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National Constitution

PREAMBLE

We the sisters of Mu Sigma Upsilon Sorority, Incorporated, hereby declare this document as the official Constitution. All members in this Organization shall abide by the articles written herein.

ARTICLE I - NAME, SYMBOLS, COLORS

Section 1: Name

The name of this Organization shall be Mu Sigma Upsilon Sorority, Incorporated - representing "Mujeres Siempre Unidas". Hereafter referred to as "MSU" or "The Sorority"

Section 2: Symbols

The symbols of the sorority shall be the Greek letters "MU" "SIGMA" "UPSILON", the shield, an Amazon woman and any symbol on the shield.

Section 3: Colors

The colors of Mu Sigma Upsilon Sorority, Incorporated shall be baby blue and white. They shall be used on all advertisements and paraphernalia appertaining to the Sorority.

ARTICLE II - MISSION STATEMENT, GOALS

Section 1: Mission Statement

Mu Sigma Upsilon Sorority, Incorporated, strives to set forth a positive image of all women and promote cultural awareness through a sorority in which sisters of every nationality, race, creed, and religion come together in one name to achieve academic excellence, unity among all women, and active participation in our universities and communities.

Section 2: Goals

The goals of Mu Sigma Upsilon Sorority Incorporated are: Academic Excellence, Unity Amongst All Women and To Be Active in the University and Community.

ARTICLE III - MEMBERSHIP

Section 1: Membership Status

Membership status shall be given only to women who complete the sorority's new member orientation process or have been selected to become an honorary member. There shall be five classifications of membership within the sorority: Active



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Undergraduate Sister, Active Sister, Alumnae, Inactive Sister and Honorary.

- a. An Active Undergraduate Sister is a sister who is pursuing a course of study leading to a Bachelor degree in a four-year accredited College. She shall meet all financial requirements for the current year set forth by the National Governing Council. She must meet a minimum 2.50 CUM/G.P.A requirement, no rounding allowed. Active Undergraduate Sisters have the right to vote in their affiliated Chapter, make motions at any sisterhood meeting and participate in new member orientation activities.
- b. An Active Sister need not be currently enrolled nor have received a Bachelor degree from a College/University however, she may choose or be assigned an Undergraduate/Graduate Chapter or Alumnae Association with which to affiliate. She must not have been dismissed because of academic or disciplinary reasons from a College/University or the sorority. She may make motions and participate in new member orientation activities. She must meet the current financial requirements set forth by the National Governing Council. If affiliated to a Chapter she may vote but may not hold office within a Chapter. If affiliated to an Alumnae Association she may vote and hold office.
- c. An alumna is a sister who has obtained her Bachelor degree and affiliates herself with the Alumnae Association or a Graduate Chapter. She may make motions, vote, hold office and participate in new member orientation activities. She must meet the current financial requirements set forth by the National Governing Council.
- d. An Inactive Sister is any sister that places herself on inactive status for a desired amount of time. This sister cannot vote nor participate in new member orientation activities. She will not be responsible for paying dues. To re-acquire an active status she must contact the National Governing Council and meet financial obligations.
- e. An Honorary Member is a woman to whom honorary membership is extended because of her high ethical standing and noteworthy achievement. Honorees may have speaking privileges at meetings but cannot make motions or have a vote. Honorees are not to participate in new member orientation activities. Guidelines for Honorary members shall be found in the Membership Manual.

Section 2: New Members - Undergraduate

Membership in this Organization shall be open to any female student enrolled in a College/University where MSU is active or chooses to be established regardless of race, color, political view, ethnicity, or religious affiliation.

- a. A prospective member must meet the minimum CUM/G.P.A of 2.5 (rounded to



the nearest 10th).

- b. A prospective member must complete a full semester of course work at a minimum of 12.0 credits.
- c. A prospective member must complete a questionnaire and essay.
- d. A prospective member must sign an affidavit of confidentiality and a new member orientation process fee contract; as well as pay the designated amount.
- e. A prospective member must attend and successfully complete a series of interviews.
- f. A prospective member must be in good standing with the University/College she attends.
- g. Graduate students require letters of recommendation.

Section 3: New Members – Graduate

Membership to the Aretias Graduate Chapter shall be open to any female who has earned at least a baccalaureate degree from a college/university regardless of race, color, political view, ethnicity, or religious affiliation according to the following criteria.

- a. A prospective member must have achieved one or more of the following:
 - 1. A minimum GPA of 3.0/4.0 (rounded to the nearest 10th) for their baccalaureate degree.
 - 2. Currently enrolled in a graduate study program at any university/college.
 - 3. Earned a Masters, Doctoral or any graduate degree from a college/university.
- b. A prospective member must submit transcripts as proof of enrollment or a certificate of completion of study.
- c. A prospective member must complete a questionnaire and essay.
- d. A prospective member must sign an affidavit of confidentiality and a new member orientation process fee contract; as well as pay the designated amount.
- e. A prospective member must attend and successfully complete a series of interviews.



- f. A prospective member must submit three (3) letters of good character from a verifiable and credible source.

ARTICLE IV - GOVERNING STRUCTURE

Section 1: National Governing Council

The governing body of Mu Sigma Upsilon Sorority, Inc. shall be the National Governing Council to which all Regions, Districts and Undergraduate/Graduate Chapters shall be subordinate, hereinafter referred to as the NGC.

Section 2: Powers of the NGC

NGC shall have the power to make, write, compile and promulgate all tradition; to hear and make decisions on all questions brought forth as referred or on an appeal for final adjudication; to organize, constitute, and charter both Graduate and Undergraduate Chapters, and have general supervision over the same; to dissolve chapters and reprimand members; to govern and regulate the new member orientation process; to serve as the representative of the sorority on legal and business matters; to administer the finances of the sorority; and have vested power to legislate and supervise the Constitution.

Section 3: National Governing Council Executive Board

The administrative division of the NGC shall consist of the following officers: President, Vice President, Secretary, Treasurer, Officer of Membership, Officer of Expansion, Officer of Retention, Historian, Officer of Public Relations, Officer of Communications, and Officer of Community Affairs.

Section 4: NGC Executive Board Officer Requirements

All candidates for an Executive Board position on the NGC must meet the following requirements:

- a. Have been an active member for a minimum of 2 years prior to elections.
- b. Have received a Bachelor degree.
- c. Have served as an officer on any governing level of MSU.

Section 5: Officer Tenure

- a. All positions on the NGC shall serve a term of two (2) years.
- b. The President and Vice President shall not serve more than four (4) consecutive years. All other positions shall not be limited to tenures in office.
- c. The NGC President, NGC Treasurer, NGC Officer of Membership, NGC Assistant Officer of Membership, NGC Officer of Expansion, NGC New Chapter Advisor,



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NGC Historian, and NGC Officer of Programming shall be elected in the same year.

- d. The NGC Vice President, NGC Secretary, NGC Officer of Communications, NGC Officer of Public Relations, NGC Officer of Retention, NGC Officer of Community Affairs, NGC Officer of Risk Management, and NGC Step Director shall be elected the following year.

Section 6: National Governing Council Convention

An annual Convention shall be held by the NGC every June and shall consist of the following:

- a. A general meeting consisting of all board members and all council delegates whereupon any amendments, ratifications to the Constitution or overall sorority business shall be discussed or made.
- b. Elections for the NGC Executive Board when an election has been scheduled.
- c. Sisterhood and leadership workshops for all members.

Section 7: Committees of the National Governing Council

The following shall be standing committees of the NGC:

- a. Constitution Committee
- b. Expansion Committee
- c. Judiciary Committee
- d. Amazonian Newsletter Committee
- e. Programming and Events Committee
- f. NGC Convention Committee
- g. Annual Awards Dinner Committee

Section 8: Meetings

Executive Board officers shall meet monthly. Meetings may be via teleconference, video conference, in person, etc.

Section 9: Reports

- a. The National Governing Council will have respective reports available for any active sister to see at all National meetings, including National Convention. If there is a request made by an active sister, these reports should be made



available within a 2 week / 14 day period.

- b. A proposed National budget for the upcoming fiscal year will be presented and voted on at the National Convention. A 2/3 vote of the delegates present is needed to pass an amendment.
- c. Failure to produce these reports is grounds for impeachment/dismissal.
 1. 1st Offense: Warning and a 1-week extension.
 2. 2nd Offense: 2-day extension.
 3. 3rd Offense: Appropriate active sister vote for dismissal (i.e. Districts will vote out National officers, chapters will vote out District officers). See Article V, Section 4 of the By-laws in this Constitution.

ARTICLE V – QUALIFICATIONS & DUTIES OF NATIONAL GOVERNING COUNCIL OFFICERS

Section 1: Qualification(s) of the President

To qualify for the office of the President, a candidate must have either served as Director at the Regional or District level, or have served as a member of the National Governing Council for a full term of two (2) years within the last 6 years

Section 2: Duties of the President

- a. Preside at all executive board, regular and emergency meetings of the NGC and in any conference and/or special events.
- b. Suggest policies and shall be held responsible for the progress of the sorority as a whole.
- c. Call emergency meetings of the NGC as deemed necessary.
- d. Call any unscheduled/special meetings by majority vote or petition of 3 delegates.
- e. Sign all correspondence of the NGC.
- f. Be the official representative to communicate with other groups and organizations.
- g. Appoint special standing or temporary committees as deemed necessary.
- h. Give verbal or written approval of all checks written by the Treasurer of the NGC.
- i. Along with the Treasurer of the NGC have the authority to sign financial



transactions.

- j. Prepare and present a written agenda to the body before all meetings.
- k. Have the authority to suspend any new membership activities or place any sister and/or chapter on any disciplinary probation standing until the Assistant Director of the respective District is notified and a judicial board hearing is held.
- l. She shall have the power to veto an amendment to the constitution, and/or Bylaws.
- m. In the event that the welfare of the sorority is in jeopardy, she shall have the power to call an Executive Order. The Executive Order must be a declaration in the best interest of the sorority, and can only be implemented if circumstances are such that leaving said action to normal legislative procedures would have the effect of condoning improper actions or cause extreme hardship or detriment to the sorority.
- n. With the advisement of the Executive Board she shall make the final decisions when an emergency situation should arise.
- o. Serve as chairwomen for the NGC Convention committee.
- p. Shall work with the Treasurer in order to petition corporations, organizations and individuals for donations.

Section 3: Qualification(s) of the Vice President

To qualify for the office of the Vice President, a candidate must have served as an officer at any governing level of MSU.

Section 4: Duties of the Vice President

- a. Preside at NGC meetings in the absence of the President.
- b. Assure and be responsible for continuing and improving established District and Regional boards.
- c. Shall oversee the growth and progress of the Aretias Board; shall make final decisions regarding the T.I.A.R.A. structural and procedural rules except for Expansion T.I.A.R.A. groups.

Section 5: Qualification(s) of the Secretary

To qualify for the office of the Secretary, a candidate must have served as an officer at any governing level of MSU.



Section 6: Duties of the Secretary

- a. Record in detail the proceedings of each meeting.
- b. Call the roll, announce quorum and read the minutes at each meeting.
- c. Notify all representatives of any NGC scheduled or emergency meetings.
- d. Prepare a list of all official delegates to the NGC.
- e. Retrieve and deliver any correspondence and voice mail messages.
- f. Preside at meetings of the NGC when the President and Vice President are absent.
- g. Make all room reservations necessary for NGC meetings and/or events.

Section 7: Qualification(s) of Treasurer

To qualify for the office of the Treasurer, a candidate must:

- a. Have at least 2 years of work or school related financial experience.
- b. Have served as an officer at any governing level of MSU.

Section 8: Duties of the Treasurer

- a. Be responsible for the proper accounting and safeguard of all financial transactions of the NGC.
- b. Collect and prescribe payments made to the NGC. All dues, fines and fees received by her shall be accounted for, documented and copied to the payee via receipt.
- c. Sign any checks only with the verbal or written agreement of the President. Along with the President of the NGC, have the authority to sign financial transactions.
- d. Deposit all funds of the NGC at the designated bank, within five (5) business days after funds are received.
- e. Report the financial status of the NGC at scheduled NGC meetings.
- f. Have the authority to suspend, with the advice and consent of the NGC executive board, any chapter who fails to pay dues on time.
- g. Suggest any changes in dues, fines or fees for the NGC with advice and consent of the NGC Executive Board.



- h. Propose a fiscal/academic year budget.
- i. Shall work with the President in order to petition corporations, organizations and individuals for donations.
- j. Shall be responsible for the growth and continuance of all sorority foundations, scholarships and any special funded programs.

Section 9: Qualification(s) of the Officer Membership

To qualify for the office of the Officer of Membership, a candidate must have held the office of Officer of Membership at any governing level of MSU.

Section 10: Duties of the Officer of Membership

- a. Supervise all Regional, District and Chapter Officers of Membership, the new member orientation process, and the development of all prospective members.
- b. While adhering to traditions, shall be in charge of any revisions of the new member orientation process with the majority approval of the NGC Executive Board. Any major changes or revisions to the new member orientation process shall be voted on at the annual NGC Convention. Shall enforce all new member orientation guidelines of the sorority and can revoke any chapter's privilege to have a new member orientation process.
- c. Shall designate an Officer of Membership for the new member orientation process of any new chapters.

Section 11: Qualification(s) of the Assistant Officer of Membership

To qualify for the office of the Assistant Officer of Membership, a candidate must have held the office of Officer of Membership at any governing level of MSU.

Section 12: Duties of the Assistant Officer of Membership

- a. Help supervise all Regional, District and Chapter Officers of Membership, the new member orientation process, and the development of all prospective members.
- b. Shall assist on designating an Officer of Membership for the new member orientation process of any new chapters.
- c. Shall assist on enforcing all new member orientation process guidelines of the sorority and can revoke any chapter's privilege within Region and District to have a new member orientation process with the permission of the Officer of Membership.



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- d. Shall help coordinate the leadership conferences for new members to be held in November and April.
- e. Shall provide membership certificates and membership ID cards at the new leadership conference.
- f. Shall assist the Officer of Membership in all her duties.
- g. Shall represent the Officer of Membership in the event the Officer of Membership is absent.

Section 13: Selection of Assistant Officer of Membership

The organization shall nominate several candidates for the position of Assistant Officer of Membership. The National Officer of Membership may select from the candidates nominated by the organization. The National Officer of Membership may not elect to keep the seat vacant if she does not favor any of the nominees. If no nominees are provided, she must hold a special election to choose a candidate and may not self-appoint an Assistant Officer of Membership.

Section 14: Qualification(s) of the Officer of Expansion

To qualify for the office of Officer of Expansion, a candidate must have served as an officer at any governing level of MSU.

Section 15: Duties of the Officer of Expansion

- a. Serving as the chairwoman to the Expansion Committee. All guidelines on expansion shall be filed in the Officer of Expansion's Manual.
- b. Coordinating activities with the Regional Officer of Expansions with regard to developing recruitment strategies at the regional level.
- c. Reporting expansion activities to the National Governing Council.

Section 16: Qualification(s) of the Officer of Retention

To qualify for the office of Officer of Retention, a candidate must have served as an officer at any governing level of MSU.

Section 17: Duties of the Officer of Retention

- a. Assuring the continuance and improvement of established chapters.
- b. Oversee the District Officer of Retention and strategic plans for each chapter.
- c. Along with District Officer of Retention, help improve active sister participation of a particular school.
- d. Intervening on Chapter affairs whether by petition of the Chapter, District or



by self-discretion.

- e. Assist with the revival of dormant chapters along with the NGC Officer of Expansion if the chapter is considered an expansion effort.
- f. Provide resources to District Officer of Retention to improve programming, recruitment, and community service initiatives.

Section 18: Qualification(s) of the Historian

To qualify for the office of Historian, a candidate must have served as an officer at any governing level of MSU.

Section 19: Duties of the Historian

- a. Shall be the official chronicler of traditions, symbols, biographies, memoirs, events, and experiences of the sorority overall.
- b. Shall be responsible to collect and protect all documents.
- c. Shall relinquish all materials collected at the end of term. All materials collected shall remain the property of Mu Sigma Upsilon, Sorority Incorporated.
- d. Shall not publish or duplicate confidential information of the sorority.
- e. Shall verify new chapter names and class names before approving it, in order to avoid repetition.

Section 20: Qualification(s) of the Officer of Public Relations

To qualify for the office of Public Relations, a candidate must have prior public speaking and writing experience, as well as proven technological understanding of publicity and marketing tools/services.

Section 21: Duties of the Officer of Public Relations

- a. Along with the NGC President shall serve as the liaison to the public and the sorority on behalf of the sorority and National Governing Council, respectively.
- b. Shall be responsible for any media events/coverage (i.e. correspondence and speaking engagements to organizations/corporations, recruiting local media for events, etc.).
- c. Shall create and maintain all national social media profiles on behalf of the sorority.
- d. Shall seek events in order to help promote the sorority.



- e. Shall be responsible for maintaining the national web site and supervising chapter web sites.
- f. Shall assist chapters in maintaining a branded identity* consistent with national standards.

Section 22: Qualification(s) of the Officer of Communications

To qualify for the office of Communications, a candidate must have technological capabilities and experience to carry out the necessary duties.

Section 23: Duties of the Officer of Communications

- a. Shall serve as the Amazonian Newsletter Committee Chair.
- b. Shall be responsible for electronic communications within the sorority.
- c. Shall be responsible for assisting in the maintenance of the national web site and supervising chapter web sites.
- d. Shall be responsible for maintaining the MSU Sister Directory Database.
- e. Shall assist chapters in maintaining a branded identity consistent with national standards in conjunction with the Officer of Public Relations. The elements include business cards, templates, flyers, pamphlets, and other affiliated publicity materials meant to promote the sorority and its activities.

Section 24: Qualification(s) of the Officer of Community Affairs

To qualify for the office of Community Affairs, a candidate must have served at any governing level of MSU.

Section 25: Duties of the Officer of Community Affairs

- a. Shall be responsible for programming any volunteer or philanthropic events on behalf of the NGC.
- b. Shall be responsible for monitoring Chapter volunteering and philanthropic events.

Section 26: Qualification(s) of the New Chapter Advisor

To qualify for the office of New Chapter Advisor, a candidate must have served at any governing level of MSU.

Section 27: Duties of the New Chapter Advisor

- a. Serve as a substitute for an alumnae advisor for the first 2 years of the chapter's existence.
- b. Put together the binders and disks to be given to the new sisters immediately



after their crossover.

- c. Have open communication with chapters via telephone at least once a week during the academic year.
- d. Teach the new sisters what it takes to function as a chapter.
- e. Oversee meetings by reading minutes via email on a weekly basis and providing feedback.
- f. Oversee fundraisers, events, etc. and provide constructive criticism to the chapter to help the chapter build itself into a productive one.
- g. Provide the new chapter with an end of the year review to help the chapter be aware of its strengths and weaknesses before releasing the chapter to be independent.
- h. At the end of the one-year period the chapter will be responsible for seeking out an Alumnae Advisor.
- i. If no new chapters are being founded and no chapters are in their one year guided period then the duties of the New Chapter Advisor shall be to work alongside the Officer of Expansion.
- j. Specific information should be given to the new chapters immediately after establishment. This information includes the following:
 1. S.T.A.R. Report Template
 2. The White Book Manual
 3. Membership Manual
 4. Vice-President's Manual
 5. Campus Resources and Guidelines
 6. National Sister Directory
 7. Instructions for the following:
 - i. How to set up a bank account
 - ii. How to choose a faculty advisor
 - iii. How to obtain a school email account for the organization
 - iv. How to obtain a web page account
 - v. How to go about cosponsoring events
 - vi. How to write proposals
 - vii. Other additional miscellaneous information

Section 28: Qualifications of the Officer of Risk Management

To qualify for the office of Risk Management, a candidate must have served at any governing level of MSU.



Section 29: Duties of the Officer of Risk Management

- a. Shall make sure all correspondence from the former participant of the new member orientation process and her attorney is received and responded to by the correct individual in a timely manner.
- b. Shall be the person a Chapter contacts immediately when a situation occurs with a former participant of the new member orientation process reports hazing to the University, the police, or a Chapter anticipates this happening.
- c. Shall organize a time and date for an MSU representative to meet with the Greek advisor at the school if a meeting is requested.
- d. Shall keep accurate records of all paperwork and correspondence with any former participant of the new member orientation process, as well as any police, attorneys, University representatives, or parents that they young woman has involved in regard to any alleged hazing allegations.
- e. Shall in conjunction with the National Board and the task force committee, put together a standard procedure to deal with these situations.
- f. Shall serve as chairwoman of the Judiciary Committee.
- g. Shall be the only NGC member permitted to communicate with legal representation without the consent of the President.
- h. Shall be the only NGC member permitted to communicate with school administration regarding hazing charges and liability claims without the consent of the President.
- i. Shall be responsible for documenting all communications with legal representation on behalf of the organization.
- j. Shall be responsible for filing all liability claims with our insurance.

Section 30: Qualification(s) of Programming Chair

To qualify for the office of Programming Chair, a candidate must have served at any governing level of MSU.

Section 31: Duties of Programming Chair

- a. Shall take programming forms and separate them by category, such as educational program, performance program, and social program.
- b. Shall send out programming list and descriptions at the end of every semester.
- c. Shall respond to requests by chapters for program information (i.e.



information or contacts for a previous program that was thrown).

- d. Shall ensure that every chapter has the tools to incorporate diverse programming into their operations.
- e. Shall oversee the planning of National Events including but not limited to National Convention, National Retreat, and National Banquet Committees with the option to appoint additional Chairwomen.
- f. Shall organize national programs and social functions for sister enjoyment.

Section 32: Qualification(s) of the Step Director

To qualify for the office of the National Step Director, a candidate must have served as an officer at any governing level of MSU and performed in at least three shows with the MSU National Step Team.

Section 33: Duties of the Step Director

- a. Decide on the proper budget to be allocated to the teams needs, assisted by the NGC Treasurer.
- b. Collect all monetary awards the National Step Team may win to return to the Step Team budget.
- c. Decide how much of each monetary award should be distributed to each of the National Steppers.
- d. Coordinate and call step team practices and meetings, both regularly scheduled and emergency.
- e. Give approval of entire step show routine (costumes, props, music, etc.).
- f. Manages commitment of the National Step Team to step shows, and creates a schedule for the team of the shows that they will be expected to perform in.
- g. Determine how many step team members are necessary to perform in each show the team is committed to.
- h. Handle any and all junior Step Teams as they are created.

ARTICLE VI - REGIONAL STRUCTURE

Section 1: Boundaries and Naming

- a. Mu Sigma Upsilon Sorority, Incorporated shall be divided geographically into regions. The boundaries of each region shall be determined by the NGC.



- b. The Regions shall be named by a geographic location.

Section 2: Purpose of the Regional Division

The purpose of each Regional Division shall be to serve as the liaison between the District and the NGC. All sorority business, issues and concerns conducted at Districts shall be filtered through the Region to NGC.

Section 3: Regional Structure

- a. Each Region shall hold quarterly meetings (February, May, August and November).
- b. Executive Board officers shall meet once a month. Meetings may be via teleconference, video conferencing, in person etc.
- c. Each Region shall hold its own Regional nominations and elections.
- d. Directors of each Region shall serve as the delegate to the NGC for their Region.
- e. Two alternates shall be nominated within each region to serve as the delegate of the NGC in the event the Director cannot attend.
- f. Each Region shall have the power to make recommendations to the President of the NGC, and to propose amendments to the Constitution and By-laws.
- g. The Executive Board of each Region shall consist of: Director, Assistant Director, Secretary, Treasurer, Officer of Membership and Officer of Expansion.
- h. Subordinate to the Region shall be all Undergraduate/Graduate Chapters within its designated boundaries.
- i. All Regional Executive Board members shall serve a one-year term.

Section 4: Regional Executive Board Requirements

All candidates for a Regional Executive Board position must meet the following requirements:

- a. Have been an active member for a minimum of 2 years prior to elections.
- b. Have served as an officer on any governing level of MSU.
- c. Anticipate receiving her Bachelor's degree by the end of her term.



Section 5: Duties of the Regional Executive Board

Regional Director

- a. Shall be responsible for presiding over all regular and emergency meetings of the Region.
- b. Call emergency meetings of the Region as deemed necessary.
- c. Call any unscheduled/special meetings by majority vote or petition of three (3) delegates.
- d. Appoint special standing or temporary committees as deemed necessary.
- e. Prepare and present a written agenda to the body before all meetings.
- f. Shall serve as the delegate for their Region at all NGC meetings.

Assistant Regional Director

- a. Shall be responsible for presiding over Regional meetings in the absence of the Director.
- b. If the Regional President Director cannot complete her term the Regional Assistant Director shall become the Regional Director, at which time a special election for the Assistant Director shall be held.

Secretary

- a. Record in detail the proceedings of each meeting.
- b. Call the roll, announce quorum and read the minutes at each meeting.
- c. Notify all representatives of any Regional scheduled or emergency meetings.
- d. Preside at meetings when the Regional Director and Assistant Director are absent.
- e. Make all room reservations for all Regional meetings and or events.

Treasurer

- a. Responsible for proper accounting and safe guard of all financial transactions of the Region.
- b. Sign any checks only with the verbal or written agreement of the Regional Director.
- c. Along with the Regional Director, shall have the authority to sign all financial transactions.



- d. Report the financial status at each scheduled Regional meeting.
- e. Propose a fiscal/academic year budget.

Officer of Membership

- a. Supervise all District Officers of Membership, new member orientation process within her Region.
- b. Shall enforce all new member orientation process guidelines of the sorority.
- c. Shall give updated reports to the NGC Officer of Membership.

Officer of Expansion

- a. Report the expansion activities to the NGC Officer of Expansion.
- b. Shall advance the sorority beyond existing boundaries.
- c. Establish contacts with regard to prospective new chapters.
- d. Shall be the official contact for prospective members and administrators at new schools.

ARTICLE VII - DISTRICT STRUCTURE

Section 1: District Structure

- a. Each Undergraduate/Graduate Chapter shall belong to a District, whereby all Chapters under a given District shall be subordinate.
- b. A District shall be formed at the discretion of the NGC. Districts will be named in numerical order, in order of establishment within its District.
- c. Districts shall meet once a month at a designated location.
- d. Each District's Executive Board officers shall meet once a month.
- e. Each District shall consist of its officers and one delegate from each Undergraduate/Graduate Chapter within its jurisdiction.
- f. The Executive Board officers of each District shall consist of: Director, Assistant Director, Secretary, Treasurer, Officer of Membership, Assistant Officer of Membership, Officer of Expansion, Officer of Retention, Historian and Academic Affairs Officer.
- g. The Director of each District shall be the delegate to the Regional meetings.



- h. Two alternates shall be nominated within each district to serve as delegates to the Regional meetings.

Section 2: District Executive Board Requirements

All candidates for a District Executive Board position must meet the following requirements:

- a. Have been an active member for a minimum of one year prior to elections.
- b. Have served as an officer on any governing level of MSU.
- c. Must meet one or more of the following criteria:
 - 1. Must have earned a Bachelor's degree from an accredited University/College or
 - 2. Anticipate receiving her Bachelor's degree by the end of her term or
 - 3. Must have at least five (5) years of work experience

Section 3: District Executive Board Eligibility for Graduating Neophyte(s)

All graduating neophyte candidates for a District Executive Board position must meet the following requirements:

- a. Must have received her Bachelor's degree from an accredited University/College.
- b. Must have held an applicable Executive Board position within a recognized club/organization on their respective University/College.
- c. Must be nominated and/or appointed a Historian, Secretary, Academic Affairs, or Officer of Expansion position within the District Executive board.
- d. Must work with the District Officer of Retention or a member of the Executive Board who will serve as a Mentor to oversee and ensure her responsibilities are being carried out accordingly.

Section 4: District Executive Officer Responsibilities

The District Executive Board shall ensure that each Undergraduate and Graduate chapter follows the sorority Constitution and By-laws and any decisions passed by the NGC and/or its Region. The District shall serve as the liaison between the Chapter and the Region.

Section 5: Reports

- a. District Executive Boards will have respective reports available for any active sister to see at all District meetings. If there is a request made by an active sister, these reports should be made available within a 2 week / 14 day period.



- b. Failure to produce these reports is grounds for impeachment / dismissal.
 - 1. 1st Offense: Warning and a 1-week extension
 - 2. 2nd Offense: 2-day extension
 - 3. 3rd Offense: Appropriate active sister vote for dismissal (i.e. Districts will vote out National officers, chapters will vote out District officers). See Article V, Section 4 of the By-laws in this Constitution

Section 6: Duties of the District Executive Officers

Director

- a. Shall be responsible for presiding over all regular and emergency meetings of the District.
- b. Prepare and present a written agenda to the body before all meetings.
- c. Call emergency meetings of the District as deemed necessary.
- d. Call any unscheduled/special meetings by majority vote or petition of 3 delegates.
- e. Appoint special standing and temporary committees as deemed necessary.
- f. Give verbal or written approval of all checks written by the treasurer.
- g. Along with the treasurer, shall have the authority to sign all financial transactions of the District.
- h. Have the authority to suspend any new membership activities or place any sister on any disciplinary probation standing until the Assistant Director of the respective District is notified and a Judicial Board hearing is held.
- i. Shall be the delegate at the Regional meetings.

Assistant Director

- a. Shall be responsible for presiding over meetings in the absence of the Director. If the Director cannot complete her term, the Assistant Director shall assume the office of Director, at which time a special election for the office of Assistant District Director shall be held.
- b. Shall chair the District Judiciary Committee.

Secretary

- a. Record in detail the proceeding of each meeting.
- b. Call the roll, announce quorum and read the minutes at each meeting.



Constitution

- c. Notify all delegates of any scheduled or emergency meetings.
- d. Preside at District meetings when the Director and Assistant Director are absent.
- e. Make all reservations necessary for District meetings and or events.

Treasurer

- a. Be responsible for the proper accounting and safeguard of all financial transactions of the District.
- b. Collect dues, fines and fees. Give payees a receipt of payment.
- c. Sign any checks only with the verbal or written agreement of the Director. Along with the Director, shall have the authority to sign financial transactions.
- d. Deposit all funds of the District at the designated bank.
- e. Report the financial status of the District at scheduled District meetings.
- f. Have the authority to revoke voting privileges and new member orientation process privileges in the event a member or chapter fails to pay dues or fines on time.

Officer of Membership

- a. Supervise all Chapter Officers of Membership and the development of the new member orientation process within her District.
- b. Shall enforce all new member orientation process guidelines of the sorority and can revoke any chapter's privilege within her District to have a new member orientation process.
- c. Shall give updated reports to the Regional Officer of Membership.
- d. Shall coordinate leadership conferences for new members to be held in November and April.
- e. Shall provide membership certificates and membership ID cards at the new leadership conference.

Assistant Officer of Membership

- a. Shall assist the District Officer of Membership in all her duties.
- b. Shall represent the District Officer of Membership in the event the District Officer of Membership is absent.



Constitution

Officer of Retention

- a. Assure the continuance and improvement of established chapters.
- b. Develop individual strategy plans for each chapter as deemed necessary.
- c. Along with the NGC Officer of Retention, help improve the membership of a particular school.
- d. Intervening on Chapter affairs whether by petition of the Chapter, District or by self-discretion.

Historian

- a. Shall be the official chronicler of the District.
- b. Shall be responsible for collecting information from the chapters within her District and forwarding the information to the NGC Historian.
- c. Shall relinquish all materials collected at the end of her term. All materials collected shall remain property of Mu Sigma Upsilon Sorority, Incorporated.
- d. Shall not publish or duplicate confidential information of the sorority.

Officer of Expansion

- a. Report all expansion activities within the specified District to the National Officer of Expansion.
- b. Shall keep in contact with the prospective new members and with administration.
- c. Shall conduct interest meetings, as well as other functions with the prospective new members.
- d. Develop recruitment strategies to expand within that District.
- e. Shall serve a term of two (2) years.

Undergraduate Chapter Advisor

- a. Will complete chapter alumnae advisor reports for newly established chapters on a monthly basis and submit on behalf of the chapter to the District.
- b. Will serve as the alumnae advisor for all newly founded chapters that fall under her jurisdiction.



Constitution

- c. Will report to the National New Chapter Advisor and report any concerns/issues with chapter or school administration for newly established chapters.
- d. Will maintain communication with newly established chapters via telephone, Google hangout, Skype, etc. at least bi-weekly or as frequently needed.
- e. Instruct new sisters on the function of a chapter by:
 - 1. Overseeing meetings and reviewing meeting minutes on a weekly basis and report feedback.
 - 2. Overseeing fundraisers, events, etc. and providing constructive criticism to enable future success.
 - 3. Providing the new chapter with an end of the year review to help the chapter be aware of its strengths and weaknesses before releasing the chapter to be independent.
 - 4. At the end of the 2-year period, the chapter will be responsible for seeking out a chapter alumnae advisor.
- f. Will be the liaison between chapter alumnae advisors within her jurisdiction and the National New Chapter Advisor
- g. Will coordinate and facilitate Alumnae Advisor trainings annually with the assistance of the National New Chapter Advisor

ARTICLE VIII – CHAPTER STRUCTURE

Section 1: Undergraduate/Graduate Duties, Powers and Responsibilities

- a. Each chapter shall send an assigned delegate to their District Board meetings.
- b. Each chapter shall submit a Chapter and an Officer of Membership Report at each District meeting.
- c. Each chapter must submit an end of the year report.
- d. All Chapter concerns shall be dealt at a District level.
- e. Chapters issuing recommendations statements, protest and resolutions shall submit all information to their District Board.
- f. Each Chapter will have at least three (3) interest meetings during a semester.



Constitution

- g. Each Chapter is responsible for paying the District Treasurer their respective dues at the beginning of each semester.
- h. Fines and other money must be paid to the governing level demanding such funds.
- i. Each Chapter must provide the District Secretary with a roster of active sisters at the beginning of each semester.
- j. Each Chapter must submit individual transcripts at the beginning of each semester to the District Academic Affairs Director.
- k. Not adhering to the guidelines set herein for chapters shall be subjected to sanctions by any governing level of MSU.

Section 2: Chapter Requirements

In the course of a semester, each chapter shall be required to sponsor or participate in a minimum of the following programs. Any of the below activities may be combined (i.e. educational and fundraiser).

- a. Three (3) Ladies Nights
- b. Four (4) Community Services
- c. Two (2) University Programs
- d. One (1) Women's Issue Program
- e. One (1) Cultural Awareness Program
- f. One (1) Fundraiser
- g. One (1) Academic Program (i.e. study sessions, tutoring etc.)
- h. One (1) Sister-Bonding Focused Event (which can be open to non MSU sisters)
- i. One (1) educational program (health workshops, financial workshops etc.)

Section 3: Retention Chapter Requirements

In the course of a semester, each chapter under retention shall be required to sponsor or participate in a minimum of the following programs. Any of the below activities may be combined (i.e. educational and fundraiser).

- a. Three (3) Ladies Nights
- b. Two (2) Community Service



- c. One (1) University Program
- d. One (1) Women's Issue Program
- e. One (1) Cultural Awareness Program
- f. One (1) Fundraiser
- g. One (1) Free Topic Event (i.e. recruitment activity, educational program, etc.)

Section 4: Meetings

Each chapter shall have one meeting per week during an academic school year. During the academic break sessions the chapter shall meet as deemed necessary.

Section 5: Officers

Each Chapter shall have the following elected officers: President, Vice President, Secretary, Treasurer, Officer of Membership, Assistant Officer of Membership and Historian.

Section 6: Duties of the Chapter Officers

President

- a. Shall be responsible for presiding over all regular and emergency meetings of the Chapter.
- b. Prepare and present a written agenda to the body before all meetings.
- c. Call emergency meetings of the chapter as deemed necessary.
- d. Appoint special standing and temporary committees as deemed necessary.
- e. Give verbal or written approval of all checks written by the Treasurer.
- f. Along with the treasurer, shall have the authority to sign all financial transactions of the chapter.

Vice President

- a. Shall be responsible for presiding over Chapter meetings in the absence of the President. If the President cannot complete her term, the Vice President shall assume the Presidency, at which time a special election for the office of Vice President shall be held.
- b. Shall chair, appoint or hold elections for any committee as deemed necessary.
- c. Shall be in charge of the progress of the TIARA program at her University/College.



- d. Shall organize and be responsible for Ladies Nights.

Secretary

- a. Record in detail the proceedings of each meeting.
- b. Call the roll, announce quorum and read the minutes at each meeting.
- c. Notify all members of any scheduled or emergency meetings.
- d. Make all reservations necessary for Chapter meetings and or events.
- e. Shall be in charge of collecting and storing Chapter history. All history obtained shall be kept within the chapter in a Chapter History Manual.

Treasurer

- a. Shall be responsible for proper accounting and safeguard of all financial transactions of the Chapter.
- b. Along with the chapter President, shall have the authority sign all financial transactions.
- c. Sign checks only with the verbal or written agreement of the chapter President.
- d. Shall make a financial report at all Chapter meetings.

Officer of Membership

- a. Shall supervise and coordinate the new member orientation process.
- b. Shall be fully responsible for the progress of the new member orientation process.
- c. Shall give updated reports to the District Officer of Membership.
- d. Shall serve for one semester unless re-elected after the semester is completed.
- e. Shall forward all information of new members upon completion of the process to the NGC Officer of Communication and District Officer of Membership.

Assistant Officer of Membership

- a. Shall assist the Officer of Membership in all her duties.
- b. Shall be responsible for the new member orientation process when the Officer of Membership is absent.



Historian

- a. Shall be the official chronicler of the Chapter.
- b. Shall be responsible for collecting information from the Chapter and forwarding the information to the District Historian.
- c. Shall relinquish all materials collected at the end of her term. All materials collected shall remain property of Mu Sigma Upsilon Sorority, Incorporated.
- d. Shall not publish or duplicate confidential information of the sorority.
- e. Shall maintain information in the Chapter's History Manual.

ARTICLE IX – BOARD OF ADVISORS

Section 1: Purpose

The Board of Advisors hereinafter referred to as the BOA, will serve as an advisory council to the National Governing Council of MSU. Its purpose is to approve NGC's annual strategic and fiscal plans. The Board of Advisors will not have legal or moral responsibilities for any activity of MSU.

Section 2: Membership Eligibility

The Board of Advisors shall be comprised of ten (10) members of MSU who will serve an indefinite term. Members shall maintain all rights and privileges of active sisters. All BOA candidates must meet the following requirements:

- a. Have received a Bachelor degree.
- b. Have previously served as the National Governing Council President, Vice President, Treasurer, or Officer of Membership.
- c. May not hold any other officer position on any governing level of MSU.
- d. Must submit the following information as an application for BOA membership:
 - 1. Statement of Interest (no more than 500 words)
 - 2. Sister Resume

Section 3: Executive Board

The administrative division of the BOA shall consist of the following officers:

Chairman

- a. Shall be responsible for presiding over all emergency and regular meetings of the BOA.



- b. Prepare and present a written agenda to the body before all meetings.
- c. Shall serve as the liaison between the BOA and NGC President.

Vice-Chairman

- a. Shall be responsible for presiding over BOA meetings in the absence of the Chairman.

Secretary

- a. Record in detail the proceedings of each meeting.
- b. Call the roll, announce quorum and read the minutes at each meeting.
- c. Notify all representatives of any BOA scheduled or emergency meetings.
- d. Preside at meetings when the BOA Chairman and Vice-Chairman are absent.
- e. Make all room reservations for all BOA meetings and or events.

Sergeant-at-Arms

- a. Shall ensure all parliamentary procedures are followed during meetings.

Committees

The BOA may appoint special standing or temporary committees as deemed necessary.

Section 4: Responsibilities of the BOA:

All members of the Board of Advisors are expected to:

- a. Ensure that MSU's mission and goals are carried out in accordance with the Mission Statement.
- b. Attend and participate in regular BOA meetings and designated BOA Committees.
- c. Must be active, dues-paying members.
- d. Assist in developing a strategic direction for the organization.

Section 5: Meetings

Founding Mothers will always be allowed to fully participate in any BOA meetings they wish to attend.

- a. The BOA shall meet quarterly. Meetings make take place at a designated location or via teleconference, videoconference or other means acceptable to



the Board.

- b. The BOA may call emergency meetings as deemed necessary.
- c. The BOA and NGC shall host a joint meeting annually to take place in the month of September whereas the following will be addressed:
 - 1. The NGC shall present the organization's strategic and fiscal plans for the upcoming academic year.
 - 2. The NGC shall inform the BOA on the "state of the sorority."
 - 3. The BOA shall review all presented information and address any concerns or suggestions with the NGC.
 - 4. The NGC will address all concerns and make necessary changes to the strategic and fiscal plans and re-submit to the BOA.
 - 5. The BOA shall vote to determine if the strategic and fiscal plans shall be approved, denied, or approved subject to minor changes.

Section 6: Elections

If a vacancy on the Board of Advisor exists, the following will take place to elect new member(s):

- a. A request for applications will be sent to the entire organization.
- b. All eligible sisters must submit an application to the NGC President or BOA Chairman.
- c. If there are no current members of the BOA, a special election shall be held by the NGC whereby all active alumnae members may have a vote. Otherwise, the BOA will elect new member(s) with a 1/2 +1 vote.

Section 4: Removal of Office

- a. Any BOA member may make a motion to impeach another board member.
- b. In the event a BOA member is not fulfilling the responsibilities of the BOA, a 1/2 +1 vote shall be required to remove a member from the board.
- c. If the majority vote is not reached, the member shall continue membership on the BOA with probationary status for the following six (6) months. At that time, the BOA will re-evaluate the member's status and re-vote on removal from office.
- d. A BOA member may resign from their position at any time after completing one (1) year, in which case the procedure for electing a new BOA member are followed.





BY-LAWS

ARTICLE I - MEETINGS, ATTENDANCE AND DRESS CODE

Section 1: Meetings

- a. The Newly Revised Version of Roberts Rules of Order shall govern the proceedings of all business and meetings of Mu Sigma Upsilon Sorority, Incorporated. If the Constitution or By-law conflicts with Robert's Rules of Order the Constitution/by-law shall govern.
- b. Quorum shall exist when $1/2 + 1$ of the voting members are present.
- c. Special meetings can be called by any level President or Director by majority vote or by petition of three (3) delegates.
- d. Any level President or Director as deemed necessary can call emergency meetings.

Section 2: Attendance

- a. Chapter members and District delegates are permitted one (1) un-excused and one (1) excused absence during a semester.
- b. NGC and Regional delegates are not permitted any un-excused or excused absences.

Section 3: Dress Code

Business casual shall be the dress code for all NGC, District and Regional meetings. Sisters not in compliance with the dress code rule shall be fined accordingly.

ARTICLE II - CONFIDENTIALITY AND CODE OF CONDUCT

Section 1: Confidentiality

All sisters of Mu Sigma Upsilon Sorority, Incorporated are not to speak on any sorority matters in the presence of a non-MSU member. Any sister violating said rule will be reprimanded at the discretion of the Executive Board of the respective District or NGC depending upon the severity of the offense and the nature of the business. Confidential matters include but are not limited to traditions, orientation process, sorority disputes, pending sorority business issues, personal information of other members, the shield, the colors, the grip, and legal matters.

Section 2: Code of Conduct

All sisters of Mu Sigma Upsilon Sorority, Incorporated are expected to maintain a positive demeanor, respect and integrity for the good of themselves, the Chapter,



prospective members and the organization as a whole.

ARTICLE III – HONORARY MEMBERS

Section 2: Membership

Petition for Honorary membership status must be submitted to the NGC at least three (3) months prior the NGC Convention. NGC will circulate the name(s) of women nominated to all chapters and will vote on the membership at the NGC Convention. Only one honorary member will be inducted at the Annual Banquet. NGC shall be the only governing board of the sorority that will induct any female as an honorary member. Induction procedures shall be found in the Officer of Membership's Manual.

Section 2: Criteria

- a. A woman of high ethical standard.
- b. National or local recognition of noteworthy achievement(s).

Section 3: Powers

- a. Have speaking privileges at all meeting levels of MSU.
- b. May not have voting power.
- c. Shall not be an honorary member of any other sorority.

Section 4: Duties

- a. To represent the sorority in a positive image.
- b. To help in the advancement and betterment of the sorority.
- c. Donations will be accepted but not required. All donations shall go to the NGC.

ARTICLE IV - NOMINATIONS, ELECTIONS, VACANCIES AND REMOVAL OF OFFICE

Section 1: Nominations

- a. A nominee need not be present to accept her nomination during a scheduled general nomination meeting. However, she must give notice of her acceptance or declination within two (2) weeks of the day the nomination was announced.
- b. Nominations for NGC, Regional and District must be made accessible to all sisters within three (3) days of the nomination meeting.
- c. Undergraduate/Graduate Chapters and Districts shall have nominations in



April and elections in May.

- d. Regions shall have nominations in February and elections in May.
- e. NGC shall announce the nomination meeting date in January.
- f. Nominees shall campaign for her position prior to Election Day.

Section 2: Elections

- a. Elections shall be by majority vote of the delegates in attendance and will be by secret ballot.
- b. If a member is elected for one position but has been nominated for several, that member must decline all others once she has accepted a position.
- c. No member on the NGC, Regional or District level shall serve more than one position on a particular board during the same term.
- d. The Secretary, for up to one year shall hold all ballots from the day of election.

Section 3: Vacancies and Special Elections

- a. If a vacancy occurs in the offices of the President or Director the Vice President or the Assistant Director respectively shall take over. A special election shall be held to fill the office of Vice President or Assistant Director.
- b. Special elections shall be held to fill vacancies in any other office other than the President or Director.
- c. Nominations shall be held at the meeting in which the vacancy was confirmed.
- d. Elections shall take place at the following meeting.
- e. In the event there is no candidate nominated for a vacancy the President or
- f. Director may appoint a member into the position.
- g. Special elections will follow the standard election requirement and procedure.
- h. A nominee need not be present to accept her nomination during a special election.

Section 4: Removal of Office

- a. In the event an officer is not fulfilling the duties of her position as stated in the Articles of this constitution, a 1/2 +1 vote shall be required by the delegates present to remove an officer from office at any governing level of MSU.



- b. In the event that a chairwoman is not fulfilling the duties of her position, a 1/2 + 1 vote shall be required by the delegates present to remove an officer from office at any governing level of MSU.
- c. Accused will be presented with a written warning 30 days prior to the meeting the vote will take place.
- d. Accused will be allowed to make a statement in her defense.

ARTICLE V – VOTING AND TIES

Section 1: Voting

- a. Each delegate shall have one vote.
- b. All votes in regular, emergency or special meetings shall be open.
- c. All votes during elections shall be by secret ballot.
- d. The delegate must be in good standing in order to vote.
- e. All governing level officers of MSU shall not have a vote in their respective governing meetings except at Chapter and District levels whereby there are less than ten (10) members.

Section 2: Ties

In the event of a tie, the President or Director shall place the deciding vote.

ARTICLE VI – JUDICIARY PROCEDURES

Section 1: Judiciary Procedures

- a. Judiciary Committees shall only exist on the NGC and District governing levels of the sorority.
- b. There shall be one (1) representative from each chapter for the respective District Judiciary Committee.
- c. If a chapter is being sanctioned no members of the accused chapter shall serve on the committee.
- d. There shall be one (1) representative from each Region for the NGC Judiciary Committee.
- e. Quorum shall not exist at judiciary proceedings.
- f. The Assistant Director of the District or Vice President of the NGC shall chair



the committee and may not have a vote.

- g. The purpose of the committee is to adjudicate any grievances brought forth by any board, organization or individual. All grievances must be presented to the District Assistant Director in a written statement.
- h. All judiciary hearings shall first take place at the District level.
- i. If the District judiciary committee cannot reach an agreement the President of the District can petition for the case to be brought forward to the NGC Judiciary Committee.
- j. The judiciary committee shall determine when an infraction of the policies and regulations of the sorority, University or the State has taken place and shall administer penalties to member(s) and/or chapter(s).
- k. The judiciary committee shall preside at a scheduled trial.
 - 1. Following an introduction of the committee the Vice President shall read the accusations.
 - 2. The alleged shall then enter a plea.
 - 3. The accused may stay in the room during the hearing.
 - 4. The committee shall first hear a statement from the plaintiff and its witness(s) if available.
 - 5. The committee will then have the right to question the plaintiff and witness(s).
 - 6. The defendant will then be allowed to question the plaintiff and witness(s).
 - 7. The accused will then state their case and provide any witness(s).
 - 8. Upon completion of the hearings and cross-examinations the committee will come to a conclusion in a closed session.
 - 9. All closed session discussions are confidential.
- l. It is at the discretion of the Judiciary Committee to determine the sanction(s) according to the severity of the offense. The judiciary committee shall also hold the right to dismiss any charges.
- m. The Vice President shall advise the accused that an appeal may be made to the NGC. All appeals to the NGC must be sustained by 1/2 + 1 vote to overrule the action of the District judiciary committee. All appeals must be in writing and state the reason for appeal. Appeals will only be accepted within seven days of the District's judiciary committee's decision.
- n. The Vice President of each Judiciary committee will provide written



notification of the charges and/or conclusions to the accused within 72 hours of the hearing. A copy of the written notification must be kept on file.

Section 2: Disciplinary Standings

The length of time for each standing is undetermined. Each standing's length of time shall be made according to the severity of the offense. The following standings are guidelines and are by no means limited to the following:

Probation

Any member placed on probation:

- a. Must continue to attend meetings.
- b. Shall be responsible for paying dues and/or fines.
- c. May not vote but may make motions.
- d. Has the right to be acknowledged by a participant of the new member orientation process.
- e. Subsequent offenses may lead to automatic suspension.

Suspension

Any member placed on suspension:

- a. May not vote or make motions.
- b. Does not have any new member orientation process privileges:
 - 1. Cannot contact participants of the new member orientation process
 - 2. Cannot offer information about the sorority
 - 3. Cannot ask for personal favors from a participant
 - 4. Cannot be present during any new member orientation activity
- c. Must continue to attend meetings.
- d. Shall be responsible for paying dues and/or fines.

Academic Probation

Any sister currently enrolled in a college/university that falls below a 2.5 cumulative average will be placed on academic probation until the minimum average is met.

Any member placed on probation:



- a. Does not have to attend meetings.
- b. Shall be responsible for paying dues.
- c. May not hold office or vote.
- d. Upon request, the member will be informed about events. She may attend a maximum of two events per semester until the District Academic Affairs Officer revokes her probation.

ARTICLE VII – NAMING OF CHAPTERS AND CLASSES

Section 1: Naming of Chapters

Each Chapter name shall be decided by the founding member(s) of each school. The founding member(s) of a newly established chapter shall petition for a Chapter name according to MSU tradition. The Officer of Membership for the chapter will submit the proposed name to the NGC Historian for approval.

Section 2: Naming of Classes

The participants of the new member orientation process shall decide its class name. The participants shall petition for a name according to MSU tradition. The Officer of Membership for the Chapter will submit the proposed name to the NGC Historian for approval.

ARTICLE VIII – AMENDMENTS

Amendments to the Constitution and/or By-laws shall be forwarded to the Region for consideration. If favorably acted upon, it shall be circulated within other regions and sent to NGC within 30 days prior to the NGC Convention. Amendments to the Constitution shall be introduced at the NGC Convention. A 2/3 vote of the delegates is needed to pass an amendment. The NGC President shall have the power to veto an amendment to the constitution, and/or By-laws, whereupon 3/4 vote is required to override the veto. In the event that there is a veto, the amendment must be resubmitted for a vote at all levels and ultimately voted on at the following NGC Convention.

ARTICLE IX – HAZING

Section 1: Definition

Hazing is any activity or action which subtly, flagrantly, recklessly, or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, affiliate, and/or group, and/or an attitude which implies one member/affiliate is superior to another or that membership in the



group must be earned through personal services or meaningless activities.

Section 2: Policy

- a. Mu Sigma Upsilon Sorority, Incorporated shall not permit its members to engage in any form of harassment or physical/mental abuse towards any prospective or member.
- b. Any member participating in such activity shall be brought before the Judiciary Committee of her respective District.

ARTICLE X - ARETIAS GRADUATE CHAPTER

Section 1: Definition

Sisters who previously belonged to the Alumnae Association will now affiliate themselves with the Aretias Graduate Chapter. The Aretias Chapter will also include women who pledge for the organization while pursuing graduate level studies. While their process is distinct, elements of it will unify them with more established graduate chapter members who pledged at the undergraduate level. Also, sisters who pledged while in college will simply add to their undergraduate chapter designations, i.e. Amazona Aretias, Siksika Aretias, Matriarca Aretias, etc.

Section 2: Divisions

Divisions of the Aretias Graduate chapter shall form at the discretion of the NGC. All guidelines on the orientation process for Graduates shall be found in the Officer of Membership Manual.

Section 3: Eligibility

Aretias sisters are not eligible to run for or hold any Undergraduate Executive positions. They may only serve as an Alumnae Advisor to Undergraduate Chapters.

Section 4: Responsibilities of the Aretias Chapter

- a. Will function within the Regions and Districts established within Mu Sigma Upsilon. The "Aretias Liaison", a position represented on each existing Graduate Chapter Regional Board (e.g. Aretias Northeast, Aretias Midatlantic, etc.), will report directly to the National Governing Council. In turn, the Aretias District Boards will report out to their Regional Representatives. The District and Regional Board positions/responsibilities will conform to those set forth in this document.
- b. Must perform regular community service during the course of the year. It is encouraged that a total of twelve community service events be held during the year, equating to one per month. It is required that at least six community service events are arranged.



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- c. Must establish a peer network for sisters on a more formal basis. Will hold regular events/programming of interest to graduate sisters. Will facilitate chapter growth and establishment.
- d. Will motivate current graduate sisters to remain active on Regional, District and National levels.
- e. Must be active, dues-paying members in order to participate in all chapter events, including membership orientation activity.
- f. Must aim to be a resource within sorority (i.e. Alumnae Advisor Program).
- g. Will reinforce/strengthen sisterhood.
- h. Will support women's role in society.

ARTICLE XI - STRUCTURING BOARDS

Until the NGC has found it necessary to form Districts and Regions the following will follow:

If there are no Districts established:

- a. All chapters will report to the NGC, which will have monthly meetings.
- b. If Districts are formed but no Regions are established, each chapter will be assigned a District. All chapters must attend their assigned monthly District meetings. District representatives will meet with the NGC quarterly.
- c. Once a Region is established, this article will no longer apply and the governing structure as stated in the Constitution shall take effect.

ARTICLE XII - HONORARY MEMBERS

Section 1: Definition

Honorary Member status will be given to a non-member of MSU in order to acknowledge their contributions to the sorority. Their contribution in the form of service or assistance, whether short term or in an ongoing capacity, should have a substantial impact to the sorority. In addition to her contributions to the sorority, an honorary member would uphold the same goals and values to which we subscribe.

Section 2: Requirements of an Honorary Member

- a. Be a Female.



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- b. Be inducted the day of the Banquet immediately before the evening begins. The ceremony will be for sisters only.
- c. Be referred to as an Honorary Member, not as a MSU Sister.
- d. Receive a certificate of honorary status as well as a gift of appreciation at induction.
- e. Give a speech at the Banquet.
- f. Be explained our goals and how and why we were founded.
- g. Be invited to community, educational and social events (e.g., Banquets, Conferences, etc.).
- h. Not have voting privileges.
- i. Not attend rituals or other sister only events.
- j. Not be privy to sacred information (e.g. grip, wearing of letters, shield and color significance).
- k. Not have knowledge of the new member orientation process.
- l. Not be an honorary member to any other sorority/fraternity organization.

Section 3: Selection Process of an Honorary Member

- a. Any sister may nominate a candidate for honorary status. All nominations must be submitted to the NGC no later than 2 months prior to the Banquet. The NGC shall vote on the candidate.
- b. Nominations will include the candidate's biography and information of their potential contribution to the sorority.
- c. Only one honorary may be inducted per annual Banquet.
- d. In determining honorary members sisters should look for major contributions to the public. Ideal candidates would be i.e. political figures, the State's Health Commissioner. Honorary status is given to women that have achieved noteworthy achievements.

ARTICLE XIII - BELLATRIX CHAPTER

In order to honor and keep alive the memories of those who have left this world, we have created the Bellatrix Chapter. It is a special chapter reserved for our sisters



who have passed away.

ARTICLE XIV - METRO CHAPTERS

- a. Metro chapters should be established within 20-mile proximity of each other (this seems a reasonable distance for sisters to have to travel between schools).
- b. A metro chapter would be recognized as one chapter by Mu Sigma Upsilon's National Governing Council, even though its members are from two different Universities.
- c. A metro chapter will only have one weekly chapter meeting in which sisters from both Colleges/Universities must attend. The chapter meeting location will change on a rotational basis. All sisters will work together to create and support events at both schools, create and execute recruitment strategies, and maintain one TIARA group comprised of students from both schools. Executive board members may be from either school. There should be Ladies Nights held at both Colleges/Universities.
- d. Once a chapter is strong enough or meets the requirements for individual recognition from their respective college/university, upon a request from the sisters of both chapters the National Governing Council may deem appropriate to split the metro chapter into two individual chapters. At that time, only the classes that contain sisters from the respective colleges/universities will pertain to that chapter.

ARTICLE XV - CODE OF ETHICS

Preamble

We are the sisters of Mu Sigma Upsilon Sorority, Incorporated, upon the conduct and productivity of its members depend the survival and growth of any Greek organization. MSU sisters should recognize that the interests of the organization and all those it influences require a code of conduct consistent with the three goals of the organization: excellence, unity, and active participation. Rather than focusing on how a Code of Ethics limits our sisters, this should be viewed as guidelines for conduct with the intention of preserving and advancing the positive image of the organization.

Such interests impose obligations beyond those of an ordinary student organization. They impose social responsibility and a sisterly duty to which we should dedicate ourselves. MSU sisters, therefore, should be zealous to maintain and improve the standards of actions and share with their fellow sisters a common responsibility for



the sorority's integrity and honor.

Canon I

All sisters shall treat other sisters with respect and courtesy. Sisters will not cross the line of allowing personal lives to interfere with sisterly relationships and interactions.

Canon II

All sisters shall represent the organization in a professional and sophisticated manner. This will include but not be limited to acting appropriately at all events affiliated with the organization or in circumstances where a sister is claiming affiliation with MSU. Claiming affiliation with the organization includes the use of the organization's name and graphic representations (shield, Greek letters, etc.) in any public setting/social network profile. No sister shall partake in the consumption of alcohol or become involved in altercations while wearing the letters or otherwise affiliated with the Organization. No sister shall represent herself in a sexually explicit manner either in person or on the internet while wearing the letters or otherwise affiliated with the Organization.

Canon III

All sisters shall adhere to and respect the New Member Orientation Process prescribed by the National Governing Council. All sisters should share their ideas for the improvement of our New Member Orientation Process with the National Governing Council and receive approval before executing decisions or acting in a way contrary to the prescribed New Member Orientation Process.

Canon IV

All sisters will keep sorority information such as details of the New Member Orientation Process, the meaning of the shield, and business information confidential to the general public. The general public refers to anyone that is not a sister of Mu Sigma Upsilon including the brothers of Lambda Sigma Upsilon Latino Fraternity, Inc., family, friends, etc. This type of information will only be shared with those whom the NGC deems appropriate.

ARTICLE XVI - NATIONAL STROLL

The Penn State Stroll is recognized by Mu Sigma Upsilon Sorority Incorporated as the official National Stroll.

ARTICLE XVII - SISTER RESUMES

Any sister interested in running for a position on any governing level of MSU, including Chapter Officer of Membership or Chapter Assistant Officer of



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Membership, shall submit a Sister Resume. The resume shall include updated contact information, a personal statement, previous positions held within MSU, list of active and inactive periods, and any previous experience with new member orientation. A sample format will be supplied to sisters to use as a template.