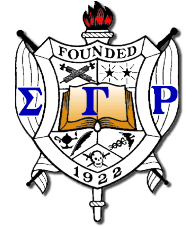


Mu Psi Chapter Constitution



Sigma Gamma Rho Sorority Incorporated

Article I. Name

Section 1. The name of this organization shall be the Mu Psi Chapter of Sigma Gamma Rho Sorority, Incorporated.

Article II. Purposes

Section 1. The purposes of this organization shall be:

1. to encourage and promote high scholastic attainment;
2. to develop leadership abilities and individual talents;
3. to help to develop equal opportunity for its minority to channel the dynamic energies of its young people into creative outlets;
4. to enhance in all members the sense of personal moral responsibility which each should have towards a task and towards leadership/fellowship responsibilities;
5. to emphasize the value of poise and personal dignity;
6. to provide an atmosphere in which friendship and social contacts may be developed;
7. to maintain interests and attitudes in harmony with modern thoughts and educational outlooks;
8. to work with other agencies and organizations to provide additional community services.

Article III. Membership and Dues

Section 1. To be eligible for membership:

1. Undergraduate students must be matriculating towards a Bachelor's degree at a 4-year accredited college. Undergraduates

could also be tech college or junior college students with the intention of transferring to a 4-year college. Proof will be required.

2. Prospective members must:
 - a. Maintain high scholastic standing;
 - b. Show interest and abilities for growth in leadership, social, and democratic principles;
 - c. Maintain high standards of character and reputation acceptable by the school or Sorority.
3. Each student must be a student of Clemson University.

Section 2. Unrestricted membership. Membership in Sigma Gamma Rho Sorority Inc. shall not be restricted because of race, color, creed, or national origin.

Section 3. Membership shall be maintained by the payment of dues which are established by the Executive Committee proposing an amount to the body. The proposed amount shall be passed by 2/3 of the voters.

Article IV. Officers

Section 1. The officers of Sigma Gamma Rho Sorority Inc. shall consist of a Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiochus, Epistoleus, Parliamentarian, Publicity Chairperson, Big Sister Program Coordinator, Education Coordinator, and Program Chairperson.

Section 2. Duties and Powers:

1. The duties of Basileus shall be to:
 - a. Preside at all meetings of the chapter;
 - b. Be responsible for executing chapter programs;
 - c. Represent the chapter in its relationships with outside individuals and groups;
 - d. Work in close harmony with the undergraduate chapter advisor and faculty sponsor;

- e. Be the chairperson and preside at meetings of the executive committee;
 - f. Countersign all orders for disbursement of chapter funds as directed by the chapter.
2. The duties of the Anti-Basileus shall be to:
 - a. Act in the absence of the Basileus;
 - b. Preside at chapter meetings in the absence of , or upon the request of, the Basileus;
 - c. Serve as Membership Intake Process Chairman.
3. The duties of Grammateus shall be:
 - a. Receive dues and all monies collected;
 - b. Make financial reports to Grand Grammateus;
 - c. Annually complete, and upon approval of the executive committee, file Form 990 with the IRS in the local district, send a copy to Sigma Gamma Rho headquarters, and retain a copy in the chapter files;
 - d. Issue vouchers for approved expenditures.
4. The duties of the Anti-Grammateus shall be:
 - a. Keep accurate and legible records of the meetings;
 - b. Take care of correspondence.
5. The duties of Tamiochus shall be:
 - a. Receive, keep records of , and deposit in a selected bank, all monies received by the chapter;
 - b. Pay all bills;
 - c. Make such financial reports as the Basileus or executive committee may direct.
6. The duties of the Epistoleus shall be to:
 - a. Take care of all publicity for the chapter, send news for outstanding sorors, programs and projects to the local and national news media and to the AURORA at least once per year , including well-chosen black and white glossy photographs;

- b. Keep the history of chapter current and available;
 - c. Submit to the chapter, history that took place during term of office.
7. The duties of the Parliamentarian shall be to :
- a. Guide chapter in correct parliamentary procedures;
 - b. Be familiar with and adhere to Sigma Gamma Rho Constitution and Bylaws, chapter policies, and Robert's Rules of Order;
 - c. Serve as the chairman of the Constitution and Bylaws and chapter policy committees.
8. The duties of the Publicity Chairperson shall be to:
- a. Notify all active members of upcoming events, meeting times and places, and all other pertinent information;
 - b. Reserve places for all sorority activities;
 - c. Notify public of sorority events in conjunction with the Epistoleus;
 - d. Take pictures at all sorority events, programs, etc;
 - e. Keep the chapter camera in her possession.
9. The duties of Big-Sister Coordinator shall be to:
- a. Propose Big-Sister programs for entire year;
 - b. Do all paperwork relevant to Big-Sister program;
 - c. Be in charge of all recruiting for Big-Sister program.
10. The duties of Education Coordinator shall be to:
- a. Chair Education committee;
 - b. Chair all educational programs;
 - c. Update chapter on educational activities on campus and all relevant information from state and national levels.
11. The duties of Program Chairperson shall be to:
- a. Chair all other organizational programs;
 - b. Propose fundraisers.

Section 3 Election of Officers:

1. Elections shall be held the last meeting of the sorority year with immediate installation.
2. Retiring officers shall recap the year's service.
3. Delegates for Regional and Boule conferences shall be elected by majority vote with at least one being an executive officer. There is one delegate for every ten members.
4. Prospective officers shall be members of the sorority for at least one full semester.
5. Candidates shall be elected by nominations from the floor at the next-to-last meeting of the sorority year.
6. Voting shall be by ballots.
7. A majority of $\frac{3}{4}$ of all votes cast should be necessary for election.
8. Officers cannot serve for more than two consecutive terms.
9. Past officers shall train new officers.
10. The student Union, Regional's, and Nationals shall be notified of changes in officers.

Article V. Faculty/Staff Advisor

Section 1 The faculty/Staff advisor must be a full time employee of Clemson University.

Section 2 The faculty/Staff advisor must act as a liaison between the campus, the chapter, and the university.

Article VI. Meetings

- Section 1 The Mu Psi Chapter of Sigma Gamma Rho will meet bi-weekly with day and time subject to change by vote of the members. The place shall be determined by the Publicity Chairperson. (See Article IV, Section 2, h)
- Section 2 Executive meetings (as needed) will be held bi-weekly, during the week the regular meeting is not held. The following officers must attend the executive meeting: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, and Program Chairperson. All other officers and members have the option of attending executive meetings.

Article VII. Amendments

- Section 1 Proposed amendments shall be submitted in writing and read at a regular meeting and shall be acted upon at the following meeting.
- Section 2 This Constitution may be amended only by a majority of $\frac{3}{4}$ of those members present at the meeting.

Article VIII. Ratification

- Section 1 A $\frac{3}{4}$ majority of those present at the meeting will be necessary to ratify this Constitution.

By-Laws

1. Parliamentary Conduct: Robert's Rule of Order.
2. Order of Business
 - a. Call of Order
 - b. Prayer
 - c. Pledge
 - d. Roll Call
 - e. Minutes from last meeting
 - f. Additions or corrections to minutes
 - g. Reports from committees
 - h. Unfinished Business
 - i. New Business
 - j. Parliamentarian Report
 - k. Announcement
 - l. Adjournments
 - m. Hymn
3. Dues will be \$50.00 per semester with the one-time exception of an additional \$15.00 Chapter Head Tax for new members. Dues are due within fifteen (15) days after the first meeting of the semester (Due Date). If dues are not paid at this time, the member will be considered inactive. A \$5.00 late charge will be added to all dues not paid on time. All late dues must be paid no later than one week after the Due Date unless a Letter of Leniency is submitted to the chapter on or before the Due Date.
4. Active Members
 - a. Active members must be in good standing financially with National, Regional and Local Bodies.
 - b. Active members must maintain a 2.50 cumulative GPA. A probationary period of one semester may be allowed for any soror whose cumulative GPA has fallen below 2.50 if she submits a letter requesting probation. A member on probation has all the rights and responsibilities of an active member. If her cumulative is still not at least a 2.50 cumulative GPA after one semester, she must become inactive by following the procedure stated in section (F) of the Bylaws.
 - c. All active and new members must maintain a 2.7 semester GPA.
 - d. Active members can have no more than three unexcused absences of formal meetings.
 - e. All active members are required to attend all meetings unless the body approves the conflict.

- f. Inactive members may be reinstated by paying \$5.00 and all other dues that are owed to the Sorority.
 - g. In order to become inactive you must submit a letter to the body by the second meeting. An automatic inactive status is applied to those not enrolled in school. This does not include Co-Op students.
5. Special Committees may be chosen based on need by executive officers.
6. Fines
- a. Absences- A written excuse must be submitted to the parliamentarian at the next attended meeting and ruled on by the body present. The following excuses will not be accepted:
 - i. I had to study
 - ii. I went home
 - iii. I was tired
 - iv. I had a group meeting
 - v. I had to work
 - b. Dress code- Members must follow a dress code at formal meetings. Formal meetings are the first meetings of the month. Members cannot wear jeans, tennis shoes, sweat pants or shirts, printed t-shirts, or caps.
 - c. Tardiness will not be tolerated. Anyone arriving five (5) minutes after the meeting has started is considered tardy. A \$1.00 fine will be paid to the Naughty Pot for tardiness.
 - d. Rudeness and loud outbursts will not be tolerated.
 - e. Wearing the sorority pin incorrectly will not be tolerated.
 - f. Infractions to any of the above rules, with the exception of tardiness, will result in a fine of \$5.00 each, to be paid to the Naughty Pot.
 - g. All fines must be paid at the next scheduled meeting or they will be doubled.

Amendments

1. All members are required to attend all service activities and all sorority sponsored activities unless otherwise stated as not mandatory. Punishment will be the same as a missed meeting. If the absence is not excused, it will be counted against the member and the member will pay the Naughty Pot.
2. The Procedure to take disciplinary action.

To file a disciplinary action against a member, the following procedure must be taken:

- a. A trial must be arranged according at Article IV of the International Bylaws.
- b. A letter must be sent by the executive committee to the person being charged, within two weeks of the scheduled trial, notifying her of the charges brought against her and the time and place of the trial.
- c. The trial must be set up as given in Article IV of the international Bylaws.
- d. The parliamentarian will preside over the trial. The entire chapter will vote on the guilt or innocence of the accused and decide on her punishment.

NOTE: If a non-executive board member feels that disciplinary action should be taken against a member, she should bring her grievances to the next scheduled executive board meeting.

3. Violations suitable for disciplinary action
 - a. Telling sorority business
 - b. Extreme disrespect of soror or sorority
4. Punishment
 - a. Light: Suspension from all sorority activities for one semester.
 - b. Medium: Suspension from all sorority activities for two semesters; cannot hold an office for two semesters
 - c. Heavy: Suspension from all sorority activities for two semesters, no voting power for two semesters; can never hold an office.

NOTE: 1) A \$10 fine will be levied on suspended member upon reentering into active membership.

2) If the suspended member at any time violates her punishment, a \$10 fine will be levied on her for each violation. All fines must be paid upon reentering into active membership.

