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Arethusa, Constitution, 1979

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ARETHUSA CONSTITUTION

Article I

Name

This sorority shall be named the Theta Chapter of Arethusa or Sigma Gamma Phi.

Article II

Purpose

The purpose of this sorority shall be to promote social and fraternal functions, to contribute to the community as the occasions arise, to uphold high academic standards, and to cultivate the fine qualities of sisterhood.

Article III

Membership

Section 1: The number of members in the Theta Chapter of Arethusa shall not exceed 120 active members in any year, excluding those graduating during that school year.

CHANGE: Omit Section 1 entirely and/or change it to read--the number of members in the Theta Chapter of Arethusa shall be unlimited.

Section 2: Eligibility—Any woman student of the State University College at Cortland is eligible for membership in this sorority, providing she has participated in the prescribed rush period and has been given an affirmative vote by the sisters.

ADDITION: Active or inactive members of other sororities at Cortland State are not eligible for membership.

Section 3: Active members are those who have paid their dues and who attend the meetings and functions. Practice teachers and sisters abroad are considered active members whose dues are temporarily suspended during their absence. If absent for only one quarter, their dues will be adjusted to the amount paid by pledges. Sisters who wish to participate in any formal functions during their absence, must pay the cost of the particular dinner.

ADDITION: Add sisters on field work after practice teachers so that it reads--Practice teachers, sisters on field work and sisters abroad are...

CHANGE: Change their dues will be adjusted to the amount paid by pledges to read--their dues will be \$20. (NOTE: It is suggested that the amendment concerning student teaching dues which was defeated at the last meeting of Spring, 1979 be brought up for a re-vote.)

Section 4: Inactive members are those who have found themselves unable to comply with the requirements for active membership. Members wishing inactive standing shall send written notice to the President of the Sorority. A written record of inactive members shall be kept by the President.

Section 5: Re-entry-After absence from school, re-entry shall be automatic upon the sister's return to school. Re-entry after inactive membership shall be determined by the Executive Council. An inactive member wishing to renew active membership shall give written notice to the President of the Sorority who shall call a meeting of the Executive Council to discuss the matter with the inactive member.

Section 6: An honorary member shall be invited to any and all sorority functions and shall not have the privilege of voting.

- a. The number of honorary members shall not be limited.
- b. Any active member of the Sorority may nominate any person for honorary membership. This shall be done at any formal meeting prior to Formal Initiation. There shall be a discussion and a vote by secret ballot.

***CHANGE: Change last sentence to read--Nominations for honorary membership must stand for two weeks before a vote may be taken. A two-thirds majority vote by secret ballot is required for honorary membership.

- c. When an honorary member is accepted, the individual shall be notified by the Corresponding Secretary of the Sorority's wish to have the individual as a member. If the individual accepts, the individual shall be presented with a certificate of membership and a pin. The honorary member shall be inducted at the formal meeting after formal acceptance has been received.

Article IV Attendance

The attendance policy for meetings shall be only one unexcused absence per semester. Excused absences shall be for class, work, illness, or required meetings. The Sergeant at Arms shall report the second unexcused absence to the Executive Council and the sister involved will be required to appear before the Executive Council to discuss the matter before being allowed to participate in any other Sorority functions. A sister should attend as many sponsored functions as possible.

Article V Officers

Section 1: There shall be major and minor officers. The distinction between these two groups of officers shall be made according to the amount of responsibility each officer must assume.

- a. The Major Officers are the: President, Vice President, Asst. Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Asst. Treasurer, Social Chairman, Rush Chairman, and Song Leader.
- b. The Minor Officers will be all other officers including the: Sergeant-at-Arms, Business Manager, Chaplain, Critic, Reporter, Photographer, Historian, Parliamentarian, Asst. Song Leader, Asst. Rush Chairman, Asst. Corresponding Secretary, Pledge Master, and Miss Arethusa.

NOTE: In recent years, we have given the Photographer the option of also assuming the Historian position.

Section 2: The Executive Council shall consist of all major officers. The Sergeant-at-Arms shall be present when this body meets for judiciary functions. The Executive Council shall meet prior to meetings to determine the order of business. It shall meet when needed to determine and judge a sorority probation.

Section 3: Duties and Qualifications. Major officers must be on campus the entire semester they hold office. Two sisters teaching on the quarter system may hold the same minor office during the semester. Each officer is responsible for compiling a report for the files concerning a review of her activities and responsibilities.

- a. The President. She shall preside over meetings. The chair shall serve as a focal point for activities for the sorority. All action taken by the sorority shall pass through this office. She shall be notified prior to the meeting of all business to be presented at the meeting. She shall live in the house during her term of office. She shall represent the sorority at board meetings along with the House President.
- b. The Vice President. She shall perform the duties of the President, be an ex-officio member of each committee, and collect and file all committee reports. She shall also be responsible for obtaining from the nominating committee a compiled list of those eligible for offices and a slate of two nominees for each office which she shall post at least two weeks before the night of elections.

***ADDITION: She shall be in charge of all fund raising events.

- c. The Assistant Vice President must be on campus the semester following her term of office when she shall assume the duties of the Vice-President. She shall assist the Vice President with the formation of committees, the collection of committee and officer reports and with maintenance of the file.

***ADDITION: She shall be in charge of all charitable events.

- d. The Recording Secretary shall keep an accurate account of each meeting. She shall be in charge of typing all revisions of the Constitution.
- e. The Corresponding Secretary shall attend to all the general correspondence of the sorority and shall keep a file of all letters received by her and duplicates of all letters sent by her. She shall keep a list of all members' names, parents or guardians, home addresses and Cortland addresses, and a file of alumni and out-of-house sisters. She shall order secretarial supplies for the sorority. She shall assist the Sergeant-at-Arms in collecting and counting the ballots (secret) in elections. She shall send notice to alumni of the Alumni Fund fee.

DELETION: Omit last sentence. (NOTE: There is no longer an Alumni Fund fee.)

- f. The Treasurer shall keep an account of all receipts and disbursements of the sorority funds during her term of office. She shall give a report at each meeting. She shall, before the end of the semester, turn over the funds and records in her possession to the Assistant Treasurer. At the end of the second semester, she shall make up the budget with the Assistant Treasurer for the following school year. She shall live in the house during her term of office.

CHANGE: Change At the end of the second semester, she... to read--
At the end of the second semester, both the Fall and Spring Treasurers of the current academic year (provided that both are still on campus) shall make up the budget with the Asst. Treasurer for the following school year.

- g. The Assistant Treasurer shall be on campus the semester following her term of office when she shall assume the duties of the Treasurer. She shall be responsible for the house phone bill and be in charge of bookkeeping for the Alumni Fund which shall be kept in a separate account. At the end of the second semester, she shall make up the budget for the following school year with the Treasurer. She shall live in the house during her term of office.
- h. The Social Chairman shall have charge of all sorority mixers, date parties, and other social activities and act as an ex-officio member of the place and band committee.

DELETION: Check to see if the band committee is still in existence. If there is no longer a band committee, then delete "and band" from the last sentence.

- i. The Song Leader shall choose and lead an Arethusa octet. She shall lead any sorority function in which music is involved. She shall be elected for the first semester and may assume the office for the second semester if eligible and if she so chooses.
- j. The Sergeant-at-Arms shall be responsible for taking the hand shake and password at the beginning of formal meetings. She shall call roll at the meetings. She shall guard the door and answer the telephone during meetings. She shall be responsible for collecting and counting ballots during any secret elections. She shall notify the Executive Council of any sister who has an overabundance of unexcused absences.

***ADDITION: She shall be present at least 15 minutes before each meeting.

- k. The Historian shall keep the sorority scrapbook containing clippings, announcements, and pictures concerning the sorority.
- l. The Chaplain shall lead the members in a Thought-for-the-Evening at the beginning of each formal meeting.

- FACEBASE BOND
- 30
- m. The Critic shall accept criticisms and recommendations from members concerning sorority matters and shall report these at the meetings.
 - n. The Reporter shall be in charge of the NEWSLETTER that shall be sent out at least once a quarter to the practice teachers and students abroad.

CHANGE: Change "the practice teachers and students abroad" to read-- all sisters who are student teaching, on field work or studying abroad.

- o. The Photographer shall be responsible for taking pictures for the sorority.

ADDITION: The Photographer shall have the option of also assuming the Historian position. (NOTE: The Photographer should be repositioned as letter "k" in the Constitution, the Historian as letter "l", the Chaplain as letter "m", the Critic as letter "n", and the Reporter as letter "o".)

- p. The Parliamentarian shall have a thorough knowledge of parliamentary procedure and assist the President at all meetings.
- q. The Assistant Song Leader shall work closely with the song leader and take over in her absence. Her term of office shall be one semester.
- r. The Assistant Rush Chairman shall work closely with the Rush Chairman on all phases of rushing. Her term of office shall be one semester.
- s. The Pledge Master shall be elected prior to each pledging period and she shall be in charge of all pledging activities conducted by the sorority. These activities include pre-pledging preparation, informal initiation, choosing of mothers and daughters and assignments for Arethusa weekend committees. She shall work closely with the seniors on Hell Night and with Miss Arethusa at Formal Initiation.

ADDITION: She is chosen from the pledge class from one year previous of the upcoming pledge class.

- ★ t. Miss Arethusa shall be elected two formal meetings before Formal Initiation. She shall be the outstanding senior in the sorority and shall speak at Senior Banquet. This is an honorary office.

ADDITION: Add "during the Fall Semester" after Formal Initiation in the first sentence.

- u. The Business Manager shall live in the house and shall be in charge of favors, lavaliers, pledge pins, and jewelry. She shall be elected in the spring for the entire following year.

CHANGE: Change to read--The Business Manager shall be in charge of ordering all supplies, mugs, clothing and jewelry. Delete last sentence.

NOTE: Rush Chairman should be listed under major officers.
The Rush Chairman shall be in charge of all Rush activities.
Her term of office shall be for one semester.

Section 4: Elections.

- a. A voluntary election committee shall consist of a freshman, sophomore, junior and senior or accelerated graduate student in her fourth year of college. This committee shall be responsible for the review of the qualifications of all sisters for the offices in question. All the sisters shall be notified of their eligibility by the committee. The committee shall be responsible for the posting of the list of qualified sisters for each office on the mirror. They shall also present a slate of two candidates for each office to the Vice President at least two weeks before the nominating meeting.

CLARIFICATION: The election committee is responsible only for the selection of candidates for major offices.

- b. At a formal sorority meeting, nominations for all offices slated to be elected may be made. A sister may be nominated for more than one office. Discussion shall be eliminated altogether from the nominating meeting. At the adjournment of the meeting, the Vice President shall compile the nominations and see that they are posted on the mirror immediately.
- c. Procedures:
 1. Order of the election shall follow the order stated in Article V, Section 3.

CHANGE: Since Rush Chairman was omitted from Article V, Section 3, confusion may result. Change #1 to read-- Order of the election shall follow the order stated in Article V, Section 1, letter a. (ie. The Major Officers are...).

2. The proposed slate of nominees shall be read for each office. At this time, if it be so desired, nominations may be reopened for any office or offices. Discussion shall be eliminated altogether for the nominating process. Votes shall be taken by secret ballot, collected by the Sargeant-at-Arms and Corresponding Secretary and counted by the same officers. The results shall be written on a piece of paper and handed to the President for announcement. Under no circumstances shall any member of the sorority be informed of the results of the election before they have been formally announced by the President.
3. Quorum of a simple majority of the active membership shall be necessary to elect officers.
4. The candidate having the majority of votes is elected. In case of no majority, the vote shall be between the two or three candidates at the discretion of the President.

5. In case of a tie, the President shall be in a position to cast a vote to break a tie. The tie shall be kept strictly confidential by the officers counting the ballots.
6. The above procedure shall be followed for the major officers.

CHANGE: The above numbers 4, 5 and 6 are both redundant and confusing. The three should be combined into one number 4 which reads--The candidate having the majority of votes shall be elected. In case of a tie, the President shall be in a position to cast a vote to break a tie. The tie shall be kept strictly confidential by the officers counting the ballots.

7. Minor officers shall be nominated from the floor. There will be discussion only if it is called for by a majority of the members present. Other procedures shall follow that which has been stated for the major officers.
8. The election of Miss Arethusa shall follow the procedure stated for the major officers with the exception that nominations will be taken from the floor two weeks before the election.
9. Representatives of the sorority to campus organizations shall be determined by taking volunteers and nominations from the floor and voting a show of hands.

CHANGE: Number 9 is written very poorly. Restructure number 9 to read--Representatives of the sorority to campus organizations shall be determined by taking volunteers and/or by nominations from the floor. The election shall be conducted by a show of hands. A simple majority shall be necessary for election.

CHANGE: If numbers 4, 5 and 6 are combined as suggested above, then renumbering of Article V Section 4 will be necessary. Numbers 4, 5 and 6 will become number 4; 7 will become 5; 8 will become 6 and 9 will become 7.

Article VI By-Laws

- Section 1: The by-laws of this organization are set up to control procedures by which of the association and shall be followed by the members of the organization.
- Section 2: Amendment to these by-laws may be passed by a two-thirds vote of the members at any meeting.

Article VII Amendment

This Constitution may be amended at any formal meeting by a two-thirds vote of the members present, providing the proposed amendment has been given to the Recording Secretary prior to the meeting and presented to all members the meeting before it is voted on.

By-Laws

Section 1: Term of Office

- a. If the President shall discontinue office before her term expires, the Vice President shall fill the office until the next election.
- b. If for any reason any officer other than the President shall discontinue office before her term expires, a new officer shall be elected for the rest of the semester.

Section 2: Order of Business for Formal Meetings

- a. President calls meeting to order.
- b. Chaplain's selection.
- c. Singing of "Bless This House".
- d. Roll call.
- e. Recording Secretary's report (call meeting starts with this report).
- f. Treasurer's report.
- g. Critic's report.
- h. Reports from campus organizations.
- i. Old business.
- j. New business.
- k. Adjournment.

Section 3: Finances

- a. There shall be the following assessments:
 1. Initiation fee of \$5.00.
 2. Sorority dues of \$30.00 per semester for active members.
 3. Out-of-House tax of \$7.50 per semester shall be paid to Arethusa, Inc. of Cortland for the upkeep of the House.

CHANGE: Out-of-House tax of \$10.00 per semester...
*** (Note: Although this amendment was voted down at the end of the 1978-79 academic year, it is critical to the survival of the House that this amendment change be passed. It is strongly recommended that this change be voted on again.)

4. Dues for new pledges in the semester they pledge shall be \$20. They shall also pay \$5 initiation fee and \$7.50 out-of-house tax.
5. Dues for active members who are student teaching or on field work on the quarter system shall pay sorority dues of \$20 for the quarter that they are in Cortland. Benefits of sorority dues (ie. paid dinners, picnics, etc.) may be obtained only for the paid quarter.

CHANGE: Active members who are on field work or are student teaching on the quarter system may have the option of paying either student teaching dues of \$20 or active member dues of \$30. Those members who pay the active dues shall receive all sorority benefits during that semester.

NOTE: This amendment also failed to pass at the end of the 1978-79 academic year primarily due to misunderstanding and mistrust by sorority members. The amendment was intended for two reasons: 1) to reduce friction over the fact that some quarters contain more sorority functions than others (Note: Ellen Harnden incident during the 1978-79 academic year,); 2) to hasten the collection of student teaching dues so that the sorority budget may be financed as intended (ie. Presently, a first quarter student teacher will not pay her dues until she returns for second quarter. Should this amendment be passed, a student teacher who selects the option of active membership dues--\$30--must pay her dues at the beginning of first quarter.). ***It is strongly recommended that this amendment be brought up for vote again.

6. Members who are on field work, student teaching, or studying abroad for a full semester shall pay no dues for that semester; however, should they choose to attend a paid sorority function, they must pay their own expenses.
- b. Financial limits have been set for all activities.
 1. An itemized bill shall be submitted to the Treasurer.
 2. The Treasurer shall try to act in accordance with the sum allotted from the budget for the specific activity.
 3. A detailed, itemized report shall be submitted to the Vice-President from the over-all chairman after the activity.
- c. Submitting money for sorority business.
 1. Dues: Both fall and spring semester dues should be paid as soon as possible. At the first formal meeting, the Treasurer shall set a due date. If it is impossible for a sister to meet the deadline, she shall notify the Treasurer. If needed, a fine system shall be initiated and enforced.

Section 4: Committees

- a. Committee membership shall be determined on a voluntary basis when possible. Each sister is expected to cooperate with this policy.
- b. If the membership quota of committees are not filled by volunteers, the Vice President shall appoint the additional members.

ADDITION: c. Each sister is required to serve on at least one standing committee.

Committee Chairmen

- a. Committee chairmen shall appoint the people in charge under her. She (committee chairman) is appointed by the Vice-President. They (committee members) are appointed from a list of volunteers.

- b. Over-all chairmen shall meet with their committees as soon as possible to get things organized.
1. At this meeting the over-all chairman shall hand out the committee folder reports and discuss what is to be accomplished for the function.
2. The Vice-President shall distribute and collect committee folder reports as she and over-all chairman shall see fit. The Vice-President shall put these reports in the files.

CHANGE: Under letter b, change "as soon as possible" to read "during the first week of the semester".

- c. The committee chairman must meet with her committee a reasonable amount of time beforehand to plan the event.

Rules of Standing Committees

1. Each standing committee shall keep a record of its activities.
2. Membership in standing committees:
 - a. The standing committees shall have continuous membership.
 - b. Each member retains her membership for as long as she remains an active member of the sorority. Should a member find herself unable to fulfill her obligations to the committee, a replacement shall be taken from her class.
 - c. Each committee shall consist of a member from each class.
 - d. The Vice-President shall explain the functions of each standing committee at the first meeting after Formal Initiation.
 - e. Chairmen shall be appointed by the Vice-President unless otherwise stated in the Constitution.

Standing Committees

1. The following two committees shall work together for necessary sorority functions:
 - a. Place Committee: The purpose of this committee shall be to find and reserve places for sorority functions, taking special note of events which need to be scheduled as much as a semester in advance.
 - b. Band Committee: The purpose of this committee shall be to find and reserve bands for sorority functions when necessary.
2. Publicity Committee: The purpose of this committee is to take charge of publicizing all school functions and inter-fraternal functions sponsored by the sorority. It shall be in charge of the sorority's art supplies. In addition, to its standing membership, volunteers shall be recruited prior to each function in accordance with Section 4, a, 1 of the By-Laws.
3. Alumni News Committee: The purpose of this committee shall be the compilation, composition, and distribution of the Alumni News, a newsletter sent to the slumni, graduated

no more than 3 years previously, at least once a semester. Included in this newsletter shall be reminder concerning donations made by alumni. A copy of each letter shall be kept in the activity file.

4. Chaperone Committee: The purpose of this committee shall be to find chaperones for necessary sorority functions.
5. Rush Committee: The purpose of this committee is to coordinate Rush, pledging, and initiation activities. This committee shall be headed by the Rush Chairman and Assistant Rush Chairman. In addition to its standing membership, volunteers shall be recruited when necessary.

ADDITION: 6. Constitution Committee: This committee shall be responsible for the continual revision of the Arethusa Constitution. It shall meet at least once per quarter.

Proposed Constitutional Revisions--8/20/79.