, and motions regarding events, finances, and penalties must pass by majority vote.

**Section 5. Vote to Extend Penalty and Appeals**

1. A majority vote of the Executive Board is needed to extend any penalty.
2. A member who is extended a penalty has thirty days to appeal to National Board.

**Article XIII**

**Meetings and Major Functions**

**Section 1. Chapter Meetings**

The Beta Gamma Chapter shall meet at 7:00 pm on every Monday night of the Fall and Spring semesters, except under certain announced circumstances.

1. All meetings are to be conducted under the current edition of Robert’s Rules of Order.
2. For the transaction of business at a meeting, the majority of the active membership must be present.

**Section 2. Executive Board Meetings**

The Executive Board must meet twice per month at a location selected by the President.

**Section 3. Major Functions**

Major functions are defined as Rush events, Activation and Pinning ceremonies, Founder’s Day, payment dates, and professional development events. These events have mandatory participation by the entire active membership. Absence from these events must be excused by the secretary or will result in a fine. Dates and times of major functions must be announced at least two weeks ahead of time for professional development events and one month ahead of time for all other major functions.

**Section 4. Attendance and Tardiness Policy**

1. Chapter Meetings

Members are required to attend all meetings. Each member is allowed one “free absence” where an excuse is not required and no fine will be issued. This absence cannot occur during a meeting where a major function will take place, such as a professional development guest speaker.

1. Tardiness- a five-minute window will be given after an event is scheduled to begin. Example: Chapter meetings start at 7:00 pm
* A sign-in sheet will only be available until 15 minutes into the meeting
* A sister has until 7:05 pm to sign in to receive full points for the meeting
* At 7:06 until 7:15, the sister will only receive half the points for attending chapter
* At 7:16, the sister is considered late and will receive no points and will be fined for missing the meeting
* The five-minute lateness window does not apply to meetings with a professional development event

This policy will apply to all events and major functions.

**Article XIV**

**Awards**

1. Baby Bull Award

The Baby Bull Award is given to any Active member who has exhibited exemplary fellowship, scholarship, leadership, and service within the chapter during the year. This member actively participates in sorority functions and activities.

The winner of the Baby Bull Award will have their dues paid in the following semester, or, in the event they are graduating, the current semester’s dues will be refunded

1. Outstanding Senior

The Outstanding Senior Award is given to a member who graduates in the current Spring semester or in the previous Fall semester. This award is given to a sister who has exhibited exemplary fellowship, scholarship, leadership, and service to the Chapter.

1. Outstanding New Member

The Outstanding New Member Award is given to a member who was activated in the Fall semester. This award is given to a sister who has exhibited exemplary fellowship, scholarship, leadership, and service to the Chapter.

**Article XV**

**Risk Management**

**Section 1. Policy**

The Beta Gamma Chapter adopts the Risk Management Policy of the National Sigma Alpha, and it shall apply to all levels of sorority membership. Any specific policy changes must be passed by two-thirds of the active membership. All policies must conform to federal, state, local, and university laws. No policy changes made by the Beta Gamma chapter shall conflict with the National Sigma Alpha policy.

**Section 2. Education**

The First Vice President shall read the Risk Management Policy to all members by the second chapter meeting of the Fall semester. All members are required to sign a yearly contract stating that they will abide by the Risk Management Policies. The Second Vice President will ensure that the MC members receive Risk Management education.

**Article XVI**

**National Chapter Congress**

Each year the Beta Gamma Chapter will send at least one member to National Convention to vote in the National Chapter Congress. The member selected must vote in line with the Chapter, which must be determined at least one week before National Convention.

**Article XVII**

**Amendments to the Constitution**

**Section 1. Bylaw Changes**

These bylaws may be amended, by whole or in part, by a three-fourths vote of the active membership of the Beta Gamma Chapter. To amend any Section in Article IX requires a ninety percent vote. Changes may be submitted to the Executive Board at any time should a member want to suggest a change.

**Section 2. Emergency Powers**

Special and emergency powers are hereby granted to the Executive Board to make temporary amendments to these bylaws. If there is no more than one dissenting vote within the Executive Board, the emergency amendments will be adopted and may remain in effect until the next chapter meeting. The chapter may then vote on their approval or removal.

**Section 3. Approval by National Board**

Bylaws and their amendments must be submitted to the National Board for approval.

Chapter President: Joy L. Burnham; Fall 2012/Spring 2013

Revised Date of Constitution: March 31, 2013

National Board Approval:

Date of Approval: