



BYLAWS OF BETA ETA CHAPTER OF
CORAZONES UNIDOS SIEMPRE CHI
UPSILON SIGMA NATIONAL LATIN
SORORITY INCORPORATED

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**Bylaws of Beta Eta Chapter of
Corazones Unidos Siempre Chi Upsilon Sigma National Latin Sorority, Incorporated**

Article I. Name and Purpose

Section 1.01 Name

The name of the chapter shall be Beta Eta Chapter of Corazones Unidos Siempre Chi Upsilon Sigma National Latin Sorority, Incorporated.

Section 1.02 Purpose

The sisterhood of Chi Upsilon Sigma promotes Educational, Cultural, Political, and Social awareness to educate ourselves, so that we may be the leaders of our communities and encourage others to do the same. In order to promote unity, we strive to collaborate with all University of Michigan organizations, greek and non-greek. While creating awareness through workshops that target the specific needs of undergraduates.

Article II. Beta Eta Chapter Membership

Section 2.01 Membership Definition

A member that participates in all aspects chapter occurrences and follows the laws set forth by the Beta Eta Chapter.

Section 2.02 Membership Requirements

The following are requirements of being a member of Beta Eta Chapter

1. Attend all Chapter meetings and stay until the end of the meeting. Executive board members unable to attend shall notify someone within 24 hours of knowing they are unable to attend.
2. Be an active participant in decisions made by the executive board on behalf of the members.
3. Come to the meetings prepared by doing tasks that were previously assigned and reading all necessary reports.
4. 12 semester hours at a 4 year institution of higher education.
5. A minimum 2.5 cumulative and current G.P.A.

Section 2.03 Fees or Dues

1. Chapter Dues

- Chapter dues will be \$50 Fall Semester (September through December) for active members, probationary status members, and sisters at large.

- Chapter dues will be \$25 Winter Semester (January through May) for active members, probationary status members, and sisters at large.
- Dues are to be paid at the third Friday of the month (September and January) of every semester. These dues are in addition to national dues.
- Late payment of chapter dues will result in a \$10 fine every month. Failure to comply will place said member in the position of Inactive as defined by National Constitution.

2. National Dues

- National Dues for undergraduate sisters is \$130 per semester.
- Late payment of national dues, which leads to any national sanctions to the chapter, will result in a payment to the chapter of \$20 a month until the following February 7th or September 7th by the individual or individuals responsible for the sanction incurred.

Section 2.04 Voting

1. Quorum for an official meeting shall consist of one- half plus one of the members.
2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority (i.e., one more than half the members present).
4. No inactive sister is allowed to vote over any matter regarding to intake.
5. No inactive sister is allowed to vote in elections.

Section 2.05 Right of Membership

1. Active members have a right to vote, nominate, elect and hold office. They must follow the sorority and chapter guidelines outlined in the constitution, bylaws, policy and procedures.
2. Sisters with probationary status have the right to vote, nominate, elect and attend meetings. They must pay full chapter dues.
 - a. Definition of probationary status sisters.
 - i. Any Sister who for whatever reason does not meet cumulative or semester grade requirements.
3. Inactive sisters cannot vote, nominate, elect or hold office.

Section 2.06 Resignations and Disciplinary Action

1. Meetings:
 - a) Tardiness to a meeting will result in a fine of \$1 every 5 minutes, until 15 minutes, after which they will be counted absent. Fines are to be paid by the first of the month, unless notification of 15 minutes prior to the meeting is given to the secretary.
 - b) Non-attendance of a meeting: One unexcused absence will be allowed per semester. The next absence is a fine of \$20 due at the first of the month or a

community service of a one hour minimum that is not a CUS community service and does not consist of donating clothes and/or cans. Appropriate documentation must be provided for proof of service.

2. Functions:

- a) Non-attendance of a function: One unexcused absence allowed per semester. The next absence is a fine of \$20 due by the first of the month or a community service of a one hour minimum that is not a CUS community service and does not consist of donating clothes and/or cans. Appropriate documentation must be provided for proof of service.

3. Definition of an absence:

- b) Excused absence: anything that is related to family, school, work, and/or forces of nature beyond your control.
- c) Chapter majority vote will determine if the person's absence is excused or unexcused. In order for it to be considered an excused absence, there must have been notice at least 24 hours in advance, unless already excused by the secretary.
- d) In case of an emergency, notify the secretary with the reason of absence in detail through a phone call or voicemail with a number that you may be reached at for further clarification.

4. Event Policies/ Requirements:

- a) Any major event, such as a Club Party, should be reported to the Alumna Advisor who will in turn notify the Board of Directors three weeks in advance.
- b) Events must be planned out a week prior to the event. If not, the event will be canceled or postponed for a better date, to be voted on.
- c) Any acts of misconduct by a sister will be subject to chapter discretion at the next chapter meeting.
- d) Any conduct deemed inappropriate by sisters present at that event is subject to the following sanctions:
 - o First offense: \$50
 - o Second offense: Inactive participating member status
 - o Third offense: Referral to Board of Directors
- e) Any sister can call a conflict resolution session when either party involved in the conflict has not attempted to resolve the conflict.

Section 2.07 Attire

- 1. Chapter Meeting Attire will be business casual, unless otherwise noted.
- 2. All clothing must be clean, and free of holes, tears, major stains, etc.

Article III. Robert's Rules of Order

Shall be the official governance of all general meetings

Article IV. Beta Eta Chapter Executive Board Structure and Officer Duties

Section 4.01 Executive Board Structure

The President, Vice President, Secretary, Treasurer, Recruitment Chair and Parliamentarian form the executive board. They shall submit and discuss the agenda or any important business that must be taken care of two days prior to Chapter Meetings. Information discussed must be on the agenda at the following meeting to inform the sisters that are not apart of the Executive Board.

Section 4.02 Term Dates

Each officer will hold office from May 1st until April 30st. The summer before the next person takes over their position the current officer will train the next elected officer.

Section 4.03 Officer Duties and Responsibilities

President - The President shall be present at all Board meetings, appoint committee members, and perform other duties as associated with the office. Duties are included but not limited to those listed below.

1. Presides over all chapter business.
2. Facilitate over all chapter meetings.
3. Be fair and impartial.
4. Protect the rights of all the members.
5. Direct all business of the organization (inform on updates within two days).
6. Keeping track of tasks in progress, deadlines, and successful completions.
7. Represent the organization in official meetings.
8. Oversee the creation and maintenance the chapter's calendar for each semester.
9. Prepare and distribute an agenda for meetings in conjunction with the Vice President, in a timely and consistent manner at least 24 hours prior to meeting.
10. Oversee responsibilities of all Executive Board positions.
 - a. Must delegate or help prepare a plan in the event of a removal of an Executive Board member. Delegate responsibilities as appropriate.
11. Maintain open communication with Alumni Advisor to keep current reports and discuss the chapter's status throughout the year.
12. Reviewing, updating, and maintaining chapter directory, website, and managing email accounts along with the secretary
13. Schedule and conduct elections at end of each year.
14. Schedule and conduct chapter retreat at beginning of each year.

Vice President - The Vice-President shall assume the duties of the President in case of the President's absence. Duties are included but not limited to those listed below;

1. In the absence of the President, assume all Presidential responsibilities.
2. Filing the organization's yearly paperwork with the Department of Student Activities.

3. Securing rooms for meetings each semester several weeks in advance.
4. Write weekly reports of outstanding officer duties.
5. Contact officers to get status on the progress being made on each task.
6. Oversee all chapter functions and or programs in conjuncture with the President.
7. Registering the chapter's membership with national organization each fall semester, and adding new members in the spring.
8. Prepare and coordinate alumni outreach program each year.
9. Prepare and distribute an agenda for meetings in conjunction with the President, in a timely and consistent manner at least 24 hours prior to meeting.
10. Must help prepare a plan if a removal process of an Exeutive Board member occurs when given the responsibility.

Secretary - The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute binder, and send out copies of minutes to all via e-mail/Google Drive. Duties are included but not limited to those listed below;

1. Maintain an organized record of proceedings of the Executive Board meeting minutes, attendance, major decisions, and actions items.
2. Distribute meeting minutes and action items no later than 3 days of the meeting.
3. Reviewing, updating, and maintaining chapter directory, website, and managing email accounts (Inform on any updates/important messages within 48 hours).
4. Preparing and submitting meeting minutes with supporting special reports, and membership directories to archives.
5. Responsible for sending of emails from chapter address promoting all chapter events.
 - a. Ensure that alumni will be aware of all chapter events.
6. Keep all official documents up to date with the parliamentarian.
7. Keep and maintain academic transcripts of all undergraduate sisters for presentation to Alumni Advisor.
8. Must attend Executive Board meetings.
9. Will also assume the duties of historian and bookkeeper in the absence of one at the Chapter.

Treasurer - The Treasurer shall keep record of the organization's budget and prepare financial reports as needed. Duties are included but not limited to those listed below.

1. Receiving and dispersing the money of the organization.
2. Collect and maintain adequate and appropriate financial records of the monies and expenditures of the sorority.
3. Receiving meeting registrations and membership dues.
4. Receiving and depositing dues in the club's bank account.
 - a. A treasurer should never keep club monies in her personal account.
5. Submitting financial reports to the Executive Board at each meeting and the end of the semester.
6. Arranging in coordination with the President for a semester review of the financial records.

7. Prepare annual financial documents for audit.
 - a. For example, the treasurer should record which members have paid their dues and when bills are paid (and the check number of the payment).
8. Creating and/or updating membership, conference registration, and expense reimbursement forms.

Parliamentarian- The Parliamentarian shall uphold the constitution, bylaws and current parliamentary procedure at all general meetings. Duties are included but not limited to those listed below.

1. Responsible for keeping the sorority constitution and bylaws up to date and providing board and all others who request a copy of documents.
2. Responsible for educating members on parliamentary procedures.
3. Oversee chapter nominations and election process.
4. Oversee disciplinary and judiciary procedures.
5. Ensure that chapter is in compliance with Sorority's bylaws, policies, and codes of conduct.
6. Evaluate each project against the Mission Statement and the Constitution and chapter goals to see if we are in compliance.
7. Review bylaws at the beginning of the year and make sure they are in accordance with the sorority's constitution.
8. Must attend Executive Board meetings.
9. Must help prepare a plan if a removal process occurs when given the responsibility.

Historian/Bookkeeper - The Historian/Bookkeeper shall track and record all historical events of chapter. Duties are included but not limited to those listed below.

1. Maintain records, documents and pictures of all chapter events.
2. Hold all banners, paraphernalia, and publications of the chapter.
3. Document all chapter events, achievements, and accomplishments
4. Saves copies of all flyers, pictures, and related materials pertaining to events, awards, advertisements, and volunteering recognition.
5. Submit Annual Bookkeeping to Board of Directors within allotted time frames.
6. Performing other duties as requested by the organization.

Recruitment Chair/O.W.L.S. in C.U.S. Liaison & Coordinator - The O.W.L.S. in C.U.S. Liaison & Coordinator shall be in contact with the officers of O.W.L.S. in C.U.S. and will be in charge of this organization. Duties are included but not limited to those listed below.

1. Maintain communication with all O.W.L.S. in C.U.S members and possible interests.
2. Outreach to new interest by distributing information about the Sorority, posting flyers about meetings, and aid in presentations for interests.
3. Oversee the planning/run-through/running of eXpressos.
4. Responsible for O.W.L.S. packets and all other O.W.L.S. documentation required from O.W.L.S.
5. Attend O.W.L.S. meetings

6. Help set up and oversee all events O.W.L.S.
7. Make sure they meet all requirements.

Community Service Chair- The Community Service Chair shall be responsible for organizing and planning all chapter community service projects. Duties are included but not limited to those listed below.

1. Research and propose projects.
2. Work with alumni advisor to monitor chapter community service requirements.
3. Keep updated with current national projects to ensure that the chapter is meeting all guidelines set forth by the sorority.

Fundraiser Chair- The Fundraiser Chair shall be responsible for planning all chapter fundraisers. Duties are included but not limited to those listed below.

1. Responsible for all bookkeeping regarding fundraisers.
2. Responsible for reporting all money earned to the chapter treasurer in a timely matter.
3. Must keep records of all money given to treasurer and letters for proof of service.

Public Relations Administrator- The Public Relations Administrator shall be responsible for all external marketing and promotion. Duties are included but not limited to those listed below.

1. Foster positive community relations.
2. Maintain marketing medium, such as promotional information packets.
3. Solicit and develop a network of corporate sponsors and professional speakers.
4. Maintain ongoing list of contributors.
5. Manage and actively post on all social media accounts (Facebook, Instagram, Twitter).
6. Must post at least 1 flyer of and the pictures from events.
7. Must post via each account a minimum of one time a week.
 - a. Not counting event flyers or event pictures.
8. Must keep friends and followers lists up to date.
 - a. In addition to actively attempting to obtain more.

MGC/Chapter Representative(s)- The MGC/Chapter Representative shall be responsible for representing the organization during required meetings or functions. Duties are included but not limited to those listed below.

1. Represent the organization in official meetings/functions in a professional and polite manner.
2. Attend required meeting or functions.
3. Inform the President of any updates in regards to MGC within 48 hours.
4. Work with President and Vice President to develop ways to represent the organization.
5. Keep track of changes the organization feels strong about.

Section 4.04 Annual Report

At the beginning of the year in January Annual Report shall be submitted by the Historian/Bookkeeper of the chapter. The entire chapter must participate in the completion of Bookkeeping.

1. The Bookkeeper shall complete 1/4 of all the slides in addition to at least one nomination.
2. The remaining slides will be divided evenly amongst the remainder of the chapter.
 - a. Each chapter member must complete or assist in the completion of at least one nomination.

Section 4.05 Vacancies

Vacancies shall be filled by the Executive Board by election.

Section 4.06 Elections

1. Elections will be held every April or after the new initiated members are able to participate, whichever comes first.
 - a. Call for Nominations will be call four weeks prior to election date.
 - b. Nominations will be held a week before the actual vote.
 - c. Nominations will be self-nomination only.
 - i. Sisters must be in good standing with Chapter and sorority in order to nominate themselves.
 - d. All positions shall be filled in order of importance. If there are not enough members available to fill all positions, then the remaining positions will be used when necessary in the form of a committee.
2. Election procedures
 - a. Elections will be conducted and governed by rules set forth by the executive board Robert's Rules of Order.
 - b. The President shall schedule and run election and then verify voting results.
 - c. The Parliamentarian shall oversee the elections.
 - d. Voting can be done either remote via ballot over email or in person, and will be decided by executive board at time election timeframes are determined.
 - e. All sisters voting must meet basic voting criteria: chapter dues and national dues paid, in good standing with chapter and sorority, and are an undergraduate.
 - f. Results will be made public in at least a week, after the election date.

Section 4.07 Resignation

Resignations are effective upon receipt of a written notification submitted to the President of the Executive Board.

Section 4.08 Dismissal of the Executive Board Member

Any member of the Executive Board can be dismissed if they have:

1. Missed 3 meetings, or any chapter sponsored events without prior arrangements or notification.
2. Failed in their officer duties as described in bylaws.
3. Has consistently not acted in the best interest of the chapter.

All incidences must be brought to the attention of Executive Board and documented in meeting minutes, prior to starting dismissal process.

Section 4.09 Dismissal Process for Executive Board Member

The following dismissal process will be followed when dismissing **executive board member or general member** from any official role in the chapter.

1. Officers will receive one verbal and one written warning. Only one set of warnings will be given. The AA will be notified of all warnings.
2. If behavior persists for a second time AA will be asked to come in and help mediate a conflict resolution to resolve the matter.
3. Upon third instance of this behavior, the sister will be removed from her role.
4. Dismissal will be done in person if possible and a follow-up email to re-cap the conversation will be sent to AA if she is not present.

Section 4.10 Dismissal Process for General Member

The following dismissal process will be followed when dismissing a general member from any official role in the chapter.

1. Member will receive one verbal and one written warning. The AA will be notified of all warnings.
2. If behavior persists for a second time another warning (verbal and written) will be issued and reported to the AA
3. Upon third instance of this behavior, the sister will be removed from the organization
4. Dismissal will be done in person if possible and a follow-up email to re-cap the conversation will be sent to AA if she is not present.

Article V. Meetings

Section 5.01 General Meetings

The following are the minimum operating meeting procedures.

1. Regular meetings shall be held at least twice a month during the school term and once a month when on break.
2. Agenda items must be submitted to the Secretary 48 hours before a meeting. All other matters not submitted will be on the agenda for discussion on the next meeting.

Section 5.02 Annual Meetings

Annual meetings will consist of the national convention and is mandatory for all active members to attend.

1. For the members who do not attend, they will be required to pay fines for absence, unless absence is excused by the Board of Directors.
2. This absence does not count for an absence on mandatory functions of the chapter.
3. If a sister does not attend, they must provide a reason in writing before the deadline given by the Board of Directors.

Article VI. O.W.L.S. Group

Section 6.01 Requirements of O.W.L.S.

The following are minimum requirements that are mandatory of O.W.L.S.

1. Two eXpressos per semester.
2. Two community service events per semester.
3. Three fundraisers per semester.
4. O.W.L.S. meetings at least twice a month.

Section 6.02 Duties of O.W.L.S.

The following are duties that are mandatory of O.W.L.S.

1. Meet requirements.
2. Learn how to manage events and business of organization.
3. Achieve academic excellence.
4. Promote and gain a greater appreciation of various cultures.
5. Enhance leadership skills through fundraising and community service activities.
6. Become a productive member of their respective colleges or universities and the community-at-large.

Section 6.03 Preferred Character Traits Potential

The following are the traits sisters will be looking for when recruiting potential O.W.L.S. Members.

1. Responsible
2. Respectful
3. Open-minded
4. Strong Minded
5. Friendly
6. Persistent
7. Initiative

Article VII. Sister Conduct

In addition to following national bylaw and Sister Code of Conduct the chapter has additional requirements in regards to conduct:

1. Conduct themselves with respect and integrity.
2. At parties and/or event: No drinking with Letters, No getting into altercations and sisters will not give a perception of any impropriety (sexual conduct).
3. On Facebook, Instagram, Twitter or any social networking sites there should not be any pictures that show the sister doing anything out of conduct.

Article VIII. Chapter Requirements

The following are the minimum mandatory requirement for the chapter to achieve.

1. Complete 2 eXpressos in the fall, 2 in the Winter.
2. Complete 2 community services in the fall, 2 in the Winter.
3. Complete national project.

Article VIII. Chapter Requirements

The following are the minimum mandatory requirement for the chapter to achieve.

4. Complete 2 eXpressos in the fall, 2 in the Winter.
5. Complete 2 community services in the fall, 2 in the Winter.
6. Complete national project.
7. \$200 donation [minimum] for IHAD [national philanthropy].
8. Complete 4 programs a year - 1 for each awareness.
9. Complete 1 alumnae outreach activity per year.
10. Submit grades in the fall and winter.
 - a) Fall grades to be submitted by the second Sunday in January
 - b) Winter grades to be submitted by the second Sunday in June
11. Pay national dues in the fall and winter.
12. Sisters Social Retreat
13. Week of Wisdom
14. 1 Founders' Week

Article IX. Conflict of Interest

1. Any member of the executive board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Executive Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the executive board to voluntarily excuse herself and will vacate her seat and refrain from discussion and voting on said item.

Article X. Board of Directors

Board of Directors shall oversee all chapter activity.

Article XI. Committees

Committees shall be formed at the discretion of the Chapter.

Article XII. Hazing

“The organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

“Hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or

other substance, or other forced physical activity that could adversely affect the physical health or safety of the student. Chi Upsilon Sigma, Beta Eta Chapter will adhere to any policies/laws/regulations set forth by the University of Michigan, and the State of Michigan.”

Article XIII. Amendments of Bylaws

Bylaws should be reviewed for amendment at the beginning of the fall semester. Bylaws may be amended with previous notice to all active members and a two-thirds vote. Only an active member or a probationary status member can propose an amendment.

Article XIV. Dissolution

If the chapter is to be dissolved, the remaining assets will be donated to the Board of Directors and the national fundraiser.

Corazones Unidos Siempre, Chi Upsilon Sigma National Latin Sorority, Incorporated is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Upon joining the organization, all members agree not to undermine the purpose or mission of Corazones Unidos Siempre, Chi Upsilon Sigma National Latin Sorority, Incorporated

Bylaws were created on September 9, 2010. Amendments were made March 20, 2018. They can be amended by a chapter majority vote.

