

Bi-laws of Corazones Unidos Siempre  
Chi Upsilon Sigma  
National Latin Sorority, Incorporated  
Alpha Xi Chapter

**Article I.- Organization Name**

This organization's official name is Corazones Unidos Siempre, Chi Upsilon Sigma National Latin Sorority, Incorporated. The organization may also be referred to as C.U.S. or Women of Wisdom.

**Article II.- Mission and Goals**

Section 1: Mission

We, the members of Chi Upsilon Sigma National Latin Sorority, Incorporated, aware of the prejudices and obstacles facing the women of color in our communities, dedicate ourselves to the improvement of these conditions and working towards the betterment of all women. We have unified ourselves through the sisterhood of Corazones Unidos Siempre and by our founder's ideals of open communication and community service, as well as a development of a political, educational, social, and cultural awareness. We devote ourselves to this challenge, to be achieved through hard work, patience, and the collective effort to educate, as exemplified in our motto, "Wisdom Through Education". It is by this Constitution that we shall govern ourselves to the realization of these ideals.

Section 2: Goals

The goals of this sorority shall be:

- A) To develop an educational, cultural, political, and social awareness;
- B) To open lines of communications in order to service the community;
- C) To promote and preserve the Latino culture;
- D) To provide women with a choice among Greek letter sororities.

Section 3: Governing Authorities

All activities and functions of this organization must be legal under University, local, state and federal laws. The most recent version of **The Golden Rule** will supersede all requirements set forth during the creation and revision of this constitution.

**Article III.-Membership**

Section 1: Membership Statement

Student membership is limited to any student who is currently paying Activity and service fees to the chapter and is enrolled at the University of Central Florida. Non-student membership shall be regulated by the National By-laws. No discrimination shall be made on the basis of race, age, religion, disability, national origin, marital or parental status, ancestry, sexual preference, color, political affiliation or veteran's status. Hazing will not be used as a condition of membership in this organization.

## Section 2: Additional Membership Requirements

To be considered for initiation, a candidate must be a full time matriculated student of who is in good academic standing, as defined by the institution. This candidate must at least be a second semester freshman or transfer student holding a minimum of 12 credits towards graduation. The minimum grade point average (G.P.A) requirement is a 2.5 cumulative and a 2.5 G.P.A for the semester prior, to begin New Member Orientation process. If a candidate does not meet these criteria, the chapter president must submit a written request to the Grand Chapter Board for petition. Additional requirements are listed in the National By-laws.

## Section 3: Recruitment

Recruitment shall take place all throughout the school year. Membership intake is open once per fall and spring semesters. A written petition must be submitted to the Grand Chapter Board for summer semester membership intake. In the Spring, one Week of Wisdom must be planned. During this week members must hold at least two eXpresso's for recruitment.

## Section 4: Voting Rights

Only student members who are active and in good standing are eligible to vote. Non-UAlbany student members may not vote.

## Section 5: Revocation of Membership

Membership may not be revoked by any member of the chapter or Grand Chapter Board. In the event that an individual chooses to cease affiliation with the sorority, a written request must be submitted to the Grand Chapter Board. Once individual denounces their membership with the sorority, the individual forfeits all rights and privileges bestowed upon her by the constitution of the sorority. The rights and privileges revoked include, but are not limited to:

- a) The right to represent the Sorority, in any way, shape, or form in private or public settings.
- b) The right to wear or hold in her position, any item of paraphernalia displaying official Chi Upsilon Sigma symbols.
- c) The rights to vote, nominate, elect, hold position(s), present motions, and attend any official sorority meetings or functions.
- d) The right to participate in the New Member Orientation process
- e) The right to hold in her possession or even again be privileged to read or look at any documents belonging to the sorority or containing official sorority information.

## Section 6: Reinstatement of membership

Once membership has been denounced by the individual, membership to the sorority may not ever be reinstated.

### Section 7: Probationary Status

A member may be placed on probation by a 2/3 vote of the executive board only. The potential member must be notified at least 48 hours prior to vote. Reasons for being put on probation include but are not limited to the following:

- Not following the CUS Code
- Failing 50% or more of her classes
- Misconduct

Probationary status members shall have the following restrictions. The following list is not exhaustive and the chapter has the right to administer additional penalties.

- Shall remain a recognized member of this sorority.
- Have the right to hold office except for President, Vice- President, and new member intake.
- Have the right to vote, nominate, elect, or present motions.
- Must attend all mandatory national and chapter events (i.e. convention and retreat).
- Shall have limited privileges with respect to New Member Orientation Process as outlined in the National Policy and Procedures Manual.

Probationary Status may be lifted upon a 2/3 vote of the executive board at any point in time.

### Section 8: Inactive Sisters

Inactive sisters shall be defined as a member who has a cumulative GPA that falls below a 2.50 and/or a semester prior GPA that falls below a 2.00, and/or has failed to meet the financial obligations as defined under Article IX.

Inactive members shall have the following restrictions. The following is not exhaustive and the Chapter has the right to administer additional penalties at their discretion.

- Shall have no right to hold office, vote, nominate, elect, or present motions.
- Shall not assist in the planning of any events in the name of the sorority, however may attend.
- Shall have limited privileges with respect to New Member Orientation Process as outlined in the National Policy and Procedures Manual.

Should attend all mandatory national sorority events (i.e. convention and retreats)

Inactive Status is lifted when financial provisions are met and the member obtains the required cumulative and/or semester prior GPA.

## **Article IV- Officers:**

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of [The Code of Conduct of the University at Albany](#). Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position. Non-UAlbany student members may not hold office.

## Section 2: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Secretary, Treasurer, Parliamentarian, Historian, Public relations. Officer may be permitted to hold more than one officer position if in the event that the position is unable to be filled.

The President shall:

- 1• Supervise and coordinate the activities of the organization.
- 2• Preside over all meetings and call all meetings to order.
- 3• Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- 4• Ensure that all officers are performing their duties as defined in this Constitution.
- 5• Assign special projects to officers.
- 6• Keep advisor informed of activities and functions of the organization.
- 7• Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- 1• Assist the President in her duties.
- 2• Assumes the President's responsibilities in her absence.
- 3• Coordinate all conferences.
- 4• Be one of two signers on financial documents.
- 5• Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Keep accurate records of all meetings in the Secretary's absence.
- 6• Plan and be responsible for all retreats and training of the organization.
- 7• Perform an audit of all financial transactions of the organization once per semester.
- 8• Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- 1 • Keep accurate minutes and records of all meetings.

- 2 • Maintain accurate list of members and their contact information.
- 3 • Perform a verbal role call of all members and maintain an attendance record.
- 4 • Prepare ballots for elections.
- Monitor all grades for each active member. All grades are to be collected **twice a semester, at midterm and final points of the semester** from active undergrads.
- 5 • Assist in special projects as assigned by the President.
- 9• **Be in charge of scheduling all community services.**
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The Treasurer shall:

- 1• Keep an accurate account of all funds received and expended.
- 2• Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, or advisor.
- 3• Be one of **two** signers on financial documents.
- 4• Be responsible for collecting dues and notifying members who are delinquent in their payments.
- 1• Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the **Vice-President**.
- 0 • Provide financial records sufficient to allow the Vice President to perform audits.
- 1 • Assist in special projects as assigned by the President.
- 2 • Be responsible for scheduling all fundraiser events

The Parliamentarian shall:

- Uphold to constitution and current parliamentarian procedure at all chapter gatherings.
- Responsible for keeping the sorority constitution and by-laws up to date and providing board with copy on an annual basis.
- Responsible for educating members on parliamentary procedure.
- Oversee nomination and election process.
- To oversee disciplinary and judiciary procedures.
- 7 • Assist in special projects as assigned by the President.

Historian shall:

- Maintain records, documents and pictures of all Chapter events.
- Hold all banners, scrapbooks, paraphernalia, and publications of Beta Xi Colony.
- Create annual scrapbook.
- Maintain records of chapter founding history, including the founding sisters and date of recognition from the school.
- Document major events in the Sorority history
- 8 • Assist in special projects as assigned by the President.

The Public Relations Officer shall:

- Be in charge of all social events held by the sorority.
- Foster positive community relations with campus organizations, offices, etc.
- Shall be responsible for contacting other chapters regarding official sorority business and notifications.
- Responsible for all external marketing and promotion with the help of the rest of the chapter.
- Shall be responsible for obtaining duplicate flyers for chapter files
- Maintain and update official chapter website and webpages
- Must have open communication with all other organizations.
- Responsible for recruitment planning.
- Is responsible for upholding the image of the sorority in a positive and welcoming manner.

9 • Assist in special projects as assigned by the President.

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O.W.L.S. Coordinator/**Recruitment Chair** shall:

- Maintain open communication with prospective members **at UAlbany.**
- Communicate all required documentation with prospective members.
- Update and distribute OWLS in CUS **packets.**
- Oversee all official correspondence from the chapter with prospective members and the OWLS in CUS groups.
- Monitor all meetings and events involving the OWLS and CUS groups.
- Maintain and active interest list of the members of the OWLS and CUS group.
- **Update the executive board with all OWLS events at chapter meetings**
- Assist in special projects as assigned by the President.

**If at any specific term** there is a maximum of four (4) active sisters, the following positions are mandatory: **President, Vice President, Secretary and Treasurer.** Therefore, everyone is responsible for the duties of **Public Relations and Historian.** One (1) person cannot hold both positions of **President and Vice-President,** and one (1) person cannot hold both positions of **Secretary and Treasurer,** unless otherwise discussed among current Executive Board.

### Section 3: Voting Rights

All officers shall retain voting rights; however, the President may only vote in the event of a tie.

### Section 4: Terms of Office

Every academic year re-elections shall be held. There shall be a maximum of two years to hold an executive position.

## **Article V- Selection of Officers**

### Section 1: Nomination Process

The nomination of officers shall occur each academic year at the second to last chapter meeting of the spring semester. Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1). Absentee/proxy ballots are not permitted in the nomination process.

#### Section 2: Election Process

The election of officers shall occur at the last official chapter meeting of the spring semester each year. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The current Parliamentarian will tabulate all votes. In the case that she is running for office a second term of office, then the highest-ranking officer not running for office will tabulate the votes. The highest-ranking officer not running for office shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the President shall cast a vote to break the tie, unless she is running for said office. In that case, the next highest-ranking officer not running for office shall cast the deciding vote.

#### Section 3: Installation of Officers

Newly elected officers shall take office immediately prior to the first membership meeting of the fall semester. Their term will end immediately prior to the first membership meeting of the following fall semester. Current officers should assist in the transition and training of the officers-elected, from elections until installation. A change in officer information should be reported to the Office of Student Involvement.

#### Section 4: Re-election

Any officer may be re-elected for any number of terms, as long as she is eligible to hold an officer position (as per Article IV). Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

### **Article VI- Officer Vacancies**

#### Section 1: Removal of Officers

Leadership may be revoked for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 48 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

#### Section 2: Resignation

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

#### Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the position shall be filled through the nomination and election process. The nomination process as stated in Article V, Section 1 will take place at the next membership meeting. The election process will take place as stated in Article V, Section 2 at the next membership meeting following nomination.

If the President is removed or resigns, the Vice President will assume the role of President. The nomination and election process will be held at the following membership meeting to fill the position of vice president. A change in officer information should be reported to the Office of Student Involvement.

All replacement officers will continue in office for the remainder of the active term.

### **Article VII—Meetings**

#### Section 1: Membership Meetings

The membership should meet at least once per week during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

#### Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

#### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance by e-mail and/or telephone. Any member may request an emergency chapter meeting via the President's or

vice presidents approval. In the event that the meeting is approved, same procedure to informing membership about meeting will follow through the secretary.

#### Section 4: Meeting Procedure

The President and parliamentarian will make sure that all general membership and officer meetings follow Robert's Rule of Order.

### **Article VIII-Advisor**

#### Section 1: Selection

The academic advisor and alumni advisor shall be selected by a majority vote the officers and must be approved by a majority vote of active student members. To be eligible to serve as the academic advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources. To serve as an alumni advisor for the chapter, a sister must be an active alumni status according to Grand Chapter Board standards. The alumni advisor shall be selected by a majority vote of active members.

#### Section 2: Role and Authority

The academic advisor and alumni advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. Both advisors have no voting rights. The academic advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization. The alumni advisor, if she is not a graduate of the Alpha Xi chapter of University of Central Florida, must be willing to educate herself on the constitution and by-laws of the chapter and The Golden Rule.

#### Section 3: Length of Term

The academic advisor has no term limit as long as she remains a contracted UCF employee. The alumni advisor has no term limit as long as she remains at active alumni status according to the Grand Chapter Board.

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

An advisor will be notified in writing of the possible removal at least 48 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be reported to the Office of Student Involvement.

### **Article IX—Finances**

#### Section 1: Membership Dues

Membership chapter dues shall be forty dollars for each semester (fall and spring). Membership dues will be collected at the second general membership meeting by the

treasurer. No membership dues will be collected during summer terms. All members, including officers are required to pay membership dues. The alumni and academic advisors shall be exempt from paying chapter membership dues. National membership dues shall be regulated as per the National By-laws.

#### Section 2: Fines

Dues not paid by the second chapter meeting of the semester will result in a \$10 fine for the individual to be paid no later than the third chapter meeting of the semester. Each meeting thereafter that dues are not paid, consecutive \$10 fines will be incurred. If an individual is late or does not attend a chapter meeting or event, without an excused absence (as determined by a majority vote of the officers) after first warning, there will be a \$10 fee to be paid by the next chapter meeting.

#### Section 3: Refund policy

National and Chapter dues will not be refunded under any circumstances. In the event that a purchase is made by an active member, a receipt must be presented to the treasurer by the next general meeting. The treasurer must refund the exact amount to the active member at the following general meeting.

#### Section 4: Budget Approval

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

#### Section 5: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Treasurer, and one chosen executive board member (for the entire term, as selected by a majority vote of the officers) can be signers on the organization's account. All expenditures and purchases must be pre-approved by a majority of the officers, prior to purchase. If an officer or member makes chapter purchases without pre-approval, she will not be reimbursed for that expense. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 48 business hours after collection.

#### Section 6: Officer Transition

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

#### Section 7: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

"I Have a Dream"<sup>®</sup> Foundation  
330 Seventh Avenue, 20th Floor  
New York, NY 10001  
212.293.5480  
212.293.5478 (fax)

### **Article X-External Affiliations**

Our national affiliation is Corazones Unidos Siempre, Chi Upsilon Sigma National Latin Sorority Incorporated. Under our national affiliation is our south east region affiliation. We are required to attend various events put on by nations that are held in different regions. All requirements are listed in the National By-laws. The rules and regulations of the external affiliate shall be followed when not in consistent with the rules and regulations of this bi-law and University of Central Florida.

### **Article XI-Publications and Advertising**

#### Section 1: Compliance

All publications of the organization must comply with the Golden Rule "Advertising" and "Misuse or Infringement of University's Names or Marks" sections, Event Policies, Student Union Guidelines, and the UCF University Marketing Graphic Standards.

#### Section 2: Approval

By a majority vote, members must approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

### **Article XI-Ratification and Empowerment**

#### Section 1: Ratification

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

#### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

### **Article XII-Amendments**

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

### **History of Constitution**

Created: February 13, 2013  
Revised: February 13, 2013