

# THE CONSTITUTION OF HERMANDAD DE SIGMA IOTA ALPHA, INC.



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

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

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

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

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

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

*Hermandad de Sigma Iota Alpha, Inc. does not participate in step performances of any kind on a national or local level.*

*The official name of the newsletter representative of Hermandad de Sigma Iota Alpha, Inc., shall be "Noti-SIA"; which name shall not be used for any other means.*

*Hermandad de Sigma Iota Alpha Inc. recognizes Camp Heartland as a national philanthropy where contributions are made on a local and national level.*

*The Solidaridad Inspiracion Amistad Foundation is a recognized 501(c)3 organization that awards a scholarship on an annual basis in conjunction with Hermandad de Sigma Iota Alpha, Inc.*

*Hermandad de Sigma Iota Alpha Inc., is an 501(c)7 organization with limited tax exempt status which is supported by membership fees, dues, and assessments.*

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

As an organization we do not tolerate or practice discrimination against any individual on the basis of their religion, sexual preference, race or disabilities. The sorority shall function in compliance with all the governing laws of its state(s) of incorporation.

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

## **ARTICLE I – THE GOVERNING BODY**

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

## **ARTICLE II – THE NATIONAL EXECUTIVE BOARD**

### **SECTION 1 – ELIGIBILITY**

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

### **SECTION 2 – OFFICES**

The National Executive Board shall be composed of a President, Treasurer, Vice President of Alumnae Affairs, Vice President of Undergraduate Affairs, Vice President of Community Affairs, Vice President of Marketing and Vice President of Correspondence. All officers are to be elected by a majority vote of the membership during the annual National Convention. The members of the National Executive Board will serve a two-year term, from May 1- April 30.

### **SECTION 3 – DUTIES AND RESPONSIBILITIES**

#### **A. The President shall:**

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

#### **B. The Treasurer shall:**

- i. work with the Treasury and Finance committees to prepare an annual financial report in accordance with the requirements of a nonprofit organization.
- ii. keep a record of all income and expenses of Hermandad de Sigma Iota Alpha, Inc.
- iii. sign or countersign all checks unless otherwise directed by the President.
- iv. assist in the preparation and compilation of budget strategies for fund-raising and other events sponsored by Hermandad de Sigma Iota Alpha, Inc.
- v. be actively involved in developing fund-raising ideas in conjunction with the Fundraising chair

- and National President.
- vi. be aware of the responsibilities of a non-profit organization and ensure that they are being fulfilled by Hermandad de Sigma Iota Alpha, Inc.
  - vii. maintain literature on tax obligations of non-profit organizations and ensure we
  - viii. keep records on and notify members of fines and penalties being imposed on them by the National Executive Board.
  - ix. collect membership dues and notify members if such payment is overdue.
  - x. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - xi. follow Standard Operating Procedures and perform other duties as deemed necessary.
- C. The Vice President of Alumnae Affairs shall:
- i. serve as acting President in the President's absence, removal or at her request until an election takes place to elect a new President no later than the next national meeting.
  - ii. serve as a liaison between the National Executive Board and graduate/alumnae chapters
  - iii. oversee graduate/alumnae chapters.
  - iv. oversee Graduate Director /of Membership Process Affairs.
  - v. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - vi. follow the Standard Operating Procedures and perform other duties as deemed necessary.
- D. The Vice President of Undergraduate Affairs shall:
- i. serve as a liaison between the National Executive Board, undergraduate chapters, alumna advisors and the executive board of each chapter.
  - ii. review active status packets from each chapter.
  - iii. serve as chair of the Application Review Committee
  - iv. oversee Director of Membership Process Affairs
  - v. appoint chapter advisors
  - vi. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - vii. follow the Standard Operating Procedures and perform other duties as deemed necessary.
- E. The Vice President of Community Affairs shall:
- i. serve as a liaison between the National Executive Board, undergraduate and graduate/alumnae chapter in relation to community service, social and cultural events.
  - ii. serve as liaison between the sorority and external contacts in regards to community service, social and cultural events.
  - iii. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - iv. follow the Standard Operating Procedures and perform other duties as deemed necessary.
- F. The Vice President of Marketing shall:
- i. be responsible for the public relations of SIA by managing the communication between the organization and the public.
  - ii. build the SIA image by increasing awareness of SIA, our events and activities.
  - iv. be responsible for approving the use of the SIA name and its Greek equivalent, ΣΙΑ
  - v. oversee the long-term expansion strategic plan of the Hermandad in conjunction with the Expansion Director.
  - vi. oversee the execution of marketing efforts including maintenance of the national website and press releases in conjunction with the Communications Director.
  - vii. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - viii. follow the Standard Operating Procedures and perform other duties as deemed necessary.

- G. The Vice President of Correspondence shall:
- i. handle all correspondence addressed directly to the National Executive Board and Hermandad de Sigma Iota Alpha, Inc.
  - ii. be involved with the drafting of any document pertaining to the membership or general administration of business of Hermandad de Sigma Iota Alpha, Inc.
  - iii. keep and maintain national records including undergraduate and graduate files.
  - v. keep official copies of the Constitution, Articles of Incorporation, Standard Operating Procedures, Code of Ethics, and the Judicial policy of Hermandad de Sigma Iota Alpha, Inc.
  - viii. work with the Parliamentarian to update the official documents of the organization, including the Constitution, Standard Operating Procedures and Code of Ethics.
  - ix. present a written and verbal financial report at each general membership meeting and a monthly report to the other members of NEB.
  - x. follow the Standard Operating Procedures and perform other duties as deemed necessary.

#### SECTION 4 – TERM OF OFFICE

The term of office for all officers of the National Executive Board shall be two years, specifically from May 1 through April 30. Elections for new officers will be held during the annual National Convention in accordance with Article IX Section 3. All officers shall be eligible for re-election at this time. They can be re-elected to the same position with the only limitation being that they can only do so for two consecutive terms. During the annual National Convention of the off year elections, a vote of confidence is taken by the body as to whether or not each officer should serve a second year. If an elected NEB member is not voted to continue onto their second year, an election for a new officer will take place on the second day of convention. Any officer who is elected during a vote of confidence year, will only serve the second year of the term, and must run for reelection the next year.

#### SECTION 5 – REMOVAL OF AN OFFICER

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

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

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

#### SECTION 6 – VACANCY

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

If any office in the National Executive Board, other than that of President is vacated, the President shall

appoint another officer within the National Executive Board to fulfill the responsibilities required of that position until the vacancy is filled.

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

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

#### SECTION 7 – MEETINGS

The National Executive Board shall meet at least once a month. Four out of seven National Executive Board members shall constitute quorum in National Executive Board meetings. In the absence of quorum, no voting shall take place.

#### SECTION 8 – ADDITIONAL PROVISIONS

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

### **ARTICLE IV – APPOINTED OFFICERS, DIRECTORS AND COMMITTEES**

#### SECTION 1 – ELIGIBILITY

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

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

#### SECTION 2 – NEB APPOINTED POSITIONS DUTIES AND RESPONSIBILITIES

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

#### SECTION 3 – TERM OF OFFICE

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

#### SECTION 4 – ADDITIONAL PROVISIONS

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

## **ARTICLE V – THE JUDICIAL BOARD**

Please see the Judicial Process for further detail.

### **SECTION 1 – RESPONSIBILITIES AND PURPOSE**

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

### **SECTION 2 – BOARD MEMBERS**

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

### **SECTION 3 – FILING COMPLAINTS**

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

### **SECTION 4 – DRAFTING PROCEDURES**

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

### **SECTION 5 – HEARINGS**

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

### **SECTION 6 – DECISIONS**

At least 3 out of the 5 members must be in agreement on the decision and punishment, if any, in order for it to be considered valid. It is up to the discretion of the Judicial Board Members to decide on a punishment, if any, that should be given. It is then the responsibility of the Judicial Board Chairs to contact the National Executive Board and the parties involved, in writing, of the decision and punishment, if any, within 2 weeks after such agreement is reached.

### **SECTION 7 – APPEALS**

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

## ARTICLE VI – MEMBERSHIP

### SECTION 1 – ELIGIBILITY

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

### SECTION 2 – CLASSIFICATION

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

- A. Undergraduate Member - a member who is enrolled in a four-year college or university where there is a chapter.
- B. Alumna Member - a member who has completed her undergraduate or graduate studies.
- C. Graduate Member - a member who is currently enrolled in graduate studies and/or member of an established graduate chapter and has submitted a copy of her degree or transcript to the Vice President of Alumnae Affairs.
- D. Chapter Associate – an undergraduate member who attends a school where there is not an existing chapter or a member who has withdrawn from her undergraduate institution in good academic standing. A member will be considered in good academic standing by obtaining a cumulative G.P.A. greater than or equal to the G.P.A. with which she was accepted into the Hermandad. The minimum G.P.A. accepted is a 2.50. She must work as a member of a chapter within her region that will accept her and fulfill those chapters' responsibilities but may not run for chapter office.
- E. Professional Member - a member who has received a degree from a two-year institution or has withdrawn from her undergraduate institute in good standing. She must have been working for at least two years as a professional (a field in which one must be trained, practiced, skilled, certified or licensed) and served as a Chapter Associate for at least two years.
- E. Honorary Member - someone who has shown herself to be an outstanding individual within the community and has shown interest in the advancement and progress of Hermandad de Sigma Iota Alpha, Inc. She must meet the requirements outlined in the Standard Operating Procedures.

### SECTION 3 – STATUS

- A. Active status shall be granted to all sisters who comply with the following criterion:
  - i. successful completion of membership process.
  - ii. a cumulative G.P.A. greater than or equal to the G.P.A. with which she was accepted into the

- Hermandad. The minimum G.P.A. accepted is a 2.50.
- iii. compliance with her financial responsibilities.
  - iv. attendance to the two national meetings.
- B. As an active member, sisters have the right to:
- i. serve as undergraduate chapter delegate and as alumnae cast one vote in all elections and meetings.
  - ii. participate in all membership process sessions.
  - iii. run for elected office providing all criterion for eligibility as detailed in this Constitution Article II, Section 1 for NEB and/or Article III, Section 2 are met. (A list of active sisters will be maintained by the National Treasurer to establish voting privileges and nomination eligibility.)
- C. Inactive status shall be granted to any sister not meeting the academic and/or financial obligations herein defined as requisites for active status in Clause A of this Section. As an inactive sister, the following rights are forfeited until active status can be attained:
- i. serving as undergraduate chapter delegate or in the case of alumnae casting one vote in elections and/or meetings.
  - ii. participating in membership process sessions is limited to being present at session but not actively participating in it.
  - iii. running for and being elected to hold office.

#### SECTION 4 – RESPONSIBILITIES

- A. Dues
- i. Matriculated, undergraduate members must pay 75% of total dues to the chapter Treasurer and the remaining 25% to the National Executive Board Treasurer.
  - ii. Alumnae, graduate and professional members must pay 100% of total dues to the National Executive Board Treasurer but 15% of it will be allocated to the VP of Alumnae Affairs budget.
  - iii. Graduate chapter members must pay 50% of total dues to the Finance Administrator and the remaining 50% to the NEB treasurer.
- B. Grades
- i. Matriculated, undergraduate and graduate students must maintain a minimum of a 2.5 cumulative grade point average (G.P.A.)
  - ii. Alumnae and graduate members must submit a copy of their diplomas and last transcript to the VP of Alumnae Affairs.
- C. Participation
- i. Matriculated, undergraduate members must
    - a. assist during fundraising activities.
    - b. perform community service.
    - c. partake in membership process activities.
    - d. attend activities hosted by their own chapter, other chapters and the organization on a national level.
    - e. act as a Judicial Board Member when requested.
    - f. perform other duties as deemed necessary.
  - ii. Alumnae, graduate and professional members must
    - a. assist during fundraising activities.

- b. participate in an alumnae organized community service.
  - c. partake in membership process activities.
  - d. attend activities hosted by chapters and the organization on a national level.
  - e. take an active role with alumnae
  - f. act as a Judicial Board Member when requested.
  - g. participate in an alumnae organized fundraiser for Camp Heartland.
  - h. perform other duties as deemed necessary.
- D. Attendance at meetings
- i. Matriculated, undergraduate members must
    - a. attend chapter meetings, on time and prepared.
    - b. attend general membership meetings, on time and prepared.
  - ii. Alumnae, graduate and professional members must
    - a. attend general membership meetings, on time and prepared.
    - b. attend Alumnae meetings, on time and prepared.
- E. Respect
- i. All members must respect one another.
  - ii. All members must respect those candidates partaking in the membership process.
  - iii. All members must respect non-Greeks, members of other Greek organizations and the general public.
- F. Confidentiality
- i. No member can discuss specifics of our membership process with someone outside of Hermandad de Sigma Iota Alpha, Inc.
  - ii. No member can discuss the internal problems or proceedings of our organization with anyone outside of the members of Hermandad de Sigma Iota Alpha, Inc.

## SECTION 5 – EXCEPTIONS TO FULFILLMENT OF RESPONSIBILITIES

- A. Unpaid dues
- i. Financial probation
 

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

The National Executive Board reserves the right to waive a bulk amount of long overdue membership fees for founding mothers and alumnae members who may be persuaded to return as active members of the sorority if such a waiver is offered. This individual will still be required to pay the percentage payable to the National Executive Board for each semester owed.
- B. Leave of Absence
- If a member will not be able to participate in sorority activities but would like to retain her active status, she must write a letter explaining her situation to the interested parties and stating the approximate length of time for which she will be absent, if known.
- C. Excused Absences
- i. An absence from a general membership meeting due to religious reasons will be considered excused but the member must notify the National Executive Board within 48 hours prior due to

the meeting date.

- ii. Any member living outside of a 300 mile radius from the meeting place will be excused from attending such meeting.
- iii. Any member that has a child, is married, is married with children, is over 7 months pregnant, and/or is on financial probation within the sorority will not be penalized for not attending general membership meetings.

## SECTION 6 – PROCEDURES FOR NON-COMPLIANCE OF RESPONSIBILITIES

### A. Unpaid dues

Membership status will be considered inactive and she will

- a. not be allowed to vote in any type of election or decision.
- b. be unable to hold any office.
- c. be unable to actively participate in any membership process (exceptions and/or specifications are detailed in the Membership Process Manual.)

### B. Unmet GPA requirement

Membership status will be considered inactive and she will

- a. not be allowed to vote in any of election or decision.
- b. be unable to hold any office.
- c. be unable to be actively involved in any membership process (exceptions and/or specifications detailed in the Membership Process Manual.)

### C. Lack of participation

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

### D. Absence from meetings

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

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

## SECTION 7 – DISAFFILIATION

- i. Definition of Disaffiliation: A voluntary action to no longer be associated with Hermandad de Sigma Iota Alpha, Inc. Once the state procedures are performed, this is a non-reversible decision.
- ii. Eligibility: Any Hermana, regardless of status (e.g. alumna, undergraduate, etc.) will be allowed to disaffiliate from the Hermandad.
  - a. a member wishing to disaffiliate (the petitioner) must write a typed written letter stating her wishes and reasons for disaffiliation to the National Executive Board (NEB) of Hermandad de Sigma Iota Alpha Inc. This letter must be received by postal service to NEB’s P.O. Box. No other forms of communication will be accepted (e.g. personal delivery, e-mail, telephone etc.)
  - b. NEB will respond in writing by postal service within 30 days of receipt of petitioner’s letter. This will acknowledge the petitioner’s wishes, give other options to disaffiliation, and will grant them a 60-day-reconsideration period to either pursue a final ‘break’ from the Hermandad or to remain a member. The National Executive Board will provide the member seeking disaffiliation the option of speaking to another member outside of the National Executive Board during the 60-day-reconsideration period.
  - c. Enclosed with this letter will also be a document that must be notarized and returned by Postal Service to NEB’s P.O. Box to make the decision to disaffiliate official and binding.
  - d. The petitioner may return the document at anytime within the 60-day-period. If the 60-day-period elapses the matter will be considered ‘closed’ and it will be assumed that the sister no longer wishes to pursue disaffiliation. In order to disaffiliate the process would have to commence again.
  - e. Once a notarize document is received, confirming the official disaffiliation of the petitioner, a member of NEB will make arrangements with the petitioner to gather all documents, paraphernalia, and objects bearing the name or otherwise associated with the name Hermandad de Sigma Iota Alpha, Inc. and its Greek equivalent (□□□e.g. pledge gear, shirts, jackets, paddles, etc.)
  - f. The notarize document will be kept in our National Records.
  - g. NEB will inform the general body of a member disaffiliation at the next General Body Meeting.
  - h. The line name of a disaffiliated member will be kept ‘reserved’ and cannot be used by future membership classes.

## ARTICLE VII – UNDERGRADUATE CHAPTERS

### SECTION 1 – RECOGNITION

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

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

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

Please see Standard Operating Procedures for further information on Undergraduate Chapters.

## **ARTICLE VIII – GRADUATE/ALUMNAE CHAPTERS**

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

## **ARTICLE IX – NATIONAL MEETINGS**

### **SECTION 1 – LOGISTICS**

All members regardless of membership status will be required to attend this meeting but only those members with an active membership status will be allowed to cast a vote. The National Executive Board shall be responsible for composing the agenda and choosing a meeting place.

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

- A. National Convention - shall be held annually for two days on a weekend during the month of February. Every two years, nominations and elections for all elected offices in the National Executive Board will take place.
- B. Fall General Body Meeting – shall be held annually for one day in September, in conjunction with the Founders Day Celebration.
- C. Summer Leadership Conference – shall be held annually for one day during the month of July among established Graduate/Alumnae chapters under the direction of the Vice President of Alumnae Affairs.

### **SECTION 2 – PROPOSALS**

During the National Convention, any active member may submit a proposal for changes to any document, process, guideline, rule, policy, regulation, etc., pertaining to Hermandad de Sigma Iota Alpha, Inc., including but not limited to the membership process and the Constitution. Such a petition will be termed a proposal and must be presented both verbally and in written form during this meeting.

All proposals should include a purpose and be written in a standard proposal format to be discussed and critiqued. These should be submitted by the date set forth by the NEB.

After it has been discussed, each proposal shall be put to a vote in compliance with Section 4 below. It shall be considered "passed" if the majority vote is in favor of the proposal.

### SECTION 3 – ELECTIONS

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

### SECTION 4 – VOTING

Quorum must be present to conduct voting. Quorum shall consist of 50% +1 of the active membership. All voting shall be done by secret ballot and only those members with an active membership status shall be allowed to vote. The candidate or motion receiving the most votes shall be deemed to have won.

## ARTICLE X – HAZING STATEMENT

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

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

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

## ARTICLE XI – DOCUMENTS

All documents pertaining to Hermandad de Sigma Iota Alpha, Inc., including but not limited to the

Constitution, the Membership Process Manual, the Membership Process Contract, the Rudi-SIA guidelines, the Note-SIA newsletter and the Articles of Incorporation, are property of Hermandad de Sigma Iota Alpha, Inc. Any theft or misuse including the misrepresentation of the organization's official nomenclature whether purposefully or otherwise by outsiders or any member of this organization shall constitute grounds to fine and file legal proceedings.

## **ARTICLE XII – AMENDMENTS**

Amendments to this Constitution can be proposed to the Constitutional Review committee through formal proposals. The proposals will be reviewed by the committee and if accepted passed through to the NEB for the final decision. Only those proposals approved by the NEB shall be amended into the Constitution. Procedures for submitting a proposal and voting on an amendment must be in compliance with Article IX Sections 2 and 4, respectively.

**Last revised by: Ivone De Jesus, National President & Rosa Ramos, Vice President of Undergraduate Affairs  
February 10, 2007**