

Lambda Theta Alpha Latin Sorority, Incorporated  
Beta Mu Chapter at the University of North Texas Denton, Texas

**Article I**

*Name*

Section I. This organization shall be known as Lambda Theta Alpha, Beta Mu Chapter demarked by the Greek letters

**Article II**

*Purpose*

Section I. The purpose of Lambda Theta Alpha shall be to establish a sisterhood based on Unity, Love, and Respect, to provide social and cultural activities, and to carry on charitable and educational programs.

**Article III**

*Affiliation*

Section I. Beta Mu Chapter of the University of North Texas is affiliated with Lambda Theta Alpha Latin Sorority, Incorporated.

**Article IV**

*Membership*

Section I. All members of this organization must identify as a woman who is currently registered at the University of North Texas. At the time of entry into the organization, the member should have at least 12 academic units and at least a 2.75 GPA to join. Members must have at least a 2.6 GPA to maintain membership. Members who cannot meet the full-time requirement can submit an exception to be active.

Section II.

Voting membership is restricted to currently enrolled students at the University of North Texas in addition to being active as an undergraduate sister during the period of the specific semester.

Section III. Membership in the organization will not be restricted to anyone based on race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section IV. No member of this organization will engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution.

**Article V**

*Officers and Committees*

Section I. The officers of this organization will be President, Vice-President, Secretary, Treasurer, Recruitment and Retention, and Chapter Orientation Officers.

Section II. The committee chairs will be Academic Chair, Community Service Chair, Fundraising Chair, Social Chair, Historian Chair, Alumnae Liaison, Multicultural Greek Council Liaison, and Greek Life Special Event Chair.

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Section III. The term of office shall be one full academic year. The term of office shall be from the time of election until new officers take office immediately following the next election. See Article XX for Elections.

Section IV. A vacancy in the Presidential role will be filled by the Vice-President.

Section V. Every officer must meet the membership requirements in Article IV Section I.

Section VI. Officer Descriptions.

- a) President must keep track of all chapter paperwork that is due to the university, area, and nationals and oversee officers and committees. President will run the meetings. The officer will also act as a liaison between university officials. President must attend all President's meetings.
- b) Vice President must assist the President and be ready to head meetings the President cannot attend. The officer must also keep track of all the paperwork and duties delegated to chapter members. Vice President will also handle program sign-in sheets. Assist President in any additional paperwork and duties, as needed. Vice President must attend all President's meetings if the President cannot attend. Vice President will also take over all Academic Chair duties.
  - a. Academic chair must keep track of grades and study hours. The officer must collect unofficial transcripts, resumes, and anything with the purpose of professionalism and academic excellence concerning the individual sisters (i.e. business cards, copies of recommendations, and anything else related).
  - b. Must monitor any sisters on academic probation for the semester.
    - i. Those sisters that have less than a 2.70 GPA per semester are required to receive progress reports from each professor, beginning the second week of classes. First report is due the fourth chapter meeting and thereafter every three weeks. If you fail to submit these papers on time:
      1. First fine \$5, raises in increments of 5 for each.
- c) Treasurer must update paperwork monthly and be prepared to update the chapter at chapter meetings. The officer must also enforce all fines. Keep informed about bank account, expenses, and statements. Be responsible to collect dues as well as fines and submit on time. Must also attend the President's meeting if the President or Vice President cannot attend.
- d) Secretary must enforce all warnings with no exceptions. The officer must have the minutes from the prior meeting at all chapter meetings. Creates chapter meeting agenda and updates the directory. Is responsible for keeping track and submitting Standards of Excellence each month. Also, attends the President's meetings if the President, Vice President or Treasurer cannot attend a given meeting.
  - a. Failure to set up the editing of the agenda at least 3 days before the deadline of updating will result in a fine. If minutes are not sent out to

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chapter within 24 hours of the beginning of the meeting will result in a fine.

1. First offense is a verbal warning.
  2. Further violations will result in a \$5 per day it is not uploaded to the Chapter drive.
- e) Chapter Orientation Advisor must keep track of deadlines, paperwork, and money needed or being spent during the Orientation Cycle. Keep track of all chapter and area paperwork regarding Orientation, oversee any business regarding orientation. Liaison between Orientees and the sisters.
- f) Chapter Recruitment and Retention Advisor must plan and execute recruitment events. To include:
- a. Planning and executing LTA Week with the cooperation of chapter
  - b. Recruitment events that are mandated by area board; including workshops and seminars
  - c. Creating a buddy system for sisters and potential candidates
  - d. Keeping contact with potential candidates via email, social media and/or phone
  - e. Create a tentative semester schedule of recruitment events for the upcoming semester
  - f. Turn in monthly paperwork to area board in a timely manner and within stated deadlines
  - g. Liaison between Potential Candidates and the Undergraduate Chapter

#### Committee Chairs

- a) Fundraiser chair must have a proxy at events the officer cannot attend. The officer must keep track of all members who attend these fundraiser events, their hours, and organize fundraisers. The officer must also keep track of flyers, contact information, and amount raised. Complete necessary university protocol.
- b) Community Service chair must keep track of all members who attend these organized community services and their hours. The officers must also keep official reports, flyers, and contact information for all community services. Officer must update the Standards Service Hours Log after all chapter events.
- c) Social chair should come up with an approximate goal for mixers, sister bonding, and expresses possible events for the semester.
- d) Alumni Liaison oversees communication between the Undergraduates and Alumni sisters. They must distribute and create monthly newsletters to the alumni advisor. The newsletter should contain upcoming events, deadlines/dates, current balance, Interested Ladies updates, as well as big events, old business, and new business.
- e) Historian shall keep all media of events the chapter participated in. All social media will be kept up to date. Event flyers should be posted no later than 48 hours prior to the event. Pictures/Videos of attending events should be posted no later than the end of the week. Sister Birthdays

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should be posted individually no later than two days of a sister's birthday. Scrapbook and supplies will be kept with this chair and to be finished every semester with budget set up with Treasurer.

- f) Greek Life Special Event Chair will be chapter delegate for Homecoming (Fall Semester) and Greek Week (Spring Semester). Any other big event that needs a special delegate will be handled by this Chair.
- g) MGC Liaison will be the chapter delegate in charge of attending weekly council meetings. The chair must provide sisters with MGC agenda within 24 hours of start of meeting. All voting decisions should be brought to chapter for accurate representation.

## **Article VI**

### *Attendance*

Section I. Attendance shall be required at all general meetings, all events deemed mandatory that are hosted by, sponsored by, and/or anything under the name of Lambda Theta Alpha, unless properly excused. The written excuse shall be forwarded to the Secretary forty-eight (48) hours prior to the meeting/event. The Chair shall be notified about the absence forty-eight (48) hours prior to the meeting.

- a) Three (3) to Four (4) members will be present to all Multicultural Greek Council events on the official calendar for the council

Section II. A proper excuse consists of a letter, typed in memo format. It shall be sent to the President, Chair of event and Carbon Copy the Secretary.

Section III. The member(s) shall be present the circumstances surrounding an unexcused absence to the President, Chair, and Secretary.

- a) An unexcused absence or no show to general meetings and/or any event deemed mandatory without proper excuse will lead to the following consequences on a semester basis:

- 1. One (1) unexcused absence: Verbal Warning
- 2. Two (2) unexcused absence: Five (\$5) dollar fine
- 3. Three (3) unexcused absence: Ten (\$10) dollar fee

- i. Any more unexcused absences will result in the ten (\$10) dollar fine plus five (\$5) more dollars each offense (\$10+5n)

- b) There will be a five (5) minute grace period allowed; anything thereafter shall be considered a tardy. Any unexcused tardy which exceeds more than half of the duration of a meeting and/or event shall be equivalent to an unexcused absence.

- 1. If a member knows they will be late a notice at least 30 minutes before meeting will be excused.

Section IV. Member(s) shall be excused from an event if a personal, non-academic, and/or family emergency shall arise with the consent of the President and Chair.

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Section V. Activities/Events constitute programs, community services, other meetings, socials, and any/all activities/events sponsored by or done under the name of Lambda Theta Alpha.

- a) Each member will be responsible for completing 15 hours of community service per semester.
- b) Members will contribute to complete the events listed in the PEP manual for semester and yearly requirements.

**Article VII**

*Meetings*

Section I. There shall be two (2) types of meetings: Regular and Emergency meetings.

- a) Regular business meetings shall be held by the group on a weekly basis. The location of the meeting shall be established by the Executive Board.
- b) The time and day of the General meetings shall be Tuesday at 8:30pm
- c) Emergency meetings shall be called by the President who shall set the time, date, and location of the meeting. Notice of such meetings shall be given verbally or in writing at least twenty-four (24) hours prior to the meeting and shall specify the objective.
  - a. These will be mandatory unless excuse is approved by President.

Section II. Quorum: At regular and/or emergency meetings, the presence of two thirds (2/3) of the Chapter.

Section III. Attire: First meeting of the month, the members shall dress in business professional attire. Every other meeting, the members shall dress date night or para casual. No ripped jeans or shorts

1. First offense: verbal warning
2. Second and third offense: One (\$3) dollar fine per incident
3. Fourth offense: Dismissal from the meeting, which shall be documented as one (1) unexcused absence and issued a fine.

Section III. Any member being disruptive (such as negative behavior, excessive usage of profanity, sleeping, using phone, doing homework, etc.) shall receive:

1. First offense: Verbal warning
2. Second and third offense: One (\$3) dollar fine per incident
3. Fourth offense: Dismissal from the meeting, which shall be documented as one (1) unexcused absence and issued a fine.

**Article VIII**

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*Payment of Fines*

- Section I. Fines shall be paid in full at/before the next meeting in which the fine was issued. The member(s) shall inform the Treasurer before the next meeting of their payment status.
- Section II. Fines that are not paid in full at the next meeting will result in an additional five (\$5) dollar fine unless prior accommodations were made with Treasurer.
- Section III. The member(s) who does not have sufficient funds shall have the following options:
1. Member(s) can establish a payment plan.
- Section IV. Members with monies outstanding are not able to attend any events including Orientation until payment is cleared with Treasurer.

**Article IX**

*Dues*

- Section I. Dues shall consist of any fees regulated by the university or Lambda Theta Alpha.
- Section II. All dues shall be paid in full and handed in to the Treasurer no later than the due date.
- a) Late fee of \$5 per day will be issued if no prior arrangement was made.

**Article X**

*Payment Plan*

- Section I. A payment plan can be used by a member to pay for any group related expense such as fines, dues, and event fees.
- Section II. Member(s) shall meet with the Treasure to establish a payment plan, and must meet all set guidelines:
- a) A written contract shall be kept as official record of the payment plan agreement. Such a contract shall involve the President, Treasurer, and member that is requesting establishment of payment plan.
  - b) All payment plans established must be fully paid off by the end of that given semester.
  - c) A given payment plan must be fully paid off before another payment plan can be established within the same semester.
  - d) The first payment shall consist of no less than fifty (50%) percent of the plan total. All payment terms thereafter shall be set at the discretion of the Treasurer.

**Article XI**

*Violation of Payment Plan*

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- Section I. A violation of the payment plan shall consist of any breach of the contract established.
- Section II. Member(s) in violation of payment plans shall undergo the following process:
- a) Re-evaluation of established payment plans to create a more suitable plan for said member.

**Article XII**

*Reports and Paperwork*

- Section I. Failure to hand in any requested reports or paperwork on time will result in the following:
1. First offense: written warning
  2. Second offense: A fifteen (\$15) dollar fine that shall be paid by the individual member.
  3. Third offense: A twenty-five(\$25) dollar fine that shall be paid by the individual member.
- Section II Failure to update Chapter minutes 26 hours prior to the meeting will result in the following:
1. First offense: written warning
  2. Second offense: A five (\$5) dollar fine that shall be paid by the individual member.
  3. Third offense: A ten (\$10) dollar fine that shall be paid by the individual.

**Article XIV**

*Nominations*

- Section I. Nominations shall be held three (3) weeks prior to finals week of each semester.
- Section II. Nominations shall be proposed during the designated Nominations meeting.
- Section III. Nominees shall submit a Letter of Intent at least three days prior to the Nominations meeting to the President and Carbon Copied the Secretary.

**Article XV**

*Elections*

- Section I. Elections will be held two (2) weeks prior to finals week.
- Section II. Every active undergraduate member shall have the right to submit one vote for every position on the ballot.
- Section III. Elective officials shall commence office immediately following the end of finals week

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**Articles XVI**

*Academics*

- Section I. Members shall maintain a cumulative 2.6 GPA requirement for members to vote at chapter meetings, hold chapter offices, and remain in good standing with the chapter.
- Section II. Members not in good standing with Lambda Theta Alpha GPA requirements shall be placed on an academic plan as issued by the academic chair and Executive Board, in correspondence with Area and Regional Board.
- Section III. Members who have demonstrated academic excellence shall be recognized at the end of each semester.
- Section IV. Members who qualify are encouraged to apply to The Order of Omega.
- Section V. Members are encouraged to apply for membership into scholastic honor societies and/ or student organizations that cater to their respective majors. Members will be recognized at the end of the year for their involvement

**Article XVII**

*Filling in Vacancies*

- Section I The President shall have the authority to appoint an active member in good standing to fill any vacancy on the Executive Board with a 2/3 votes of the general body.
- Section II The member shall be appointed to the Executive Board until the following election, where a successor may be elected.