



NATIONAL CONSTITUTION

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CONSTITUTION OF SIGMA LAMBDA GAMMA
NATIONAL SORORITY, INC.

Preamble

Believing that all people are social beings, and that college friendships are lasting and important ones, and believing that adherence to excellence in moral, ethical, and educational standards is the instrument best fitted to promote these friendships, the Members of the Sorority of Sigma Lambda Gamma do hereby adopt the following Constitution.

Article I. Name

The Name of this Sorority is Sigma Lambda Gamma National Sorority, Incorporated.

Article II. Purpose

The purpose of Sigma Lambda Gamma Sorority shall be primarily one of promoting standards of excellence in morality, ethics, and education. Further, the Sorority shall work to better serve the needs and wants of all people by disseminating information about the diverse culture, which we all share. Finally the Sorority shall maintain respect for the views of others through this valuing, thereby enhancing our understanding of one another, and thus bettering our community, our country, and the world.

Article III. Offices

The principal office of the corporation in the State of Iowa shall be located in the City of Iowa City, County of Johnson. The corporation may have such other offices, either within or outside the State of Iowa, as the Board of Directors may determine or as the affairs of the corporation may require.

The corporation shall have and continuously maintain in the State of Iowa a registered office, and a registered agent whose office is identical with such registered office, as required by the Iowa Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Iowa, and the address of the registered office may be changed by the Board of Directors.

Article IV. Organization of the Sorority

Sigma Lambda Gamma National Sorority, Inc., a fraternal and benevolent corporation organized for purposes other than pecuniary profit, is primarily a collegiate organization composed of undergraduate women affiliated with collegiate entities at accredited colleges and universities world-wide. Alumnae associations exist for the purpose of continuing the commitment to Sigma Lambda Gamma National Sorority, Inc. and to continue the development of alumnae members in the areas of personal and professional development, social interaction and community service and fulfill volunteer positions to the Sorority.

Article V. Government

The general government of this Sorority shall be vested in the Convention. The business and affairs of the Sorority shall be conducted by, and the Sorority shall function through, an elected Board of Directors, and other officers. The Sorority, its members and entities, the Convention, and all officers shall be governed by this Constitution.

Article VI. Membership

Membership in this Sorority shall be open to qualified women and shall be attained only by election and initiation in accordance with this Constitution and prescribed Ritual of the Sorority. It may be terminated and reinstated only in accordance with this Constitution. Honorary membership shall be bestowed upon individuals approved by the Board of Directors. Individuals may become members through an alumnae initiate program.

Section 1. Certificate of Membership

The Board of Directors may provide for the issuance of certificates evincing membership in the corporation, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the Chair and the Executive Director and shall be sealed with the seal of the corporation. All certificates evincing membership of any class shall be consecutively numbered. The name and address of each Member and the date of issuance of the certificate shall be entered on the records of the corporation. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued thereof upon such terms and conditions as the Board of Directors may determine.

Section 2. Issuance of Certificates

When a Member has been elected to membership and has paid any initiation fee and dues that may then be required, a certificate of membership shall be issued in her name and delivered to her by the Secretary, if the Board of Directors shall have provided for the issuance of certificates of membership under the provisions of Section 1 of this Article VI.

Article VII. Board of Directors

Section 1. Composition

The Board of Directors shall be composed of six (6) members, all of whom shall be members of the Sorority in good standing elected by the Convention:

- A. Chair
- B. Four (4) Alumnae Directors
- C. One (1) Undergraduate Director

Section 2. Powers and Responsibilities

The Board of Directors shall be the governing and policy-making body of the Sorority in the interim between Conventions and shall exercise general supervision over the Sorority's business and affairs. Subject to Convention actions and the provisions of this Constitution, the Board of Directors shall have full and final authority over, and the responsibility for, the activities and operations of the Sorority and shall have the power to do and perform all such acts as may be done by the Sorority.

The Board of Directors shall:

- A. Create all policies that govern the organization during the period between conventions of the House of Delegates
- B. Administer all rules, regulations and policies of the Sorority and the provisions of the Constitution;
- C. Employ an Executive Director and establish the terms of employment and limitations of authority in regards to the management of the organization;
- D. Approve content and authorize the publication of all handbooks, manuals, and other Sorority Publications;
- E. Establish the editorial policies of official Sorority publications;
- F. Set fiscal policies to ensure fiduciary responsibility;
- G. Determine the desired ends of impacts, benefits or outcomes to be expected for the continued development and growth of the Sorority;
- H. Determine board training and development;
- I. Set board work plan and agenda;
- J. Determine program priorities and set policies that guide them;
- K. Guard against undue risk;
- L. Approve all chapters and alumnae associations;
- M. Exercise final disciplinary authority over members and entities;
- N. Allocate collegiate and alumnae associations within regions;
- O. Have the power to remove from office any member of the Board of Directors for cause;
- P. Fill vacancies on the Board of Directors;
- Q. Appoint or approve the appointment of necessary committee chairs or volunteer leadership positions;

All other powers not explicitly granted elsewhere in this Constitution to any entity shall fall within the oversight of the Board of Directors.

Section 3. Meetings

A. Regular Meetings

The Board of Directors shall hold at least two regular meetings annually. In addition, the Board of Directors shall meet immediately preceding each Convention, and there shall be a meeting of all retiring and newly elected members of the Board of Directors during or immediately following each Convention.

B. Special Meetings

Special meetings of the Board of Directors may be called by the Chair.

C. Notice

At least ten (10) business days notice by mail or email of the time and place of any regular or special meeting of the Board of Directors shall be given by the Executive Director at the direction of the Chair.

D. Minutes

Minutes of all Board of Directors meetings shall be distributed as authorized by the Board of Directors and a copy shall be filed in the Executive Office as part of the permanent records of the Sorority.

Section 4. Quorum and Voting

- A. At any meeting of the Board of Directors a majority shall constitute a quorum and the vote of the majority of those present and voting shall be necessary to constitute the action of the Board of Directors.
- B. Any action required or permitted to be taken by the Board of Directors or any committee thereof may be taken without a meeting if all the members of the Board of Directors or committee consent in writing to the adoption of the resolution authorizing the action. The resolution and written consents thereto by the Board of Directors or committee shall be filed with the minutes of the proceedings of the Board of Directors or committees.
- C. Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. The use of conference telephone at a prearranged time shall allow action by the Board of Directors provided a quorum is present on the telephone and further provided that the meeting and any action shall be entered upon the minutes of the next ensuing meeting of the Board of Directors together with the names of members participating in the meeting.

Section 5. Vacancies

- A. Chair
In the event of a vacancy in the office of the Chair, the Executive Director shall immediately call a meeting of the Board of Directors to appoint her successor.
- B. Other Members
Any other vacancy on the Board of Directors shall be filled by appointment of the remaining officers. The person so appointed shall assume the title, duties and responsibilities of the office and serve the unexpired term of his or her predecessor until the next regular election of the Convention.

Section 6. Temporary Disability

In the event of the temporary disability (see definition) of a member of the Board of Directors, the Board of Directors may designate another of its members or, if advisable, another member of the Sorority, to assume her duties. The person so designated shall carry the title of the office "pro tem."

Section 7. Temporary Absence of the Chair

The Chair, in a temporary absence (see definition) from the country, shall designate another member of the Board of Directors as "Acting Chair" for the purposes of business.

Article VIII. Executive Officers

Section 1. Designation

The Executive Officers of the Sorority shall be:

- A. Members of the Board of Directors
- B. Executive Director

Section 2. Selection and Term of Office

- A. Members of the Board of Directors
Members of the Board of Directors shall be elected by the Convention, shall assume office at the close of each Convention, and shall serve for two years and until their successors are duly elected and installed. The Undergraduate Director must be an undergraduate at the time of election. The Chair must be an alumna having served as an alumna Director at the time of election.
- B. Executive Director
The Board of Directors shall authorize the employment of the Executive Director and shall establish the terms of his or her employment.

Section 3. Tenure

- A. Members of the Board of Directors
The Chair shall be limited to two consecutive elected terms. The directors shall be limited to three consecutive elected terms. Appointment to fill an unexpired term shall not constitute a duly elected term.
- B. Executive Director
The Executive Director shall serve at the discretion of the Board of Directors.

Section 4. Chair of the Board of Directors

The House of Delegates will vote on the Board of Directors positions in the following order: the Chair, Undergraduate Director followed by the remaining four alumnae Directors positions.

In the event that the Chair is not elected at the conclusion of Convention, the newly elected Board of Directors shall elect their Chair. All candidates running for Chair may retain their right to run for an alumna Director position if not duly elected to hold the Chair position.

The responsibilities of the Chair include:

- A. Preside over the House of Delegates meetings;
- B. Facilitate the Board of Directors in determining the desired ends and impacts for the sorority to ensure its continued growth
- C. Direct and coordinate the work of other members of the Board of Directors and officers reporting to her and delegate to them the maximum feasible authority and responsibility;
- D. Supervise and give direction to the Executive Director;
- E. Determine the time, location, and agenda for meetings of the Board of Directors;
- F. Serve as an ex-officio member to all standing committees of the Sorority;
- G. Serve as an ex-officio member of the Board of Directors of the Sigma Lambda Gamma Educational Foundation;
- H. Report to the sisterhood on an annual basis the "State of the Sorority"

- I. Appoint the chair to the necessary committees in order to carry out the business of the sorority.

Section 5. Executive Director

The Responsibilities of the Executive Director include:

- A. Attending or providing a substitute approved by the Board of Directors at all meetings of the Board of Directors and House of Delegates without vote;
- B. Prepare necessary reports, data, and proposals for all appropriate Sorority meetings;
- C. Maintaining of all Sorority corporate records, accounts and necessary data;
- D. Signing all necessary contracts and official documents required for the day-to-day operations of the Sorority;
- E. Manage the fiscal affairs of the Sorority as determined by policy by the Board of Directors;
- F. Ensure program priorities and their impacts are implemented and assessed;
- G. Hiring, terminating and managing the headquarters staff employed by the Sorority;
- H. Ultimate responsibility of managing the headquarters office and staff;
- I. Responsible for over-seeing the education, management and support of all Sorority volunteer leadership.

Section 6. Relinquishing of Other Sorority Offices

All executive officers shall relinquish other Sorority offices during their term of office unless otherwise authorized by the Board of Directors.

Section 7. Biennial Reports

All executive officers shall submit written reports of their activities for the biennium to the President and for the Convention minutes.

Section 8. Removal From Office

Any member of the Board of Directors may be removed from office upon the unanimous vote of the Board of Directors, exclusive of any member thereof who may be the subject of the removal action. Removal shall be for incapacity to carry out the responsibilities of office, but such action may be taken only after written charges have had an opportunity to be heard in his or her own defense.

Article IX. Committees

Section 1. Standing Committees

Various operations of the Sorority shall function through Standing Committees, whose chair and members shall serve for the biennium in which they are appointed or until their successors are appointed.

- A. Constitution Committee

1. This committee shall be appointed by the Chair, with the approval of the Board of Directors, and shall serve under the direction of the President. The chair of this committee shall be responsible for directing all actions and/or recommendations of her committee to the proper authority;
 2. This committee shall be composed of a chair and at least two other members, one of whom shall be a former member of the Board of Directors whenever possible;
 3. This committee shall consider and report, with recommendations to the Board of Directors and the Convention, proposed amendments to this Constitution.
- B. Other Standing Committees
Other Standing Committees may be established and directed by the Board of Directors.

Section 2. Special Committees

Special committees deemed necessary to augment the operations of the Sorority may be established by the Board of Directors and shall operate as directed by the Board of Directors for a time to be determined by the Board.

Article X. Regional Organization

Section 1. Geographic Organization

Collegiate and alumnae associations shall be grouped into geographic regions for the purpose of effective administration. The boundaries of such regions shall be determined by the Board of Directors.

Section 2. Regional Officers

The Regional Officers of the Sorority shall be the Regional Directors, all of whom shall be alumnae of the Sorority in good standing.

A. Regional Directors

1. Election and Term of Office

- a. Regional Directors shall be elected or re-elected by the entities in their respective regions at the Annual Regional Retreats to take place in the fall of each Convention year.
- b. Regional Directors shall take office on January 1st following a Convention year to serve for a term of two years. They may be eligible for re-election for two additional two-year terms of office but may serve no more than three consecutive terms.
- c. If a vacancy occurs in the office of the Regional Director, the Executive Director/Associate Executive Director, with the approval of the Board of Directors, shall appoint a successor to fill the un-expired term. Said successor may be eligible for reappointment and may serve for three consecutive terms.

- d. In case of the disability of the Regional Director, the Executive Director/Associate Executive Director, with the approval of the Board of Directors, may appoint an alternate to serve temporarily.
2. Responsibilities
 - a. Executing and implementing the strategic plans of the sorority and support national policies and initiatives;
 - b. Work with the collegiate entities in their regions under the supervision of the Executive Director/Associate Executive Director;
 - c. Maintaining records of meetings and events in the region;
 - d. Responsible for tasks given by the Executive Director/Associate Executive Director;
 - e. Work in concert with Headquarters Staff to ensure support to sorority entities;
 - f. Ensuring that entities are complying with national policies and are communicating with the Headquarters Staff;
 - g. Providing region-specific feedback on changes in policy, strategic planning and other regional items;
 - h. The overall stewardship of the sorority in her region.
3. Relinquishing of Other Sorority Offices
 - a. Regional Directors shall relinquish all other Sorority offices during their terms of office unless otherwise authorized by the Executive Director/Associate Executive Director.
4. Travel Expenses
 - b. Regional Directors shall receive travel expenses as authorized by the Board of Directors.

Article XI. Convention

Section 1. Powers

The Convention shall be the general legislative body of the Sorority and shall have the following powers:

- A. To act upon all Sorority matters except those for which exclusive authority is otherwise delegated in this Constitution;
- B. To elect members of the Board of Directors;
- C. To adopt amendments to this Constitution.

Section 2. Composition

- A. Voting Body
The powers of the Convention shall be vested in the voting body of the Convention, which shall be comprised of the following members entitled to vote upon all matters before the Convention:

1. Delegates
 - a. Two delegates are required from each chartered collegiate entity, one being the head delegate and the other the alternate delegate,
 - b. One delegate is required from each alumnae association.
 2. Ex-Officio Delegates
 - a. Members of the Board of Directors, except the Chair, who shall vote only to make or break a tie vote of the Convention;
 - b. Regional Officers.
- B. Requirements
1. All members of the voting body shall be members of the Sorority in good standing.
 2. No entity which is in default as to payment of its dues or to the financial obligation to the General Treasury Fund or which is otherwise disqualified under provisions of this Constitution shall be entitled to a delegate at the Convention.
- C. Alternate Delegate
- Any entity must send, in addition to its official delegate, an alternate delegate to the Convention. An alternate delegate may represent her entity as a voting delegate at any session at which her entity's official delegate is not in attendance.
- D. Other Members in Attendance
- Any member of the Sorority in good standing may attend the Convention. After accreditation by the Credentials Committee, a member shall be eligible for admission to all sessions of the Convention and shall have the privilege of speaking, but may neither vote nor make motions; provided, however, that Committee Chairs who are not members of the voting body but are required to report to the Convention on their committees' activities shall have the privilege of making motions, proposing resolutions, and moving their adoption on matters pursuant to their reports.

Section 3. Time and Place of Meeting

The Convention shall meet biennially (accounting from the year 1994), except as otherwise provided in this Article, upon a date and at a place determined by the Board of Directors.

Section 4. Notice of Meeting

The Executive Director shall notify the officers and each collegiate and alumnae association at least sixty (60) days in advance of the time and place of the next meeting of the Convention.

Section 5. Delegates

- A. Selection of Entity Delegates

1. Collegiate Delegates
The president of each collegiate entity shall be her entity's delegate to the Convention. In such cases the entity president cannot be the delegate, the entity shall elect another of its members to serve as its delegate, with the other major elected officers being given first consideration. Only members who are eligible for extra-curricular activities and who intend to remain in college for at least one year after the convention shall be considered.
 2. Alumnae Delegates
The president of each alumnae association shall be her entity's delegate to the Convention. In such cases the entity president cannot be the delegate, the entity shall elect another of its members to serve as its delegate, with the other major elected officers being given first consideration.
- B. Credentials
Entity delegates and alternates shall be furnished with credentials by their entities in the form prescribed by the Board of Directors. Such credentials shall be presented to the Credentials Committee, and all accredited entity delegates shall be entitled to be seated at the Convention. Ex-officio delegates shall be automatically accredited by virtue of their office.
- C. Responsibilities of Entity Delegates
1. Attendance
Each delegate is expected to attend every event, business, and social, scheduled on the Convention program. Unwarranted absences shall place a delegate's position of good standing in jeopardy.
 2. Reports
Each delegate shall send a Convention Report to the Headquarters office within one month following the Convention and shall give a full Convention Report to her entity within one month after she returns to her entity. All Convention reports shall be filed in the permanent records of her entity.
- D. Travel and Living Expenses
1. Ex-Officio Delegates and Other Officers and Members
The traveling expenses to and from the Convention and the hotel expenses while attending the Convention shall be paid out of the General Treasury Fund to the following:
 - a. Members of the Board of Directors;
 - b. Executive Director;
 - c. Parliamentarian;
 - d. Ex-Officio delegates, other officers, members and staff as deemed necessary and authorized by the Executive Director.

Section 6. Presiding Officer

The Chair shall be the presiding officer of the Convention. In absence of the President, the Executive Director shall act as temporary presiding officer until the Board of Directors shall designate one of its members to serve as presiding officer.

Section 7. Convention Committees and Parliamentarian

Before each Convention, the Chair shall appoint a Parliamentarian and the following Convention Committees:

- A.. Nominations Committee;
- B. Awards Committee;
- C. Other committees to facilitate the business of the Convention.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the proceedings of the Convention in all cases where they are applicable and in which they are not inconsistent with this Constitution and other official regulations of the Sorority.

Section 9. Order of Business

The Chair shall determine the order of business, which shall conform as nearly as practicable to Robert's Rules of Order Newly Revised.

Section 10. Quorum

Two-thirds of the delegates registered and voting at any Convention shall constitute a quorum for the transaction of business.

Section 11. Rules of the Convention

The Rules of the Convention shall be printed in the official Convention program given to each member upon registration and shall be adopted, upon a two-thirds affirmative vote of the delegates present and voting, at the opening business session of each Convention and before any other business may be transacted.

Section 12. Voting

- A. Requirement for Action
Unless otherwise specified herein, the vote of a majority of delegates present and voting, provided a quorum is present, shall constitute the action of the Convention.
- B. At all meetings of the Convention the vote on any question, unless otherwise provided in the Rules of the Convention, shall be:
 - 1. Via voice, or
 - 2. General consent, or

3. Ballot upon the request of ten or more members of the voting body.

Section 13. Nominations and Elections

A. Nominations Committee

1. This committee shall be appointed by the Board of Directors in the year preceding the Convention. The chair of this committee shall be responsible for directing all actions of her committee to the proper authority.
2. This committee shall be composed of a former member of the Board of Directors as chairman and four other alumnae members, no more than one of whom shall be appointed from any one region.
3. This committee shall convene in the Convention year to accept and process bids for the Board of Directors for the ensuing biennium for presentation to the Convention. The following tasks will fall under the charge of the committee.
 - a. Calls for nominations
 - b. Process of application intake
 - c. Interview sessions with possible nominees
 - d. Discussion of qualifications of each position
 - e. Disseminating nominee information to the voting body in a timely manner, no later than 60 days before the Convention
4. During the year preceding the Convention, any entity or individual member of the Sorority may submit suggestions for possible nominees to the committee for consideration.

B. Nominations

Nominations for members of the Board of Directors shall be made at Convention by the Nominations Committee. Open nominations may also be made from the floor by any member of the voting body, providing the nominee is eligible and can demonstrate good standing.

C. Elections

1. Voting shall be by ballot for all offices for which there is more than one nominee. A majority vote of the delegates present and voting shall constitute election. In cases where there is only one nominee for an office, the ballot for such office shall be dispensed with and vote shall be via voice.
2. For purposes of elections, delegates shall be defined as follows:
 - a. One delegate or her alternate from each collegiate entity of the Sorority in good standing;
 - b. One delegate or her alternate from each alumnae association of the Sorority in good standing.
3. Ex-officio delegates, including members of the Board of Directors, regional officers, and the Executive Director, may not vote in officer elections.

Section 14. Installation of Officers

All elected officers shall be installed at the final official gathering of the Convention delegates.

Section 15. Unconvened Conventions

In any year in which a biennial Convention cannot be convened because of national emergency or when the Board of Directors, by a unanimous vote, has decreed that circumstances prevent a meeting of the Convention:

- A. The Board of Directors shall constitute the Convention, shall be the delegates of the entities for the purpose of electing or re-electing members of the Board of Directors and members of the Educational Foundation for the ensuing two years, and shall take no other action whatsoever except adjournment.
- B. The business which was to come before such a Convention shall be submitted to and determined by the ballot of the members who would have been entitled to vote. Said ballots are to be issued and cast by mail at a time which shall be no later than December first of that year, and in the manner determined by the Board of Directors, to constitute the action of the Convention as effectively as if authorized by a duly convened meeting.

Section 16. Special Conventions

- A. Special Conventions may be called by the Board of Directors at a time and place to be determined by it. Special Conventions shall be called by the Board of Directors upon the request of three-fourths of the Regional Directors, Alumnae, or two-thirds of the collegiate entities, at a time and place determined by such a request. The Executive Director shall give sixty (60) days' notice to the officers and each collegiate and alumnae association. He or she shall include in such notice the reason(s) for and the business to be presented at the Special Convention. Special Conventions shall be governed by the rules applying to biennial Conventions except as may be otherwise provided in this Article, and no business shall be transacted except that mentioned in the notice.
- B. Traveling and living expenses of officers and traveling expenses of delegates shall be paid out of the General Treasury Fund, if possible, and upon authorization by the Board of Directors.

Article XII. Sister Leadership Retreat

Section 1. Purpose

Leadership Seminars shall serve to increase the effectiveness of regional officers, entity officers and advisors, to impart new concepts for enriching process and programs, and to instill a deeper understanding of Sorority membership.

Section 2. Meetings

Leadership Seminars may be held in the alternate Convention years. These meetings shall be under the direction of the Board of Directors, which shall determine the time, location, program, and roster of delegates and officers who will be invited to attend. The responsibility for expenses of such delegates and officers shall be established by the Board of Directors.

Section 3. Collegiate Delegates

- A. Selection
Each collegiate entity is required to send two delegates to the biennial Sisterhood Retreat.
- B. Reports
Each delegate shall send a report to her Regional Director within one month following the Leadership Seminar and shall give an appropriate report to her entity within one month after she returns to her entity. All reports shall be filed in the permanent records of her entity.

Section 4. Personnel

The Board of Directors shall designate appropriate personnel to plan, supervise and execute training vehicles for regional officers, entity officers, and advisors.

Article XIII. Collegiate Entities

Section 1. Procedures for Establishment

The Board of Directors shall enact appropriate standards and rules of procedure governing the investigation of colleges and universities to determine their suitability as fields for extension; the submission of petitions or the granting of a collegiate entity charter to established local groups; and the colonization of new collegiate entities; all to the end that collegiate entities shall be established at such colleges and universities and under such circumstances as will maintain the high standing and good reputation of the Sorority.

Section 2. Establishment

Collegiate entities shall be established by unanimous vote of the Board of Directors at accredited colleges and universities by the granting of a charter to a petitioning local group of regularly registered students or by colonization of an entity at such colleges and universities.

- A. Investigation and Approval of Fields of Expansion
Before a petition shall be considered or colonization undertaken, the desirability of a given college or university shall be investigated. A petition for colonization shall be approved by the Board of Directors.

B. Installation and Supervision of New Entities

1. Approval of the installation and the initiation of a new entity shall be by the unanimous vote of the Board of Directors.
2. Members of new collegiate entities shall be initiated by the nearest collegiate or alumnae association as authorized only by the Board of Directors, according to the Ritual of the Sorority, and the entity shall be installed according to the procedures established by the Board of Directors.
3. The words "Entity Founder" shall appear on the membership certificate of each member signing the charter of a new entity.
4. Each new entity shall be under special supervision for at least two years after its installation.

Section 3. Names

Collegiate entities shall be named according to the letters of the Greek alphabet, used consecutively beginning with Alpha, and with double combinations of the Greek alphabet in sequence thereafter (Beta Alpha, Gamma Alpha, etc.). The names of inactive entities shall not be used again unless the entity shall be reestablished at the same college or university. The Omega Chapter is reserved for deceased members of Sigma Lambda Gamma.

Section 4. Entity in Good Standing

An entity shall be considered in good standing when it upholds the standards of the Sorority and fulfills its obligations and responsibilities as an entity according to this Constitution and other rules, policies, and procedures of the Sorority.

Section 5. Powers

A collegiate entity in good standing shall have the power to;

- A. Present itself as an entity of the Sorority and use the name of the Sorority therein;
- B. Conduct meetings and elect officers;
- C. Adopt By-laws and make regulations necessary for the management and operation of the entity consistent with this Constitution and other regulations of the Sorority;
- D. Send a delegate to the Convention with the power to vote;
- E. Elect to membership and initiate eligible women in conformity with the qualifications, procedures, rules, and Ritual of the Sorority.

Section 6. Responsibilities

In order for a collegiate entity to be in good standing and entitled to vote at the Convention it shall;

- A. Conduct itself in a manner that contributes to the welfare and good reputation of the Sorority by supporting and properly maintaining the standards of conduct befitting an entity of the Sorority;
- B. Abide by the Constitution, Ritual, rules, policies, and procedures of the Sorority;
- C. Cooperate with officers of the Sorority;
- D. Meet all financial obligations;
- E. Maintain a satisfactory scholastic standing.

Section 7. Officers

The elected officers shall be: a President, a Vice President of Program Development, a Vice President of Recruitment, a Vice President of Entity Operations, and a Vice President of Marketing. Additional officers and/or assistants may be elected or appointed as needed to implement the operation of the entity.

- A. Scholastic Eligibility
Each entity shall adopt scholastic eligibility requirements for its officers.
- B. Election
All officers shall be elected annually to hold office until the next ensuing election, unless otherwise authorized by the Regional Director.
- C. Officer Training
All officers-elect shall meet officers' training requirements and major officers-elect also must attend an officers' retreat.
- D. Removal from Office
Any officer of the entity may be removed from office upon a three-fourths affirmative vote of the entity and with the approval of the Entity Adviser.
- E. Vacancies
Vacancies caused by disqualification, resignation, removal, or otherwise shall be filled by election by the entity at any regular meeting.
- F. Duties of Officers
 - 1. President
The President shall be the chief executive officer of this entity and be responsible for general supervision of the entity, coordinating entity affairs in accordance with established programs and policies.
Qualifications:
 - a. Has prior leadership and management experience, is a visionary, and possesses the ability to motivate and inspire others;
 - b. Understands parliamentary procedures and considers the rights of the minority;
 - c. Represents the entity well with campus administrators, other Greek groups, and representatives of National Panhellenic Conference.*Duties:*
 - a. Presides at all entity meetings, Executive Council meetings, and meetings of the Judiciary Board;
 - b. Calls special meetings of the entity when deemed necessary or when requested by a one-third vote of the entity;

- c. Carries on the work of the entity as directed by the Constitution, entity bylaws, Sigma Lambda Gamma Rules and Policies, and college Panhellenic rules;
- d. Conducts initiation and other ceremonies as prescribed in the Ritual and Ceremonies Manual;
- e. Fills temporary vacancies in office with the approval of the Executive Council;
- f. Serves as ex-officio member of all committees except Nominations;
- g. Takes a leadership role in the year-round membership recruitment effort of the entity, participates actively in the entity member development and education programs, understands the budgeting process and advocates fiscal responsibility, and represents the entity in the best light to administrators, faculty, parents, and others;
- h. Keeps notebook current and trains successor before leaving office;
- i. Performs all other duties usually incumbent of the office.

2. Vice President of Program Development

The Vice President of Program Development shall, in the absence of the President, represent this entity and preside at all regular and special meetings of this entity, and preside at all regular and special meetings of this entity, the Executive Council, and the Judiciary Board, and assume her other duties. She shall oversee this entity's Member Education and Member Development Program.

Qualifications:

- a. Is a visionary and can motivate and inspire others;
- b. Understands delegation and serves as a mentor to the members of her department;
- c. Possesses a strong value system that includes a belief in the dignity of every person, a respect for academic achievement, an appreciation of diversity, and an ability to make difficult decisions involving friends;
- d. Has a willingness to take personal time to help other sisters work through problems and the self-confidence to challenge sisters to help themselves.

Duties:

- a. Leads entity members in goal-setting at the beginning of each term (semester or quarter) regarding program areas;
- b. Serves as a member of the Judiciary Board and Chair of the Member Development Committee;
- c. Communicates the program priorities of the Directors of Scholarship, Member Development, Member Education, and Entity Events to the Executive Council on a weekly basis;

- d. Keeps her notebook current and trains her successor before leaving office;
- e. Facilitate New Member education and orientation to the entity in preparation for Initiation;
- f. Performs all other duties usually incumbent of the office.

3. Vice President of Recruitment

The Vice President of Recruitment shall oversee the Member Recruitment Program of this entity and understand all college Panhellenic rules and procedures.

Qualifications:

- a. Is a visionary and can motivate and inspire others;
- b. Understands delegation and serves as a mentor to the members of the entity;
- c. Is analytical and strategic about the recruitment process;
- d. Understands the need for recruitment processes year-round in a variety of ways and reviews all possible resources to use;
- e. Is highly competitive but values Panhellenic cooperation.

Duties:

- a. Leads the entity members in goal-setting at the beginning of each term in regards to recruitment;
- b. Ensures follow up with all members to assure that goals are accomplished and tasks are completed;
- c. Plans the overall membership recruitment strategy by analyzing the competition and developing or altering plans and preparations accordingly;
- d. Communicates the priorities and progress of the Recruitment Program to the Executive Council on a weekly basis;
- e. Keeps her notebook current and trains her successor before leaving;
- f. Performs all other duties usually incumbent of the office.

4. Vice President of Entity Operations

The Vice President of Entity Operations shall oversee the financial and administrative operations of the entity.

Qualifications:

- a. Is a visionary and can motivate and inspire others;
- b. Understands delegation and serves as a mentor to the members of her department;
- c. Is organized, detail oriented, and understands the importance of individual and entity fiscal responsibility;
- d. Interprets the entity's limited financial resources as an opportunity to establish priorities;

Duties:

- a. Leads her department members in goal-setting at the beginning of their terms;

- b. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed;
- c. Serves as a member of the Judiciary Board;
- d. Reports in accordance with the sorority calendar giving information as to progress in the areas of finance, housing, and administration;
- e. Keeps her notebook current and trains her successor before leaving office;
- f. Performs all other duties usually incumbent of the office.

5. Vice President of Marketing

The Vice President of Marketing shall oversee and coordinate the public relations, publicity, philanthropic fundraising, community services, and campus activities of the entity.

Qualifications:

- a. Is a visionary and can motivate and inspire others;
- b. Understands delegation and serves as a mentor to the members of her department;
- c. Is creative and artistic but also analytical and strategic;
- d. Understands the importance to Sigma Lambda Gamma of image, name recognition, and positive and frequent publicity.

Duties:

- a. Leads her department members in goal-setting at the beginning of each term;
- b. Conducts weekly department meetings and follows up with all Chairs to assure that goals are accomplished and tasks are completed;
- c. Communicates the priorities of her department to the Executive Council and presents an annual marketing plan for which the various directors in her department coordinate their efforts to create a bigger impact and updates the Executive Council frequently on their efforts;
- d. Coordinates the efforts of her department with the recruitment calendar to augment the recruitment efforts;
- e. Reports in accordance with the sorority calendar giving information as to progress in the area of marketing;
- f. Works in concert with the Entity Advisor;
- g. Keeps her notebook current and trains her successor before leaving office;
- h. Performs all other duties usually incumbent of the office.

6. Vice President of Finance

Each Collegiate entity shall have a financial and budget system approved by and under the supervision of the Vice President-Finance.

G. Payment for Service

There shall be no payment for service in office to any entity officer except in special circumstances upon the recommendation of the Vice President-Finance and Regional Director and with written approval of the Board of Directors. Compensation, if any, shall be made by check and the check shall not be written until all records or officer responsibilities are completed and approved each month by the Vice President-Finance. Such officer must pay her entity obligations as a collegiate member.

Section 8. Executive Council

Each entity shall have an executive council composed of the major elected officers and such other officers, as each entity may deem necessary. The executive council shall function as a planning and coordinating body and shall exercise general supervision over the entity. It shall meet at least once a week to initiate, evaluate, organize, and condense entity business.

Section 9. Committees

- A. Scholarship Committee
The Scholarship Committee shall include a member from each class and shall develop and assist in the scholarship program of the entity. The Vice President-Program Development shall serve as chairman and direct its activities.

- B. Sisterhood Enhancement Committee
The Sisterhood Enhancement Committee (SEC) is a body which monitors chapter relations in accordance with the National Constitution, Sorority Policies/Procedures, five founding principles, and/or chapter bylaws. The second goal is to maintain harmony among members achieved through example, sisterhood events, and positive reinforcement. This committee shall also serve as the disciplinary board of the entity in routine affairs.

Section 10. Meetings

- A. Occurrence
When school is in session during the regular academic year, except in "dead" or "stop" weeks or in final examination periods, there shall be weekly entity meetings, one of which each month must be a formal entity meeting.
- B. Attendance
Members must attend all formal and informal meetings of the entity. Only members who are ill, or have a regularly scheduled class, or are working, may be excused from this responsibility. Unexcused absences shall be considered grounds for disciplinary action.
- C. Entity Business
All business of a personal or private nature transacted in entity meetings shall be considered confidential.

Section 12. By-Laws and other Regulations

Entities shall adopt their own By-laws and regulations, providing they are consistent with and no less restricting than the Constitution and other Sorority regulations. Adoption of and amendments to entity By-laws must be approved by the respective Regional Director or Headquarters Staff.

Section 13. Records

The records of each collegiate entity shall be kept in a special strongbox and shall not be taken to the rooms or homes of individual members unless permission is granted by the Entity President and/or the Entity advisor.

Section 14. Study of Sorority

Each collegiate entity shall devote part of each meeting to the study and discussion of Sorority affairs and operations and shall devote at least one meeting annually to the study of this Constitution.

Section 15. Charter Disestablishment

The Board of Directors, by majority vote, shall have the exclusive power to disestablish the charter of a collegiate entity.

A. Cause

The Board of Directors may disestablish the charter of a collegiate entity for cause or when charter disestablishment is considered by the Board of Directors as being in the best interests of the Sorority.

B. Investigation

No charter of a collegiate entity shall be disestablished unless and until a thorough investigation has been conducted and an opportunity given such an entity to be heard in its own defense.

C. Disqualification to Vote

Any member of the Board of Directors who is an alumnae member of a collegiate entity whose charter is being considered for disestablishment or who has a conflict of interest shall be disqualified from voting on such action.

D. Notification

The initial suspension notice to the entity shall state the possible sanction of charter disestablishment. Upon the decision of the Board of Directors to disestablish the charter, the Executive Director shall notify the entity, the Entity Advisor, and the Regional Director in writing of charter disestablishment and she shall also inform the entity of the appeal procedures. The subsequent notification letter will detail all of the stipulations regarding charter disestablishment.

E. Procedure

1. A collegiate group which no longer exists as an entity of the Sorority because of charter disestablishment shall immediately;
 - a. Pay all financial obligations and make a final accounting to the Executive office;
 - b. Turn over the remaining money assets to the Executive office;
 - c. Return the charter, all records, and all Ritual and other ceremonial equipment to the Executive Office;
 - d. Disclaim in writing the further use of any part of the name of the Sorority.
 - e. Refrain from representing the Sorority on their collegiate campus.
2. The Executive office shall assist the collegiate group in completing the above procedures.

F. Disposition of Assets

1. Unless otherwise directed by the Board of Directors, the Executive office shall dispose of the former entity's property, pay all liabilities, and shall be liquidated. All remaining assets shall be assigned to and become the property of the Sorority.

Section 16. Reinstatement of a Collegiate Entity

- A. A collegiate group in good standing whose charter was withdrawn because of conditions over which the Sorority had no control may be reinstated upon the unanimous approval of the Board of Directors.
- B. Other collegiate groups desiring reinstatement shall proceed as for the establishment of new entities.

Article XIV. Dues and Fees

Section 1. Fees, Dues, and Assessment

The funds for the general purpose of the Sorority shall be obtained by the means of fees, dues, and assessment collected from all members and entities.

Section 2. Collection of Dues

Each collegiate and alumnae association shall be responsible for all fees, dues, and assessments, of the members of the Sorority who are affiliated with such entity, and the same shall be assessed directly against each entity.

Section 3. Fees

Every new/recharter collegiate entity or entity shall pay a one-time fee for recognition or charter. Every new/recharter alumnae association shall pay a one-time fee for charter.

The National Board of Directors will determine these fees. This fee is in addition to the regular membership fees for each member of such collegiate entity or entity or fees that may be determined for alumnae members.

Section 4. Membership Fees

The membership fees are an obligation of each member of the Sorority. The fees shall be set by the Board of Directors.

Section 5. Alumnae Contribution.

In order for an Alumnae to be in good standing she must contribute to the Sigma Lambda Gamma annually or be an active member in an Alumnae Association. The minimum contribution to be determined annually by the Board of Directors.

Section 6. Fiscal Year.

The fiscal year of the Sorority shall begin on the first day of July and end of the last day of June in each year.

Section 7. Payment of Dues.

All dues, assessments, membership fees, and all other obligations of the members and entities shall be paid to Sigma Lambda Gamma National Sorority, Inc., at the National Headquarters.

Section 8. Penalty for Non-Payment.

All fees or dues not paid when due will incur a monetary penalty specified in the Entity Operations Manual to be determined by the Board of Directors. Any entity in arrears of its obligations or fees shall not be permitted a seat or a vote at the National Convention or in matters voted on during the off year.

Section 9. Annual Fee Review.

The Board of Directors shall annually review the memberships of the National Sorority and may, by a unanimous vote, increase or decrease the membership fees.

Section 10. Undergraduate Entity Financial Responsibility.

Every undergraduate entity shall submit to the National Sorority's Headquarters the following:

- A. An annual budget;
- B. End of year fiscal report;
- C. Tax identification number.

Article XV. Publications

The Sorority shall publish a newsletter, entitled *LA MENSAJERA* at least once per semester informing its Members, Entities, and Directors of all ongoing activities. This newsletter will develop into a magazine, which shall be the official publication of the organization. The Sorority shall also publish a manual, which will serve to inform Members and prospective Members of the history, purpose, constitution, and laws of the organization. This manual shall be reviewed annually by the Board of Directors and will be updated in the Fall of any year if appropriate. Other publications informing the public of the activities of the organization as well as directed at educating society to Hispanic/Latino cultures shall be issued as appropriate.

Article XVI. Amendments to Constitution

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by two-thirds of the Board present at any regular meeting or at any special meeting, if at least two days written notice is given of intention to alter, amend or repeal, or to adopt new by-laws at such meeting. These by-laws may be updated by default of the process.

Ohio State Non-Discrimination Policy: The Sigma Lambda Gamma Entity at The Ohio State University and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.