

Written: February 4, 1997

Revised: February 11, 1997; March 2, 1997; September 28, 1997; April 14, 1998;  
September 22, 1999; November 29, 1999; September 26, 2000; March 14, 2001;  
October 2, 2001; March 31, 2003; January 20, 2007; October 1, 2008

## **Lambda Tau Delta Constitution**

### Article I. Name

The name of this association shall be the Alumnae Chapter of Lambda Tau Delta.

### Article II. Objective

The Purpose of this organization shall be to maintain a bond of sisterhood and establish loyal and lasting friendships in correlation to that relation of sisterhood. Lambda Tau Delta aspires to enhance each member, support the University of Dubuque in its' missions and aid the community of Dubuque. Through the aim of establishing sisterhood, a poised, dignified and versatile character will be implemented among members, as well as a respect for the Greek institution and the high moral and ethical standards the University of Dubuque expects. This sorority is committed to nourishing the improvement of the community and the University through voluntary measures.

### By-laws

#### Article I. Members

Section 1. There shall be six types of members of Lambda Tau Delta: active, inactive, honorary, associative, probationary, and alumnae.

Section 2. Active members are those who have been fulfilled pledging and initiation guidelines as required by Greek Council and Lambda Tau Delta; are full-time students at the University of Dubuque; maintain a 2.0 Cumulative Grade Point Average; Have no excessive debt to the organization; and otherwise are in good standing with the University of Dubuque.

Section 3. Associative members are all members who because of financial difficulty or academic standing (course load, GPA, or academic leave of absence) are not eligible for active membership. Associatives shall be allowed to attend meetings only, but shall have voting privileges revoked during this time (they shall be provided with minutes). Those that are Associatives due to a substandard GPA are not required to pay dues and are not permitted to wear Lambda Tau Delta letters, colors, or other meaningful insignia. Those that are Associatives for other factors are not required to pay dues but can wear Lambda Tau Delta insignia, as long as the voting body has approved it. Those requesting this status must do so in written form and state the reason. To maintain

associative member status, the member must attend a minimum of 2 official Lambda functions per semester. Alterations of this status can be voted upon as needed by the executive officers.

Section 4. Inactive members are all members who fit any of the following criteria, but are not limited to:

- Provide written request to become permanently unaffiliated with Lambda Tau Delta
- Demonstrate verbal slander and/or libel
- Acquire excessive debt to the organization (any unpaid dues and/or fines after a 4 week period will result in becoming inactive.)
- Demonstrate a lack of involvement and/or attendance (more than three unexcused absences from meetings and/or activities per semester
- Expelled from the University of Dubuque or convicted of a federal offense

Those that qualify will become permanently unaffiliated with Lambda Tau Delta

Section 5. Honorary members are those voted upon to become active members but cannot fulfill pledging guidelines. Honorary members are not required to pay dues and cannot vote.

Section 6. Alumnae become so upon graduation from the University of Dubuque, transfer to another institution or part-time status.

Section 7. Honorary members and alumnae both present and past, shall be invited to attend social functions.

Section 8. Probationary members are all members who because of certain circumstances do not meet the guidelines to become or stay at full status (coming from pledging or other actions deemed necessary). Probationary members shall be allowed to attend meetings only, but shall have voting privileges revoked during this time (they shall be provided with minutes). Probationary members are required to pay dues (because of Greek Council) and are not permitted to wear Lambda Tau Delta letters, colors, or other meaningful insignia. Those that are on probationary status must attend all events and are subject to fines for unexcused absences. A personal interview with the individual is required before the voting of the furthering status of the individual. Upon the unanimous vote allowing active status, no office is to be held in the upcoming semester. If there is not a unanimous vote, then the person shall be banned from any and all Lambda Tau Delta events and activities and may re-pledge the subsequent year upon receiving a bid.

## Article II. Executive Officers

Section 1. The officers of this organization shall be President, Vice-President, Recording Secretary, Alumnae Secretary and Treasurer.

The *President* shall preside at all meetings; make necessary arrangements for all meetings; shall appoint all chairs and committees; shall be an ex-officio member of all meetings; shall approve dates for all meetings; shall represent the organization at Greek Council; shall otherwise represent the organization as the need shall arise.

The *Vice-President* shall preside at all meetings in the absence of the President; shall represent the organization at Greek Council and Pan-Hellenic Council; shall coordinate community service actives and ensure 75% participation; shall otherwise lend assistance as the need may arise.

The *Recording Secretary* shall keep accurate minutes of all meetings; shall type and distribute minutes to all actives, Associative and advisor(s) of meetings; shall maintain a record of attendance; shall inform members of absences and fines imposed; shall notify the Treasurer of impending fines; shall supervise the sending of election ballots to the voting membership; shall aid in the compiling of the annual newsletter; shall work with the other officers for the good of the organization.

The *Alumnae Secretary* shall keep a file of names and addresses of all active members and alumnae; shall maintain an official bond of contact with alumnae and active members; shall work with historian and recording secretary in compiling the annual newsletter; shall otherwise lend assistance as the need may arise. Fall Go-Between deadline: December 11<sup>th</sup>; Spring Go-Between May 31<sup>st</sup>. Alumnae Secretary shall notify the President when the Go-Between is placed in the mail.

The *Treasurer* shall collect the annual dues; shall submit at each meeting an accurate report of all receipts and disbursements; shall approve all budgets before spending occurs; shall balance the budget; shall write and co-sign payment checks; shall work with the officers for the good of the organization.

Section 2. The officers shall be elected annually to engage in a term which lasts the scholastic year of May to the succeeding May. Nominees for offices shall be voted upon by ballot at a designated meeting each spring semester.

Section 3. The newly elected officers shall take office upon the last meeting of the spring semester. If an officer is reinstated for consecutive terms, they need not be reinitiated.

Section 4. In the event that a vacancy should arise in any office, the Executive Officers are empowered to appoint a member to act in the vacancy until an official election can

occur. A subsequent election can occur no later than three weeks after the vacancy opens.

Section 5. In the event that any officer or committee member shall fail to perform the duties of her office, the executive officers shall have the power to declare the position vacant and shall fill the vacancy as provided in this constitution.

Section 6. Executive meetings may be called by any Executive Officer as needed.

Section 7. The Executive Officers will jointly review complaints and decide and enforce appropriate sanctions as provided in this constitution.

Section 8. The Greek Council and Pan-Hellenic representative are responsible for finding a replacement representative in the case that she cannot attend a meeting(s). If a substitute cannot be located, the representative is responsible for paying the fine allotted by either Greek council or Pan-Hellenic Council.

Section 9. The executive officers will be assigned specific dates for completion of any project or activity as deemed necessary. The project or assignment must then be completed by that date, or the officer in charge of that assignment must address the executive board requesting an extension because of impending circumstance. The executive committee must then decide, as a whole, whether to grant the extension. If the extension is not granted, or the executive does not consult the board for an extension, and the assignment or task is overdue, the consequences will be as follows:

- 1 day, the executive will be contacted and reminded of the due date.
- 2 – 10 days, a \$5 fine for each day that the assignment or project is late.
- 11 or more days, officer will be fined \$50 from previous 10 days as well as be removed from their position in accordance to Article II, Section 4. At this point President and Vice President will delegate tasks to organization body to be completed.

### Article III-Standing Committees and Coordinators

Section 1. The following chairpersons are to be voted upon to serve for the year: social, publicity, historian, purchasing, pledge coordinator, pledge mistress, parliamentarian, and web page design editor. If nominations aren't made, the President may appoint an active to fill the chair.

Section 2. The President may appoint special committees as the need may arise and at the request of a chair.

Section 3. The *social chair* shall coordinate social functions between fraternities, sororities and the campus; shall have the power to enlist the help of other members in this work as approved by the President,

Section 4. The *publicity chair* is responsible for public relations, advertising, and submitting articles to newspapers, the yearbook and others as needed.

Section 5. The *historian* shall serve with the Alumnae Secretary and Recording Secretary in compiling an annual newsletter which to be sent to all members, present and past; maintain records of all pledging, fundraising and other activities; annually update the reactivation history, work with the pledging coordinator in maintaining pledging traditions, maintain the photo album. Annual photo album needs to be completed and returned to the President by September 30<sup>th</sup> of the following year. Historian needs to have photos submitted to the Alumnae Secretary by December 1<sup>st</sup> for Fall semester Go-Between and May 21<sup>st</sup> for the Spring semester Go-Between.

Section 6. The *purchasing coordinator* shall research budgeted merchandise and locations, work in conjunction with the social chair and Treasurer, recruit help as needed.

Section 7. The *pledging coordinator* shall organize and plan all pledging activities; shall ensure that pledging activities are submitted to the Dean of Students for approval; may enlist other actives to form a committee for the purpose of organizing activities as approved by the President; shall have the option of holding the office of pledge mistress or appointing someone from the committee to serve as that role; oversees all pledging activities; maintains discipline and the high standards expected of Lambda Tau Delta pledges; and shall act as official liaison between pledges and actives.

Section 8. The *pledge mistress* will assist with any needs the Pledge Coordinator may have during pledging.

Section 9. The *parliamentarian* must have a good working knowledge of Robert's Rules of Order; shall advise the President or presiding offices at all meetings as to correct Parliamentary procedure; this includes distributing Robert's Rules of Order packets at the initial meeting.

Section 10. The *web page design editor* shall build/maintain an interactive and updated web page containing areas of interest such as biographies, history, past/present/future events, and contact information, and must keep the page maintained throughout the year. Updates on the web page need to be completed by December 11<sup>th</sup> and May 31<sup>st</sup>.

Section 11. The committee officers and coordinators will be assigned specific dates for completion of any project or activity as deemed necessary. The project or assignment must then be completed by that date, or the officer in charge of that assignment must

address the executive board requesting an extension because of impending circumstance. The executive committee must then decide, as a whole, whether to grant the extension. If the extension is not granted, or the committee officer/coordinator does not consult the board for an extension, and the assignment or task is overdue, the consequences will be as follows:

- 1 day, the executive will be contacted and reminded of the due date.
- 2 – 10 days, a \$5 fine for each day that the assignment or project is late.
- 11 or more days, officer will be fined \$50 from previous 10 days as well as be removed from their position in accordance to Article II, Section 4. At this point President and Vice President will delegate tasks to organization body to be completed.

#### Article IV. Eligibility for Offices and Voting Procedure.

Section 1. The President must be an active member for at least one year prior to nomination.

Section 2. The Vice President cannot be a graduating senior.

Section 3. The Treasurer cannot be a graduating senior.

Section 4. If needed, an active member may act in multiple offices.

Section 5. Candidates must be nominated by a fellow active member and must accept the nomination.

Section 6. Present voting members will vote on nominees by ballot, distributed by the Recording Secretary and collected by an advisor.

Section 7. Ballots are counted by advisor(s) and in the event of a tie, the President will be contacted to vote. The advisor will keep the ballots on file until the following election.

Section 8. Elected officers will be informed at the next meeting.

Section 9. Newly elected officers will run the last meeting of the scholastic year, after a short initiation ceremony.

Section 10. The Pledge Coordinator must have been an active member for at least one year of pledging.

## Article V. Meetings

Section 1. Meetings shall occur no less than twice per month during the time classes are in session and upon the request of any member when confirmed by the acting President.

Section 2. Official meetings will be announced 48 hours before to all active members and advisor(s).

Section 3. A quorum consisting of 2/3 the active members, at least three of the five Executive Officers and one advisor shall be required to conduct all official business of the sorority.

Section 4. Meetings will be conducted according to Robert's Rule of Order.

Section 5. Meetings will not be open to non-Lambda Tau Delta members unless stated otherwise.

Section 6. Emergency Meetings--to arrange members must contact an advisor and an Executive Officer in the following succession: President, Vice President, Treasurer, Recording Secretary, and Alumnae Secretary. The Executive Officer contacted, in conjunction with the advisor(s), will determine if the reason is legitimate for calling a meeting. The Executive contacted must arrange the meeting and contact active members. Fines will not be assessed for absences to emergency meetings; however, a quorum must still be present to conduct business.

## Article VI. Dues and Assessments

Section 1. Dues shall be determined at the first meeting of each scholastic year and must be paid semi-annually to the treasurer, no later than October 1<sup>st</sup> and February 15<sup>th</sup>.

Section 2. Greek Council dues will be extracted from Lambda Tau Delta dues.

Section 3. Fines shall be assessed to each absent active member whenever an officially declared meeting, community service, fund-raiser, pledge activity or other required activity is held, with exceptions of work, school or emergency related absences. Fines shall also be assessed if an active member is late. If an official meeting has already been called to order, one is considered late. Also, if one arrives to a Service Project/Fundraiser/Mandatory Event and the event is half over, one will be considered absent and will pay the fee accordingly. Requests for pardons of absences must be submitted in writing, stating the reason, prior to the activity.

Section 4. Fines must be paid within two weeks of occurrence. After the two-week period, the fine will be doubled thereafter. If fines aren't paid within 4 weeks of the due date, the member will become inactive. The status will remain until all fines/dues are paid. Any special circumstances will be voted on.

Section 5. Fines are as follows for unexcused absences:

-Late fees \$3

-Absences from Pledging Activity \$3

-Absences from Official Meetings \$5

-Absences from Service Project/Fundraiser/Mandatory Event \$10

#### Article VII. Code of Conduct

Section 1. All Lambda Tau Delta members in relation towards sisters, other Greek members and the University will follow a high standard of conduct. This includes, but is not limited to, respect, trust, loyalty and the general adherence to the Lambda Tau Delta mission statement.

Section 2. Complaints of violations shall be directed to the Executive Officers who, after discussion, will request both parties to remedy the situation with an arbitrator(s). If the problem involves an Executive Officer, she will be asked to temporarily remove herself from discussion.

Section 3. If the problem persists, sanctions will be addressed as follows:

-Level 1--Written apology to the sorority.

-Level 2--Voting Privileges revoked until the situation is resolved.

-Level 3--Inactive status assessed.

Section 4. Appeals should be made to the Executive Officers and a discussion will be made by the entire voting membership.

Section 5. In reference to appropriate display of Lambda Tau Delta letters and colors, Lambda Tau Delta members will not display their letters in inappropriate settings or at events where alcohol is present, with the exception of private Lambda Tau Delta functions.



## Article VIII. Pledging

Section 1. Nominees to receive bids will be discussed after an informal before the bid list is due to the Dean of Students. Nominees must be approved by an open vote of 85% of the voting body and those nominated will not be discriminated against race, creed, color, sexual orientation, religious preference, or socioeconomic class.

Section 2. Pledging activities must then abide by Greek Council regulations, Lambda Tau Delta statement of purpose and the standard of conduct.

Section 3. Pledges will have a stipulated amount, including money for pledging activity fees and the Greek Council community service project, due within the first week of pledging. Once initiated, Greek council dues and Lambda Tau Delta dues must be paid within two weeks of the end of the initiation week.

Section 4. Dirty rushing guidelines are set forth and adhered through the Greek Council Constitution and the University guidelines.

Section 5. All of those who depledge must turn into the sorority any insignia acquired through the organization.

## Article IX. Additional Roles

The advisor(s) adhere to the Greek Council regulations, remain unbiased in all counsel and count ballots.

## Article X. Amendments

Section 1. This constitution may be open to amendments at any meeting if approved by two-thirds of the recorded vote on the question.

Section 2. Once an amendment is proposed, voting cannot take place until the next official meeting.

Section 3. A simple majority (75%) shall be required to alter the Constitution or By-laws.

Section 4. If approved, the new amendment will go into effect immediately.

Section 5. The constitution will be read and approved at the opening meeting of the academic year. Each active member shall possess a copy of the constitution and a copy of the reactivation history and basic parliamentary procedure. Members must sign for each copy of her constitution.

## Article XI. Ratification

A majority vote of the chapter members present upon the first meeting of the academic year shall be necessary to ratify this constitution. It must then be submitted to the SGA Secretary, the Dean of Student Affairs and Greek Council by October 1<sup>st</sup>.