

# **Sigma Psi Zeta Sorority, Inc.**

**A CORPORATION UNDER THE LAWS OF THE STATE OF NEW YORK  
FOUNDED IN ALBANY, NEW YORK**

## **Constitution & Bylaws**

**OF ALPHA GAMMA CHARTER @ VILLANOVA UNIVERSITY**

**PUBLISHED BY  
ALPHA GAMMA CHARTER  
SIGMA PSI ZETA SORORITY, INC.  
VILLANOVA UNIVERSITY  
VILLANOVA, PA 19085**

**The Constitution of Sigma Psi Zeta Sorority Incorporated.**

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## **The Constitution of Sigma Psi Zeta Sorority Inc.**

### **ARTICLE I. NAME OF ORGANIZATION & HEADQUARTERS**

#### **Section 1. The Name of the Organization**

- 1.1** The name of this organization shall be Sigma Psi Zeta, or Sigma Psi Zeta Sorority, Inc.
- 1.2** The organization may also be referred to as “ΣΨΖ”, “SYZ”, or “Sigma.”

#### **Section 2. Headquarters**

- 2.1** The principal location of the organization shall be located at the Villanova University, City of Villanova, State of Pennsylvania, in the United States of America.

### **ARTICLE II. AFFILIATIONS & CLASSIFICATION**

#### **Section 1. International Affiliation**

- 1.1** Sigma Psi Zeta Sorority Inc. is not affiliated with an international entity, and is an international entity and corporation onto its own.
- 1.2** Sigma Psi Zeta Sorority Inc. operates in compliance with the laws of the State of Pennsylvania, and therefore operates in accordance with the laws of the United States of America.

#### **Section 2. National Affiliation**

- 2.1** Sigma Psi Zeta Sorority Inc. is affiliated with The National Asian Pacific Islander American Pan-Hellenic Association.
- 2.2** Sigma Psi Zeta Sorority Inc. is a national entity onto itself as stated in Article I, Section 2 herein;
- 2.3** Sigma Psi Zeta Sorority Inc. operates in compliance with the laws of the State of Pennsylvania, and therefore operates in accordance with the laws of the United States of America.

**Section 3. State Affiliation**

- 3.1** Sigma Psi Zeta is a not-for-profit organization operating in accordance to Sigma Psi Zeta Sorority, Inc., as outlined within the Bylaws of Sigma Psi Zeta Sorority, Inc.

**Section 4. Local Affiliation**

- 4.1** Sigma Psi Zeta is a not-for-profit organization operating in accordance to Sigma Psi Zeta Sorority, Inc., as outlined within the Bylaws of Sigma Psi Zeta Sorority, Inc.
- 4.2** Local Charters of Sigma Psi Zeta Sorority, Inc. may choose to affiliate with a localized Greek Council or Asian/Pacific Islander Student Organization Council within Villanova University.
- 4.2.A** Alpha Gamma Charter’s organizational advisor and/or the University’s Greek Affairs Advisor may place or advise the local organization of the most feasible affiliation solution to incorporate within the university’s organizational structure.
- 4.2.B** Infinitely, this process for local affiliation must be advised and approved by the Charter’s organizational advisor and/or the University’s Greek Affairs Advisor, and notification must be made to the Executive Board of Directors.

**ARTICLE III. PURPOSES, AIMS, AND FUNCTIONS OF THE ORGANIZATION**

**Section 1. The Purpose of the Organization**

- 1.1** To promote women's empowerment.
- 1.2** To educate non-Asians and bring awareness and understanding of the Asian/Asian American culture and heritage.
- 1.3** To engage in educational, social, cultural, and community service activities.
- 1.4** To advocate for the human rights of women in a contemporary society.
- 1.5** To work in collaboration with other fellow Greek and non-Greek organizations to serve and benefit the community and community-at-large through philanthropic efforts and activities.
- 1.6** To foster leadership skills and develop social awareness.

- 1.7 To promote individuality and diversity within both our membership and Greek life as a whole.
- 1.8 To recognize and to encourage education of the achievements, struggles, interests and identity of Asians and Asian-Americans.
- 1.9 To serve academic communities with options for multiculturalism.

## **Section 2.**

### **The Goals of the Organization**

- 2.1 To impress upon its members the true significance of sisterly relationship and perpetuate friendship among all persons.
- 2.2 To achieve unity among women and instill a sense of camaraderie within our membership.
- 2.3 To develop and strengthen the character of its members, to promote within its members the core principles and purposes, and preserve the ideals upon which the Sorority was founded.
- 2.4 To instill the aforementioned principles in its members as the responsibilities of an individual as a member of society.
- 2.5 To challenge and inspire women to maintain optimal levels of integrity and activism.
- 2.6 To enhance members' academic careers and commit to academic excellence.
- 2.7 To act as a resource network for professional and personal developmental growth.
- 2.8 To impress upon others the idea of a unified individualism.

## **Section 3.**

### **The National Philanthropy**

- 3.1 The National Philanthropy of Sigma Psi Zeta, adopted by the Alpha Gamma Charter, is to combat violence against women in its varied forms. This includes, but is not, by any means, limited to the following:
  - 3.1.A Rape
  - 3.1.B Incest
  - 3.1.C Domestic violence
  - 3.1.D Sexual assault
  - 3.1.E Stalking
  - 3.1.F Child abuse
  - 3.1.G Harassment
  - 3.1.H Spousal abuse
- 3.2 Through our combined individual and group efforts, we have demonstrated a commitment to education and Asian unity. Any kind of physical, emotional or mental duress constitutes violence. In order to educate and inform ourselves and our communities, Sigma Psi Zeta takes a preventive and pro-active stance where violence against women is concerned, rather than simply provide philanthropic support.
- 3.3 We accomplish our National Philanthropy by:
  - 3.3.A Volunteering our time to domestic violence shelters,

- 3.3.B** Sponsoring or attending conferences and meetings that empower women's rights,
- 3.3.C** Lending our ears to women that need this specific type support and seeking help for them,
- 3.3.D** Helping to stop violations against women refugees and asylum-seekers,
- 3.3.E** Advocating for political causes that affect such demographics,
- 3.3.F** Attending and hosting self-defense workshops and classes,
- 3.3.G** Collaborating artistically and educationally with other women-of-color,
- 3.3.H** Donating proceeds of activities to organizations that support this same cause, and
- 3.3.I** Obtaining organizational memberships to human rights organizations.

## **ARTICLE IV. MEMBERSHIP REQUIREMENTS AND LIMITATIONS**

### **Section 1. Eligibility for Membership**

- 1.1** Eligibility for membership shall not, in any way, be affected or determined by race, color, religion, age, physical disability, ethnic background, sexual orientation, creed, or national origin.
- 1.2** Further provided, that no woman shall be elected to membership who is a member of another general national college Sorority or sorority.
- 1.3** The limitation stated in Article IV, Section 1.2 is waived when this individual is a member of an honorary society or a pre-professional Sorority, sorority, or association. Limitation of membership to a small, selective group of women, and the exclusion of men from membership is deemed to be consistent with the purposes for which the Sorority was founded as described herein.
- 1.4** Such limitation is further intended to foster and develop family-like ties of sisterhood comparable to those existing in members' families; members' collegial, social and emotional development; members' academic commitment; organizational relationships, and adherence to the conduct of members' lives consistent with the principles, values, and teachings of the Rituals.
- 1.5** If the candidate is a continuing student or a transfer student, she must meet the Charter's minimum grade point average standard of 2.6 on a 4.0 scale.

- 1.6 No member of the Sorority shall belong to any society, club, or organization that is inconsistent or conflicts with the principles and objectives of Sigma Psi Zeta.
- 1.7 All candidates need to attend a rush period which fulfills both national and Alpha Gamma Charter requirements.
- 1.8 Each rushee needs to be interviewed by the sisters. By a majority of 2/3 vote, the rushee will receive a bid. Once voting has taken place, the bid must be given a bid within 48 hours since the interview. The rushee will then have 24 hours to accept the bid. If she is the only the rushee to accept her bid, she will not be allowed to start the new member process for there is a minimum of two new members per class.
- 1.9 In order to become a member Sigma Psi Zeta, she is to go through the new member process for a minimum of eight (8) weeks she may be initiated according to the rituals of the Sorority.

## Section 2.

### Membership Classification and Status of Sisters

- 2.1 **Active Sisters** - are those who have been initiated by or officially affiliated with Alpha Gamma Charter while they are students at the Villanova University serving as host to the charter.
- 2.2 **Alumna Sisters** - are those who cease to be student members in the college or university Charter where they were initiated in or affiliated through. Becoming an alumna of the organization may be achieved in either of two ways. They may have graduated via a bachelor's degree, or they have transferred or left the university as an undergraduate in good standing with the sorority.
  - 2.2.A If the sister has transferred from the university or college in good standing (as identified by Article IV, Section 3.) and no Charter exists at the school at which the sister has transferred to, the undergraduate Charter must arrange for them to obtain alumnae status through a formal application to the National Governance. They must receive certification of same application of the corresponding alumnae Charter that oversees the undergraduate Charter, and obtain final approval by the Executive Board of Directors.
  - 2.2.B They must obtain letters of recommendation from the following officers: the Alpha Gamma Charter president, the Alpha Gamma Charter vice president, and the Alpha Gamma Charter alumni advisor.
  - 2.2.C This application procedure can be changed at the sole discretion of the Executive Board of Directors.
- 2.3 **Honorary Sisters** - are those who membership is extended to exceptional service and dedication to the sorority, without having achieved the normal procedure for becoming a member of the sisterhood. These are rare cases in which the local charter must obtain the written permission of the National Governance, and it must be approved unanimously within the undergraduate charter.

**2.4 Inactive Sisters** – are those who have been initiated by or officially affiliated with Alpha Gamma Charter while they are students at the Villanova University, but have failed to meet the requirements of active status, such as the failure to achieve the minimum grade point average of 2.5 for two consecutive semesters. The following may also hinder a sister from maintaining active status such as severe family emergencies, studying abroad, and other circumstances left up to a 2/3 vote of the undergraduate charter as outlined in section 2.4A. A sister may choose to become inactive without a formal judicial procedure if she has served as an active sister for at least five semesters. In accordance with National requirements, inactive sisters will be subject to National dues with the exception of sisters who are studying abroad. Inactive sisters are not permitted to wear any Sigma Psi Zeta paraphernalia and cannot publicly represent Sigma Psi Zeta in any capacity.

2.4A For a sister to become an inactive member, she must follow a formal judicial procedure. First, she must submit an intent of inactivity to the Alpha Gamma Charter president and Alpha Gamma Charter vice president. She must then present her case to the active house at the next meeting following the submission of intent of inactivity. At conclusion of presentation, the active house will vote. A 2/3 vote will determine the inactive status of the sister.

2.4B Once deemed inactive, the sister must abide by the Inactive Contract, a form outlining the conditions and expectations of the inactive sister. The inactive sister will also be assigned an active sister to oversee progress towards reactivation. This sister will help the inactive sister work with corresponding chairs to address issues. This Inactive Contract will be adjusted to suit the individual needs of the sister, created by the President, Vice President, and corresponding active sister, and then signed by President, Vice President, corresponding active sister and sister applying for inactivity.

2.4C If sister is noncompliant to this judicial procedure with the associated Inactive Contract, the sister in question subject to a \$100 noncompliance fee. If sister fails to pay acknowledgement to this noncompliance fee, she will be subject to the penalties outlined in Section 8.1 in addition to evaluation by the National and Judicial Board of Sigma Psi Zeta Sorority, Inc.

### Section 3.

#### **Requirements for Individual Undergraduate Membership**

- 3.1** A sister in Sigma Psi Zeta Sorority is a woman of character who is eligible to membership therein.
- 3.2** And, having been elected to membership pursuant to the provisions of the Constitution and Bylaws of Sigma Psi Zeta Sorority, as well as the Alpha Gamma Charter Bylaws, is initiated according to the Rituals of the Sorority.

- 3.3 Provided, however, that no woman shall be elected to membership who has obtained and shall maintain a college grade point average less than 2.5 out of a 4.0 scale (or its equivalent) at an institution of higher education.
- 3.4 One who is not financially indebted to their undergraduate charter or the National Governance, and who has attended the minimum requirements stated in Article IV, Section 6 defines and constitutes an undergraduate member in good standing.
- 3.5 The sister must not be subject to suspension or expulsion by the university or the college that they are attending for any reason.
- 3.6 Only members in good standing are eligible to become officers of any charter, or hold a position within the National Governance.
- 3.7 The sister must attend the required Charter meetings on a regular basis and adhere to the bylaws set forth by their undergraduate charter.

#### **Section 4. Requirements for Alumna Membership**

- 4.1 One who is not financially indebted to their undergraduate charter, their alumnae board, their alumnae charter, or the National Governance defines an alumna in good standing.
- 4.2 The sister must complete a formal application, form, and content established by the Executive Board of Directors, or has been granted permission to obtain alumnae status through application to the national Sorority.
- 4.3 Only alumna members in good standing are eligible to become officers of any alumnae Charter and alumnae board, or hold a position within the National Governance.
- 4.4 Or has been granted permission to obtain alumna status through application to the National Sorority.

#### **Section 5. Designations of Charters and Classes**

- 5.1 Undergraduate Charters shall be designated by the Greek Alphabet in alphabetical order of initiation into the National Sorority (or in chronological order based on colonization), which is subject to any modification that the Executive Board of Directors deems necessary to promulgate the growth of the Sorority.
  - 5.1.A All Chapters of Sigma Psi Zeta are considered to be "Sigma" Charters, along with "Sigma" classes and for this reason, any designation of the letter "Sigma" or beginning with the letter "Sigma" (i.e. "Sigma Epsilon," "Sigma Lambda," or "Sigma Chi") is never to be used.
  - 5.1.B "Sigma" may be used for classes only after it is no longer the first designation, and therefore "Sigma" may be used in the following example "Alpha Sigma class"

#### **Section 6. Responsibilities of Alpha Gamma Charter**

All New member Educators and New member Assistants (herein stated as "New Member Educators" or "New Member Assistants") of the undergraduate Charter must complete, every year, a training session on Risk Management and Hazing, which is conducted by the Chapter Director's office.

- 6.4** The Charter must conduct a Risk Management orientation session, and execute membership agreements with all sisters and new members.
- 6.5** The Charter President, New Member Educator, and an Alumna Advisor are required to review, complete, and sign the "Sigma Psi Zeta Expectation for Member Education" by the first week of October.
- 6.6** The Charter President and Vice President must review and sign the "Annual Sorority Contract."
- 6.7** The Charter has handed in their new member program and Charter plan for the upcoming year, and it has received the Executive Charter Director's review and approval for implementation.
- 6.8** The Greek Council, student activities office, or Alumnae Charter Advisor of Alpha Gamma Charter must not have contacted the national governance with regard to a violation of university policy and procedures within the past year.
- 6.9** A formal, written complaint about Alpha Gamma Charter has not been submitted to the Central Council and pending decision.
- 6.10** The Charter maintains relations with a designated officer of the university or college's activities office or an appointed organizational faculty advisor.

## **Section 7.**

### **Responsibilities of Individual Sisters**

- 7. Active sisters shall attend all mandatory meetings as required by her position. She shall attend at least the minimum number of the following unless indicated by chair at the beginning of the semester:
  - 6.1A** Community service activities – two (2) events per term
  - 6.1B** Cultural/education events – one (1) event per term
  - 6.1C** Social events – one (1) event per term
  - 6.1D** Rush events – one (1) cultural event; one (1) community service event, two (2) social events, one (1) general interest meeting, and one (1) educational event. Any sister not present at the interview of a rush, does not have a vote for the rush. In order to receive a bid, all rushes must have one sister vouch to be her big if no one else will in the future.
  - 6.1E** New member functions - as indicated by the New member Educator.

- 6.1** All active sisters must attend the main philanthropy event of the semester, and are allowed one (1) absence from rush, two (2) absences for other regular events, and two (2) absences for any meetings per semester. An exceeding number of absences without proper notification (of 48 hours in advance and as defined at the beginning of each semester; extenuating circumstances will be evaluated by the Executive Board) require the sister to pay the Treasury a fine of \$30. Until this fine is paid, the sister will be withheld from the option of receiving a little.
- 6.2** Any active sister who is late to any meeting and/or event must give a notice 48 hours in advance (extenuating circumstances will be evaluated by the Executive Board). Sisters are allowed two (2) latenesses for any event, two (2) latenesses for any meeting for a maximum of five (5) minutes (otherwise, the sister is considered to be absent), and (2) early dismissals for any meeting. After two latenesses or two early dismissals, the sister is required to pay the Treasury a fine of \$5 or else she will incur a \$5 late fee for each week the original fine is not paid.

## **ARTICLE V. THE LOCAL EXECUTIVE BOARD**

### **Section 1.**

#### **General Provisions**

- 1.1** The business and operational affairs of this Corporation shall be managed by a Board of Directors composed of at least six members.
- 1.1.A** The Executive Officers ("The Executive Board" or "The Major Board" or "Majority"), whom shall be the President, Vice President, Treasurer, Secretary, and Program Educator shall be in accordance with the voting members of the Charter.
- 1.2** The term of office of the Executive Officers shall be elected by a secret ballot at the end of the Fall semester to serve a term of one calendar year (December to December), except the New member Educator who serves one semester.
- 1.3** The Chairs of the organization shall be elected by a secret ballot at the end of each semester.
- 1.3.A** Community Service Chair
- 1.3.B** Philanthropy Chair
- 1.3.C** Cultural/Educational Chair
- 1.3.D** Social Chair
- 1.3.E** Rush Chair(s) – (2)
- 1.3.F** Fundraising Chair(s) – (2)
- 1.3.G** Historian/Web Mistress/Public Relations
- 1.3.H** Academic Chair

- 1.3.I** Event Coordinator (MGS)
- 1.3.J** Step/Stroll Mistress(es)
- 1.3.K** Central Council/MGC Representative
- 1.3.L** New member Educator Assistant
- 1.3.M** Alumni Advisor

**1.4** A vacancy occurring in the office of the Executive Board between sessions by reason of death, resignation or otherwise, shall be filled by an appointee selected by a majority of the remaining voting members of the organization, and the Executive Board so appointed shall hold office until the next Elections; provided, however, that the President shall not hold this office more than one term.

**1.5** An Executive Officer or a chair may be removed from office by a two-thirds of the total vote of the local Charter.

**1.7A** The Executive Officer may appeal to the National Judicial Board should they feel the decision unjust.

**1.6** Each member of the Executive Board of Directors shall serve without compensation, but shall be reimbursed from the funds of the Sorority for all necessary expenses in connection with official business.

## **Section 2.**

### **Eligibility**

**2.1** To be eligible as one of the five Executive Officers of the Alpha Gamma Charter, a sister of the Sorority shall have had sister status for a minimum of one semester.

**2.2** The Executive Board (with the exception of the Program Educator) shall be elected for a term of one year and shall be eligible for election to two such one-year terms, which may be consecutive elected terms.

## **Section 3.**

### **Procedures for Nomination and Election**

**3.1** The President shall conduct the nomination and election process. During nominations and elections, the President shall conduct the process and she shall count the ballots while the whole organization oversees.

**3.2** The President shall report one or more qualified candidates for each Executive Office.

**3.3** All candidates that qualify based upon the provisions contained herein, upon the acknowledgement of the Executive Board, shall complete the necessary steps in a manner and form prescribed by the Executive Board by a deadline date for all candidates.

**3.3.A** Upon the deadline, the President shall surrender all materials requested from the candidates to the organization and will announce the date for voting procedures that will take place.

**3.3.B** The organization shall make all these materials available for scrutiny when Nominations are closed, and at such time until Elections, each member of the organization may ask questions of each candidate to reflect back to their constituency.

- 3.4** The Executive Officers of the Sorority elected by the organization shall be chosen by secret ballot and all officers elected who are present at such time shall be installed as the last order of business of said session.
- 3.4.A** A majority of the total votes cast from the delegates shall be necessary to elect; provided, however, when there is only one candidate for an office, the organization may elect by approval.
- 3.4.B** If there are more than two candidates for a position, then each delegate, in order for her ballot to be counted must cast a vote.
- 3.5** The President shall be the appointed teller and tally clerk who shall supervise the distribution and collection of ballots and the counting of the votes cast.
- 3.5.A** The President shall keep tally of the votes cast and at the conclusion of the counting of the votes shall inform the organization of the results.
- 3.6** Neophytes will be permitted to vote for any chair positions. Dependent upon the circumstances of the undergraduate Charter, they may be nominated into the Minor Board. Neophytes may be nominated into the following positions as co-chair position holders along with an older sister; Rush Chair, Philanthropic Chair, Community Service Chair, Cultural/Educational Chair, and Step/Stroll Mistress.
- 3.7** A Sister may also be withdrawn from voting rights upon non-attendance of three meetings.
- 3.8** An undergraduate sister on campus cannot be nominated if they miss the two meetings during which nominations are conducted. Extenuating circumstances will be considered by the Local Executive Board.
- 3.9** A Sister that is studying abroad internationally or through domestic exchange the following semester, may not be nominated for any chair positions. If the following semester, positions remain available for nomination, active sisters may then be nominated at the beginning of that semester.

#### **Section 4.**

#### **The Powers and Duties of the Executive Board**

- 4.1** The Board shall have such powers and perform such duties as prescribed in the Charter, Ritual, Constitution and Bylaws.
- 4.1.A** An officer or chair shall have all the powers prescribed by the laws of the Bylaws of Alpha Gamma Charter.
- 4.2** The Treasurer may authorize transfers of moneys from any Fund or Funds of the Sorority to any other Fund or Funds of the Sorority, consistent with provisions of the Constitution and Bylaws, the amount transferred to be determined and stated by the organization.
- 4.2.A** All transfers of moneys made under this section shall be clearly indicated in the annual audit of the Sorority provided by the Treasurer.
- 4.3** The Officers are responsible to the organization for:

- 4.3.A** The determination of the applicable policies, procedures, rules and regulations to administer the management, collection, disbursement and accounting of fees.
- 4.3.B** The establishment from time to time of appropriate funds and the management thereof.
- 4.3.C** Granting a full report on all questions that may have been under its consideration when so requested by the organization.
- 4.3.D** The establishment from time to time of appropriate publications and the management thereof.

## **Section 5. The Powers and Duties of the Executive Officers**

**5.1** The **President** will serve as the **Chief Executive Officer** for the Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall be responsible for all external affairs of the sorority. Operational and executive power shall be vested in the President. Included in her duties are as follows:

- 5.1.A** Preside at meetings.
- 5.1.B** Have such other powers and shall perform such other duties as may be assigned to her by the organization.
- 5.1.C** Be the official spokesperson of Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall preside over the sorority's affairs.
- 5.1.D** Convene and preside over any Sigma Psi Zeta hosted National Convention or Rallies if held at Villanova University.
- 5.1.E** Oversee all internal and external affairs of Sigma Psi Zeta Sorority, Inc.
- 5.1.F** Have such other powers and shall perform such other duties as may be assigned to her by the organization.
- 5.1.G** Be responsible for setting the agenda for all charter meetings prior to the meetings.
- 5.1.H** Have the general management of the affairs of the organization and shall see that all orders and resolutions of the board are carried into effect.
- 5.1.I** Delegate appropriate responsibilities to officers who will be responsible to execute those duties to the best of their abilities.
- 5.1.J** Represent the Sorority at formal and informal affairs as deemed necessary.
- 5.1.K** May serve as a liaison on behalf of the Alpha Gamma Charter to the National Executive Board of Directors and is responsible for all required documentation for the Mid-Atlantic Regional Director.
- 5.1.L** Must submit a roster of current active sisters to Greek Affairs to be evaluated for academic standing.
- 5.1.M** Must know the constitution and bylaws, secret sessions, and rituals.

- 5.1.N** Create a rapport with Greek Affairs, and administration Villanova University, including the assigned Greek Advisor from the Office of Fraternity and Sorority Life. Other responsibilities include the submission of the annual Recognition Packet for the University and submission of legal documents (national insurance, national risk policy, and conduct waivers provided by the University for all active sisters on the roster).
- 5.1.O** Must be very familiar with the Greek policies and regulations.

**5.2 The Vice President** shall serve as the **Chief Administrative Officer** for the Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall be responsible for all internal operations. Included in her duties are as follows:

- 5.2.A** She should be as familiar as possible with the duties of the Executive Officers of the organization.
- 5.2.B** Assume any or all powers, duties, and responsibilities of the President, in the case of the President's absence, or at the President's request. In the event the President is unable to assume the duties of her office at any meeting or other occasion, the Vice President shall act as President Pro-Tem until such time as the President can resume the duties of her office.
- 5.2.C** She shall have such other powers and perform such other duties as may be assigned to her by the organization.
- 5.2.D** Distribute calendar of events of to all local Charter presidents and EBOD (Mid-Atlantic Regional Director).
- 5.2.E** Must be familiar with the constitution, bylaws, secret sessions, and rituals.
- 5.2.F** Deal with internal affairs or issues revolving around sisters. If and when sister problems arise, the VP must step in to understand and clarify. She acts as the mediator.
- 5.2.G** She is responsible for ensuring that the Charter is in compliance with the Risk Management procedures set forth by EBOD. Please view the annual risk compliance plan (must contact EBOD for a copy of this document).
- 5.2.H** She is responsible for sister events, gatherings, outings, birthday parties, or dinners.
- 5.2.I** She is responsible for keeping rapport with alumni sisters and is a liaison between the undergraduate and post-graduate sisters of the Charter.
- 5.2.J** Be in charge of communicating with alumni sisters on a minimum of a monthly basis regarding chapter updates, including but not limited to installs dinner, induction, and initiation.
- 5.2.K** Invite alumni sisters to events if they happen to be in the Villanova area, including but not limited to rush, installs, induction, and initiation.

- 5.2.L** Ensure that the Sigma experience continues beyond graduation by facilitating communication between alumni and undergraduate sisters
- 5.2.M** Be aware and keep note of where alumni are and their contact information
- 5.2.N** Send out a monthly newsletter, including birthday reminders, events, and Villanova updates.

**5.3** The **Treasurer** shall serve as the **Chief Financial Officer** for Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall be responsible for all fiscal matters regarding the organization. Included in her duties are as follows:

- 5.3A** She shall keep full and accurate accounts of receipts and disbursements in books to be kept for that purpose.
- 5.3B** She shall receive and deposit all moneys and other valuables of the Sorority, in the name and to the credit of the Sorority, in such depositories as may be designated by the organization.
- 5.3C** She shall disburse, or cause to be disbursed, the sums of the Sorority as may be directed by the officers, taking vouchers for such disbursements.
- 5.3D** She shall render, or cause to be rendered, to the organization, and the officers, whenever they may require, accounts of all her transactions as Treasurer and of the financial condition of the Sorority.
- 5.3E** She shall, in general, perform the entire duties incident to the office of Treasurer, subject to the control of the officers.
- 5.3F** Have the care and custody of all the funds, securities, and inventory of the corporation, and shall deposit said funds in the name of the corporation in such bank or trust company as the Board of Directors may elect.
- 5.3G** When duly authorized, sign and execute all contracts in the name of the corporation, when countersigned by the president.
- 5.3H** Sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the board of directors and shall be countersigned by the president.
- 5.3I** Handle the Fund and maintain a complete record of all revenues and expenses.
- 5.3J** In addition, she shall prepare a financial update report of the current budget at the end of each month for presentation at the beginning of the next month. If for any reason the Treasurer cannot attend the meeting, the report will be given to the President prior to the meeting. She must also provide a budget summary for the beginning of each semester to be presented at the first meeting.

- 5.3K** At the end of each calendar year, she shall have an audit of the accounts of the organization, and shall present such audit in writing at which time she shall also present an annual financial report setting forth in full the financial conditions of the organization to be presented to the Executive Board.
- 5.3L** Be in charge of requesting additional funding from local Charters, as needed by the Sorority.
- 5.3M** Prepare annual budget for the Sorority and present to the officers for adoption at the beginning of the calendar year.
- 5.3N** Responsible for announcing due dates and deadlines of sister dues, Charter dues, new member dues, corporate dues, and other fees. Responsible for collecting these fees.
- 5.3O** Must consult the Treasurer of the Executive Board of Directors upon any discrepancy that arises regarding fiscal issues.

**5.4** The **Secretary** shall serve as the **Chief Information Officer** for Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall be responsible for all internal and external documentation and correspondence regarding the organization. Included in her duties are as follows:

- 5.4.A** The Secretary of the organization shall perform such duties as prescribed by the organization.
- 5.4.B** Be responsible for an up-to-date sisterhood roster (local Charter's officers, members names, line numbers, active e-mail addresses) and update as necessary throughout the year. This directory shall act as a roster (alphabetically arranged) containing the names and nicknames, class and Charter, of all persons who are sisters of the Alpha Gamma Charter, showing their places of residence, the time when they became a sister, and all pertinent membership information required.
- 5.4.C** Take accurate minutes at all meetings. Minutes should be retyped and copies should be given to the members of the Alpha Gamma Charter and Executive Board of Directors. She shall post the minutes within three days after the meeting.
- 5.4.D** Shall attend to such correspondence as may be assigned to her, and perform the entire duties incidental to her office. She shall also be responsible for incoming and outgoing correspondence of the Sorority.
- 5.4.E** Shall attend to the giving and serving of all notices of the organization, and shall have charge of such books and papers as the officers may direct.
- 5.4.F** Shall give at latest 2 hours notice and reminders to members of the organization concerning weekly meetings, events, and such.

- 5.4.G** Update the Constitution and Bylaws with all bills and resolutions as needed, and make available its distribution.
- 5.4.H** Post, edit, and update all available information onto the Charter Website of the Sorority, edit distribution lists, and other forms of information technology in the possession of the Sorority, in the absence of a Website developer.
- 5.4.I** Manage all issues of members' privacy and confidentiality.
- 5.4.J** Must consult the Secretary of the Executive Board of Directors upon any discrepancy that arises.
- 5.4.K** Keep charge of books and papers necessary for the current or future of the charter, then passing these on to the Historian.

**5.5** The **Program Educator** shall serve as the **Chief Officer of Member Development** for Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and shall be responsible for developmental programming, risk management, leadership training, and developing standards of the Sorority. Included in her duties are as follows:

- 5.5.A** Provide and produce standardized intake activities, with approval of Chapter Directors, for all Charter of the Sorority that can be revised with the consent of the organization.
- 5.5.B** Be responsible for initiating all activities for a newly established class.
- 5.5.C** Be responsible for coordinating an intake program, or, waive her duties to a qualified program educator assistant.
- 5.5.D** Be responsible for communicating post-initiation on behalf of the Charter with the Greek Affairs advisors.
- 5.5.E** Responsible for ordering any items necessary for induction, initiation or the new member program.
- 5.5.F** Clarify ethical decisions or explain the significance of a particular assignment and either set alternatives for its execution, or strike the assignment from the new member program outlines.
- 5.5.G** Coordinate and set agendas for workshops, membership development activities, retreats, leadership training, and risk management sessions for the women undergoing the new member program.
- 5.5.H** Must work closely with the Chapter Directors of the Executive Board of Directors.
- 5.5.I** Must be able to work under stress.
- 5.5.J** Must be accessible to the new members at all times unless otherwise instructed.
- 5.5.K** Attend Program Educator Workshop (PEW).
- 5.5.L** Follow nationally implemented new member program. Program may be deviated with approval of the Chapter Directors.

**Section 6.****The Powers and Duties of the Chairs**

**6.1** The **Rush Chairs** shall serve as the **Chief Officers of Recruitment** for Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. She shall be responsible for organizing, coordinating, and hosting expansion (“rush events”), conducting recruitment workshops, maintaining rapport and communication with potential members, and communicating standards and requirements of the Sorority to potential members. Included in her duties are as follows:

- 6.1.A** Delegate appropriate rush responsibilities to actives.
- 6.1.B** Be responsible for mass mailings of said rush packets as required or needed.
- 6.1.C** Take charge of leading all rush events, meetings, informational sessions, and events.
- 6.1.D** Procure hospitality and room arrangements.
- 6.1.E** Preparing, updating, maintaining, and distributing rush fliers.
- 6.1.F** Keep track of potential member’s contact information and their requirements for fulfillment.
- 6.1.G** Shall maintain and/or oversee correspondence. (i.e. E-mail, telephone calls, mail)
- 6.1.H** Ensure that all rush requirements are met in accordance to the national requirements. Arrange one mandatory informational and choose from the following categories: cultural, community service, fundraising, and/or social events as to fulfill the minimum attendance requirement per attendee.
- 6.1.I** The active house shall facilitate interviews for prospective new member applicants and supervise this interview process.
- 6.1.J** She shall make available reports of recruitment events and updates of all applicants at every board meeting.
- 6.1.K** She shall create an agenda or itinerary for rush events.
- 6.1.L** She shall serve as the key contact person for all rush related press.
- 6.1.M** Preserve the uniformity and accuracy of all communications, information technology, and information in the public domain.
- 6.1.N** Help to publicize the Charter’s rush programs.
- 6.1.O** Submitting rush program to Villanova Greek Advisor.
- 6.1.P** Ensure all policies and requirements of Villanova are followed during the rush program.
- 6.1.Q** Be aware of rush dates of other Asian-Interest sororities on campus to coordinate accordingly.

**6.2** The **Community Service Chair** is responsible for finding community service events and fulfilling our philanthropy requirement. Included in her duties are as follows:

- 6.2.A** Must do research for community service events.

- 6.2.B** She shall be responsible for coming up with tentative list or schedule of potential community service events. This shall be presented to the sisters as soon as the semester begins.
- 6.2.C** She shall be responsible for coordinating two other community service events, not including our annual philanthropic community service events.
- 6.2.D** Must coordinate the event corresponding to the schedules of sisters and the sponsor.
- 6.2.E** Create fliers and promote events.

**6.3** The **Social Chair** shall serve as the liaison and contact person between the Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. other Greek and non-Greek organizations. Included in her duties are as follows:

- 6.3.A** She shall be responsible for interacting with other Greek and non-Greek organizations to set up mixers, parties, and other social events.
  - 6.3.A.1** A mixer is a closed event involving our organization and another organization. It is not-for-profit. The aim is to acquaint ourselves with the members of the organization(s).
  - 6.3.A.2** A social party is an open event, open to the public. It is not-for-profit. The aim is to provide a party for the public at a low cost and to promote our organization. The cost for public entrance should be low enough to just cover expenses.
- 6.3.B** Organize events and establish rapport with different organizations to promote good relations with other organizations.
- 6.3.C** She shall be responsible for contacting the Vice President of Alpha Gamma Charter to update the monthly calendar of events for events sponsored by other organizations.
- 6.3.D** She shall be responsible for organizing two social events per semester. May be with either another Greek or non-Greek organization.
- 6.3.E** Be aware and communicate social events of other Greek and non-Greek organizations to the sisters to promote support.
- 6.3.F** Create fliers and promote events to be sent to Webmistress.

**6.4** The **Fundraising Chair(s)** is responsible for making sure that the account balance of the Alpha Gamma Charter is at or above its desired point. She is responsible for coming up with ideas and coordinating events and/or projects for fundraisers. The number of fundraising events will be set forth by the Fundraising Chair(s) at the beginning of the semester. Included in her duties are as follows:

- 6.4.A** She must work closely with the Treasurer of the Alpha Gamma Charter to figure out possible expenses and profits and to make sure projected revenues always exceed projected expenses of the semester.
- 6.4.B** She must research the guidelines to see what is legitimate and what is not legitimate to sell.
- 6.4.C** Every sister may come up with ideas for fundraising but the fundraising chair must execute the ideas. She must make them happen.
- 6.4.D** Create fliers and promote events.

**6.5** The **Cultural/Educational Chair** is responsible for finding cultural or educational events or workshops for sisters and new members to attend or host. Included in her duties are as follows:

- 6.5.A** She is responsible for setting up/hosting at least one cultural, one educational, and/or one event/seminar/workshop that encompasses both per semester. This may be held in conjunction with another organization if necessary.
- 6.5.B** She must attend at least one educational and one cultural event/seminar/workshop per semester.
- 6.5.C** Be aware and communicate events of other Greek and non-Greek organizations to the sisters to promote support.
- 6.5.D** Create fliers and promote events.

**6.6** The **Historian/Web Mistress/Public Relations Chair** is the key record keeper of all organizational archives and is elected by the organization. Included in her duties are as follows:

- 6.6.A** Maintain and update the sorority's "Herstory" with all significant milestones and re-distribute master copies to local organizations when necessary.
- 6.6.B** Maintain, organize, file, and update all photo albums and pictures for the sorority.
- 6.6.C** Collect and organize all of the Alpha Gamma Charter's records, letters, minutes, banners, events-attendance and write-ups, and other such materials to be included in sorority history. Electronic copies of the minutes will be uploaded onto the Charter list serve. An inventory list shall accompany this Historian Collection (Historian Closet/Inventory Boxes/etc.). The inventory list should be very detailed and reflect everything within the boxes.
- 6.6.D** Keep copies of each edition of the Alpha Gamma Charter's Bylaws annually.
- 6.6.E** Be responsible for bringing a camera to all organizational events.
- 6.6.F** Post up current events and update the website and all other social media regularly.

- 6.6.G** Responsible of receiving and replying back to e-mails. Relay any important information or concerns to the rest of the sisters. Also create and maintain the guestbook.
- 6.6.H** Check out other websites. Post our events on other websites if appropriate.

**6.7** The **Academic Chair** is responsible for providing guidance and resources to better the academic performance of the sisters

- 6.7.A** Collect the schedules of all members.
- 6.7.B** Keep a record of sisters' courses as reference for future sisters as needed.
- 6.7.C** Retrieve updates monthly for each inactive undergraduate sister in their semester performance as well as active undergraduate sisters if appropriate
  - 6.7.C.1** INACTIVES
    - 6.7.C.1.1** Attain information of classes that inactives are struggling with in order to better advise them
    - 6.7.C.1.2** Have inactive sister establish a goal GPA to attain by the end of the semester
    - 6.7.C.1.3** Try to determine the cause that is inhibiting their academic performance
  - 6.7.C.2** ACTIVES
    - 6.7.C.2.1** Apply the measures as stated above as necessary
    - 6.7.C.2.2** Focus on attaining all that is necessary in order to pursue their plans after graduation
    - 6.7.C.2.3** Assist sisters in finding academic and professional opportunities
- 6.7.D** Make yourself available as a source of reference for information in regards to academic issues
- 6.7.E** Give weekly updates about the workshops held by Career Services
- 6.7.F** Work best to increase the overall cumulative sister GPA of Alpha Gamma Charter
- 6.7.G** Work with Cultural/Educational Chair in establishing necessary workshops

**6.8** The **Philanthropic Chair** is responsible for finding and sponsoring philanthropic events and fulfilling our philanthropy requirement:

- 6.8.A** Must do research for philanthropy-related events.
- 6.8.B** Responsible for coming up with tentative lists or schedule of potential philanthropic events/programs.
- 6.8.C** Responsible for our annual Take Back the Night, Domestic Violence Awareness month (October) and Sexual Assault Awareness month (April).

**6.8.C.1** Must hold an  
"It's On Us"

event at least  
once annually.

**6.8.D** Must coordinate the event corresponding to the schedules of sisters and the sponsor.

**6.8.E** Responsible for maintaining rapport with our local philanthropy sponsors (currently Laurel House).

**6.9** The **Council Representative/MGC Representative** shall serve as the main liaison between the Alpha Gamma Charter of Sigma Psi Zeta Sorority, Inc. and the Executive Board of Directors. She shall be responsible for the external condition of the Alpha Gamma Charter. Included in her duties are as follows:

**6.9.A** She shall attend national board meetings along with the President. Or, she must be present during the on-line national board meetings or all such appropriate national conference calls.

**6.9.B** She shall bring about the issues and concerns evolving in the Alpha Gamma Charter.

**6.9.C** Provide an update of the Charter's progress if the President is not available, or unable, to make the presentation.

**6.9.D** Attend the seasonal Sorority Conferences. She shall have the same responsibilities at Conferences as she does at National Board meetings.

**6.9.E** Inform the Alpha Gamma Sisters of news, decisions, and any other information and updates attained at the meetings and conferences.

**6.9.F** Serve as a member of the House of Representatives in the National Central Council of Sigma Psi Zeta. She and the Charter President shall share the power of one vote.

**6.9.G** The Council Representative will also be responsible for attending all MGC meetings and providing updates to the charter.

**6.10 Alumni Advisor (Alumna Sister)**

**6.10.A** Alumna sister of Alpha Gamma who is elected by active sisters

**6.10.B** The representative of the alumni – provides feedback from the alumni to the undergraduate chapter

**6.10.C** Gives advice to the active sisters as needed – is able to attend meetings, etc as necessary

**6.10.D** Clearly define that this sister has NO power: Not eligible for voting, etc.

**6.11 Event Coordinator (MGS)**

**6.11.A** Responsible for coordinating and delegating tasks in regards to the Multicultural Greek Show.

**6.11.B** Will remain the point of contact for internal and external individuals in regards to MGS.

**6.11.C** May be appointed to form committees for future large-scale events (such as banquets, installs, etc.) as need arises

**6.12 Step/Stroll Mistress(es)**

**6.12.A** Responsible for the creation and implementation of step and stroll performances.

**Section 7.****Meetings of the Organization**

**7.1** The Board of Officers shall meet weekly; additional meetings may be called by any member of the organization.

**7.2** A majority of the entire board shall constitute a quorum for the transaction of business or of any specified item of business.

**7.3** Notices for executive board meetings shall be notified to each officer 48 hours in advance by the President.

**7.4** The vote of a majority of the officers should be present at the time of the vote, if a quorum is present at such time, it shall be the action of the board. Each officer present shall have one vote.

**7.5** Sisters are allowed (2) unexcused absences from meetings or else will be ineligible to vote during elections.

**7.6** Regular meetings of the executive board may be held without notice at such time and place as it is called for.

**7.7** Special meetings of the executive board shall be held upon notice to the officers.

**7.7.A** And may be called by any officer upon a week's notice to each officer

**7.7.B** The President shall call special meetings, or by the Secretary in a like manner on written request of two officers of the organization.

**7.8** If a sister needs to be excused from the meeting, notice of all appropriate updates shall be given at least 48 hours before the meeting time to a member of the executive board, preferably the President or Secretary.

**7.9** A majority of the sisters present may adjourn any meeting to another time and place.

**7.9.A** Notice of the adjournment shall be given to all officers who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other officers.

**7.10** Quorum

**7.10.A** A majority of the entire organization shall constitute a quorum for the transaction of business or of a specified item of business, under the condition that the issue is thoroughly discussed.

**Section 8.****Penalties**

**8.1** The penalties with the organization may inflict for violations of membership obligations shall be:

**8.1.A** Reprimand or censure.

**8.1.B** Denial of specific privileges.

**8.1.C** Suspension for a definite time.

**8.1.D** Expulsion from the Sorority.

**Section 9. Membership Violations**

**9.1** All members shall have the power to receive and prosecute complaints against members under the jurisdiction of the Charter

**9.2** The following violations of membership obligations subject a member to trial and punishment:

**9.2.A** Incompletion of assignments is subject to a \$5 fine per missed assignment.

**ARTICLE VI. REFERENDUM & RECALL****Section 1. Petition**

**1.1** Any member of the Sorority may, should she feel that any act of the Constitution and Bylaws, a bill, or resolution is deemed to be unconstitutional or unjust to the purposes for which the Sorority was founded, may ensue a recall.

**1.2** A recall shall be in the form of a written petition to be signed by the majority of the organization.

**ARTICLE VII. AMENDMENTS****Section 1. Means of Proposal**

**1.1** A proposal may be made as deemed appropriate at the end of each semester.

**Section 2. Voting Requirements**

**2.1** Members of the General Assembly shall secure voting rights within the organization upon the attendance of the meeting of the organization.

**2.1.A** A Sister may also be withdrawn from rights upon non-attendance of two unexcused meetings of the Executive Board and Chairs.

**2.1.B** A member may also withdraw their voting rights by non-attendance of two unexcused meetings.

**2.1.C** An undergraduate sister on campus cannot be nominated if they miss the two meetings during which nominations are conducted. Extenuating circumstances will be considered by the Local Executive Board.

**2.1.D** A Sister that is studying abroad internationally or through domestic exchange may not be nominated for any chair positions. If the following semester, positions remain available for nomination, active sisters may then be nominated at the beginning of that semester.

## **ARTICLE VIII. RATIFICATION**

### **Section 1. Ratification by the Alpha Gamma Charter**

- 1.1** The organization agrees upon the acceptance of this Constitution and Bylaws upon majority of votes cast.
- 1.2** The acceptance of the Bylaws is finalized upon the agreement of the Alpha Gamma Charter. There shall be two weeks allowed for revisions.
- 1.3** Ratification of this document shall take place every year in the Fall of the academic year, after the Historian, upon the receipt of all amendments, resolutions and bills, adds the appropriate information to reflect the changes made in the past year.

# Inactive Contract

OF THE ALPHA GAMMA CHARTER AT VILLANOVA UNIVERSITY  
AS REQUIRED BY THE CHARTER CONSTITUTION

*This is a form to outline the goals and expectations of inactive sisters.  
The intent of this form is to create a mentor-guided plan that aligns with the inactive sister's goals.  
With this form, the Charter can better assist the sister in her endeavors and re-activation plans.*

**Name of Sister applying for Inactive Status:**

\_\_\_\_\_

**Graduating Semester & Year:** \_\_\_\_\_ **Crossing Semester & Year:**

\_\_\_\_\_

**Reason for going Inactive:**

**Performance Plan: (personal goals in order for the Inactive Sister to resume Active Status)**

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**Follow-up Meeting Dates with Active Responsible Sister to track performance plan progress:**

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**Additional Support (please list any sisters or resources that will be utilized):**

## Guidelines for Inactivity

Inactive Status may apply to those who have been initiated by or officially affiliated with the Alpha Gamma Charter while they are students at Villanova University, but have willingly chosen to withdraw from Active Status for the semester. The following are the most common reasons of Inactivity:

- Failure to achieve the minimum grade point average of 2.5 for two consecutive semesters
- Severe family emergencies
- Studying abroad
- Personal complications

If your reason for Inactivity is not listed above, please state:

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Listed below are the guidelines of Inactivity as listed in the Alpha Gamma Charter Constitution:

- The Inactive Sister will continue to be subject to National dues (with the exception of sisters who will be studying abroad during their semester of Inactivity).
- The Inactive Sister will not be permitted to attend any undergraduate Charter activities during her semester of Inactivity, including weekly meetings, intake events, rush events, and closed mixers.
- The Inactive Sister will not be permitted to wear any Sigma Psi Zeta paraphernalia during her semester of Inactivity, including but not limited to items that contain the Sorority Greek letters, Sister's roster number, crossing semester, nickname, or any information pertaining to the Sorority.
- The Inactive Sister will not be permitted to publicly represent Sigma Psi Zeta in any capacity during her semester of Inactivity, including participating in the Sorority call, using the Sorority hand sign or handshake, drawing any related Sorority symbols, and participating in stepping and/or strolling as a member of the Greek community.
- The Inactive Sister will be required to meet with her assigned Active Responsible Sister for a minimum of three (3) times during her semester of Inactivity – once in the beginning, once in the middle, once in the end, and however many more times if desired – so the Active Responsible Sister can track the Inactive Sister's performance progress and make changes to the agreed-upon performance plan accordingly, if necessary.
- During the third and/or last meeting between the Inactive Sister and the Active Responsible Sister, a final evaluation will be made to determine future Active Status.

**By signing this contract, I, \_\_\_\_\_ (please print name), claim that I have read the abovementioned conditions and expectations as listed in the Constitution of the Alpha Gamma Charter of Sigma Psi Zeta Sorority, Incorporated, and fully accept my responsibilities as an Inactive Sister.**

By signing this contract, the Charter President and Vice President acknowledge that the individual Sister has completed all necessary steps of the formal judicial procedure and is officially of Inactive Status, active immediately

**SIGMA PSI ZETA SORORITY, INC.  
ALPHA GAMMA CHARTER  
VILLANOVA, PENNSYLVANIA**

**JANUARY 11, 2016**

**Signatures of Approval – Please print and sign**

Inactive Sister:

Date \_\_\_\_\_

President:

Date \_\_\_\_\_

Vice President:

Date \_\_\_\_\_

Active Responsible Sister

Date \_\_\_\_\_