

**Theta Pi Epsilon Sorority**

 **Constitution and Bylaws 2016 Edition**

This edition of the Constitution and Bylaws is established by and for Theta Pi Epsilon Sorority, as authorized and adopted on October 23, 2016.



**Theta Pi Epsilon Sorority**

**3312 N Uber st**

**Philadelphia, PA. 19140**

**Constitution**

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**CONSTITUTION OF**

**THETA PI EPSILON SORORITY**

***PREAMBLE***

*We, the sophisticated and appropriately constituted National Chapter of Theta Pi Epsilon Sorority, hereby establish this constitution and its bylaws to foster an environment of order along with peaceful productivity amongst a group of women derived from a higher echelon of education, ethics, and everlasting self-evolvement. Theta Pi Epsilon Sorority is committed to forging an intellectual, moral, and social bond between its members. This commitment is demonstrated through Theta Pi Epsilon’s encouragement of its members’****advancement****by pursuing higher****education****and delivering****leadership****, while providing quality****service****within the communities we so proudly serve. This constitution and its bylaws shall serve as the official operating manual of Theta Pi Epsilon Sorority, for* ***ALL*** *chapters as agreed upon by the National Chapter. Any other document that conflicts with this document is non-binding.*

**ARTICLE I – NAME AND PURPOSE**

**Section 1.** The name of this organization shall be the National Chapter of **Theta Pi Epsilon Sorority**, commonly known as Theta Pi Epsilon and will be hereinafter referred to as *“the Sorority.* It shall be a nonprofit organization incorporated under the laws of the State of Pennsylvania,*”*

**Section 2**. Purpose: Theta Pi Epsilon Sorority Inc. is organized exclusively for charitable, community and education purposes.

The purpose of this corporation is:

The primary purpose of Theta Pi Epsilon Sorority is to bring awareness and support to the public by eliminating prejudice and discrimination surrounding those of the LGBT community and the under privileged by providing education, leadership, and service to the communities we serve. The directives outlined in this constitution along with its bylaws will serve as the governing authority of this organization and its members

**ARTICLE II – MEMBERSHIP**

**Section 1.** Eligibility for membership: Application for membership shall be open to any Women that understands, believes in and supports the purpose statement in Article I,

 Membership is granted after completion and receipt of a membership application, applicable fees and Completion of a 12-16 week educational process of sorority and Greek culture and history. All memberships shall be granted upon a majority vote of the board and current members of the sorority.

**Section 2.** Annual dues: The amount required for annual dues shall be $350 annually, unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues.

**Section 3.** Rights of members: Each member shall be eligible to cast one vote in association elections.

**Section 4**. Resignation and termination: Any member may resign by filing a written resignation with the secretary. Resignation relieves a member of any unpaid dues, or other charges previously accrued but does not warrant a refund of any previously paid funds into. A member can have their membership terminated by a majority vote of the membership if found in violation of any article or section of the Sorority Constitution or Bylaws.

**Section 5.** Non-voting membership: The board shall have the authority to establish and define non-voting categories of membership.

**Section 6.** acquiring membership: A person cannot automatically be made a member. Pennsylvania law states that a person may not be admitted as a member without the person's express or implied consent.

**Section 7.** Member rights: Members are of one class, with equal rights, unless otherwise stated in the articles and bylaws.

**Section 8. INDIVIDUAL MEMBERS**

The National Chapter shall be comprised of all Sorors appropriately initiated by any chapter that is current financially as inscribed in the bylaws.

**Section 9.**  **CHAPTERS**

There shall be a chapter for each state that a soror resides.

**Section 10**. **REGIONS**

There shall be geographical sub-divisions referred to as Regions. Each chapter shall be assigned to a Region, depending on the geographic location of the chapter.

**ARTICLE III — MEETINGS OF MEMBERS**

**Section 1.**  Regular meetings: Regular meetings of the members shall be held quarterly, at a time and place designated by the Board of Directors along with majority vote of membership.

**Section 2.** Bi-Annual meetings: A bi-annual meeting of the members shall take place in the month of October, the specific date, time and location of which will be designated by the Board of Directors. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

**Section 3**. Special meetings: Special meetings may be called by the Board of directors, the Executive Committee, or a simple majority of the board of directors. A petition signed by at least five percent of voting members may also call a special meeting.

**Section 4.** Notice of meetings: Printed notice of each meeting shall be given to each voting member, sent electronically via Email and message board posting. Not less than two weeks prior to the meeting.

**Section 5.**  Quorum: The members present at any properly announced meeting shall constitute a quorum.

**Section 6.** Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**ARTICLE IV — BOARD OF DIRECTORS**

**Section 1.** Board role, size, and compensation: The board is responsible for overall policy and direction of the organization, and delegate’s responsibility of day-to-day operations to the committees. The board shall have up to 10, but not fewer than 9 members. The board receives no compensation other than reasonable expenses.

**Section 2**. Terms: All board members shall serve two-year terms, but are eligible for re-election for up to three consecutive terms.

**Section 3**. Meetings and notice: The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

**Section 4.** Board elections: New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the annual meeting.

**Section 5**. Election procedures: Current members shall make up A Board Development Committee that shall be responsible for nominating a slate of prospective board members representing the organization. In addition, any member can nominate a candidate to the slate of nominees. All members will be eligible to send one representative to vote for each candidate, for up to 10 available positions bi-annually.

**Section 6.** Quorum: A quorum must be attended by at least forty percent of board members for business transactions to take place and motions to pass.

**Section 7.** Officers and Duties: There shall be nine officers of the board, consisting of An Executive director, assistant executive director, director of membership, internal advisor, director of administration, director of finance, deputy director, director of archives and a Director of philanthropy. Their duties are as follows:

**The Executive Director** shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: assistant director, Deputy Director, secretary, treasurer, historian, Community service chair.

**The Assistant Director** shall chair committees on special subjects as designated by the board and assisting in operations of the Executive director, as well as the Director of membership..

**The Director of Administration** shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

**The Director of Finance** shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

**The Director of Archives** shall be responsible for any organizational paraphernalia as well as keeping records of the history and ongoing progress of the organization. This includes but is not limited to keeping photographic recordings of events, rush, annual meetings and any other history recordings of the sorority.

**The Director of Philanthropy** shall be responsible for maintaining relationships and gathering information about our target demographic that uphold the purpose. They shall also be responsible for forging relationships with other organizations, programs, or charities that the sorority may available within the communities.

**The Director of Membership** shall be responsible for initializing, holding and completing the membership process for possible candidates. This includes but is not limited to creating and distributing recruitment information, screening applicants and presiding over the recruitment and educational process.

**The Internal Adviser** shall be responsible for maintaining order between memberships and serve as a mediator in circumstances of disaccord. They shall also be responsible for maintaining order during meetings and events as well as serving as time keeper.

**Section 8.** Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

**Section 9**. Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary. Board members shall be terminated from the board due to excess absences, totaling more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

**Section 11**. Special meetings: Special meetings of the board shall be called upon the request of the Executive Director, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least one week in advance.

**ARTICLE V - DUES, FEES, AND FINANCE**

**Section 1.** Theta Pi Epsilon shall be financed by the dues and fees from its membership and other appropriate contributions.

**ARTICLE VI— COMMITTEES**

**Section 1.** Committee formation: The board may create committees as needed, such as fundraising, public relations, data collection, etc. The Executive Director appoints all committee chairs.

**Section 2.** Executive Officers: The chapter officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors within their appointed chapter with the exception of accepting and removing ANY member, and is subject to the direction and control of the National Executive Board.

**Section 3**. Finance Committee: The Director of Finance is the chair of the Finance Committee, which includes each of the finance officers from each chapter. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The National Executive board must approve the budget and all expenditures must be within budget.

Any major change in the budget must be approved by the Director of Finance. The fiscal year shall be the calendar year starting on October 1st and ending on September 30th. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

**ARTICLE VII — EXECUTIVE DIRECTOR**

**Section 1.** Executive Director: The executive director is appointed by majority membership. The executive director has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the position description. The board can designate other duties as necessary.

**ARTICLE VIII - INCORPORATION**

**Section 1:** In order that it may avail itself of, and have the advantages emanating from corporate existence, the Sorority shall exist as an incorporated body under the laws of the Congress and under Pennsylvania Business Corporation Law (BCL) of 1988. as amended from time to time, said corporation having the power to carry on its business and activities within the state of Pennsylvania, throughout the United States and its territories, and elsewhere.

**Section 2:** For corporate purposes, the control and management of this corporation shall be vested in the Founders, Executive Director, Assistant Executive Director, Administrative Director, and Director of Finance. The Executive Director shall be chief executive officer of this corporation.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

All matters not covered by the ***Constitution and Bylaws*** of Theta Pi Epsilon shall be governed by the current edition of *Robert’s Rules of Order*.

**ARTICLE X - LIABILITY**

The National Board of Directors and the Regional Deputy Directors of the Sorority explicitly renounce responsibility for the actions of chapters or individual members who are in violation of Theta Pi Epsilon’s Constitution, Bylaws, and governing documents.

**ARTICLE XI - AMENDMENTS**

These bylaws may be amended when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

The Constitution may be amended by a 3/4th vote of the voting delegates assembled in the National Convocation. Notice of proposed amendments shall be submitted to chapters by August 30 before the convening of the National Convocation.