

CONSTITUTION

I. Name:

Sigma Tau Alpha - Alpha Epsilon Chapter

II. Purpose:

To foster a spirit of friendliness among Rainbow Girls in universities and colleges. To promote good fellowship among its members and to render service to the institution with which the chapter is affiliated. To promote the mental and spiritual welfare of the members, increase educational standards of the chapters and firmly establish those ideals for the young women of the college world.

III. Membership:

A. Membership shall consist of students or wives of students who are regularly enrolled in the Univ. of Toledo or surrounding colleges, who are members in good standing or who have attained majority of the International Order of the Rainbow for Girls.

B. The voting membership shall consist of all members who have paid their dues for the current year and includes full and part time students.

C. Dues for the chapter will be \$_____ per _____ .

IV Officers:

The officers of this chapter include President, Vice-President, Secretary, Treasurer, Chaplain, Guide, Historian, Sigma, Tau, Alpha, & Musician.

Duties of Officers:

Section 1. The President shall be in general supervision over the affairs of the chapter, preside over ceremonies, see that stated meetings are held, and that members are notified of special meetings, that officers fill their stations effectively, that the constitution and by-laws are observed that the funds, records, rituals, and other property of the chapter be properly preserved. The president shall appoint all committees, and meet periodically with the officers in executive board meetings.

Section 2. The duties of the Vice-President shall be to assist the President in all things and preside over the chapter in the her absence.

Section 3. The Secretary shall keep a record of the proceedings of the meetings of the chapter, keep a complete record of membership, and attend to all chapter correspondence.

Section 4. The Treasurer shall keep accounts, deposit any funds, and make expenditures in a manner approved, by the university office. The Treas. shall sign all checks, be held responsible for petty cash, shall work with the Secretary in the keeping of the records of dues and all finances, shall be in charge of the collection and dispersement of all money and shall make a financial report at each meeting.

Section 5. The Chaplain shall lead the chapter in prayer during all ceremonies.

Section 6. The Guide shall assist the Presiding Officer in portraying all ceremonies.

Section 7. The Historian shall keep a complete history of the chapter, Supplying

the State Historian with an account of all events, to be sent to the National Historian for permanent record.

Section 8. Sigma, Tau, Alpha, & Musician shall assist in the portrayal of all ceremonies.

V. Balloting:

A. The form of balloting shall be by secret ballot, in which the President, VP, Sec'y & Treasurer shall be elected by a simple majority. The remaining officers shall be appointed by the President with the advisor's approval. They shall hold office for one school year or until successors are elected or appointed.

VI. Advisor:

A. the Chapter advisor shall be a majority member of the International Order of the Rainbow for Girls or a member of the OES, Amaranth, or Masonic Lodge chosen by the executive board. The advisor may also serve as faculty sponsor providing he/she meets the requirements of the school.

VII. Amendments:

Section 1. An amendment to this constitution shall be proposed and presented in writing at least one meeting before it is brought to vote.

Section 2. A 2/3 majority of the members present shall be necessary to carry an amendment to this constitution.

Section 3. All amendments to the constitution or by-laws are subject to approval of the Univ. of Toledo office, and/or State Director of Sigma Tau Alpha.

Section 4. This constitution must be read once during the fall quarter of each school year and must be accessible to the membership at all times.

BY-LAWS

I. Membership:

Section 1. Prospective member shall be required to present their current dues card or a majority certificate approved by the Supreme Assembly at McAlester, OK.

Section 2. Girls who don't pay dues as scheduled shall be given two (2) months notice, then dropped from membership in the chapter. They may be reinstated when dues are remitted.

II. Meetings:

Section 1. The dates for meetings of Sigma Tau Alpha shall be decided by chapter members at the beginning of each school year.

Section 2. The President may call special meetings of the chapter.

Section 4. A quorum of 4 members shall exist for official business of the chapter.

Section 5. The Chapter Advisor shall be invited to all chapter and executive board meetings.

Section 6. Parliamentary Procedure will be conducted according to the revised Robert's rules of Order.

III. Officers

Section 1. Officers shall be elected at 1st regular meeting in May and all officers shall be installed before the end of Spring quarter for the ensuing year.

Section 2. At the beginning of each school year, the president shall send a form containing the name, school address and phone number of each elected officer and advisor to the State Director.

Section 3. Any vacancy occurring among the officers of the chapter shall be filled by election or appointment. Those officers regularly elected shall be elected, & those appointed shall be appointed.

Section 4. The chapter advisor shall make a report of activities of the chapter to the State Director, to be used in an annual report at Grand Assembly.

Section 5. The Faculty Advisor shall fulfill the duties required by the Univ. of Toledo.

IV. Amendments

Section 1. An amendment to these by-laws shall be proposed and presented in writing at least one meeting before it is brought to vote.

Section 2. A 2/3 majority of the members present shall be necessary to carry an amendment to these by-laws.

Section 3. All amendments to the by-laws are subject to approval of the Univ. of Toledo office, and/or State Director of Sigma Tau Alpha.

Section 4. These by-laws must be read once during the fall quarter of each school year and must be accessible to the membership at all times.