



**Constitution
Of the Beta Gamma Chapter
Of Gamma Sigma Sigma National Service Sorority**

**ARTICLE I.
Name**

The name of this organization shall be the Beta Gamma Chapter of Gamma Sigma Sigma National Service Sorority.

**ARTICLE II.
Objective**

The objective of the Beta Gamma Chapter shall be to assemble students of the University of Delaware in the spirit of service to humanity, and to develop friendships among students of all races and creeds. This chapter shall be conducted as a service organization under the provisions of the Bylaws of Gamma Sigma Sigma National Service Sorority and the regulations of the University of Delaware governing students.

**ARTICLE III.
Members**

Section 1. Membership in this chapter shall be open to all students of the University of Delaware.

Section 2. Any student in good academic standing as defined by university regulations (having a grade point average 2.0) shall be eligible for membership, provided that each students meets campus regulations governing participation in student organizations, performs a minimum of 15 total hours of service, five of which are a pledge project, and pays chapter dues and national membership fees. A person meeting the criteria set forth in this section shall be activated into this chapter according to its official ceremony.

Section 3. Active members of this chapter shall have the right to vote and be entitled to hold office. An active member must perform a minimum of 20 hours of service per semester, attend all meetings of this chapter (with the exception of two unexcused absences per semester), and pay chapter and National membership fees.

Section 4. Each active member will be required to pay dues, which shall include:
Fall:

- \$40 National Membership Fee
- \$10 Convention Registration/Travel Pool
- \$65 Chapter Fee

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Spring:

\$65 Chapter Fee

\$16 Composite Fee

In addition to dues requirements, members will be required to pay for any fee charged to the organization by the bank if their check bounces for any reason.

Section 5. Inactive membership status may be granted to a member by a majority vote of the Executive Committee. When any member is requesting inactive status because of any of the excused reasons stated in our chapter standing rules, the member must include in their letter to the Executive Committee the specific reasons why and explain the situation in detail. Inactive status may be granted to those who are unable to fulfill the requirements of an active member. An active member shall have none of the obligations of membership in the chapter, except for any payment obligations. An inactive member shall be entitled to all privileges except those of making motions, of nominating, of voting and of holding office. An inactive member will be allowed to run for office for the following semester, provided that they will be active during that semester.

Dues for members who have been granted inactive status by the Executive Board shall include:

Fall:

\$40 National Membership Fee

\$10 Convention Registration/Travel Pool

\$35 Chapter Fee

Spring:

\$25 Chapter Fee

\$16 Composite Fee

Section 6. An inactive member may not be a project chair, guardian or secret member the semester they are inactive.

Section 7. If a member goes inactive during the spring semester, they must pay an extra \$8 fee that will be refunded if they get their composite picture taken.

Section 8. A member may be placed on probation for:

- 1) Non-completion of required service hours.
- 2) Failure to pay monies owed to Gamma Sigma Sigma.
- 3) More than 2 unexcused absences.
- 4) Earning a GPA of less than 2.0.
- 5) Violation of Gamma Sigma Sigma National Service Sorority's policy regarding hazing.

A member can appeal to the Executive Committee within 30 days notice of the probation. All members on probation must continue to meet the minimum requirement of the sorority.

Section 9. A member may be dishonorably separated for:

- 1) Non-completion of missed service hours by the following semester's due date for hours.

2) Failure to pay monies owed to Gamma Sigma Sigma by the following semester's due date for monies owed.

3) One or more violations of Gamma Sigma Sigma National Service Sorority's policy regarding hazing.

A member can appeal to the Executive Committee within 30 days notice of the dishonorable separation.

Section 10. A member may request to be honorably separated and thus remain in good standing. In order to be honorably separated, two-thirds of the chapter must vote to do so.

Section 11. Any members desiring to resign from the chapter shall submit a resignation in writing to the Corresponding Secretary, who shall present it to the Executive Committee for action.

Section 12. If a member is studying abroad for either the fall or the spring semester, they must either pay inactive dues the semester before they leave, or arrange for their dues to be paid the semester they are away.

Section 13. Upon a three-fourths vote of the membership of this chapter, honorary membership may be conferred on persons the organization wishes to distinguish with such an honor. An honorary member shall have none of the obligations of membership in the organization, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

Section 14. A member is not allowed to do more than 10 hours of service in either the summer or winter sessions to count toward their initial 20 for the following semester (fall or spring). After a member has completed their hours, the rest of the hours from either the winter or summer may be continued.

Section 15. If a member signs up on a final/definite social even sheet, they are obligated to pay whether they attend the event or not.

Section 16. If a member signs up for a social event and can no longer attend, they may take the same steps to find a replacement that they would for a service project. The member may call at least five (5) members or pledges to see if they can find a replacement. However, if no one can take their spot, whether or not they attend the event, they are still obligated to pay.

Section 17. Senior Send Off and Founder's Day are mandatory. If you are absent from any of these events without an approved reason, you will not be allowed to receive a Little the following semester.

Section 18. If a member signs up for a service project and can no longer attend, the member must ask five members to take their place before they opens it up to the whole sorority. When the member opens it up to the sorority, they must state which 5 members they asked. If or when the member finds a replacement, they must inform the project chair and the Service Vice President of the member taking their place.

ARTICLE IV.
Officers and Duties

Section 1. The officers of this chapter hold the offices of President, Service Vice President, Membership Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Financial Secretary, Public Relations Coordinator, National Representative, Alumnae Liaison, Historian, Social Coordinator and Parliamentarian, all of whom, except the Parliamentarian, shall be elected by the membership. The President shall appoint the Parliamentarian. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this chapter.

Section 2. The President shall preside at all meetings, enforce a due observance of the constitution, and perform other duties as directed by the chapter.

Section 3. The Service Vice President shall preside at meetings in the absence of the President, coordinate the service program of this chapter, and maintain records of service hours. The Service Vice President acts as a liaison to the community. All charities and communities seeking the Chapter's help correspond with the Service Vice President. All lists of the organization's addresses, phone numbers, names of contacts and location directions are maintained and updated by the Service Vice President. The Service Vice President records the service hours of each member. The Service Vice President also maintains records of total service hours provided by the Chapter from semester to semester. The Service Vice President completes a semester report for and returns the report to the National Service Director.

Section 4. The Membership Vice President shall be responsible for the pledging activities of this chapter. In the event that there is no pledge class for the semester, the Membership Vice President will prepare for the coming pledge class and coordinate with the Social Coordinator in planning membership unification.

Section 5. The Treasurer shall be responsible for maintenance of the chapter financial records, disbursement of chapter funds, and the collection of chapter dues and national membership fees. The treasurer does any banking and check writing. At the end of each term, the organization will get audited by the University. The office of Activities and Programs can only sign checks.

Section 6.

- a. The Recording Secretary shall record and distribute minutes of the meetings, collect absence and inactive letters, and record the attendance of members at meetings. The minutes must be sent to the sorority by the Wednesday following the Sunday meeting.
- b. The Corresponding Secretary shall notify members of the time and place of meetings and shall handle all correspondence for the chapter, which includes a semester letter to all chapters. The Corresponding Secretary will notify members if they are on probation.
- c. The Financial Secretary works with the Treasurer to collect dues, receive any other money from the chapter, and record all money.

Section 7. The Public Relations Coordinator in a given semester is responsible for giving out semester awards, organizing a minimum of three fundraisers per semester, and the advertising for the organization. This person is responsible for planning events to fundraise money for the chosen charity.

Section 8. The National Representative is responsible for ensuring a communication link between the chapter and the National Board of Directors and the Staff. The National Representative shall also take primary responsibility for representing the chapter at conferences and the Biennial Convention, and is a permanent member of the Chapter Bylaws and Standing Rule Committee. The National Representative shall also serve as the chapter reporter to Perspectives. The National Representative will send all news articles, press releases and copies of letters to other chapters to the National Secretary and District Director. This person will maintain regular correspondence with Nationals. The National Representative will keep up to date with events and information from the National Organization.

Section 9. The Alumnae Liaison shall maintain address files for all alumni of this chapter, coordinate communications with alumni, promote alumni membership in Gamma Sigma Sigma National Service Sorority, and send out two newsletters per semester to the alumnae. The Alumnae Liaison is responsible for notifying the National Alumnae Director of graduating, honorably separated and dishonorably separated members. This person is responsible for notifying alumnae of sorority events.

Section 10. The Historian shall compose a slide show, representative of the entire present organization, update member biographies, update the website, update the bulletin board, maintain the semester scrapbook and purchase film for the chapter's camera. The Historian will keep a detailed history of the Chapter by maintaining a scrapbook of photos and newspaper clippings pertaining to the sorority.

Section 11. The Social Coordinator is responsible for the planning and implementation of all chapter social events (see the member Traditions and Standing Rules), which include Founder's Day in the Fall, Family Day in the Spring, and other necessary social activities and events.

Section 12. The Parliamentarian shall advise on all parliamentary issues at meetings and as issues arise. The Parliamentarian is responsible for preparing ballots for elections, running elections, and for proposing new bylaws.

ARTICLE V.

Nomination and Election of Officers

Section 1. At least two weeks prior to the date set for elections, a Nominating Committee of at least nine active members, but no more than thirteen active members, shall be elected by the Executive Committee. It shall be the duty of this committee to nominate a candidate for each office to be filled.

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Section 2. The Nominating Committee shall report at a regular meeting of the membership at least one week prior to the election meeting.

Section 3. Election of officers shall be conducted at meetings of the membership held the week before the Activation Ceremony each semester. Additional nominations from the floor at the election meeting shall be permitted.

Section 4. Only members who have been active members of the chapter for at least one semester shall be eligible for election to office.

Section 5. To run for President, Service Vice President, Membership Vice President, Public Relations Coordinator, or Social Coordinator, you must have previously served on the Executive Committee. The only exceptions are:

Service Vice President: if you have served as the Continuous Project Chair

Membership Vice President: if you have served on the Pledge Committee

Public Relations Coordinator: if you have served on the Public Relations Committee

Social Coordinator: if you have served on the Unity Committee

Section 6. Anyone planning on running for an executive position must speak with the person currently serving that position or someone who has formerly occupied that position before the night of elections.

Section 7. To run for any position on the Executive Board, a member must either have completed at least 15 service hours, or be signed up for at least 15 service hours by the night of elections.

Section 8. Officers shall serve for one semester or until their successors are elected and their term of office shall begin immediately following the adjournment of the election meeting or the installation ceremony.

Section 9. No members shall hold more than one office at a time and no members shall be eligible to serve more than two consecutive terms in the same office.

Section 10. Election of officers shall be by ballot except when there is a single nominee for an office, and then the vote may be conducted by voice or by a count of hands.

Section 11. The Service Vice President shall fill a vacancy in the office of President. A vacancy in all other officers shall be filled by a vote of the membership.

Section 12. The winner of the election by ballot must have at least 51% of the total vote. If the member does not have at least 51% of the vote, there must be a re-vote. If there is a tie, then the President chooses the winner.

Section 13. In order for a member to vote for elections, a member must have been active status for one semester.

ARTICLE VI. Removal from Office

Section 1. Officers may be removed from office for misconduct or non-performance of duties. Charges must be submitted in writing to the Executive Committee.

Section 2. The Executive Committee shall investigate all charges, and following the investigation, the Executive Committee shall present the charges to the membership. A two-thirds vote of the membership shall remove an officer from office.

ARTICLE VII. Meetings

Section 1. Regular meetings of this chapter shall be held weekly on Sundays while school is in session, unless otherwise ordered by the chapter or by the Executive Committee. There will not be meetings during winter or summer sessions.

Section 2. Special meetings may be called by the President or by the Executive Committee, and shall be called upon the written request of one half of the members of the chapter. The purpose of these meetings shall be stated in the call. At least two days notice shall be given except in cases of emergency.

Section 3. A majority of the active members of the chapter shall constitute a quorum.

Section 4. Excuses for missed meetings are to be submitted in a letter to the Recording Secretary before the meeting. An active member is allowed two unexcused absences before they are placed on probation.

Section 5. The following constitute valid excuses for absence from a sorority meeting:

- a. Family emergency
- b. Illness
- c. Religious events (including weddings)
- d. Unforeseen events (including car trouble, or travel delays)
- e. Homework, tests, projects, and birthdays are NOT EXCUSED absences

ARTICLE VIII. Executive Committee

Section 1. The officers of the chapter shall constitute the Executive Committee

Section 2. The Executive Committee shall have general supervision of the affairs of chapter between its business meetings, fix the hour and place of meetings, make recommendations to the chapter, and shall perform such other duties as are prescribed in these bylaws. The Executive Committee shall be subject to the orders of the chapter and shall ensure that none of its actions conflict with actions taken by the chapter.

Section 3. Unless otherwise ordered by the Executive Committee, regular meetings of the Executive Committee shall be held while classes are in session, except during winter and

summer sessions. Meetings will be held one hour prior to the regular sister meeting. Special meetings of the Executive Committee may be called by the President and shall be called upon the written requests of three members of the Executive Committee.

Section 4. An Executive Board member may miss no meetings except at the discretion of the Executive Board or for excused member absence reasons.

Section 5. Each Executive Committee member is responsible for maintaining and updating the books for the position.

ARTICLE IX.

Committees

Section 1. The President of the chapter shall appoint committees, standing or special, or the Executive Committee shall from time to time deem necessary to carry on the work of the chapter.

Section 2. Each semester, the Chapter shall establish committees to aid the Executive Committee members with their duties. Standing committees and the Executive Office in charge of each committee are as follows: the Sisterhood Award Committee (President), Membership (Pledge) Committee (Membership Vice President), Publicity Committee (Public Relations Coordinator), Nominating Committee (President), Salutations Committee (Corresponding Secretary), and Social Committee (Social Coordinator).

Section 3. Activities for each committee shall be stated by the Executive Committee each semester and shall be overseen by the officer under whose position the committee serves.

ARTICLE X.

Advisors

Section 1. One or more persons shall be elected as advisor to the chapter in accordance with applicable campus regulations for student organizations.

Section 2. An advisor shall serve for a term of one year, or until a successor is elected.

Section 3: An advisor must be a full time University of Delaware employee not unionized.

ARTICLE XI.

Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules or order the chapter may adopt.

ARTICLE XII.
Service

Section 1. The office of Service shall be broken down into three categories: the Service Vice President, the Continuous Project Chair and the Service Project Chairs.

Section 2. Each active member is held responsible for completion of 20 community service hours per semester.

Section 3. A member may accumulate up to two-thirds (or thirteen hours) of the required hours from the same project. Any hours above the two-thirds will be counted after a total amount of the required hours (20) is reached.

ARTICLE XIII.
Amendment of Bylaws

Section 1. These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. Any amendments to the bylaws of Gamma Sigma Sigma National Service Sorority affecting these bylaws shall be recorded automatically as amended hereto.

Section 3. A copy of current chapter bylaws, standing rules, and pledge policies shall be forwarded to the National Parliamentarian for approval by January 31st of each year.

As adopted on December 5, 2004 by the Beta Gamma Chapter of Gamma Sigma Sigma National Service Sorority of the University of Delaware.