

# Delta Phi Sigma Sorority

## Constitution

### ARTICLE I

#### Symbols

- Section I           The name of this sorority shall be Delta Phi Sigma Sorority
- Section II           The motto of the Delta Phi Sigma is "Through Thick and Thin"
- Section III          The traditional colors of this organization shall be rose and green. The current campus colors are red and white.
- Section IV          The flower of the Delta Phi Sigma shall be the Russell Rose
- Section V            The grip
- Section VI          The secret song of the Delta Phi Sigma shall be sung to the tune "Sweetheart of Sigma Chi" with these words:

O Delta Phi Sigma is the name  
By which we all do stand.  
And everyone who takes the pledge  
Belongs to the loyal band.  
We will all be true to the rose and green  
And to the motto which we hold high.  
And so here's to each and everyone  
Who belongs to the Delta Phi.

The public song of the Delta Phi Sigma shall be sung to the tune of "Edelweis" with these words:

Delta Phi, Delta Phi  
Long may we remember  
Delta Phi, Delta Phi  
You and I together.  
True and Faithful to you we'll be  
You will be forever.  
Delta Phi, Delta Phi  
Memories are our's forever.

### ARTICLE II

#### Purpose

- Section I            The object of this organization shall be to band its members together into closer social relationships and to promote a higher stand or scholarship at the University of Dubuque.
- Section II            This sorority shall be regarded as a secret organization, and all its discussions shall be regarded as secret affairs.

### ARTICLE III

#### Membership Requirements

- Section I           Active Member: Any girl who has been duly elected, and has been successfully completed sorority and Pan-Hellenic regulations, and who is a full-time student at the University of Dubuque. No girl shall become a member of Delta Phi Sigma without a cumulative grade point average of 2.0 or above; have no excessive debt to the organization and are otherwise in good standing with the University of Dubuque.
- Section II           Honorary Member: Any girl chosen by vote of the active members and who has conformed the above requirements in Section I, Article III, but does not participate in Initiation Week and fulfill pledging guidelines. She is not allowed to vote or hold office, but can wear the symbols and colors of the Delta Phi Sigma. Honorary members of this sorority shall take the informal initiation pledge at the time of their installation. Honorary members are not required to pay dues and cannot vote.
- Section III           Associative Members: all members who because of financial difficulty or academic standing (course load, GPA, or academic leave of absence) are not eligible for active membership. Associative members 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 Delta Phi Sigma letters, colors, or other meaningful insignia. Those that are Associative members for other factors are not required to pay dues but can wear Delta Phi Sigma insignia as long as the voting body has approved it. To maintain Associative member status, the member must attend a minimum of 2 official Delta functions per semester. Alterations to this status can be voted upon as needed by the executive officers.
- Section IV           Inactive Member: Any girl that was once an Active member, but cannot participate in sorority activities for reasons of grades, sorority vote, or personal conflict. A member who goes inactive must present the reasons in writing. Their Delta Phi Sigma Constitution must be turned into the sorority at the time of inactivation. An inactive member who wishes to become active must present a paper explaining why she wants to become active again and why she thinks the sorority should take her back. These papers must be read aloud at a meeting. If accepted by the sorority, that semester's dues must be paid before becoming active again. Members may become permanently unaffiliated with Delta Phi Sigma if:
- Demonstrating verbal slander and/or libel
  - Acquire excessive debt to the organization (any unpaid dues and/or fines after a 4 week period)
  - Demonstrate a lack of involvement and/or attendance (more than 3 unexcused absences from meetings and/or activities per semester)
  - Expelled from the University of Dubuque or convicted of a federal offense will result in becoming inactive.
- Section V           Alumnae become so upon graduation from the University of Dubuque, transfer to another institution, or become part-time status.
- Section VI           Honorary members and alumnae both present and past shall be invited to attend social functions.

#### ARTICLE IV Election of members

- Section I           All names shall be voted upon by secret ballot or in a manner decided upon at that time.
- Section II           One negative vote may not keep a girl from membership. If two or more negative votes are submitted, discussion on that girl may be reopened, and a second vote taken. A second ballot of two or more negative votes may keep a girl from membership. If a girl is kept from membership, her name may not be voted on again until the next rushing period.
- Section III           In the event of a tie, the president will be contacted to vote.
- Section IV           Newly elected officers will run the last meeting of the scholastic year, after a short initiation ceremony.

ARTICLE V  
Pledging and Initiation

- Section I            Nominees to receive bids will be discussed after an informal before the 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 II            There shall be an informal initiation and a formal initiation.
- A.    At the beginning of the pledging period, there shall be an informal initiation in order to officiate the pledge's status. That service shall take place in Alumni Hall by candlelight, all actives must be present. The pledge pin shall be given at this time. The President shall preside.
- B.    A formal initiation service will be given in order to establish pledges as active members. That service shall take place in alumni hall by candlelight, and all actives must be present. The President shall preside.
- C.    At the formal initiation service, the pledge pin shall be removed and a sorority lavalier presented by the President, who shall then say, "With this lavalier, you have become an active member of the Delta Phi Sigma sorority. We welcome you into our sisterhood and trust that you at all times hold high her name and never bring dishonor to her symbols of Fidelity, Harmony, and Love."
- Section III            Initiation Fee shall be thirty dollars.
- Section IV            Pledging activities must then abide by Greek Council regulations, Delta Phi Sigma statement of purpose and the standard of conduct.
- Section V            Rushing guidelines are set forth and adhered through the Greek Council Constitution and the University guidelines.
- Section VI            All of those who depledge must return to the sorority any insignia acquired through the organization, along with their ditty books.

ARTICLE VI  
Meetings and Fines

- Section I            Meetings shall be determined by the sorority each year, and are mandatory.
- Section II            The dues shall be fifty dollars per year, payable \$25 each semester no later than October 1 and February 15<sup>th</sup>)
- Section III            Greek Council dues will be extracted from Delta Phi Sigma Dues
- Section IV            Fines shall be assessed to each absent active member whenever an officially declared meeting, community service, fundraiser, 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 V For all unexcused absences from sorority functions and meetings, there shall be a \$5 fine. The sorority determines all required functions by vote. Valid excuses given prior to the event will exempt a member from the above stated charge. Valid excuses include participation in school event, unavoidable work conflicts, sickness, and emergencies. Lateness denotes a \$2 fine.
- Section VI Fines must be paid within two week notice of the date of violation; if not, fine shall be doubled and member will not be able to participate in sorority functions until fine is paid. Member is also accountable for these missed functions as unexcused absences.
- Section VII For all absences an active response to the minutes is due no later than 24 hours.
- Section VIII 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 IX Official meetings will be announced no later than 48 hours before to all active members and advisor(s).
- Section X A quorum consisting of 2/3 the active members, and one advisor shall be required to conduct all official business of the sorority.
- Section XI Meetings shall be conducted according to Roberts Rule of Order
- Section XII Emergency meetings—to arrange must contact an advisor and an officer in the order of: President, Vice President, Treasurer, and Secretary. The advisor and officer will determine if the reason is legitimate for calling a meeting. The officer 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 VII Officers and their duties

- Section I The officers of this organization shall be:  
 President  
 Vice President  
 Secretary  
 Treasurer  
 Greek Council Representative  
 Pan-Hellenic Representative  
 Historian  
 Social Chairperson  
 Corresponding Secretary  
 Chaplain  
 Alterperson  
 Parliamentarian
- Section II The duties of the officers shall be:
- A. President: Shall preside at all meetings; shall call extra meetings when necessary; Shall be a member of Pan-Hellenic and Greek Council and shall see that Delta Phi Sigma is represented at each meeting of said councils; shall check academic standings of each member following grade periods; shall approve dates for all meetings; shall appoint duties to members as needed.
- B. Vice President: Shall assist the President; shall assume the duties of President in her absence; shall be a member of Greek Council and Pan-Hellenic council; shall coordinate community service activities and ensure 75% participation; shall otherwise lend assistance when needed.

- C. Secretary: Shall record all meetings and events; shall carry on correspondence of the sorority; shall inform Delta Phi Sigma alumni of all sorority events; shall type and distribute minutes to all actives, Associatives and advisors of the meetings within 12 hours after the meeting; shall maintain a record of attendance; shall inform members of absences and fines imposed; notify treasurer of impending fines; shall aid in the compiling of the annual newsletter; shall work with the other officers for the good of the organization.
- D. Treasurer: shall be in charge of all sorority funds; shall collect all payments: dues, fees, fines; shall pay all bills; shall give a financial report at meetings; shall issue notice to members on payments due; shall turn over the books for auditing at the end of each year; 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.
- E. Greek Council/ Pan-Hellenic Representative: Shall attend all such meetings and report meeting events to sorority; shall be responsible for finding a replacement in the case that she cannot attend a meeting. If a substitute cannot be located, the representative is responsible for paying the fine allotted by either Greek Council or Pan-Hellenic Council.
- F. Historian: shall collect memorabilia for and keep up with the sorority scrapbook; shall make sure photographs are taken of all important events and put in the photo album; shall serve with secretary in compiling an annual newsletter which is 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 pledging Big Sister in maintaining pledging traditions.
- G. Social Chairperson: shall organize all parties and fundraisers of the sorority; shall coordinate social functions between fraternities, sororities and the campus; shall be responsible for public relations, advertising, and submitting articles to newspapers, yearbook and others as needed.
- H. Corresponding Secretary: shall present cards and other appropriate notions on given holidays to members, past and present.
- I. Chaplain: shall say prayer at formal dinners
- J. Alterperson: shall keep the sorority files updated and organized
- K. Parliamentarian: Shall keep the order at meetings and other sorority functions; have a good working knowledge of Robert's Rule of Order; advise President, or other members as to correct Parliamentary procedure which includes distributing Robert's Rule of Order packets at the initial meeting; must remain a "neutral party" and may not participate in debate.
- L. Pledge Mistress- shall organize and plan all pledging activities; shall be the only active allowed to speak during pledges meetings; shall have the option of holding the office of pledge mistress or appoint someone to serve that role; shall appoint the Pledge Big Sister.
- M. Pledge Big Sister- shall assist pledge mistress in the organization and planning all pledging activities; shall ensure that all pledging activities are submitted to Dean of Students for approval; oversee all pledging activities; shall maintain discipline and the high standards expected of Delta Phi Sigma pledges; shall act as an official liaison between pledges and actives. Shall abide by pledging activities in absence of Pledge Mistress.

### Section III

The 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 request an extension because of impending circumstance. The officers must then decide as a whole,

whether to grant the extension. If the extension is granted, or the assignment becomes overdue without asking for an extension, the consequences will be as follows:

-1 day, the officer 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 removed from their position in accordance with Article III Section IV. At this point the President and Vice President will delegate tasks to organization body to be completed.

#### ARTICLE VIII Code of Conduct

- Section I All Delta Phi Sigma members in relation towards sisters, other Greek members, and the University will follow a high standard of conduct. This includes, but not limited to, respect, trust, loyalty and the general adherence to the Delta Phi Sigma mission statement.
- Section II Complaints of violations shall be directed to the officers who, after discussion will request both parties to remedy the situation with an arbitrator(s).
- Section III If problem persists, sanctions will be addressed as follows:  
Level 1- written apology to the sorority  
Level 2- Voting privileges revoked until situation is resolved  
Level 3- Inactive status assessed
- Section IV Appeals should be made to officers and a discussion will be made by the entire voting membership.
- Section V In reference to appropriate display of Delta Phi Sigma letters and colors, Delta Phi Sigma members will not display their letters in inappropriate settings or at events where alcohol is present, with the exception of private Delta Phi Sigma functions.

#### ARTICLE IX Notions

- Section I The lavalier of this sorority shall be the three Greek letters, Delta, Phi, Sigma and this and all other articles bearing the sorority names or symbols shall be worn by a sorority member only, unless presented as a gift by the gift of active members.
- Section II The coat of this sorority is to be worn exclusively by the active members, honoraries and alumni and no one else.
- Section III Upon receiving an announcement of marriage from any member, the sorority will present the standard gift.

#### ARTICLE X Constitution

Section I            This constitution shall be read and discussed at the beginning of each year and with the first regular meeting containing new actives, so that every member is aware of the rules and regulations of the Delta Phi Sigma sorority. Every active member shall have a copy of the Constitution, and is expected to abide by the rules stated within.

Section II           This constitution may be amended at any regular meeting by majority vote of the active members.