

## Constitution of the Eta Nu Chapter of Gamma Sigma Alpha

### **Article I—Organization Name**

The name of this organization shall be the Eta Nu Chapter of Gamma Sigma Alpha. The organization may also refer to itself as GSA.

### **Article II—Mission and Goals**

#### Section 1: Mission

"Gamma Sigma Alpha is committed to the leadership, academic achievement and excellence of Greek members everywhere."

Gamma Sigma Alpha exists to recognize and advance academic excellence as a core value of fraternities and sororities. We do this through our recognition of Greek communities with GPAs over the campus average, scholarships for members pursuing graduate work, presenting academic programming at regional conferences, and our research initiative.

#### Section 2: Goals

Increase programming for members and academic recognition for within the Greek community.

#### Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws.

### **Article III—Membership**

#### Section 1: Membership Statement

Student membership is limited to any student who is a current, active member of a fraternity or sorority at the University of California, Irvine. Affiliate membership is limited to UCI students. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be used as a condition of membership in this organization.

#### Section 2: Additional Membership Requirements

Gamma Sigma Alpha is a national honors society that recognizes the top one percent of the Greek community in academics and achievements. In order to be a member of Gamma Sigma Alpha one must have at least Junior standing (a minimum of 90 units completed) and have a cumulative g.p.a. of 3.5 minimum or received a minimum 3.5 quarterly g.pa. under Junior or Senior standing. Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

#### Section 3: Recruitment

Recruitment shall take place through an application process which occurs 3 times a year (quarterly).

#### Section 4: Voting Rights

Only active student members are eligible to vote.

#### Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

## Section 6: Reinstatement of Membership

Membership may be reinstated after one full quarter (after the revocation) has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

## **Article IV—Officers**

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum g.p.a requirement and must maintain active membership in their respective chapter to serve in a leadership position. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position.

### Section 2: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, and Treasurer. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Dean of Students and ensure that all paperwork is current.
- Be one of two signers on financial documents.
- Be responsible for creating a budget at the beginning of each quarter, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Act as the liaisons with Gamma Sigma Alpha's National Offices and Executive Director.
- Report to National Officers and keep all paperwork updated and current.
- Attend weekly Greek President Council Meetings, Mondays at noon.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Assumes the President's responsibilities in his/her absence.
- Plan and be responsible for all retreats and training of the organization.
- Organize quarterly recognition of those students of the Greek community that received a g.p.a of 3.5 or above.
- Coordinate all awards, scholarships, recognition, etc.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of two signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

#### Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

#### Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

### **Article V—Selection of Officers**

#### Section 1: Nomination Process

The nomination of officers shall occur once per academic year during Winter quarter. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by nominating the individual during this procedure (i.e. verbally, electronically, etc.). However, the nominee must be considered eligible for an officer position (as defined in Article IV, Section 1).

#### Section 2: Election Process

The election of officers shall occur through an online voting ballot or at a quarterly meeting. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization or submit a personal statement, which will occur in alphabetical order by last name. Once each candidate for that office has had the opportunity to present themselves, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by an online ballot.

The advisor and nominations/elections facilitator will tabulate all votes. The nominations/elections facilitator shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

After announcing the new officer, the nominations/elections facilitator shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and nominations/elections facilitator will recount all votes in the presence of the selected representatives.

#### Section 3: Installation of Officers

Newly elected officers shall take office at the beginning of the following quarter (Spring), and will terminate after 3 quarterly terms are served (Winter quarter of the following year). Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Dean of Students within 10 school days of installation.

#### Section 4: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

**Article VI—Officer Vacancies****Section 1: Removal of Officers**

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

**Section 2: Resignation**

Officers no longer wishing to serve on the board must submit their resignation to the highest-ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

**Section 3: Filling Vacant Officer Positions**

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in Winter quarter. A change in officer information should be reported to the Dean of Students within 10 school days of the election.

**Article VII—Meetings****Section 1: Membership Meetings**

The membership should hold at least one formal meeting per quarter. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

**Section 2: Officer Meetings**

The officers should meet at least once per quarter to review new applicants. Further meetings shall occur as needed. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

**Section 3: Calling Meetings**

The President will be in charge of calling meetings and will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

**Section 4: Meeting Procedure**

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings.

**Article VIII—Advisor****Section 1: Selection**

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members.

**Section 2: Role and Authority**

The advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCI policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

**Section 3: Length of Term**

The advisor has no term limit as long as he/she remains a contracted UCF employee.

**Section 4: Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Dean of Students.

**Article IX—Finances****Section 1: Membership Dues**

Membership dues are a onetime fee of 75 dollars. Membership dues will be collected through the application process. No membership dues will be collected after they have been initiated. All members, including officers and affiliate members, are required to pay the onetime membership fee. Only the advisor shall be exempt from paying membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

**Section 2: Budget Approval**

The Treasurer (in conjunction with the President) shall create a budget. The officers and active student members, by majority vote, must approve the budget within the first month of each semester.

**Section 3: Financial Authority**

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President and Treasurer can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws.

**Section 4: Officer Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

**Article X – External Affiliations**

The Eta Nu chapter at the University of California, Irvine shall recognition their affiliation with the national organization of Gamma Sigma Alpha and other local chapters. 20 dollars per new initiate shall be sent to National Offices in return for GSA pin and certificate. Quarterly updates are also required by the Executive Board.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of California, Irvine.

**Article XII—Publications and Advertising****Section 1: Approval**

The President must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

**Article XIII—Ratification and Empowerment**

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

**Article XIV—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization.

**History of Constitution**

Created: January 27, 2008

Revised: