

THE CONSTITUTION OF HERMANDAD DE SIGMA IOTA ALPHA, INC.



Hermandad de Sigma Iota Alpha, Inc., was founded on the twenty-ninth of September 1990, with the intention of becoming a national organization and proceeding with the development of the foundation of the entity to be known as Hermandad de Sigma Iota Alpha, Inc.

As Hermanas of Hermandad de Sigma Iota Alpha Inc., our mission is to uphold the goals set fourth by our thirteen founding mothers. We pledge to formalize, cultivate and foster bonds among each other as sisters and abide by respect, trust, communication, professionalism and accountability.

The goals of Hermandad de Sigma Iota Alpha, Inc., are as follows:

- To constantly strive toward the expansion of awareness of the Latino culture to our members and the community at large.
- To promote sisterhood and leadership amongst ourselves which is the basis of our precious and rare foundation.
- To stand for the accomplishments of excellence and education among women.

Although we endeavor to constantly work as sisters united in these common goals, we value personal identity and individualism.

The official symbols of Hermandad de Sigma Iota Alpha, Inc. are as follows:

- Crest – As shown above
- Flower – the red rose
- Mascots – the Unicorn and the Pegasus
- Motto – Semper Unum Et Inseparabilis
- Colors – the official colors of Hermandad de Sigma Iota Alpha, Inc. are the only colors to be used in conjunction with the Hermandad and they must reflect the shades shown.
 - Red** – to be used for the Sigma
 - Gold** – to be used for the Iota
 - Blue** – to be used for the Alpha
 - to be used as a background color
 - Black** – to be used as a background color

Hermandad de Sigma Iota Alpha, Inc participates in philanthropic endeavors on 3 different levels:

- *International Philanthropy:* Children's International
Through Children's International, each of our chapters as well as alumnae sponsor underprivileged children in Latin America
- *National Philanthropy:* Camp Heartland
Our organization fundraises on behalf of Camp Heartland year round. Each chapter is required to host annual fundraisers for this organization and nationally we participate in

various annual funding drives.

- *Local Philanthropy: Sisters In Action*

On a local level, chapters as well as alumnae participate in a variety of community service events. Each chapter as well as each region is encouraged to participate in local events based on the needs of their community. Philanthropies that our organization traditionally sponsors/participates in include (but are not limited to): March of Dimes, MS Walk, Special Olympics, The Hands-On Network (NY Cares, Chicago Cares, etc), AIDS Walk, Breast Cancer Walks, Food & Clothing Drives, Holiday Toy Drives.

More about Hermandad de Sigma Iota Alpha, Inc.:

- Hermandad de Sigma Iota Alpha, Inc. does not participate in step routines of any kind on a national or local level.
- The official name of the newsletter representative of Hermandad de Sigma Iota Alpha, Inc., shall be "Noti-SIA"; which name shall not be used for any other means.
- The Solidaridad Inspiracion Amistad (SIA) Community Foundation, Inc. is a recognized 501(c)3 organization that awards a scholarship on an annual basis in conjunction with Hermandad de Sigma Iota Alpha, Inc.
- Hermandad de Sigma Iota Alpha Inc., is an 501(c)7 organization with limited tax exempt status which is supported by membership fees, dues, and assessments.
- As an organization, we do not tolerate or practice discrimination against any individual on the basis of their religion, sexual preference, race or disabilities. The sorority shall function in compliance with all the governing laws of its state(s) of incorporation.

In exercise of the powers vested in us, we the sisters of Hermandad de Sigma Iota Alpha, Inc., in our responsibility to fulfill the goals that have been set forth, and, in our endeavors to accomplish this, do hereby propose the following Constitution for Hermandad de Sigma Iota Alpha, Inc.

ARTICLE I – THE GOVERNING BODY

The sorority is the body known in law as Hermandad de Sigma Iota Alpha, Inc. All documents bearing reference to the organization shall state the name as such. Its affairs are to be directed and managed by a National Executive Board (NEB).

ARTICLE II – THE NATIONAL EXECUTIVE BOARD

SECTION 1 – ELIGIBILITY

Any alumnae or graduate member, as defined in Article VI Section 2, who has been actively participating within the sorority for at least one year may be eligible. Only those who have met all the membership responsibilities as detailed in Article VI Section 4 are eligible to be officers of the National Executive Board.

SECTION 2 – OFFICES

The National Executive Board shall be composed of a President, Treasurer, Vice President of Alumnae Affairs, Vice President of Undergraduate Affairs, Vice President of Communications, Vice President of Expansion, Vice President of Recruitment and Retention and Vice President of Risk Management. All officers are to be elected by a majority vote of the membership during the annual National Convention. The members of the National Executive Board will serve a two-year term, from January 1- December 31.

SECTION 3 – DUTIES AND RESPONSIBILITIES

A. The President shall:

- i. serve as chief executive officer, administrative head and chief spokesperson of Hermandad de Sigma Iota Alpha, Inc.
- ii. serve as SIA's representative to the SIA Community Foundation, Inc. serving on the Board of Trustees and one of the members of the Executive Committee.
- iii. preside over all general membership and National Executive Board meetings in accordance with the guidelines set forth in the Constitution of Hermandad de Sigma Iota Alpha, Inc.
- iv. be responsible for public relations issues in conjunction with the Vice President of Communications.
- v. sign all documents and counter sign all checks pertaining to the administration of business for Hermandad de Sigma Iota Alpha, Inc.
- vi. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
- vii. follow the Standard Operating Procedures and perform other duties as deemed necessary.

B. The Treasurer shall:

- i. must develop a detailed financial plan for SIA that demonstrates how she will achieve exponential growth of SIA's funds.
- ii. work with the Treasury and Finance committees to prepare an annual financial report in accordance with the requirements of a 501(c)7.

- iii. keep a record of all income and expenses of Hermandad de Sigma Iota Alpha, Inc.
- iv. sign or countersign all checks unless otherwise directed by the President.
- v. assist in the preparation and compilation of budget strategies for fund-raising and other events sponsored by Hermandad de Sigma Iota Alpha, Inc.
- vi. be actively involved in developing fund-raising ideas in conjunction with the Fundraising chair and National President.
- vii. be aware of the responsibilities of a 501(c)7 organization and ensure that they are being fulfilled by Hermandad de Sigma Iota Alpha, Inc.
- viii. maintain literature on tax obligations of 501(c)7 organizations and ensure we keep records on and notify members of fines and penalties being imposed on them by the National Executive Board.
- ix. collect membership dues and notify members if such payment is overdue.
- x. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
- xi. follow Standard Operating Procedures and perform other duties as deemed necessary.

C. The Vice President of Alumnae Affairs shall:

- i. serve as acting President in the President's absence, removal or at her request until an election takes place to elect a new President no later than the next national meeting.
- ii. serve as a liaison between the NEB and alumnae members.
- iii. oversee graduate/alumnae chapters.
- iv. oversee Graduate Director of Membership Process Affairs.
- v. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
- vi. follow the Standard Operating Procedures and perform other duties as deemed necessary.

D. The Vice President of Undergraduate Affairs shall:

- i. serve as a liaison between the NEB, undergraduate chapters, alumna advisors and the executive board of each chapter.
- ii. review active status packets from each chapter.
- iii. oversee Director of Membership Process Affairs.
- iv. appoint chapter advisors.
- v. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
- vi. follow the Standard Operating Procedures and perform other duties as deemed necessary.

E. The Vice President of Communications shall:

- i. oversee the execution of marketing efforts including maintenance of the national website and press releases in conjunction with the Marketing Director.
- ii. be responsible for all correspondence addressed directly to the NEB and Hermandad de Sigma Iota Alpha, Inc.
- iii. be involved with the drafting of any document pertaining to the membership or general administration of business of Hermandad de Sigma Iota Alpha, Inc.
- iv. keep and maintain national records including undergraduate and graduate files.
- v. keep official copies of the Constitution, Articles of Incorporation, Standard Operating

- Procedures, Code of Ethics, and the Judicial policy of Hermandad de Sigma Iota Alpha, Inc.
- vi. work with the Parliamentarian to update the official documents of the organization, including the Constitution, Standard Operating Procedures and Code of Ethics.
- vii. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
- viii. follow the Standard Operating Procedures and perform other duties as deemed necessary.

F. The Vice President of Expansion shall:

- i. Work with potential expansion schools and members
- ii. Create and execute a national expansion plan for the organization as a whole.
- iii. Maintain current informational package and expansion data about the sorority.
- iv. Jaklf;dja

G. The Vice President of Recruitment and Retention

- i. Provide direction and leadership toward the development of a membership plan with focus on attracting and retaining member.
- ii. provide oversight and strategies for the growth of the sorority through recruitment and retention of undergraduate and graduate chapter members.
- iii. partner with the Vice President of Expansion and vice President of Alumnae Affairs to ensure a smooth integration of support to all facets of sorority membership.

H. The Vice President of Risk Management shall:

- i. be responsible for delivering and enforcing risk management policies and procedures
- ii. Will create and maintain a manual that will be a living document responding to the needs of university, the sorority and societal trends.
- iii. assure that judicial procedures are being carried out as per the Judicial Process or the sorority.
- iv. approve all social event contracts
- v. assist all chapters and the National Executive Board with developing an emergency crisis plan.

SECTION 4 – TERM OF OFFICE

National executive board members will be elected on staggered terms. Elections for the following positions will alternate each year. Year 1 Group: President, VP of Alumnae Affairs, Treasurer, VP of Risk Management. Year 2 Group: VP of Undergraduate Affairs, VP of Recruitment & Retention, VP of Expansion, VP of Communications. Proposed adjustment time: 2016 vote in all NEB, with exception of Year 2 group will only be elected for one year (though December 31, 2017). In 2017, Year 2 group can run again for a full 2 year term, while Year 1 group will have a vote of confidence. 2018: Year 1 group is elected and staggering continues. 2019: Year 2 group is elected.

Exception if passed: “Anyone who serves in 2016 Year 2 Group will be allowed to be elected twice after (2017 and 2019 elections) for a total of max 5 consecutive years on NEB due to installment of staggered terms, if they have not served on NEB before. The 2017 year will not hinder serving two full consecutive terms as a courtesy to installment”

The term of office for all officers of the National Executive Board shall be, specifically from January 1 through December 31. NEB members can be re-elected to the same position with the only limitation being that they can only do so for two terms, except for the first years of implementation of the Staggered Elections. Elections for new officers will be held during the National Convention in accordance with Article IX Section 3. All officers shall be eligible for re-election at this time.

SECTION 5 – REMOVAL OF AN OFFICER

A member can petition that an NEB officer be impeached by presenting her argument for such action to the Chairs of the Judicial Board. The officer should be notified of this petition by the Judicial Board Co-Chairs immediately.

A hearing should then be organized by the Judicial Board Co-Chairs. At this hearing, arguments for and against the impeachment of the officer should be discussed and followed by a vote. Each member present is to cast one vote. Four out of the five votes cast must be in agreement for the impeachment proposal to be considered passed.

Any vacancy so created by the resignation or removal of an officer must be filled promptly, in accordance with the provisions of Section 6 below.

SECTION 6 – VACANCY

A vacancy in the NEB arising at any point during the year and for any reason shall result in an immediate election to fill the vacant position. This election will be conducted under the applicable provisions stated in Article IX Section 3. In the event that the general membership is unable to convene, nominations and voting shall be done via postal mail. The remaining National Executive Board members shall handle the appropriate correspondence between the candidates for election and the general membership. Any member elected to fill a vacancy shall hold office for the non-expired term of the person whom she replaces.

If any office in the National Executive Board, other than that of President is vacated, the President shall appoint another officer within the National Executive Board to fulfill the responsibilities required of that position until the vacancy is filled.

If the presidential office becomes vacant, the Vice President of Alumnae Affairs shall serve as acting President in the President's absence, removal or at her request until an election takes place to elect a new President no later than the next national meeting.

If more than one office becomes vacant at one time, the remaining National Executive Board members shall divide the responsibilities required of those positions amongst themselves. This shall only be until the vacancies are filled.

SECTION 7 – MEETINGS

The NEB shall meet at least once a month. Three out of five NEB members shall constitute quorum in NEB meetings. In the absence of quorum, no voting shall take place.

SECTION 8 – ADDITIONAL PROVISIONS

Any NEB member who, unless excused, is absent from three meetings shall be deemed to have resigned. This will become effective with the adjournment of the third meeting missed.

ARTICLE III – THE ALUMNAE BOARD OF DIRECTORS

The Alumnae Board of Directors was established to work in conjunction with the National Executive Board and assist in the constructive progress of Hermandad de Sigma Iota Alpha, Inc.

In 2003, the growth of the sorority led to the establishment of Regional Graduate Alumnae chapters, replacing the Alumnae Board of Directors. See Article VIII.

ARTICLE IV – APPOINTED OFFICERS, DIRECTORS AND COMMITTEES

SECTION 1 – ELIGIBILITY

Graduate and alumna members with active status, as described in Article VI, Section 3, are eligible to be appointed to any director or officer position and may sit on any appointed committee, so long as she meets the specified requirements outlined in the Standard Operating Procedures.

Professional members with an active status as described in Article VI, Section 3, are eligible to hold the following appointed positions: Expansion Director, DMPA, ADMPA, DGMPA, ADGMPA, Parliamentarian, Judicial Board, Director of Community Affairs, Member Benefits Officer, Historian, Recording Secretary, Director of Marketing and Chapter Advisor. Appointed committees in which they may serve are: Application and Treasury Committees.

SECTION 2 – NEB APPOINTED POSITIONS DUTIES AND RESPONSIBILITIES

Please see the Standard Operating Procedures for a full list of eligibilities and requirements for appointed positions.

SECTION 3 – TERM OF OFFICE

The term of office for all appointed positions and committees shall be one year, specifically from May 1 to April 30. The Historian shall serve a two-year term from May 1 to April 30. The Director of Membership Process Affairs shall serve for 2 years from July 1 to June 30. The Historian and the Director of Membership Process Affairs terms shall be appointed concurrently starting and ending on the off election year.

SECTION 4 – ADDITIONAL PROVISIONS

Any officer who, unless excused, is absent from three meetings shall be deemed to have resigned. This will become effective at the adjournment of the third meeting missed.

ARTICLE V – THE JUDICIAL BOARD

Please see the Judicial Process for specific procedures.

SECTION 1 – RESPONSIBILITIES AND PURPOSE

The Judicial Board shall be responsible for judging and taking action against a member (or members) that defies any rule, guideline or regulation outlined within this Constitution and/or the Membership Process manual. They shall also be responsible for hearing and deciding on officer impeachment cases.

SECTION 2 – BOARD MEMBERS

The board will consist of five unbiased active members that shall be designated by the two Chairs of the Judicial Board.

SECTION 3 – FILING COMPLAINTS

Any sister can file a complaint against a chapter or another sister by submitting a complaint in written form to the Judicial Board Chairs. The Chairs shall proceed immediately to contact, in writing, the individual(s) on whom the complaint is being brought against. They will need to set a date for a hearing, such date must be convenient for all involved parties to attend. The Chairs will then need to begin drafting procedures.

SECTION 4 – DRAFTING PROCEDURES

The Judicial Board Chairs must contact, in writing, and 4 weeks prior to the hearing date, 5 active members informing them that they must sit in as a jury for a hearing. Upon receiving the draft notice, the member has 7 days to respond whether she can attend. It is part of our Sister Responsibilities to serve as a Judicial Board Member when required but can be excused if the absence is related to job responsibilities, academics, religious and/or family obligations. If she is delinquent in responding to the notice or does not appear on the hearing date she shall be given a hefty fine.

SECTION 5 – HEARINGS

At the hearing all parties involved shall come prepared with copies of an outline they will follow in arguing and discussing the complaint. An equal amount of time should be allotted to both parties to present their case. The Judicial Board Members and Chairs will be allowed to ask questions after each party finishes presenting their argument. Immediately following the hearing, the Judicial Board Members and Directors should meet to discuss a decision.

SECTION 6 – DECISIONS

At least 3 out of the 5 members must be in agreement on the decision and punishment, if any, in order for it to be considered valid. It is up to the discretion of the Judicial Board Members to decide on a punishment, if any, that should be given. It is then the responsibility of the Judicial Board Chairs to

contact the National Executive Board and the parties involved, in writing, of the decision and punishment, if any, within 2 weeks after such agreement is reached.

SECTION 7 – APPEALS

All appeals to Judicial Board decisions shall be filed with the Appeals Board. Please see the Judicial Process for more details.

ARTICLE VI – MEMBERSHIP

SECTION 1 – ELIGIBILITY

Any matriculated, undergraduate or graduate, female student maintaining a cumulative grade point average (G.P.A.) of 2.5/4.0 or higher, **having a last semester G.P.A. of 2.5/4.0 or higher**, exhibiting leadership qualities and/or skills, and having a shared interest with the sisters of Hermandad de Sigma Iota Alpha, Inc., in pursuing the goals of the sorority, is eligible for a membership application. She must then complete the membership process successfully to attain membership into the sorority.

SECTION 2 – CLASSIFICATION

The membership of the sorority shall consist of the following classification: Undergraduate Member, Alumna Member, Graduate Member, Professional Member and Honorary Member.

- A. Undergraduate Member - a member who is enrolled in a four-year college or university where there is a chapter.
 - 1. Chapter Associate – an undergraduate member who attends a school where there is not an existing chapter or a member who has withdrawn from her undergraduate institution in good academic standing. A member will be considered in good academic standing by obtaining a cumulative G.P.A. greater than or equal to the minimum G.P.A. of 2.5/4.0. She must work as a member of a chapter within her region that will accept her and fulfill those chapters' responsibilities. If she is a student of the university she may run for chapter office; but if she is not a matriculated student at the University where the chapter is recognized she may not run for chapter office. A non-matriculated Hermana may only remain an undergraduate chapter associate for 3 total years during her life, after which she may either: matriculate, apply to be a recognized as a Professional Member of the sorority or apply for professional chapter associate status.
- B. Alumna Member - a member who has completed her undergraduate or graduate studies.
 - 1. Professional Chapter Associate – an member who has withdrawn from her undergraduate institution without finishing her bachelors (4 year) degree. She must work as a member of a Graduate chapter within her region that will accept her and fulfill those chapters' responsibilities. She will be able to hold all offices that Professional Members may hold within the chapter and the national organization. She may not be a Regional Director or a Graduate Membership Process Coordinator/Assistance Graduate Membership Process Coordinator. An hermana may only remain a

professional chapter associate for 3 total years during her life, after which she may either: matriculate and graduate to obtain Alumna status or apply to be recognized as a Professional Member of the sorority. Once an hermana has held the status of professional associate member she may not apply for undergraduate associate member status unless she is doing to as a matriculated student at a school in the chapter's region.

- C. Graduate Member - a member who is currently enrolled in graduate studies and/or member of an established graduate chapter and has submitted a copy of her degree or transcript to the Vice President of Alumnae Affairs.
- D. Professional Member - a member who has received a degree from a two-year institution or has withdrawn from her undergraduate institute in good standing. She must have been working for at least two years as a professional (a field in which one must be trained, practiced, skilled, certified or licensed) and served as a Chapter Associate for at least two years.
- E. Honorary Member - someone who has shown herself to be an outstanding individual within the community and has shown interest in the advancement and progress of Hermandad de Sigma Iota Alpha, Inc. She must meet the requirements outlined in the Standard Operating Procedures.

SECTION 3 – STATUS

- A. Active status shall be granted to all sisters who comply with the following criterion:
 - i. successful completion of membership process.
 - ii. a cumulative G.P.A. greater than or equal to the minimum of 2.5/4.0.
 - iii. compliance with her financial responsibilities.
 - iv. attendance to the two national meetings.
- B. As an active member, sisters have the right to:
 - i. serve as undergraduate chapter delegate and as alumnae cast one vote in all elections and meetings.
 - ii. participate in all membership process sessions.
 - iii. run for elected office providing all criterion for eligibility as detailed in this Constitution Article II, Section 1 for NEB and/or Article III, Section 2 are met. (A list of active sisters will be maintained by the National Treasurer to establish voting privileges and nomination eligibility.)
- C. Inactive status shall be granted to any sister not meeting the academic and/or financial obligations herein defined as requisites for active status in Clause A of this Section. As an inactive sister, the following rights are forfeited until active status can be attained:
 - i. serving as undergraduate chapter delegate or in the case of alumnae casting one vote in elections and/or meetings.
 - ii. participating in membership process activities is limited to being present, but not actively involved.
 - iii. running for and being elected to hold office.

SECTION 4 – RESPONSIBILITIES

- A. Dues
 - i. Matriculated, undergraduate members must pay 60% of total dues to the chapter Treasurer and the remaining 40% to the NEB Treasurer.
 - ii. Alumnae, graduate and professional members, who are not a part of a Graduate Alumnae Chapter, must pay 100% of their dues to the NEB.
 - iii. Alumnae, graduate and professional members, who are a part of a Graduate Alumnae Chapter must pay 50% of their dues to the NEB and 50% of their dues to their Graduate Alumnae Chapter.

- B. Grades
 - i. Matriculated, undergraduate and graduate students must maintain a minimum of a 2.5/4.0 cumulative grade point average (G.P.A.)
 - ii. Alumnae and graduate members must submit a copy of their diplomas and last transcript to the VP of Alumnae Affairs.

- C. Participation
 - i. Matriculated, undergraduate members must
 - a. assist during fundraising activities.
 - b. perform community service.
 - c. partake in membership process activities.
 - d. attend activities hosted by their own chapter, other chapters and the organization on a national level.
 - e. act as a Judicial Board Member when requested.
 - f. perform other duties as deemed necessary.
 - ii. Alumnae, graduate and professional members must
 - a. assist during fundraising activities.
 - b. participate in an alumnae organized community service.
 - c. partake in membership process activities.
 - d. attend activities hosted by chapters and the organization on a national level.
 - e. take an active role with alumnae
 - f. act as a Judicial Board Member when requested.
 - g. participate in an alumnae organized fundraiser for Camp Heartland.
 - h. perform other duties as deemed necessary.

- D. Attendance at meetings
 - i. Matriculated, undergraduate members must
 - a. attend chapter meetings, on time and prepared.
 - b. attend general membership meetings, on time and prepared.
 - ii. Alumnae, graduate and professional members must
 - a. attend general membership meetings, on time and prepared.
 - b. attend Alumnae meetings, on time and prepared.
 - c. attend graduate chapter meetings, on time and prepared

- E. Respect
 - i. All members must respect one another.

- ii. All members must respect those candidates partaking in the membership process.
- iii. All members must respect non-Greeks, members of other Greek organizations and the general public.

F. Confidentiality

- i. No member can discuss specifics of our membership process with someone outside of Hermandad de Sigma Iota Alpha, Inc.
- ii. No member can discuss the internal problems or proceedings of our organization with anyone outside of the members of Hermandad de Sigma Iota Alpha, Inc.

SECTION 5 – EXCEPTIONS TO FULFILLMENT OF RESPONSIBILITIES

A. Unpaid dues

i. Financial probation

A member can request to be placed on financial probation if she has extenuating financial difficulties that are not permitting her to pay her dues. If she pays 15% of her dues to the National Executive Board, she will be considered to have an active membership status.

ii. Waiver

The NEB reserves the right to waive a bulk amount of long overdue membership fees for founding mothers and alumnae members who may be persuaded to return as active members of the sorority if such a waiver is offered. This individual will still be required to pay the percentage payable to the National Executive Board for each semester owed.

iii. Military Service

A sister serving in the armed services, who is deployed, will have her dues waived.

B. Leave of Absence

If a member will not be able to participate in sorority activities but would like to retain her active status, she must write a letter explaining her situation to the NEB and stating the approximate length of time for which she will be absent, if known (ex: out of country, medical leave).

C. Excused Absences

- i. An absence from a general membership meeting due to religious reasons will be considered excused but the member must notify the National Executive Board within 48 hours prior due to the meeting date.
- ii. Any member living outside of a 300 mile radius from the meeting place will be excused from attending such meeting.
- iii. Any member that has a child, is married, is married with children, is over 7 months pregnant, and/or is on financial probation within the sorority will not be penalized for not attending general membership meetings.

SECTION 6 – PROCEDURES FOR NON-COMPLIANCE OF RESPONSIBILITIES

A. Unpaid dues

- Membership status will be considered inactive and she will
 - a. not be allowed to vote in any type of election or decision.
 - b. be unable to hold any office.
 - c. be unable to actively participate in any membership process (exceptions and/or specifications are detailed in the Membership Process Manual).
 - d. be unable to hold any office within Greek life on campus.

- B. Unmet GPA requirement
 - Membership status will be considered inactive and she will
 - a. not be allowed to vote in any of election or decision.
 - b. be unable to hold any office.
 - c. be unable to be actively involved in any membership process (exceptions and/or specifications detailed in the Membership Process Manual).
 - d. be unable to hold any office within Greek life on campus.

- C. Lack of participation
 - i. A matriculated, undergraduate member can be placed on temporary probation by a majority vote of her chapter. The chapter shall use their own discretion to set the time of this probationary period. Being placed on probation means she may
 - a. lose voting privileges during this time.
 - b. not be able to hold any office.
 - ii. All other members can be placed on temporary probation by the Judiciary Board. A hearing must be held to determine the duration of the probationary period and its severity but she may
 - a. lose voting privileges during this time.
 - b. not be able to hold any office.

- D. Absence from meetings
 - i. All members regardless of membership status will be penalized for not attending general membership meetings unless the absence falls under the excused absence category outlined in Section 4 above.
 - a. A \$25 fine will be imposed if the National Executive Board has not been notified in writing within 48 hours prior to the meeting date.
 - b. A \$10 fine will be imposed if the National Executive Board has been notified in writing within 48 hours prior to the meeting date unless it has been proven that the absence was due to an emergency or extenuating circumstances (to be decided by the officers of the NEB.)
 - ii. All members regardless of membership status will be penalized for being tardy to general membership meetings.
 - a. A \$5 fine will be imposed for every hour she is late (a grace period of 15 minutes is given) unless it is proven that the tardiness was due to an emergency or extenuating circumstances (to be decided by the officers of the NEB.)

- E. Lack of respect
 - i. Such action will constitute grounds for a hearing to be called by the Directors of the Judicial Board. Disciplinary measures to be taken will be decided at this meeting.

F. Breach of confidentiality

Such action will constitute grounds for a hearing to be called by the Directors of Judicial Board. Disciplinary measures to be taken will be decided at this meeting.

SECTION 7 – DISAFFILIATION

- i. Definition of Disaffiliation: A voluntary action to no longer be associated with Hermandad de Sigma Iota Alpha, Inc. Once the stated procedures are performed, this is a non-reversible decision.
 - a. There are official protocols to be followed by a member if they wish to disaffiliate. These protocols can be found in the Standard Operating Procedures.

ARTICLE VII – UNDERGRADUATE CHAPTERS

Please see Standard Operating Procedures for further information on the establishment, recognition and responsibilities of Undergraduate Chapters.

SECTION 1 – RECOGNITION

Recognition as a undergraduate “chapter” of Hermandad de Sigma Iota Alpha, Inc., within the sorority, must be approved by the National Executive Board. The first group of membership candidates from that college or university will be known as a colony until their formal petition is approved by NEB. The Standard Operating Protocols outline the procedure for obtaining a chapter charter. Once recognized, the next available letter in the Greek alphabet will be assigned as their chapter designator, with the exception of Alpha Omega (reserved for deceased sisters).

Recognition as a “chapter” of Hermandad de Sigma Iota Alpha, Inc., by a four-year college or university must be actively pursued by those Sisters attending the institution until it is granted. It is in the best interest of all chapters as well as the national organization that recognition within the college or university be attained whenever possible.

All chapters shall function in compliance with the rules, guidelines and regulations set forth by the university or college that recognizes them as a chapter of a national Greek organization.

SECTION 2 – GOVERNING BODY

Every chapter will have an Executive Board which will be considered the governing body of that chapter. This board will consist of a President, Vice-President, Secretary and Treasurer. There will also be five Chairwomen positions to assist with the administrative duties of the chapter as defined in Section 4 below.

When there are less than four members, one member will need to take two positions. Any chapter having more than four sisters should have each member hold only one officer position. The Chairwomen positions can be distributed among all members with the only exception being that the President cannot be MPC or Treasurer.

SECTION 3 – OFFICER RESPONSIBILITIES

A. President shall

- i. be the chief officer and administrative head of the chapter.
- ii. preside at every chapter meeting.
- iii. submit a semester report to the National Executive Board President.
- iv. countersign all checks and documents.
- v. appoint all temporary chairwomen in the event of a vacancy.
- vi. cast no vote except in elections, executive board decisions or in the case of equal division of the votes cast.
- vii. be responsible for all functions in conjunction with the Social Chairwoman.
- viii. perform other duties as deemed necessary.

B. Vice-President shall

- i. serve as the President's chief aid and confidant.
- ii. perform all the duties of the President in her absence, removal or at her request.
- iii. submit a semester report to the National Executive Board Vice-President.
- iv. report chapter history to the Historian at the end of each semester.
- v. oversee all standing committees.
- vi. serve as liaison between the chapter, the National Executive Board and the Alumnae Board of Directors.
- vii. perform other duties as deemed necessary.

C. Secretary shall

- i. Read the minutes at every meeting and archive them in a presentable format.
- ii. read the minutes of the previous meeting at the current chapter meeting.
- iii. be responsible for all incoming and outgoing correspondence to the chapter.
- iv. notify the members of all meetings.
- v. submit a monthly report to the National Executive Board Secretary.
- vi. perform other duties as deemed necessary.

D. Treasurer shall

- i. submit a semester report to the National Executive Board Treasurer.
- ii. function as the accountant in collecting, holding and dispensing all moneys of the chapter.
- iii. prepare and administer the budget in conjunction with the President and the Vice-President.
- iv. assist in the preparation and compilation of budget strategies for fund-raising and other major events.
- v. remit the 15% of all member dues to the National Executive Board Treasurer.
- vi. perform other duties as deemed necessary.

SECTION 4 – CHAIRWOMEN RESPONSIBILITIES

A. Academic Chairwoman shall

- i. compile a test bank.
- ii. keep an academic profile of all sisters.

- iii. should be academic dean for membership process lines.
 - iv. keep a career bank.
 - v. appropriate an annual budget and submit it to the chapter Treasurer.
 - vi. perform other duties as deemed necessary.
- B. Social Chairwoman shall
- i. be responsible for all social functions in conjunction with the chapter President.
 - ii. be responsible for community relations and community services.
 - iii. appropriate an annual budget and submit it to the chapter Treasurer.
 - iv. advertise events to all chapters.
 - v. perform other duties as deemed necessary.
- C. Fundraising Chairwoman shall
- i. run all fundraising activities.
 - ii. appropriate an annual budget and submit it to the chapter Treasurer.
 - iii. deliver money to chapter Treasurer after fundraising event.
 - iv. perform other duties as deemed necessary.
- D. Rush Chairwoman shall
- i. outline a budget for each rush event.
 - ii. recruit new members.
 - iii. render a schedule of activities.
 - iv. advertise, organize and head all rush events.
 - v. appropriate an annual budget and submit it to the chapter Treasurer.
 - vi. perform other duties as deemed necessary.
- E. Membership Process Coordinator
- i. maintain a copy of the Membership Process Manual.
 - ii. appropriate an budget and submit it to the chapter Treasurer.
 - iii. perform other duties as deemed necessary.

ARTICLE VIII – REGIONAL GRADUATE/ALUMNAE CHAPTERS

Please see Standard Operating Procedures for further information on the establishment, recognition and responsibilities of Regional Graduate/Alumnae Chapters.

SECTION 1 – RECOGNITION

Recognition as a Regional Graduate / Alumnae “chapter” of Hermandad de Sigma Iota Alpha, Inc., within the sorority, must be approved by the National Executive Board. Although a group of alumnae Hermanas have been working together within a region and have bonded form this autonomous group, it is the responsibility of this group to seek and maintain recognition by the Hermandad. The Standard Operating Protocols outline the procedure for obtaining a chapter charter. Upon approval granted by the NEB, the chapter will be presented to the body for formal recognition of a Greek chapter letter, beginning with Gamma Alpha, followed by Gamma Beta, etc.

SECTION 2 – GOVERNING BODY

The Regional Graduate Alumnae Chapter Officers are the governing body of the Regional Graduate Alumnae Chapter.

The officers will consist of a Regional Director, Finance Administrator, Event Administrator, and Recording Administrator. When there are less than four members, one member will need to take two positions. The only exception being that the Regional Director cannot be MPC or Finance Administrator for the chapter. Any chapter having more than four sisters should have each member hold only one officer position.

SECTION 3 – OFFICER RESPONSIBILITIES

- A. Regional Director - The Regional Director is the chief officer and administrative head of the chapter. The Regional Director's responsibilities are as follows:
 - i. Preside at all chapter meetings. The Regional Director can cast no vote except in the case of equal division of the votes cast.
 - ii. Countersign all checks and documents.
 - iii. Prepare an annual budget in conjunction with the Finance Administrator.
 - iv. Must attend all Alumnae Affairs required events.
 - v. Serve as the liaison between the chapter and the Vice President of Alumnae Affairs.
 - vi. Must submit reports of events/finances/minutes to the Vice President of Alumnae Affairs. II.

- B. Finance Administrator - The Finance Administrator is the chief financial officer of the chapter. The Finance Administrator's responsibilities are as follows:
 - i. Function as an accountant in the collecting, holding, and dispensing of all monies and maintaining all financial accounts and budgets.
 - ii. Ensure all members have submitted dues to the National Treasurer.
 - iii. Plan and execute all fundraisers.
 - iv. Submit requests to the Vice President of Alumnae Affairs for financing of any events.
 - v. Submit the chapter treasury report to the Regional Director, by the specified due date.

- C. Event Administrator - The Event Administrator is the overseer of all event committees and is the officer accountable for all events held by the chapter. The Event Administrator's duties are as follows:
 - i. Coordinate all community service and social events and workshops.
 - ii. Responsible for meeting the chapter's event requirements.
 - iii. Responsible for serving as a liaison with the undergraduate chapters in the same region.
 - iv. Responsible for coordinating any planned events in conjunction with the undergraduate chapters in the same region.
 - v. Coordinator of any rush events held by the chapter.

- D. Recording Administrator - The Recording Administrator is the chapter's chief source of information. The Recording Administrator's duties are as follows:

- i. Schedule chapter meetings.
- ii. Maintain meeting minutes.
- iii. Update all active members of minutes from any previous meetings.
- iv. Be responsible for all incoming and outgoing correspondence for the chapter.
- v. Submit minutes from chapter meetings on a monthly basis to the Regional Director.
- vi. Responsible for confirming all active members of the chapter.

ARTICLE IX – NATIONAL MEETINGS

SECTION 1 – LOGISTICS

The NEB shall be responsible for composing the agenda and choosing a meeting place.

A Sergeant at Arms should be nominated to maintain order throughout the meeting in conjunction with the Parliamentarian.

- A. National Convention – shall be held annually for two consecutive days on a weekend during the month of July, in conjunction with the Founders Day Celebration. Every two years, nominations and elections for all elected offices in the National Executive Board will take place.
- B. Fall Leadership Conference: Shall be held annual for one day during the Fall Semester (August 1 – November 15) among established Graduate Alumnae Chapters under the direction of the Vice President of Alumnae Affairs. The conference will be a non-SIA business related where attendees will be required to pay a fee. In the event sorority business is conducted, members who attend only sorority workshop will not be required to pay a fee. In addition, the Graduate/Alumnae chapter may choose to host a regional meeting alongside this event with the undergraduate chapters in the region.
- C. Spring National Meeting-
 - a. The Spring National Meeting will take place one day during a weekend in the month of March. The National Executive Board is required to send the entire body their reports via electronic mail and set up a time when they are available to answer questions from the general body.
 - b. Each Graduate/Alumnae chapter is required to host the Spring National Meeting. NEB will provide the date and agenda for this meeting; however, the chapter is responsible for securing the location and incurs the cost of this meeting. The Chapter is also responsible for securing any audio-visual equipment necessary for NEB to be present via teleconference, webinar, skype, or etc.
 - c. All undergraduates are encouraged to attend the Spring National Meeting hosted by the Graduate Alumnae Chapter in the Undergraduate Chapter’s geographic region. This will give the undergraduates valuable information and allow time for bonding with the Alumnae in their region.

SECTION 2 – PROPOSALS

Every three years at the National Convention, any active member may submit a proposal for changes to

any document, process, guideline, rule, policy, regulation, etc. pertaining to Hermandad de Sigma Iota Alpha, Inc. This excludes changes to the membership process manual for which proposals can be submitted every other year. Such a petition will be termed a proposal and must be presented both verbally and in written form during the meeting.

The National Executive board has the power to submit a proposal for vote to the general body at any national convention when they feel there is a critical need to change protocols or rules in order for the sorority to properly operate and/or follow all federal laws, insurance requirements, and school rules and regulations.

The next national convention for which proposals will be accepted after the 2011 national convention will be held in 2015 and every three years thereafter.

SECTION 3 – ELECTIONS

- A. The positions on the National Executive Board shall be elected in the following manner:
 - i. any eligible candidate as defined in Article II, Section 1 and Article III, Section 2 shall submit a letter of intent to the outgoing NEB by the date set forth. This letter is to include what position the member is nominating herself for as well as a brief explanation of her qualifications.
 - ii. if the NEB receives more than three (3) nominations for any one position, a primary election will be held. This election will be held in a manner deemed appropriate by NEB. The purpose of the primary election is to narrow the candidate pool to three.
 - iii. at convention, the candidates are to give a speech and field questions from the general body.
 - iv. voting will be done by secret ballot and the candidate receiving the most votes shall be deemed to have won.
 - v. if no letters of intent are received for a position, NEB has two options:
 - a. the deadline may be extended.
 - b. candidates may be nominated during convention. All members accepting nominations would then give a speech, field questions from the general body and be voted on by secret ballot.

SECTION 4 – VOTING AND QUORUM

- A. Quorum at non-voting meetings - Quorum to conduct business at a non-voting meeting should be defined by 25% of the active membership being physically present. For example, if 100 sisters are active at a non-voting meeting quorum is 25 sisters. 25 sisters must be physically present to conduct business. If 25% is not a whole number, then the number must be rounded up to determine quorum. For example, if there are 101 active sisters, 25% is 25.25, round up to 26 therefore quorum would be 26. Note: Each chapter should send at least two representatives per meeting.
- B. Quorum at voting meetings - To conduct business at a meeting where there must be voting for elections, vote of confidence, proposals or any other voting the sorority deems necessary, quorum will be defined as 50% of the active membership plus one with a requirement that only 25% of the active membership be physically present. For example, if 100 sisters are active at a voting

meeting, quorum is 51 sisters. Only 25 sisters must be physically present plus there must be at least 26 proxies or sisters “present” via conference call or whatever other means the National Executive Board allows in order to conduct business. If 25% is not a whole number, then the number must be rounded up to determine quorum. For example, if there are 101 active sisters, 25% is 25.25, round up to 26 therefore quorum would be 26. Note: Each chapter should send at least two representatives per meeting.

The difference between the 25% and the 50% plus one may be derived from proxy voting, conference calling or any other way technology allows. The National Executive Board will decide whether any means besides proxy voting will be allowed depending on the sorority’s concerns and needs including, but not limited to, the finances of the sorority and the availability of technology at the meeting’s location. The National Executive Board will set deadlines and limitations as to when the proxy will be submitted and who the body can submit it to.

- C. Voting - Quorum must be present to conduct voting. All voting shall be done by secret ballot and only those members with an active membership status shall be allowed to vote. The candidate or motion receiving the most votes shall be deemed to have won.

ARTICLE X – HAZING STATEMENT

Every membership candidate has the right to say "No," if and when she feels an action is unjust, degrading and/or dangerous to her health. She has the right to resign from the membership process if she feels that it is interfering with her academics; if she feels that the demands of the sorority are too great; and/or if she is suffering from a medical problem. She has the right to voice her opinion and demand respect as a human being from all members.

If any membership candidate feels that she is being hazed (to do ridiculous and painful things as defined in Webster's New World Dictionary) by Hermandad de Sigma Iota Alpha, Inc., she has the right to call a meeting with the National Executive Board to discuss and resolve the issue.

All membership candidates must sign the Membership Process Contract where all of her rights as detailed here, are clearly outlined.

ARTICLE XI – DOCUMENTS

All documents pertaining to Hermandad de Sigma Iota Alpha, Inc., including but not limited to the Constitution, the Membership Process Manual, the Membership Process Contract, the Rudi-SIA guidelines, the Noti-SIA newsletter and the Articles of Incorporation, are property of Hermandad de Sigma Iota Alpha, Inc. Any theft or misuse including the misrepresentation of the organization's official nomenclature whether purposefully or otherwise by outsiders or any member of this organization shall constitute grounds to fine and file legal proceedings.

ARTICLE XII – AMENDMENTS

Amendments to this Constitution can only be proposed at any non-election convention meeting. If the proposal meets two thirds of the popular vote and two thirds of the chapter vote it will be deemed to have passed and the constitution will be amended.