Constitution for the Alpha Phi Sorority, a Georgia Tech Student Organization
Created October 19, 2008

Article I – Name
This organization will be known as the Alpha Phi Sorority, a Georgia Tech Student Organization. The name of this chapter shall be Iota Mu Chapter of Alpha Phi International Fraternity Incorporated.

Article II – Purpose

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

Article III – Membership

Membership in Iota Mu Chapter shall be comprised of new and initiated collegiate members, and shall be acquired and maintained in full accordance with Article XVIII of the Constitution of Alpha Phi International Fraternity, Incorporated.

1. Candidates for membership in the Fraternity shall be regularly enrolled women students pursuing a prescribed program for a degree at Georgia Tech in which a chapter of the Fraternity is established. It is stated that “In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Handbook and SGA policies”.

2. An invitation to membership in the Fraternity shall be issued only to those invited by the initiated members of a chapter, and in accordance with the membership policies of the Fraternity; or in accordance with the policies and procedures for establishing a colony of the Fraternity. This membership can take place anytime throughout the academic school year.

Article IV – Officers

Section I. Only GT students eligible according to the GT Catalog can hold or run for office, and they must already be a member of the organization.

Section II. The duties of the Executive Committee will be as follows:
Purpose

The Executive Council shall function as the planning and coordinating body of this chapter, exercising general supervision over chapter affairs, assuring that maximum membership size is attained, Risk Management procedures are followed, and International dues and fees are submitted to Alpha Phi International.

Composition

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

President (chair and presiding officer of Executive Council)
Vice President of Program Development
Vice President of Recruitment
Vice President of Chapter Operations
Vice President of Marketing
Panhellenic Delegate
Director of Finance
Director of Administration

Meetings

The Executive Council shall meet at least once a week during the academic year. Meetings of the Executive Council should be held at a regular time each week and planned so that the chapter adviser or her representative and all council members can attend.

Quorum and Voting Requirements

A majority of the Executive Council membership shall constitute a quorum for the transaction of business; a majority of those present and entitled to vote, provided a quorum is present, shall constitute the action of the Executive Council.

Duties and Responsibilities

A. Maintain this chapter’s position of good standing with the Fraternity, and concentrate on assisting the chapter to obtain and maintain maximum membership size, manage risks, and practice fiscal responsibility.

B. Coordinate chapter operations throughout the year to insure the implementation of the chapter goals.

C. Conduct discussion and investigation of chapter matters and make recommendations for chapter action.
D. Appoint:

1. Members to the appointive offices following the annual chapter election;
2. Members of the Constitution Committee at the beginning of the academic year;
3. The chair and members of the Initiation Committee prior to each Initiation (see the Alpha Phi Ritual for duties);
4. Other committees and assistants as needed.

E. Adopt the chapter calendar upon submission by Program Council at the beginning of the academic year; review all later proposed additions or changes prior to presentation to the chapter for final action. The chapter calendar must schedule chapter activities that are intended to further the chapter's primary goals and assist the chapter to achieve and maintain maximum membership size.

Section III. Qualifications and Duties of the Officers:

A. President (elected) shall be the chief executive officer of this chapter and be responsible for general supervision of the chapter, coordinating chapter affairs in accordance with established programs and policies of the Fraternity.

**Qualifications**

1. Has prior leadership and management experience, is a visionary, and possesses the ability to motivate and inspire others;
2. Understands parliamentary procedures and considers the rights of the minority;
3. Represents the chapter well with campus administrators, other Greek groups, and representatives of National Panhellenic Conference;
4. Possesses the personal skills to work in harmony with the Advisory Board, the house corporation board, the house director, the Greek advisor, field consultants, the District Governor and other International officers;

**Duties**

1. Presides at chapter meetings, Executive Council meetings, and meetings of the Judiciary Board;
2. Calls special meetings of the chapter when deemed necessary or when requested by a one-third vote of the chapter;
3. Carries on the work of the chapter as directed by the Constitution, chapter bylaws, Alpha Phi Standing Rules, Policies, and Georgia Tech panhellenic rules;
4. Conducts initiation and other ceremonies as prescribed in the Ritual and the Ceremonies Manual;
5. Fills temporary vacancies in office with the approval of the Executive Council;
6. Serves as ex-officio member of all committees except Nominations;
7. Reports in accordance with the fraternity calendar giving information as to progress, internal conditions of the chapter and general functioning of departments;
8. Takes a leadership role in the year-round membership recruitment effort of the chapter, participates actively in the chapter member development and education programs, understands the budgeting process and advocates fiscal responsibility, and represents the chapter in the best light to administrators, faculty, parents, and other students;
9. Works in concert with the Chapter Adviser and notifies her before signing any university documents on behalf of the chapter. Serves as a collegiate representative to the House Corporation Board or Chapter Property Committee;
10. Keeps notebook current and trains successor before leaving office;
11. Performs all other duties usually incumbent on the office.

B. Vice President of Program Development (elected) shall, in the absence of the President, represent this chapter and preside at regular and special meetings of this chapter, the Executive Council and the Judiciary Board, and assume her other duties. She shall oversee this chapter’s Member Education and Member Development program.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Possesses a strong value system that includes a belief in the dignity of every person, a respect for academic achievement, an appreciation of diversity, and an ability to make difficult decisions involving friends;
2. Has a willingness to take personal time to help other sisters work through problems and the self-confidence to challenge sisters to help themselves;
3. Is knowledgeable and enthusiastic about the history and traditions of Alpha Phi and is able to communicate this excitement to others.

Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Serves as a member of the Judiciary Board and Chair of the Member Development Committee;
4. Communicates the program priorities of the Directors of Scholarship, Member Development, Member Education, and Chapter Events to the Executive Council on a weekly basis.
5. Reports in accordance with the fraternity calendar giving information as to progress in the areas of Member Development, Education, and Scholarship;
6. Works in concert with the Program Development Adviser;
7. Keeps her notebook current and trains her successor before leaving office;
8. Performs all other duties usually incumbent on the office.

C. Vice President of Recruitment (elected) shall oversee the Member Recruitment Program of this chapter and understand all panhellenic rules and procedures.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is analytical and strategic about the recruitment process;
4. Understands the relationship and interdependence between Formal Rush, COB, MAP and in what circumstance one has priority over the other two;
5. Is highly competitive but values panhellenic cooperation.

Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Communicates the priorities and progress of the Recruitment Program to the Executive Council on a weekly basis;
4. Plans the overall membership recruitment strategy by analyzing the competition and developing or altering plans and preparations accordingly;
5. Reports in accordance with directives from Alpha Phi International, giving information as to progress in the area of membership recruitment
6. Works in concert with the Recruitment Adviser;
7. Keeps her notebook current and trains her successor before leaving office;
8. Performs all other duties usually incumbent on the office.

D. Vice President of Chapter Operations (elected) shall oversee the financial and administrative operations of the chapter.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is organized, detail-oriented, and understands the importance of individual and chapter fiscal responsibility;
4. Interprets the chapter’s limited financial resources as an opportunity to establish priorities;
5. Possesses the personal skills to work closely and well with members of the House Corporation (if applicable) and the Finance Adviser/Chapter Operations Adviser.

Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed;
3. Serves as a member of the Judiciary Board;
4. Communicates the priorities of the Directors of Chapter Facilities, Finance and Administration to the Executive Council on a weekly basis;
5. Develops a team spirit among her department members so that financial presentations to the chapter are accomplished by the whole department and the Director of Finance and Chapter Facilities are supported in their efforts;
6. Reports in accordance with directives from Alpha Phi International, giving information as to progress in the areas of finance, housing, and administration;
7. Works in concert with the Chapter Operations Adviser;
8. May serve as a collegiate representative to the House Corporation Board or CPC;
9. Keeps her notebook current and trains her successor before leaving office;
10. Performs all other duties usually incumbent on the office.

E. Vice President of Marketing (elected) shall oversee and coordinate the public relations, publicity, philanthropic fundraising, community service, and campus activities of the chapter.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is creative and artistic but also analytical and strategic;
4. Understands the importance to Alpha Phi of image, name recognition, and positive and frequent publicity;
4. Capable of visualizing the day when Alpha Phi is a household word.

Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Communicates the priorities of her department to the Executive Council and presents an annual marketing plan for which the various Directors in her
department coordinate their efforts to create a bigger impact and updates the Executive Council frequently on their efforts;
4. Coordinates the efforts of her department with the recruitment calendar to augment the recruitment efforts;
5. Reports in accordance with directives from Alpha Phi International, giving information as to progress in the areas of marketing;
6. Works in concert with the Chapter Adviser;
7. Keeps her notebook current and trains her successor before leaving office;
8. Performs all other duties usually incumbent on the office.

F. Panhellenic Delegate (elected) shall represent this chapter at all College Panhellenic Association meetings, performing attendant tasks as necessary.

(NOTE: If the College Panhellenic Association requires an alternate delegate to the College Panhellenic Association, the Executive Council shall appoint a member to this position, with proper amendment to this constitution.)

Qualifications

1. Is familiar with the campus and campus trends;
2. Possesses outstanding leadership traits;
3. Has a thorough understanding of her chapter and her Fraternity;
4. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter-Greek associations.

Duties

1. Reports to this chapter on all College Panhellenic Association actions;
2. Is thoroughly familiar with all National Panhellenic Conference publications;
3. Informs this chapter of all local and National Panhellenic matters;
4. Notifies the Chapter Adviser and Recruitment Adviser of any Panhellenic problems or important impending votes;
5. Implements directions from the Fraternity’s National Panhellenic Delegate, submitting reports as requested;
6. Serves as a member of the Executive Council, the Recruitment Department, and the Program Council;
7. Works in concert with the Recruitment Adviser and informs her in advance of all local College Panhellenic Association meetings;
8. Keeps her notebook current and trains her successor before leaving office.

G. Director of Finance (elected) shall operate under the supervision of, and in accord with the direction issued by the International Director of Finance. She shall be automatically bonded by the Fraternity, and the only collegiate member permitted to disburse this chapter’s funds.
Qualifications

1. Has some familiarity with accounting procedures or is willing to study and learn;
2. Is conscientious, prompt, efficient and pays careful attention to details;
3. Is able to schedule her duties, such as establishing office hours, and then adhere to that schedule;
4. Is willing to work closely with and to accept suggestions from the Chapter Operations Adviser and the House Corporation Board.

Duties

1. Prepares and issues annual contracts to all new members and initiated members, which outline their financial obligations and payment due dates;
2. Collects all money due the chapter, the Fraternity, and the house corporation board; makes out duplicate receipts and duplicate deposit records and deposits all checks and money orders in this chapter’s bank account as soon as possible after receipt.
3. Keeps an accurate record of all receipts and expenditures;
4. Monitors the follow-up of delinquent accounts and keeps the Chapter Operations Adviser informed of the state of those accounts;
5. Pays all accounts and other disbursements by check only;
6. Presents a monthly financial report to this collegiate chapter, comparing actual receipts and expenditures to the budget figures;
7. In accordance with the annual instructions issued by the International Director of Finance;
   1. Collects and submits all International fees and Founder’s Day pennies.
   2. Prepares and submits a preliminary annual budget.
   3. Prepares and submits the final annual chapter budget
   4. Prepares and submits Chapter Finance Monthly Report
   5. Submits records to an independent auditor for the annual audit of this chapter’s accounts and forwards as instructed;
   6. Obtains and files Form 990
   7. Alerts the Chapter Adviser and the Chapter Operations Adviser should any chapter delegate or alternate to Convention or Leadership Conference fail to return to the chapter for the academic period following such a meeting
   8. Serves as a member of the Executive Council
   9. Appoints, with the approval of the Vice President of Chapter Operations and the President, an Assistant Treasurer and directs her activities.
   10. Works in concert with the Chapter Operations Adviser.
   11. Attends the Chapter Operations Department meetings;
12. Keeps her records and notebook current, trains her successor before leaving office, and files new bank signature cards with the bank.

F. Director of Administration (elected) shall direct and shall see that all reports, records, and other information as may be required are submitted promptly and accurately and shall serve as chair of the Bylaws committee.

Duties

1. Is responsible for the promptness and accuracy of all reports, records, lists, dues, fees, and other data required by the Fraternity from the various other collegiate officers;
2. Serves as chair of the Bylaws committee and reads or discusses the Bylaws once a year during chapter meetings;
3. Makes all the arrangements for impending visits of the Educational Leadership Consultant or other Fraternity officers;
4. Serves as a member of the Executive Council and as an ex-officio member of Program Council;
5. Posts the adopted chapter calendar on the chapter's bulletin board and distributes copies of the calendar to:
   A. Members of the Advisory Board;
   B. President of the House Corporation Board;
   C. House Director;
   D. All new and initiated members;
6. Works in concert with the Chapter Adviser and the Chapter Operations Adviser;
7. May serve as chapter parliamentarian and familiarizes herself with Robert's Rules of Order, Newly Revised. If serving as parliamentarian, tallies all written secret ballots with the assistance of the chaplain and an adviser;
8. Keeps her notebook current and trains her successor

Section IV. Officers will be elected in the following manner:

Section 1 Elections

A. Election of officers shall be held annually at formal chapter meeting during the month of November.

B. A nominee who is a member of this chapter shall be elected to office by a majority vote of the members present and entitled to vote, provided a quorum is present.
1. In the event of a tie, there will be a one minute discussion of each candidate and then another vote. This will go on until a nominee has won by a majority vote.

C. Voting for any office having more than one nominee shall be by written secret ballot.

D. No member shall be nominated from the floor for more than three different offices.

F. No member shall hold two executive positions at the same time.

Section 2 Appointments

The newly elected Executive Council shall fill appointive offices as soon after elections as possible, and before officer training begins.

Section 3 Officer Training

An interval of at least two weeks and not more than four weeks shall elapse between elections and installation of officers, during which time officers-elect must fulfill the officer training requirements outlined by the International Fraternity. No officer may be installed unless she has fulfilled these requirements.

*It is the final duty of each officer to train her successor.*

*Each incoming officer needs instruction in the duties and mechanics associated with her new office, an overview of program effectiveness and any shortcomings during the past year, and a chance to plan future achievement. She also needs familiarization with the contents of her predecessor's notebook and those sections of the Constitution and the chapter bylaws pertinent to her office.*

*The officer retreat should be scheduled on the chapter calendar at the beginning of the academic year.*

Section 4 Removal from Office and Vacancies

A. Removal from Office Any officer may be removed from office upon a three-fourths affirmative vote by written secret ballot of this chapter.

C. Interim Appointments The President may fill temporary vacancies by interim appointment with the approval of the Executive Council.
C. **Vacancies** Vacancies caused by academic disqualification, resignation, removal from office, or other reasons shall be filled by election of the chapter at any regular meeting, refer to Article IV Section 1.

**Article V – Faculty Advisor**

**Section 1**
A full time GT faculty or staff member will serve as an advisor to the organization.

**Section 2**
Within two weeks of a vacancy, nominations for the faculty advisor will take place with in the Executive Council. The Executive Council will choose the advisor by a majority vote, and invite him/her to serve as advisor for the next academic year.

**Section 3**
The duties of Advisor include: signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.

**Section 4**
The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Council. The Executive Council will meet with the Advisor to discuss the concerns. After this meeting, the Executive Council will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed with the approval of the chapter advisor.

**Section 5**
There will be a vote at elections to continue the support of the advisor. If an Advisor steps down, is removed or if appointment isn’t continued, the Executive Council will follow the process stated in Article V Section II.

**Article VI – Dues**

**Section 1**  **Financial System**

A. **Supervision** This chapter’s financial system shall be under the general supervision of the International Director of Finance.

B. **Budget**

1. The annual chapter budget shall be prepared by the Director of Finance with the assistance of the Chapter Operations Adviser, a member of the House Corporation Board and the President following the outline in the Treasurer’s Manual. The budget shall then be presented to the chapter for approval and distributed as requested by the International Director of Finance.
2. In addition to the usual budgetary items, there shall be funds budgeted for the delegate(s) to Convention or Leadership Conference.

C. Audit An audit of all books of the chapter shall be prepared annually by an independent auditor.

D. Fiscal Year The fiscal year shall be the same as that of the International Fraternity and begin on July 1 and end the following June 30.

Section 2 International Fees

The amount, collection and remittance of International Fees shall be in accordance with the Constitution & Bylaws.

Section 3 Chapter Dues

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year by the Director of Finance, Vice President of Chapter Operations and the Finance advisor. The chapter dues will be presented to the Executive Council to approve.

Section 4 Automatic Suspension

Any new or initiated member whose account remains unpaid at the end of 45 days shall lose her position of good standing with the Fraternity, shall become ineligible to vote, and shall be automatically suspended in the manner prescribed in Policies and Procedure of Alpha Phi International Fraternity.

Each new and initiated member assumes a financial obligation upon accepting membership and is informed of this obligation at that time. Automatic suspension remains imposed if a member's account remains unpaid at the end of 45 days in order to protect the other members of the chapter, for each member is expected to pay her own way and cannot rely on others to assume her financial obligations.

Article VII – Parliamentary Procedure

Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the constitution and other official regulations of the Fraternity.

Interpretation

In any cases where there may be doubt concerning the meaning or effect of a provision of this constitution, the question shall be referred to the Executive Council. The decision of the Executive Council and, if necessary, with the advice of the Chapter Adviser, shall be final and binding upon all members of this chapter.
Amendments

Section 1  Fraternity Requirement

This constitution and any future amendments thereof shall be consistent with and no less restrictive than the International Constitution of Alpha Phi International Fraternity, Inc. and in conformity with all other regulations and policies of the Fraternity.

Section 2  Method of Amending

A. Chapter Vote  This constitution may be amended by two-thirds affirmative vote of the members present and entitled to vote at any chapter meeting, provided a quorum is present.

B. Automatic  These constitution shall be brought immediately into conformity with the constitution, changes in the International Constitution, and directives issued by the International Executive Board. Such amendments shall be automatic and shall not require action by the chapter.

Section 3  Procedure for Amending

A. Amendments Requiring Chapter Vote

1. Proposing Amendments  The Constitution Committee or any member of this chapter entitled to vote may propose amendments to the constitution. Amendments proposed by members shall be in writing and sent to the Constitution Committee to be put into proper form.

2. Review by Executive Council  All proposed amendments shall be presented by the Constitution Committee to the Executive Council for review.

3. Approval of Chapter Adviser  After review by the Executive Council, all proposed amendments shall be sent to the Chapter Adviser for review.

D. 4. Presentation to the Chapter  Proposed amendments reviewed by the Chapter Adviser shall be presented to the chapter by the chair of the Constitution Committee in writing two weeks prior to action by this chapter and a written copy given to the Recording Secretary. Written notification of all members must be made by mail or email, at least 2 weeks in advance of any proposed changes in the constitution.

5. Action by Chapter  The chapter may adopt or reject any proposed amendment, and amend an amendment pending the Chapter Adviser's review.
6. **Record in Chapter Minutes** All adopted amendments shall be recorded in the official minutes by the Recording Secretary.

7. **Corrected Copies of Constitution** Upon adoption of any amendment or amendments, the chair of the Constitution Committee shall:

   a. Correct the official copy in the Constitution notebook and all other copies, noting the date of adoption beside each new or amended bylaw;

   b. Send or give a copy of adopted amendments to the Chapter Adviser.

B. **Automatic Amendments** Automatic amendments bringing this constitution into conformity with the *International Constitution* and directives from the International Executive Board shall be read to the chapter by the chair of the Constitution Committee, who shall then correct all copies of this constitution. A record of each such amendment shall be included in the official chapter minutes by the Recording Secretary.

E. **Finalizing Amendments** Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.
Constitution for Delta Phi Lambda Sorority, Inc at Georgia Tech

Revised November 25, 2008

PREAMBLE
We, the sisters of Delta Phi Lambda, pledge to wholly dedicate our mind, body, and spirit to the completion of our mission. We will seek to improve the image of the Asian American. We will achieve this by acknowledging and spreading our unique Asian heritage. The bond between the sisters will set an example for others in the Asian community. We will set this example by displaying the virtues of loyalty, honesty, respect, dedication, integrity, discipline, and academic excellence. We hold these virtues to be true and will execute them in every venture the sorority will undertake. Delta Phi Lambda will remain strong through unity, and our legacy will live on through the works of the sisters.

ARTICLE I: NAME
The name this organization shall be Delta Phi Lambda Sorority, Incorporated. Hereafter may be referred to as Delta Phi Lambda.

ARTICLE II: PURPOSE
Section 1. The primary purpose of Delta Phi Lambda is to promote Asian-Awareness through sisterhood within Georgia Tech and the surrounding community while exemplifying a close-knit sisterhood that nurtures the talent of its sisters, encourages the creation of an environment of mutual respect for all cultures, and also engages in philanthropic activities to better the community.

Section 2. Nondiscrimination Clause
Delta Phi Lambda shall not discriminate on the basis of race, color, religion, national origin, age, sexual orientation, handicap or political affiliation.

ARTICLE III: MEMBERSHIP STRUCTURE
Section 1. Membership
Membership in Delta Phi Lambda includes undergraduate and graduate students of Georgia Tech and shall be divided into five categories: Active, Associate, Inactive, Alumna, Active Alumna, and New Member. Members who do not hold either Alumna or Inactive status are referred to as general members.

In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Catalog and SGA policies.

Section 2. Active Membership
To be considered an Active member of Delta Phi Lambda, one must fulfill all of the following:

A. Shall have completed the period of New Member Education as advised by the New Member Educator. The Georgia Tech chapter shall set the length of New Member Education in full compliance with the national New Member Education Manual and provide that it is in compliance with any other requirements of Georgia Tech.

B. Shall maintain a grade point average of at least a cumulative 2.25 grade point average on a 4.0 scale at the Georgia Institute of Technology. Shall meet eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog and SGA policies.

C. Shall participate in activities hosted and sponsored by Delta Phi Lambda including chapter meetings, rush events, New Member Education sessions, socials, philanthropy events, sisterhood events, etc. Percentages of attendance requirements are outlined in the By-Laws.

D. Shall pay all chapter dues and applicable fees.
Section 3. Inactive Membership

Members who have chosen to no longer be involved in the activities of Delta Phi Lambda due to educational, family, health related issues, or other personal issues are to be considered inactive members.

A. Inactive sisters are still to be treated with the same respect as Active sisters. However, they are not to be consulted on internal business and are to be informed only of information that is made available to the general public.

B. Members who are Inactive but wish to return as an Active member must notify the chapter within a week of the beginning of a semester. It is to the discretion of the chapter if they wish to allow that member to gain Active membership through a trial period or if they wish to allow them full active member rights. A member returning to Active membership should be current in chapter dues.

C. Shall not be granted voting privileges in regards to chapter matters.

D. Members must be Active for one full academic year in order to be eligible for Inactive membership.

E. Any member desiring to change to Inactive membership status must propose to the Executive Board to change her status. She must state the reasons why she needs or wants the status change. The proposal must be made prior to the semester of desired status change.

F. The Executive Board has the right to approve the proposed status change. In the case the Executive Board does not approve of the status change, the member will remain at her current membership status.

G. Members will be granted status change by a majority vote by Active and Associate members present on the proposed status change approved by Executive Board.

Section 4. Associate Membership

Members who cannot be involved as a full-fledged Active member because of academic course load, working commitments, or other time commitment issues may choose to bear the title of an Associate member. The following guidelines shall be applied for those seeking associate status:

A. Members seeking to bear the title of Associate member shall have served at least one full academic year as an Active member.

B. Shall maintain a grade point average of at least a cumulative 2.25 grade point average on a 4.0 scale the Georgia Institute of Technology. Shall meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies.

C. May not hold any executive positions (President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Records, and Vice President of Finance) within Delta Phi Lambda.

D. Must attend all chapter meetings.

E. Must attend rush events, New Member Education sessions, socials, philanthropy events, sisterhood events, etc. Percentages of attendance requirements are outlined in the By-Laws.

F. Shall pay a balance of half the said chapter's chapter dues.

G. Shall vote in regards to chapter matters

H. Shall be required to pay her own fees for events that the sorority would otherwise pay for (such as the bid dinner, rush events, sorority-sponsored dinners, etc.)
I. Any member desiring to change to Associate membership status must propose to the Executive Board to change her status. She must state the reasons why she needs or wants the status change. The proposal must be made prior to the semester of desired status change.

J. The Executive Board has the right to approve the proposed status change. In the case the Executive Board does not approve of the status change, the member will remain at her current membership status.

K. Members will be granted status change by a majority vote by Active and Associate members present on the approved proposed status change.

Section 5. Alumna Status

Members who have concluded their terms as undergraduate students from Georgia Tech are granted alumna status regardless of their member status upon graduating. The following are rights and restrictions placed upon members who bear alumna status:

A. Shall have the right to participate in chapter activities at their respective chapter presuming they are in accordance with protocols of Delta Phi Lambda.

B. Shall not be required to attend weekly chapter meetings.

C. Shall not be granted voting privileges in regards to chapter matters.

D. Shall not be selected as a big sister in regards to New Member Education at the chapter.

E. Shall uphold and respect the traditions, beliefs, and philosophy of Delta Phi Lambda.

F. Alumna may be further divided into the following two categories

1. Active Alumna
   a. Choose to continue to support the sorority via monetary donations, attendance at open sorority functions and/or other contributions in assisting in promotion of the sorority’s philosophy.
   
b. Shall be permitted to attend closed sorority functions, such as closed ceremonies during class crossings and formal installations.
   
c. Shall be permitted to attend New Member Education sessions.

2. Inactive Alumna
   a. Choose not to actively participate in sorority functions.
   
b. Are not barred from public sorority functions but their privileges at functions will be limited.
   
c. Shall not be permitted to attend closed sorority functions, such as closed ceremonies during class crossings and formal installations.

Section 6. New Members

Members who are in the process of completing the New Member Education are considered new members. The following are rights and restrictions placed upon members who bear new member status:

A. Shall maintain a grade point average of at least a cumulative 2.25 grade point average on a 4.0 scale at the Georgia Institute of Technology. Shall meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies.
B. Shall attend all New Member Education sessions and study sessions.

C. Shall not be permitted to attend chapter meetings and sisterhood events.

D. Are not barred from public sorority functions but their privileges at functions will be limited.

E. Shall not be granted voting privileges in regards to chapter matters.

F. May not hold any positions within Delta Phi Lambda.

G. Shall pay all chapter dues and applicable fees.

ARTICLE IV: OFFICERS
Section 1. Executive Board

The Executive Board shall be President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Records, and Vice President of Finance. The Executive Board members shall have terms of one academic year.

Responsibilities of Executive positions shall be:

A. President

1. Presides over all meetings and to enforce the Constitution of Delta Phi Lambda.

2. Votes only in the case of a tie.

3. Oversees all chapter projects.

4. Reserves the right to call special and emergency meetings within a 48-hour notice.

5. Serve as the official spokesperson for Delta Phi Lambda.

6. Serve as the official representation of Delta Phi Lambda to the appropriate board and council.

7. Appoint vacant chairs with approval of the chapter.

8. Approve all withdrawals and any other transactions regarding Delta Phi Lambda’s bank account.

B. Vice President of Internal Affairs

1. Assumes the duties of the President in her absence.

2. Serve as a liaison between the President and the New Member Educator, Assistant New Member Educator, Fundraising Chair, Sisterhood Chair, Historian, and Webmistress.

3. Reports on all internal chapter correspondence at general meetings.

4. Issues all necessary internal correspondence on behalf of the chapter.

5. Coordinates chapter elections.

6. Reports on all internal chapter affairs to the President.

7. Performs other duties as assigned by the President.

C. Vice President of External Affairs

1. Serve as a liaison between the President and the Social Chair, Recruitment Chair, Philanthropy Chair, and Performance Director.
2. Reports on all external chapter correspondence at general meetings.
3. Issues all necessary external correspondence on behalf of the chapter.
4. Reports on all external chapter affairs to the President.
5. Performs other duties as assigned by the President.

D. Vice President of Records

1. Maintain accurate minutes of proceedings at all chapter meetings and present the minutes to the chapter's email server within 48 hours.
2. Keeps attendance at all chapter meetings.
3. Keeps an accurate and up to date roster of all chapter members.
4. Keeps a current roster of every Active/Associate member of the chapter.
5. Reserve all meeting rooms.
6. Notify chapter member of upcoming meeting times and places.
7. Organize and maintain a filing system to include all records and information of Delta Phi Lambda.
8. Performs all other duties as assigned by the President.

E. Vice President of Finance

1. Handles all financial exchanges.
2. Creates and maintains the sorority budget.
3. Presents a financial report at each meeting.
4. Collects semester dues from all members.
5. Performs all duties as assigned by the President.

Section 3. Chair Members

Chair Members shall be the positions of New Member Educator, Assistant New Member Educator, Recruitment Chair, Philanthropy Chair, Fundraising Chair, Social Chair, Sisterhood, Historian, Webmistress, and Performance Director.

A. New Member Educator

1. Serves as the New Member Educator for all prospective members unless extenuating circumstances arise which are to be reviewed by the chapter.
2. Is responsible for the maintenance of the New Member Education manual and for keeping all other members informed of any changes made during chapter meetings.
3. Reports to the Vice President of Internal Affairs.
4. Performs other duties as assigned by the President.

B. Assistant New Member Educator
1. Serves as the assistant to the New Member Educator for all new members.
2. Assumes the duties of the New Member Educator in her absence.
3. Reports to the Vice President of Internal Affairs.
4. Performs other duties as assigned by the President.

C. Recruitment Chair
1. Coordinates recruitment for the spring semester if elected in the fall or for the fall semester if elected in the spring.
2. Reports to the Vice President of External Affairs.
3. Performs other duties as assigned by the President.

D. Philanthropy Chair
1. Coordinates all philanthropy projects.
2. Ensures that the chapter has an annual national philanthropy event.
3. Maintains contact with our national charity.
4. Reports to the Vice President of External Affairs.
5. Performs other duties as assigned by the President.

E. Fundraising Chair
1. Coordinates and promotes all fundraising projects.
2. Sets and meets the minimum fundraising requirements of the chapter.
3. Reports to the Vice President of Finance.
4. Performs other duties as assigned by the President.

E. Social Chair
1. Coordinates and promotes all social projects.
2. Serves as a liaison between Delta Phi Lambda and other organizations.
3. Reports to the Vice President of External Affairs.
4. Performs other duties as assigned by the President.

F. Sisterhood Chair
1. Coordinate all sisterhood events.
2. Maintain a special calendar for birthdays, graduations, weddings, etc.
3. Inform all members of upcoming sisterhood events.
4. Reports to the Vice President of Internal Affairs.
5. Performs other duties as assigned by the President.
G. Historian

1. Be responsible for recording all sorority events through photographs, audio/visual equipment, or literature.
2. Maintains and updates the sorority scrapbook.
3. Keeps an updated family tree of all members of the chapter.
4. Obtain chapter updates every month.
5. Reports to the Vice President of Internal Affairs.
6. Performs other duties as assigned by the President.

H. Webmistress

1. Maintains and updates the chapter website.
2. Reports to the Vice President of Internal Affairs.
3. Performs other duties as assigned by the President.

I. Performance Director

1. Coordinates all activities pertaining to dancing, strolling, stepping, and/or any performance routine for competitions, performances, and any other relevant activity.
2. Reports to the Vice President of External Affairs.
3. Performs other duties as assigned by the President.

Section 3. Officer Requirements

A. All individuals running for any position must already be an Active member of Delta Phi Lambda.

B. Executive positions are only open to those that have been an Active member for at least one full academic year. Those finishing up their term and who meet the one-year requirement before election occurs are eligible.

C. Those interested in New Member Educator must have been an Active member for at least one full academic year.

D. Only positions that do not have qualified candidates running for them are available to those who do not meet the prerequisites.

ARTICLE V: ELECTIONS

Section 1: Voting

Executive positions, chair members, and assistants shall be chosen by elections among the Active and Associate members present.

Elections for executive positions shall be held at the end of one academic year in April. Elections for chairs and assistants shall be held at the end of one semester in November to hold office in the spring and in April to hold office in the summer and fall.

A. Nominations shall be open during the chapter meeting held four weeks prior to the end of the semester (April or November).
B. All candidates shall be required to make a speech detailing their reasons for seeking the position and their qualifications and it shall be during the chapter meeting held three weeks prior to the end of the semester.

C. The mode of elections shall be by secret ballot after speeches are made which is during the chapter meeting held three weeks prior to the end of the semester.

D. In the case of a tie, a run-off shall be held between the candidates of the tie.

E. If a tie results from the run-off, the current President breaks the tie.

F. Newly elected officers, chairs, and assistants shall take office on the last chapter meeting which is held two week prior to the end of the semester, the week prior to the week of final exams.

ARTICLE VI: VACANCIES AND SANCTIONING OF OFFICERS

Section 1. Officer Resignation

If an officer fails to maintain Georgia Institute of Technology requirements for holding office, she shall resign immediately.

Section 2. If the President is removed or resigns, the Vice President of Internal Affairs will take her place in the interim. If any officer other than the President is removed or resigns, the President will take her place in the interim. Regular election procedures will be followed to elect any vacant positions during the next meeting.

Section 3. Sanctioning of Officers

A. Elected officers and chairs shall be subject to sanctioning consistent with the violation of any Article of the Constitution including:
   1. Absence of more than half of the required meetings.
   2. Failure to perform duties of the position that she has undertaken.
   3. Refusal to comply with rules and regulations of Delta Phi Lambda.
   4. Any member of Delta Phi Lambda may bring an officer or chair up for sanction via the following procedure:
   5. Alleged violations of the Constitution must be presented in writing.
   6. All members are notified in writing of the alleged charges, the officer or chair accused and the date and time of the complaint.
   7. The members will convene and formally hear the accusations of the member and rebuttal of the officer or chair.

B. Sanctions for the accused officer if found responsible by a unanimous vote by the Executive Board shall be:
   1. Removal from office.
   2. Probation and review.
   3. Fines (which will be determined per severity of the offense).
   4. Community service.
   5. Any combination of the above.
ARTICLE VII: ADVISOR

Section 1. A full time GT faculty or staff member will serve as advisor to the organization.

Section 2. Within two weeks of vacancy, nominations for advisor will take place within the Executive Board. The Executive Board will choose the advisor by a majority vote, and invite him/her to serve as advisor for the next academic year.

Section 3. During Spring Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be the majority of those voting in order to retain the Advisor for the next academic year.

Section 4. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.

Section 5. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.

Section 6. If an Advisor steps down, appointment is not continued, or is removed, the Executive Board will follow the process stated in Article IX Section 2.

ARTICLE VIII: FINANCES

Section 1. The Vice President of Finance shall handle all finances.

Section 2. Members are required to pay the applicable dues.

A. Active members must pay the amount set by Executive Board and approved by a majority vote of Active and Associate members present.

B. Associate members must pay the amount set by Executive Board and approved by a majority vote of Active and Associate members present.

C. Active and associate members must pay any other applicable dues that are deemed necessary by the chapter.

D. Dues shall be paid within one month from the first chapter meeting.

E. Added applicable dues that were deemed necessary shall be paid within one month from the event.

F. New Member Class fundraisers shall be paid within the semester of their crossing.

G. All expenses shall be paid prior to the end of the semester.

H. In the event that sisters are unable to pay dues for personal reasons they must inform the Vice President of Finance one week in advance for an extension.

ARTICLE IX: MEETINGS

Section 1. Chapter Meetings

A. Chapter meetings shall be held weekly on designated nights to discuss any and all pertinent sorority-related business.

B. All members with the exception of New Members, Inactive, and Alumna status are required to attend.

C. The President may call special meetings and each member shall be notified of such meetings at least 24 hours prior to the meeting.
D. Any other meetings other than the weekly chapter meeting during which sorority business will be discussed shall consist of at least ¾ of the chapter’s members.

Section 2. Parliamentary Procedure

A loose interpretation of Robert’s Rules of Order will govern all meetings. Robert’s Rules of Order will be used in instances not covered in this constitution.

ARTICLE X: AMENDMENTS

Section 1. This Constitution will be reviewed regularly by the chapter and new versions will be released as necessary.

Section 2. The formal process for amending this Constitution shall be as follows:

A. Proposed amendments to the Constitution must be submitted to the Executive Officers during a chapter meeting.

B. Executive Officers may make recommendations but not alterations to the proposed amendment.

C. Executive Officers, through the Vice President of Records, shall circulate the proposed amendment to all members.

D. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed changes in the constitution.

E. Proposed amendments to the Constitution are considered to be adopted by a 2/3 of these votes.

F. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.
Constitution for the Disc Golf Club at Georgia Tech
Created September 5, 2008

Article I – Name

Section I. This organization will be called the Disc Golf Club at Georgia Tech hereafter referred to the DGC.

Article II – Purpose

The purpose of the DGC is to:

1. Represent the Georgia Institute of Technology and the sport of disc golf in a positive manner, uphold the integrity of Georgia Tech at competitions, practices and meetings; and display excellence in sportsmanship and development of its members.
2. Utilize the diverse student body of Georgia Tech and increase diversity in the sport of disc golf.
3. Facilitate and encourage the use of disc golf as a lifetime sport among club members and the Georgia Tech community.

Article III – Membership

A. Members of the DGC at Georgia Tech will be Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students can vote or hold office.
B. Associate members are GT faculty, staff, or alumni and their spouses who are interested in the organization. They may not vote or hold office.
C. There will be no maximum number of members.
D. Membership will take effect when an interested party signs up on the membership roster and pays all dues.

Article IV – Officers

Section I. Only GT students eligible according to the GT Catalog may hold or run for office and they must already be a member of the organization.

Section II. The duties of the Executive Committee will be as follows:

A. President: The President will be the executive officer of the Executive Committee and will have general supervision of the affairs of the DGC and will preside over all meetings. The President will represent the DGC at all conferences, conventions and faculty or alumni meetings. The President will also collect dues
each semester. In addition the President or Vice-President will be the coordinator for club competitions regarding necessary forms and travel plans.

B. Vice-President: The VP will be the junior executive officer and will act on behalf of the President in the event of his/her absence. The VP is also responsible for organizing promotion of the club, including advertising and disc golf clinics.

Section III. Officers will be elected or appointed in the following manner:

A. Elections for the positions of President and VP in the forthcoming year will take place no later than March 1 of each year.
B. Any student member of DGC may campaign or be nominated for any position on the Executive Committee. The candidate names will be emailed out to the list to be voted on during the following club meeting.
C. During the meeting in which the elections are conducted, each eligible member present will get one vote and the winner will be decided by a majority vote. In case of a tie the outgoing president will have the deciding vote.
D. Any new position(s) deemed necessary by at least 4 members of the DGC may be appointed by the President with approval of the VP.
E. New officers will take office at the last meeting of the spring semester.

Section IV. Officers shall be removed in this manner:

A. If an officer fails to maintain Institute requirements for holding office (good standing, for example), he or she shall resign immediately.
B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
C. The Faculty Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If the majority of the voting members present vote for removal, the officer shall be removed immediately.
D. If the President is removed or resigns, the Vice-President will take his/her place in the interim. All other officers will be nominated by the membership and voted on in accordance with regular election procedures.

Article V – Advisor

Section I. A full time GT faculty or staff member will serve as advisor to the organization.
Section II. Nominations for advisor will take place within the Executive Board. The Executive Board will choose the advisor and invite him/her to serve as advisor for the next academic year.

Section III. During Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be 2/3rd majority of those voting in order to retain the Advisor for the next academic year.

Section IV. The Advisor can be removed for not carrying out the duties and expectations defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether or not to remove the Advisor. If there is a majority vote, then the Advisor will be removed.

Section V. If an Advisor steps down or is removed, the Executive Board will follow the process stated in Article V Section II within two weeks of a vacancy.

Article VI – Membership Dues

Dues will be determined at the beginning of the year by the Executive committee and voted on by the membership but will not be less than the required amount designated by the SGA. To be paid by the third week of the semester or the second week of membership.

Article VII - Competitions

Section I. Members participating in competitions as representatives of the DGC must be an active member for at least two months prior to competing as a representative of the DGC. An active member is defined as having all dues paid in addition to attending at least half of the meetings in the previous two months.

Article VIII – Parliamentary Procedure

Section I. Robert’s Rules of Order will govern all instances not covered in this document.

Article IX – Constitutional Amendments

Section I. Amendments to the constitution shall be submitted to the Executive committee in writing for consideration. A reading or email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in constitution.
Section III. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.

Section IV. A two-thirds vote of quorum of members present will be required for adoption.
Article I - Name

Section I. This organization will be known as the Women’s Transportation Seminar at Georgia Tech. Hereafter referred to as the WTS-GT.

Article II - Purpose

Section I. The Purpose of the WTS-GT is to:
   A. Give students interested in transportation-related professions opportunities to participate in professional activities and networking events that expose them to the transportation industry.
   B. Offer forums for interaction between undergraduate and graduate students interested in transportation-related professions and transportation professionals.
   C. Provide forums for interaction between students and the Atlanta Women’s Transportation Seminar Chapter.

Article III - Membership

   A. Members of the WTS-GT will be Georgia Tech undergraduate and graduate students who meet eligibility requirement for participation in extra-curricular activities as stated in the Georgia Institute of Technology (GT) Catalog and Student Government Association (SGA) Policies. Only Georgia Tech students can vote or hold office.
   B. Associate members are GT faculty, staff or alumni and their spouses who are interested in the organization. They may not vote or hold office.
   C. There will be no maximum number of members.
   D. Membership will take effect when an interested party signs up on the membership roster and pays all dues.

Article IV - Officers

Section I. Only GT students eligible according to the GT Catalog can hold or run for office and they must already be members of the organization.

Section II. The duties of the Executive Board will be as follows:
   A. President: The President will be the executive officer of the Executive Board and will have general supervision of the affairs of the WTS-GT and will preside at all meetings. The President will represent the WTS-GT at all conferences, conventions, faculty or alumni meetings, and WTS Atlanta Chapter Board Meetings when necessary.
   B. Vice-President: The Vice-President will be the supporting executive officer and will act on the behalf of the President in the event of his/her absence or by delegation.
   C. Communications Chair: The Communications Chair will record the proceedings of each general body and Executive Board meeting and distribute the minutes to the members. In addition, the Communications Chair is responsible for keeping the up-to-date email list of the members (with confirmation from the Treasurer), and for distributing the information about the upcoming events to the WTS-GT members.
   D. Treasurer: The Treasurer will collect dues, maintain records of all revenues and expenditures and ensure that generally accepted accounting practices and monetary controls are in place.
Section III. Officers will be elected in the following manner:
A. The elections for officers for the forthcoming year will take place no later than April 15 of each year.
B. Any student member of the WTS-GT may campaign or be nominated for any position on the Executive Board. The candidates’ names will be announced at a meeting or emailed out to the members to be voted on at the following meeting.
C. The candidate for each office who receives the most votes from members at the elections meeting will be considered the victor.
D. New officers take office at the last meeting of the semester.
E. If any Executive Board position remains open following elections in April, elections may be held for the open positions in August or during the first half of September using the regular election procedures.
F. If any Executive Board position (except President) remains open beyond the September 15, the President may appoint someone to the position.

Section IV. Officers shall be removed in this manner:
A. If an officer fails to maintain Institute requirements for holding office (good standing), he or she shall resign immediately.
B. If it is believed that an officer is not fulfilling his or her WTS constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the petition by the advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
C. The Faculty Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
D. If the President is removed or resigns, the Vice-President will take his/her place in the interim until a special election is called (within two months) or yearly elections take place (if yearly elections are within two months). All other officers, including vice president, will be nominated by the membership and voted on in accordance with regular election procedures.

Article V-Advisor

Section I. A full time GT faculty or staff member will serve as advisor to the organization.

Section II. Nominations for advisor will take place within the Executive Board. The Executive Board will choose the advisor and invite him/her to serve as advisor for the next academic year. A majority executive board vote is needed to approve an advisor.

Section III. During Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. A two-third majority vote, of members present, is needed in order to retain the Advisor for the next academic year.

Section IV. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues related to running the organization, organization leadership, risk management and Georgia Tech policy.

Section V. The Advisor can be removed for not carrying out the duties and expectations defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
Section VI. If an Advisor steps down, is removed, or the vote fails to continue the appointment, the Executive Board will follow the process stated in Article V Section II.

Article VI-Dues

The Executive Board will vote on the amount of dues to be set for the next year, at a time convenient, but no later than September 15 of the school year for which the dues are set. Dues can be paid for each semester separately, or for both semesters at once, no later than October 30th for the fall semester, and no later than March 15th for the spring semester.

Article VII-Parliamentary Procedure
Section I. Robert’s Rules of Order will govern all meetings where procedures are not otherwise covered in this Constitution.

Article VIII-Constitutional Amendments
Section I. Amendments to the constitution shall be submitted to the Executive Board in writing for consideration.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

Section III. A two-thirds vote of quorum of members present will be required for adoption.

Section IV. Amendments are subject to approval by the Student Government Association and the Student Activities Committee.
Constitution for The Paw Place at Georgia Tech
Created April 9th, 2008

Article I – Name

Section I. This organization will be known as The Paw Place at Georgia Tech. Hereafter referred to as The Paw Place.

Article II – Purpose

The purpose of The Paw Place is to:
1. Increase awareness of the pet overpopulation problem & other animal welfare issues.
2. Promote pet responsibility at Georgia Tech and within the community.
3. Assist current animal rescue groups & shelters by listing their animals through our website, as well as providing them with additional volunteers.
4. Increase number of temporary foster homes by creating a partnership with a current rescue organization.
5. Raise funds to implement a Pet Assistance Program which will provide medical care, food, and supplies to those who cannot afford it.

Article III – Membership

A. Members of The Paw Place will be Georgia Tech undergraduate and graduate students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech undergraduate or graduate students can vote or hold office.

B. Associate members are GT faculty, staff, or alumni and their spouses who are interested in the organization. They may not vote or hold office.

Section I. There will be no maximum number of members.

Section II.
A. Students wishing to be General members of the organization can sign-up by e-mailing The Paw Place President. The VP of Campus & Community Involvement will then assist the President with placing the student with the correct animal organization.
B. Members MUST pay dues to become a member.

Article IV – Officers

A. There will be six Executive Board positions: The Executive Board positions will last for a full calendar year beginning with the last meeting of the spring semester.
   a. President
b. Executive Vice President  
c. Vice President of Programming  
d. Vice President of Campus & Community Involvement  
e. Vice President of Public Relations & Marketing  
f. Vice President of Finance & Fundraising

Section I. Only GT students eligible according to the GT Catalog can hold or run for office and they must already be a member of the organization.

Section II. The duties of the Executive Board will be as follows:

A. President: The President will be the executive officer of the Executive Board and will have general supervision of the affairs of The Paw Place and will preside at meetings. The President will represent The Paw Place at conferences, conventions, and faculty or alumni meetings. He or she will be responsible for overseeing the other Vice Presidents. Also, he or she will be responsible for advising a committee committed to an animal organization.

B. Executive Vice President: The Executive Vice President will assist the President with his or her duties and tasks. The Executive Vice President will be the junior executive officer and will act on behalf of the President in the event of his/her absence. Also, he or she will be responsible for advising a committee committed to an animal organization.

C. Vice President of Programming: The Vice President of Programming will be in charge designing and implementing The Paw Place’s programs and initiatives. He or she will be in charge of taking the ideas of the member’s and deciding which are most plausible and then turning them into a reality. Also, he or she will be responsible for advising a committee committed to an animal organization.

D. Vice President of Fundraising & Finance: The Vice President of Fundraising will be in charge of implementing large and small fundraisers on and off-campus. He or she will also be in charge of researching and applying for grants, as well as looking into receiving funds from Georgia Tech. Also, he or she will be responsible for advising a committee committed to an animal organization. Lastly, he or she must collect dues from each member.

E. Vice President of Public Relations & Marketing: The Vice President of Public Relations & Marketing will be in charge of all PR and marketing related aspects of the organization. He or she will be in charge of drafting the newsletter, creating flyers, banners, and other marketing materials. Other responsibilities include writing press releases for the website, contacting news outlets, and creating marketing schemes for fundraising events. Also, he or she will be responsible for advising a committee committed to an animal organization.

F. Vice President of Campus & Community Involvement: The Vice President of Campus & Community Involvement will be in charge of managing student recruitment, placing the student with the correct animal organization, as well as
managing community volunteers. Also, he or she will be responsible for advising a committee committed to an animal organization.

Section III. Officers will be selected in the following manner:
A. Interested candidates will fill out an application and submit it to the President.
B. The Executive Board will select eligible candidates for an interview.
C. The outgoing Executive Board will interview the top candidates, and vote as a group who the new Executive Board members will be. The candidate for each office receiving the MOST votes will be considered the victor. If still a tie, it will be voted upon by the Executive Board.
D. The application & interview process will begin in late-Spring, no later than April 10th.
E. New officers take office at the last meeting of the spring semester.

Section IV. Officers shall be removed in this manner:
A. If an officer fails to maintain Institute requirements for holding office, he or she shall resign immediately.
B. If believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at last half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
C. The Faculty Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
D. If the President is removed or resigns, the Executive Vice President will take his/her place in the interim. If any officer other than the President is removed or resigns, the President will take his/her place in the interim. Selection procedures, outlined in Article IV, Section III, A-D, will be followed to elect any vacant positions during the next meeting.

Article V- Advisor

Section I. A full time GT faculty or staff member will serve as advisor to the organization.

Section II. During Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be 2/3rd of those voting in order to retain the Advisor for the next academic year.
Section III. If the initial faculty advisor chooses to resign or is not appointed or is removed for a subsequent term, nominations for a new advisor will take place within the Executive Board. The Executive Board will choose the advisor by a majority vote, and invite him/her to serve as advisor for the next academic year.

Section IV. The duties of the Advisor include: Meeting with organization officers monthly, reviewing the yearly budget, signing all required paperwork, and advising on issues of risk management, organization leadership, and Georgia Tech policy. An advisor must be chosen within 2 weeks of a vacancy.

Section V. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.

Article VI – Dues

Dues will be determined at the beginning of the Fall semester by the Executive Board by a majority vote, and then voted on by the membership. If the majority of members vote to approve the dues amount set by the Executive Board, the specified amount will take effect immediately. Dues will not be less than the required amount designated by SGA. Dues are to be paid by the third week of the semester or by the second week of membership.

Article VII – Parliamentary Procedure

Section I. Robert’s Rules of Order will be used in instances not covered in this constitution.

Article VII – Constitutional Amendments

Section I. Amendments to the constitution shall be submitted to the Executive Committee in writing for consideration.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

Section III. A two-thirds vote of members present will be required for adoption.

Section IV. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.