

Constitution of Sigma Delta Phi

Article I NAME AND PURPOSE

SECTION ONE: NAME

This organization shall be known as Sigma Delta Phi, an organization within Greek Life of Montclair State University. An acknowledged abbreviation will be "Sigma."

SECTION TWO: PURPOSE

The purpose of this organization is to promote association and social development among the students of the university, promote leadership among its members, to encourage members to participate in school activities, and to encourage increased friendship between individuals of varied majors.

Article II Membership

Section I: ELIGIBILITY

- A. Membership is open to all undergraduate fee paying individual students in good standing with Montclair State University.
- B. Any students that have completed the intake process for any other Montclair State Social Greek Organization will not be eligible.

Section II: MEMBERS IN GOOD STANDING/VOTING MEMBERS

- A. Those who attend all general membership meetings, unless excused by the Sergeant at Arms, will be entitled to voting privileges thereafter. A member in good standing shall have all dues paid by the date designated by the treasurer.
- B. It shall be the duty of every member:
 - a. To participate in all general meetings and activities of the organization
 - b. To meet all the necessary financial obligations of the organization
 - c. To sit on one of the committees of the organization
 - d. To abide by all statutes and regulations put in place by both Sigma Delta Phi and the Greek Council.

Section III: INACTIVITY

- A. Any member may become inactive by writing a letter stating their reasons for desiring inactivity. At the discretion of the president the letter may be read to the organization.
- B. A member wishing to go inactive, must do so prior to the Red Hawk Accreditation deadline.
 - a. If a member declares inactivity after the RHA deadline and does not submit their individual requirements, that member may receive any of the following consequences at the discretion of the President and Sergeant at Arms.
 - i. Banning from any future Sigma event
 - ii. Banning from future process events at the additional discretion of the PNM advisor
- C. A member can be put on inactivity by the executive board and does not require a vote from the voting membership. A member can be put on inactivity if:
 - a. The member misrepresents the organization's values and standards causing them to become a liability to the organization.
 - b. The member has been given numerous warnings of poor behavior and is failing to make improvements.
- D. Any member under inactive status may attend:
 - a. Public events hosted by the active sorority
 - b. Mixers with payment
 - i. Attendance can additionally be opened up to a vote to the active sorority, at the discretion of the President and Sergeant at arms.
 - c. Intake events at the discretion of PNM Advisor
 - d. All Alum Scribe Events at the discretion of the alum scribe
 - e. Sorority formals or semi formals at the discretion of the Vice President and/or President/Sergeant at Arms
- E. Any member under inactive status may not attend:

- a. General meetings
- b. Recruitment events

- F. Inactive members must listen and respect any rules set forth by the executive board and constitution in regards to events.
- G. Inactive and active members must show respect to every inactive and active member.
- H. Inactive members will hold no vote in sorority decisions.
- I. Any inactive member desiring to become active must write a letter and read it to the active sorority. The active sorority will then vote on the member gaining her active status back. A 2/3-majority vote is required for the member to regain active status.
- J. Members who transfer out of Montclair State University will be held to a different standard than regular inactives. They will be allowed to attend events at the discretion of the President and Sergeant at Arms. For more details, follow up with Section IV: Special Circumstances.
- K. Any inactive member who disrespects or disregards any rules or becomes a major liability or threat to the organization will have their status discussed with the executive board. In very serious situations this could result in disaffiliation.

Section IV: SPECIAL CIRCUMSTANCES

- A. Members who transfer, study abroad, or go inactive due to extenuating circumstances during their undergraduate studies will be granted a special circumstance title.
 - a. This does not include members who have graduated early or dropped out.

Section V: DISAFFILIATION

- A. Members who are disaffiliated will have no relation/ties to the organization any longer.
 - a. Members who are disaffiliated from the organization cannot attend any events in relation to the sorority.
- B. A member can be disaffiliated if:
 - a. The member becomes a threat or major liability to Sigma Delta Phi or Montclair State University
 - b. The member puts the organization in a negative light

- C. To disaffiliate a member, it must be brought up to the executive board and then voted on by the executive board with a 2/3 majority vote.

ARTICLE III: ADVISOR

There shall be one faculty/ administrative advisor to the organization, appointed by the executive board and approved by 2/3 of voting membership. The administrative advisor shall be a non-voting member of the sorority.

ARTICLE IV: MEETINGS

SECTION ONE: MEETING TIME

At the first meeting of each semester, the membership shall set forth a day and time for general membership meetings, which must be adhered to throughout the semester.

SECTION TWO: EMERGENCY MEETINGS

The President or Vice President may call emergency meetings at any time without a petition. However, voting members may call for an emergency meeting by 2/3 of the voting members signing a petition, which is submitted to the President or Vice President.

SECTION THREE: QUORUM

Quorum of 2/3 is required to be present to a meeting for business, such as voting, to be legally transacted.

SECTION FOUR: TRANSITIONAL MEETING

Transitional meetings shall be held after the election of the new Executive Board, with the outgoing Executive Board, where all organizational materials will be transferred. It is the responsibility of each executive member to hold the transitional meeting a minimum of one week prior to the completion of the outgoing officer's term.

ARTICLE V: EXECUTIVE BOARD

SECTION ONE: THE EXECUTIVE BOARD

The organization shall be administered by an Executive Board, which shall consist of President, Vice President, Treasurer,

Secretary, Alum Scribe, New Member Intake Advisor, Sergeant at Arms and Academic Scholar.

SECTION TWO: REQUIREMENTS

Being eligible for a position on the executive board requires you to:

- A. Be an active undergraduate member of Sigma Delta Phi Sorority
- B. Be in the required status of the positions found in sections 3-12 of Article V listed in the constitution of Sigma Delta Phi
- C. Have a minimum GPA of 2.75 by June 1st.
 - a. If the GPA is not obtained by the start date, the position will be revoked.
- D. Meet the requirements of the point system as stated in the code of conduct
- E. Certain eligibility requirements for each executive board position are subject to change per a $\frac{2}{3}$ majority vote.

SECTION THREE: DUTIES OF THE PRESIDENT

- A. Ensure that the organization operates in accordance with the current Greek Council Policies, Procedures, & Sanctions.
- B. Preside over all meetings.
- C. Shall vote only in the case of a tie, with the exception of a tie during elections.
- D. Be the official host of the organization.
- E. Co-sign financial documents with the Treasurer.
- F. The president shall be a junior or senior having completed two consecutive semesters of membership and have held a minimum of 1 full year on the Executive Board.
 - a. If a special circumstance is applied for eligibility, the nominee must be a junior or senior having completed two consecutive semesters of membership and have held a minimum of 1 full semester on the executive board.

- G. The president shall be an executive official of all committees.
- H. The president shall have the power to create standing or ad-hoc committees, as deemed necessary, with the consent of the majority of members present at a general meeting.
- I. The president shall preside at all ritual ceremonies.
- J. The president shall be the foremost representative and figurehead of the sorority concerning legal, financial, and public matters.
- K. The president may act as a mediator in the event of conflict.
- L. The president shall verify that Red Hawk Accreditation is completed and submitted on canvas.
- M. The President shall manage and finalize the document submissions to the Office of Greek Life through Engage.
- N. The president shall oversee the constitution, making sure it is updated and distributed annually.
- O. The president will also oversee the re-chartering process, in conjunction with the Sergeant at Arms and the secretary.
- P. The President shall update the active roster and prepare it for submission to the Office of Greek Life in conjunction with the secretary.
- Q. The President shall be responsible for the planning and managing of each semester's retreat, with the assistance of the Sergeant at Arms.

SECTION FOUR: DUTIES OF THE VICE PRESIDENT

- A. Oversee the functioning of all committees in conjunction with the president.
- B. Fulfill the duties of President in their absence, or at their request.
- C. May vote at any time with the voting board.

- D. Must act in accordance with all current Greek Life Policies, Procedures, & Sanctions.
- E. The vice president shall be a junior or senior having completed two consecutive active semesters of membership.
- F. The vice president shall have a vote unless presiding as acting president in which case they will only have a tie-breaking vote.
- G. The vice president, acting as president, will not be allowed to break a tie during elections.
- H. The vice president shall plan and organize traditional events (i.e. Philanthropy Event, Semi-Formal, Formal...) and any other events approved by the majority of attendance at a meeting.
 - a. Formal and Semi- Formal events will be planned in conjunction with the respective committees. Refer to Article VIII Section 1F.
- I. The vice president shall handle all co-sponsorships with other organizations.

SECTION FIVE: DUTIES OF THE SECRETARY

- A. The secretary shall be of any class having completed one active semester of membership.
- B. The secretary shall keep the minutes of all meetings and shall call roll at all meetings.
- C. The secretary shall upload all minutes prior to each meeting to the active sorority.
- D. They will oversee the re-chartering process as well as constitution revisions, in conjunction with the Sergeant at Arms and the President.
- E. The secretary shall be in charge of organizing all correspondence of the organization.

- F. The secretary shall provide up to date information to the Office of Greek Life.
- G. The secretary is responsible for all occasion cards and gifts as deemed necessary by the sorority.
- H. The Secretary is responsible for managing all group me chats, google drive and google calendar.
- I. The secretary shall update the active roster and prepare it for submission to the Office of Greek Life in conjunction with the President.
- J. The secretary shall be responsible for taking attendance at all official business meetings.
- K. The secretary shall be responsible for the timely submission of the entire organization's submissions for Red Hawk Accreditation.
- L. The secretary shall act in accordance with all Greek Life policies, procedures, & sanctions.
- M. The secretary shall have one vote.

SECTION SIX: DUTIES OF THE TREASURER

- A. The treasurer shall be of any class having completed two consecutive active semesters of membership.
- B. The treasurer shall conduct the financial business of the organization, present an oral financial report at every meeting, be responsible for the collection and distribution of all the funds of the sorority, and maintain a written record.
- C. The treasurer shall sign all checks & co sign with the president.
- D. The Treasurer shall manage the bank account/Venmo and ensure the smooth transfer of finances to the next treasurer.
- E. The treasurer shall create a budget for each executive board and chair member as needed.

- F. The Treasurer is responsible for at least one major fundraiser per semester.
- G. The Treasurer shall be responsible for organizing and ordering composites.
 - a. This may be done yearly, at the discretion of the the executive board
 - b. This must be done a minimum of every three years.
- H. The treasurer shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- I. The treasurer shall have one vote.

SECTION SEVEN: DUTIES OF ALUM SCRIBE

- A. The alum scribe shall be of any class having completed one active semester of membership.
- B. The alum scribe shall have two meetings per semester with the active executive board and Alum Association in order to discuss the organization.
- C. The alum Scribe shall stay in communication with and update the sorority at large.
- D. The alum scribe shall keep an active list of all the alum, and update the directory and history with new information on members.
- E. The alum scribe shall work with the new member intake advisor and the Alum Association to coordinate process related events, as needed.
- F. It is the responsibility of the alum scribe to research the Sigma Delta Phi history and to present new information to the sorority.
- G. The alum scribe shall keep an up-to-date account of the sorority's history with the help of the Public Relations Chair.

- H. The alum scribe shall be responsible for planning major reunions and events with alum. (i.e. Kappa Sigma Anniversary, Founder's Day, Tree Trimming...)
- I. The alum scribe shall have one vote.

SECTION EIGHT: DUTIES OF THE NEW MEMBER INTAKE ADVISOR

- A. The new member intake advisor shall be of any class having already served as assistant to the new member intake advisor prior to their term in office.
- B. The new member intake advisor must have a little sibling prior to their term in office.
- C. The new member intake advisor shall organize a list of prospective new members in conjunction with the president and recruitment chair to be presented to administration prior to the start of the new member intake process.
- D. The new member intake advisor shall plan all intake activities.
- E. The new member intake advisor shall be responsible for aiding and guiding the assistants to the new member intake advisor.
- F. The new member advisor shall have one vote.

SECTION NINE: DUTIES OF THE SERGEANT AT ARMS

- A. The sergeant-at-arms shall be of any class having already completed two active semesters of membership.
- B. The sergeant- at-arms shall be responsible for the record keeping of all fines, notification to violators, and collection of such funds.
 - a. The sergeant-at-arms shall work in conjunction with the treasurer to uphold the legality of these fines.

- C. The sergeant-at-arms shall keep the constitution in order, and oversee the rechartering process in conjunction with the secretary and president.
- D. The sergeant-at-arms shall be responsible for order at all sorority activities and events.
- E. The sergeant-at-arms shall act as an executive director of the risk management committee.
- F. The sergeant-at-arms shall be responsible for reviewing the point system
- G. The sergeant-at-arms shall be responsible for updating members on their status within the sorority.
- H. The sergeant-at-arms shall be responsible for upholding the sorority's rules, regulations, code of conduct.
- I. The sergeant-at-arms shall have one vote.

SECTION TEN: DUTIES OF THE ACADEMIC SCHOLAR

- A. The academic scholar shall be of any class having completed one active semester of membership.
- B. The academic scholar shall keep a record of the academic standing for the entire active sorority.
- C. The academic Scholar shall keep an updated record of and create the master schedule for all active members.
- D. The academic scholar shall communicate leadership workshop opportunities to the sorority and reach out to those who have not attended.
- E. The academic scholar shall work with active members in poor academic standing in order to improve grades.
- F. The academic scholar shall have one vote

SECTION ELEVEN: ASSISTANTS TO THE NEW MEMBER INTAKE ADVISOR

- A. The assistants to the new member intake advisor shall be of any class having previously seen one full process as an active member.
- B. The assistants to the new member intake advisor shall not be granted a position if the member has not received a little sibling.
- C. There shall be two assistants to the new member intake advisor per semester as decided by the voting membership.
 - a. Assistance to the New Member Intake Advisor must run separately, not as a team.
- D. The assistants to the new member intake advisor shall act as a liaison between the prospective new members and the sorority, communicating necessary information regarding the potential new member's well-being.
- E. The assistants to the new member intake advisor shall organize all prospective new member education books.
- F. The assistants to the new member intake advisor are not a part of the executive board henceforth should not be considered as such, but as a part of the active membership.

SECTION TWELVE: EXECUTIVE BOARD MEETINGS

The Executive Board shall meet prior to each regularly scheduled sorority meeting.

SECTION THIRTEEN: TRAINING

All officers shall be responsible for the training of their successors between the end of the school year to the beginning of the new elect's term in office.

- A. This includes the transfer of required materials.

SECTION FOURTEEN: TERM OF OFFICE

The term of office for all officers shall be from June 1st to May 31st

ARTICLE V: CHAIRS

SECTION ONE: RECRUITMENT CHAIR

- A. The recruitment chair shall be made up of one member having seen a minimum of two seasons of recruitment.
- B. The recruitment chair shall oversee the recruitment committee, tracking their progress and contribution throughout recruitment.
- C. The recruitment chair shall be responsible for planning all recruitment events in accordance with the dates set by the school.
- D. The recruitment chair shall report recruitment details to the active sorority at every meeting.
- E. The recruitment chair will mediate any concerns or problems that may arise during the recruitment period between the interests, recruitment committee, and active sorority.
- F. The recruitment chair shall consult with the treasurer about funds that will need to be budgeted during recruitment.
- G. In the case an interest is not receiving a bid, the recruitment chair shall communicate the interest's rejection status prior to bids being distributed.
- H. The recruitment chair shall have one vote.

SECTION TWO: PUBLIC RELATIONS CHAIR

- A. The Public Relations chair shall be of any class.
 - a. There should not be more than one member holding this position simultaneously.
- B. The Public Relations chair shall maintain and hold a record of past pictures and media.
- C. The public relations chair shall keep the sorority's social media and website updated.

SECTION THREE: SOCIAL CHAIR

- D. The social representative(s) shall be of any class having completed one active semester of membership.
 - a. There should not be more than 2 members holding this position simultaneously.

- E. The social chair shall be responsible for planning sorority functions of a social nature (i.e. mixers).
 - a. This includes organizing the sober sister cars.

SECTION FOUR: SISTERHOOD CHAIR

- A. The sisterhood representative(s) shall be of any class.
 - a. There should not be more than 2 members holding this position simultaneously.
- B. The sisterhood representative(s) will be in charge of planning member bonding events as voted on by the active sorority with a minimum of twice a semester; during the academic school year.

Article VI: ELECTIONS

SECTION ONE: PROCEDURES

- A. First nominations will be held during the last meeting in April. Second nominations will be held during the first meeting in May.
 - a. The election for positions for the following year shall be conducted in May, after first and second nominations.
 - b. Voting shall be conducted by secret ballot.
 - c. Tabulation of the votes shall be done by the president and vice president.
 - d. If three or more people run for an office and a tie occurs, the two top candidates will be re-voted by the sorority.
 - e. If the majority of the sorority votes to abstain the only candidate running, the election process will restart.

SECTION TWO: VACANCIES

- A. In the event the office of the President is vacated, the Vice President shall complete the term, and a new Vice President shall be elected.

- B. In the event that any other office is vacated, nominations shall occur at the following chapter meeting.
- C. All appropriate procedures governing elections shall be followed, however the dates aforementioned do not apply to emergency elections.
 - a. The replacement officer shall serve for the remainder of the term.

ARTICLE VII: REPRESENTATIVES

It is advised that representatives hold their position for the full academic year unless circumstances prevent it.

SECTION ONE: GREEK COUNCIL REP

- A. The Greek council representatives shall be of any class having completed one active semester of membership, with open availability on Tuesdays from 5:30 pm to 8:00 pm.
- B. The Greek Council Representatives are required to attend the appropriate Greek Council Training required as well as all weekly meetings.
 - a. In the event the available Greek Council Representative is unable to attend, they are required to inform their substitute.
- C. The Greek Council Representative(s) must report all relevant information to the corresponding executive board member.
- D. The Greek Council Representative(s) is required to forward the weekly minutes document to the active sorority.
- E. The Greek Council Representative(s) is required to organize and plan Greek Week and Homecoming activities, in conjunction with the special events committee.

SECTION TWO: THE LOCAL COUNCIL REPRESENTATIVE

- A. The TLC representative(s) shall be of any class with open availability to attend the bi-weekly meeting at the time decided by the Local Council.
 - a. In the event the TLC Representative(s) is unable to attend, they are required to find an active member as a substitute.
- B. The TLC Representative(s) is required to hold a seat on the TLC executive board.
 - a. Position is determined according to the rotating schedule.
 - b. If they are unable to hold their position for the entire academic school year, they are responsible for finding a replacement.

Article VIII: COMMITTEES

SECTION ONE: STANDING COMMITTEES

A. Publicity Committee

- a. The executive director of the publicity committee shall be the **Public Relations Chair**.
- b. The publicity committee is responsible for making flyers and posters for every sponsored Sigma Delta Phi event, with the exception of recruitment events.
- c. The publicity committee is responsible for ensuring that all flyers and posters and social media advertising are in accordance with the official posting policy.
- d. The publicity committee is expected to assist the Public Relations Chair in all of their duties and assigned tasks.

B. Philanthropy Committee

- a. The executive director of the philanthropy committee shall be the **vice president**.
- b. The philanthropy committee shall assist in the planning and running of all charity events, philanthropy and co-sponsorships involving the organization.
- c. The philanthropy committee is expected to assist the vice president in all of their duties and assigned tasks.

D. Fundraising Committee

- a. The executive director of the fundraising committee shall be the **treasurer**.
- b. The fundraising committee shall assist in the planning and organizing of all organizational fundraisers.

- c. The fundraising committee must work in conjunction with the special events committee.
- d. The Fundraising committee is expected to assist the treasurer in all of their duties and assigned tasks.

E. Special Events Committee

- a. The executive director of the special events committee shall be the **president and alum scribe.**
- b. The special events committee shall be responsible for planning and organizing any on or off campus events.
alum
- c. The special events committee shall assist in the organization of traditional events. (Tree Trimming, Sigmasgiving, etc.)
- d. The special events committee is responsible for aiding in the preparation and decorating for organizational events.
- e. The special events committee is expected to assist the president and alum scribe in all of their duties and assigned tasks.

F. Recruitment/Formal Committee

- a. The executive director of the recruitment committee will be the **recruitment chair.**
- b. The recruitment committee will work with the recruitment chair to run appropriate recruitment events in accordance with MSU's rules and regulations.
- c. The recruitment committee shall be responsible for publicizing recruitment events and the creation of any and all recruitment flyers and posters.
- d. The recruitment committee is expected to assist the recruitment chair in all of their duties and assigned tasks.

- e. The executive director of the Formal committee will be the **Vice President**.
- f. When recruitment season is over for the semester, the “recruitment committee” will then become the “Formal Committee”.
- g. The Formal Committee will work in conjunction with the Vice President to plan and organize the Formal and Semi Formal events.

G. Risk Management Committee

- a. The executive director shall be the **Sergeant at Arms**.
- b. The risk management committee shall be made up of two general body members having completed a minimum of 2 active semesters of membership.
- c. The members of the risk management committee shall be voted into their respective roles, via a $\frac{2}{3}$ majority vote.
- d. One member of the risk management committee is required to be the designated keeper of the point system.
 - i. This member’s responsibilities include updating the point system weekly based on points administered by the Sergeant at Arms.
- e. The second member of the committee is required to assist in the taking of attendance at all organizational events.
- f. The risk management committee shall monitor social media.
- g. The risk management committee is expected to assist the sergeant at arms in all of their duties and assigned tasks.

Article IX: REMOVAL OF PRIVILEGES

SECTION ONE: PROBATION/LOSS OF VOTING RIGHTS

- A. A member may lose their voting rights with the following justifications:
 - a. The member has accumulated four unexcused absences for all mandatory events.
 - b. The member fails to maintain in good faith with the organization
 - c. The member is on probation with the organization
- B. A member will be put on probation if they fail to meet the minimum point requirement or continuously fail to comply with the Code of Conduct.
 - a. A member on probation cannot vote, attend mixers, member bonding events, formals, or semi-formals
 - b. Members may also lose other privileges according to rules set in the point system.

SECTION TWO: SUSPENSION/LOSS OF OFFICE

An officer may be removed from office by acting in contradiction to the constitution, code of conduct, or Greek Life policies.

Showing irresponsibility while holding an executive board position may result in:

- A. Removal by petition signed by the majority of the general membership.
 - a. The accusers shall present their argument for removal at the earliest possible meeting provided the accused has been given one week to prepare a defense.
 - b. A 2/3 vote of the voting membership present shall be required to remove an officer.
 - c. The entire executive board must be present at any impeachment proceedings.
- B. The officer may be put on probation from their executive board position if they are under the minimum number of points.
 - a. If the officer does not bring their points up in two weeks since probation notification, they will be removed from their position.

Article X: AMENDMENTS

SECTION ONE: INTRODUCTION OF AN AMENDMENT

- A. Amendments may be introduced by the president or a petition signed by a majority of the voting members, and submitted to the President.

- B. The proposed amendment must be introduced at least one meeting prior to voting.

SECTION TWO: PASSAGE

- A. A 2/3 vote of the voting membership shall be required for the amendment to pass.

Article XI: PARLIAMENTARY PROCEDURE

- A. Robert's Rules of Order shall govern all procedural matters not governed by this constitution.

Article XII: DELEGATION OF POWERS

- A. All powers not expressed in the document are hereby delegated to the Office of Greek Life.

Article XIII: ADVERTISING CLAUSE

- A. This organization shall use only its full-chartered name or a recognizable abbreviation to all its advertising for meetings and events.
- B. All advertising shall state, "Sigma Delta Phi is an organization within Montclair State University Greek Life "
- C. All advertising must follow current CSI, Greek Life, and MSU posting policies.