

BYLAWS OF THETA GAMMA CHAPTER OF ALPHA SIGMA ALPHA

DATE OF LAST REVISION: November 13, 2022

ARTICLE I: NAME

The name of this organization shall be Theta Gamma Chapter of Alpha Sigma Alpha.

ARTICLE II: AIM

The aim of this sorority shall be to establish a sisterhood that shall have for its four-fold purpose the intellectual, physical, spiritual, and social development of its members.

ARTICLE III: MEMBERSHIP

SECTION 1. Membership Eligibility

Membership eligibility shall include any undergraduate student who identifies as a woman and meets the following criteria:

- A. Completed a minimum of one term as a registered full-time student at a college or university and obtained a collegiate cumulative grade point average of a 2.65 (on a 4.0 scale) or the scholastic average required for graduation from the college or university, whichever is higher
- B. Is in good standing with Christopher Newport University (CNU)
- C. Has not been initiated into another NPC sorority, regardless of her current membership status with that organization
- D. Has been duly elected to membership by Theta Gamma Chapter, in accordance with the National Collegiate Membership Selection Procedure
- E. Complies with all requirements set forth in the National Bylaws and National Policies and Procedures of Alpha Sigma Alpha

SECTION 2. Members of Alpha Sigma Alpha shall preserve the national standards and welfare of the Sorority and also abide by the local chapter's standards, CNU's code of conduct, and the requirements of CNU's Panhellenic Council.

SECTION 3. Holding Office and Voting

The procedure for holding office and voting is determined by the National Policies and Procedures of Alpha Sigma Alpha.

A. Holding Office

1. Members in office must remain in good standing with the chapter and CNU, as defined in the chapter standing rules.
 - a) Any member who has been suspended or expelled from CNU, at any point during her scholastic career is excluded from holding office.
 - b) Failure to remain in good standing will result in the officer being removed from office.
2. Members in office must maintain the GPA requirements for the specific position. These are outlined in the officer eligibility requirements during the election process are outlined in Article V, Section 2.
 - a) Failure to maintain this *previous term* GPA will result in the officer being removed from office.
3. Members in office must perform the duties of their position. They can be held accountable for their performance.
 - a) Should an elected officer's performance be questioned by the membership, the chapter may bring that officer before the standards board for review of the performance of her duties. The standards board shall utilize the standards resolution procedure to evaluate the situation and determine the appropriate course of action, up to and including removal from office.

B. Voting

1. Members must be in good standing to vote, as defined in the chapter standing rules.
2. Quorum is needed to hold a vote. Quorum is defined as a majority of the eligible voting members.

SECTION 4. Membership Statuses

The procedure for membership statuses is determined by the National Policies and Procedures of Alpha Sigma Alpha.

- A. Active Status. Active members are expected to meet all expectations for participation and financial obligations defined by the national and chapter organizations.
- B. Studying Abroad Status. Members studying abroad are not required to participate in the chapter.
 1. Application Deadline: Members studying abroad must notify the Standards Chairman prior to the deadline date for roster changes.
 - i. Failure to submit notice by this date may result in an obligation to pay dues.
 2. If the member registers for a subsequent term as a full-time student, she is expected to be an active member of the chapter once again.
- C. Senior Status.
 1. Members in their last academic year, or as classified as "senior" with CNU, can request senior status for one semester.
 2. This status requires approval of the Standards Chairman.
 3. Refer to the Theta Gamma Standing Rules for details and requirements.

- D. Special Status. Members on special status should not participate in the chapter.
 - 1. Is intended for extreme and unusual situations and requires approval from a National Headquarters staff.
 - i. Special status should not be requested for a member who is disinterested in participating in chapter activities; a termination of membership should be requested in this situation.
 - 2. Contact the Standards Chairman for details and requirements, including how to apply.
 - 3. Application Deadline: Members seeking special status must apply and receive approval prior to the deadline date for roster changes.
 - i. Failure to submit notice by this date may result in an obligation to pay dues.
 - 4. If approved, special status applies to the duration of the academic year.

SECTION 5. Membership Termination

- A. Membership termination is determined by the procedures specified for termination by the National Bylaws of Alpha Sigma Alpha.

ARTICLE IV: GOVERNMENT

SECTION 1. Officers

- A. Elected officers which comprise the executive board are as follows: president, vice president of programming & ritual, vice president of alumnae and heritage, vice president of public relations & recruitment, vice president of membership education, secretary, and treasurer.
- B. Additional officers voted on by the chapter are as follows: diversity, equity, and inclusion chairman, housing chairman, panhellenic delegate, parliamentarian, public relations chairman, ritual chairman, scholarship chairman, service and giving chairman, social chairman, standards chairman, and the wellness chairman.

SECTION 2. Officer Duties

Officers shall perform the duties listed below along with the requirements and guidelines provided by the national sorority and chapter standing rules. Officers will communicate regularly with the corresponding chapter advisor(s) and regional volunteers.

- A. The PRESIDENT shall preside at all chapter and executive board meetings. She shall authorize all drafts on the treasury for bills allowed by the chapter. She shall appoint all other officers and chairman of committees not provided for in the chapter bylaws with the approval of the executive board. She shall exercise general supervision over the work of the chapter and confer with chapter advisor(s). She has the authority to ask any member to leave a meeting, ceremony, or function in the event a member is being overly disrespectful, disorderly, or failing to comply with the requirements of the event. She shall reside in the chapter house for the academic year following election.
- B. The VICE PRESIDENT OF PROGRAMMING AND RITUAL shall oversee the initiate portion of the membership education program. She shall serve as chairman of the programming committee to plan educational programs and activities stressing sisterhood and the heritage of

Alpha Sigma Alpha. She shall coordinate the values programs each year. She shall supervise the diversity, equity, and inclusion chairman, ritual chairman, scholarship chairman, service and giving chairman, social chairman, standards chairman, and wellness chairman. She shall assume the responsibilities of the president in the event of the absence or disability of the president. She shall reside in the chapter house for the academic year following election.

- C. The VICE PRESIDENT OF ALUMNAE AND HERITAGE shall promote lifetime membership, promote goodwill and cooperation between alumnae and collegiate members, and supervise the maintenance of the chapter's heritage. She shall oversee the senior portion of the membership education program. She shall serve as chairman of the alumnae and heritage committee. She shall coordinate composites for the chapter archives. She shall reside in the chapter house for the academic year following election.
- D. The VICE PRESIDENT OF PUBLIC RELATIONS AND RECRUITMENT shall promote the image of the sorority. She shall coordinate all membership recruitment activities. With the approval of the executive board, she shall appoint the recruitment committee and serve as that committee's chairman. She will ensure that the chapter meets their Total, target, and Quota. She shall supervise the public relations chairman and panhellenic delegate. She shall appoint the membership selection committee, as outlined in the handbook, and shall oversee the activities of this committee during its time of service. She shall educate all members on proper recruiting and membership selection procedures. She shall reside in the chapter house for the academic year following election.
- E. The VICE PRESIDENT OF MEMBERSHIP EDUCATION shall provide new members leadership and direction as pertains to the new member portion of membership education. She shall keep all membership records up to date and assist the membership education advisor with administering sorority examinations. She shall determine big sister / little sister matching as described in the handbook, with the assistance of the president and chapter advisor. She shall assist the standards chairman in planning and executing the kick-off and end-of-year retreats. She shall reside in the chapter house for the academic year following election.
- F. The SECRETARY shall take minutes and keep all records of the chapter and executive board meetings. She is responsible for all chapter correspondence and emailing minutes to all chapter members, chapter advisor(s), and the regional facilitator. She shall supervise the parliamentarian and activities of the bylaws and nominating committees during their time of service. She shall work with the Standards chairman to track and manage attendance. She shall reside in the chapter house for the academic year following election.
- G. The TREASURER shall maintain accurate and complete financial records for the chapter and prepare the chapter's operating budget with assistance from the finance committee. With the approval of the executive board, she shall appoint the finance committee and shall serve as that committee's chairman. She shall collect dues and pay chapter bills. With She shall supervise the housing chairman. She shall reside in the chapter house for the academic year following election.
- H. The DIVERSITY, EQUITY, & INCLUSION CHAIRMAN shall help educate members on the importance of supporting the development of a diverse and inclusive organization, campus, and community. She shall coordinate programming and opportunities for members to increase their knowledge of different backgrounds, experiences, and worldviews.

- I. The HOUSING CHAIRMAN shall implement housing policies and regulations regarding the maintenance, use, and harmony of the house, chapter room, and office. She shall enforce all national, university, and chapter policies related to the house. She shall serve as the liaison between the residents of the house and the university. She shall reside in the chapter house for the academic year following election.
- J. The PANHELLENIC DELEGATE shall represent Alpha Sigma Alpha as the voting delegate in the University's Panhellenic organization and work to promote cooperation with other fraternities and sororities. She shall report to the vice president of public relations and recruitment. She shall relay all information from Panhellenic to the vice president of public relations and recruitment and any special concerns to the executive board.
- K. The PARLIAMENTARIAN shall prepare necessary changes to the chapter bylaws and submit them to the national organization for approval. She shall educate and instruct the chapter in correct parliamentary procedure. She shall serve as chairman of the bylaws committee and shall report to the secretary. She has the authority to ask any member to leave a meeting, ceremony, or function in the event a member is being overly disrespectful, disorderly, or failing to comply with the requirements of the event.
- L. The PUBLIC RELATIONS CHAIRMAN shall aid in the development and execution of the public relations plan of the chapter. She shall report to the vice president of public relations and recruitment. She shall work with the vice president of public relations and recruitment in maintaining the chapter's website and social media. She shall be responsible for assisting officers with apparel / merchandise designs and purchases for chapter-wide purchase.
- M. The RITUAL CHAIRMAN shall be responsible for the special arrangements required for all ritualistic services. She shall oversee the ritual committee in planning ritual activities. She shall provide for devotions at each chapter meeting. She shall be responsible for the storage and preservation of the ritual materials. She will serve as a member of the programming committee and report to the vice president of programming and ritual.
- N. The SCHOLARSHIP CHAIRMAN shall promote high academic standards within the chapter. She shall be responsible for creating and implementing a scholarship program for the chapter that incorporates recognition and sanctions with assistance from the scholarship committee. She shall serve on the programming committee and report to the vice president of programming and ritual.
- O. The SERVICE AND GIVING CHAIRMAN shall coordinate all chapter service and charitable giving efforts and serve as a member of the programming committee. She shall be responsible for the chapter's education about Alpha Sigma Alpha's philanthropic partners and will report to the vice president of programming and ritual. She shall plan and execute the annual Rock-A-Thon event.
- P. The SOCIAL CHAIRMAN shall plan and coordinate social programs and activities for the chapter stressing sisterhood, Alpha Sigma Alpha's heritage, and increasing relations on campus with the chapter. She shall educate the chapter in risk management policies and procedures. She shall plan and execute the semi-formal (fall) and formal (spring) events each year. She shall serve as a member of the programming committee and report to the vice president of programming and ritual.
- Q. The STANDARDS CHAIRMAN shall promote the aims and ideals of Alpha Sigma Alpha by developing the chapter spirit and morale. She shall coordinate sisterhood activities / events to

promote positive morale among the members. She shall be responsible for developing and coordinating the chapter standards policy and ensuring all members comply with national and chapter bylaws and policies. With approval of the executive board, she shall appoint the members of the standards board subject to the requirements and preside over the standards board meetings. She shall educate the chapter membership on the standards resolution procedure, serve as a member of the programming committee, and report to the vice president of programming and ritual. She shall assist the vice president of membership education in planning and executing the kick-off and end-of-year retreats. She shall keep all termination and standards records on file. She shall work with the Standards chairman to track and manage attendance. She has the authority to ask any member to leave a meeting, ceremony, or function in the event a member is being overly disrespectful, disorderly, or failing to comply with the requirements of the event. She shall reside in the chapter house for the academic year following election.

- R. The WELLNESS CHAIRMAN promotes living a healthy lifestyle by focusing on the physical and mental wellbeing of all members. She helps to develop a culture of care by planning programs and activities that promote a thoughtful, considerate, and safe chapter environment. She shall serve on the programming committee and report to the vice president of programming and ritual. She shall coordinate intramural teams and participation in Stroll to the Poll and Best Dance Crew events.

ARTICLE V: ELECTIONS

SECTION 1. Election Timing

Regular elections will be held once per academic year in the month of November. Special elections may be held as needed under the conditions listed in Article V, Section 4.

SECTION 2. Election Eligibility Requirements

- A. Good standing. Member must be in good standing with the local chapter, national organization, and university. Good standing is defined in the chapter standing rules.
 - 1. Any member who has been suspended or expelled from CNU, at any point during her scholastic career, is excluded from holding office.
- B. Ability to complete the term of office. Any member who will not remain an active, full-time student at the university for the duration of the term of office shall not be eligible to run for office. This includes, but is not limited to, members who will:
 - 1. Graduate prior to the next election.
 - 2. Be abroad or on military status for the spring semester following the election. Members abroad or on military status in the fall semester is eligible to run for office if she will be an active member in good standing for the spring semester.
- C. GPA requirements. The following positions require a specific previous *term* GPA to run for and remain in office:
 - 1. Executive board, Service and Giving Chairman, Standards Chairman: 2.8 or greater
 - 2. All other positions: 2.65 or greater

- D. Vice President of Public Relations and Recruitment qualifications. Any sister who has participated in formal or informal recruitment on the "sister's side" may run.
- E. Members interested in running for office must complete the Officer Eligibility Program by the deadline.
- F. Requirements for remaining in office are outlined in Article III, Section 3.

SECTION 3. Election and Installation of Officers

The procedure for holding elections and installation of offices shall adhere to the processes defined by the national sorority, as outlined in the Collegiate Officer Handbook.

- A. Prior to October 15 of each year, the president shall appoint a special nominating committee of three to five members to nominate candidates for the offices for the coming year. The committee shall present the slate of officers to the chapter no more than two weeks after being appointed. New officers shall be elected at the next business meeting.
- B. Before officer applications are due, the nominating committee chairman shall hold a workshop on the election process and eligibility requirements.
- C. Executive board members will be formally installed at the business meeting following elections, no later than December 10.
- D. All officers shall take office immediately following installation.
- E. The officer transition retreat shall be mandatory for all incoming and outgoing officers.

SECTION 4. Special Elections

In the event of an officer's absence from campus for an eight-week period or any other condition that makes her unable to fulfill her responsibilities, she shall recommend a replacement subject to the approval of the executive board and the member's ability to meet the applicable eligibility requirements. If she is unable to make a recommendation, the executive board shall function as a nominating committee and proceed immediately to nominate a replacement.

ARTICLE VI: COMMITTEES

SECTION 1. Standing Committees

The following standing committees will be appointed: alumnae and heritage, diversity and inclusion, finance, membership education, public relations, recruitment, ritual, scholarship, service and giving, sisterhood, social, and wellness.

SECTION 2. Standing Committee Duties

The purposes of the standing committees shall be as follows, along with any additional needs to support the officer in her duties:

- A. The ALUMNAE AND HERITAGE COMMITTEE shall assist the vice president of alumnae and heritage in planning and executing alumnae engagement events.

- B. The DIVERSITY AND INCLUSION COMMITTEE shall assist the diversity, equity, and inclusion chairman in planning and executing events focused on supporting diversity, equity, and inclusion.
- C. The FINANCE COMMITTEE shall assist the chapter treasurer in preparing the chapter budget.
- D. The HOUSING COMMITTEE shall assist the housing chairman in planning and executing events in the house.
- E. The MEMBERSHIP EDUCATION COMMITTEE shall assist the vice president of membership education in planning and executing events related to education of the members such as bid day, retreats, etc.
- F. The PUBLIC RELATIONS COMMITTEE shall assist the public relations chairman in planning and executing events as well as supporting marketing or posting aspects of PR.
- G. The RECRUITMENT COMMITTEE shall assist the vice president of public relations and recruitment in coordinating all membership recruitment activities, both during primary (formal) recruitment and continuous open bidding (informal recruitment).
- H. The RITUAL COMMITTEE shall assist the ritual chairman in planning of ritual activities and all ritual functions.
- I. The SCHOLARSHIP COMMITTEE shall assist the scholarship chairman in promoting a scholarly attitude toward learning and encouraging their collegiate chapter to strive for high academic standards.
- J. The SERVICE AND GIVING COMMITTEE shall assist the service and giving chairman in planning and executing service and giving events and charitable giving initiatives.
- K. The SISTERHOOD COMMITTEE shall assist the standards chairman in planning and executing sisterhood activities and promoting the sisterhood of the chapter.
- L. The SOCIAL COMMITTEE shall assist the social chairman in planning and executing social events.
- M. The WELLNESS COMMITTEE shall assist the wellness chairman in planning and executing wellness events.

SECTION 3. Special Committees

Special committees may be appointed by the president with approval of the executive board. Duties will be specified upon appointment.

- A. Special committees include, but are not limited to, bylaws, nominating, and membership selection committees.

ARTICLE VII: STANDARDS BOARD

SECTION 1. Membership

The standards board shall consist of the standards chairman plus four to five members representing a cross section of the chapter. The members are appointed by the standards chairman with approval of the executive board.

- A. Standards board members should represent a cross section of the chapter. It is recommended to include one member from each academic class who do not currently hold an executive

board position. If there are no eligible members for an academic class, an additional member from one of the other classes may be selected.

- B. Standards board members shall have a *cumulative* GPA of a 2.65 or higher.
- C. Standards board members shall be in good standing with the local chapter, national organization, and university.

SECTION 2. Meetings

Standards board meetings shall be called by the standards chairman at least once per month. The membership commitment advisor or another advisor must be in attendance.

SECTION 3. Duties

The duties of the standards board shall be to encourage high morale in the chapter, to review attendance, moral, financial, scholastic, conduct, and other deficiencies to stated policies of its members as they might arise, to administer and monitor the standards policy, and to follow the Alpha Sigma Alpha National Bylaws and Policies & Procedures in matters of membership conduct, status, and policy.

- A. Members of the standards board are expected to maintain the highest level of confidentiality regarding issues brought before the standards board, the board's decisions, and consequences thereof.

SECTION 4. Authority

In carrying out its duties the standards board may take action to remove a member's voting privileges, assign study hours, require members to consult with a subject matter expert, schedule additional reviews, limit social function attendance, or other appropriate measures which expressly remedy the member's deficiency.

ARTICLE VIII: MEETINGS

SECTION 1. Business Meetings

- A. Theta Gamma Chapter shall hold regular business meetings on a weekly basis with day and time determined at the beginning of each semester by a majority vote.
- B. Meetings shall be held in a location communicated prior to the meeting.
- C. All business meetings are mandatory.
- D. The first meeting of every month shall be a formal business meeting.
 - a. Formal business meetings will be in pin attire, in accordance with the chapter's standing rules.
 - b. Formal business meetings will also occur if a ceremony or ritual is to be performed.

SECTION 2. Special Meetings

Special meetings may be called by the president as needed.

SECTION 3. Executive Board Meetings

Executive board meetings shall be held before every business meeting and are mandatory. Additional meetings may be called by the president as needed.

- A. With prior arrangement with the President, members shall be entitled to attend executive board meetings to address concerns and issues.

SECTION 4. Meeting Attendance

All absences shall be reviewed by the standards board in accordance with the standards policy.

ARTICLE IX: DUES, FEES, AND CONTRACTS

SECTION 1. Dues

The dues of this chapter shall include:

- A. New Member Fee as determined by the national sorority.
- B. Initiation Fee as determined by the national sorority and dependent upon the initiate's choice of badge.
- C. Savings Fee to national sorority
- D. Fall and Spring Collegiate Dues as determined by the national sorority.
- E. University Panhellenic Dues
- F. Local Chapter Dues
- G. These fees are payable in accordance with Article XI, Section 1, of the National Bylaws of Alpha Sigma Alpha and any additional requirements established by the treasurer.

SECTION 2. Approval of Dues

The dues of this chapter shall be determined by the majority vote of the membership at the last business meeting of the school year for the next school year.

SECTION 3. Dues Payment Date

All dues must be paid by the date set by the chapter treasurer at the last business meeting of the previous academic year. Members will sign a dues contract each year agreeing to pay their dues according to the deadlines established by the treasurer. Any member who does not pay dues by said date and who has not made prior special arrangements with the treasurer shall be subject to review by the standards board in accordance with sorority policy.

SECTION 4. Officer Budget Contracts and Expenses Greater than \$50

Before the last chapter meeting of the semester all officers must sign an officer budget contract agreeing to the budget provided to their position. Any single expense greater than \$50 requires prior approval from the Treasurer or it may not be reimbursed.

SECTION 5. Receipts

Receipts for reimbursements must be turned in within two (2) weeks after the completion of the event. All receipts not turned in within this time frame will not be reimbursed, unless approved by the executive board.

SECTION 6. Donations

Donations from alumnae and other sources shall be deposited to the general chapter fund to be used as needed except where use is specified.

SECTION 7. Contracts

Only advisors are eligible to sign contracts on behalf of the organization.

SECTION 8. Theta Gamma Scholarships

There are two Theta Gamma scholarships managed by the Alpha Sigma Alpha Foundation, an undergraduate and graduate scholarship.

- A. To apply for a scholarship, contact the Alpha Sigma Alpha Foundation for application information and scholarship amounts.
- B. Making donations to these scholarships through the Alpha Sigma Alpha Foundation will increase the scholarship amounts.

SECTION 9. Unused Funds

Any remaining funds from the school year will be allocated as follows:

- A. 45% to the Theta Gamma Undergraduate Scholarship
- B. 20% to the Theta Gamma Graduate Scholarship
- C. The remaining 35% of unused funds will be allocated to chapter savings

ARTICLE X: HOUSING RESIDENCY

SECTION 1. Filling the House.

Filling the house will follow the sequence below with room preference requests taken in order, by submission within each group.

- A. REQUIRED. The following positions are required to live in the house the academic year after they are elected. For example, if a member is elected in the fall of 2020, she must live in the house for the following 2021-2022 school year.
 1. Housing chairman
 2. Executive board members. An executive board member may request non-executive board members as roommates.
 3. Standards chairman
 4. Exceptions:
 - a) Resident Assistants (RA's)

- b) Commuters (per CNU Policy)
 - c) A CNU-approved accommodation that the house cannot support
- B. VOLUNTARY. Any active member in good standing may apply.
 - 1. Seniors will be given priority within this group, in order of application.
- C. LOTTERY. If vacancies remain after voluntary applications are closed, the chapter will conduct a lottery to fill the remaining beds. Names will be drawn at random from the remaining chapter membership and assigned to the remaining beds. The housing chairman, one member of the executive board, and an advisor must be present during the drawing to maintain integrity.
 - 1. Exceptions:
 - a) Resident Assistants (RA's)
 - b) Commuters (per CNU Policy)
 - c) Anyone with CNU-approved accommodations that the house cannot support
 - d) Freshman/sophomores (unless president or housing chairman – per CNU policy)
 - 2. Members selected for lottery have 1 week from being notified to find a replacement if they do not want to live in the house. If a replacement is not provided by that time the drawn member will be expected to reside in the house, in the room assigned.
 - a) Refusal to comply will result in standards due process, which may include termination of membership.

SECTION 2. Vacancies.

If a member cannot fulfill the duration of residency and it will create a vacancy, she must immediately inform the housing chairman and president. The vacating member has 14 days to find a replacement. If the vacancy remains after 14 days, the chapter will decide to either enact an immediate lottery or reconfigure the budget to cover the expense (by majority vote). The lottery would be held according to Article X, Section 1, C.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order shall govern all matters not covered by the National Bylaws of Alpha Sigma Alpha and the Bylaws of Theta Gamma Chapter.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of a meeting where quorum is present. The national organization must approve them before they become effective.

- A. Quorum is defined in Article III, Section 3.