

## Constitution of Sigma Delta Phi

### **Article I      NAME AND PURPOSE**

#### **SECTION I: 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 II: 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.
  - e. To be present in all voting meetings and meet quorum of 2/3 majority

- f. Every active member in the organization is to have one vote

### **SECTION III: 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 IV: 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.

## **Section V: 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 at the next available chapter meeting.
- 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 3 written warnings of poor behavior and is failing to make improvements.
  - c. The member is on Academic Probation by the Office of Greek Life and misses one deadline related to Red Hawk Accreditation
    - i. Refer to Article V, Section X
- 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, Sergeant at arms, and Social Chair(s).
  - 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
  - f. All recruitment events at the discretion of the Recruitment Chair
- E. Any member under inactive status may not attend:
- a. Business related meetings
- F. Inactive members must listen and respect any rules set forth by the executive board, constitution, and code of conduct 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 at the next available chapter meeting.. The active sorority will then vote on the member gaining their active status back. A 2/3-majority vote is required for the member to regain active status.
- J. 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. This could result in disaffiliation.

**Section VI: SPECIAL CIRCUMSTANCES**

- A. Members, regardless of status, 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 VII: 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/staff advisor to the organization, appointed by the executive board and approved by 2/3 of voting membership. The advisor shall be a non-voting member of the sorority.

### **ARTICLE IV: MEETINGS**

#### **SECTION I: MEETING TIME**

Chapter meetings shall be held every Sunday at 8 pm with exceptions, including holidays or special circumstances deemed by executive board.

#### **SECTION II: 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 III: QUORUM**

Quorum of  $\frac{2}{3}$  is required to be present to a meeting for business, such as voting, to be legally transacted.

#### **SECTION IV: TRANSITIONAL MEETING**

Transitional meetings shall be held after the election of the new Executive Board, with the outgoing Executive Board, where all organizational and instructional 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 I: 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 II: REQUIREMENTS**

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

- A. Be an active undergraduate member of Sigma Delta Phi Sorority and in good standing with Montclair State University
- 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.

- F. No executive board member can hold more than one position unless deemed special circumstance

### **SECTION III: EBAR**

The implementation of an ebar will be to hold one executive board member accountable for any misconduct that falls under their responsibility and is deemed unacceptable by the other executive board members.

- A. The E-Bar will be an anonymous google form that will be checked weekly by the President. In this form there will be four questions to answer about the member in question, misconduct that was filed, how they become a liability to their position, and any additional information needed
- B. After an E-Bar is filed, the president will acknowledge it at the next executive board meeting in order to spread awareness, giving the member in question a platform to defend themselves, and voting protocols on if the E-Bar will be sanctioned or not. If sanctioned, the strike will remain confidential between the member and the president
- C. Each executive board member will have a limit of two strikes per semester per liability. Once the member receives their second strike, they will be removed from their position effective immediately
  - a. If the Sergeant at Arms receives a strike in regards to breaking confidentiality, they will not be able to get a second strike and be removed from their position effective immediately
- D. The President will remain neutral and unbiased. If E-Bar is filed against President, Vice President will then step into this role

### **SECTION IV: 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, with the consent of the majority of members present at a general meeting.
- I. The President shall preside at all traditional 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 manage and finalize the document submissions to the Office of Greek Life through Engage.
- M. The President shall oversee the constitution, making sure it is updated and distributed annually in cooperation with the Secretary.
- N. The President will also oversee the re-chartering process, in conjunction with the Sergeant at Arms and the Secretary.
- O. The President shall update and edit the Code of Conduct in conjunction with the Secretary and the Sergeant at Arms at least annually.
- P. The President shall update the active roster and prepare it for submission to the Office of Greek Life.
- Q. The President shall be responsible for the planning and managing of retreat, with the assistance of the Sergeant at Arms.

## **SECTION V: 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. Must act in accordance with all current Greek Life Policies, Procedures, & Sanctions.
- D. The Vice President shall be a junior or senior having completed two consecutive active semesters of membership.
- E. The Vice President shall have a vote unless presiding as acting President in which case they will only have a tie-breaking vote unless during elections.
- F. The Vice President shall plan and organize traditional events (i.e. Philanthropy Events) and any other events approved by the majority of attendance at a meeting.
- G. The Vice President shall handle all co-sponsorships with other organizations.
- H. The Vice President shall be a liaison between the active sorority and the active members of Kappa Xi Kappa.

#### **SECTION VI: DUTIES OF THE SECRETARY**

- A. The Secretary shall be of any class having completed one active semester of membership.
- B. The Secretary shall be responsible for taking attendance at all official business meetings.
- C. The Secretary shall upload all minutes prior to each meeting to the active sorority.
- D. The Secretary shall oversee the re-chartering process as well as constitution revisions, in conjunction with the Sergeant at Arms and the President.
- E. The Secretary shall update and edit the Code of Conduct in conjunction with the President and the Sergeant at Arms at least annually.
- F. The Secretary shall be in charge of organizing all correspondence of the organization.

- G. The Secretary is responsible for managing all group me chats, google drive and google calendar.
- H. The Secretary shall be responsible for the timely submission of the entire organization's submissions for Red Hawk Accreditation.
- I. The Secretary shall act in accordance with all Greek Life policies, procedures, & sanctions.
- J. The Secretary shall have one vote.

#### **SECTION VII: 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.
  - a. It should be under the jurisdiction of the Treasurer and Sergeant at Arms to hold a member accountable if they fail to meet the requirements of any and all organization's dues.
- 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 will be responsible for ordering stoles in conjunction with the Alumni Scribe.
- I. The Treasurer shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- J. The treasurer shall have one vote.

#### **SECTION VIII: DUTIES OF ALUMNI SCRIBE**

- A. The Alumni Scribe shall be of any class having completed one active semester of membership.
- B. The Alumni Scribe shall have two meetings per semester with the active executive board and Alumni Association in order to discuss the organization in conjunction with the President.
- C. The Alumni Scribe shall stay in communication with alumni and update the sorority at large.
- D. The Alumni Scribe shall keep an active list of all the alumni, and update the directory and history with new information on members.
- E. The Alumni Scribe shall work with the New Member Intake Advisor to coordinate process related events, if needed.
- F. The Alumni Scribe shall be responsible for planning major reunions and events with Alumni in conjunction with the Special Events Committee and the President. (i.e. Kappa Sigma Anniversary, Founder's Day, Tree Trimming...)
- G. The Alumni Scribe shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- H. The Alumni Scribe shall have one vote.

#### **SECTION IX: 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 the Recruitment chair to be presented to administration prior to the start of the new member intake process.
  - a. The transition of the recruitment season and process season will occur during new member voting. The duties of the New Member Intake Advisor begin with the planning and administering of Potluck.
- 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 Intake Advisor will handle any and all concerns regarding the alumni during the intake process in conjunction with the Alumni Scribe.
- G. The New Member Intake Advisor shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- H. The New Member Intake Advisor shall have one vote.

**SECTION X: 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 maintain confidentiality as it is held to a higher standard for this position considering the involvement of business or personal Sigma related matters.
- C. The Sergeant at Arms will be responsible for administering written warning and violations with a clear explanation of the misconduct. Consequences will be outlined in the Code of Conduct.
  - a. The Sergeant at Arms shall work in conjunction with the Treasurer to uphold the legality of the fines.

- D. The Sergeant at Arms shall keep the constitution in order, and oversee the rechartering process in conjunction with the Secretary and the President.
- E. The Sergeant at Arms shall update and edit the Code of Conduct in conjunction with the President and the Secretary at least annually.
- F. The Sergeant at Arms shall act as an executive director of the risk management committee.
- G. The Sergeant at Arms shall be responsible for reviewing the point system as per the Color Code.
- H. The Sergeant at Arms shall be responsible for upholding the sorority's rules, regulations, code of conduct, behavior at all sorority activities and events.
- I. The Sergeant at Arms shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- J. The Sergeant at Arms shall have one vote.

#### **SECTION XI: 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 work with active members in poor academic standing in order to improve grades in conjunction with the Sergeant at Arms of the Greek Council at Montclair State University.
- E. The Academic Scholar shall be responsible for collecting the Greek Life academic probation syllabus from sisters on academic probation.
- F. The Academic Scholar shall send assignment reminders to sisters on academic probation two days before the Greek Life assignment deadline.

- G. The Academic Scholar is responsible for facilitating library hours.
- H. The Academic Scholar shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- I. The Academic Scholar shall have one vote
- J.

**SECTION XII: 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. The assistants to the New Member Intake Advisor shall have the intention to take over the role of New
- D. Member Intake Advisor for future process’.
- E. There shall be two assistants to the New Member Intake Advisor per semester as decided by the voting membership.
  - a. Assistants to the New Member Intake Advisor must run separately, not as a team.
- F. 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.
- G. The assistants to the New Member Intake Advisor shall organize all prospective new member education books.
- H. 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 XIII: EXECUTIVE BOARD MEETINGS**

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

**SECTION XIV: 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 XV: TERM OF OFFICE**

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

#### **ARTICLE V: CHAIRS**

##### **SECTION I: 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.

##### **SECTION II: 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 III: SOCIAL CHAIR**

- A. The Social Chair(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.
- B. The Social Chair(s) shall be responsible for planning sorority functions of a social nature (i.e. mixers).
  - a. This includes organizing the sober sister cars.
  - b. At least one chair should be sober during social functions (i.e. mixers). Both must remain sober at Semi-Formal and Formal
- C. The Social Chair(s) shall plan and organize Semi-Formal and Formal
  - a. Formal and Semi- Formal events will be planned in conjunction with the respective committees and the Treasurer. Refer to Article VIII Section 1F.

### **SECTION IV: SISTERHOOD CHAIR**

- A. The Sisterhood Chair(s) shall be of any class.
  - a. There should not be more than 2 members holding this position simultaneously.
- B. The Sisterhood Chair(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.

### **SECTION V: MENTAL HEALTH CHAIR**

- A. The Mental Health Chair shall be of any class.
- B. The Mental Health Chair shall be responsible for the promotion and implementation of mental health resources on campus.

- C. The Mental Health Chair shall make themselves available, per request by an active member, for a mental health check-in.
- D. The Mental Health Chair shall be responsible for facilitating “Highs and Lows” during their minutes at each chapter meeting.

#### **SECTION VI: DIVERSITY, EQUITY, AND INCLUSION (DEI) CHAIR**

- A. The DEI Chair shall be of any class.
- B. The DEI Chair shall be responsible for educating the active sorority on DEI topics, including but not limited to, social justice issues, intersectionality, gender, sexual orientation, etc.
  - a. Which can be presented through a powerpoint presentation, short video, or any activity they deem appropriate.
- C. The DEI Chair shall be responsible for the promotion of DEI resources and events on campus.

### **Article VI: ELECTIONS**

#### **SECTION I: 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 and counted by the President.
  - c. If three or more people run for an office and a tie occurs, the two top candidates will be re-voted by the sorority.
  - d. If the majority of the sorority votes no and/or abstains from the only candidate running, the election process will restart.

#### **SECTION II: 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 I: GREEK COUNCIL REP**

- A. The Greek Council Representative and alternate 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 Representative and alternate are required to attend the appropriate Greek Council Training required, all weekly meetings, and Town Hall meetings hosted by the Office of Greek Life.
  - a. In the event the available Greek Council Representative is unable to attend, they are required to inform their alternate 24 hours in advance.
- C. The Greek Council Representative and alternate must report all relevant information to the corresponding executive board member by creating a document with a color code per executive board member.
- D. The Greek Council Representative and alternate is required to implement a link to the weekly minutes during chapter.
- E. The Greek Council Representative and alternate is required to organize and plan Greek Week and Homecoming activities, in conjunction with the special events committee.

### **SECTION II: THE LOCAL COUNCIL REPRESENTATIVE**

- A. The TLC representative(s) shall be of any class with open availability to attend the 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 I: 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 Alumni Scribe**.
- b. The special events committee shall be responsible for planning and organizing any on or off campus events.
- c. The special events committee shall assist in the organization of traditional events. (Tree Trimming, Sigmasgiving, Goodbyes 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 Alumni 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 **Social Chair(s)**.

- 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 Social Chair(s) 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 Executive Board members.
- 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 X: AMENDMENTS**

**SECTION I: 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 II: 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 must follow current CSI, Greek Life, and MSU posting policies.