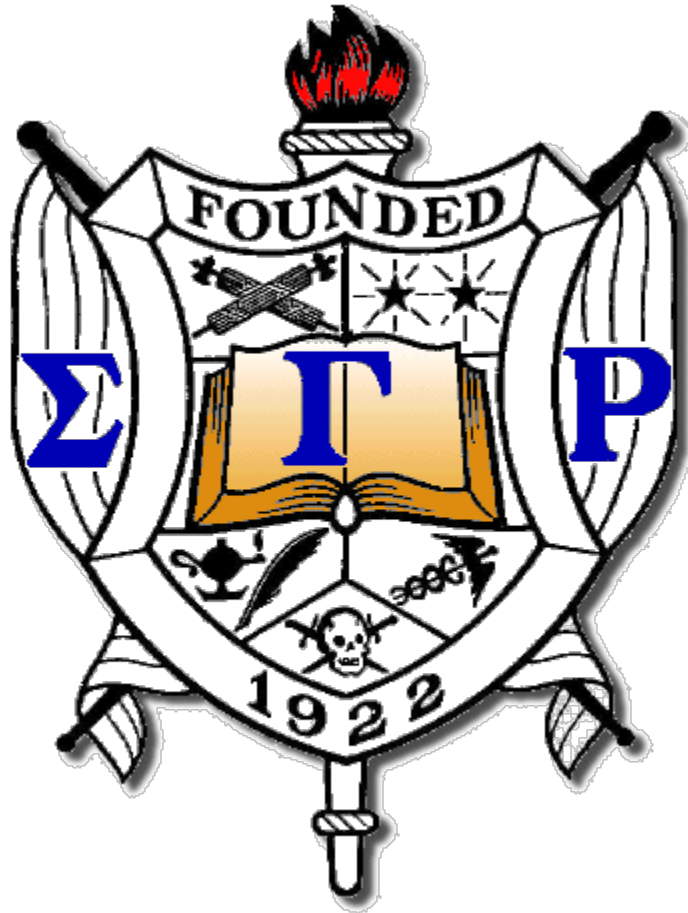


**Sigma Gamma Rho Sorority, Incorporated
NERU at Christopher Newport University
Newport News, Virginia**



Constitution and Bylaws

CONSTITUTION AND BYLAWS

Constitution

PREAMBLE

We the sisters of Sigma Gamma Rho Sorority of NERU at Christopher Newport University, believe in maintaining a high standard of intellectual, moral, and social development among our members, promoting cooperation among campus and community organizations, uplifting the ideals and beliefs of our founders, and fostering service for the betterment of our world. For these reasons, we, the sisters of the Sigma Lambda Chapter of Sigma Gamma Rho Sorority, do hereby ordain and establish this constitution.

ARTICLE I

Name

Section 101 Name

This organization shall be officially known and designated as the Northeastern Region Undergraduate Chapter of Sigma Gamma Rho Sorority, Incorporated at Christopher Newport University hereinafter referred to as NERU at Christopher Newport University (NERU at CNU).

Section 102 Referential Names

NERU at CNU may also be referred to as: "CNU Poodles," "SGRHO," "Sigma Women," "Sigma Gamma Rho," and any other entity will be seen as demeaning in nature or referencing hazing in any form which is something we do not tolerate.

ARTICLE II

Operational Levels

Section 201 Operational Levels

NERU at CNU shall consist of undergraduate students attending Christopher Newport University, in good standing academically and financially; and adheres to the rules and policies of the local chapter, the local advising chapter, the regional and national bodies, and the university.

ARTICLE III

Purpose

Section 301 Purpose

It is the mission of Sigma Gamma Rho Sorority, Inc. to enhance the quality of life for women and their families in the U.S. and globally through community service, civil, and social

action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff, and community partners work to create and support initiatives that align with our vision.

ARTICLE IV

Membership

Section 401 Eligibility for Membership

Membership is open to women regardless of race, color, creed, or religion. To be eligible for membership:

a. Undergraduate students must be matriculating on a four-year accredited college campus working toward a bachelor's degree.

b. Prospective members must:

1. Maintain high scholastic standing.
2. Show interest and abilities for growth in leadership, social, and democratic principles.
3. Maintain high standards of character and reputation acceptable by the school and sorority.

Bylaws

ARTICLE I

Purpose

Section 101 Purpose

The purpose of NERU at CNU is to:

- a. Encourage and promote high scholastic attainment.
- b. Develop leadership abilities and individual talents.
- c. Help to develop equal opportunity for its minority to channel the dynamic energies of its young people into creative outlets.
- d. Enhance in all members the sense of personal moral responsibility that each should have towards a task and towards leadership-followership responsibilities.
- e. Emphasize the value of poise and dignity.
- f. Provide an atmosphere in which friendship and social contracts may be developed.
- g. Maintain interests and attitudes in harmony with modern thoughts and educational outlook.
- h. Work with other agencies and organizations to provide additional community service.

The organization gives leadership, service, and resources toward removing barriers and inequalities so that all peoples of America may develop their potential and exercise full citizenship.

Through the support of human rights legislation, service to and support of grassroots individual and community development activity, and active participation in the programs of affiliates and other organizations, we are committed to working to improve the quality of your lives and the society we serve.

Section 102 Purpose of Rules

The purpose of these rules is the effective organization and operation of NERU at CNU in the execution of its duties and responsibilities under the constitution and bylaws of Sigma Gamma Rho Sorority, Inc. and the National Pan Hellenic Council, Inc.

Section 103 Title

The rules promulgated herein shall be thereafter known as the **BYLAWS OF THE NORTHEASTERN REGION UNDERGRADUATE CHAPTER OF SIGMA GAMMA RHO SORORITY, INCORPORATED AT CHRISTOPHER NEWPORT UNIVERSITY.**

ARTICLE II

Membership

Section 201 Eligibility for Undergraduate Membership

A person may be admitted to membership into NERU at CNU only if the interested person:

- a. Is a full-time student at Christopher Newport University.
- b. Must meet the university requirements in regard to the number of consecutive credit hours taken at Christopher Newport University mandated to pursue membership.
- c. Submit a personal statement of a maximum of two double-spaced pages in length including the following:
 1. Reasons for interest
 2. Statement of personal background
 3. Statement of future endeavors as a potential member
- d. Submit an updated resume and two (2) letters of recommendation; one from a current financial member of the organization and one from a faculty/staff person of the university or community leader that can speak to the candidate's character.
- e. Participate in the T.O.R.C.H. process in accordance with the guidelines set forth by the national body.

Section 202 Active Members in NERU at CNU

All active members:

- a. Are allowed three (3) absences per semester, to be granted by the chapter's present Basileus or Advisor, with the exception of death or exam conflicts.
- b. Must be involved in the implementation and execution of ALL chapter functions.
- c. Must attend a university-held function or social event held by other organizations once a month.
- d. Must pay national, regional, and local assessments.
- e. Are required to maintain a cumulative grade point average of 2.5 or above on a 4.00 scale.

ARTICLE III

Nominations, Elections, Tenure, Training, & Removal of Chapter Officers

Section 301 Nominations

The following protocol should be enforced in regard to nominations:

- a. At the time of nomination, the nominator will give a brief insight of her choice(s) of nominee(s) for specified office(s).

- b. All nominees should expect to function in the established office for one (1) academic year unless otherwise deemed by the chapter.
- c. If an active member is enrolled in the university for less than one (1) year and there is a demand for a position to be filled, that member may be nominated for that position.
- d. Nominations for chapter officers will take place at the second meeting in March.
- e. Nominees must give their approval for nomination. If the nominee is absent, she is given twenty-four (24) hours after notification to respond to the chapter's present Basileus.
- f. Nominees must meet the eligibility requirements to hold office as outlined in Article IV Section 402

Section 302 Elections

The following protocol should be enforced in regard to elections:

- a. Be held annually at the first meeting in April.
- b. Be voted on by ALL active members present in the chapter.
- c. Allow each active member's submission to account for one (1) vote.
- d. Allot the duty to calculate votes to the chapter's alumnae and campus advisor(s).
- e. Be conducted in the manner of a secret ballot.
- f. Be completed only upon submission of ALL votes. Reasonable measures must be taken to get the votes of active members who are not present during the specified date of voting.

Section 303 Tenure

Officers shall not be elected to the same office for more than two (2) successive terms.

Section 304 Training of New Officers

Immediately after the election of new officers, extensive training shall be conducted by the current officials. (If all officers are new, this training is provided by the chapter's advisor.) The current officials shall:

- a. Provide the newly elected officers with a descriptive guideline of the duties of their office including those not listed in the chapter's bylaws.
- b. Act as a mentor and provide the necessary resources to guide the newly elected officer in her duties.
- c. Conduct training in the sense of mentorship until the end of their present academic/sorority term.

Section 305 Number of Offices Held

The offices of (Grammateus and Tamiochus) and (Epistoleus and Parliamentarian) can be combined when deemed necessary to fit the quantitative need of the chapter.

Section 306 Removal of Officers

The chapter may suspend any elected officer of the chapter for the following reasons:

- a. Disregard or neglect of the duties of her office, including violation of university policy.
- b. Conduct unbecoming of a member of Sigma Gamma Rho Sorority, Inc. to be determined by the current chapter and the national guidelines.
- c. Not maintaining a cumulative grade point average of 2. 5 or above on a 4.00 scale.
- d. Action prejudicial to the best interest of the sorority to be determined by the current chapter and the national guidelines.

Section 307 Procedures Before Removal

The following protocol should be enforced in regard to procedures before removal:

- a. Before suspension, the said officer shall have the right to be heard in her own defense and must be given at least seven (7) days notice in writing.
- b. All legitimate arguments for removal must be properly documented and filed.
- c. There must be a unanimous decision for the removal from ALL active members.

ARTICLE IV

Qualifications for Chapter Office

Section 401 Elected Offices

The elected offices of NERU at CNU shall be Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiochus, Epistoleus.

Section 402 Appointed Offices

The appointed offices of NERU at CNU shall be Parliamentarian and Chaplain, and any other position deemed necessary by the body.

Section 403 Eligibility

Elected official shall:

- a. Maintain a cumulative grade point average of 2. 5 or above on a 4.00 scale prior to and during the elections. If her grade point average falls below, then she is required to resign from the position, and an election process is held for the vacant position.
 1. The term of the newly elected official to the position shall be from the end of the present academic year to the end of the next year unless the officer is nominated for half (1/2) of a year.

- b. Be an active member as outlined in Article II Section 202.
- c. Have completed T.O.R.C.H training.

ARTICLE V

Duties and Responsibilities of Elected Chapter Officers

Section 501 Basileus

The Basileus (President) shall:

- a. Preside at functions of the chapter.
- b. Act as initial contact person for the chapter.
- c. Represent the chapter in its relationships with outside individuals and groups.
- d. Work in close harmony with NERU at CNU's policies and special committees as authorized by the chapter.
- e. Appoint committees and committee chairpersons in accordance to the chapter's bylaws.
- f. Be the chairperson and preside over ALL meetings of the Executive committee.

Section 502 Anti-Basileus

The Anti-Basileus (Vice President) shall:

- a. Act in the absence of the Basileus.
- b. Preside at ALL chapter meetings in the absence of, or upon request of the Basileus.
- c. Serve as Membership Intake Chairperson.
- d. Serve as Educational Director for new and existing members.
- e. Receive transcripts from accepting nominees for officer positions.

Section 503 Grammateus

The Grammateus (Financial Secretary) shall:

- a. Receive dues and ALL monies collected.
- b. Make financial reports to Regional & Grand Grammateus.
- c. Annually complete and, upon approval of the executive committee, file Form 990 with the Internal Revenue Service in the local districts, send a copy to Sigma Gamma Rho Headquarters, and retain a copy in the chapter files.
- d. Issue vouchers for approved expenditures.
 - 1. All vouchers for items of \$10.00 or more must be approved by both the Basileus and the Grammateus, under the direction of the advisor(s). These items are to be purchased out of the member's pocket, based on her financial ability to do so. The voucher, with attached receipt, must be returned within one week of approval to the Grammateus and the member will be reimbursed.

2. Any money spent out of a member's pocket for any approved item on approved voucher will be reimbursed upon submission of reimbursement with attached receipt. This must be turned in with the voucher.
 3. Any item purchased without approval or not submitted on a voucher will be the financial loss of the purchasing member.
- e. Be bonded in amounts sufficient to cover funds handled.

Section 504 Anti-Grammateus

The Anti-Grammateus (Secretary) shall:

- a. Keep accurate and legible record of ALL meetings.
- b. Take care of ALL correspondence.
- c. Within ten (10) days after the death of a soror, notify the Executive Secretary and Editor of the AURORA on the official form.
- d. Send change of address/name/contact information of any soror to National Headquarters.
- e. Calculate ALL votes, except in the election process.
- f. Keep and send updated rosters and activity calendars to current NERU at CNU members, other chapters, regional officers, chapter advisor(s), and the Greek Life Office at the beginning of the year.
- g. Complete and send out Annual Chapter Reports.
- h. Upon request of the Basileus, contact each member one (1) day in advance before each event for notification purposes.
- i. Periodically update files.

Section 505 Tamiochus

The Tamiochus (Treasurer) shall:

- a. Receive, keep records of, and deposit in the designated financial institution, ALL monies received by the chapter.
- b. Pay ALL bills upon request of properly signed vouchers.
- c. Make such financial reports as the Basileus, advisor(s), or executive committee may direct.
- d. Be bonded in amounts sufficient to cover funds handled.

Section 506 Epistoleus

The Epistoleus (Historian and Reporter) shall:

- a. Take care of ALL publicity for the chapter; send news of outstanding sorors and projects to local and national news media and to the AURORA at least once per year, include quality photographs.
- b. Keep the history of the chapter current and available. Submit to chapter or executive committee, a completed copy of the chapter history which took place during her term of office. This should be reproduced for the Regional and Grand Epistoleus and for the chapter's permanent files.

- c. Complete and submit reports regarding chapter functions and community service projects to the Student Involvement Office and chapter advisor, upon request.
- d. Collect and maintain community service and program forms from members after the function has been completed.
- e. Collect ALL photos and paperwork from all sponsoring events for historical book.
- f. Maintain and keep historical book updated and in good condition.
- g. Enter an article regarding Sigma Lambda's past and upcoming events in university publications, whenever possible.
- h. Be responsible for the development and management of the chapter website.
- i. Develop and manage a page for the chapter in other avenues of social media.
- j. Forward all web correspondence to the Basileus, who will distribute as deemed to effected entities.

ARTICLE VI

Duties and Responsibilities of Appointed Chapter Officers

Section 601 Parliamentarian

The Parliamentarian shall:

- a. Guide the chapter in correct parliamentary procedures
- b. Be familiar with and adhere to Sigma Gamma Rho Constitution and Bylaws, chapter and university policies, and Robert's Rules of Order.
- c. Serve as the chairwoman of the Constitution and Bylaws and chapter policy committees.
- d. Complete an updated, typed NERU at CNU Bylaws at the end of each term and distribute copies to ALL financial members and advisor(s).

Section 602 Chaplain

The Chaplain shall:

- a. Arrange and have domain over the religious and devotional sections of meetings, projects, and programs.
- b. Serve at the request of the Chair at special events.

ARTICLE VII

Duties and Responsibilities of Alumnae and Campus Advisors

Section 701 Alumnae Advisor

The Alumnae Advisor shall be the appointed Interim Advisor from the Omega Sigma Alumnae Chapter.

Section 702 Campus Advisor

The Campus Advisor shall be a member of Christopher Newport University's faculty/staff. It may be the preference of the university that the Campus Advisor is a member of the sorority, but in cases where no member is employed by the college, an exception may be granted.

Section 703 Double-Capacity Advisor

A soror of the Omega Sigma Alumnae chapter may serve as both alumnae and campus advisor if she is appointed the Interim Advisor from the Omega Sigma chapter and is employed and approved by the university.

Section 704 Duties and Responsibilities

The advisor(s) shall:

- a. Be notified at least two (2) weeks in advance of late-night events sponsored by NERU at CNU.
- b. Chaperone late night functions given by the chapter until the end as requested by the university.
- c. Sign any forms required for the chapter to maintain an active status from the sorority and the university.
- d. Engage in status meetings with the entire chapter on a regular basis.
- e. Attend ALL chapter meetings and events of NERU at CNU or appoint a designee from the alumnae chapter to attend.

**ARTICLE VIII
Committees**

Section 801 Service Committee

- a. Set up at least three (3) service projects for the chapter per month.
- b. Set up programs and service projects for the chapter during Founders/Sigma Week.

Section 802 Fundraising Committee

- a. Organize ALL fundraising activities for the chapter.
- b. Be responsible for the proper collection of all funds received for each fundraiser.

Section 803 Social Committee

- a. Set up ALL social events for the chapter.
- b. Set up at least two (2) social activities with another campus organization per semester.
- c. Set up at least one (1) monthly bonding activity for the chapter.

ARTICLE IX
Chapter Financial Obligations

Section 901 Fiscal Year

NERU at CNU operates in alignment with the national body's fiscal calendar. The sorority operates on a fiscal year beginning July 1st and ending June 30th.

Section 902 Chapter Dues

Each member will be responsible for national and regional assessments annually, at the rate set by the national body. The chapter dues shall correspond with the following:

- a. Dues shall be \$100 unless amended by the chapter.
- b. Dues will be divided equally per semester of each school year.
- c. Dues shall be paid the second meeting of each semester unless arrangements have been formally requested and approved.
- d. New members will be notified of chapter dues. Initial dues for new members will be included in induction fees.

Section 903 Disbursements

- a. The chapter shall pay expenses (registration fee and obligated sorority meals) of the delegate(s) when attending national, regional, and local meetings of the sorority if the chapter budget permits.
- b. The chapter will pay a portion of travel and lodging if the chapter budget permits.
- c. The delegate must submit receipts for ALL expenses paid by the chapter to the Grammateus.

ARTICLE X
Meetings and Events

Section 1001 Scheduled Meetings

Meetings shall be held twice a month on a day of the week most convenient for the members of the chapter and the advisor(s).

Section 1002 Attendance

- a. ALL meetings and events are regarded as MANDATORY.
- b. ALL active members are allowed excused absences as outlined in Article II Section 202a.
- c. Any anticipated absence must be followed up with the Basileus within twenty-four (24) hours of the event to be excused.

Section 1003 Attire

- a. Attire for ALL scheduled meetings shall be business casual, unless otherwise stated by the Basileus

- b. Event attire shall be appropriate for the type of events. Sorority colors or paraphernalia shall be worn at each event/meeting.

Section 1004 Quorum

- a. In a meeting, two-thirds of all active membership of the chapter shall constitute a quorum.
- b. At no time shall the lack of a quorum at a regular business meeting prevent those present from proceeding with the business of the day.
- c. If quorum is not established, voting will commence at the next meeting.

Section 1005 Presiding Officer

The Basileus or Anti-Basileus shall preside at ALL chapter meetings.

Section 1006 Procedure for Meetings

- a. Call to Order
- b. Prayer
- c. Review of Prior Meeting Minutes
- d. Correspondence
- e. Officer Reports
- f. Committee Reports
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Advisor Remarks
- k. Joys and Concerns
- l. Adjournment

ARTICLE XI

Disciplinary Actions

Section 1101 Suspension of a Member

- a. Just Cause for the suspension of a member shall consist of:
 - 1. Intentional violation of the rules of the sorority.
 - 2. Failure to comply with the lawful directives of duly elected officers and directors.
 - 3. Divulging chapter and sorority secrets.
- b. Procedures for suspending a member shall consist of:
 - 1. Submission of recommendation for suspension in writing to the advisor(s) and signed by the Basileus. If Basileus is subject of suggested suspension, the Anti-Basileus should sign and submit recommendation to the advisor(s).
 - 2. A hearing shall be held to resolve the situation, facilitated by the advisor(s) and mediated by a member of the alumnae chapter.

3. If the situation is not resolved within thirty (30) days, it is then referred to the Omega Sigma chapter for resolution.

Section 1102

Suspension of the Chapter

- a. Just Cause for the suspension of NERU at CNU shall consist of:
 1. Intentional violations of the rules of the chapter and sorority.
 2. Failure to comply with the lawful directives of the sorority's duly elected officers and directors, nationally regionally and locally.
- b. Procedures for suspension of the chapter shall consist of:
 1. Written correspondence of Order to Cease and Desist activity.
 2. A hearing shall be held locally, regionally, or nationally depending on the nature of the infraction.

ARTICLE XII

Amendments to Bylaws

Section 1201

Procedure

- a. Amendments to the bylaws shall be made by a majority vote.
- b. A majority vote is defined as being one (1) more than half of active membership.
- c. These bylaws may be amended in a regular chapter meeting or special meeting called for that purpose, provided ALL members and the advisor(s) have been properly notified. The advisor(s) of NERU at CNU may call for a special meeting for the purpose of revising and/or changing these bylaws.