

# LAMBDA THETA PHI

## LATIN FRATERNITY, INC.

### Chapter Constitution

Constitution of the California State University Long Beach Chapter,  
the Alpha Iota Chapter of Lambda Theta Phi

#### Article I—Name and Purpose

**Section 1:** The name of the Fraternity Chapter shall be the Alpha Iota chapter of Lambda Theta Phi A. The official nickname shall be “The Pyramid of Aztlan”.

**Section 2:** Its objective shall be the same as those set in the Constitution of Lambda Theta Phi especially as applied to the California State University, Long Beach campus upon which this chapter is located.

#### Article II—Laws

**Section 1:** This organization is a recognized student organization at California State University, Long Beach and is bound by all campus policies as set forth in the CSULB Campus Regulations Handbook ([www.csulb.edu/regs](http://www.csulb.edu/regs)).

**Section 2:** This chapter of Lambda Theta Phi shall be governed by the Constitution and Laws of Lambda Theta Phi, a fraternity association organized as a non-profit corporation under the laws of the state of California, and such Constitution and Bylaws as this chapter shall adopt from time to time.

**Section 3:** This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with this constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum of the voting membership is present (advance notice is not required).

**Section 4:** The rules contained in the most recent version of *Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

#### Article III—Membership and Finances

**Section 1:** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity,

color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules, policies, or practices that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.

**Section 2:** Membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership. Each regular member has equal rights and privileges.

Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold any organization officer position, candidates must meet the minimum requirements stated in the CSULB Campus Regulations ([www.csulb.edu/regs](http://www.csulb.edu/regs)).

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.

**Section 3:** By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.

**Section 4:** For the organization to be recognized by CSULB a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.

**Section 5:** Membership shall be conferred only upon male students of the California State University Long Beach who have met the qualifications set out in the Constitution of Lambda Theta Phi. The aforementioned must also fulfill such additional scholastic requirements as may be prescribed by this Constitution or by this chapter's Bylaws.

**Section 6:** Dues shall be collected from each member to fulfill the financial obligations of the chapter and shall be payable as provided by these bylaws. The amount of such dues shall be suggested to the chapter by the treasurer and shall become binding upon approval of the active members.

**Section 7:** The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid and has a cumulative GPA of 2.5 or higher.

**Section 8:** No money from dues shall be used to purchase alcoholic beverages or illegal substances.

#### **Article IV–Officer, Duties and Elections**

**Section 1:** The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

**Section 2:** The executive officers of this chapter shall be the president, vice president, treasurer, secretary, and induction officer. Other offices may be approved and duly adopted in the bylaws of this chapter.

**Section 3:** The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

**Section 4:** The duties of these officers shall be those set out in the Constitution of Lambda Theta Phi and such additional duties as may be prescribed by the Bylaws of this chapter.

**Section 5:** These officers shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.

#### **Article V–Meetings and Quorum**

**Section 1:** Regular meetings of this chapter shall be held each week during the school year. The day, time and location shall be approved at a meeting called by the executive board at the start of each term.

**Section 2:** Special meetings may be called by the president, executive board and members according to the Bylaws of this chapter.

**Section 3:** A quorum shall consist of 1/2 plus 1 (Majority) of the members in good standing for the transaction of all business at any regular meeting of this chapter.

**Section 4:** Robert's Rules of Order shall govern the meetings of this chapter in all cases in which they apply and where they are not inconsistent with the Constitution of Lambda Theta Phi and the Constitution and Bylaws of this chapter.

#### **Article VI–Committees**

**Section 1:** The officers of this chapter shall constitute the executive board/committee of the chapter. The function of this committee shall be to transact necessary business of the chapter between meetings, and to do such other business as may be imposed on it by the Bylaws of this chapter, or as may be referred to it by the chapter. There shall be regular meetings of the executive committee as provided in the Bylaws.

**Section 2:** There shall be standing committees to promote the objectives and interests of this chapter as are ordained by the Bylaws. Their terms shall be the same and coincide with that of the officers.

**Section 3:** Special committees may be created by the executive board or vote of the chapter at any chapter meeting, their terms to be fixed by the appointed authority.

**Section 4:** The judicial committee shall be composed of five members (chaired by the vice president), one from each class within the chapter. The function of the committee shall be to promote brotherhood development and to provide self-governance for chapter members. There shall be regular meetings of the Judicial Committee as provided in the Bylaws of this chapter.

#### **Article VII–Amendments to the Constitution**

**Section 1:** This constitution may be amended at the first meeting of the induction period by a two-thirds vote of the active members of the chapter present and voting; provided notice of the proposed amendment shall been given at the two preceding regular meetings of the chapter; and provided that the amendment is consistent with the Constitution and Laws of Lambda Theta Phi.

**Section 2:** Voting of amendments cannot be conducted unless quorum of the voting membership is present.

**Section 3:** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

**Section 4:** Approval by the University through the Office of Student Life and Development is needed to change the constitution to ensure compliance with Chancellor Office, Campus, and Legal requirements.

#### **Article VIII-Hazing Prohibition**

**Section 1:** This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 2:** "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

#### **Article IX-Code of Conduct**

**Section 1:** This organization shall comply with Title 5, Section 41301, Standards for Student Conduct, as stated in the CSULB Campus Regulations ([www.csulb.edu/regs](http://www.csulb.edu/regs)).

# Bylaws

The Bylaws of the California State  
University Long Beach chapter, the  
Alpha Iota Chapter of Lambda Theta  
Phi

## **Bylaw I- Membership**

- Section 1:** There shall be three types of membership in this organization: voting member, non-voting member, and honorary.
- Section 2:** Members shall be required to attend 75% of the organization's regularly scheduled meetings per semester in order to maintain good standing membership with voting rights.
- Section 3:** To become a member of Lambda Theta Phi Latin Fraternity, Incorporated, prospect member must complete an intake process, pay membership dues, and be in good academic standings within the California State University, Long Beach guidelines, as well as those guidelines set forth by our National Headquarters.

## **Bylaw II - Installation of Officers**

- Section 1:** These officers are to be elected by a plurality vote of active members present and voting at a regularly scheduled meeting:
- A. President
  - B. Vice president
  - C. Treasurer
  - D. Secretary
  - E. Induction Officer
- Section 2:** Voting shall be done by a secret ballot.
- Section 3:** At the first meeting of the Spring Quarter, nominations for the executive board offices will be accepted from the membership. The election will then be held at the second meeting of the Spring Quarter, and following meetings, should positions remain unfilled.
- Section 4:** If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. The order of elections shall be (1) Induction Officer, (2) President, (3) Vice President, (4) Treasurer, (5) Secretary.

**Section 5:** In the event of an emergency, the executive board will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.

**Section 6:** All offices other than the five executive board positions, shall be appointed by the president and approved by a majority vote of the active members present and voting at a regularly scheduled meeting. These officers include:

- A. Programming Chairman
- B. Alumni Relations Chairman
- C. Latino Greek Council Representatives
- D. Recruitment and Retention Chairman
- E. Sergeant at Arms
- F. Academic Chairman
- G. Historian Chairman
- H. Risk Management Chairman
- I. Fundraising Chairman

**Section 7:** By virtue of his position, the president will be the chapter's official delegate to the National Convention. An alternate delegate can nominate himself and must be approved by 2/3 majority vote of active members. An additional delegate can nominate himself and must be approved by 2/3 majority of active members.

### **Bylaw III - The Executive Board**

**Section 1:** The purpose of the executive board is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.

**Section 2:** The executive board shall consist of five voting members: The chapter president, vice president, treasurer, secretary, and induction officer. Any interested members may attend meetings but are not granted voting privileges.

**Section 3:** The executive board will meet as needed to conduct special business. The day, time and location shall be approved at a meeting called by executive board members at the start of each term.

- Section 4:** All findings and proceedings of the board shall be reported to the chapter, and all action of the board are subject to approval by a majority of active members present and voting at a regularly scheduled meeting.
- Section 5:** In the event that an elected officer is unable to fulfill their term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.
- Section 6:** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by two-thirds voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote of the voting membership is required to remove an officer.
- Section 7:** Officers shall assume office on the first day of the semester/session following the election. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

#### **Bylaw IV - Judicial Committee**

- Section 1:** The function of the judicial committee is to promote self-governance within the chapter through education and to hold members accountable for actions deemed unworthy of a member.
- Section 2:** The judicial committee shall be advised by the Chapter Alumni Advisor, and be composed of the Sergeant at Arms (ex-officio) and a committee of up to five voting members:
- A. Vice President
  - B. One elected freshman delegate
  - C. One elected sophomore delegate
  - D. One elected junior delegate
  - E. One elected senior delegate
- Section 3:** These committee members shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.
- Section 4:** The judicial committee shall meet conduct judicial business or when deemed necessary.

**Section 5:** The judicial committee shall be chaired by the chapter vice president.

**Section 6:** An appeal to the decision of the judicial committee should be made to the Sector Board judicial committee.

**Section 7:** The Sergeant at Arms shall enforce the sanctions.

### **Bylaw V–Dues and Bills**

**Section 1:** Members shall be required to pay dues as voted by the voting membership. Dues shall be collected according to methods approved by the Office of Student Life and Development.

**Section 1:** Chapter bills shall include one or more of these items as appropriate:

A. Chapter dues

1. Chapter dues shall be \$50 per academic term

2. Chapter dues shall be paid by the second week of the academic term and enforced by the Treasurer

B. Pledge dues

C. Insurance dues

D. Fines & assessments

**Section 2:** Bills will be rendered at the beginning of each semester and must be paid in full by October 15th and February 15 or prior to any Induction process taking place. Any member who has not paid their respective dues by the due date will be brought before the judicial committee by the treasurer to decide upon necessary sanctions. In addition, any fines may be imposed by the general membership or the judicial committee.

**Section 3:** Chapter expenditures which involve assessments of any kind must first be discussed and approved by the majority of the active chapter present and voting at a regularly scheduled meeting.

**Section 4:** The following expenses for the official delegate(s) to the National Convention will be subsidized by the chapter unless provided for by another source(s): travel, room/board, registration costs. Any other expenses will not be covered by the chapter treasury. In March, the chapter's executive board will determine the amount that they will subsidize Convention .

**Section 5:** All bills shall be paid by check, drawn by the treasurer and president. Approval of the president and treasurer shall be necessary for a purchase in excess of \$50.00.

**Section 6:** For each unexcused absence, after the 1st in the same academic term, the member will be charged a \$5 fine with an increment of \$5 with each proceeding unexcused absence. This includes chapter meetings, fraternity or CSULB Greek Life sponsored events, and delegations on which member(s) serve. These events will have been brought up in chapter meeting previously.

## **Bylaw VI–Duties**

### **Section 1: Duties of the President**

- A. To call and preside over special and active chapter meetings
- B. To act as the chapter’s official delegate to the National Convention
- C. To act as the chapter’s official delegate to the Sector Board unless another delegate is appointed
- D. To appoint or nominate for election such individuals or committees as he deems necessary to assist him in carrying out chapter functions and policies. The power of appointment and the power of dismissal are concurrent
- E. To preside at banquets and special dinners
- F. To represent the chapter at inter-fraternity functions, campus fraternal activities and any other occasions of similar nature
- G. To act as a liaison between the chapter and its advisors
- H. To coordinate the development of chapter goals at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year
- I. To organize the study and possible revision of the chapter Bylaws at least once throughout his presidency
- J. To serve as a member of the executive board
- K. To attend all chapter alumni meetings

### **Section 2: Duties of the Vice-president**

- A. To preside at active meetings in absence of the president
- B. To serve as chairman of the judicial committee
- C. To act as president in case of temporary absence
- D. To assist the president in all duties in which he may desire assistance
- E. To coordinate the activities of the different committees and chairman to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest
- F. To act as a liaison between the chapter and its advisors
- G. In the last meeting of every month the Vice President will perform a judicial review of the fraternity’s actions of that month.

### **Section 3: Duties of the Treasurer**

- A. To prepare the chapter’s annual financial budget.
- B. To issue all chapter bills and to collect/make payments.

- C. To pay all National bills by October 15<sup>th</sup> in the Fall and February 15<sup>th</sup> in the Spring, or prior to any induction process taking place.
- D. To present the financial records of the chapter in good working order.
- E. To serve as a member of the executive board.
- F. To submit the names of members delinquent in paying their bill to the president and the judicial committee.
- G. To monitor and control each officer's use of his portion of the budget in order to keep within limits.
- H. To draft a promissory note to be signed by each chapter member each semester.
- I. To ensure that the chapter has an excellent financial rating from the Sector Financial Officer and/or National Director of Finance of Lambda Theta Phi.

#### **Section 4: Duties of the Secretary**

- A. To send annual reports/correspondence to the administrative office.
- B. To serve as a member of the executive board.
- C. To read important correspondence at chapter meetings and advise the president of such correspondence.
- D. To initiate and answer general chapter correspondence which is not specifically concerned with another chapter office.
- E. To make sure that all necessary documents and chapter stationary are on hand.
- F. To carry out all duties and responsibilities concerning the annual fraternity report.
- G. To be responsible for general correspondence to parents and other guests for pledging, initiation ceremonies, and banquets.
- H. To compile address directory.
- I. To record the minutes of regular and special chapter meetings and entering them in the official minute book of the chapter.
- J. To take and record roll at all regular and special chapter meetings and entering them into the official minute book of the chapter.
- K. To be responsible for typing the minutes of regular chapter meetings and entering them into the official minute book of the chapter.
- L. To be responsible for the keeping of the official Roll Book of the chapter and ensure that each member completes his information directly after initiation.

#### **Section 5: Duties of the Induction Officer**

- A. To conduct the intake education program within all National Fraternity, campus and state guidelines.
- B. To schedule and preside over all intake meetings.
- C. To be responsible for the education of new members.
- D. To be responsible for the overall operation of the intake program according to current national practices.

- E. To act as the liaison between the potential members and the chapter.
- F. To encourage the potential members and provide enthusiasm with regard to the intake program and chapter activities.
- G. To be responsible for the scheduling of initiation, the pledging ceremony, and ordering of pledge materials
- H. To serve as a member of the executive board.
- I. To work to ensure that 100% of the men are initiated.
- J. To procure all ritual equipment.
- K. To ensure that all rituals are performed with dignity.
- L. To schedule ritual rehearsals prior to all performances of the Ritual.
- M. To assist the vice-president in all duties in which he may desire assistance.
- N. To fulfill all responsibilities under the vice-president when duly needed.
- O. To carry out all correspondence concerning potential members and new members as required by the university.

### **Section 6: Duties of Programming Chairman**

- A. To plan out social events in a timely and efficient manner such that the organization is neither rushed nor scattered in preparing social events.
- B. To set up socials with other chapters of Lambda Theta Phi Latin Fraternity, Inc.
- C. Planning and executing activities and social events to foster camaraderie among Alpha Iota Chapter members, interests, and other student organizations.
- D. To coordinate all socials during the actual partaking of it.
- E. To find vendor, design, and purchase chapter paraphernalia.
- F. To set up and maintain a social calendar for all members to view.
- G. To ensure risk management policies are being enforced and followed during social events
- H. To set up three service projects per quarter.
- I. To work with the chapter fundraising chair tot develop a budget for community service projects.

### **Section 7: Duties of Cultural Greek Council Representatives**

- A. To represent Alpha Iota Chapter at every regular council meeting.
- B. To submit a detailed report of information covered in council meetings to the Chapter President.
- C. To promote the involvement of brothers in Cultural Greek Council, student government, and other campus/local organizations.

### **Section 8: Duties of Sergeant at Arms**

- A. To maintain order at chapter meetings and keep meetings civil and peaceful.
- B. To serve as an ex-officio (non-voting) member of the Judicial Committee and in the event of internal chapter affairs and transgressions.
- C. To enforce judicial sanctions.

- D. To ensure due process of judicial proceedings in accordance with Chapter Bylaws and Constitution.
- E. To serve as an unbiased party in the event of internal chapter affairs and transgressions.
- F. To maintain order during fraternity functions and public events.
- G. To maintain order and decorum for all members present.
- H. To keep records of any past transgressions between members or by members.
- I. To discipline members, only in the event that the Judicial Committee votes as a majority in doing so, in the presence of both the Sergeant at Arms and the member(s) in question.

#### **Section 10: Duties of Academic Chairman**

- A. At the beginning of every quarter the chapter academic chair will conduct an audit of the chapter for grades obtained the previous quarter.
- B. To work with the chapter President to submit a quarterly audit of the chapter to the sector executive board.
- C. To ensure that all brothers submit a signed copy of the chapter academic plan.
- D. To recognize the academic achievements of brothers in the chapter in accordance with the guidelines set in the Academic Achievement Plan.
- E. To submit a detailed report of matters discussed in the committee to the chapter.
- F. To keep records of study and office hours.
- G. To update and disseminate information about the chapter scholarship.
- H. To work with the fundraising chair to raise funds for scholarships offered by the chapter.
- I. To organize or present an academic workshop once per semester.
- J. To work on creating an academic intervention plan for brothers in need of academic assistance.

#### **Section 11: Duties of Historian Chairman**

- A. To manage the chapter Facebook, Instagram, and Webpage Accounts.
- B. To prepare flyers and invitation for special events.
- C. To promote special events via social media.
- D. To make weekly updated posts to chapter social media using proper Lambda Branding.
- E. To set up a budget for the cost of promotional flyers or printed media.
- F. To send articles to fraternity magazine when due, along with photographs when appropriate.
- G. To raise the visibility and positive public relations of the organization by maintaining courteous and chivalrous behavior with all organizations.

#### **Section 12: Duties of Risk Management Chairman**

- A. To represent the best interests of Lambda Theta Phi by following the fire code and safety measures to ensure a safe event.
- B. To work collaboratively and serve as chairman of all special committees and commissions established by the President.
- C. To set-up or coordinate a Risk Management workshop once per semester.

- D. To develop, coordinate, and recommend policies and procedures that will enhance the operations of the chapter and reduce risks and liabilities.
- E. To answer questions regarding policy compliance matters for the organization.
- F. Prepare and keep an accurate record of two emergency contacts per member of the organization reviewed on a quarterly basis and made available via web access to all members of the chapter.
- G. Attend all mandatory Risk Management and Greek Life meetings.
- H. To update the chapter member records at the beginning of each semester.

### **Section 13: Duties of Fundraising Chairman**

- A. To coordinate chapter fundraisers.
- B. To submit ideas of fundraiser to chapter membership for approval.
- C. To contact community businesses or organizations that can aid in fundraising.
- D. To keep an updated list of contacts for fundraising opportunities.
- E. To work with the Historian Chairman in promotion of fundraising events.
- F. To attend funding workshops and research available funding opportunities through university sources of funding.

### **Bylaw VII: Chapter meetings**

- A. The time and place of regular meetings shall be established by a majority vote at the first meeting of the academic term. The chapter meetings will be held bi-weekly. The president may change the time of a specific meeting or cancel such meetings as he deems necessary.
- B. The president may schedule an "Open Forum" when he deems necessary, which may include active members, National Fraternity officers and alumni of the chapter.
- C. Special meetings of the chapter may be called as the president deems necessary. Special meetings may also be called upon the written petition of three members of the executive committee or five members of the chapter. Notice will be posted and the secretary shall make every effort to be certain that all members are aware of the meeting. One-half plus one of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- D. One-half plus one of the chapter members shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- E. Meetings shall begin promptly at the announced time and shall be conducted in an orderly manner. Each member shall be recognized by the president before addressing the chapter. This procedure is to be strictly enforced.
- F. The parliamentary authority shall be Robert's Rules of Order, Newly Revised in all cases in which it is applicable and not inconsistent with these Bylaws, other chapter laws, rules of the university or laws of the National Fraternity.

- G. Attendance will be taken at chapter meetings by the secretary. Excuses from absent members shall be presented (in writing) to the president or secretary 24 hours prior to the beginning of the chapter meeting, excusing special circumstances. Each member is permitted 1 unexcused absence per academic quarter. For each unexcused absence after the 1st in the same academic quarter, the member will be charged a \$5 fine with an increment of \$5 with each proceeding unexcused absence.
- H. Absentee votes are permitted at a chapter meeting only if approved by the president and documented by the secretary prior to the discussion and subsequent vote concerning any motion or nomination.
- I. Motions pertaining to amendments to these Bylaws will require approval by a 2/3 vote of the active members present and voting at a regularly scheduled chapter meeting.

### **Bylaw VIII: Pledging requirements**

- A. There shall be two pledge periods per year; one in the fall and one in the spring. The pledge period shall last no longer than six weeks. Winter and summer pledge periods shall be decided upon by the National Director of Induction and/or National President.
- B. To become a candidate for pledging, a prospective member must gain the approval of 2/3 of the members present and voting.
- C. A candidate for pledging must have at least a cumulative GPA of 2.5 and be enrolled at least as a part-time student at the university/College.
- D. The Chapter will observe the required credit hours earned for each candidate as prescribed by the University/College for pledging eligibility.
- E. Candidate must be a second semester freshmen (completed fall semester), as first semester freshmen are not allowed to pledge. Summer session does not count as a semester.

### **Bylaw IX: Removal of chapter officers**

- A. Any elected chapter officer whose neglect of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.
- B. A written request stating the reasons for dismissal and signed by at least four (4) chapter members must be submitted at a regularly scheduled meeting.
- C. By the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer who should come to that meeting prepared to speak.
- D. A two-thirds (2/3) affirmative vote of the total voting membership is required to remove the officer from office.
- E. In the event that the president is impeached, the vice president shall assume the office of president.
- F. Any elected chapter officer whose cumulative grade point average falls below a 2.3 or is not enrolled in the required amount of credits/points/units to be registered at minimum as

a part-time student shall be subject to removal from office. His removal shall take place immediately unless critical for chapter performance and approved by president and/or board as allowed under Article XI. The president will have the power to appoint with the approval of a majority vote of the chapter at a regular meeting.

### **Bylaw X - Chapter Requirements**

- A. Chapter must submit the following at every sector meeting: (1) Chapter Monthly Report, (2) Chapter Monthly Minutes, (3) Chapter Monthly Financial Reports.
- B. Each chapter is to maintain an updated directory of current and alumni brothers every semester and made available upon request. The directory is to contain address, e-mail address, and other contact information (cell phone, home phone, work phone, fax, pager, etc.).
- C. Chapters must comply with any requirements asked by the sector board. (ie. Submission of additional documents, fundraisers, community service, special projects, etc.).
- D. Two delegates must be sent to the National Convention and/or Conferences, however all neophytes must attend.

### **Bylaw XI - Special Circumstance**

**Section 1:** Within the guidance of this Constitution and Bylaws, the executive board must be in full agreement to provide special circumstance in an event of extreme need or unexpected situation.

### **Bylaw XII – General Provision**

**Section 1:** If any article or section of the constitution shall be found to be in violation of any local, state, or federal law by a court of competent jurisdiction, the remaining articles and sections shall continue as if the illegal article had not been an original part of the constitution. Likewise, if any article or section shall be found to be in violation of the National Constitution of Lambda Theta Phi, those items shall not be deemed enforceable. The National Constitution shall be the ultimate rule de facto.

### **Bylaw XIII- Discipline of Members**

**Section 1:** In the event that a member is suspected of misconduct and/or is suspected by violating the terms of the Constitution and Bylaws of this organization, the organization may initiate an internal process to suspend, terminate, or continue membership of the accused.

**Section 2:** Notice of misconduct or violation must be submitted in writing to the Executive Board and signed by 5 members.

**Section 3:** The member in question shall be given written notice at least 72 hours prior to a meeting with [the president, vice president, the Executive Board, and/or advisor].

**Section 4:** After meeting with the member in question, [the president, vice president, Executive Board, and/or advisor] shall determine an appropriate sanction – suspension of membership, termination of membership, or no sanction needed.

**Section 5:** It is strongly recommended that the Executive Board seek advising from the Advisor, the Office of Student Life and Development, and/or the Office of Student Conduct and Ethical Development.

#### **Bylaw XIV- Advisors**

**Section 1:** There shall be at least one advisor from the faculty or professional staff appointed by the organization.

**Section 2:** The organization shall appoint an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 3:** The advisors shall serve a term of one year and will be appointed at the same time as the officers of the organization.

**Section 4:** The advisor(s) shall be ex-officio, non-voting member(s).

#### **Bylaw XV- Method to Amend and Renew the Bylaws**

**Section 1:** Proposed amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

**Section 2:** Voting of amendments cannot be conducted unless quorum of the voting membership is present.

**Section 3:** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

**Section 4:** Significant changes/amendments must be submitted to the Office of Student Life and Development within 30 days.

**Section 5:** Approval by the University, through the Office of Student Life and Development is needed to change the bylaws to ensure compliance with Chancellor Office, Campus, and Legal requirements.

**Section 6:** Bylaws must be renewed with the University every 5 years.