

## Article I Name

Section 101. The name of the organization shall be Alpha Sigma Chapter of Sigma Gamma Rho Sorority, Inc.

## Article II Purpose

Section 201. It is the mission of Sigma Gamma Rho Sorority to enhance the quality of life for women and their families in the U.S. and globally through community service. Our goal is to achieve greater progress in the areas of education, healthcare, and leadership development. Our members, affiliates, staff and community partners work to create and support initiatives that align with our vision.

Section 202. These rules proclaimed herein, under the authority of Alpha Sigma Chapter, shall be known as the BYLAWS of Alpha Sigma Chapter of Sigma Gamma Rho Sorority, Inc.

## Article III Membership

Section 301. Active Membership. An active member shall be defined as a member in good financial standing at the national, regional and local levels. It shall be the right of Alpha Sigma to determine active membership in terms of function, attendance, and responsibility.

Section 302. Unrestricted Membership. Membership in Sigma Gamma Rho Sorority, Inc., Alpha Sigma Chapter shall not be restricted because of race, color, creed, religion or national origin.

Section 303. Types of Membership.

- a. Associate Membership. A person may be affiliated with Alpha Sigma Chapter as an associate member if they hold membership in Sigma Gamma Rho Sorority, Inc., but lack a baccalaureate degree.
- b. Graduate Membership. A person may be admitted into Alpha Sigma Chapter as a graduate member if their academic credentials include a baccalaureate degree from a four-year accredited college or university.
- c. Life Membership. Any person who has received certification of life membership from the national headquarters of Sigma Gamma Rho Sorority, Inc. Life members shall be subject to all local requirements and assessments.

Section 304. Rights of a Member.

- a. Graduate Member.
  1. Every chapter member upon membership shall be entitled to the chapter bylaws of Alpha Sigma Chapter, attend chapter meetings of Alpha Sigma; and share in all other privileges that may be hereafter acquired by the chapter.
  2. Payment of annual local chapter assessments shall be prerequisite for good financial standing and for participation in financial sorority functions.
  3. Good financial standing is a prerequisite to running for office, holding office, and participating in sorority financial functions.
- b. Associate Member. All rights issued under the regular membership excluding the right to hold a position on the Executive Board.
- c. Life Member. All rights listed under Graduate Member.

Article IV  
Chapter Regulations

Section 401. Chapter Composition. The Alpha Sigma Chapter of Sigma Gamma Rho Sorority shall be composed of Central Region Undergraduate Members Associate, Graduate, and Life members.

Section 402. Method of payment. All members taxes/assessments shall be paid by check, money order, cash or credit/debit card unless otherwise specified.

- a. All checks should be made payable to Alpha Sigma Chapter.
- b. There shall be a fee plus the amount the check was written for checks returned for insufficient funds. Any member who writes an NSF check will no longer be able to write personal checks to the chapter for the remainder of the current Sorority year. This assessment is in addition to any charges assessed by the bank.

Section 403. Financial Reports.

- a. Complete financial reports of all monies received, expended, and on hand must be available at each chapter meeting.
- b. Financial reports shall be used to complete Annual Financial Report. This report shall be submitted to National Headquarters by June 30.

Section 404. Delegates and Alternates. Alpha Sigma will elect delegates and alternates for the Central Region Conference and International Boule.

- a. Qualifications.
  1. A delegate shall have been a financial member of Alpha Sigma for no less than one year and immediately preceding the meeting of the Grand Chapter in which the delegate is to serve.

2. The elected delegate must be financial at the local, regional and national level and must have attended at least 70% of chapter business meetings conducted since becoming a financial member of the chapter.
3. The elected delegate must not have missed more than 30% of the regular meetings during the sorority year. If the elected has not met the 30% regular meetings during the sorority year requirement, the Basileus has the discretion to overrule this particular qualification if there are not enough elected delegates attending the conference.
- b. Term. Each delegate and alternate shall be elected separately for each Regional and Boule Conference.
- c. Duties. Each delegate should register for the full packages for the Central Region Conference and Boule.
- d. Incentives: Along with required quantity of delegates needed, the Basileus is included in the count for incentives given to delegate whether or not she is acting as chapter delegate.

Section 405. Quorum. A quorum for the transaction of business by Alpha Sigma shall consist of three elected executive officers and one-third of the financial membership.

#### Section 406. Meetings.

- a. Alpha Sigma shall hold regular meetings at least once a month and meet on the third Saturday of each month. The Chapter may exclude July and August.
- b. All chapter meetings shall be business dress unless otherwise specified.
- c. A copy of the National Constitution and Bylaws, Regional and Local Bylaws, as well as a copy of the latest edition of Robert's Rules of Order shall be available and follow them for business at each meeting.
- d. The financial chapter membership shall be the official voting body during chapter meetings. During the first meeting of the year, where no sorors are financial, the financial chapter membership of the previous sorority fiscal year shall be the official voting body.

#### Procedures for formal meetings:

- . Call to Order
  - . Approval of the Agenda
  - . Repeat pledge in unison
  - . Officers' Reports
  - . Committee Reports
  - . Old Business
  - . New Business
  - . Announcements
  - . Close meetings with Sigma Hymn and Slogan.
- e. Executive Board meeting shall be held once per month as scheduled by the Basileus with direction from the Executive Board. Executive Board meetings may be held via conference call versus in person with a majority vote of the entire Executive Board with at least one meeting held in person per sorority calendar year.
  - f. In cases of cancellation due to extreme weather, the chapter may meet using electronic technology. Members shall be given a 24-hour notice regarding the cancellation of the in-person chapter meeting. The electronic technology used must be secure and have

simultaneous aural communication with quorum present for business to be considered official. Any failures in technology during the meeting will make the meeting unofficial.

Section 407. Emergency Chapter Meetings. An emergency meeting of Alpha Sigma may be called by an executive order: (A majority vote of entire executive board). This meeting may be held in person or via telephone conference with at least one meeting held in person per sorority calendar year.

## Article V Financial Obligations

Section 501. Local Dues – Local dues shall be due by the July 1st meeting with a 90-day grace period for all members of Alpha Sigma.

- a. Sorors have the option to pay local fees in installments up until the end of September.
- b. A monthly interest fee will be assessed for each month local fees are late.
- c. The local dues will be waived for new graduates. Upon graduation, all transfers to Alpha Sigma must be made by the subsequent sorority year.
- d. A transfer fee will still be assessed.
- e. All financial situations must be referred to the Tamiochus for approval and clarification, if needed.

Section 502. International Assessments – International assessments are due at the June meeting.

- a. Alpha Sigma chapter will assess a late, if dues are not paid on or before the September 30. The National late fee will be assessed if dues are not paid on or before the September 30. National and Regional late dues will be submitted no later than January. Sorors have the option to pay in installments to meet financial obligations.
- b. NEF – Sigma Gamma Rho National Educational Fund, Inc. membership dues are payable January 1 – February 1 on a separate check or money order payable to Sigma Gamma Rho-NEF, Inc.
- c. S.P.E.A.R. – Dues are payable January 1- February 1 on a separate check and money order payable to S.P.E.A.R. or Alpha Sigma Chapter.

Section 503. Regional Dues- Regional dues are due at the September meeting with National dues. A late fine will be assessed if dues are not paid on or before the September meeting.

## Article VI Officers

Section 601. Elected Officers. The Elected officers of Alpha Sigma shall be:

- Basileus (President)
- Anti Basileus (Vice President- Membership)
- 1<sup>st</sup> Anti-Basileus (Vice President- Undergraduate Concerns/Advisor Director)
- 2<sup>nd</sup> Anti-Basileus (Alpha Chapter Advisor)

- 3<sup>rd</sup> Anti-Basileus (Beta Beta Chapter Advisor)
- 4<sup>th</sup> Anti-Basileus (Mu Chapter Advisor)
- 5<sup>th</sup> Anti-Basileus (Gamma Zeta Chapter Advisor)
- 6<sup>th</sup> Anti-Basileus (Epsilon Chi Chapter Advisor)
- Grammateus (Financial Secretary)
- Tamiochus (Treasurer)
- Anti-Grammateus (Secretary)
- Epistoleus (Historian)

Section 602. Appointed Chapter Officers. The Basileus shall appoint the Parliamentarian, Chaplin, Sergeant-at-Arms, Rhoer Coordinator, Philo Coordinator, Rhosebud Coordinator, National Projects Coordinator, INDY-NHPC representative and committee chairs.

Section 603. Tenure. Terms of office shall be from June of an election year to June of the next election year.

- a. 2<sup>nd</sup>-6<sup>th</sup> Anti-Basilei shall serve no more than 2 consecutive terms or 4 years.
- b. The Tamiochus, Grammateus, and Parliamentarian shall serve no more than three consecutive terms or seven years.

Section 604. Qualifications. Qualifications for Chapter Office. All chapter officer candidates must be in good financial standing and have attended seven of the ten regular chapter meetings in Alpha Sigma or meet the qualifications for chapter office as listed in the By-laws.

- a. Candidates for Basileus shall:
  1. Have held one office
  2. Chaired a standing committee
  3. Possess executive ability
  4. Be certified in the current membership intake program
- b. Candidates for Anti-Basilei shall:
  1. Be certified in the current membership intake program
  2. Have held at least one office
  3. Possess executive ability
  4. Have a thorough knowledge of the Membership Intake Program.
- c. Candidates for Grammateus shall have intermediate to expert ability to use computers, including such software packages as word processing, spreadsheets, and data management programs.
- d. Candidates for Tamiochus shall:
  1. Be knowledgeable about financial planning and developing budgets.
  2. Must have intermediate to expert ability to use computers, including such software packages as word processing, spreadsheets and data management programs.

- e. Candidates for Anti-Grammateus shall have intermediate to expert ability to use computers, both personal computers and laptops, including such software packages as word processing programs, e-mail and data management programs.
- f. Candidates for Epistoleus shall:
  - 1. Possess well developed writing skills and be able to interact with the media.
  - 2. Must have intermediate to expert ability to use computers.
- g. Candidates for Parliamentarian shall:
  - 1. Possess a thorough knowledge of parliamentary procedure and the policies of the sorority.
  - 2. Have some knowledge of Robert's Rule of Order.
  - 3. Have the ability to assist in the planning and steering of business to be introduced.
- h. Candidates for Chaplin shall be an active member.
- i. Candidate for Sergeant-at-Arms shall be an active member.
- j. Candidate for Rhoer Coordinator shall:
  - 1. Be an active member
  - 2. Have an interest in mentoring to young women.
- k. Candidates for Philo Coordinator shall:
  - 1. Be an active member
  - 2. Have an interest in coordinating professional women.
- l. Candidates for INDY-NPHC Representative shall:
  - 1. Be an active member in good standing
  - 2. Have interest in promoting Chapter initiatives.
- m. Candidates for National Projects Coordinator shall:
  - 1. Be an active member.
  - 2. Have an interest in coordinating our National Projects throughout the Sigma year.
- n. Candidate for Rhosebud Coordinator shall:
  - 1. Be an active member.
  - 2. Have an interest in mentoring to young girls.
  - 3. Submit to the National background check.

Section 605. Duties of Chapter Officers. Each officer that has a report to give at a chapter meeting must have a printed copy to handout to the membership and/or electronic copy available for review during the chapter meeting. Each officer is allowed once a sorority year to give an oral report, but must submit to the Anti-Grammateus the written version within two weeks after oral report is

given. All officers shall be subject to disciplinary action if more than three meetings are missed. All officers shall turn in a “year in review” report at the last chapter meeting of the sorority year. On all forms of correspondence, the Sigma Gamma Rho Coat of Arms shall be used.

- a. Basileus. It shall be the duty of the Basileus to:
  1. Preside at chapter meeting and represent the chapter at events.
  2. Be responsible for executing chapter program.
  3. Represent the Chapter on all levels of Sigma Gamma Rho.
  4. Work in close harmony with the undergraduate chapter advisor and faculty sponsors.
  5. Appoint committee chairpersons as provided in the chapter policies and special committees as authorized by the chapter.
  6. Be the chairperson and preside at meetings of the executive board.
  7. Countersign all orders for disbursement of chapter funds as directed by the chapter.
  8. Shall be the ex-officio member of chapter committees except the nominating committee.
  9. Sign all contractual documents and binding agreements on behalf of the chapter upon receiving majority vote of the body.
  
- b. Anti-Basileus. It shall be the duty of the Anti-Basileus to:
  1. Act in absence of Basileus.
  2. Preside at the chapter meetings in the absence of; or upon request of, the Basileus
  3. Serve as Membership Intake Chairperson and chair the Membership committee.
  4. Serve as Educational Director for new members.
  5. Plan Sigma Round-up in the fall.
  6. Perform other duties assigned by the Basileus.
  
- c. 1<sup>st</sup> Anti-Basileus. It shall be the duty of the 1st Anti-Basileus to:
  1. Chair, plan and organize the Fall and Spring Undergraduate Summits along with the undergraduate advisors.
  2. Complete Undergraduate Advisor training workshop at least once per year.
  3. Chair and plan graduating senior ceremony at the close of each sorority year with the Awards and Achievement committee.
  4. Serve as Chair of the Undergraduate Concerns Committee
  5. Perform other duties as directed by the Basileus.
  
- d. Anti-Basilei. It shall be the duty of the Anti-Basilei to:
  1. Serve as undergraduate chapter advisor for each campus chapter in the area.
  2. Attend all undergraduate chapter meetings and activities.
  3. Inform the advising undergraduate chapter of pertinent business and events of the graduate chapter.
  4. Attend or designate another advisor (or member) to attend any function or event of the undergraduate chapter.
  5. Perform other duties as directed by the Basileus.
  
- e. Grammateus. It shall be the duty of the Grammateus to:
  1. Co-Chair the Planning & Budgeting Committee.
  2. Receive dues and all monies collected.
  3. Make written financial reports to Grand Grammateus.

4. Complete all tax forms annually and file a copy with the Sorority and the chapter, upon approval of the executive board.
  5. Issue vouchers for approved expenditures.
  6. Be bonded in amounts sufficient to cover funds handled.
  7. Shall reconcile financed programs-events within 60 business days of conclusion and present report to chapter.
  8. Perform other duties as directed by the Basileus
- f. Tamiochus. It shall be the duty of the Tamiochus to:
1. Check mailbox for remittance and correspondence related to accounts.
  2. Receive, keep records of, and deposit in a selected bank, all monies received by chapter.
  3. Pay all bills upon receipt of properly signed vouchers.
  4. Forward Chapter dues to National Headquarters immediately after receipt of said funds.
  5. Make such financial reports as the Basileus or executive board may direct.
  6. Be bonded in amounts sufficient to cover funds handled.
  7. Co-chair the Planning & Budgeting Committee.
  8. Present books in the case of an audit.
  9. Sign and issue all checks.
  10. Keep a proper set of books via software program and hard copy.
  11. Perform other duties as directed by the Basileus
- g. Anti-Grammateus. It shall be the duty of the Anti-Grammateus to:
1. Keep accurate records of both the executive board and chapter meetings.
  2. Maintain and have available the directory of Alpha Sigma Chapter.
  3. Distribute executive board and chapter meeting minutes at the preceding chapter meeting.
  4. Keep a record of attendance for both chapter and executive board meetings.
  5. Respond to all incoming correspondence.
  6. Pick-up the Chapter mail.
  7. Compose all outgoing correspondence.
  8. Have available on-hand a list of officers, committee chairpersons and members.
  9. Send changes of address or name of any Soror to National Headquarters.
  10. Within 10 days after the death of a Soror, notify the Executive Director and the Editor-in-Chief of the Aurora on the official form.
  11. Perform other duties as directed by the Basileus.
- h. Epistoleus. It shall be the duty of the Epistoleus to:
1. Take care of all publicity for the chapter; send news of outstanding sorors, programs, and projects to the local and national news media to the AURORA at least twice per year.
  2. Keep the history of Alpha Sigma current and available. Keep undergraduate chapters' history available.
  3. Submit to the chapter a completed copy of chapter history of which took place during her term of office. This should be reproduced for regional and Grand Epistoleus and for Alpha Sigma's permanent files.
  4. Create, Edit, and publish a bi-monthly chapter newsletter of Alpha Sigma chapter's related activities.



5. Present chapter display and scrapbook at the Regional Conference and Boule.
  6. Serve as Chair of the Public Relations/Marketing Committee.
  7. Keep a file of each chapter report given every sorority year for the chapter archives.
  8. Perform other duties as directed by the Basileus.
  9. Serve as chairperson of the Constitution and bylaws and Chapter Policy Committee.
- i. Chaplin. It shall be the duty of the Chaplin to:
1. Open the meetings with a prayer.
  2. Be responsible for devotional and religious activities of the Chapter
  3. Perform other duties as directed by the Basileus.
- j. Parliamentarian. It shall be the duty of the Parliamentarian to:
1. Guide chapter in correct parliamentary procedures.
  2. Be familiar with and adhere to Sigma Gamma Rho Constitution and Bylaws, chapter bylaws, and Robert's Rules of Order.
  3. Have available for reference at Chapter and Executive Board meetings a copy of Sigma Gamma Rho Sorority's Constitution and Bylaws, Alpha Sigma Chapter's bylaws, and a recently revised copy of the Robert's Rules of Order.
  4. Serve as chairman of the Constitution and Bylaws Committee.
  5. Work with her committee in bringing the chapter's bylaws in conformity with the Sigma Gamma Rho Sorority, Inc.'s Constitution and By-laws after each Boule.
  6. Perform other duties as directed by the Basileus.
- k. Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to:
1. Keep order during chapter meetings.
  2. Disburse all chapter meeting fine slips to be remitted with payment to the Grammateus.
  3. Maintain fine list compiled each chapter meeting and work with Grammateus to ensure all fines have been paid.
  4. Tally all votes taken during chapter meetings.
  5. Chair the Elections Committee.
  6. Perform other duties as directed by the Basileus.
- l. Rhoer Coordinator. It shall be the duty of the Rhoer Coordinator to:
1. Coordinate the activities of the Rhoer club.
  2. Attend all Rhoer activities and meetings.
  3. Perform other duties as directed by the Basileus.
- m. Philo Coordinator. It shall be the duty of the Philo Coordinator to:
1. Coordinate the activities of the Philo Club.
  2. Attend all Philo activities and meetings.
  3. Perform other duties as directed by the Basileus.
- n. INDY-NPHC Representative. It shall be the duty of the NPHC Representative:
1. Act as the chapter liaison to local NPHC Community.
  2. Perform other duties as directed by the Basileus

- o. National Project Coordinator. It shall be the duty of the National Projects Coordinator to:
  1. Solicit interest in the community by rendering service through special projects and agencies.
  2. Serve as a liaison between Nationals and the region and the chapter to provide guidance and ideas on how to implement national projects, collect data on chapter participation with National Projects and, at the request of the Basileus, develop workshops on National Projects.
  3. Prepare an annual report of chapter participation with National Projects to be presented at the Regional Conference.
  4. Assume all other duties delegated by the Basileus.
  
- p. Rhosebud Coordinator. It shall be the duty of the Rhosebud Coordinator to:
  1. Coordinate the activities of the Rhosebuds.
  2. Attend all Rhosebud activities and meetings.
  3. Perform other duties as directed by the Basileus.

Section 606. Executive Board. The Executive Board shall consist of Elected and Appointed Chapter Officers. The duties of the Executive Board, an interim body chaired by the Basileus, shall be to make plans, proposals, and the year's agendas for implementation of programs for the year. Other duties are as follows:

- a. The Executive Board shall carry on the business of the Chapter between monthly chapter meetings. It shall take care that it does not take any action, which should be determined by the membership.
- b. The Executive Board shall discuss communications from the Regional and National Office and shall make certain that it is prepared to do a good job of communicating and disseminating the information to the membership, in written form, in a timely way.
- c. The Executive Board shall formulate plans according to principles contained in national directives and shall develop plans for supporting activities.
- d. Executive Board members and officers must notify the Basileus if they are going to be absent. They must submit a written report (if necessary) to the Basileus prior to their absence of a chapter meeting or Executive Board meeting. If no written report is submitted, the absent Executive Board members and officers will be fined \$5.

## Article VII Committees

Section 701. Standing committees shall assume such duties as are specified by these Bylaws and such other duties as may be assigned by the Basileus. All transactions of these committees shall be reported in full at the next regularly scheduled meeting of the committee.

Section 702. The following standing committees will be active and operating within Alpha Sigma:

- Awards & Achievements
- Constitution and Bylaws
- Courtesy

- Fund-raising
- Elections Committee
- Membership
- National Programs/Community Service
- Nominating
- Local NPHC
- Performance
- Planning & Budgeting
- Public Relations/Marketing
- Scholarship
- Social/Networking – Sigma Activities
- Undergraduate Concerns

Section 703. Duties of Standing Committees. Every Committee must have a Chair, which is appointed by the Basileus. Each Chair that has a report to give at a chapter meeting must have a printed copy to handout to the membership, or an electronic copy available for review during the chapter meeting. Each Chair is allowed once a sorority year to give an oral report but must submit to the Anti-Grammateus the written version within two weeks after oral report is given. All chairs shall turn in a “year in review” report at the last chapter meeting of the sorority year.

- a. Awards & Achievements committee shall:
  1. Maintain current printed applications for each award with qualifications, deadline dates, guidelines for applying and criteria for judging.
  2. Communicate annually with chapter, soliciting applicants for Soror and chapter awards prior to Regional Conference during the year in which the Boule occurs.
  3. Purchase memorabilia related to awards issued.
  4. Maintain photo and profile of each awarded and release pertinent information for chapter history and/or other to Epistoleus for release to news media, the Aurora, etc.
  
- b. Constitution and Bylaws Committee shall:
  1. Study suggestions for proposed amendments to the chapter Constitution and Bylaws and prepare amendments as necessary, presenting them to the Executive Board and financial chapter membership.
  2. Coordinate and keep the chapter handbook, constitution & Bylaw/Standard Operating procedures.
  3. Review policies of Central Region and National and submit revisions to Regional recommendations Chairperson in a timely fashion.
  
- c. Courtesy Committee shall:
  1. Coordinate appropriate courtesy gestures to members, other chapter, regions, and local organizations.
  2. Maintain currently listing of member birthdays/anniversaries.
  
- d. Fund-raising Committee shall:
  1. Coordinate fund-raising activities for the chapter

2. Review annual Fund-raising projects for chapter approval.
  3. Host annual Fund-raising event.
- e. Elections Committee shall administer the elections process and tally the votes.
- f. Membership Committee shall:
1. Plan and implement a chapter program for retaining, reactivating and increasing membership in the chapter.
  2. Study and evaluate chapter problems relating to membership in the chapter.
  3. Assist the Membership Intake Chair.
  4. Assign mentors for all newly inducted Sorors.
  5. Assign mentors for reactivated or transferred Sorors, as requested.
- g. National Programs/ Community Service Committee shall:
1. Be chaired by the National Projects Coordinator.
  2. Have a co-chair who will focus on non- national projects (local)
  3. Coordinate and promote the National Service Projects of Sigma Gamma Rho Sorority, Inc. for the chapter to become involved in.
  4. Plan local community service projects for the chapter to become involved in through the year.
- h. Nominating Committee shall:
1. Have the chair appointment by the Chapter Basileus.
  2. Consist of at least five members including the Chair.
  3. Seek qualified sorors within Alpha Sigma for local, regional and national offices.
  4. Solicit nominees to serve as regional conference and Boule delegates.
  5. Evaluate nominees' credentials for chapter office, including financial status and leadership qualities.
- i. Local NPHC Committee shall:
1. Attend monthly meeting as of the Pan-Hellenic Counsel of Indianapolis as a representative of the Chapter.
  2. Serve as liaison between that local NPHC and the Chapter.
  3. Report monthly of activities of the Indianapolis NPHC council.
  4. Make plans for the Indiana Black Expo and Circle City Classic
- j. Performance Committee shall:
1. Coordinate all performance/step presentations of the chapter that would promote Sigma Gamma Rho and this chapter in a most positive fashion.
  2. Co-sign all contracts and agreements of performances with the Chapter Basileus.
- k. Planning & Budgeting Committee shall:
1. Plan order of priorities in utilization of chapter resources.
  2. Prepare and recommend to the executive board a budget to achieve current chapter objectives based on overall chapter programming with established priorities.

3. Plan use of resources for implementation of current and long-range goals.
  4. Make such reports to the executive board as may be requested.
- l. Public Relations/Marketing Committee shall:
    1. Develop and execute plans to improve public relations between the wider community and local chapters.
    2. Plan activities to acquaint community with all phases of the sorority's programs, preparing a plan of action for the chapter.
    3. Plan and coordinate the chapter's public relations activities.
    4. Maintain liaison with the Chapter Epistoleus.
  - m. Scholarship Committee shall:
    1. Coordinating all scholarship activities decided on by the chapter.
    2. Maintain file of all scholarship material and scholarship material and scholarship recipients.
    3. Compile and maintain a directory of scholarship resources to assist in offering to chapter sorors.
  - n. Social Networking/Sigma Activities Committee shall:
    1. Coordinate social activities with community, local chapters, or other NPHC organizations.
    2. Network with other Sorority Chapters and other Greeks.
    3. Plan a graduate Chapter Retreat at the close of the Sorority year.
    4. Coordinate chapter activities of Founder's Day, Rhomania, Sigma week. Etc.
  - o. Undergraduate Concerns Committee shall:
    1. Assist in planning the Undergraduate workshops.
    2. Include each undergraduate advisor and co-advisor(s).
    3. Chaired by the 1<sup>st</sup> Anti-Basileus of Undergraduate Relations.
    4. Advise and assist undergraduate chapter advisors in establishing and maintaining healthy and well-trained undergraduate chapter and undergraduate sorors.

## Article VIII

### Voting

Section 801. In order to vote, a member must be financial at the national, regional and local levels.

Voting at meetings shall be as follows:

- a. Routine business. Voting of routine business may be taken by voice or show of hands.
- b. Elections. Voting of election of officers/delegates shall be taken by secret paper ballot. A majority of the votes cast constitute an election.

## Article IX Elections

### Section 901. Election of Officers.

- a. Financial books shall be audited by an auditing committee prior to election.
- b. The election of officers shall take place every two years in May of the Biennial Boule year with installation in June.
- c. Notice of newly elected officers shall be sent to International Headquarters, Regional Syntaktes, Undergraduate Chapter Coordinator and a copy kept in Alpha Sigma's records.
- d. The Nominations Committee shall post offices available at the April meeting.
- e. Candidates may submit a letter of intent and a candidate's application to the Nomination Committee beginning January 1 of the election year with a deadline of April 1 of that year.
- f. The Nominations Committee shall provide the slate at the April chapter meeting.
- g. To participate in the election process, all financial members must be paid in full 30 days prior to the election date.
- h. All officers shall take office on July 1 and serve until June 30, two years hence.

### Section 902. Special Elections.

- a. A special election of Alpha Sigma may be called by the Basileus to fill vacant elected offices within two-chapter meetings of the vacancy.
- b. The elected person will only serve the remainder of the term. When regular elections are held that person may run for the position again if they have not exceeded the term limit set forth in previous section.

## Article X General Regulations

Section 1001. Amendments to the By-Laws. The bylaws must be revisited annually at any regular meeting by a 2/3 vote or the members present and voting, provided notice has been sent with the call to the meeting.

Section 1002. Disciplinary Actions. No disciplinary action shall be taken against a member or officer until such has been served with written special charge(s), given 30 days to prepare a defense and offered an opportunity for a full and fair hearing. Disciplinary actions shall be handled as outlined in the National Constitution and Bylaws of Sigma Gamma Rho Sorority, Inc.

Section 1003. Parliamentary Authority. Roberts Rule of Order, Newly Revised shall be the authority on matters not covered in these bylaws, in all instances in which they are applicable and not inconsistent with these bylaws.

**ALPHA SIGMA CHAPTER  
SIGMA GAMMA RHO SORORITY, INC.**

**Standing Rules**

**Standing Rule 1: Reporting**

- A. All elected and appointed officers, not including committee chairs, shall be limited to 3 minutes in giving her report.
- B. If a report is given in less than 3 minutes, then the remaining time cannot be transferred to another report or officer.
- C. Committee reporting shall be limited to no more than 5 minutes.

**Standing Rule 2: Adviser Reimbursement Guidelines**

- A. The 1<sup>st</sup> Anti-Basileus will be entitled to reimbursement for gas and parking when attending events at any of the advising undergraduate chapters. Reimbursement guidelines and budgets must be followed.
- B. The Anti-Basilei who supervises the chapters at Ball State University, Indiana State University, and Indiana University-Bloomington will be entitled to reimbursement for the following, but not limited to, gas, parking and one night's lodging if she attends a chapter sponsored party or late-night activity. Reimbursement guidelines and budgets must be followed.
- C. The Anti-Basilei who supervise Alpha Chapter at Butler University and Gamma Zeta Chapter (citywide), will be entitled to reimbursement for the following, but not limited to, gas and parking. Reimbursement guidelines and budgets must be followed.

**Standing Rule 3: Assessments/Fines/Fees**

- A. A \$5.00 fine will be assessed if the business dress rule is ignored by a soror unless excused by the Parliamentarian. Sorors may wear dresses, skirts, dress slacks, or pantsuits.
- B. Sorors must wear Sorority colors to chapter meetings. Violation would result in a \$5.00 fine per occurrence.
- C. A fine of \$2.00 will be assessed to sorors if they arrive to chapter after the meeting is called to order.
- D. If an Executive Board member is absent from chapter meetings, without consent from the Basileus, she will be fined \$5.00 for each chapter meeting is absent.
- E. Executive Boards members must have a written report (if necessary) in their absence of a chapter meeting and/or Executive Board meeting. If no written report is submitted in lieu of an absence, then said Executive Board member will be fined \$5.00 for each occurrence.
- F. Executive Board members are allowed one oral report (no written report) once a sorority year. Executive Board Members are fined \$5.00 per no report in her presence at Executive Board and Chapter Meetings, after the first "free" one has already been used.
- G. A \$5.00 fine will be assessed to a Soror if their cell phone rings during chapter.
- H. NSF Fee: \$30
- I. Local dues monthly late fee: \$5

- J. National dues late fee: \$10
- K. Regional dues late fee: \$10
- L. Alpha Sigma local dues: \$150
- M. Transfer fee: \$5

Standing Rule 4: Request for funds and/or reimbursements

- A. All requests for funds must be made at a chapter meeting.
- B. Request for funds must be made at least 30 days prior to an event unless otherwise approved by the Basileus and Tamiochus.
- C. Request for funds must be written on the appropriate form and turned in at the time of the request.
- D. All requests for funds must be voted on by the body of the chapter before it is considered approved.
- E. Reimbursement must have prior approval from the executive board.
- F. Receipts are required for reimbursement.
- G. Receipts must be turned in no later than 30 days from the purchase date. Receipts turned in later than 30 days may be rejected, and money spent will be considered a donation to Alpha Sigma Chapter.
- H. Reimbursements must be distributed within 21 days from the date submitted.

Standing Rule 5: Mentorship

In order to be selected as a mentor, you must:

- A. Have been a member of the sorority for a minimum of at least two years and a member of Alpha Sigma for one year.
- B. Has had no disciplinary actions within the last five years and no open investigation.
- C. Be an active member in good standing; financial on all levels and actively participates in Alpha Sigma community service, events, fundraisers, etc.
- D. Have an interest in promoting sisterhood and mentoring to newly inducted, reactivated or transferred Sorors.
- E. Be Level One T.O.R.C.H trained or the equivalent.
- F. Completed mentorship training conducted by the Membership Committee of Alpha Sigma.