

**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 women students of the university, promote leadership among its members, to encourage members to participate in school activities, and to encourage increased friendship between women of varied majors.

**Article II Membership**

**Section I: ELIGIBILITY**

- A. Membership is open to all undergraduate fee paying female students of the Student Government Association Inc. and must be in good standing with Montclair State University.

**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 seventh week of the semester.
- 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 Student Government Association

**Section III: INACTIVITY**

- A. Any member may become inactive by writing a letter stating her reasons for desiring inactivity. At the discretion of the president the letter may be read to the organization.
- B. 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.
- C. Any sister under inactive status may attend:
  - a. Public events hosted by the active sorority
- D. Any sister under inactive status may not attend:
  - a. General meetings
  - b. Recruitment events
  - c. Any events pertaining to the New Member Intake Process unless granted permission by the New Member Intake Advisor
  - d. Sorority formals or semi formals
  - e. Mixers
  - f. Tree Trimming, Sistersgiving, retreats, or any other events intended just for the active sorority
- E. Inactive members must listen and respect any rules set forth by the executive board in regards to events.
- F. Inactive and active members must show respect to every inactive and active member.
- G. Inactive members will hold no vote in sorority decisions.
- H. 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 sister gaining her active status back. A 2/3-majority vote is required for the sister to regain active status.
- I. 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.

- J. Any inactive sister 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.

**ARTICLE III: ADVISOR**

There shall be one faculty/ administrative advisor to the organization, appointed by the executive board and approved by 3/4 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 is the minimum of fifty percent 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.

**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, Alumnae Scribe, Historian, New Member Intake Advisor, Recruitment Advisor, Sergeant at Arms and Academic Scholar.

### **SECTION TWO: REQUIREMENTS**

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

- A. An active undergraduate member of Sigma Delta Phi Sorority
- B. In the required status of the positions found in sections 3-12 of Article V listed in the constitution of Sigma Delta Phi
- C. When June 1st comes and you do not have the GPA requirement of 2.75, you will have your position taken away without a vote
- D. Meet the requirements of the point system

### **SECTION THREE: DUTIES OF THE PRESIDENT**

- A. Ensure that the organization operates in accordance with the current SGA Policies, Procedures, & Sanctions.
- B. Preside over all meetings.
- C. Shall vote only in 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.
- 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 event of conflict.
- L. The president shall verify that Red Hawk Accreditation is completed and submitted on canvas.
- M. The president shall oversee the constitution, making sure it is updated and distributed annually.
- N. The president will also oversee the re-chartering process, in conjunction with the Sergeant at Arms and the secretary.

**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 her absence, or at her 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 she 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. Date Auction, Semi-Formal, Formal...) and any

other events approved by the majority of attendance at a meeting.

- 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 send out all minutes prior to each meeting to the active sorority.
- D. The secretary should be in charge of the constitution, making sure it is updated and distributed annually. She will also oversee the re-chartering process, in conjunction with the Sergeant at Arms and the President.
- E. The secretary shall carry all the 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 the compilation and distribution of an active sister directory and an active sister phone chain.
- I. The secretary shall update the active roster and submit it to the Office of Greek Life.
- J. The secretary shall have one vote.
- K. The secretary shall act in accordance with all Greek Life policies, procedures, & sanctions.

**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 compile and distribute financial reports for the first meeting of each month.
- E. The treasurer shall act in accordance with all current Greek Life policies, procedures, and sanctions.
- F. The treasurer shall have one vote.

**SECTION SEVEN: DUTIES OF THE HISTORIAN**

- A. The historian shall be of any class having completed one active semester of membership.
- B. The historian shall take pictures at every event.
- C. The historian shall keep the sorority's social media, website and Hawksync updated.
- D. The historian shall keep an up-to-date account of the sorority's history.
- E. The historian shall have one vote.

“ **SECTION EIGHT: DUTIES OF ALUMNAE SCRIBE**

- A. The alumnae scribe shall be of any class having completed one active semester of membership.

- B. The alumnae scribe shall attend all Alumnae Association meetings and report on and to the active sisterhood at meetings as well as the Alumnae Association meetings.
- C. The alumnae scribe shall keep an active list of all the alumnae, and update the directory and history with new information on sisters.
- D. The alumnae scribe shall work with the new member intake advisor and the Alumnae Association to coordinate events.
- E. It is the responsibility of the alumnae scribe to research the Sigma Delta Phi history and to present new information to the sorority.
- F. The alumnae scribe shall be responsible for planning major reunions and events with alumnae. (i.e. Kappa Sigma Anniversary, Tree Trimming...)
- G. The alumnae scribe shall have one vote.

**SECTION NINE: 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 her term in office.
- B. The new member intake advisor must have a little sister prior to her term in office.
- C. The new member intake advisor shall organize a list of prospective new members in conjunction with the president and recruitment advisor 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 TEN: DUTIES OF THE SERGEANT AT ARMS**

- A. The sergeant-at-arms shall be of any class having already completed one active semester 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.
- C. The sergeant-at-arms shall keep the constitution in order, and oversee the re-charterment process in conjunction with the secretary and president.
- D. The sergeant-at-arms shall work in conjunction with the treasurer to uphold the legality of these fines.
- E. The sergeant-at-arms shall be responsible for order at all sorority activities and events.
- 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 upholding the point system and updating sisters on their status within the sorority.
- H. The sergeant-at-arms shall be responsible for upholding the sorority's rules, regulations, code of conduct and taking attendance at all events and meetings.
- I. The sergeant-at-arms shall have one vote.

**SECTION ELEVEN: DUTIES OF THE RECRUITMENT ADVISOR**

- A. The recruitment advisor shall be of junior or senior status having completed at least two consecutive semesters of active duty as recruitment chair.
- B. The recruitment advisor shall oversee the recruitment chairs and recruitment committee, tracking their progress through recruitment.

- C. The recruitment advisor shall be responsible for planning all recruitment events in accordance with the dates set by the school.
- D. The recruitment advisor shall report recruitment details to the active sorority at every meeting.
- E. The recruitment advisor will mediate any concerns or problems that may arise during the recruitment period between the interests, recruitment chairs, and active sorority.
- F. The recruitment advisor shall consult with the treasurer about funds that will need to be budgeted during recruitment.
- G. The recruitment advisor shall have one vote.

**SECTION TWELVE: 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 sisterhood.
- C. The academic scholar shall designate mandatory library hours for the active sisterhood.
- D. The academic scholar shall work with active sisters in poor academic standing in order to improve grades.
- E. The academic scholar shall have one vote

**SECTION THIRTEEN: ASSISTANTS TO THE NEW MEMBER INTAKE ADVISOR**

- A. The assistants to the new member intake advisor shall be of any class having taken an active part in two full semesters of the intake process during sisterhood.

- B. There shall be two assistants to the new member intake advisor per semester as decided by the voting membership, with the election of one assistant to the new member intake advisor before the other, and with the election of the latter based on the former.
- C. The assistants to the new member intake advisor shall not be granted a position if the member has not received a letter.
- D. The assistants to the new member intake advisor shall act as a liaison between the prospective new members and the sisterhood while always remaining faithful to the sorority.
- 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 THIRTEEN: EXECUTIVE BOARD MEETINGS**

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

### **SECTION FOURTEEN: TRAINING**

All officers shall be responsible for the training of their successors.

### **SECTION FIFTEEN: 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 VI: ELECTIONS**

### **SECTION TWO: 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. A plurality of the votes cast is required. If three or more people run for an office and a tie occur, the two top candidates will be re-voted by the sorority.

**SECTION THREE: 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 follow regular meeting with the election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed, however the dates aforementioned do not apply to emergency elections. The replacement officer shall serve for the remainder of the term.

**Article VII: COMMITTEES**

**SECTION ONE: STANDING COMMITTEES**

- A. **Publicity Committee**
  - a. The executive director of the publicity committee shall be the historian.
  - b. The publicity committee is responsible for ensuring that all flyers and posters are legally mounted according to the official posting policy.
  - c. The publicity committee is responsible for proper removal and disposal of all materials when events are over.
  - d. The publicity committee is responsible for making flyers and posters for every sponsored Sigma Delta Phi event.
  - e. The publicity committee is responsible for making sure that Sigma Delta Phi has tasteful flyers and

posters that portray the respect that we have for our organization and each other.

- f. The design representative shall create t shirt designs for the organization.

**B. Philanthropy Committee**

- a. The executive director of the philanthropy committee shall be the vice president.
- b. The philanthropy committee shall be in charge of planning and running all the charity events sponsored by the organization.
  - 1. The philanthropy committee shall work with the treasurer to ensure that the charities get the funds that are fundraised to that organization.
  - 2. The philanthropy committee shall submit the proper papers to Greek Council.

**C. Fundraising Committee**

- a. The executive director of the fundraising committee shall be the treasurer.
- b. The fundraising committee shall be responsible for the planning and organizing of all organizational fundraisers.
- c. The fundraising committee is responsible for at least one major fundraiser per semester.
- d. The fundraising committee must work in conjunction with the special events committee.

**D. 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 organization of any on or off campus events not covered by the social committee (i.e. spring week, Homecoming, Greek Week)

- c. The special events committee shall organize special non-mixer parties (i.e.) cocktail parties, holiday)
- d. The special events chair is responsible for all the preparations and decorating for organizational events.

**E. Campus Relations Committee**

- a. The executive directors of the campus relations committee shall be the secretary.
- b. The campus relations committee shall be responsible for assisting the secretary in creating and submitting the active roster.
- c. The campus relations committee shall assist in finding events for the sorority to attend for Red Hawk Accreditation.
- d. The campus relations committee shall assist the secretary with the submission of minutes and other documents to the SGA and Greek Council.

**F. Recruitment Committee**

- a. The executive director of the recruitment committee will be the recruitment advisor.
- b. The recruitment chairs will work with the recruitment advisor to run appropriate recruitment events in accordance with MSU's rules and regulations.
- c. The recruitment committee may work in conjunction with any other committees.
- d. The recruitment committee shall be responsible for publicizing recruitment events.

**G. Risk Management Committee**

- a. The executive director shall be the Sergeant at Arms.
- b. The risk management committee shall be responsible for upholding the constitution, rules and regulations, and the point system.

- c. The risk management committee shall facilitate all organizational events.
- d. The risk management committee shall monitor social media and deal with any inappropriate posts.

**H. Community Service Committee**

- a. The executive director of the community service committee will be the President.
- b. The community service committee will be responsible for finding new community service opportunities for the sorority.
- c. The community service committee will keep an updated log of all sisters' community service hours each semester.
- d. The community service committee will be responsible for ensuring that each sister completes her 10 hours of service each semester.

**I. Academic Committee**

- a. The executive director of the academic committee will be the academic advisor.
- b. The academic committee will work with the advisor to plan library hours.
- c. The academic committee will ensure that all active members uphold the GPA recruitment established through the school.
- d. The academic committee will work with any members seeking academic help.
- e. The academic committee will work with the advisor to make a log of each sister's leadership workshop and ensure that each sister completes two each semester.

**J. Social Committee**

- a. The social representative shall be of any class having completed one active semester of membership.
- b. The social chair shall be responsible for planning sorority functions of a social nature (i.e. mixers, and Sigma retreats)
- c. The social representative shall appoint, with consent of the executive board, a Kappa Xi Kappa representative. This person shall act as liaison between the sorority and the aforementioned fraternity. This person will not be appointed to a committee and will be expected to assist the social representative in whatever capacity deemed necessary.

**K. Sisterhood Committee**

- a. The executive director of the sisterhood committee will be the president.
- b. The sisterhood committee will be in charge of planning sister bonding events as voted on by the active sorority.

**L. Athletic Committee**

- a. The athletic representative shall create intramural teams at the recreational center.
- b. The athletic representative will update everyone about any hosted events such as games and will maintain deadlines and reminders.

**Article VIII: REMOVAL OF PRIVILEGES**

**SECTION ONE: PROBATION/LOSS OF VOTING RIGHTS**

- A. A member may lose her voting rights with the following justifications:
  - a. The member has accumulated four unexcused absences.
  - b. The member fails to maintain in good faith with the organization
  - c. The member is in poor academic status
  - d. The member is on probation with the organization

B. A member will be put on probation if the member reaches the certain number as described in the point system or continuously breaks rules within the Code of Conduct.

a. A member on probation cannot vote, attend mixers, sister 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 or showing irresponsibility with the organization's functioning through his/her duties

A. The officer may be brought up for removal by a petition signed by a 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 officer.

c. The Greek Life Sergeant at Arms must be present at any impeachment proceedings.

B. The officer may be put on prohibition from their executive board position if are under the certain number of points stated in the point system. If the officer does not bring their points up in two weeks, they will be removed from their position.

### **SECTION THREE: DISAFFILIATION**

A. Members who are disaffiliated from the organization cannot attend any events in relation to the sorority. Members who are disaffiliated will have no relation/ties to the organization any longer.

B. A member can be disaffiliated if:

a. The member becomes a threat to Sigma Delta Phi or Montclair State University.

b. The member becomes a major liability to the organization

c. 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 with a 2/3 majority vote.

## **Article IX: AMENDMENTS**

### **SECTION ONE: INTRODUCTION OF AN AMENDMENT**

Amendments may be introduced by the president or by a petition signed by a majority of the voting members submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

**SECTION TWO: PASSAGE**

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

**Article X: PARLIAMENTARY PROCEDURE**

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

**Article XI: DELEGATION OF POWERS**

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

**Article XII: ADVERTISING CLAUSE**

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