

**Lambda Theta Alpha Latin Sorority, Incorporated  
Gamma Xi Chapter**

**Bylaws**

**Article I**

Title and Membership

- Section I      This organization shall be known as Lambda Theta Alpha Latin Sorority, Incorporated. The abbreviation LTA may be used only in certain cases.
- Section II     The purpose of Lambda Theta Alpha Latin Sorority, Incorporated shall be to establish a sisterhood based on unity, love, and respect; to provide social and cultural activities and to carry on charitable and educational programs. The goal of Lambda Theta Alpha is to create a strong bond between its sisters. Lambda Theta Alpha Latin Sorority, Inc. is affiliated with the National Association for Latin Fraternal Organizations (NALFO).
- Section III    In order to be a member of Lambda Theta Alpha Latin Sorority, Inc., members must:
1. Be in good standing with the Multicultural Greek Council of Sam Houston, as well as Sam Houston State University
  2. Must maintain a G.P.A. of no less than a 2.5
  3. Must be in good standing with Lambda Theta Alpha Latin Sorority, Inc. and must participate in the Interest Ladies of Lambda Theta Alpha Latin Sorority, Inc.
- Section IV    The Gamma Xi chapter of Sam Houston State University is a part of the Multicultural Greek Council and must complete and submit documentation for the S.T.A.R. program each year.

**Article II**

Attendance

- Section I      Attendance shall be required at all general meetings, all events deemed mandatory that are hosted by, sponsored by, and/or anything under the name of Lambda Theta Alpha, unless properly excused. The written excuse shall be forwarded to the Secretary twenty four (24) hours prior to the meeting/event. The President shall be notified about the absence twenty-four (24) hours prior to the meeting.
- Section II     The member(s) shall present the circumstance surrounding an unexcused absence to the President, Vice-President, or Secretary.
- A. An unexcused absence or no show to a general meeting and/or any event deemed mandatory without proper excuse will lead to the following consequence on a semesterly basis:
1. One (1) unexcused absences: Five (\$20) dollar fine
  2. Two (2) unexcused absences: Fifteen (\$25) dollar fine
  3. Three (3) unexcused absences: Twenty-five(\$30) dollar fine
  4. Four (4) etc.
- B. There will be a ten (05) minute grace period allowed, anything thereafter shall be considered a tardy. Any unexcused tardy which exceeds more than half the duration of a meeting and/or event shall be equivalent to an unexcused absence. Two (2) unexcused tardies, which are less than one-half the duration of the meeting and/or event, are equivalent to one (1) unexcused absence.

- Section III Member(s) shall be excused from an event if a personal, non-academic, and/or family emergency shall arise with the consent of the President and/or Secretary. Academic events, such as studying, may be an excuse up to two (2) times per semester.
- Section IV General meetings constitute regular chapter meetings and emergency meetings.
- Section V Activities and events constitute programs, community services, fundraisers, other meetings, socials, and any/all activities/events sponsored by or done under the name of Lambda Theta Alpha, Area Board, and MGC.

### **Article III**

#### **Meetings**

- Section I There shall be two (2) types of meetings: Regular chapter and Emergency Meetings.
- A. Regular business meetings shall be held by the chapter on a weekly basis. The location of the meeting shall be established by the Chapter Executive Board.
  - B. The time and day of the general meetings shall be 6:30p.m.-830p.m. on Tuesday evenings.
  - C. Emergency meetings shall be called by the Chapter President who shall set the time, date and location of the meeting. Notice of such meetings shall be given verbally or in writing at least twenty-four (24) hours prior to the meeting and shall specify the objective.
- Section II Quorum:  
At regular and/or emergency meetings, the presence of majority (50% plus 1) of the membership, including the Chapter Executive Board, shall be required to constitute a quorum for transaction of business, but a smaller number may adjourn the meeting.
- Section III Any member being disruptive (such as negative behavior, usage of profanity, sleeping, drawing, being off-task etc.) during a meeting shall receive:
- 1. First Offense: Verbal Warning
  - 2. Second and Third Offense: Five (\$5) dollar fine per incident
  - 3. Fourth Offense: Dismissal from the meeting, which shall be documented as one (1) unexcused absence.

### **Article IV**

#### **Payment of Fines**

- Section I Fines shall be paid in full at/before the next meeting in which the fines were issued. The member(s) shall inform the Treasurer before the next meeting of their payment status.
- Section II Fines that are not paid in full at the next meeting will result in an additional five (\$5) dollar fine. All fines must be paid by either money order or cash, or checks.
- Section III The member(s) who does not have sufficient funds shall have the following options:
- 1. Member(s) can establish a payment plan.
  - 2. Member(s) can fund-raise in order to pay the debt.
    - a. Member(s) can use the sorority's name to fund-raise as an individual or group, minimum required fundraisers are not included.
    - b. Member(s) shall forward all money raised to the chapter

- c. The debt(s) will be paid within a time set at the direction of the Treasurer.

### **Article V**

#### Dues

- Section I Dues shall consist of National, Area, Chapter, and Greek Council dues per semester per Member.
- Section II All dues shall be paid in full by check, money order, or cash and handed into the treasurer no later than two (2) weeks prior to the Area/National due date.
- Section III In the event that member(s) has paid with a check with insufficient funds, member(s) shall be required to pay any and all bank fees charged to the chapter.
  - A. If member(s) fails to pay bank fee, refer to Article III Section II.

### **Article VI**

#### Payment Plan

- Section I A payment plan can be used by a member to pay for any sorority related expense such as fines, dues, and event fees. (excluding Chapter and/or Area National dues)
- Section II Member(s) shall meet with the Chapter Treasurer to establish a payment plan, and must set all guidelines:
  - A. A written contract shall be kept as official chapter record of the payment plan agreement. Such a contract shall involve the Chapter President, Chapter Treasurer, and member whom is requesting establishment of a payment plan.
  - B. All payment plans established must be fully paid off by the end of that given semester.
  - C. A given payment plan must be fully paid off before another payment plan can be established within the same semester.
  - D. The first payment plan shall consist of no less than fifty (50%) percent of the plan total. A payments term thereafter shall be set at the discretion of the Chapter Treasurer.

### **Article VII**

#### Violation of Payment Plan

- Section I A violation of the payment plan shall consist of any breech of the contract established.
- Section II Member(s) in violation of payment plans shall undergo the following process:
  - A. Re-evaluation of established payment plan in order to create a more suitable plan for said member.
  - B. Failure to abide by new payment plan shall require said member to organize and execute a fundraiser, beyond those required, in order to pay off the plan total in full.

### **Article VIII**

#### Reports and Paperwork

- Section I Failure to hand in reports on time will result in the following:
1. First Offense: Verbal or Written warning
  2. Second Offense: A fifteen (\$15.00) dollar fine, which shall be paid by the individual member.
  3. Third Offense: A Twenty (\$20.00) dollar fine, which shall be paid by the individual member.

**Article IX**  
Fund-raising

- Section I All fundraising money and documentation shall be submitted to the Chapter Fundraising Chair immediately following the event, unless prior arrangements have been made with the Fundraising Chair.
- Section II There shall be two (2) members present at a fundraising event at all times, unless previous arrangements have been made with the Fundraising Chair.
- Section III Gas, toll, and registration expenses to mandatory sorority meetings and events, shall be covered up to seventy-five (75%) percent by mandatory chapter fundraisers. Expenses of gas and tolls will only be covered if there are no more than two (2) sisters while traveling. Gas, toll, and registration expenses for non-mandatory events shall be covered by designated additional fundraisers should the Chapter elect to do so.

**Article X**  
Nominations

- Section I Nominations shall be held three (2) weeks prior to finals week.
- Section II Nominations shall be proposed during the designated Nominations meeting.
- Section III Nominees shall present speech on Nominations meeting.
- Section IV Executive Board (President, Vice-President, Secretary, and Treasurer) shall review eligibility requirements for all nominees and their desired positions. In the event in which there are no members who meet the specified criteria, the requirements shall then be waived.
- Section V Once the Executive Board has reviewed nominees.

**Article XI**  
Elections

- Section I Elections shall be held two (2) weeks prior to finals week.
- Section II Every active undergraduate sister shall have the right to submit one vote for every position on the ballot.
- Section III Active Chapter members may have vote by proxy. Proxy votes shall be submitted to the Executive Board by the Friday prior to Election Day.
- Section IV Officers shall be elected by plurality vote.
- Section V Elected officials shall commence office immediately following the end of finals week.

Section VI In order to be a member of the elective board, a member must be in good standing with both the chapter and the school, and must maintain a 2.5 G.P.A.

## **Article XII**

### Officer Position Responsibilities

#### Section I

##### President

- The President of the chapter shall be responsible for overseeing the executive board.
- She will be the primary contact for Gamma Xi Chapter in regards to MGC and other school events in which Lambda Theta Alpha, Gamma Xi Chapter is involved.
- She shall be responsible for the chapter file cabinet which should reside in her place of residence.
- She shall be the primary determinant in imposing a sanction should there be an incident where judiciary procedure must be in place, unless she is involved in the incident, in which case the Vice President will act in her place.
- She shall also be responsible for seeing to it that all requirements for the STAR program are fulfilled.

##### Vice President

- The Vice President shall act in place of the President in the event that she is unable to be present.
- She shall be the secondary contact after the President.
- She shall be responsible for assisting the President in assuring that all other members of the executive board are carrying out their individual duties.

##### Secretary

- The Secretary shall be responsible for recording minutes at all chapter meetings.
- She shall be responsible for distributing the minutes from each meeting to each member of the chapter no later than one (1) day after the respective meeting day.

##### Treasurer

- The Treasurer shall be responsible for collecting all money from fundraisers, donations, etc., and depositing it into the chapter bank account.
- Her name will be the primary name on the chapter account.
- She shall be responsible for updating a detailed master sheet of all incoming and outgoing monies.
- She has the final say on whether or not the chapter has sufficient funds for any event, etc., that the chapter may want to plan.
- If Chapter Treasurer does not deposit checks given to chapter by 30 days and if the check is no longer able to be deposited then she shall pay the amount of the check and/or the fine acquired.
- If another sister is responsible for the delay of a check deposit, as explained above, it is no longer the fault of the Chapter Treasurer. The sister that held the check shall pay for the money missed and/or the fine acquired.

##### Academic Chair

- The Academic Chair shall be responsible for keeping track of sisters' academic progress.
- She shall be plan all weekly chapter study sessions.
- She shall be responsible for setting and implementing consequences and/or fines for sisters who fail to attend study sessions without a valid excuse, sisters who do not complete individual study hours/fail to turn them in, and sisters who's grades are not up to standard.

##### Community Service Chair

- Community Service chair is responsible for contacting and setting dates for community services for the chapter.
- She shall keep a list of the sisters who are able to attend a community service and be sure that each sister committed to attended, does attend.
- She shall be responsible for setting and implementing consequences to those sisters who fail to follow through with a commitment to attend a community service.

#### Fundraising Chair

- Fundraising chair shall be responsible for setting up all fundraisers for the chapter.
- She shall hand over all money from fundraising to the Treasurer promptly after fundraiser is over.
- She shall plan no less than four (4) fundraisers per semester.

#### Historian

- The Historian shall be responsible for taking pictures at any events in which the sisters of Lambda Theta Alpha will attend.
- She shall be responsible for decorating the chapter board and making a chapter scrapbook for the year.

### **Article XIII**

#### Filling in Vacancies

- Section I The President shall have the authority to appoint an active member in good standing to fill any vacancy on the Executive Board with a majority of (50% plus one) vote of the Executive Board.
- Section II The member shall be appointed to the Executive Board until the following elections, where a successor may be elected.

### **Article XIII**

#### Study Hours

- Section I The Chapter shall be obligated to perform two (2) hours of study time, in the library, once a week. Sisters who are on academic probation will be obligated to perform four (4) hours of study time, in the library, a week. The Chapter Academic Chair shall be responsible in taking attendance and shall bestow fines to those who do not participate with a written/verbal excuse.

### **Article XV**

#### Dress Code

- Section I Tuesdays shall be the designated business casual dress day. The first Tuesday of every month, sisters are to wear their letter shirts to the meeting. Those who are not in accordance with any part of this section will receive first a warning and then a \$5 fine for each offense thereafter.
- Section II For meeting attendance, sisters are to be dressed in business casual attire, which includes: a nice shirt (no T-shirts), pants/skirt, and shoes (no tennis shoes or flip-flops.) Failure to abide by the dress code will also result in a verbal warning for the first offense and then a \$5 fine for each offense thereafter.

### **Article XVI**

#### Wooden Letters

- Section 1 The wooden letters are to not be, under any circumstance or situation, be removed, borrowed or otherwise issued to be any other member of Lambda Theta Alpha Latin Sorority, Incorporated, other than members of the Active Undergraduate Gamma Xi chapter. The letters are to remain in tenure at Sam Houston State University at all times. If the letters are removed, a Gamma Xi sister must be with them at all times. In the event that an exception is made by a majority vote of the chapter, the letters maybe lent to another chapter of Lambda Theta Alpha Latin Sorority, Incorporated with the presence of a Gamma Xi chapter sister. If a sister from Gamma Xi chapter is not able to be present, the chapter borrowing the wooden letters must sign a contract stating they

will pay two hundred (\$200) dollars if any damage is caused to the wooden letters, or if they are not returned for any reason.

**Article XVII**  
Disciplinary Procedures

Section I If a member violates any part of the constitution of Lambda Theta Alpha, the elective board shall have a conference with the member to gather facts before the elective board conducts a separate meeting to decide on what sanction to impose. If the member in violation is a member of the elected board, she shall not participate in the decision on what sanction to impose.

Section II Any of the following sanctions may be used on a case by case basis:

1. Voting rights revoked for a specific period of time.
2. Suspension for a specific period of time.
3. Suspension for an infinite period of time, pending readmission by the body.
4. A fine appropriate to the violation.
5. Educational sanctions.
6. Community service.
7. Any combination of the above.

**Article XVIII**  
Advisor Expectations

Section I The organization advisor must sign all necessary paperwork to permit the organization to hold certain events which require room reservations, etc.

Section II In the case that there is a violation by any member of Lambda Theta Alpha, the advisor shall be involved in the conference with the member, as well as the decision on which sanction should be imposed.

**Article XIX**  
Bylaw Approval

Section I These bylaws must be approved annually by both the elective board of Lambda Theta Alpha Latin Sorority, Inc. and by the Department of Student Activities of Sam Houston State University.

These bylaws may be amended with a two-third (2/3) vote by active members in the chapter.

These bylaws must be approved by the Texas South Area 2 Area Executive Board of Lambda Theta Alpha Latin Sorority Inc. At the first Area Board meeting of each fall semester.

Organization Name	<i>Lambda Theta Alpha Latin Sorority, Inc.</i>
Date Reviewed	<i>08-21-11</i>
Reviewed By	<i>Gamma Xi Chapter Exec. Board 2011-2012</i>