

Lambda Theta Alpha Latin Sorority, Inc.

## **Undergraduate Chapter Constitution**

Eta Theta Chapter  
Ratified On 08-30-2024

# **Undergraduate Chapter Constitution of Lambda Theta Alpha**

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## **Undergraduate Chapter Constitution of Eta Theta Chapter**

**Lambda Theta Alpha, Inc.**

**Founded: October 21, 2022**

### **Article I – Name**

The name of this organization shall be **Eta Theta**, a member Chapter of Lambda Theta Alpha, Inc. established on **October 21, 2022**. It is organized under the authority of the National Sorority named Lambda Theta Alpha, Inc. The National Sorority shall be the parent organization of all Undergraduate Chapters. **Eta Theta** Chapter, as all Undergraduate Chapters of Lambda Theta Alpha Sorority, must abide by the National Constitution, Standing Rules, and all established policies and procedures of the parent organization.

### **Article II – Purpose**

Section 1. The purpose of Lambda Theta Alpha shall be to provide a sisterhood based on Unity, Love, and Respect; to provide social and cultural activities, and to carry on charitable and educational programs; to promote leadership, maintain high academic standards, and serve as a voice for the Latino community.

Section 2. The principles of Lambda Theta Alpha are Unity, Love, and Respect.

Section 3. The purpose of undergraduate chapters is to effectively carry out the purpose of the sorority through campus and community projects, activities, and events.

### **Article III – Membership**

Section 1: Membership shall be open to undergraduate women who believe and support the purpose of Lambda Theta Alpha.

Section 2: There shall be no discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with these guidelines.

Section 3: A member in good standing is one who upholds the purposes of Lambda Theta Alpha; fulfills financial obligations to the sorority; is free of judicial sanctions; maintains a high degree of academic excellence according to the current national grade point average; participates in sorority activities; and provides service to the community.

Section 4: There shall be six (6) classifications of membership as follows:

A. **Active Undergraduate**

An Active Undergraduate member is one who has not yet received a Bachelor's degree but is currently enrolled in an accredited four-year institution at which an active chapter is located. An Active Undergraduate is a member in good standing who attends regularly scheduled chapter meetings, and participates in chapter governance. Active Undergraduate members are eligible to participate in committees, vote in elections, hold office, participate in the decision making of policies within their respective region and shall be entitled to all rights and privileges of the organization. Only active members shall have the right to address any Chapter, Area, Region, and National Board of Directors during official meetings. These rights and privileges may be forfeited or modified should an active member incur judicial sanction(s).

B. **Neophyte**

A Neophyte is a member who has not reached her one-year anniversary, nor met the standard requirements per the Standing Rules.

C. **Prophyte**

A Propkyte is a member who has reached her one year anniversary and has met the standard requirements per the Standing Rules.

**D. Orientee**

An Orientee is a potential new member who is undergoing the orientation process to become a full member of Lambda Theta Alpha. An Orientee must fulfill the required criteria specified per the Standing Rules.

**E. Honorary**

Honorary membership may be conferred upon a woman who does not hold membership within an organization of similar nature to Lambda Theta Alpha. She serves as an inspiration to our membership through service to her community and excelling in her chosen field. She is one who exemplifies the purpose of Lambda Theta Alpha by her actions and is one who exhibits and promotes the principles of Unity, Love, and Respect. The process of bestowing honorary membership upon an individual shall be as outlined per the Standing Rules.

**F. Inactive**

An inactive member is one who is not in good standing due to any combination of items stated in Article III, Section 2. To be eligible to become active, a member must fulfill all the requirements as provided by the Constitution and Standing Rules.

Section 4. Undergraduate members shall maintain a cumulative grade point average of no less than 2.5.

## **Article IV – Chapter Requirements**

Section 1. Undergraduate Chapters shall maintain a minimum of five active members or the minimum number required by their host institution per sorority semester.

Section 2. Undergraduate Chapters shall pay membership dues and insurance as stipulated in the Standing Rules.

Section 3. Undergraduate Chapters shall send an official Chapter Delegate to all 1) area, regional, and national meetings; 2) area, regional, and national trainings, and 3) national convention.

Section 4. Chapters are required to have both a non-faculty/staff alumna advisor and a non-member faculty/staff advisor.

Section 5. Undergraduate Chapters shall fulfill all requirements to maintain active status at the respective university.

Section 6. Undergraduate Chapters shall fill all official positions of the Chapter Board: Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, Chapter Recruitment and Retention Advisor, and Chapter Orientation Advisor. These members may not hold a position on the Leadership Team. The Chapter President may not hold the Chapter Treasurer or Chapter Orientation Advisor positions.

## **Article V – Member Requirements**

Section 1. Undergraduate members must pay Chapter, Area and National dues each semester to maintain active status. Dues amounts shall be determined by the Board of Directors.

Section 2. All Chapter dues shall be paid to the Undergraduate Chapter Treasurer in accordance with the Standing Rules.

Section 4. National dues shall be paid to the national bank account in accordance with the Standing Rules set by the Vice President of Finance.

## **Article VI – Representation**

Section 1. **Eta Theta** will participate in the area and region as assigned by the Board of Directors.

Section 2. **Eta Theta** Chapter Undergraduate President shall serve as the official chapter delegate.

## **Article VII – Chapter Board**

Section 1. The elected officers of **Eta Theta** Chapter as stated in Article IV, Section 6, shall constitute the Chapter Board. No additional positions can be designated as part of the Chapter Board.

Section 2. The duties of the Chapter Board shall be:

- A. General supervision of the affairs of **Eta Theta** Chapter between regular membership meetings.
- B. Fix the date, time and place of a regular meeting.
- C. Make recommendations to the membership.
- D. Perform such other duties as specified in the Constitution and Standing Rules.
- E. Supervise the financial affairs of **Eta Theta** Chapter.
- F. The Chapter Board shall be subject to the orders of **Eta Theta** Chapter.

Section 4. Chapter Board Meetings

- A. Regular meetings of the Chapter Board shall be held a minimum of **15** times a semester. The day, time and place of the meeting shall be determined by the Chapter Board and notice given to the chapter membership.
- B. Special meetings of the Chapter Board may be called by the Chapter President. Notice of a special meeting shall be given to all members of the Chapter Board at least 72 hours in advance of the meeting. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting. The day, time and place of the meeting shall be determined by the Chapter President and notice given to the chapter membership.
- C. A majority of the Chapter Board shall constitute a quorum.
- D. In emergencies, a special meeting may be called by the Chapter President with 24 hours notice to every chapter member. Notice shall be given to the Area Coordinator.

Section 2. Issuing Fines

- A. Fines may be assessed by the Undergraduate Chapter Board, and must not exceed the \$25.00 standard fine.
- B. Approval to collect fines over the amount of the standard \$25.00 fine must be approved by the Area Finance Coordinator.
- C. Fines are collected by the Chapter Treasurer in accordance with the Standing Rules.

## **Article VIII – Duties of Chapter Officers**

Section 1. The Chapter President shall:

- A. Serve as the direct liaison between the chapter and Area Board and inform their board and sisters to facilitate matters within their chapter.
- B. Serve and attend as a voting delegate for the chapter at all Area meetings and others in which their presence is requested.
- C. Preside over chapter meetings and direct all chapter business.
- D. Have the authority to appoint chapter special committees. They may also appoint the chair and members with the approval of the Chapter Board.
- E. The CP shall guide the progress of the Cultivating Opportunities through Resilience and Empowerment (CORE) Undergraduate Chapter Success Program progress of the chapter (see Standing Rules Part I: Appendix B).
- F. Adhere to the financial internal controls, which includes approval and reconciliation of financial matters with the CT (Standing Rules Part II, Chapter 4 and Standing Rules Part II: Appendix C).
- G. Ensure the chapter crisis management plan is in place, understood, and reviewed by all members once per semester.
- H. Ensure that chapter and officers fulfill its responsibilities.

## I. Report to the Area Coordinator

### Section 2. The Chapter Vice President shall:

- A. Work closely with the Chapter President to ensure the operations of the chapter, specifically CORE requirements, are carried out.
- B. Serve in place of the Chapter President during their absence or should they not fulfill their term.
- C. Compile the chapter crisis management plan and ensure it is in place, understood, and reviewed by all members once per semester.
- D. Be responsible for submitting an Off-Campus Event form for all events hosted off campus to the AAC.
- E. Be responsible for having a copy of the Risk Management Manual at all chapter events and complete an injury report to the AAC in the event that someone is injured.
- F. Seek leadership development opportunities (seminars/trainings) for current members.
- G. Initiate all chapter-bonding events, inclusive of alumnae.
- H. Report to the AC. They shall also report to the AAC regarding Risk Management.

### Section 3. The Chapter Secretary shall:

- A. Keep all official records and reports, (i.e. meeting minutes and directories), of the chapter according to appropriate records retention guidelines.
- B. Serve as the primary administrator of any chapter technology tools(Standing Rules Part II: Appendix B).
- C. Maintain a current chapter directory of all active/inactive members in the chapter.
- D. Oversee the implementation of chapter philanthropic events and political initiatives.
- E. Serve as the Chapter Elections Coordinator for the chapter elections according to the elections guidelines and timeline.
- F. Report to the AAC.

### Section 4. The Chapter Treasurer shall:

- A. Maintain an organized file(s) of all financial documents from the chapter.
- B. Adhere to the financial internal controls, which includes approval and reconciliation of financial matters with the CP (Standing Rules Part II, Chapter 4 and Standing Rules Part II: Appendix C).
- C. Collect and reconcile chapter membership dues and fees as needed.
- D. Collect monies from chapter fines according to financial internal controls.
- E. Ensure all chapter fundraisers follow proper financial policies and other guidance issued by the AFC.
- F. Assist the AFC in the development of reports and other projects as requested.
- G. Report to the AFC.

### Section 5. The Orientation Advisor shall:

- A. Follow and enforce the orientation outline and all policies and procedures when necessary.
- B. Coordinate the prophyte requirement completion, application, submission and upkeep in the process for awarding prophyte status in the chapter.
- C. Implement and oversee all orientation activities when necessary for an orientation class. Eligibility requirements must be adhered to as stipulated in the Standing Rules.
- D. Be responsible for coordinating and implementing all pre-orientation and orientation activities and adhere to all guidelines and deadlines.
- E. Responsible for implementing National Anti-Hazing Prevention initiatives.
- F. Assist the Chapter Recruitment and Retention Advisor with recruitment efforts
- G. Report to the AOC.

### Section 6. The Chapter Recruitment and Retention Advisor shall:

- A. Follow and enforce the recruitment and retention program and all policies and procedures.
- B. Implement recruitment tools and resources (i.e., flyers, presentations, literature, etc.) and conduct such activities when necessary.
- C. Ensure that the chapter remains in compliance with the Minimum Membership Policy.
- D. Not hold any orientation-related positions.
- E. Report to the ARRC.

## **Article IX – Elections**

Section 1. Candidates shall declare their intention to run for office as set forth in the Standing Rules.

Section 2. Privileges of voting shall be extended to current active undergraduates who report to that chapter. Proxy voting is not allowed.

Section 3. Voting

- A. Voting shall be held by the deadline as set forth by the Standing Rules.
- B. Ballots shall be cast at a chapter meeting or virtually as set forth by the Standing Rules.
- C. A majority vote shall be required for election.

Section 4. Terms of office

- A. These officers shall serve a one-year term, beginning at the National Convention after they are elected/appointed and ending at the following National Convention.
- B. Each officer is responsible for transitioning the incoming officer.
- C. Additional training will be provided by Area officers.

Section 5. Vacancies

- A. Vacancies in office, except that of Chapter President, shall be filled via appointment as set forth by the Standing Rules.

## **Article X – Chapter Meetings**

Section 1. Regular Meetings

- A. Meetings of the membership shall be held weekly. Dates of meetings shall be determined by the Chapter Board and announced at least seven (7) days prior to the meetings.
- B. Quorum of all active undergraduate members in good standing must be in attendance.
- C. 72 hour written notice shall be given for any change of date or location of regular meetings.

Section 2. Special Meetings

- A. Special meetings may be called by the Chapter President or Chapter Board.
- B. Notice of a special meeting shall be given to all members at least 72 hours in advance of the meeting.
- C. The purpose of the meeting shall be stated in the notice and no other business may be transacted at the special meeting.
- D. Quorum of all active undergraduate members in good standing must be in attendance.
- E. In emergencies, a special meeting may be called with 24 hours notice to every member.

Section 3. Quorum

- A. Quorum is described as 50% + 1 of Active Undergraduate members in good standing.
- B. Quorum is required for the transaction of business at any regular or special meeting.

Section 4. Only active members shall have the right to address any Chapter, Area, Region, and National Board of Directors during official meetings as stipulated in Article III. Membership, Section 3. Classifications of Membership, A. Active Undergraduates.

## **Article XI – Statement on Hazing**

**Eta Theta** shall not conduct or tolerate hazing activities which may include the intentional or unintentional commission of an act of physically abusing or harassing or creating a situation which produces physical harm or discomfort, severe emotional distress, embarrassment, or ridicule of another person or group.

In accordance with the Risk Management Manual, the Sorority defines hazing as:

“Any action taken or situation created, intentionally or unintentionally, whether on or off sorority premises, to produce or that causes mental or physical discomfort, embarrassment, harassment, or



ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities at any events associated or can be deemed as associated with the sorority; kidnappings, whether by pledges, associate/new members or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law. Lambda Theta Alpha believes in providing constructive, educational, and inspirational programs for Orientees, associate/new members or active members. Lambda Theta Alpha is opposed to any form of hazing including any activities, which do not contribute to the positive development and welfare of Orientees. Lambda Theta Alpha believes that true Sisterhood is nurtured in an atmosphere of social and moral responsibility, respect for authority and loyalty to the principles of higher education.”

## **Article XII – Amendments**

Section 1. This constitution may be amended at any regular meeting of the chapter, by a two-thirds (2/3) vote of the members present and voting, providing notice has been given at the previous meeting or by mail or electronic means at least ten (10) days prior to the meeting.

Section 2. An amendment must be in written form and signed by not less than a majority of members in good standing.

Section 3. A committee may be appointed to submit a revised constitution as a substitute for this constitution only by a majority vote at a meeting of the chapter. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment as described in Section 1 of this article.

Section 4. The adoption of an amendment to the constitution of the national organization that affects chapters shall serve automatically and without the requirement of further action by this chapter amend this chapter's constitution.

## **Article XIII – Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the sorority in all cases in which they are applicable and in which they are not in conflict with this Constitution, Standing Rules, and any special rules of order.