

**Bylaws
Of the Beta Gamma Chapter
Of Gamma Sigma Sigma National Service Sorority**

**ARTICLE I.
Name**

Section 1. The name of this organization shall be the Beta Gamma Chapter of Gamma Sigma Sigma National Service Sorority.

**ARTICLE II.
Objective**

Section 1. The objective of the Beta Gamma Chapter shall be to assemble students of the University of Delaware in the spirit of service to humanity, and to develop friendships among students of all races and creeds. This chapter shall be conducted as a service organization under the provisions of the Bylaws of Gamma Sigma Sigma National Service Sorority and the regulations of the University of Delaware governing students.

**ARTICLE III.
Members**

Section 1. Membership in this chapter shall be open to all students of the University of Delaware.

Section 2. Any student in good academic standing as defined by university regulations (having a grade point average 2.0) shall be eligible for membership, provided that each student meets campus regulations governing participation in student organizations, performs a minimum of ten (10) total hours of service, five of which are an MIT project, and pays chapter dues and national membership fees. A person meeting the criteria set forth in this section shall be activated into this chapter according to its official ceremony. (See Standing Rules, Article I)

Section 3. An MIT class must be taken at least once per academic year.

Section 4. Representatives from the chapter must attend at least one (1) of the three (3) national events in a biennium: Convention, Conference, and Spirit of Service Day(s).

Section 5. All members have the responsibility to know these bylaws and the standing rules and to follow them.

Active Members

Section 6. Active members of this chapter shall have the right to vote and be entitled to hold office. An active member must perform a minimum of fifteen (15) hours of service per semester, attend all meetings of this chapter (with the exception of two (2) unexcused absences per semester), and pay chapter and National membership fees.

Inactive Membership

Section 7. Inactive membership status may be granted to a member by a majority vote of the Executive Committee. Inactive status may be granted to those who are unable to fulfill the requirements of an active member. Any inactive member shall not have the obligations of service, attendance or paying chapter fees. All inactive members will pay national fees. The member shall be entitled to all privileges except those of making motions, of nominating, of voting and of holding office. The member will be allowed to run for office for the following semester, provided that the member will be active during that semester.

Section 8. If a member is studying abroad for either the fall or the spring semester, the member must either pay inactive dues the semester before the member leaves, or arrange for the member's dues to be paid the semester the member is away.

Section 9. Inactive letters must be received by midnight on the day before the first chapter of the semester. Any member who is denied for inactive status and wishes to appeal their inactive status because of work or other mandatory commitments may petition the executive board. All requests for appealed inactive status must be done by contacting the executive board before the second meeting of the semester.

Probation

Section 10. A member may be placed on probation by this chapter for noncompletion of prescribed service hours, lack of attendance at chapter meetings, and nonpayment of chapter dues and national fees. The process for placement on probation and appeal of probation shall be as follows:

- a. The member will be notified of their placement on probation by the corresponding Executive Board member (Service Auditor for Service probation, Recording Secretary for Attendance probation, and Financial Secretary for Financial probation) in writing within three (3) business days of the infraction(s) constituting probation. Business days are defined as days when the university is in session.
 - i. The notification must include directions on how to appeal and rectify the probation.
- b. The member will then have five (5) business days to appeal the probation in writing to the President.
 - i. Appeals to probation must be submitted to the District Director by the chapter upon receipt from the member.
- c. The appeal of probation will be presented to a quorum of the chapter's eligible voting membership at the next chapter meeting following the submission of the appeal.
 - i. The membership will be presented the reason for the member being placed on probation and the written appeal of the member.
 - ii. The member will remain anonymous throughout this process except to the Executive Board members.
 - iii. A majority vote (51%) to approve the member's appeal will void the probation.

- d. If the member's appeal is not approved or if there is no appeal, then the member will have until the deadline set for each probation to rectify the probation. See Standing Rules, Article II, Sections 11-13.
- e. The District Director will be notified of the placement of the member on probation if there is no appeal within the five (5) business days after notification, or if there is an appeal and it is not approved. The District Director will be provided with the notice of probation and conditions of probation within thirty (30) days. Upon reinstatement of a member on probation, notice shall be provided to the District Director within thirty (30) days.
- f. If the probation is not rectified by the deadlines set, then the member will be nominated for expulsion.

Section 11. The following are reasons for a member to be nominated for expulsion:

- a. Failure to rectify Service, Attendance, or Financial Probation by the set deadlines.
- b. Double Probation which is being on any combination of two different types of probation simultaneously.
 - i. After placement on the second probation and the time given to appeal has passed, then the member may be nominated for expulsion.
- c. Violation of the sorority's policy regarding hazing, the university's policies regarding hazing, or any other university policy that might endanger recognized organizational status for the chapter on campus.
- d. Failure to be in good academic standing for two (2) semesters.
- e. Placement on the same probation for two consecutive semesters.

Section 12. The process for nominating a member for expulsion shall be as follows:

- a. The member violates one of the above stated reasons for nomination for expulsion.
- b. A quorum of the chapter's eligible voting membership will be presented the following at the next chapter meeting after the violation:
 - i. How the member violated one of the reasons for nomination for expulsion.
 - ii. If the nomination for expulsion is due to failing to rectify a probation, then any documentation for the placement on and appeal of probation will be included.
 - iii. The member will remain anonymous throughout this process except to the Executive Board members.
- c. A majority vote (51%) of the eligible voting members in favor of nomination for expulsion will nominate the member for expulsion.
- d. If the member is nominated for expulsion, then they will be notified of it by the President within 1 business day of the vote.
- e. The nomination for expulsion will be submitted to the National Board of Directors at the same time as the notification of the member. The nomination will include:
 - i. The reason for the nomination for expulsion.
 - ii. Any documentation between the Executive Board and the member about the nomination for expulsion.
 - iii. If the nomination is due to failing to rectify a probation, then any documentation for the placement on and appeal of probation will be included.
 - iv. Any documentation about the member's violation of one of the reasons for nomination for expulsion

- f. The chapter shall list the expelled member(s) on the Graduating/Separating Members report.

Section 13. Any member desiring to resign from the chapter/colony shall submit a resignation in writing to the President, who shall present it to the Executive Committee for action. Resigning from a chapter also removes a member from national membership.

Honorary Membership

Section 14. Upon a three-fourths ($\frac{3}{4}$) vote of the membership of this chapter, honorary membership may be conferred on persons the chapter wishes to distinguish with such an honor. An honorary member shall have none of the obligations of membership in the chapter, but shall be entitled to all of the privileges except those of making motions, of voting, of mentoring a member-in-training, of holding office, being a project chair, guardian, or secret buddy.

ARTICLE IV. Officers and Duties

Section 1. The officers of this chapter hold the offices of President, Service Vice President, Membership Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Financial Secretary, Public Relations Coordinator, National Representative, Alumnae Liaison, and Parliamentarian, all of whom shall be elected by the membership, with the exception of the Parliamentarian. The President shall appoint the Parliamentarian. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this chapter. (For a more detailed description of officer duties, see Chapter Standing Rules, Article IV).

Section 2. The President shall preside at all meetings, enforce a due observance of the bylaws, and perform other duties as directed by the chapter.

Section 3. The Service Vice President shall fill a vacancy in the office of President. Service Auditor shall fill the vacancy in the position of Service Vice President. A vacancy in all other officers shall be filled by a vote of the membership.

Section 4. The Service Vice President shall preside at meetings in the absence of the President. The Service Vice President acts as a liaison to the community. All charities and communities seeking the Chapter's help are to correspond with the Service VP.

Section 5. The Service Auditor will maintain records of service hours for MITs and members. The SA will be the primary contact for service committee members with remarks and reports of projects and any problems will be reported to the Service Vice President if necessary. Service and snacks will fall under the responsibility of the Service Auditor. The service auditor will not be a voting member of the executive board and the newly elected executive board will vote on a Service Auditor from write-in's and then the President will approve the winning nomination.

Section 6. Membership Vice President shall be responsible for preparing for the incoming MIT class, using the membership curriculum. Membership Vice President will help to unify and improve member relations. Membership VP will collaborate with the Service Vice President to ensure MIT service hours are completed and ensure that all MITs meet the requirements to be activated into the chapter.

Section 7. The Member in Training Coordinator shall work with the Membership VP and assist with any things necessary. MIT Coordinator will work with the MIT Exec Committee to plan their events. Everything will be done using the membership curriculum. MIT Coordinator will be the primary contact for membership committee members and relay all pertinent information and issues to the Membership VP. In the event that the chapter does not take an MIT class, no Member in Training Coordinator shall be elected. The MIT Coordinator will not be a voting member of the executive board and the newly elected executive board will vote on a Member in Training Coordinator from write-in's and then the President will approve the winning nomination.

Section 8. The Treasurer shall be responsible for maintenance of the chapter financial records and disbursement of chapter funds. The Treasurer will receive any other money from the chapter and record all money.

Section 9. The Recording Secretary shall record and distribute the minutes of the meetings, and record the attendance of members at meetings. Any requests for inactive status will be sent to the recording secretary.

Section 10. The Corresponding Secretary is responsible for facilitating communication with the entire membership.

Section 11. The Financial Secretary works with the Treasurer to collect dues. The Financial Secretary will also be responsible for planning events to fundraise money for the chosen philanthropy and our chapter of the sorority.

Section 12. The Public Relations Coordinator in a given semester is responsible for giving out semester awards and the advertising for the organization.

Section 13. The National Representative is responsible for inter-chapter relations and carrying out service related to our impact areas and service partners, mandated by the National Organization. The National Rep will promote attendance at National events and organize travel. The National Rep will act as a liaison between the chapter and the National Organization. In the Fall semester, Founder's Day celebrations will be organized and carried out by the National Representative.

Section 14. The Alumni Liaison shall maintain address files for all alumni of this chapter, coordinate communications with alumni, promote alumni membership in Gamma Sigma Sigma National Service Sorority, and send out multiple newsletters per semester to the alumni. They are responsible for notifying alumni of sorority events. Alumni Liaison will plan events during alumni specific university programs. Senior Send Off and Alumni Brunch will be organized and

carried out by the Alumni Liaison. Alumni Liaison is responsible for keeping a detailed history of the chapter.

Section 15. Social Coordinator will be responsible for organizing off-campus social events. The Social Coordinator will not be a voting member of the executive board and will be appointed by the president.

Section 16. Unity Chair will be responsible for coordinating on-campus social events. The Unity Chair will not be a voting member of the executive board and will be appointed by the president.

Section 17. The Parliamentarian shall advise on all parliamentary issues at meetings and as issues arise. The Parliamentarian is responsible for preparing ballots for elections, running elections, and for proposing new bylaws. They are responsible for compiling and maintaining the list of members on probation. They are responsible for ensuring the chapter's Bylaws, Standing Rules, and Member-in-Training (MIT) Policies are in compliance with the National Bylaws and other National policies.

ARTICLE V. Nomination and Election of Officers

Section 1. At least two (2) weeks prior to the date set for elections, a Nominating Committee of at least nine (9) active members, but no more than thirteen active members, shall be elected by the Executive Committee. It shall be the duty of this committee to nominate a candidate for each office to be filled.

Section 2. The Nominating Committee shall report at a regular meeting of the membership at least one week prior to the election meeting.

Section 3. Election of officers shall be conducted at meetings of the membership held at least one (1) week prior to the last chapter meeting. Additional nominations from the floor at the election meeting shall be permitted up until the first speech begins. Additional nominations from the floor at the election meeting shall be permitted.

Section 4. Eligibility for election to all offices:

- a. Only members who have been active members of the chapter for at least one (1) semester shall be eligible for election to office.
- b. Anyone planning on running for an executive position must speak with the person currently serving that position or someone who has formerly occupied that position before the night of elections.
- c. A member must either have completed at least fifteen (15) service hours, or be signed up for at least fifteen (15) service hours by the night of elections.

Section 5. To run for President, Service Vice President, Membership Vice President, or Public Relations Coordinator, the member must have previously served on the Executive Committee. The only exceptions are:

- a. Service Vice President: if the member has served as Service Auditor or on Service Committee
- b. Membership Vice President: if the member has served on the MIT Committee, been a Beta Buddy, or served as Member in Training Coordinator
 - i. If the member is to run for Membership VP, they must have been in the sorority long enough to have experienced a MIT class
- c. Public Relations Coordinator: if the member has served on the Public Relations Committee

Section 6. To write in for MIT Coordinator and Service Auditor, the member must meet these requirements:

- a. MIT Coordinator: the member must have either served on Membership Committee or the Executive Committee.
- b. Service Auditor: the member must have either served on Service Committee or the Executive Committee

Section 7. Officers shall serve for one (1) academic year or until their successors are elected. Their term of office shall begin immediately following the adjournment of the election meeting or the installation ceremony.

Section 8. No members shall hold more than one office at a time and no members shall be eligible to serve more than two consecutive terms in the same office unless an office remains unfilled.

Section 9. Election of officers shall be by ballot except when there is a single nominee for an office, and then the vote may be conducted by voice or by a count of hands.

Section 10. The winner of the election by ballot must have at least a majority (51%) of the total vote. If the member does not have at least a majority (51%) of the vote, there must be a re-vote.

Section 11. In order for a member to vote for elections, a member must have had active status for at least one semester.

Section 12. Any vote by the chapter must have a quorum of members present, which is defined as half (50%) of the active members plus one (1) more member.

ARTICLE VI. Removal from Office

Section 1. Officers may be removed from office for misconduct or non-performance of duties. Charges must be submitted in writing to the Executive Committee.

Section 2. The Executive Committee shall investigate all charges, and following the investigation, the Executive Committee shall present the charges to the membership. A two-thirds vote of the membership shall remove an officer from office.

ARTICLE VII. Meetings

Section 1. Regular meetings of this chapter shall be held weekly on Sundays while school is in session, unless otherwise ordered by the chapter or by the Executive Committee. There will not be meetings during winter or summer sessions.

Section 2. Special meetings may be called by the President or by the Executive Committee, and shall be called upon the written request of one half (50%) of the members of the chapter. The purpose of these meetings shall be stated in the call. At least two (2) days notice shall be given, except in cases of emergency.

Section 3. A majority (51%) of the active members of the chapter shall constitute a quorum.

ARTICLE VIII. Executive Committee

Section 1. The officers of the chapter shall constitute the Executive Committee

Section 2. The Executive Committee shall have general supervision of the affairs of chapter between its business meetings, fix the hour and place of meetings, make recommendations to the chapter, and shall perform such other duties as are prescribed in these Bylaws and in the Standing Rules. The Executive Committee shall be subject to the orders of the chapter and shall ensure that none of its actions conflict with actions taken by the chapter.

Section 3. Unless otherwise ordered by the Executive Committee, regular meetings of the Executive Committee shall be held while classes are in session, except during winter and summer sessions. Meetings will be held one hour prior to the regular meeting. Special meetings of the Executive Committee may be called by the President and shall be called upon the written request of three (3) members of the Executive Committee.

Section 4. An Executive Board member may miss no meetings except at the discretion of the Executive Board or for excused member absence reasons (See Standing Rules, Article V, Section 4). If the member on the executive board misses a meeting that they do not have approval for (either via the executive board or for excused member absence reasons), they will be placed on probation for attendance violations (See Standing Rules, Article II, Section 13).

Section 5. Each Executive Committee member is responsible for maintaining and updating the google drive and binder for the position.

Section 6. The voting executive board will vote on appeals and nominations for expulsion after the last chapter meeting of the semester.

ARTICLE IX.
Advisors

Section 1. One (1) or more persons shall be elected as advisor to the chapter in accordance with applicable campus regulations for student organizations.

Section 2. An advisor shall serve for a term of one (1) year, or until a successor is elected.

Section 3. An advisor must be a full time University of Delaware employee, faculty or exempt staff.

ARTICLE X.
Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules or order the chapter may adopt.

ARTICLE XI.
Amendment of Bylaws

Section 1. These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. Any amendments to the bylaws of Gamma Sigma Sigma National Service Sorority affecting these bylaws shall be recorded automatically as amended hereto.

Section 3. A copy of current chapter bylaws, standing rules, and MIT policies shall be forwarded to the National Parliamentarian for approval by January 31st of each year.

ARTICLE XII.
Non-Discrimination Clause

Section 1. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures found on the University Student Centers website (<http://www.udel.edu/usc/policy.html>) and the Student Guide to Policies (<http://www.udel.edu/stuguide/>). This organization is viable, functioning, composed of at least six full time undergraduate students, and adheres to the University of Delaware's Non-Discrimination/Title IX policies (<http://www.udel.edu/aboutus/legalnotices.html>).

ARTICLE XIII
Anti-Hazing

Section 1. Members will become acquainted with policies and procedures found in the Student Guide to Policies (<http://www.udel.edu/stuguide/>). This organization is viable, functioning, composed of at least six full time undergraduate students, and adheres to the University of Delaware's Hazing Policy (<http://www1.udel.edu/stuguide/16-17/code.html#hazing>). Hazing is defined as any action taken toward, or circumstance directed at, one or more students, which action or circumstance exposes such student(s) to unpleasant, harassing, embarrassing, degrading or hazardous conditions, the endurance of which is intended to be a condition upon which the student(s) may become a member of, or participate with, any group, regardless of whether the group is recognized by the University or has been formally organized.

ARTICLE XIV
Disbursal of organizational assets should the group become defunct

Section 1. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

Signatures

President (Type their name here): _____

Treasurer (Type their name here): _____

Advisor (Type their name here): _____

University Student Centers Staff (Type their name here):

Date: _____

As adopted in November 2020, by the Beta Gamma Chapter of Gamma Sigma Sigma National Service Sorority of the University of Delaware.