

SIGMA
GAMMA
RHO
SORORITY,
INC.

CONSTITUTION
AND
BYLAWS

Revised 2024

Mission Statement

It is the mission of Sigma Gamma Rho Sorority, Inc. to enhance the quality of life for women and their families in the U.S. and globally through community service, civil, and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff, and community partners work to create and support initiatives that align with our vision.

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CONSTITUTION

CONSTITUTION

ARTICLE I

Title

Section 1. Name. The body shall be known as Sigma Gamma Rho Sorority, Incorporated.

Section 2. Operational Levels. Sigma Gamma Rho Sorority shall consist of alumnae and undergraduate chapters within the various regions established or hereinafter established by this Sorority.

Section 3. Seal. There shall be an official seal.

ARTICLE II

Membership

Section 1. Eligibility for Membership. To be eligible for membership:

- A. Undergraduate students must be matriculating on a four-year accredited college university working toward a bachelor's degree or eligible junior or community college students who submit proof of intention to enter and obtain a degree while in attendance or after completion of the junior college program.
- B. Prospective members must:
 - 1. Maintain high scholastic standing.
 - 2. Show interests and abilities for growth in leadership, social and democratic principles.
 - 3. Maintain high standards of character and reputation acceptable by the school and Sorority.
- C. Sigma Gamma Rho legacies who meet the criteria for membership shall be granted such membership based on qualifications.

Section 2. Unrestricted Membership. Membership in Sigma Gamma Rho Sorority, Inc. shall not be restricted because of race, color, creed or National origin.

ARTICLE III

Grand Chapter

Section 1. Composition. The Grand Chapter of Sigma Gamma Rho Sorority shall be composed of the International Board of Directors, past International Grand Basilei, members-at-large, life members, and the duly elected representatives from subordinate chapters and regional undergraduate expansion chapters only for the Boule to which they are elected and to any special Boule that shall be held by the Grand Chapter between the last Boule to which they were elected and the next Boule.

Section 2. International Board of Directors. The International Board of Directors shall be composed of the International Officers, Founders, and the Regional Syntaktes, Undergraduate Chapter Coordinator and Undergraduate Student Coordinator of each region.

ARTICLE IV

Officers

Section 1. International Officers. The officers of Sigma Gamma Rho Sorority, Inc. shall be:

- A. International Grand Basileus
- B. International First Grand Anti-Basileus
- C. International Second Grand Anti-Basileus
- D. International Grand Grammateus
- E. International Grand Anti-Grammateus
- F. International Editor-in-Chief of *The AURORA*
- G. International Grand Tamiochus
- H. International Grand Epistoleus
- I. International Legal Advisor
- J. International Parliamentarian
- K. International Philo Coordinator
- L. International Rhoer Coordinator
- M. International Program Coordinator

Section 2. Selection

- A. International officers of Sigma Gamma Rho Sorority shall represent a cross section of its territories, and their election shall be so that at no time will there be an entirely new staff of officers.

- B. The Parliamentarian, International Philo Coordinator, International Rhoer Coordinator and International Program Coordinator shall be appointed by the International Grand Basileus.
- C. The Legal Advisor shall be appointed by the International Board of Directors.

Section 3. Officers and Bonds. Officers required by law to give bonds shall not assume the duties of said office until such bonds are duly approved by the International Board of Directors.

Section 4. Tenure

- A. The terms of all elected International Officers shall be from Boule to Boule.
- B. International Officers shall not serve more than two consecutive terms and shall not be re-elected to the same office within a period of four years.
 - 1. These are the exceptions: The International Grand Grammateus, International Grand Anti-Grammateus, International Grand Tamiochus and International Editor-in-Chief of *The AURORA* may be re-elected to serve four consecutive terms but shall not be re-elected to the same office within four years.
- C. The office of the International Legal Advisor may be vacated upon written petition of a majority of the members of the International Board of Directors.

Section 5. Removal of Officers and Directors. The International Board of Directors may suspend any elected member of the International Board of Directors for the following reasons:

- A. Inattention to duties of her office.
- B. Conduct unbecoming a member of the International Board of Directors of Sigma Gamma Rho Sorority.
- C. Action prejudicial to the best interest of the Sorority.
- D. Before suspension, the said member of the Board shall have

the right to be heard in her own defense and must have been given at least one month's notice in writing.

ARTICLE V

Boules

Section 1. Regular Boules. There shall be regular Boules every two (2) years. A stated Board Meeting shall be held in the year in which there is no Boule.

Section 2. Special Meetings. Special Boules, Board Meetings, or Leadership Summits may be called as provided in the Bylaws.

Section 3. If exigent circumstances exist that make meeting in person untenable, by a two-thirds vote of the International Board of Directors, a regular or Special Boule may be held using an electronic format, provided that the platform used, at a minimum, supports simultaneous aural (hearing) and video communication.

ARTICLE VI

Regions

Section 1. Regions Established. The International Board of Directors shall have the authority to establish regions when and wherever the need becomes evident.

Section 2. Regional Meetings. There shall be annual regional meetings.

Section 3. Each region is authorized to hold regular or special regional meetings using an **electronic platform**, provided that the platform used, at a minimum, supports simultaneous aural (hearing) and video communication.

ARTICLE VII

Standing Committees

Section 1. There shall be standing committees as prescribed in the Bylaws.

ARTICLE VIII

Amending Constitution

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the Grand Chapter in the regular Boule or a special Boule called for that purpose.

- A. Chapters must receive proposed amendments to the Constitution at least 6 months prior to the special boule or regular boule where they will be presented.
- B. A special boule held for any purpose requires one-year (12 months) notice.

ARTICLE IX

Dissolution

Section 1. On the dissolution of the Sorority, the International Board of Directors, after paying or making provision for the payments of all the liabilities of the Sorority, shall dispose of all of its assets to such organization or organizations exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the International Board of Directors shall determine.

ARTICLE X

Inurement

Section 1. No part of the net earnings of the Sorority shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons except that the Sorority shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the preamble of the Constitution thereof. Notwithstanding any other provisions of these Articles, the Sorority shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(7) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

BYLAWS

BYLAWS

ARTICLE I

Purpose

Section 101. It is the mission of Sigma Gamma Rho Sorority, Inc. to enhance the quality of life for women and their families in the U.S. and globally through community service, civil and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff, and community partners work to create and support initiatives that align with our vision.

Section 102. The rules promulgated herein, under the authority of the Charter of Sigma Gamma Rho Sorority, Incorporated, shall be hereafter known as the BYLAWS of Sigma Gamma Rho Sorority, Incorporated.

ARTICLE II

Membership

Section 201. Undergraduate Membership. A woman may be admitted to membership in an undergraduate chapter, a regional undergraduate expansion chapter or regional undergraduate status while in attendance at an accredited four-year college/university, or enrollment in an accredited junior/community college program that is transferable to a four-year accredited college or university. United States-based colleges and universities must be accredited by Council for Higher Education Accreditation (CHEA) or a professional accreditation association recognized by the Department of Education.

- A. Candidates for undergraduate membership may be inducted after successfully completing one quarter, trimester or semester.
 - 1. Undergraduate candidates matriculating in a four-year accredited degree program or an accredited community or junior college program, shall be eligible for membership.
 - 2. Students seeking membership through this process must provide:

- a. A sealed transcript from the educational institution; and
 - b. Verification of enrollment from the educational institution; and
 - c. Verification from the junior or community college that program of study is transferable to a 4-year accredited program.
- B. Candidates must have a 2.5 cumulative GPA or average accepted at the institution and/or by the Pan-Hellenic Council, whichever is higher.
- C. Candidates must complete the requirements set forth in the National membership intake process of the Sorority as adopted by the Grand Chapter.
- D. Once inducted, an undergraduate soror must maintain the National standard grade point average of 2.5 in order to remain in good standing. Failure to maintain a cumulative 2.5 grade point average will result in prohibition from participating in T.O.R.C.H. and also result in restricted participation in Sigma social activities, included but not limited to social events, step shows and parties.
- E. Undergraduate membership shall be limited to 6 years. At that time, if the member does not have an undergraduate degree, she shall transfer to a graduate chapter as an associate member.
- F. Regional undergraduate membership is extended to a candidate who is enrolled on a campus on which a current charter is not established but an active effort to charter has been initiated by the region and a sponsoring alumnae chapter, or the campus does not allow fraternal organizations on that campus; this includes junior/community colleges. Regional undergraduate members must either affiliate with a regional undergraduate expansion chapter or with the sponsoring alumnae chapter.
- G. Regional undergraduates who affiliate with an alumnae chapter will be counted in the member count of the alumnae chapter to determine the number of delegates the alumnae

chapter is entitled to have for both regionals and Boules.

- H. Regional undergraduates functioning on a campus awaiting chapter status shall be allowed one delegate to regionals and Boules.

Section 202. Alumnae Membership. A woman admitted to membership in an alumnae chapter:

- A. Shall be a graduate from a four-year regionally accredited institution.
- B. Must complete the requirements as set forth in the official membership intake process of the sorority as adopted by the Grand Chapter.

Section 203. Military Sorors

- A. Members of Sigma Gamma Rho Sorority who have rendered service in the United States military shall be classified as “Military Sorors.”
- B. This classification will apply to Sorors who are on active duty; who are active in the Reserves; retired; and inactive (Reserve).
- C. If the Soror is no longer active in the military, she must have been honorably discharged to qualify for this membership status.

Section 204. Associate Membership

- A. Undergraduate members not completing requirements for the baccalaureate degree may hold membership in alumnae chapters as associate members.
- B. Associate members may have all the rights and privileges of membership (e.g. the right to vote, chair committees, serve on committees, serve as chapter delegates, etc.), except holding office at the local, regional, and National levels.

Section 205. General Membership. Alumnae members who for whatever reason prefer not to affiliate with the nearest chapter but who wish to be active with the sorority shall be designated as a General Member. **General Members:**

- A. Shall remit the following fees directly to the National Headquarters: Head Tax, insurance fee and surcharge.

- B. Shall remit the National Education Fund fee to its treasurer.
- C. Shall remit the Sigma Public Education and Research (SPEAR) Foundation fee directly to the appropriate Foundation Officer.
- D. Shall be exempt from local assessments as identified as prerequisites to good financial standing.
- E. Hold no voting privileges at regional conferences and shall have no voting privileges at the Boule.
- F. Must become and maintain T.O.R.C.H. certification.
- G. Shall remit regional fees directly to the regional Grammateus of the region with which they affiliate.
- H. Cannot hold elected or appointed offices on the National or Regional levels.
- I. Cannot apply for life membership.
- J. Years spent in this category of membership will not count towards a life membership.
- K. General members are not entitled to representation at regionals conferences and Boules.

Section 206. Members-at-Large. Members residing in communities more than 30 miles from the nearest chapter shall be members-at-large and:

- A. Remit their Head Tax and insurance fee directly to National Headquarters.
- B. Remit the National Educational Fund fee to the appropriate Foundation officer.
- C. Remit the S.P.E.A.R. fee directly to the appropriate Foundation officer.
- D. Remit regional fees directly to the Regional Grammateus.

- E. Hold voting privileges at Regional Conferences in their geographical areas and at Boules.
- F. Advise undergraduate chapters upon approval from the Regional Syntaktes.

Section 207. Life Members

- A. All Founders shall hold life membership in Sigma Gamma Rho Sorority with the right to vote in Board and Grand Chapter sessions.
- B. Life members shall:
 - 1. Be exempt from paying Head Tax
 - 2. Have a vote in Regional and Grand Chapter sessions
 - 3. Be subject to all other local and Regional membership requirements.
 - 4. Be provided with a 5% discount on official sorority jewelry purchased through the authorized jeweler.
- C. Life membership shall be available only to sorors who have been active for at least ten years and who hold a minimum of a bachelor's degree.
- D. Years spent in the category of General Membership (or as an International Member) shall not count towards qualifying years for a Life Membership.

Section 208. Honorary Members

- A. Honorary members shall be:
 - 1. Women having done outstanding work on local and National levels in education, human relations, science, religion, or other cultural areas.
 - 2. Privileged to enjoy all of the rights of membership except to hold office and vote. The certificate shall indicate this status.
- B. Honorary members may be accepted at Boules or in the interim.
- C. Names of women to be considered for honorary membership shall be sent to the International Board of Directors. The Board shall, after investigation:
 - 1. Vote on said names according to the degree of

- achievement.
 - 2. Notify the candidate of the decision.
 - 3. Create and submit press releases and social media blitz of newly inducted honorary members.
- D. If there is an opportunity to induct a woman of National/ International renown, and timing is of the essence, the International Grand Basileus may poll the available voting members of the International Board of Directors, and if approved, may induct someone whose International/ International stature would greatly enhance the brand of the sorority. Such an induction must be ratified at the next meeting (regular) of the International Board of Directors for the membership to be validated.

Section 209. Cultured Pearl Members

- A. All members having 50 years of membership in the Sorority shall have Cultured Pearl membership status.
- B. To be eligible for Cultured Pearl status, a soror must have been financial for 30 years of the minimum 50 years she has been a member of the sorority.
- C. Cultured Pearls may be inducted at regional conferences or a Boule.
- D. Cultured Pearls shall be exempt from paying all National dues and assessments.
- E. Cultured Pearls shall pay the established Cultured Pearl rate for Boule registration.
- F. The Boule registration fee for Cultured Pearls shall be a fixed rate of 25% off the early registration fee. Cultured Pearls shall pay this fixed rate no matter when they register (early, regular or late registration).

Section 210. Transfer

- A. A member transferring from one chapter to another or transferring from a chapter to the member-at-large or general member category shall obtain clearance by completing a transfer form from her former chapter.
 - 1. The transfer form shall indicate her standing in the

chapter from which she is attempting to transfer.

2. The Basileus and financial officer of the transferring chapter shall acknowledge status of the member's standing, confirm clearance, and sign the form. The Anti-Grammateus of the transferring chapter shall forward all personal records of such member to the receiving chapter. The receiving chapter shall send the transfer form and the transfer fee to international headquarters within 45 calendar days from the officer's signature date on the transfer form or National headquarters will return the transfer form and fee for resubmission.
 - a. If the transferring soror is the Basileus of the undergraduate chapter, she and an officer of the advising graduate chapter or the advising member-at-large, shall sign the form.
 - b. If the former undergraduate chapter, former advising chapter, or former alumnae chapter is not able to verify good standing due to lack of historical records of reference, the Regional Syntaktes of the region of her former chapter shall sign the transfer form.
 3. If such a member is in good standing, it shall be mandatory upon the chapter to receive her. If a member is not in good standing due to outstanding obligations to the local chapter, her current chapter shall refuse her transfer request until all local obligations have been satisfied.
- B. An undergraduate member, upon graduation from a four-year accredited institution, shall immediately apply for transfer to an alumnae chapter, member-at-large status or General Member status.
 - C. Undergraduate members transferring to a city where no undergraduate chapter has been established shall be eligible to affiliate with the alumnae chapter in the new city.
 - D. Alumnae members transferring to a city where there is no

alumnae chapter may affiliate with the undergraduate chapter.

- E. There shall be no transfer from one alumnae chapter to another alumnae chapter in the same city.
- F. Alumnae members who hold the status of General Membership, may transfer to an alumnae chapter once they have been cleared by both International Corporate Headquarters (ICHQ) and the Regional officers of the involved region(s).

Section 211. Legacies. A legacy is defined as a female relative of a soror, i.e. mother, grandmother, granddaughter, daughter, sister, aunt, cousin or niece.

- A. **Mother-Daughter Legacies** are defined as daughter, granddaughter, court appointed legal ward, and/or stepdaughter relationships.
 - 1. Mother-Daughter legacies shall be invited to Formal RUSH and Interview as prescribed by the membership intake process.
 - 2. Mother-Daughter legacies shall not be subject to the vote of a chapter for membership if they meet all criteria for membership and the mother, grandmother, court appointed guardian, stepmother is active the preceding 24 months prior to the application date. If deceased, the active membership requirement is waived.
 - 3. Reverse Mother-Daughter legacies would qualify for this clause also (i.e., sorority member daughter and legacy candidate mother).
 - 4. All prospective members who are defined as mother-daughter legacies must meet membership requirements and be subject to the prescribed membership intake procedures, including an expanded application process.
- B. **Traditional Legacies** are defined as a female relative of a soror, i.e. sister, aunt, cousin, or niece relationships.
 - 1. Traditional legacies shall be invited to Formal Rush

and Interview, as prescribed by the membership intake process.

2. All prospective members who are defined as traditional legacies must meet membership requirements and be subject to the prescribed membership intake procedures.

Section 212. Deceased Members. Within ten (10) days after the death of a member of the Sorority, it shall be the duty of the Anti-Grammateus of her chapter to officially notify National Headquarters.

Section 213. Rights of a Member

- A. Every woman upon induction into membership in Sigma Gamma Rho shall be entitled to a membership certificate, membership card, handbook (Constitution & Bylaws/Standing Operating Procedures), T.O.R.C.H. Manual, wear the official badge, receive *The AURORA*; attend meetings of the Sorority or be represented by a delegate to the Boule and the Regional Conference; and share in all other privileges that may be hereafter acquired by the Sorority. General Members are not entitled to representation at regionals conferences and Boules.
- B. **Regional undergraduate members** who affiliate with an alumnae chapter will be counted in the member count of the alumnae chapter to determine the number of delegates the alumnae chapter is entitled to have for both regional conferences and Boules. Regional undergraduates functioning on a campus awaiting chapter status (regional undergraduate expansion chapter) shall be allowed one delegate to regional conferences and Boules.
- C. Payments of annual national, regional, local, all foundation assessments for alumnae shall be prerequisites to good financial standing.
- D. Good financial standing is prerequisite to holding office and participating in sorority functions.
- E. During the grace period (July 2 – September 30), sorors and chapters whose dues were paid the previous year and who are in good standing have the right to participate in all sorority activities, including T.O.R.C.H. training. However, chapters

who wish to submit a T.O.R.C.H. calendar between July 1 and October 1, must pay chapter and individual dues and assessments on the regional and national levels before a T.O.R.C.H. calendar and induction will be approved, even if their dues and assessments were paid the previous year.

- F. **Reinstatement.** A non-financial member shall apply for reinstatement through her local chapter, or if a member-at-large or General Member, through the International Grand Grammateus, upon meeting financial and other requirements. In a city where there are two alumnae chapters, the alumnae member may reactivate with the chapter of her choice, following the proper procedure for reinstatement and transfer.
- G. **Active Member.** An active member shall be defined as a member in good financial standing at the national, regional and local levels. It shall be the right of the local chapter to determine active membership in terms of function for chapter membership. It shall be the right of the national organization to determine active membership for General Members.
- H. **General Members** shall receive all mailings and other communications as the local chapter as well as all other membership services provided to members.
- I. See Article VI - Disciplinary Actions.
- J. A member that has a pending and/or active legal action against the Sorority on any level, or an officer, on any level in her position as an officer, will not be allowed to be nominated or appointed for any office on any level nor hold office on any level until there is a final binding decision from the court and/or through arbitration.
- K. **Right to Vote.** The right to vote in the Grand Chapter shall be by representation exercised by duly elected delegates from chapters and regional undergraduate expansion chapters, members-at-large, fully paid life members, International Officers, past International Grand Basilei, Founders, and the Regional Syntakti, Undergraduate Chapter Coordinators and Undergraduate Student Coordinators of the regions. Every ten members or fraction thereof may be represented by one delegate at the Boule and Regional Conference.

Section 214. All Rhoer and Rhosebud Coordinators, and Rhoer and Rhosebud Advisors shall have a criminal history and child registry, background check not more than 90 days old upon appointment. The criminal history and child registry background shall be completed as often as is required to be in compliance in the jurisdiction of the local chapter.

ARTICLE III

Financial Regulations

Section 301. Fiscal Year. The Sorority shall operate on a fiscal year beginning July 1 and ending June 30.

- A. Newly inducted members shall pay an induction fee that includes the current year and the post-induction year National Head Taxes and assessments.
- B. Current members' assessments and taxes shall be levied for the fiscal year, with the exception of international fees and assessments for newly inducted members who shall be levied for two consecutive sorority years.
- C. If additional fees and/or assessments are levied during the second sorority year, there can be no additional fees or assessments levied upon these newly inducted members during that second year. Additional fees and/or assessments adopted by Grand Chapter will only apply after the second year of membership.

Section 302. Levy of Assessments and Taxes. The Grand Chapter shall have the power to levy chapter and member assessments for the Sorority. This does not prohibit chapters and regions from levying assessments and taxes as necessary.

Section 303. Due Dates

- A. The annual National Head Tax, dues and assessments shall be due on July 1, with a grace period of 90 days through September 30 (See Article II, Section 213 for how the grace period is defined).
- B. Chapter and Philo affiliate fees shall be due July 1, with a grace period of 90 days through September 30.

- C. Chapters and Philo affiliates failing to pay by the end of the grace period shall be fined.

Section 304. Method of Payment

All chapter monies and individual assessments due to the Sorority shall be paid by certified check, money order, Visa, MasterCard, or American Express credit card and other electronic methods authorized by the International Board of Directors, payable to Sigma Gamma Rho Sorority, Incorporated, and forwarded to the International Grand Grammateus via the International Headquarters unless otherwise indicated.

The International Grand Grammateus shall hold financial cards or credentials until certified checks are cleared.

Credit card payments will be subject to a service charge.

Fees for using electronic methods shall be paid by the chapter and/or member.

- A. Pilot implementation for this amendment will begin July 1, 2018, provided that the process by which local chapters can inhibit national dues from being paid by individuals who are not financial on the local level has been developed and widely disseminated to the membership, and that the online method of payment is active, with full implementation by 2020.

Section 305. Individual Member Assessments and Fees

- A. **National Head Tax.** Alumnae members, undergraduate members, associate members, Members-at-Large, and General Members shall pay an annual National Head Tax.
 - 1. All Life Members and Cultured Pearl Members shall be exempt from paying the National Head Tax.
 - 2. All members of the Boule Hostess Chapter(s) shall be exempt from paying the National Head Tax for the fiscal year immediately preceding the fiscal year during which the Boule is held (i.e., exemptions would apply to the 2013-2014 fiscal year for the Boule held in 2014).

3. All Past International Grand Basilei shall be exempt from paying the National Head Tax
- B. **National Education Fund.** All alumnae members, associate members, Members-at-Large and General Members shall pay an annual assessment made payable directly to the Sigma Gamma Rho National Education Fund.
 1. All Past International Grand Basilei shall be exempt from paying the National Education Fund assessment.
- C. **Sigma Public Education and Research Foundation.** All alumnae members, associate members, Members-at-Large and General Members shall pay an annual assessment made payable directly to the Sigma Public Education and Research Foundation.
 1. All Past International Grand Basilei shall be exempt from paying Sigma Public Education and Research Foundation assessment.
- D. **Headquarters Building Assessment.** As of July 1, 2002, every member shall pay a one-time Headquarters Building Assessment payable to Sigma Gamma Rho Sorority, Inc. if the member is newly inducted or reactivating and has not paid the assessment previously.
- E. **Reinstatement Fee.** Any member not financial in the immediate preceding sorority fiscal year shall pay a Reinstatement Fee, with a portion being forwarded by the chapter to the International Grand Grammateus via the International Headquarters, and a portion being retained by the chapter.
- F. **Late Fee.** Any member whose national assessments are received after the last day of the grace period shall pay a late fee. The chapter shall forward a portion of this late fee to the International Headquarters and the chapter shall retain a portion.
- G. **Transfer Fee.** A transfer fee shall apply to any member transferring from one chapter to another or transferring to or from a chapter to the Member-at-Large or General Member category.

1. Undergraduate sorors who transfer within six months (180 days) after graduation into an alumnae chapter will be exempt from paying transfer fees.
- H. **Insurance Fee.** As of July 1, 2007, all members shall be assessed an insurance fee.
- I. **General Members.** General Members shall pay all individual member taxes, fees, and assessments, with the exception that General Members who are also Life Members or Cultured Pearls shall not pay the National Head Tax. All General Members, except for those who are also Cultured Pearls, shall be assessed a National surcharge.
- J. **Honorary Members.** Honorary members shall be exempt from payment of all taxes, fees and assessments.
- K. **Induction Fees.** There shall be new member induction fees as approved by Grand Chapter. The price of the badge, our official blazer (or item of apparel of comparable value), and chapter guard will be added to the induction fee to account for fluctuations in the cost of these items.

Section 306. Chapter Assessments

A. Chapter Boule Tax

1. Each Alumnae chapter shall pay a Chapter Boule Tax based on the number of members in the chapter during the immediate preceding sorority fiscal year.
2. Each undergraduate chapter shall pay a fixed Chapter Boule Tax.
3. Boule Hostess Chapter(s) shall be exempt from paying the National Chapter Boule Tax for the fiscal year immediately preceding the fiscal year during which the Boule is held.

B. Chapter National Headquarters Tax

1. Each Alumnae chapter shall pay a Chapter National Headquarters Tax based on the number of members in the chapter during the immediate preceding sorority fiscal year. If a chapter was not financial in the immediately preceding sorority fiscal year, then no Chapter Headquarters Tax is to be paid.

2. Each undergraduate chapter shall pay a fixed Chapter National Headquarters Tax.
- C. **Chapter Reactivation.** Chapters shall be assessed a fee for chapter reactivation. Undergraduate chapters shall be assessed a lesser amount than alumnae chapters.
- D. **Chapter Charters.** Chapters shall be assessed a fee for chapter charters. Undergraduate chapters be assessed a lesser amount than alumnae chapters.
- E. All chapter fees must be receipted by the International Grand Grammateus as paid at least 30 days prior to the date that the regional conference convenes in order for chapter delegates to be seated.

Section 307. Life Member Fees

- A. Life members shall pay a one-time Life Membership fee. This one-time fee shall be reduced for each year of financial membership beyond ten years. Effective the 2018/2019 sorority year, the life membership fee should include cost of the life membership pin, a life membership card and a certificate. The International Board of Directors and the International Headquarters shall establish a payment system for the Life Member fee.
- B. A member with 25 years of uninterrupted financial membership shall be eligible to pay a reduced Life Member fee.
- C. Life Members and Cultured Pearls shall be exempt from paying National Head Tax.

Section 308. Affiliate Assessments

The following fees are paid to the National treasury of Sigma Gamma Rho Sorority, Inc. and shall be paid by the affiliate via the sponsoring alumnae chapter:

A. Rhoers

1. Rhoers shall pay an induction fee, which shall include a membership certificate, pin and handbook.
2. Rhoers shall pay an annual per capita fee.

B. Philos

1. Philos shall pay an induction fee, which shall include

- a membership certificate, pin and handbook.
- 2. Philo shall pay an annual per capita fee.
- 3. Each Philo Affiliate (group) shall pay an annual National tax.
- 4. Philo Affiliate (group) taxes received after September 30 shall carry a late penalty.

Section 309. Financial Report. Complete financial reports of all monies received, expended and on hand must be forwarded to the International Headquarters by each chapter and each region.

- A. Chapters shall submit their End-of-the-Year Reports, including financial reports, and proof of filing IRS form 990-N to International Headquarters by July 15. Chapter financial reports shall include affiliate financial reports. Chapters failing to submit these reports by the deadline shall be fined.
- B. Regions shall submit their financial reports to International Headquarters by July 15 of each year.
- C. The International Grand Grammateus and International Grand Tamiochus shall submit a complete report to the International Board of Directors and Grand Chapter (14) fourteen days prior to the Boule in the year the Boule is convened. This financial report shall be made available on the secure section of the international website. In non-Boule years, this report shall be given by July 15.
- D. The International Grand Grammateus shall provide a final financial report to the International Board of Directors and Grand Chapter within 90 days after the closing of the Boule.
- E. National Headquarters shall be responsible for filing Form 990 for inactive Chapters between June 30 and July 15. **Refer to Appendix A.**

Section 310. Regional Fees

- A. All chapters shall pay a Regional Tax and registration for the Regional Conference as set by each region.
- B. Each region may set fees or assess its members by vote of the Regional Conference.

Section 311. Undergraduate Chapter Development Fund. There shall be an Undergraduate Chapter Development Fund as delineated in the National Standard Operating Procedures.

ARTICLE IV

National Expenditures

Section 401. National Expenditures. Sigma Gamma Rho Sorority, Inc. is responsible for the following expenditures:

- A. Cost of auditing books by a CPA before each Boule.
- B. *The AURORA*, the official organ of Sigma Gamma Rho.
- C. Awards
 - 1. Educational (Annually).
 - a. \$300 to J. M. Finney Scholarship Fund of the Butler University. Effective the 2012-2013 fiscal year, this award shall be amended to grant \$2000 to the Black Alumni Association Scholarship at Butler University.
 - b. Minority Council. \$700 to one undergraduate soror in each region.
 - 2. Educational (Biennial).
 - a. \$2,000 Bertha Black Rhoda Fellowship to an alumnae soror in an advanced degree program.
 - 3. Cost of other Awards as described in ARTICLE VIII.
- D. Boule expenses as approved and outlined in the Sigma Gamma Rho Policies.
- E. Annual dues to affiliates organizations.
- F. Honorariums of International Officers as authorized and itemized in Sigma Gamma Rho Policies.
- G. Expenses of members of the International Board of Directors.
 - 1. Boule registration and Board dinner.
 - 2. Expense money for carrying out work of the office.
 - 3. Housing during Boule and Board meetings.
 - 4. Transportation to Boule and Board meetings.
- H. Air coach fare if traveling time consumes six (6) hours or

more.

- I. Transportation expenses shall be prorated according to time spent in Board meetings and Boule sessions, if absent from any part of said meetings without being excused by Chairman of the International Board of Directors.
- J. An International Grand Basileus pin which shall be the property of the Sorority and shall pass to each International Grand Basileus when she is installed.
- K. A past International Grand Basileus pin to be presented when an International Grand Basileus retires from office.
- L. International representation.
- M. Expenses of the retiring International Grand Basileus to the next Boule following her retiring year.
- N. Any additional expenditure the Grand Chapter sees necessary to add.

Section 402. Annual Budget. The International Board of Directors shall provide for an annual budget for all of the expenses of the Sorority based upon anticipated income. Provision shall be made in the budget for:

- A. Expenses incurred by the officers and directors for the proper exercise of their respective duties.
- B. Officer Expense Accounts
 - 1. Officer expense accounts shall be established in the National budget with the approval of Grand Chapter.
- C. Salaries and other remuneration authorized to be paid to members of the International Board of Directors, and employees of the Sorority.
- D. Officers' Honoraria
 - 1. Officers' Honoraria shall be established in the National budget with the approval of Grand Chapter.
 - 2. All International Officers shall receive an honorarium.

- E. Allocations to the various funds and reserves.
- F. The proposed annual budget shall be electronically distributed to Grand Chapter no later than 30 days prior to the Boule, to allow sufficient time for chapter and membership review.

Section 403. Funds and Reserves

- A. The General Fund shall be established for general administration expenses of the Sorority, e.g., clerical and stenographic assistance, salaries and wages, printing and publication, marketing, travel and Boule expenses, awards and pins.
- B. The Scholarship Fund shall be established for fellowships.
- C. A Sinking Fund for charitable donations.
- D. A Reserve for Depreciation shall be established from which building furniture, office equipment and other depreciable items for Sorority property with a useful life exceeding the period of one year, may be replaced.
- E. A Reserve for Contingencies Fund shall be established for legal expenses and insurance for protection of lawsuits and unforeseen expenses not otherwise provided for in the budget.
- F. The Surplus Reserve Fund shall be established for the investment of government securities, savings accounts, mutual funds and real estate.
- G. Sigma Gamma Rho Education Fund is established to provide grants and low interest loans from an endowment fund. At no time shall any monies donated by sorors or any other source for the Sigma Gamma Rho Sorority Education Fund be converted to other use nor shall any Certificate of Deposit be redeemed and used for any purpose other than for the Sigma Gamma Rho Sorority Education Fund without a 2/3 (two-thirds) vote of the International Board of Directors and a 2/3 (two-thirds) vote of the Grand Chapter.
- H. The Grand Body reaffirms Sigma Public Education and Research (SPEAR) as an official 501c(3) organization of

Sigma Gamma Rho Sorority, Inc.

Section 404. Internal Accounting. The annual accounting of receipts of the International Grand Grammateus and the annual report of the International Grand Tamiochus shall include:

- A. An expense statement showing and analyzing the receipts and expenditures of the Sorority.
- B. A balance sheet showing the financial condition of the Sorority on the last day of the fiscal year, listing each asset, i.e., cash, bonds, property, equipment, supplies and accounts receivable and listing each liability, i.e., accounts payable, funds and reserves, etc.

Section 405. Audit. The reports of the International Grand Grammateus and the International Grand Tamiochus shall be referred by the Board to be professionally audited with a request to the auditor for recommendations for the improvement of the corporation's internal accounting, reporting and collection procedures.

- A. The audited financial statement opinion will be communicated to the membership during the Boule along with a management letter comments and improvements suggested.

ARTICLE V

Chapter Regulations

Section 501. Undergraduate Chapters

A. Undergraduate Chapters

- 1. Undergraduate chapters shall be composed of students in attendance at a school accredited by the Council for Higher Education Accreditation (CHEA) or a professional accreditation association recognized by the Department of Education. Alternative accreditation is allowable for international institutions.
- 2. All undergraduate chapters shall be audited using the Auditing Form provided by each region's respective Undergraduate Chapter Coordinator. This audit is due annually on July 1.

B. Regional Undergraduate Expansion Chapter

1. A Regional Undergraduate Expansion Chapter may be established at a college/university when the criteria for the establishment of an undergraduate chapter is not met by the sorority's and the institution's requirements, but the sorority has received approval from the institution to charter a chapter on that campus.
2. This chapter will be under the direct supervision of the region with the assistance of a sponsoring alumnae chapter or advising Member-at-Large for each school where an expansion chapter is established.
3. Regional undergraduate expansion chapters shall be allowed one delegate to regional conferences and Boules.

Section 502. Alumnae Chapters.

- A. Alumnae chapters shall elect as many Anti-Basilei as there are undergraduate chapters under its supervision. Each Anti-Basileus shall be the advisor to an undergraduate chapter.
- B. A candidate for an office must hold a degree from a four-year accredited college.
- C. An alumnae chapter not sponsoring an undergraduate chapter shall accept sponsorship of an undergraduate chapter assigned by the Regional Syntaktes.
- D. When a new graduate chapter is chartered, at least one or more established active undergraduate chapters will be assigned to said graduate chapter for advisorship at the discretion of the Regional Syntaktes, after the new graduate chapter has 3 years of active service.
- E. In reactivating or chartering an alumnae chapter, a majority of the sorors must have a bachelor's degree.
- F. In order for a second alumnae chapter to be chartered in the same city, there should be at least ten (10) members for the second chapter.

- G. Any alumnae chapter not represented by a delegate at two consecutive Boules or two consecutive Regional Conferences shall be fined.
 - 1. If fine is not paid within 90 days, the charter shall be withdrawn and the chapter shall be subject to suspension.
 - 2. The regular rules governing suspension shall be enforced.

- H. Requesting a New International or Military Base Alumnae Charter
 - 1. Members wishing to charter or reactivate an International or military base chapter must submit a proposal package to the Regional Syntaktes that includes:
 - a. Letter of intent to charter or reactivate with information about proposed charter or reactivation members (names, current status, chapter affiliations, positions, etc.).
 - b. Description of the proposed chartering area (population, needs of communities, etc.) including information about any colleges and universities deemed by the chartering members to be within reasonable distance and currently without a charter or are an inactive undergraduate chapter.
 - c. A five-year strategic plan covering proposed recruitment, retention, reactivation of members, service to community, local collaborations with community organizations and any local NPHC organizations and budget/fundraising plans.
 - d. A list of proposed charter members, providing proof that a minimum of 50% of proposed charter members have alumnae status, at least one has permanent residence in the proposed charter city and that the majority of proposed charter members reside in the designated charter region or area of service impact.

- I. Alumnae chapters shall identify their charter designation on all printed materials, publications, websites and social media, banners etc.

Section 503. Joint Council. When there are three or more chapters in a geographical area, a Joint Council may be formed to function as a coordinating unit of all local, regional, and International programs and lines of communication.

Section 504. Elections

- A. Each alumnae chapter must hold elections of officers every two years in May of the Biennial Boule year, with installation in June. All alumnae chapter officers will take office on July 1 and serve until June 30, two years hence. (Note: Biennial elections effective for terms that begin July 1, 2020)
- B. Each undergraduate chapter must hold election of officers every year.

Section 505. Induction. No chapter shall hold an induction until all requirements of the current process for membership intake have been completed.

Section 506. International Chapters

- A. Shall be open to all women who meet the requirements of membership and who possess locally recognized degrees or certificates evidencing advanced educational qualifications.
- B. Members and chapters shall pay such fees as may be fixed by the International Board of Directors to be paid to the Grand Chapter.
- C. The International Chapter(s) shall be exempted from rules under Section 502 c, d, and e.

Section 507. International Officer Visit. When a chapter requests an International Officer visit, the chapter must defray the expenses of the International Officer.

Section 508. Withdrawal of a Charter. A charter shall be withdrawn after five (5) years of inactivity or not meeting financial obligations with the following exceptions and provisions:

- A. Chapters older than 15 years and single Greek lettered chapters

can only lose their original chapter name/charter in the event of a sorority infraction, such as hazing, but not due to inactivity, lack of members, or not meeting financial obligations.

- B. The current chapter membership, if any, will be held responsible for inactivity, lack of membership growth or not meeting financial obligations.
- C. For graduate chapters with no current members, it will be the responsibility of the Regional Syntaktes, and in the case of undergraduate chapters, the Undergraduate Chapter Coordinator and supervising graduate chapter to reactivate the chapter.

Section 509. Reinstatements/Reactivations

- A. When a soror reinstates, the chapter may keep one-half of the reinstatement fee and the local dues, if any. The balance of the reinstatement fee plus Head Tax shall be forwarded to National Headquarters.
- B. Charters, which have been withdrawn, may be reissued upon application within a year from the date of withdrawal. The chapter must show that it can maintain itself.
- C. An alumnae chapter may reinstate when five or more members of said chapter apply for reinstatement, paying the required reinstatement fee per soror to the International body. Undergraduate chapters may reinstate with fewer than five members.
- D. In reactivating or chartering an alumnae chapter, a majority of the sorors must have a bachelor's degree.

Section 510. Chapter Obligations. All chapter fees and assessments shall be paid in accordance with Section 9 of the National Standard Operating Procedures. International chapter fees shall be in accordance with monetary standards of the country or island.

Section 511. Method of Payment. All chapter fees and assessments due the Sorority shall be paid by certified check, money order, Visa, Master Card, American Express or any other credit cards and other electronic methods approved by the board, payable to Sigma Gamma Rho Sorority, Inc. Credit card payments will be subject to a service charge. Fees for using electronic methods shall be paid by the chapter.

Section 512. Dues Dates and Penalties shall be in accordance with Section 9 of the National Standard Operating Procedures.

Section 513. Financial Reports

- A. Complete financial reports of all monies received, expended, and on hand must be forwarded to National Headquarters by June 30.
 - 1. Within thirty (30) days after the Regional Conference for the region.
 - 2. The International Grand Grammateus shall make a complete report to the International Board of Directors.
- B. Chapters failing to file a complete financial report to National Headquarters of all monies received, expended, and on hand, by July 15th, shall be fined. Regions failing to file a complete financial report of all monies received, expended and on hand, to National Headquarters thirty (30) days following the Regional Conference, shall be fined.
- C. All chapters shall file Form 990 with National Headquarters (International Grand Tamiochus) between June 30th and July 15th.

Section 514. Chapter Reports. A completed Annual Chapter Report must be submitted by each chapter by July 15th or they shall be fined.

ARTICLE VI

Code of Conduct and Disciplinary Action

Section 601. Code of Conduct. Sigma Gamma Rho Sorority, Inc. expects that all members shall conduct themselves in a manner which promotes the organization's mission of enhancing the quality of life in the community. The expected standards of conduct of all members can be found in the *Code of Conduct and Disciplinary Action Manual* and is incorporated herein.

Section 602. Disciplinary Actions

- A. It is the intent of the sorority to treat each member fairly and justly in all matters, especially in matters that can adversely affect a member's membership status or rights.

- B. Except as provided in Section 603 of these bylaws, no disciplinary action shall be taken against a financial member, chapter, region, or officer until such has been served with written special charges by certified mail, given at least 30 days to prepare a defense, and offered an opportunity for a fair hearing.
- C. All members serving on Hearing Panels must be financial and certified in the sorority's current membership intake process. The disciplinary action policies and procedures can be found in the *Code of Conduct and Disciplinary Action Manual* and is incorporated herein.
- D. Sorors who are accused of violating the Code of Conduct and whose dues and assessments are paid, shall continue to receive the Aurora and all mailings until a final decision is made about their membership status.
- E. If a Soror is placed on cease and desist and has already paid her dues, that Soror will receive a dues abatement for the following year if the sorority does not adhere to the timeline in the Code of Conduct.
- F. No retaliatory action of any kind shall be taken against a member or chapter seeking redress under these procedures. Any person that is a party to the matter shall not be a member of the Hearing Panel.
- G. A member of the disciplinary hearing panel who is not working on a particular hearing shall act as an ombudsman to the accused for her hearing to ensure the accused understands the disciplinary process. At the discretion of the hearing panel, a Regional Legal Adviser, not from the same region as the accused, may also serve in the ombudsman role.

Section 603. Special Circumstances

Under special circumstances, a member or chapter accused of membership intake violations or conduct that causes harm to or demeans the sorority can be immediately, temporarily suspended by the Regional Syntaktes, the International First Grand Anti-Basileus or the International Grand Basileus until the accused member/chapter has been afforded the opportunity to prepare a defense in accordance with

the *Code of Conduct and Disciplinary Action Manual*.

Section 604. POLICY ON HAZING:

HAZING IS WRONG, PROHIBITED AND UNAUTHORIZED.

A. HAZING DEFINED:

Hazing is any activity, which causes or threatens to cause emotional or physical injury, or which causes emotional or physical discomfort, embarrassment, harassment, or ridicule.

By way of example, such prohibited activities and situations include, but are not limited to, blindfolding; hollering at or berating people; personal servitude; running errands or performing maid services; activities likely to cause fatigue; physical and psychological challenges; treasure or scavenger hunts; wearing apparel which is conspicuous and not normally in good taste; engaging in stunts, pranks, degrading or humiliating games and activities; late work sessions; physical or emotional assaults; drinking games; or, the encouraged, suggested or forced consumption of alcohol or other disorienting substances.

Any such activity is wrongful and in violation of the Sorority's policy regardless of whether any person or persons involved in the conduct believes that the participants in the activities are doing so by consent.

The Sorority also adopts and incorporates herein the hazing policies established by the National Pan Hellenic Council.

B. PENALTIES/AND WAIVERS:

Any person who engages (or participates) in, encourages, aids, or assists in hazing is in violation of the Sorority's policy against hazing and subject to:

1. DISCIPLINARY ACTION by the Sorority, including permanent expulsion and loss of privileges;
2. DISCIPLINARY ACTION by the College/University in accordance with applicable campus and student rules of conduct;
3. CRIMINAL PROSECUTION in accordance with local, state and federal criminal codes and statutes;
4. CIVIL CLAIMS filed by this Sorority against any person who

- violates the Sorority's policy and thereby causes the Sorority to be demeaned in the eyes of the public or made the subject of litigation involving an alleged violation of this policy; and
5. **WAIVER OF CLAIMS AGAINST THE SORORITY:** Any person who participates in an incident or incidents of hazing, including any person subjected to, or claiming injuries as a result of alleged hazing, releases and agrees not to hold the Sorority, its Directors, Officers or Staff liable or responsible for any and all claims, suits, losses, costs, expenses or damages (including attorney's fees or punitive damages) that arise out of or otherwise relate in any way to such incident or incidents.

C. OTHER PERSONAL ACKNOWLEDGEMENTS AND COMMITMENTS:

IN ALL CIRCUMSTANCES: The individual conduct and the activities of our members and membership must be lawful, dignified and in complete accordance of the Sorority's policy on hazing.

IN ALL CIRCUMSTANCES: There are no "**above**" or "**underground**" activities required to gain or retain admission into this Sorority's policy against hazing or applicable local or federal law.

IN ALL CIRCUMSTANCES: Any PERSON who might ever be requested to violate the Sorority's policy against hazing, or who might otherwise be asked to engage in demeaning or dangerous conduct, agrees to REFUSE such a request and immediately report such conduct to the Sorority, so that the Sorority can take appropriate action.

(The above information is included in the Policy on Hazing Form, which is included in the Membership Intake Process.)

ARTICLE VII

Regional Regulations

Section 701. Regional Meetings

- A. The annual meetings of the regions shall be known as the Regional Conference of Sigma Gamma Rho Sorority, Incorporated.

1. It shall be under the supervision and direction of the Regional Syntaktes, who shall preside at such conference of the chapters.
2. The Regional Chapter shall be the official voting body of the Regional Conference.
3. Each alumnae chapter in good standing shall be entitled to one delegate for every 10 members or fraction thereof.
4. Each undergraduate chapter in good standing shall be entitled to one delegate for every 3 members or fraction thereof.
5. Regional undergraduates affiliating with an alumnae chapter will be counted in the member count of the alumnae chapter to determine the number of delegates the alumnae chapter is entitled to have for both Regional Conferences and Boules.
6. Regional undergraduates functioning on a campus awaiting chapter status shall be allowed one delegate to Regional Conferences and Boules.
7. During the year of a Boule the Regional Conference of each Region shall convene prior to May 1.

B. There shall be Area Meetings of the neighboring chapters.

C. Regional meetings are to be held during the weekend.

1. Chapter tax and individual registration fees shall be used to defray the expenses of the meetings except as indicated.
2. The Grand Chapter provides the expense account of the Regional Syntaktes.
3. Social affairs during the Meeting are paid for by the entertaining chapter.
4. The registration fee for the regional conference shall be set by the region.
5. To be eligible for Regional Conference and Boule registration, sorors must be financial on all levels. However, non-financial sorors may register as guests. Non-financial sorors may also register for conferences if a reactivation package is part of that conference registration.

D. Planning Regional Conference

1. All monies for package deals will be paid to the

- Regional Treasury.
2. Contract signing and hotel approval are performed by the Regional Syntaktes.
 3. Selecting the date for the Regional Conference will be performed by Regional Syntaktes, with input from the local host chapter.

Section 702. Regional Monies

- A. A region may tax members of the region, if approved by the Regional Chapter, to help defray expenses of the region.
- B. All regional monies shall be handled by the Regional Tamiochus, and a complete report of income, expenses, and balance in treasury shall be sent to the International Grand Grammateus within thirty (30) days after the Regional Conference. The International Grand Grammateus shall make a complete report to the International Board of Directors.
- C. All monies handled by the Regional Philos shall be included in the Regional Tamiochus' report which should also be submitted to the International Grand Grammateus at National Headquarters.

Section 703. Regional Awards

- A. **Regional Campus Awards.** Two awards, known as Regional Campus Awards, shall be given by each Region annually.
 1. **Outstanding Activities.** To the graduating soror who will have been judged as making the most outstanding record in school and Sorority activities during her undergraduate career. The award should be a scroll designed with the Coat-of-Arms.
 2. **Outstanding Scholarship.** To the soror completing her freshman, sophomore or junior year who has the highest scholastic record. This information should be obtained from records in the Office of the Registrar. Award should be an open book designed with Coat-of-Arms or a charm which has a wreath and an open book.
 3. Details about the chapter-selected soror should be submitted by the chapter to the Regional Achievements and Awards Committee six (6) weeks before the Regional Conference.

B. Travel Awards

1. **Talent.** The Region shall pay transportation to the Boule for the winner of the undergraduate Talent Contest at the Regional Conference the year of the Boule. The winner participates in the National talent competition for the Annie W. Neville Talent Award, which shall be a Trophy.
2. **Quality Performance.** The undergraduate soror entering her junior year, nominated by her region, as the outstanding soror of the Region, shall receive paid transportation by her Region, to the Boule.

C. Regional Affiliate Awards. Four awards known as Regional Affiliate Awards, shall be given by each Region annually.

1. **Rhoer of the Year Award.** This award is presented to the Rhoer who has actively participated in the activities of her club, distinguished herself academically, and exemplified leadership abilities both within her club and in her community (Trophy and Cash Award). Implementation of this award will be as it is laid out in the Rhoer Handbook effective the 2020-2021 sorority year.
2. **Rhoer Club of the Year Award.** This award is presented to the club that has participated actively within the community, worked with their local chapter and developed or sponsored outstanding programs (Trophy). Implementation of this award will be as it is laid out in the Rhoer Handbook effective the 2020-2021 sorority year.
3. **Rhoer Club Advisor of the Year Award.** This award is presented to the Club Advisor who has provided exemplary leadership and mentorship to her Rhoer Club. She is also an advisor who has worked cooperatively and diligently with her fellow advisors and local chapter to plan, organize, and execute effective programming for the Rhoers (Trophy). Implementation of this award will be as it is laid out in the Rhoer Handbook effective the 2020-2021 sorority year.
4. **Rhoer Scrapbook Competition** (Trophy).

Implementation of this award will be as it is laid out in the Rhoer Handbook effective the 2020-2021 sorority year.

D. Travel Awards

1. **Talent.** The Region shall pay complete registration to the Boule for the winner of the Miss Rhoer Pageant at the Regional Conference the year of the Boule. The winner shall participate in the Miss International Rhoer Pageant competition.

Section 704. Officers

- A. **The Regional Chapter shall elect** the Regional Syntaktes, Undergraduate Chapter Coordinator, Undergraduate Student Coordinator, Regional Grammateus, Regional Anti-Grammateus, Regional Tamiochus, Regional Epistoleus, Regional Nominations Committee Chair, Regional Elections Committee Chair (the Regional Elections Committee Chair may be elected or appointed), and such other officers as it shall be deemed necessary and provided for in the regional bylaws or policies.
 1. The Regional Syntaktes, Undergraduate Chapter Coordinator, and Undergraduate Student Coordinator shall be confirmed at the Boule.
 2. All elected and appointed regional officers shall serve for two years, from the end of one regularly scheduled Boule to the end of the next regularly scheduled Boule.
- B. **Each region shall have the following appointed officers:** Regional Legal Advisor, Regional Parliamentarian, Regional Philo Coordinator, Regional Rhoer Coordinator, Regional Programs Coordinator.
 1. The method of appointment of all regional officers shall be established in each region's bylaws.
 2. Area Coordinators are personal assistants to the Regional Syntaktes and may or may not be officers in accordance with each region's stated bylaws.
 3. Regional Social Action Coordinators
 - a. Each region shall have a Regional Social Action Coordinator who may or may not be

designated as a regional officer and who will be selected in accordance with each region's bylaws. The Regional Social Action Coordinator shall serve on the National Social Action Committee.

Section 705. The Regional Syntaktes, Undergraduate Chapter Coordinator and Undergraduate Student Coordinator shall be members of the International Board of Directors of Sigma Gamma Rho Sorority, Inc.

A. Qualifications for Office

1. Candidates for Regional Syntaktes shall:

- a. Have attended at least three of the last five Boules, including the existing Boule at which she is to be confirmed.
- b. Have attended at least three of the last five Regional Conferences, including the existing conference.
- c. Have held two different chapter and/or regional offices.
- d. Be in good standing with her chapter, region and national.
- e. Be a duly qualified member who has a minimum of a bachelor's degree and is a member in good standing.

2. Candidates for Undergraduate Chapter Coordinator shall:

- a. Be a duly qualified member who has a degree and is a member of a chapter in good standing.
- b. Have attended two of the five most recent Boules, including the Boule at which she is to be confirmed.
- c. Have held one chapter and/or regional office.
- d. Have attended two Regional Conferences including the existing conference.
- e. Be in good standing with her chapter, as well as the regional and national levels.

3. Candidates for Undergraduate Student Coordinator shall:

- a. Be in good standing with her chapter, region and national.

- b. Be a full-time undergraduate soror.
- c. Have at least 2 full years left in her undergraduate career in order to fulfill her elected term.
- d. Have attended at least one Regional Conference, including the existing conference.
- e. Be actively participating in campus and student activities on the campus of the school, which she attends.
- f. Be in attendance at the Boule at which she is to be confirmed.

B. Duties

1. **The Regional Syntaktes shall:**
 - a. Organize, supervise, and direct the several chapters of the Sorority within her jurisdiction.
 - b. Is responsible for the establishment of new chapters within her region.
 - c. Designate the Undergraduate Chapter Coordinator in her region to act in her stead during her official absence.
 - d. Convene an annual meeting of all chapters in the region to be known as the Regional Conference.
 - e. Assign sponsorship of an undergraduate chapter to an alumnae chapter not already sponsoring such chapter.
 - f. Supervise all regional officers.
 - g. Evaluate applications and approve grants from the Undergraduate Development Fund.
2. **The Regional Undergraduate Chapter Coordinator (alumnae) shall:**
 - a. Be directly responsible to the Syntaktes of her region on matters pertaining to undergraduate chapters.
 - b. Work in close cooperation with the advisors of undergraduate chapters, devising means of exchanging ideas, discovering special needs and being alert to contacts for establishing and/or reviving undergraduate chapters.
 - c. Facilitate establishment and development of undergraduate chapters through school

personnel.

- d. Coordinate the activities of the undergraduate chapters in her region.
- e. Conduct a leadership workshop in collaboration with the Undergraduate Student Coordinator during her term of office
- f. Maintain a current file of all colleges and universities where there are Sigma Gamma Rho Chapters or potentials for such chapters.
- g. Stimulate chapter interest in National and regional awards and contests and scholarships available.
- h. Prepare and disseminate a quarterly newsletter to undergraduate chapters and advisors.
- i. Serve in the official absence of the Syntaktes.
- j. Host an undergraduate meeting (virtual) at least twice a year, inviting all undergraduate chapters to attend during her term of office.

3. The Regional Undergraduate Student Coordinator (undergraduate) shall:

- a. Study and coordinate the program of Sigma Gamma Rho's National Youth Projects in her Region.
- b. Record and assess the various chapters' National Youth Projects activities as to their effectiveness in meeting the needs of the youth in the community (especially non-Sigma youth at the "grass roots" level), reporting to the Regional Conference and to the International Grand Basileus.
- c. Stimulate chapter interest in promoting National Youth Projects.
- d. Be the chairman of the National Youth Projects Committee in her region.
- e. Share feedback on behalf of the undergraduate members of her region, with the International Second Grand Anti-Basileus.
- f. Perform such duties as the Regional Syntaktes may direct.

C. Vacancy. When a vacancy occurs in the office of Regional Syntaktes, Undergraduate Chapter Coordinator or

Undergraduate Student Coordinator in a region, the International Grand Basileus shall upon recommendation of the remaining members of the International Board of Directors in that region shall appoint a successor for the balance of that term within 30 days of the position becoming vacant.

Section 706. Regional Foundation Representatives

- A. All foundations that receive a per capita assessment from members of the sorority will have a regional representative that is selected in accordance with the regional regulations of the respective regions.
- B. The Regional Syntaktes will notify the appropriate Foundation president/chair of who has been elected/appointed to serve as the regional representative.

ARTICLE VIII National Awards

Section 801. National Awards shall be given according to published criteria and upon evaluation and recommendation of the National Achievements and Awards Committee unless otherwise provided for in these Bylaws.

Section 802. Member Awards

- A. **Annual Education Awards**
 - 1. \$2000 to the Black Alumni Association Scholarship of Butler University to be effective in the 2012-2013 fiscal year
 - 2. \$200 to Foreign affiliates to aid in financing their educational activities.
 - 3. \$700 to one undergraduate soror in each region.
- B. **Biennial Awards** given each year of a Boule.
 - 1. **Annie W. Neville Talent Award** - A trophy, given to the undergraduate Regional Talent winner in the National Talent Competition.
 - 2. **Award of Achievement** shall be given to:
 - a. Any undergraduate soror who has received honors from her college/university, or who has given outstanding services to the institution and

the Sorority.

- b. Any soror (undergraduate or alumna) who has given meritorious service to the Sorority or who has been publicly recognized for outstanding achievement in other areas of service.
 - c. Any member of Sigma Gamma Rho affiliates who has been publicly recognized for outstanding achievement in academic or community service. This may be a certificate of award.
3. **The Evelyn Hawkins Hood Distinguished Service to Mankind Award** - A plaque, given to the outstanding person in the community whom the sorority wishes to publicly recognize for outstanding achievement in human and community service.
4. **Sigma of the Year** - An outstanding undergraduate soror selected by a vote of sorors in her region during the year of a Boule, and upon recommendation of the National Achievements and Awards Committee, shall be given a SIGMA GAMMA RHO paid trip to the Boule. This soror shall be known as the "Sigma of the Year." She shall reign from Boule to Boule.
5. **Blanche Edwards Award** - Highest award an individual soror may attain awarded for outstanding achievement of National scope in contributing to the growth and progress of Sigma Gamma Rho Sorority, Inc.
6. **Katie Kinnard White Youth Leadership Award** - A medallion to be given at each Boule to an undergraduate soror selected by the International Grand Basileus and confirmed by the International Board of Directors.
7. **Cleo S. Higgins, Higher Education Assistance Award** - A \$750.00 cash award to be given every Boule year by Dr. Cleo S. Higgins to a soror beginning or continuing her doctoral study.
8. **Dr. Katie K. White Mwanamugimu Educational**

Scholarship Award – An award in the amount of \$725.00 to be given at each biennial Boule to a soror (alumnae or undergraduate) who best exemplifies the spirit and/or thrust of Mwanamugimu. By a majority vote, Grand Chapter may increase the amount of the award at its discretion.

9. **Bertha Black Rhoda Fellowship** – An award in the amount of \$2000.00 to be given every Boule year to an alumna for study towards an advanced degree.

Section 803. Member and Chapter Awards

- A. **Dr. Annie Lane Lawrence Mental Health Achievement Award** shall be given each year of a Boule for outstanding service in providing Mental Health Education to the general public and projecting the Sigma Gamma Rho image.
- B. **Dr. Lorraine Anderson Williams Award** shall be given each year of a Boule, upon recommendation of the International Grand Epistoleus, to the chapter and soror who contributed the greatest amount of historical materials during the past biennial (trophy).
- C. **Corine J. Green Golden Anchor Award** shall be given the year of the Boule to chapters that partner with a local community organization with direct impact on the community, socially, civically, economically or educationally. This is a \$500 cash award. Proof must be submitted from the community partner along with a detailed description of the program implementation process and the outcomes of the project.

Section 804. National Chapter Awards are given based on evaluation and recommendation of the region.

- A. **National Youth Projects Award.** A \$150 award shall be given annually to one chapter in each of the regions making the most contribution and progress towards the development and implementation of Sigma Gamma Rho's National Youth Project.
- B. **Sigma Torch Award** shall be presented at the Boule to the outstanding campus chapter for increased membership. The award may be a trophy.

- C. **Mary Lou Allison Little Loving Cup Award** shall be presented at the Boule to the chapter reporting the most successful program.
- D. **Hattie Redford Awards** - Two plaques awarded to one undergraduate chapter and one alumnae chapter for best exhibits.
- E. **Outstanding Campus Chapter Award** - \$50 award shall be given during a Special Recognition Program at a Boule.
- F. **National Undergraduate Chapter Service Grant** of \$150.00 shall be given any undergraduate chapter having five (5) or more financial members who submits its program of activities for the year according to criteria. This includes approval of the International First Grand Anti-Basileus.
- G. **Dr. Rejesta V. Perry Award** shall be given each year of a Boule to the chapter reporting the most successful Project Cradle Care Program.
 - 1. The Region winner is eligible to compete in the National Competition.
 - 2. The award will be a plaque.
 - 3. Projects are to be in the form of scrapbooks, slide collection, photographs, filmstrips, etc.
 - 4. All material must be documented with the name of the chapter, dates, objectives and activities.
- H. Total awards shall not exceed \$1500.00.

Section 805. Affiliate Awards

- A. **Rhoer** - Biennial Awards given each year of a Boule, beginning the 2021-2022 sorority year.
 - 1. **Miss International Rhoer** – pageant competition between the regional winners of the Miss Rhoer Pageant. An award in the amount of \$1000.00 to be given at each biennial Boule to the winner. By a majority vote, Grand Chapter may increase the amount of the award at its discretion. Eligibility should be determined by the guidelines found in the Rhoer Handbook.

2. **Rhoer of the Year** - the regional winners compete for the award during the year of a Boule. Eligibility should be determined by the guidelines found in the Rhoer Handbook.

ARTICLE IX

Grand Chapter

Section 901. Composition. The Grand Chapter shall be the governing and official voting body of Sigma Gamma Rho Sorority, Inc. and shall be composed of the International Board of Directors, duly elected delegates from Sigma Gamma Rho Chapters, regional undergraduate expansion delegates, Members-at-Large, Life Members, and Past International Grand Basilei.

Section 902. Delegates

A. Apportionment.

1. The number of delegates to which any chapter shall be entitled at any biennial Boule, or special Boule, shall be based on the number of members in good standing on June 30 of any year in which the Boule is held.
2. Each alumnae chapter in good standing shall be entitled to one delegate for every ten (10) members or fraction thereof. Each undergraduate chapter in good standing is entitled to one delegate for every three members or fraction thereof.
3. Regional undergraduates who affiliate with an alumnae chapter will be counted in the member count of the alumnae chapter to determine the number of delegates the alumnae chapter is entitled to have for both regional conferences and Boules.
4. Regional undergraduates functioning on a campus awaiting chapter status (regional undergraduate expansion chapters) shall be allowed one delegate to regionals and Boules.

- B. **Qualifications.** A delegate shall have been a member for no less than one (1) year immediately preceding the meeting of the Grand Chapter in which the delegate is to serve. This does not apply to chapters reorganized or reinstated during the

Sorority year in which a Boule occurs. Other exceptions can be authorized by the Regional Syntaktes. A delegate shall be a member in good standing with the local, regional, and national levels.

- C. **Term.** Each delegate and alternate shall be elected for a two-year term. Delegates shall assume office on the first official day of the Boule and, provided they remain financial, shall serve until the first official day of the next Boule.

Section 903. Quorum. A quorum for the transaction of business by the Grand Chapter shall consist of five International Officers, one member of the Board from each region, and one-half of the delegates registered for the conference.

- A. If there are special registration packages which contractually expire before the conference adjourns, then delegates registered under such packages will not be counted as delegates after the expiration of their conference contract. However, in the case of a contested election or if Grand Chapter votes to redo an election, the credentials for these delegates will be reinstated, but only for the purpose of participating in the re-election.

Section 904. Biennial Meeting

- A. The Sorority shall meet biennially in July or August, at the principal office, or at such other place as it shall designate.
- B. The International Grand Basileus shall issue the call for the Boule stating time and place, at least six months before the scheduled date.
- C. Boule Banquet. A Banquet shall be held in honor of existing International Officers and sorors of outstanding achievement since the last Boule.
- D. The place of Boule may be by chapter invitation. Chapters in a region shall help the entertaining chapter if necessary.
- E. Necessary changes may be made if approved by the International Board of Directors.
- F. To be eligible for Regional Conference and Boule registration, sorors must be financial on all levels. However, non-financial

sorors may register as guests. Non-financial sorors may also register for conferences if a reactivation package is part of the conference registration.

Section 905. Special Boule

- A. A special Boule of Sigma Gamma Rho Sorority, Inc., may be called by the International Grand Basileus:
 - 1. With the approval of the International Board of Directors (expense of such a call to be paid by the Grand Chapter); or
 - 2. When requested by representatives of five (5) local chapters and a majority of International Officers, provided the expenses to the Boule are guaranteed by the chapters from which the requested representatives and International officers come.
- B. All special Boules of Sigma Gamma Rho Sorority, Incorporated must be called for the transaction of some specific business, the nature of which shall be clearly stated to local chapters and the deliberations and actions of such Boules shall be strictly and rigidly confined to the considerations of that business.

Section 906. Rules of Order

- A. The Grand Chapter shall adopt, by majority vote, Rules of Order and procedures for effective conduct of the business of the Boule and other meetings.
- B. Robert's Rules of Order, Newly Revised shall be considered as a guide.

Section 907. Boule Calendar

- A. The order of business to be transacted at the Boule shall be as follows:
 - 1. Report of credentials committee and seating of delegates.
 - 2. Adoption of standing rules.
 - 3. Adoption of convention program.
 - 4. Correction of the minutes.
 - 5. Report of the:
 - a. International Grand Basileus
 - b. International First Grand Anti-Basileus

- c. International Second Grand Anti-Basileus
- d. International Grand Grammateus
- e. International Grand Tamiochus
- f. International Grand Anti Grammateus
- 6. Report of International Constitution and Bylaws Committee
- 7. Report of the International Recommendations Committee
- 8. Election of International Officers
- 9. Foundations Report
- 10. Unfinished Business
- 11. Installation of the International Officers and Directors.

If the Boule Committee is able to accommodate the logistics and resources, the following agenda items may be included pursuant to Section 907 B:

- 1. Announcement of committees.
- 2. Reports:
 - a. International Legal Advisor
 - b. International Editor-in-Chief of the Aurora
 - c. International Parliamentarian
 - d. International Philo Coordinator
 - e. International Rhoer Coordinator
 - f. International Programs Chair
- B. This agenda may be amended to include items of business not herein provided or to modify the order of business herein provided. The amended agenda shall then be adopted by a majority vote and thereafter amended by a two-thirds vote.
- C. The reading of tributes and memorials to be spread upon the records of the Sorority in memory of deceased members who have entered the Omega Rho chapter since the last Boule.
- D. Time shall be set aside during the Boule for:
 - 1. A minimum of four hours to be devoted to undergraduate training and development workshops to be organized by each region's Undergraduate Student Coordinator, Undergraduate Chapter Coordinator, and International Second Grand Anti-Basileus, which shall culminate in a special recognition program for the outstanding

undergraduate chapter and the awarding of \$250.00.

2. A workshop for the Regional Syntakti, Undergraduate Chapter Coordinators, Undergraduate Student Coordinators, and Chapter Advisors.

Section 908. Boule Assistants

- A. Boule Hostess shall be appointed by the Board from among the membership of the chapter entertaining the Boule and upon the chapter's recommendation. She shall be a liaison between the National Boule Committee and the hostess chapter. After planning with the National Boule Committee, she shall:
 1. Submit a complete report to the Board outlining plans for the entertainment of the Boule, including housing arrangements, social functions, entertainment, public meetings, and place of sessions.
 2. Recommend a public relations agent for employment, if needed.
 3. Submit to the Financial Officers a report of expenses incurred during the planning process.
 4. Notify all officers and chapters of banquet and other fees, housing facilities and rates, and the activities of the Boule by March 1 of the year in which the Boule occurs.
 5. Be bonded to the Sorority in the amount of the probable funds, local or National, that she will be called upon to handle during her term of office.
- B. The Boule Chaplain, appointed by the International Board of Directors, shall arrange and have charge of the religious, devotional, and memorial phases of the Boule.

ARTICLE X

International Board of Directors

Section 1001. Composition

- A. The International Board of Directors shall consist of:
 1. International Officers, Founders of Sigma Gamma Rho Sorority, Incorporated, Regional Syntakti, Undergraduate Chapter Coordinators and

Undergraduate Student Coordinators.

2. Past International Grand Basilei (honorary members).
 3. The outgoing Regional Syntakti (permitted to attend the post-Boule Board Meeting session without voting power).
- B. The Chairman of the Board shall be the International Grand Basileus who shall serve until her successor is elected.

Section 1002. Meetings

- A. The Board shall hold meetings prior to the Boule and immediately following the Boule adjournment. This meeting shall include briefing of newly elected officers on the goals of the existing administration.
- B. Interim Board Meeting(s) shall be held in the year in which no Boule occurs.
- C. The International Grand Basileus is empowered to call emergency meetings of the Board, and a majority of the Board is necessary to transact business.
1. This executive session shall have all powers of the Board to transact business of the emergency nature.
 2. Such transactions shall be ratified at the next regular Board meeting.
- D. The International Board of Directors is empowered to call emergency meetings of the Board. A majority of the Board must be present in order to transact business.
- E. The International Board of Directors may hold meetings via telephone conference call or other electronic media. At a minimum, all members must be able to hear simultaneously. Such a meeting must have at least 7 days' notice. All actions taken during such a meeting must be ratified at the next regular meeting of the International Board of Directors. If the Board needs to vote on an issue outside of a meeting, the International Grand Basileus can authorize a vote via e-mail.

Section 1003. Voting

- A. Each member of the Board shall have a vote in settling questions, which may arise between sessions of the Grand Chapter.
 - 1. Business which requires immediate action by the Board may be conducted by mail, telephone, or via any form of electronic media such as teleconference, videoconference, etc.
 - 2. If voting by mail, a lapse of ten (10) days shall be allowed for sending and receiving written response.
 - 3. Such communicative action shall be subject to ratification at the next regular meeting of the Board.
- B. In case of a call Board Meeting, those present shall settle the question.

Section 1004. Duties of the Board.

The International Board of Directors shall constitute the supreme authority of the Sorority during the interim of the Boule, except that the Board has no authority to alter or amend the Constitution and the Bylaws. In addition, the Board cannot alter or levy additional fees, dues, or other financial obligations on the chapters, including fees. The Board cannot levy additional fees, dues, or other financial obligations on the members, including fees; alter or fail to implement actions taken by the Grand Chapter.

The Board shall:

- A. Establish administrative policies governing Sigma Gamma Rho Sorority and provide for the transaction of general business in the interim between meetings of the Grand Chapter.
- B. Ensure implementation of the action and directives of the Grand Chapter.
- C. Purchase or otherwise acquire rights and privileges for the Sorority's charter.
- D. Designate the place of such administrative office of the Sorority as shall be necessary in addition to the principal

office of the Sorority.

- E. Provide for the collections, receipt, deposit, expenditure, investment and surveillance of Sigma Gamma Rho funds for the bonding of appropriate officers and staff for the adoption and administration of a budget, and for the annual auditing of all the books by a certified public accountant.
- F. Provide for the operations and maintenance of a National Headquarters and other properties acquired by the Sorority.
- G. Appoint and define duties for an Executive Director; provide for employment standards and policies for Sigma Gamma Rho staff in keeping with the objectives, programs, and resources of Sigma Gamma Rho Sorority.
- H. Appoint assistants, agents, and employees as necessary and proper for the effective administration of the affairs of the Sorority, fixing the amount of their compensation and terms of employment.
- I. Establish such fees as may be required for specific services, Boules, conferences, and publication of Sigma Gamma Rho and for membership affiliations with other groups.
- J. Review qualification of nominees for the Blanche Edwards Award and make recommendations to the Grand Chapter.
- K. By majority vote, elect qualified women for honorary membership into the sorority. If there is an opportunity to induct a woman of national/international renown, and timing is of the essence, the Grand Basileus may poll the available voting members of the International Board of Directors, and if approved, may induct someone whose national/international stature would greatly enhance the brand of the sorority. Such an induction must be ratified at the next meeting (regular) of the International Board of Directors for the membership to be validated.
- L. Host an executive session to consider the expulsion of a soror upon recommendation of the region and make final disposition of the case.

- M. Have the power and jurisdiction over all subordinate chapters, to suspend chapters for just cause and revoke the charters of such chapters.
- N. Remove from office any officer - International, Regional, and chapter - by a majority vote of the International Board of Directors, after an opportunity has been provided for an appearance before the Board.
- O. Appoint an official to fill interim vacancies caused by suspension.
- P. Have the sole and exclusive right to authorize the use of the intellectual property of Sigma Gamma Rho Sorority, Incorporated by members, affiliates, and third parties; to arrange for the procurement of pins and other equipment bearing the intellectual property of Sigma Gamma Rho, Sorority, Incorporated and to designate the manufacturer thereof. Such pins and equipment shall be sold only to members, affiliates, and associates of the sorority for their own personal use.
- Q. Dispose of real property upon 3/4 vote of all delegates.
- R. Assume such other duties as may be provided elsewhere in these Bylaws and by the Sigma Gamma Rho Grand Chapter.
- S. Require fidelity bonds or other security as it deems proper.
- T. Approve all honorariums.

Section 1005. Positions which have international responsibilities, but which are not International Officers.

The following list contains various positions which are integral to the sorority and our conduct of business, and for which there is an international scope of responsibility, but which are neither International Officers, **nor members of the International Board of Directors:**

- A. **Community Partner Liaisons.** The International Grand Basileus and/or International Board of Directors may, from time to time, establish relationships with external organizations, and a sorority representative/liaison may be

deemed necessary. While the liaisons do work to represent our International organization, they are not members of the International Board of Directors.

- B. **Committee Chairs.** Committee Chairs' functions, scopes of authority and responsibility are bound by these Bylaws. Where these Bylaws are silent on a matter, then the Chairs are bound by Robert's Rules of Order Newly Revised.
- C. **Boule Chaplain.** The Boule Chaplain is appointed by the International Board of Directors. She shall arrange and have charge of the religious, devotional, and memorial phases of the Boule.
- D. **Deputy Legal Advisor.** The Deputy Legal Advisor: manages the disciplinary action process under advisement of the International Legal Advisor; provides regional support to all regions and regional legal advisors; conducts consistent audits of the disciplinary action process throughout the Sorority; provides training and education on the Code of Conduct and Disciplinary Action processes on an annual basis; convenes the fact-finding and formal hearing teams and manages their processes
- E. **International Executive Director.** The Executive Director coordinates the day-to-day operations of the sorority under direction of the International Grand Basileus. She is employed by the International Board of Directors from eligible applicants. The Sigma Gamma Rho International Headquarters is supervised by the Executive Director. She shall be a member of the sorority.
- F. **Past International Grand Basilei.** The past International Grand Basilei are honorary members of the International Board of Directors and, as such, they serve in an advisory capacity. As non-voting members of the Board, their Board participation is limited.
- G. **Global Membership Liaisons.** The Global Membership Liaisons are appointed by the International Board of Directors: work in conjunction with the International First Grand Anti-Basileus and Regional Leadership Team as a liaison to International chapters and military base chapters;

work to establish new International or military base charters; facilitate educational training for International or military base chapter members; partner on membership intake processes as needed; define best practices and strategies for expansion of International or military presence; and other duties as designated for the successful operation of these unique expansion opportunities.

H. Sergeant-at-Arms

1. She is appointed by the International Grand Basileus.
2. She is not an International Officer, nor is she a member of the IBOD.
3. Upon request of the International Grand Basileus, she will attend in-person meetings of the IBOD. Her responsibilities include distributing reports and other items upon request, running errands, helping to maintain order, and performing such other duties as requested by the International Grand Basileus.
4. She can also function at International meetings of the sorority. In this position she will generally be in charge of a number of assistants who will help with distributing reports, collecting late fines and giving all money collected to the International Grand Grammateus, manning the door to the meeting room to ensure that all who enter have the proper credentials, and performing such other duties as requested by the International Grand Basileus.

Section 1006. Board Committees. The Board may appoint the following committees to assist in the performance of its duties.

A. Policy Committee which shall:

1. Study operational procedures and policies of the Sorority and formulate, for Board action, necessary changes and modifications.
2. Solicit and evaluate suggestions from the regions.

B. Associate Engagement Committee which shall:

1. Establish job descriptions and personnel policies for

all paid employee positions as may be deemed necessary and proper for the effective administration of the affairs of the Sorority.

2. Determine job positions, salary ranges, basis on which increments are given, Sorority policy regarding vacations, sick leave, and educational leave, and hours of working.
3. Establish provisions for staff attendance at professional meetings, and Sorority meetings and conferences (local and National) that have relevance to the Sorority's program.
4. Compensation and terms of employment for Board approval.
5. Annually evaluate the performance and compensation for the Executive Director and review compensation for other staff members and make recommendations to the board.

C. **Corporate Initiatives Committee** which shall:

1. Have the responsibility of contacting and building relationships with major and minor corporations to support the mission and programs of Sigma Gamma Rho.
2. Maintain appropriate records and make regular reporting to the International Board of Directors of its activities.

D. **Board, as a Corporate Body**, shall be established to handle the corporate aspects of the purchase of property and the building management. It shall be comprised of one soror from each Region with one additional soror from the metropolitan area of the property location; International Grand Basileus, chairman of the International Board of Directors, and Legal Advisor.

E. **The Financial Executive Committee** will be established to manage the operations of the sorority. The chair shall be the International Grand Tamiochus. Committee members shall include the International Grand Basileus, the Legal Advisor and the Executive Director. The purpose of this committee will be to act on behalf of the International Board of Directors between meetings of the Board to address urgent situations. The committee shall:

1. Review matters referred to the International organization and prepare plans for action.
2. Monitor the budget and make recommendations to the International Board of Directors for the adjustment of budget lines as necessary.
3. The committee shall refer to the Board for approval for the disbursement of funds for capital expenditures, contractual commitments, and expenditures in excess of the maximum threshold as set by the Board.
4. Meet on a monthly basis or more frequently, if needed.

F. Such other committees as needed for its effective functioning.

ARTICLE XI

International Officers

Section 1101. The International Officers of Sigma Gamma Rho Sorority, Inc. shall be the International Grand Basileus, International First Grand Anti-Basileus, International Second Grand Anti-Basileus, International Grand Grammateus, International Grand Anti-Grammateus, International Editor-in-Chief of the AURORA, International Grand Tamiochus, International Grand Epistoleus, International Legal Advisor, International Parliamentarian, International Philo Coordinator, International Rhoer Coordinator and International Programs Coordinator.

- A. The International Legal Advisor is appointed by the International Board of Directors.
- B. The International Parliamentarian, International Philo Coordinator, International Rhoer Coordinator and International Programs Coordinator are appointed by the International Grand Basileus.

Section 1102. Qualifications for International Office. All International Officers must be in good financial standing with her chapter, region and International. All International Officers must be alumnae members except for the International Second Grand Anti-Basileus.

- A. Candidates for the offices of **International Grand Basileus** and **International First Grand Anti-Basileus** shall:
1. Possess executive ability.
 2. Have attended two of the three most recent Boules including the existing Boule.
 3. Have previously held two or more elected or appointed positions either regionally or Nationally, or a position with similar size and scope that is held within a private, not-for-profit, or public sector organization.
- B. Candidates for the office of **International Second Grand Anti-Basileus** shall:
1. Be in good standing with her chapter, region and International.
 2. Be a fulltime undergraduate student with at least two years remaining in her undergraduate degree program.
 3. Have held an office in her chapter.
 4. Have attended at least one Regional Conference, which can include, but is not limited to, the existing conference.
 5. Be actively participating in campus and student activities on the campus of the school in which she attends.
 6. Be in attendance at the Boule at which the election is held.
- C. Candidates for the offices of **International Grand Grammateus** and **International Grand Tamiochus** shall:
1. Have financial competency, knowledge of electronic financial management tools, and experience with bookkeeping and accounting procedures.
 2. Possess executive ability.
 3. Have attended two of three most recent Boules including the existing Boule.
- D. Candidates for the office of **International Grand Anti-Grammateus** shall:
1. Have served as a local or regional Anti-Grammateus.
 2. Have strong written, verbal, organizational and communication skills.
 3. Possess knowledge of the policies of the sorority and

- Roberts Rules of Order (current version).
4. Possess executive and clerical abilities.
 5. Have attended two of the three most recent Boules, including the existing Boule.
- E. Candidates for the office of **International Editor-in-Chief of *The AURORA*** shall:
1. Have demonstrated experience and competency in journalism and marketing.
 2. Possess executive ability.
 3. Have attended two of the three most recent Boules including the existing Boule.
 4. Possess well-developed writing skills and be able to interact with the media.
- F. Candidates for the office of **International Grand Epistoleus** shall:
1. Have demonstrated experience and competency in journalism, marketing, public relations, and/or corporate communications.
 2. Possess well-developed writing skills and be able to interact with the media.
- G. Candidates for the office of **International Legal Advisor** shall:
1. Be an attorney who has been admitted to the bar in a state or territory.
 2. Possess the ability to advise the International Board of Directors in matters germane to the sorority's operation.
 3. Is licensed to practice law through at least one state or district in the United States.
- H. Candidates for the office of **International Parliamentarian** shall:
1. Possess a thorough knowledge of parliamentary procedure and the policies of the Sorority.
 2. Have the ability to assist in the planning and steering of business to be introduced.
- I. Candidates for the office of **International Philo Coordinator** shall:
1. Have served as Chapter Advisor to the Philos.

2. Be familiar with both sorority and Philo policies and procedures.
- J. Candidates for the office of **International Rhoer Coordinator** shall:
1. Have served as Chapter Advisor to the Rhoers.
 2. Be familiar with sorority policies that govern Rhoer activities.
- K. Candidates for the office of **International Programs Coordinator** shall:
1. Have chaired at least one International Program on the local or regional level.
 2. Be familiar with the purpose and activities of all international programs.
- L. All International Officers should be members of the chapter in the region of which they reside. If her permanent residence changes, she has one sorority year to establish membership in a chapter in the region of which she resides.

Section 1103. Duties of the International Officers

- A. **International Grand Basileus.** It shall be the duty of the International Grand Basileus to:
1. Preside at all meetings of Sigma Gamma Rho Sorority, Inc., the Grand Chapter and International Board of Directors; Submit by referendum to the International Board of Directors questions requiring immediate action by the International Board of Directors; Represent the Sorority with external organizations.
 2. Administer the affairs of the Sorority.
 3. Require concise quarterly reports from the officers concerning their work and their program.
 4. Render a full report of her administration, making such recommendations to the Board and Boule as she deems necessary for the improvements and good of the Sorority.
 5. Appoint the International Parliamentarian, International Philo Coordinator, the International Rhoer Coordinator and the International Programs

Coordinator.

6. Countersign all orders for disbursement of the funds of the Sorority as directed by the Grand Chapter.
7. Appoint representatives to organizations, standing committees, and special committees as needed.
8. Appoint officers to fill unexpired terms except in cases of suspensions. Call a portion of the Board, if an emergency should arise, which must include one representative from each region. Such calling of regional representatives would be alternated.
9. Perform such other duties as are necessary.

B. International First Grand Anti-Basileus. It shall be the duty of the International First Grand Anti-Basileus to:

1. Generally, supervise the work of the Regional Syntakti, requiring such reports from them as may be necessary to inform the Sorority of the activities of the chapters and members within the regions.
2. Assist the International Grand Basileus in the administration of the affairs of the Sorority and in order of rank; assume the duties of the International Grand Basileus in the International Grand Basileus' absence.
3. Coordinate the activities of the Undergraduate Chapter Coordinators.
4. Coordinate the activities of international chapters.
5. Approve the International Undergraduate Service Grant.

C. International Second Grand Anti-Basileus. The

International Second Grand Anti-Basileus shall:

1. Be responsible for the planning and assisting with the undergraduate sorors at Boules.
2. In order of rank, assume the duties of the International Grand Basileus and the International First Grand Anti-Basileus.
3. Perform such other duties as may be assigned by the International Grand Basileus.

D. International Grand Grammateus. The International Grand Grammateus shall:

1. Keep a statistical record of each member of the Sorority with the information kept current by

frequent reports from the chapters.

2. Keep accurate financial data of the Sorority covering the period of her term of office; and upon leaving office; file the document with the official records of the Sorority.
3. The International Grand Grammateus shall submit written notice to chapters, Regional Syntakti and Undergraduate Chapter Coordinators regarding chapters that are not in good financial standing 60 days prior to a Boule or regional conference.
4. Have custody of all paraphernalia and/or property of the Sorority, including the seal, and render annual account to the Boule concerning same.
5. Issue all orders on the Treasury and forward the same to the International Grand Basileus to be countersigned for the disbursement of funds of the Sorority.
6. Close financial books on June 30.
7. Be bonded in amounts sufficient to cover the funds.
8. Make a complete financial report to the International Board of Directors and Grand Chapter of monies received, expended and on hand by chapters and regions
9. Send a copy of the annual report of the International Grand Grammateus to all financial chapters

E. International Grand Anti-Grammateus. The International Grand Anti-Grammateus shall:

1. Record all business transacted at each session of the Boule and of the International Board of Directors and present minutes for approval at the next meeting.
2. Count a rising vote or show of hands when requested by the presiding officer.
3. Prepare in advance of each meeting a complete "order of business" in conjunction with the presiding officer.
4. Have on hand at each meeting a copy of the Constitution and Bylaws, the standing rules, the accepted order of business, the minutes of previous meetings and a list of all standing committees and such special committees as exist at the time.
5. Act as custodian of all records including committee reports except those specifically assigned to others.

6. Request a motion to be written by the maker and signed by the seconder.
7. Provide forms for motions during business sessions.
8. Conduct the correspondence of the Sorority as designated by the International Grand Basileus.
9. Provide forms for committee reports.
10. Compile Boule proceedings.
11. Assist the International Grand Grammateus.
12. Work with the International Parliamentarian and Chair of the International Recommendations Committee to ensure the accuracy of all adopted constitution and bylaw amendments, and all other adopted recommendations.
13. Is responsible for updating all sorority manuals, the SOP, appendices and all other sorority materials with those changes adopted by Grand Chapter. The International Parliamentarian is responsible for updating the constitution and bylaw amendments adopted by Grand Chapter.

F. International Grand Tamiochus. The International Grand Tamiochus shall:

1. Disburse the funds of the Sorority on order of the International Grand Grammateus countersigned by the International Grand Basileus.
2. Make a complete financial report to the International Board of Directors and Grand Chapter including condition of the Sorority at the end of the fiscal year.
3. Make such other financial reports as the Board may direct. Close financial books and records on June 30.
4. Maintain the authority for the execution of the finance of the Sorority until the newly elected International Grand Tamiochus has been bonded.
5. Be bonded in amounts approved by the International Board of Directors sufficient to cover funds handled.
6. Send a copy of the annual report of the International Grand Tamiochus to all financial chapters.

G. International Editor-in-Chief of *The AURORA*. The Editor-in-Chief of *The AURORA* shall:

1. Oversee the publishing of the official organ of the Sorority (The Aurora) a minimum of two times per year.
2. Appoint such field staff as shall be necessary.

H. International Grand Epistoleus. The International Grand Epistoleus shall:

1. Keep the history of Sigma Gamma Rho Sorority, Incorporated current and provide such history and historical materials to international officers and chapters upon request.
2. Be the Sigma Gamma Rho Sorority director of publicity, which includes:
 - a. Work with external, internationally recognized Public Relations and Marketing companies to create and administer the public relations program of the Sorority.
 - b. Write and produce presentations, press releases, including Golden Alerts, dealing with inquiries from the public, press, and other related organizations.
 - c. Prepare and send news releases of Sorority activities (such as special projects, awards, outstanding Boule activities) to news media and to each local chapter for their release to the local news media.
 - d. Mail and/or email advance news release on Boule activities as necessary prior to the Boule.
 - e. Administer the selection of chapter and sorors to receive Dr. Lorraine A. Williams trophy for making the greatest contribution to International historical scrapbook during a Boule year.

I. International Legal Advisor. The International Legal Advisor shall:

1. Be the general counsel for the International Board of Directors.
2. Advise the Board on all legal matters concerning the rights and liabilities of the Sorority and its members.

- J. **International Parliamentarian.** The Parliamentarian shall:
1. Confer with the International Grand Basileus and International Board of Directors on the business to come before the Grand Chapter.
 2. Her primary role is to interpret the letter and spirit of the Constitution and Bylaws.
 3. Serve as consultant to officers and committee chairpersons.
 4. Advise the International Grand Basileus during meetings.
 5. Assist in the writing of amendments to the constitution and bylaws.
 6. Work with the International Grand Anti-Grammateus to confirm accuracy of the adopted amendments to the Constitution and Bylaws and will insert changes into the current Constitution and Bylaws and send the updated document to both the International Grand Anti-Grammateus and International Headquarters.
- K. **International Philo Coordinator.** The International Philo Coordinator shall:
1. Provide leadership for and function as the primary staff person relating to the Philo Affiliates.
 2. Shall work in collaboration with the National Philo President to establish national programming that supports the thrusts of Sigma Gamma Rho Sorority, Inc. and enhances the operational capacity of the Philo Affiliate.
 3. Advise the International Grand Basileus on matters relating to the Philo Affiliates.
- L. **International Rhoer Coordinator.** The International Rhoer Coordinator shall:
1. Provide leadership for and function as the primary staff person relating to the Rhoer Affiliates.
 2. Advise the International Grand Basileus on matters relating to the Rhoer Affiliates.
 3. Lead a special committee to create/update new Rhoer curriculum, Rhoer Advisor training, Rhoer awards, and any other items deemed necessary from the committee.

M. International Programs Coordinator. The International Programs Coordinator shall:

1. Coordinate day-to-day activities of the current international initiatives.
2. Coordinate and assist with the ongoing implementation of current international initiatives.
3. Coordinate and assist with committees/collaborations that involve current international initiatives.
4. Assemble and disseminate program newsletters and information requests.
5. All International Programs and Initiatives shall issue all relevant texts, details, and logistics no later than August 1st.

ARTICLE XII

Standing Committees

Section 1201. Standing Committees shall assume such duties as are specified in these Bylaws and such other duties as may be assigned by the International Grand Basileus.

Section 1202. When a committee has subcommittees, the chairmen of the committee and the chairmen of the respective subcommittees may constitute a committee for action between meetings of the committee. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the committee.

Section 1203. Standing Committees shall consist of no fewer than five members and not more than ten members. Standing Committees shall have at least one representative from each region on each committee. In the event a vacancy should occur, the International Grand Basileus will confer with the Regional Syntaktes of the respective region to select a replacement. The following standing committees, except the Board, Boule, and Nominating committees, shall be appointed by the International Grand Basileus after each biennial Boule to serve until their successors are appointed:

- A. Achievement and Awards
- B. Board
- C. Boule
- D. Constitution and Bylaws

- E. Corporate Initiatives
- F. Cultured Pearls
- G. Education
- H. Election
- I. History and Archive Committee
- J. Honorary Member
- K. Legislative Action
- L. Membership
- M. Music and Arts
- N. International Programs
- O. Nominations
- P. Planning and Budget
- Q. Protocol
- R. Public Relations
- S. Recommendations
- T. Scholarship
- U. Sigma Activities
- V. Social Action
- W. Time and Place

Section 1204. The Achievements and Awards Committee shall:

- A. Maintain current printed applications for each award with qualifications, deadline dates, guidelines for applying, and criteria for judging printed thereon.
- B. Communicate annually with each chapter, soliciting applicants for soror and chapter awards prior to the Regional Conference during the year in which the Boule occurs.
- C. Plan the evaluation process so that the soror and/or chapter awardees shall be selected in time to prepare for Boule attendance.
- D. Notify the International Grand Grammateus of details of the Sigma of the Year awardees to receive the all-expense paid trip to the Boule.
- E. Purchase the Sigma trophy and other trophies and have engraved for presentation to the winners of such awards.
- F. Review all Boule exhibits and make final selection of awardees on published criteria for judging.
- G. Maintain the photo and profile of each awardee and release pertinent information to *The AURORA* and the International Grand Epistoleus for release to news media.

Section 1205. The Board Committees shall perform the duties as described in ARTICLE X, Section 1006.

Section 1206. The Boule Committee shall be composed of the International Grand Basileus, International First Grand Anti-Basileus, International Second Grand Anti-Basileus, International Grand Grammateus, International Grand Tamiochus, the Boule Hostess, and two members of the International Board of Directors from the entertaining region. This committee shall:

- A. Plan details of Boule, working closely with the Boule Hostess and chapter(s).
- B. Plan at least one fund-raising activity during the Boule.

Section 1207. The Constitution and Bylaws Committee, whose chair shall be the International Parliamentarian, shall:

- A. Review the Articles of Incorporation and Constitution and Bylaws and recommend amendments as needed.
- B. Study suggestions for proposed amendments to the Constitution and Bylaws and prepare amendments as necessary, presenting them to the International Board of Directors and the Grand Chapter.
- C. Conduct a bylaws review of regions and local chapters as need arises, keeping them in harmony with Sigma Gamma Rho Constitution and Bylaws.

Section 1208. The Corporate Initiatives Committee shall:

- A. Have the responsibility of contacting and building relationships with major and minor corporations to support the mission and programs of Sigma Gamma Rho.
- B. Maintain appropriate records and make regular reporting to the International Board of Directors of its activities.

Section 1209. The Cultured Pearls Committee shall:

- A. Solicit members eligible for Cultured Pearl membership status.
- B. Plan and facilitate induction ceremonies at regional conferences and Boule.
- C. Order Cultured Pearl pins for recipients.

Section 1210. The Education Committee shall:

- A. Administer a program that will involve all members in the overall process of continuous education and broaden the horizon and scope of our young people and motivate them to seek as much education as possible.
- B. Encourage members of each undergraduate and alumnae

chapter to include educational programs in their local and regional planning for youth that engage them with their culture and encourage them to develop social and academic skills.

- C. Secure exhibitors in new trends in education and technology.
- D. Compile for the membership a brief report of Committee findings.

Section 1211. The Election Committee

- A. The Election Committee shall perform the duties described in ARTICLE XIV, Nominations and Elections.
- B. This committee shall consist of one elected (or appointed if the Regional Elections Chair is appointed) member from each region and a chairman who shall be appointed by the International Board of Directors. If the regional Nominations and/or Elections Chair elected by the region is/are unable to attend the Boule, the Regional Board of Directors shall appoint a replacement to represent the region at the Boule.
- C. The term of office for members of the National Nominations and Election Committees will start at the end of one regularly scheduled Boule and end at the end of the following, regularly scheduled Boule.
- D. The committee shall be elected biennially, and no soror shall serve two consecutive terms.
- E. Members of the Election Committee are not eligible to run for office.

Section 1212. The History and Archives Committee shall:

- A. Be chaired by the International Grand Epistoleus.
- B. Be responsible for serving as liaison for the Sorority to ensure that printed and non-printed materials are housed and accessible to the membership at Butler University, International Corporate Headquarters, historical societies, or designated archives monitored by the International Grand Epistoleus and an archivist at a designated location (e.g., Butler University or local libraries/Historical Societies).
- C. Be responsible for the development and implementation of an archival records policy.
- D. Establish standardized policies and procedures.

Section 1213. The Honorary Member Committee shall:

- A. Solicit and review application packages for honorary membership.

- B. Coordinate and facilitate induction ceremonies of honorary members.
- C. Connect honorary members to local chapters.
- D. Submit honorary member candidate information to *The Aurora* for inclusion in the edition prior to Boule.

Section 1214. The Legislative Action Committee shall:

- A. Monitor actions of Congress and governmental departments.
- B. Inform Grand Chapter of current legislative developments.

Section 1215. The Membership Committee, whose Chair shall be the International First Grand Anti-Basileus, shall:

- A. Plan and implement an international program for retaining, reactivating, and increasing membership in Sigma Gamma Rho Sorority, Inc.
- B. Study and evaluate local chapter problems relating to membership in the Sorority.
- C. Advise and assist local chapters in planning a continuing program of membership promotion.
- D. Have a Reclamation Team, with representatives from all regions to work specifically on the retention and reactivation of members.

Section 1216. The Music and Arts Committee shall:

- A. Promote music appreciation, encouraging the composing of new songs (words and music).
- B. Promote appreciation for performing, visual, and literary arts, encouraging participation and support of members and youth in the Arts.
- C. The sorority utilizes volunteers from within the sorority to provide music for official sorority meetings and to share other artistic expressions as appropriate for local, regional and International meetings, conferences, trainings, and special events.

Section 1217. The International Programs Committee, whose Chair shall be the International Programs Coordinator, shall:

- A. Review and evaluate current and potential programs.
- B. Develop a program manual.
- C. Establish standards, criteria, and evaluation for all Sorority branded programs and initiatives.
- D. Establish standards, criteria and evaluation for any new programs, initiatives, and partnerships.

Section 1218. The Nominations Committee

- A. Shall perform the duties described in ARTICLE XIV, Nominations and Elections.
- B. This committee shall consist of one elected member from each region and a chairman who shall be appointed by the International Board of Directors. If the regional Nominations Chair and/or Elections Chair elected by the region is/are unable to attend the Boule, the Regional Board of Directors shall appoint a replacement to represent the region at the Boule.
- C. The term of office for members of the National Nominations and Election Committees will start at the end of one regularly scheduled Boule and end at the end at the following, regularly scheduled Boule.
- D. The committee shall be elected biennially, and no soror shall serve two consecutive terms.

Section 1219. The Planning and Budget Committee, whose chairman shall be the International Grand Tamiochus shall:

- A. Plan order of priorities in utilization of Sigma Gamma Rho resources.
- B. Prepare and recommend to the International Board of Directors a budget to achieve current Sorority objectives based on overall Sorority programming within established priorities.
- C. Plan use of resources for implementation of current and long-range goals.
- D. Make such reports to the Board as may be requested.

Section 1220. The Protocol Committee shall:

- A. Maintain and update the National protocol manual.
- B. Make such reports to the International Board of Directors and/or the Grand Chapter as may be requested.

Section 1221. The Public Relations Committee shall:

- A. Develop and execute plans to improve public relations within Sigma Gamma Rho Sorority and between chapters and communities.
- B. Plan activities to acquaint communities with all phases of the Sorority program, preparing a plan of action for all regions to administer.
- C. Plan and coordinate Sigma Gamma Rho's public relations activities.

- D. Maintain liaison with regions and chapters in carrying out publicity campaigns and in promoting region-wide programs.

Section 1222. The Recommendations Committee shall:

- A. Receive all proposed recommendations from the Region, International Board of Directors and Committees.
- B. Compile recommendations and send to Headquarters to distribute to chapters 60 days before the Boule.
- C. Assist in preparation of emergency resolutions.

Section 1223. The Scholarship Committee shall:

- A. Annually evaluate and approve applications for the Bertha Black Rhoda Fellowship (alumnae) and regional scholarships paid from National funds. The applications shall be considered on merit and need.
- B. Send approved applications to the International Grand Grammateus along with request for payment.
 - 1. The committee shall be empowered to request that the awards be released under the prescribed regulations.
 - 2. Each National scholarship check shall be issued to designated institutions on proper notification of matriculation of recipient. Letter shall be sent to the college or university with copy to recipient stating amount of award, and conditions under which it will be paid.
- C. Record all local scholarship grants, getting this information from local chapters.
- D. Maintain file of all scholarship recipients.
- E. Maintain a follow-up study of recipients of Sigma Gamma Rho Fellowship and Scholarships, sending questionnaires to determine accomplishments and present occupation of recipients. Outcome of survey should be used for publicity release to assist in projecting our public image.
- F. Compile and maintain a directory of scholarship resources to assist in offering guidance to our sorors in need of scholarships not available through Sigma Gamma Rho and make the directory available to all chapters.

Section 1224. The Sigma Activities Committee shall:

- A. Coordinate local chapter activities of Founder's Day, Rhomania, Sigma Week and Youth Forum.
- B. Solicit and disseminate innovative ideas for enriching the

Sigma activities program.

Section 1225. The Social Action Committee shall:

- A. Include all Regional Social Action Coordinators as members.
- B. Create a national civic engagement program that will be executed at the National, regional, and local levels to ensure that Sigma Gamma Rho is appropriately organized, engaged, and enabled to serve as an advocate for underrepresented persons and driver of change against social injustice.
- C. Continuously monitor and analyze the National civic engagement program and modify as necessary to ensure relevancy to current events.
- D. Coordinate and implement Golden Alert events and activities at the local, regional, and national levels.
- E. Monitor governmental social action programs.
- F. Inform the Grand Chapter of current social action developments and status of corresponding Golden Alert events and activities.

Section 1226. The Time and Place Committee shall:

- A. Maintain a schedule for five years of future Boule meeting places.
- B. Encourage chapter invitations for Boule hosting so that each region entertains a Boule once in a ten-year period.

ARTICLE XIII

Voting

Section 1301. Voting at meetings shall be as follows:

- A. Routine business – vote upon routine business may be taken by voice vote or show of hands, or electronic vote.
- B. Elections – votes upon the election of officials shall be taken by a secret ballot.

Section 1302. Right to Vote

- A. The right to vote in the Grand Chapter shall be by representation exercised by duly elected delegates from the chapters and regional undergraduate expansion chapters, members-at-large, fully paid life members, International Officers, past International Grand Basilei, Founders, and the Regional Syntakti, Undergraduate Chapter Coordinators and Undergraduate Student Coordinators of the regions.

- B. Every ten members or fraction thereof may be represented by one delegate at the Boule and Regional Conference.

ARTICLE XIV

Nominations and Elections

Section 1401. Nominations

- A. The Nomination and Election committees shall be separate committees.
- B. Regions shall be requested to submit their endorsed list of candidates for National Office, to the Nominations Committee, in the year of a Boule. The candidates should be qualified and willing to serve in the elective offices of Sigma Gamma Rho Sorority. Two names for each office may be submitted.
- C. The Nominations Committee shall:
 - 1. Seek qualified sorors for international office.
 - 2. Consider candidates suggested by individual members. Individual members of Sigma Gamma Rho planning to nominate a soror for International office may file their intentions in writing with the National Nominating Committee Chairman, along with a statement of consent of the candidate, a picture and biographical data of the candidate by November 30 of the year preceding the Boule.
 - 3. Evaluate and verify nominees' credentials for office, including financial status, leadership qualities and educational verification. Verify that candidates are not currently restricted from running/holding office for any reason including being under a cease and desist order or involved in a pending and/or active legal action against the Sorority on any level, or an officer, on any level in her position as an officer.
 - 4. Select only nominees who have met established qualifications.
 - 5. Cause to be published in The AURORA information from all approved candidates including a picture and

biographical statement of each candidate, and who has filed and presented such data by April 15 of the year in which the Boule occurs. The same information shall be published in a section of the National website designated for Sorors only the National website and electronically distributed to the membership by January 15 of the Boule year. Candidates who applied by the prior deadline and were approved by the Nominating Committee may start formally campaigning after this distribution.

6. Compile and mail one copy of the proposed slate of officers to each chapter at least sixty (60) days prior to the Boule.
 7. Keep a file of all eligible sorors.
 8. Submit its report at the first business session of the Boule.
- D. Members shall be eligible to serve in only one Internationally elective office in Sigma Gamma Rho at any one time.
 - E. The Grand Chapter may make additional nominations.

Section 1402. Elections

- A. The Election Committee shall administer the election process.
- B. Elections shall be held in conjunction with biennial meetings of the Grand Chapter. A committee on credentials shall verify and accredit all delegates.
- C. Elections shall be held within 72 hours of the of the Call to Order of the Boule. The date of the election shall be published at least 6 months prior to the Boule.
- D. The Presiding Officer shall at the proper time appoint two tellers to serve the Election Committee.
- E. Only delegates, International Board of Directors, members-at-large, fully paid life members, and past International Grand Basilei are eligible to vote in the election.

- F. The highest number of all the ballots cast shall be necessary for the election, and no votes shall be valid or counted unless given for a candidate regularly nominated.
- G. Nominees receiving the highest number of votes shall be declared elected by the presiding officer. In the event of a tie vote, a new ballot must be taken.
- H. The Regional Syntakti, Undergraduate Chapter Coordinators, and Undergraduate Student Coordinators are elected at the Regional Conferences and confirmed at the Boule.
- I. The terms of all elected international officers shall be from Boule to Boule. International officers shall not serve more than two consecutive terms and shall not be re-elected to the same office within a period of four years, except the International Grand Grammateus, International Grand Anti-Grammateus, International Grand Tamiochus, International Editor-In-Chief of *The Aurora*, who may be re-elected to serve four consecutive terms but shall not be re-elected to the same office within a period of four years.

ARTICLE XV

National Projects

Section 1501. National Projects

- A. The National projects of the Sorority shall be geared around youth and their development and shall be known as National Projects.
- B. Information regarding National programs, including but not limited to instructions, checklists, themes, marketing materials, press releases, etc., shall be prepared and disseminated to the body no less than six months prior to the anticipated start date of the event.

ARTICLE XVI

National Names

Section 1601. The following names shall be used:

- A. PROJECT CRADLE CARE shall be the name used for the

National Program.

- B. PHILO Affiliate, an affiliate of Sigma Gamma Rho, shall be the name used for adult affiliates interested in promoting Sigma Gamma Rho programs.
- C. RHOER Club, an affiliate of Sigma Gamma Rho, shall be the name used for girls aged 12-18.
- D. Rhosebud Club, an affiliate group of Sigma Gamma Rho, shall consist of a diverse group of girls, ages 8-11 years. The Rhosebud Club functions at the local level only.
- E. RHOMANIA shall be the name for annual, financial or large affairs given locally.
- F. SIGMA DROP-IN shall be the name of the National undergraduate program.
- G. NATIONAL NICKNAMES. The official nicknames of the organization shall be SGRho or Sigma. The term “Rho” shall not be used publicly to promote or represent the organization.

ARTICLE XVII

The AURORA

Section 1701. *The AURORA* shall be the official organ of Sigma Gamma Rho Sorority, Inc. It shall be published a minimum of two times per year.

ARTICLE XVIII

Parliamentary Authority

Section 1801. The rules contained in Robert’s Rules of Order, Newly Revised shall govern Grand Chapter in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws or special rules of order for this sorority.

ARTICLE XIX

General Regulations

Section 1901. Archives

- A. The archives of the Sorority shall be housed at designated sites and the ICHQ of the sorority under the direction and supervision of the International Grand Epistoleus.
- B. The International Grand Epistoleus will coordinate with the National Executive Director in regards to archival records housed and maintained at the ICHQ.
- C. There will be an archive records policy developed to address archival records.

Section 1902. Inspection of Records. The Sorority shall maintain a complete set of books and records of its financial condition and operations, in the principal office of the Sorority, which shall be open for inspection by any member for the proper purposes during regular business hours.

Section 1903. The amended National Constitution and Bylaws and amended National Standard Operating Procedures shall be made electronically available to the membership by 90 days after the closing of the Boule.

Section 1904. Sorority updates should be outlined in the Sorors Only section of the website and notifications of an update sent to the body within 90 days. The Sorority updates that should be communicated include but are not limited to Regional and/or other Conference and Boule updates and outcomes, programmatic and partnership changes, and any change/update that the membership should know about or by which they are affected.

ARTICLE XX

Amendments

Section 2001. These Bylaws may be amended by a two-thirds vote of the Grand Chapter in the regular Boule with a sixty days' notice, or a special Boule called for that purpose, provided chapters have been notified six months in advance.

ARTICLE XXI

Indemnification

Section 2101. Sigma Gamma Rho Sorority, Inc., shall indemnify the Executive Director and each Officer and Board Member of the Sorority against expenses incurred in connection with the defense of any action brought against the Director or Board Member as a result of their duties on behalf of the Sorority unless it is determined that the individual involved did not act in good faith in the performance of their duties.

STANDARD OPERATING PROCEDURES

**THE HANDBOOK OF
SIGMA GAMMA RHO
SORORITY, INC.**

**STANDARD
OPERATING
PROCEDURES**

Revised 2024

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FOUNDERS

* Soror Nannie Mae Gahn Johnson

* Soror Mary Lou Allison Gardner Little

* Soror Vivian White Marbury

* Soror Bessie Mae Downey Rhoades Martin

* Soror Cubena McClure

* Soror Hattie Mae Annette Dulin Redford

* Soror Dorothy Hanley Whiteside

**Deceased*

PAST GRAND BASILEI

1925-1926	*Soror Mary Lou Allison Gardner Little
1926-1927	* Soror Edythe Malone Ward
1927-1931	* Soror Fannie O'Bannon Robinson
1931-1934	* Soror Edythe Roache Walker
1934-1944	* Soror Bertha Black Rhoda
1944-1948	* Soror Ethel Ross Smith
1948-1954	* Soror Sallie Johnson
1954-1959	* Soror Edna Douglas
1959-1962, 1967-1971	* Soror Lorraine A. Williams
1962-1963	Soror Cleo S. Higgins Jacksonville, Florida
1963-1967	*Soror Annie L. Neville
1971-1976	*Soror Annie Lawrence-Brown Chicago, Illinois
1976-1980	Soror Evelyn H. Hood Atlanta, Georgia
1980-1984	* Soror Alice M. Swain Oklahoma City, Oklahoma
1984-1988	* Soror Rejesta V. Perry
1988-1992	Soror Katie Kinnard White Brentwood, Tennessee
1992-1996	*Soror Corine J. Green Las Vegas, Nevada

1996-2000	* Soror LaRona J. Morris East St. Louis, Illinois
2000-2004	Soror Helen J. Owens Jackson, Tennessee
2004-2008	Soror Mynora J. Bryant Silver Springs, Maryland
2008-2012	Soror Joann G. Loveless Temecula, California
2012-2016	Soror Bonita M. Herring Chicago, Illinois
2016-2020	Soror Deborah Catchings-Smith Florissant, MO
2020-2024	Soror Rasheeda S. Liberty Houston, TX

**Deceased*

INTERNATIONAL OFFICERS

International Grand Basileus/CEO & Board Chairman	Marica T. Harris
International First Grand Anti-Basileus	Miranda Moore
International Second Grand Anti-Basileus	Odyssey Butler-Borner
International Grand Grammateus	Sharron Barnes
International Grand Anti-Grammateus	Khalilah A. Shabazz, Ph.D.
International Editor-in-Chief of <i>The AURORA</i>	Shira Amos
International Grand Tamiochus	Danette Samilton
International Grand Epistoleus	Elaina J. Hamilton
International Legal Advisor	Joyvan Malbon-Griffin, Esq.
International Parliamentarian	Tahir Thomas Kinsey, RP
International Philo Coordinator	Jakimva Martin
International Rhoer Coordinator	Towanda Maddox
International Programs Coordinator	Armenia Hope

REGIONAL SYNTAKTI

Central	Nai V. Colton
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MISSION STATEMENT

It is the mission of Sigma Gamma Rho Sorority, Inc. to enhance the quality of life for women and their families in the U.S. and globally through community service, civil, and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff, and community partners work to create and support initiatives that align with our vision.

SECTION 1

ORGANIZATIONAL STRUCTURE

1.000 Sigma Gamma Rho Sorority, Inc. is supervised by officers and directors elected biennially. International Officers of Sigma Gamma Rho are elected from both the undergraduate and alumnae membership. They are: International Grand Basileus, International First Grand Anti-Basileus, International Second Grand Anti-Basileus, International Grand Grammateus, International Grand Anti-Grammateus, International Grand Tamiochus, International Grand Epistoleus, International Editor-in-Chief of The AURORA. The International Parliamentarian, International Philo Coordinator, International Rhoer Coordinator and International Programs Coordinator are appointed by the International Grand Basileus. The International Legal Advisor is appointed by the International Board of Directors.

1.100 The Grand Chapter is the governing and official voting body of Sigma Gamma Rho and is composed of the International Board of Directors, duly elected delegates from Sigma Gamma Rho chapters, members-at-large, supporting life members, and past International Grand Basilei.

1.200 The International Board of Directors constitutes the supreme authority of the sorority during the interim of the Boule, except that the Board has no authority to alter or amend the Constitution and Bylaws, and Standard Operating Procedures. Each member of the International Board of Directors has a vote in settling questions which may arise between sessions of the Grand Chapter.

1.210 The Board consists of the International Officers, Founders, and the Regional Syntaktes, Undergraduate Chapter Coordinator and Undergraduate Student Coordinator of each region. Past International Grand Basilei are honorary members who serve in an advisory capacity.

1.220 Meetings of the International Board of Directors

- a. Closed Executive Sessions of the International Board of Directors may be called by the International Grand Basileus or by any member of the International Board of Directors to consider confidential matters, grievance, personnel action, etc. Attendance at such meeting will

include only Board members and such other non-Board members as the Board may expressly invite.

- b. Any soror who is not a member of the International Board of Directors may attend the Board meetings, if space is available, upon notifying the Chairman of the Board, sixty days in advance in order that adequate accommodations - space, seating, arrangements, etc., may be secured. The Chairman of the Board must approve attendance in writing.
- c. Sigma Gamma Rho will assume the out-of-pocket expenses only for those non-Board members who have been specifically invited to give reports or to appear in person for other reasons before the Board.
- d. Participation of non-Board members in Board deliberations will be at the invitation of the Chair.

1.300 The International Grand Basileus supervises the work of the International officers, chairs the International Board of Directors, appoints standing and special committees and convenes the Boule.

1.400 The International First Grand Anti-Basileus supervises the work of the Regional Syntakti and coordinates the activities of the Undergraduate Chapter Coordinators.

1.500 The International Second Grand Anti-Basileus serves as liaison between the undergraduate chapters and the International Grand Basileus. She advises the International Grand Basileus and the International Board of Directors on matters regarding undergraduate sorors and assists in program planning, interpreting and implementing as meets the interests and needs of undergraduate members and their communities.

1.600 The International Legal Advisor serves as the consultant to, and is appointed by, the International Board of Directors.

1.700 The Executive Director coordinates the day-to-day operations of the sorority under direction of the International Grand Basileus. She is employed by the International Board of Directors from eligible applicants. The Sigma Gamma Rho National Headquarters is supervised by the Executive Director. She shall be a member of the

sorority.

1.800 Operational levels of Sigma Gamma Rho include chapters, areas, regions, and The Grand Chapter.

1.900 A headquarters directory will be uploaded to the Sorors only section of the National website with names, titles and job responsibilities so that members will know exactly who to contact for assistance.

SECTION 2

MEMBERSHIP

2.000. Membership in Sigma Gamma Rho is by invitation and qualification in accordance with the Constitution and Bylaws.

2.100. Types of membership are Undergraduate, Alumnae, Members-at-Large, Supporting Life, General and Honorary.

2.110. A woman may be admitted to membership in an undergraduate chapter or regional undergraduate status only while in attendance at a four-year accredited college

2.120. A woman may be admitted to membership in a graduate chapter if she has obtained a degree from a four-year accredited college. Undergraduate members not completing requirements for baccalaureate degree may hold membership in alumnae chapters. An undergraduate member transferring to an alumnae chapter shall submit proof of graduation. If she does not have proof of graduation, she must become an associate member.

2.130 Members-at-Large. Members residing in communities more than 30 miles from the nearest chapter shall be members-at-large.

2.140 Life Members

- a. Honorary. All Founders shall hold life membership in Sigma Gamma Rho Sorority with the right to vote in Board and Grand Chapter sessions.
- b. Supporting Life members are those who have been active for at least ten years and have paid full life membership dues.
- c. Years spent as a General Member will not count towards Life Membership.

2.150. Honorary Members are women who have done outstanding work on the local and National levels in education, human relations, science, religion, or other cultural areas.

2.160. General Member. Alumnae members who for whatever reason prefer not to affiliate with a local chapter shall be a General Member. They shall pay National and regional fees and a National surcharge fee.

They will not have a vote at regional or National meetings. They must maintain TORCH certification. Years spent as a General Member will not count towards Life Membership status. General Members cannot serve as elected or appointed officers in the sorority.

2.170. Legacies. Sigma Gamma Rho legacies who meet the criteria for membership shall be granted such membership based on qualifications. A legacy is defined as a female relative of a soror, i.e., mother, grandmother, granddaughter, daughter, sister, aunt, cousin, or niece.

2.180 Undergraduate candidates for membership must have completed their first term of enrollment at the college or university where they are currently enrolled in order to be considered eligible for membership consideration. The candidates also must have obtained 12 semester/ 12 quarter hours at the home institution, and this will not be inclusive of transferable credit.

2.200 Transfers

- a. A member transferring from one chapter to another or transferring from a chapter to the member-at-large or general member category shall obtain clearance by completing a transfer form from her former chapter. The transfer form shall indicate her standing in the chapter from which she attempts to transfer.
- b. There shall be no transfer from one alumnae chapter to another alumnae chapter in the same city.
- c. Undergraduate members, upon graduation from a four-year accredited institution, shall immediately apply for transfer to an alumnae chapter, member-at-large status or General Member status. When an alumnae chapter is not located within 30 miles, the member shall apply for an eligible category of membership.
- d. National Headquarters will determine if a General Member has met the qualifications of “good standing” in order to transfer from General Membership to chapter membership.

2.300 Grievance Procedures and Disciplinary Action. The purpose of this section is to describe the disciplinary actions that can be taken, the rights of the members involved, provisions for due process, and outline the hearing and appeal procedures. Essentially, a system that provides fairness for those accused of violating sorority policy is the

ultimate goal.

The advising graduate chapter must be notified of all disciplinary actions regarding an undergraduate chapter including investigations, hearings, appeals and all other communication concerning the undergraduate chapter from the regional and/or National level(s).

a. General Policy

1. It is the intent of the sorority to provide the right to a fair hearing to each financial soror, chapter and region on a complaint or grievance during membership in the sorority. These procedures are designed to address complaints and grievances including but not limited to allegations in Section 402 or Section 403 of the Bylaws and other areas covered by the federal laws.

The soror and the soror/chapter whose actions have given rise to the complaint must make every effort to resolve the complaint as quickly as possible once it is identified.

No retaliatory actions of any kind shall be taken against a soror seeking redress under these procedures. Any person that is a party to the grievance shall not be a member of the panel.

b. Informal Grievance Procedures

1. Any soror who believes that her rights as a member have been infringed upon must initiate a discussion of the problem with the chapter basileus within 10 days of the event giving rise to the complaint. If after the discussion with the soror, the problem is not resolved the basileus will appoint a committee of three to discuss the problem with the member. The findings of the committee will be reported to the basileus for review with the executive committee of the chapter for final disposition. If the problem is not resolved at the chapter level, the executive committee disposition will be referred to the Regional Syntaktes for further follow-up and resolution.

c. Formal Grievance

1. The request for formal grievance is a written document and shall provide the following information:
 - a. name and address of the grievant

- b. nature and date of the alleged violation
 - c. name of person(s) responsible for the alleged violation
 - d. requested relief or corrective action
 - e. any background information the grievant believes to be relevant
2. The chapter basileus will submit the formal grievance to the review panel of three within 7 days.
3. The chair will send a copy of the grievance, request needed documentation from all parties involved within 10 days.
4. The chair will send a copy of the grievance with all documentation to the soror/chapter. The respondents will have then ten working days to respond.
5. The grievance panel will meet within 10 days after receipt of the response from the respondent.
6. Either side may call witnesses to testify on their behalf.
7. Testimony shall be recorded.
8. All official records containing all documents and proceedings of the hearing will be maintained by the appropriate offices at the level of concern; such as chapter, region and National.
9. All hearings will be closed unless the grievant, respondent and the chair of the place mutually agree otherwise.
10. Panel deliberations will be closed and will not be recorded.
11. The panel shall make every attempt to resolve the grievance within 30 working days of receipt of the grievance.
12. The grievance panel's decision must be strictly on evidence presented at the hearings.

13. The grievance panel's decision will pertain only to the resolution of the specified violation and must be signed by the member of the grievance panel present at the hearing.
14. A copy of the formal record of the hearings may be provided upon request to the grievant.
15. The appropriate chapter basileus, Regional Syntaktes, International First Grand Anti-Basileus, or International Grand Basileus will consider the recommendation and render a decision to the grievance within twenty working days of receipt of the recommendation from the grievance panel. A copy will be kept at the appropriate sorority level.

**d. Grievance involving the Regional Syntaktes,
Undergraduate Chapter Coordinator, Undergraduate Student
Coordinator, Elected International Officers or the
International Grand Basileus**

**1. Regional Syntaktes, Undergraduate Chapter Coordinator,
Undergraduate Student Coordinator**

- a. The chapter or member(s) must send a formal grievance filing charges against the respective regional officer simultaneously to the International First Grand Anti-Basileus and the Regional Syntaktes.
- b. The International First Grand Anti-Basileus upon receipt of the formal grievance, will request needed documentation from all parties involved within 10 days
- c. The respective regional officer will have 10 working days to respond.
- d. The International First Grand Anti-Basileus will render a decision within 30 days of receipt of the response from the respective regional officer. The decision will be sent to the chapter/member(s), the respective regional officer, the Regional Syntaktes and the International Grand Basileus.
- e. The respective regional officer or the chapter/member(s) have 20 working days to appeal the decision to the International Board of Directors.

- f. The procedure of appeal will utilize the Hearing Panel and trial as described in the Expulsion Policy

2. Elected International Officers

- a. The chapter or member(s) must send a formal grievance filing charges against the respective International officers simultaneously to the International Grand Basileus and the International First Grand Anti-Basileus.
- b. The International Grand Basileus upon receipt of the formal grievance will request needed documentation from all parties involved within 10 days.
- c. The respective International officer will have 10 working days to respond.
- d. The International Grand Basileus will render a decision within 30 days of receipt of the response from the respective International officer. The decision will be sent to the chapter/member(s), the respective International officer and the International Board of Directors.
- e. The respective International officer or the chapter/member(s) have 20 working days to appeal the decision to the International Board of Directors.
- f. The procedure of appeal will utilize the Hearing Panel and trial as described in the Expulsion Policy.

3. International Grand Basileus

- a. Upon receipt of the grievance, the International Legal Advisor will request needed documentation from all parties involved within 10 days.
- b. The International Grand Basileus has 20 working days to respond.
- c. The International Legal Advisor sends to all voting Board members a copy of the grievance and the International Grand Basileus' response. The Board will be asked to vote on whether an emergency Board meeting should be called. The ballots will be returned to the International Legal Advisor and the results mailed to all voting Board members.
- d. If the results call for referral to an arbitrator, then the International Legal Advisor will deliver documents to said arbitrator. The arbitrator has 60 days to resolve matter.

- e. If the Board votes against an emergency meeting, then the matter must be brought before the International Board at its next regularly scheduled meeting.
- f. If a hearing is held, the arbitrator will preside at the sorority hearing. The procedure utilized will follow the hearing procedures in the Expulsion Policy.

e. Disciplinary Sanctions

1. **Local:** The following actions can be taken by the local chapter.
 - a. Letter of reprimand
 - b. Probation, maximum of three years, must include the conditions of the probation
 - c. Suspension, maximum of two years
 - d. Fines: maximum of \$250 for a chapter, maximum of \$100 for a member
 - e. More than one disciplinary action can be imposed for a single incident (Fines and Probation)
 - f. A report of all regional grievances and the disposition of the same must be sent to the International First Grand Anti-Basileus.
 - g. Members/chapters suspended by the International Grand Basileus or International First Grand Anti-Basileus shall be reported to and documented by the Regional Syntaktes.
1. **International:** The following actions are exclusive to the International Board.
 - a. Expulsion of a member
 - b. Chapter dissolution
 - c. Appeal of regional grievance decisions
2. **Publication of Discipline Data**
 - a. Members shall be notified of Sorors who have been reprimanded as defined by suspensions and expulsions, within 30-60 days of the final disposition of the sanction. The infraction shall be published in the membership tab, entitled "Suspensions and Expulsions." Information should include the name, chapter/school, region, status, fines, and the period of said sanction. Their information shall remain on the website until the sanctions have expired.

- b. The names of all members and chapters who have been suspended and/or expelled will be published in the Aurora and the national website. The national Executive Director, after being notified by the suspending officer, and after all appeals have been exhausted, will authorize the publication of the names.
- c. The names of members who have been expelled by the International Board will be published in the Aurora and the national website, reported to NPHC organizations, the college or university which they attend and published three times in the Legal News. The national Executive Director, after being notified by the Board, will authorize the publication and dissemination of the name(s).
- d. Members found guilty of hazing by the sorority will be reported to the local prosecuting office by the Regional Syntaktes for the criminal prosecution.
The fees/dues of suspended and/or expelled members will not be refunded or prorated.

3. **Grounds for Expulsion and Disciplinary Action Procedures**

According to Robert's Rules of Order, Newly Revised, punishments that a society can impose generally fall under the headings of reprimand, fine (if authorized in the bylaws), suspension or expulsion. The extreme penalty that an organization or society can impose on a member is expulsion.

Expulsion of a member: Definition – is the termination of membership in the sorority

- a. Just Cause: Just cause for expulsion of a member shall consist of:
 - 1. Hazing, as defined in the Bylaws, Article IV, Section 402.
 - 2. Engaging deliberately in any activity which interferes with the performance of the legal or contractual obligations of the sorority.
 - 3. Working to subvert the purpose of the sorority.
 - 4. Being convicted in a court of law of a felony as defined in the state in which the act is committed.
 - 5. Misappropriation of funds.

b. Membership Rights

No disciplinary action shall be taken against a member until such member has been served with written specific charges. A financial member will be given a reasonable time to prepare a defense and offered an opportunity for a full and fair hearing. Materials will be mailed to the last known address with "Address Correction Requested."

c. Conduct of Hearing by the Sorority

The Sigma Gamma Rho Sorority International Board of Directors shall appoint biennially a member hearing committee composed of ten non-Board members (voting and non-voting). Any three members of this committee shall comprise the hearing panel. The hearing shall be conducted in accordance with the policies established by the board, using Robert's Rules of Order, Newly Revised as a guide. All deliberations conducted in connection with the hearing are confidential.

Participation by the accused member will be requested, it cannot be demanded. The letter to the accused, sent by certified mail (return receipt requested) outlines the charges that have been filed and which sorority policy(ies) have been violated. The letter will include the time, place and date that the hearing will be held. The accused member may notify her witnesses so that they can testify on her behalf. A written, notarized declaration under penalty of perjury may be submitted by the witnesses if they are unable to attend the hearing. All notarized statements must be received by the chair of the panel no later than 14 days before the hearing date. The accused will be allowed thirty days prior to the hearing date to prepare a defense.

The hearing may proceed without the accused as long as the Hearing Panel has verifiable proof of delivery or refusal of receipt of the certified letter. The Hearing Panel will be composed of three members, one selected by the Chair of the Hearing Committee; one selected by the accused; and one mutually agreed upon by the accused and the Chair of the Hearing Committee. The

Panel Chair will call the hearing to order. The Secretary for the panel will vouch that the accused was sent a certified letter, which details the charges. The chair asks the accused if she admits or denies the charge(s).

Witnesses on behalf of the sorority will testify first; then the defense witnesses are heard. After all testimony has been heard, everyone except the panel members will leave the room. There are no minutes kept of the panel deliberations. The Panel makes a decision as to the guilt or innocence of the accused. If a finding of guilt is rendered, the panel must also identify the penalty. All parties are recalled to the meeting room to hear the decision (report) of the Hearing Panel as they make their recommendation to the International Board. The Board votes to either uphold or reject the recommendation(s) of the Hearing Panel.

f. Appeal Process

1. A decision reached by a formal hearing panel and the Regional Syntaktes may be appealed by an accused financial member. The notice of appeal shall be filed with the International First Grand Anti-Basileus along with a statement providing a reason for the appeal and any new evidentiary information upon which their claim for appeal is based within thirty (30) business days of the member's receipt of the formal hearing decision.
2. Appellate hearings are held telephonically. While no parties are explicitly invited to the appellate hearing panel proceedings, all must remain available to the hearing panel should the need arise for questions or need for clarification.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the formal hearing record and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly and in conformity with prescribed sorority procedures giving the

- complaining party a reasonable opportunity to prepare and present evidence that an offense was committed, and giving the accused member or chapter a reasonable opportunity to prepare and present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused member or chapter was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation that the member or chapter was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
4. If granting the appeal, the International First Grand Anti-Basileus shall convene an appellate hearing panel within 60 business days of receiving the notice of appeal. The appellate hearing panel shall be selected from members of the Hearing Panel Committee who in no instance may have served on the original hearing panel. All new evidentiary information and formal hearing panel evidence shall be provided to all panel members.
 5. The duties of the appellate hearing panel are to:
 - a. Review the formal hearing panel's decision and determine whether there were adequate grounds for their recommendations;
 - b. Review the formal hearing panel's evidentiary information and any new evidentiary information submitted for the appellate hearing; and
 - c. Submit a recommendation report to sustain the formal hearing panel's recommendations, overrule the formal hearing panel's recommendations, or modify the formal hearing panel's recommendations.

6. The chair of the appellate hearing panel must submit the final report to the International First Grand Anti-Basileus within 10 business days after the appellate hearing. Within 10 business days after receiving the appellate hearing panel report, the International First Grand Anti-Basileus shall review and prepare the final appellate hearing report and submit with a copy of the formal hearing report to the International Board of Directors. The International First Grand Anti-Basileus shall convene a meeting of the International Board of Directors for the purpose of a vote to either uphold or reject the recommendations of the appellate hearing panel.
7. Any recommendation for a disciplinary action exclusive to the International Board of Directors must also be voted on at this time.
8. An appellate hearing may never result in more severe sanctions for the accused member.

2.400 Reinstatements

- a. Chapters are required to reinstate any soror for whom no Head Tax has been paid during the previous fiscal year or any soror who has not paid Head Tax before October 1. A late fee is assessed when a soror who was active the previous sorority year did not pay dues before October 1. See appendix A for fee amounts.
- b. The chapter shall retain a portion of the reinstatement fee as set forth in Appendix A and send the remainder to the International Grand Grammateus together with the reinstatement form.

2.500 Arbitration Agreement

- a. All aspirants to membership, and past and current members of the Sorority making claims for personal injury, damages to property, or disputes of any nature will be referred and be bound to use arbitration as the primary and sole means of dispute resolution. A Member who is unable to resolve a claim or dispute arising out of her membership or participation in any Sorority related activity, including but not limited to disciplinary action taken against her by the

Sorority pursuant to Article IV of the Sorority's Bylaws, shall be required to submit the claim or dispute to binding arbitration. If a Member initiates legal action against the Sorority in a court of law, the Sorority will seek to enforce the Policy.

SECTION 3

CHAPTER ORGANIZATION AND ADMINISTRATION

3.000 A chapter has the responsibility to:

- a. Collect and forward assessments to the International Grand Grammateus.
- b. Send duly certified delegates to the Regional Conference and Boule.
- c. Participate in and further the National Program in all aspects in its local community.
- d. File membership reports, directory information, report forms, and other necessary data to the Regional Syntaktes and International officers.
- e. Have governing by-laws consistent with the National Constitution and Bylaws and submit a copy of same to the National Chairman of the Constitution and Bylaws committee.
- f. Maintain a true and accurate record of proceedings and activities, transactions and historical data in a permanent file.
- g. Hold regular meetings at least once a month, the date to be determined by the chapter. Chapters may exclude the months of July and August for meetings.
- h. Have elections for chapter officers at the regular May meeting and install the elected officers at the close of the June meeting.

3.100 Officers of each chapter and their specific duties include:

3.110 Basileus (president) shall:

- a. Preside at all meetings of the chapter.
- b. Be responsible for executing chapter program.
- c. Represent the chapter in its relationships with outside individuals and groups.
- d. Work in close harmony with the undergraduate chapter advisor and faculty sponsor.
- e. Appoint committees as provided in the chapter policies and special committees as authorized by the chapter.
- f. Be the chairperson and preside at meetings of the executive committee.

- g. Countersign all orders for disbursement of chapter funds as directed by the chapter.
- h. Be bonded in amounts sufficient to cover funds handled.

3.120 First Anti-Basileus (1st vice-president):

- a. Act in the absence of the Basileus.
- b. Preside at chapter meetings in the absence of, or upon request of, the basileus.
- c. Serve as Membership Intake Chairperson.
- d. Serve as Educational Director for new members.

3.121 Each Alumnae Anti-Basileus shall:

- a. Serve as undergraduate chapter advisor for each campus.
- b. Attend all undergraduate chapter meetings and activities.

3.130 Anti-Grammateus (secretary) shall:

- a. Keep accurate and legible records of the meetings.
- b. Take care of correspondence.
- c. Within 10 days after the death of a soror, notify the Executive Director and Editor-in-Chief of The AURORA on the official form.
- d. Send change of address or name of any soror to National Headquarters.

3.140 Grammateus (financial secretary) shall:

- a. Receive dues and all monies collected.
- b. Make financial reports to International Grand Grammateus.
- c. Annually complete, and upon approval of the executive committee, file Form 990 with the Internal Revenue Service in the local District, send a copy to Sigma Gamma Rho headquarters, and retain a copy in the chapter files.
- d. Issue vouchers for approved expenditures.
- e. Be bonded in amounts sufficient to cover funds handled.

3.150 Tamiochus (treasurer) shall:

- a. Receive, keep records of, and deposit in a selected bank, all monies received by the chapter. The bank account of a local chapter shall be in the name of the chapter and not in the name of Sigma Gamma Rho Sorority. Example: Alpha Sigma Chapter of Sigma Gamma Rho Sorority, Inc.
- b. Pay all bills upon receipt of properly signed vouchers.

- c. Make such financial reports as the Basileus or executive committee may direct.
- d. Be bonded in amounts sufficient to cover funds handled.

3.160 Epistoleus (historian and reporter) shall:

- a. Take care of all publicity for the chapter; send news of outstanding sorors, programs and projects to the local and National news media and to The AURORA at least once per year, include well-chosen black and white glossy photographs.
- b. Keep the history of chapter current and available. Submit to the chapter, or executive committee, a completed copy of chapter history which took place during her term of office. This should be reproduced for regional and International Grand Epistoleus and for the chapter's permanent files.
- c. Edit and publish the chapter newsletter. (Chapter may provide an editor and assign some of the Epistoleus' duties listed above).

3.170 Parliamentarian shall:

- a. Guide the chapter in correct parliamentary procedures.
- b. Be familiar with and adhere to Sigma Gamma Rho Constitution and Bylaws, chapter policies, and Robert's Rules of Order.
- c. Serve as chair of the chapter Constitution and Bylaws and Policy Committees.

3.180 Other duties of the officers shall be determined by the chapter, provided such duties do not conflict with Constitution and Bylaws or chapter policies.

3.190 Executive Committee. Each chapter should have an executive committee, which would normally consist of the elected officers of the chapter, the parliamentarian, and faculty sponsor of a campus chapter and the editor of the newsletter if they are not elected. The extent of authority granted by the chapter to its executive committee shall be outlined in the chapter policies. An active executive committee can manage all of the so-called "housekeeping" details of routine business and save much valuable time during chapter business meetings.

Suggested duties of the Executive Committee:

- a. Serve as the official board of the chapter.
- b. Assist the Basileus in executing the policies of the chapter.
- c. Review matters referred to the chapter and make

recommendations for action.

- d. Formulate questions of policy for presentation to the chapter.
- e. Appoint the editor of the chapter newsletter (if not elected by chapter).
- f. Fill temporarily all vacancies in the elective offices occurring during the year.
- g. Pass upon routine matters of business between chapter meetings.
- h. Prepare the budget for the fiscal year for presentation to the chapter.
- i. Approve the disbursement of funds.

3.200 Meetings

- a. Each meeting should have a meaningful purpose.
- b. Meetings will be held regularly according to the chapter policies.
- c. The Basileus or Anti-Basileus will preside at chapter meetings.
- d. Have a copy of Sigma Gamma Rho Constitution and Bylaws and chapter policies at each meeting.
- e. Procedure for meetings:
 - 1. Call meeting to order.
 - 2. Repeat pledge in unison.
 - 3. Follow the Constitution and Bylaws, chapter policies and Robert's Rules of Order for business.
 - 4. Close meetings with Sigma Hymn and slogan.

3.300 Election of Officers

- a. Election of officers shall be held during the May meeting with installation at the June meeting.
- b. Officers' annual reports shall be given at the last meeting of the sorority year.
- c. Financial books shall be audited by an auditing committee prior to election.
- d. Retiring officers shall transfer all records to new officers immediately.
- e. Notices of newly elected officers shall be sent to the Regional Syntaktes, Undergraduate Chapter Coordinator, National Headquarters, and a copy shall be kept in local chapter files.
- f. Each chapter is required to elect Regional Conference and

Boule delegates and alternates, one for every ten members or fraction thereof to represent the chapter at the Regional Conference and the Boule. These should be elected and reported by the chapter well in advance of the Regional Conference or Boule. The forms for the report of delegates and alternates are supplied by the Regional Syntaktes and the Executive Director.

3.400 Records. All chapters shall:

- a. Keep permanent written records of all meetings.
- b. Keep permanent records of all inductees with the following information:
 1. Date of induction.
 2. Date of graduation.
 3. Home address and business address.
 4. Date of Transfer.
 5. Picture of soror and her profile.
- c. Keep accurate financial records of all monies received and expended and report to International Grand Grammateus by June 30 each year.
- d. Keep all books and records available for inspection by supervising Sigma officer upon request.
- e. Use forms provided for reports and remittances.
- f. Keep on file the proceedings of the Boule and have read at the second meeting of the new fiscal year.
- g. Keep on file an up-to-date copy of chapter history.

3.500 Establishing New Chapters. The Regional Syntaktes shall supervise the establishing of new chapters. She shall:

- a. Partner with local members to support and guide through stated process.
- b. If approved, instruct members to remit National and regional fees, as applicable.
- c. If approved, sign and forward charter/reactivation forms to the International Grand Basileus, International First Grand Anti- Basileus, International Grand Grammateus, Membership Services Director and Executive Director. (If undergraduate chapter, send a copy to the International Second Grand Anti-Basileus and the Undergraduate Chapter Coordinator).

3.600 There shall be at least five qualified candidates for the establishment of chapters and at least ten qualified graduate candidates for the establishment of an alumnae chapter. In the event that sorority and university requirements differ, the university's requirements will take precedence.

a. Requesting a New Alumnae Charter or Reactivation of an Alumnae Charter

1. Members wishing to charter or reactivate an alumnae chapter must submit a proposal package to the Regional Syntaktes that includes:

a) Letter of intent to charter or reactivate with information about proposed charter or reactivation members (names, current status, chapter affiliations, positions, etc.).

b) Description of the proposed chartering area (population, needs of communities, etc.) including information about any colleges and universities deemed by the chartering members to be within reasonable driving distance and currently without a charter or are an inactive undergraduate chapter.

c) A five-year strategic plan covering proposed recruitment, retention, reactivation of members, service to community, local collaborations with community organizations and any local NPHC organizations and budget/fundraising plans.

d) Documentation demonstrating that the proposed charter city is 30 miles from the nearest chapter location (based on city center) or, if less than 30 miles, that the nearest chapter is in another state, or region. Regional Syntakti shall have the authority to review and approve charter requests where the mileage is less than 30 miles and the requested chapter charter is intended to service a distinctly different developed urban, suburban, or rural environment from the surrounding chapters.

- e) A list of proposed charter members, providing proof that a minimum of 50% of proposed charter members have alumnae status, at least 50% of the chartering members must reside within or adjacent to the chartering city or town and that the majority of proposed charter members reside in the designated charter region.
- b. Requesting a New Undergraduate Charter or Reactivation of an Undergraduate Charter
 - 1. Requesting alumnae chapters wishing to charter or reactivate an undergraduate that has been inactive for five years or more, must first be a chapter in good standing and meet the requirements for undergraduate sponsorship. The requesting alumnae chapter must submit a proposal package to the Regional Syntaktes that includes:
 - a) Letter of intent to charter or reactivate with information about proposed charter or reactivation members (names, current status, chapter affiliations, positions, etc.) and the plan of support for the undergraduate chapter.
 - b) A five-year strategic plan covering proposed recruitment, retention, reactivation of members, service to community, local collaborations with community organizations and any local NPHC organizations and budget/fundraising plans.

3.610 The Regional Syntaktes shall:

- a. Assure that copy of petition to establish at the institution is sent to International Grand Basileus, International First Grand Anti-Basileus, Executive Director, and Undergraduate Chapter Coordinator.
- b. Assure that a copy of the letter of acceptance from the institution's authorized representative has been received and copies distributed.

- c. Be familiar with and prepare to present the following items to the proper authorities at the prospective college or university (these materials will be sent from National headquarters):
 1. National Program Brochure - which should show purpose and achievements of the Sorority.
 2. Current statistical data.
 3. Copy of Constitution.
 4. History of Sigma Gamma Rho.
- d. Notify the Regional Legal Advisor to assure that the chapter has the necessary documentation on file with the IRS to fully function as a chapter including but not limited to the 990 form, current tax exempt status and current EIN (Employer Identification Number). (Sigma Fact Sheet).

3.620 Faculty Sponsor. Some colleges and universities require the campus chapter advisor to be a member of the faculty; there are instances where there is no Sigma on the campus. The non-Sigma sponsor should:

- a. Serve as a faculty member of the chapter, which will provide a permanent resident contact.
- b. Act, when necessary, in cooperation with campus chapter officers and alumnae chapter representative to inaugurate the regular activities of the chapter at the beginning of the academic year.
- c. Safeguard the relationship of reciprocal services and esteem between the campus chapter and the college or university.
- d. Perform such other duties as may be necessary.

3.700. Metropolitan Chapter - The city chapter of a locality - composed of students in attendance at schools accredited by the Regional Association. In 2004, the International Board of Directors voted to not charter any more metropolitan chapters.

3.710. Regional Undergraduate Chapter

3.711. Alumnae Chapter - The alumnae chapter functions as an advisory and financial resource for the undergraduate chapter(s). The alumnae chapter shall have one anti-basileus for each undergraduate chapter. It gives guidance in school adjustment and the transition from school to careers. It also provides financial assistance through grants of scholarships and loans.

3.712 Two alumnae chapters may be established in a city if an alumnae chapter exceeds a membership of sixty (60) financial members.

3.713. Joint Council - When there are three or more chapters in a city, a Joint Council may be formed to function as a coordinating unit in programming of all local, regional, and National programs.

3.714. Step Teams – Alumnae and Undergraduates who are financial will be allowed to step and stroll together. However, undergraduate and affiliate or graduate and affiliate are not allowed to step nor stroll together whether it is for an internal or external event.

- a. Step or stroll teams, performing at National competitions, or those with a large-scale scope must be approved to participate at the local, regional and National levels.

SECTION 4

T.O.R.C.H.

(Reserved for Membership Intake Program Revision)

The T.O.R.C.H. Manual must be used to implement the following steps:

- a. Undergraduate chapters will obtain approval from the Regional Director (Syntaktes) prior to conducting membership activity on a campus.
- b. Any unauthorized activity shall be reported to the Regional Director (Syntaktes) or National Headquarters.

SECTION 5

SIGMA AFFILIATES

5.000 Sigma Affiliates

5.100 Philos are women who are interested in helping Sigma Gamma Rho render service to humankind and improve the community.

5.110 Graduate sorors shall serve as advisors to the Philo Affiliates.

5.120 Philo Affiliate membership cannot be offered to a woman who holds a minimum of a bachelor's degree.

5.200 The Rhoer Club consists of high school girls with high scholastic averages. This club functions outside the school setting.

5.210 The program should be one of school guidance in education, vocation, civic and social affairs. Whenever possible, the members should assist in sorority projects.

5.220 Either graduate or undergraduate members may serve as advisors of Rhoers.

5.230 The Rhoer Club Advisors Handbook and Appendix must be used to establish and operate a Rhoer Club.

5.300 The Rhosebud Club is an affiliate group of Sigma Gamma Rho Sorority consisting of a diverse group of girls ages 8 through 11 years of age. The Rhosebud Club functions at the local level only.

5.310 To be eligible for membership in the Rhosebud Club of Sigma Gamma Rho Sorority, a girl must be invited by a member of the Rhosebud Club or a Soror of the local chapter. In addition, she must:

- a. Submit a completed application.
- b. Exhibit good academic standards and conduct.
- c. Show willingness to follow all rules and regulations of the Rhosebud Club and participate in sponsored activities.

5.400 The advisor of a Sigma affiliate should attend all meetings and activities.

5.500 The colors and flower of the Sigma Gamma Rho affiliates shall be:

Philos

- a. Colors - Gold and White
- b. Flower - White Carnation - Gold Ribbon

Rhoers

- a. Colors - Royal Blue and Gold
- b. Flower - Yellow Daisy
- c. Mascot – A Monarch Butterfly

Rosebuds

- a. Colors- Light Blue and Yellow
- b. Flower- Yellow Rosebud

5.510 Rhoer paraphernalia must have the Rhoer symbol. Rhoer paraphernalia cannot have Greek letters.

5.520 Philo paraphernalia must have the Philo symbol. Philo paraphernalia cannot have Greek letters.

5.530 Under the supervision of the sponsoring chapters, Sigma Affiliates can present and/or perform at official events. Presenting and performing are inclusive of but not limited to singing, dancing, stepping, strolling/party-walking, reciting, acting and modeling.

SECTION 6

REGIONAL REGULATIONS

6.000 For the purpose of providing adequate organization and administration, Sigma Gamma Rho is divided into five geographic sections which are known as regions.

6.110 Central – Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Missouri, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin. Canadian division: Windsor, Ontario and west to Saskatchewan. Other geographical areas: Baffin Islands, Europe, Greenland, Iceland, Queen Elizabeth Islands.

6.120 Northeastern – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia. Canadian division: Toronto, Ontario and east to Nova Scotia and Newfoundland. Other geographical areas: Africa, Bermuda, Canary Islands, Haiti, Madagascar, Madeira Islands, Virgin Islands.

6.130 Southeastern - Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee. Other geographical areas. South America, Cuba, Puerto Rico, Falkland, Bahamas and all islands in and around Florida, Keys down to South America.

6.140 Southwestern – Arkansas, Louisiana, Oklahoma, and Texas. Other geographical areas: Australia, Central America, Fiji Islands, Mexico, New Guinea, New Zealand, Panama, and Samoa.

6.150 Western – Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming. Canadian division; Alberta and west to British Columbia. Other geographical areas; Asia (Soviet Union), China, United Arab Emirates, India, Indonesia, Japan, and the Philippines.

6.200 Each Region is divided into areas.

6.210 Areas consist of single states, sections of or combinations of states, although state lines do not necessarily define areas.

6.220 Areas are neighboring chapters organized to combine efforts to

provide leadership conferences and workshops for implementation of Sigma Gamma Rho programs; to study Sigma Gamma Rho and local community needs and Sigma Gamma Rho program effectiveness in meeting those needs.

6.230 Area Meetings of the neighboring chapters are held Fall, Winter or Spring.

6.240 An Area Coordinator is appointed for each designated area by the Regional Syntaktes. In a very real sense, the area coordinator is the personal assistant to the Regional Syntaktes, and her activities are under the direction of the Regional Syntaktes.

6.241 Area Coordinators are appointed by the Regional Syntaktes. To be considered for the position of Area Coordinator, interested members must have the following:

- a. Hold alumnae membership in good standing with the chapter, the regional and National bodies.
- b. Be certified in the T.O.R.C.H. process.
- c. Have attended at least two of the last five Regional Conferences.
- d. Have attended at least three of the last five Area Meetings.
- e. Submit a letter of interest no more than thirty (30) days following the Regional Conference, in which the Regional Syntaktes is elected, or within thirty (30) days of the resignation of the Area Coordinator.

Duties shall include, but not be limited to:

- a. Compiling a roster of chapter contact information.
- b. Disseminating information to all chapters, Life Members, General Members and Members-at-Large in the Area in a timely manner.
- c. Preparing an annual report of Area membership and service activities to be presented at the Area Meeting.
- d. Serve under the direction of the Regional Syntaktes as requested.

6.300. Each region has its own officers, elected by chapters within the region.

6.310. The regional chapter shall elect the Regional Syntaktes, Regional Undergraduate Chapter Coordinator, Undergraduate Student

Coordinator, Regional Anti-Grammateus, Regional Grammateus, Regional Tamiochus, Regional Epistoleus, Regional Nominating Committee Chair and the Regional Trustee of the National Education Fund and such other officers as are necessary and provided for in regional policies.

6.311 The Regional Syntaktes, Undergraduate Chapter Coordinator, and Undergraduate Student Coordinator shall be confirmed at the Boule.

6.400 The **Regional Syntaktes** presides over the region, organizes and supervises chapters, and gives leadership necessary for an effective working unit of the sorority. She annually convenes a regional conference.

6.410 The **Undergraduate Chapter Coordinator**, working closely with advisors of undergraduate chapters, facilitates establishment and development of undergraduate chapters of her region; coordinates the activities and provides leadership and guidance to the undergraduate chapters of her region.

6.420 The **Undergraduate Student Coordinator** (undergraduate) coordinates Sigma Gamma Rho National Youth Project activities of the chapters in her region and assists in their effectiveness in meeting the needs of the youth in the community, especially non-Sigma youth at the "grass roots" level.

6.430 The **Regional Grammateus** (financial secretary) shall:

- a. Receive all dues and monies collected.
- b. Make financial report of all income received to the Regional Conference.
- c. Issue vouchers for approved expenditures.
- d. Be bonded in amounts sufficient to cover funds handled.

6.440 The **Regional Tamiochus** (treasurer) shall:

- a. Receive, keep records of, and deposit in a selected bank, all monies received by the region.
- b. Pay all bills upon receipt of properly signed vouchers.
- c. Annually complete, and upon approval of the executive committee, file Form 990 with the Internal Revenue Service in the local district, send a copy to Sigma Gamma Rho headquarters, and retain a copy in the region's files.

- d. Prepare regional budget.
- e. Prepare financial report of region's expenditures for the regional conference.
- f. Send a complete report of income, expenses, and balances in regional treasury to the International Grand Grammateus at the close of the Regional Conference.
- g. Be bonded in amounts sufficient to cover funds handled.

6.450 The **Regional Anti-Grammateus** (secretary) shall:

- a. Keep accurate and legible records of the executive board meetings and the Regional Conference.
- b. Distribute required copies of Regional Conference minutes to the chapters and members within 60 days of the Regional Conference.

6.460 The **Regional Epistoleus** (historian and reporter) shall:

- a. Take care of all publicity for the region; send news of outstanding sorors, programs and projects to the local and National news media and to The AURORA at least once per year.
- b. Keep the history of the region current and available. Submit to the region, or executive board, a completed copy of region history which took place during her term of office.
- c. Edit and publish the region newsletter

6.470 The **Regional Parliamentarian** shall:

- a. Guide the region in correct parliamentary procedures.
- b. Be familiar with and adhere to Sigma Gamma Rho Constitution and Bylaws, regional policies, and Robert's Rules of Order.

6.480 The **Regional Nominating Committee Chair** shall:

- a. Serve on the National Nominating Committee.
- b. Receive nominations for regional offices.

6.485 The **Regional Elections Committee Chair** shall:

- a. Serve on the National Elections Committee.
- b. Administer the regional election process.

6.490 The **Regional Education Fund Trustee** shall:

- a. Be elected by the regional body.

- b. Serve as a member on the National Education Fund Board.
- c. Make reports to the Region on National Education Fund Board proceedings.

6.500 Regional conferences shall be held annually during a weekend for two days.

6.511 The date of the meeting shall be accepted by the regional chapter, after clearance with the International First Grand Anti-Basileus to avoid conflict with the dates of other regional conferences.

6.512 During the year of a Boule, the Regional Conference of each region shall convene prior to June 1.

6.513 Regional conferences shall be rotated by chapters within the region. No chapter shall be expected to entertain the Regional Conference, after having entertained until all alumnae chapters in the region have been hostess to the conference.

6.520 The **Regional Syntaktes** shall:

- a. Sign all hotel contracts relating to the Regional Conference.
- b. Request and assign all conference space requirements including complimentary rooms and amenities.
- c. Approve all meal arrangements.

6.530 Finances

- a. The revenue of the following activities will accrue to the Region:
 - 1. Registration fees
 - 2. Meal functions
 - 3. Vendor fees
- b. Any profit generated from a souvenir book will be shared at the ratio of 70% to the hostess chapter and 30% to the region.
- c. The region will be responsible for payment for meeting rooms, meal functions, bags and honorariums and costs associated with the conference.

6.540 Region Responsibilities:

- a. Program and agenda
- b. Site arrangements
- c. Hotel

- d. Meals
- e. Approve entertainment, if any and speakers

6.550 Hostess chapter responsibilities:

- a. Assist in hotel selection
- b. Prayer Breakfast, if desired
- c. Tour, if desired
- d. Plan for entertainment to be approved by the Regional Syntaktes.
- e. Table decorations
- f. Send all pre-conference plans and information to the Regional Syntaktes, International First Grand Anti-Basileus, International Grand Basileus, International Editor-in-Chief of *The AURORA* and the Executive Director at least 60 days prior to the conference.
- g. Send progress of proposed activities to all chapters within the region at least 60 days prior to date of meeting.
- h. Notify chapters of all fees such as housing, food banquet and information on transportation, weather, clothing requirements, etc.
- i. Send adequate hotel reservation cards to each chapter.
- j. Preparation of kits or bags
- k. Courtesies
- l. Transportation for International Grand Basileus, International Officers

6.560 The Regional Grammateus, Regional Tamiochus and financial officers of the hostess chapter shall be in charge of registration. The Regional Grammateus collects the registration fee and any other conference fees.

SECTION 7

BOULE

7.000 Boules shall be held biennially.

- a. Between the months of July or August. Necessary changes may be made if approved by the International Board of Directors.
- b. Place may be at the principal office, by chapter invitation, or at such other place as the Grand Chapter may designate.

7.100 The hostess chapter (working with the Executive Director and Boule Hostess) shall make recommendations to and implement plans of the Boule committee and the International Grand Basileus regarding the convention site and selection of a hotel that accommodates all Boule sessions, committee meetings, International Board of Directors meetings, housing needs and meals.

7.120 The hostess chapter should:

- a. Recommend the name of a public speaker candidate to the International Grand Basileus.
- b. Recommend to the Boule committee firms to assist in Boule planning.
- c. Send to the Boule committee the names, addresses, telephone numbers of the hostess chapter officers and Regional Epistoleus.

7.140 Banquet

- a. The hostess chapter shall make all arrangements for the banquet.
- b. Arrange seating for International officers and officers of the region and hostess chapter.
- c. Assist in planning the program for the banquet.

7.150 Notices

- a. Send notice to International Grand Basileus a list of all local committees at least eight months prior to Boule.
- b. Send to International Grand Basileus and International Editor-in-Chief of The AURORA all Boule information at least six months prior to Boule.
- c. Send program of proposed activities to all chapters at least

six months prior to Boule.

1. Include type of clothing needed.
2. Agreed upon fees to be required - banquet, housing, food, etc.

7.160. Housing

- a. Secure lodgings and facilities for meals for all attending sorors.
- b. Arrange to house International Officers in relation to each other and as near to meeting place as possible.

7.170. Transportation

- a. Arrange for transportation of International officers to and from meeting place and to all other affairs. International officers will be prepared to take care of this expense.
- b. Provide information for all sorors about securing transportation to various places:
 1. Meeting Places
 2. Social Affairs
 3. Shopping District
 4. Places of interest in city

7.180. Registrations

- a. The International Grand Grammateus, International Grand Tamiochus, Financial Consultant shall be in charge of registration assisted by members of local chapter and Regional Grammateus and Tamiochus.
- b. Arrange all facilities for registration.

7.190. Courtesies

- a. Plan social activities for duration of Boule.
- b. Accept courtesies extended by other organizations for entertaining the Boule.
- c. Prepare kits including printing and necessary contents. (*Note Blank Kit envelopes, printed official program and complete badges will be furnished by International Headquarters.)
- d. Furnish escorts.
- e. Provide corsage for International Grand Basileus.

7.200. Responsibilities of Local Chapters

- a. Elect delegates and alternates to the Boule according to the Bylaws.

- b. Assure chapter representation at the Boule.
- c. Make early hotel reservation for chapter delegation.
- d. Pre-register early.
- e. Fill out credential blanks and return as directed and at time indicated.

7.300. Process for Handling Recommendations/Constitution and Bylaw Amendments

- a. All recommendations and bylaws from local chapters, intended for Grand Chapter action, shall be submitted first to the Regional Conference; those approved by the Region will be sent to either the National Recommendations Committee (NRC) or National Constitution and Bylaw Committee (NCBLC) using the following format:

Sponsoring Chapter or Region	Section to be amended	Current language, if applicable	Proposed Language	Rationale	Motion	Disposition

1. Sponsoring Chapter/Region:

- a) For recommendations submitted to the Regional Conference, put the sponsoring chapter name in this box.
- b) For recommendations adopted by the Regional Conference, intended for action by Grand Chapter, put the sponsoring Region in this box.

2. Section to be Added or Amended: Identify the specific paragraph by number and page that is to be added or amended.

3. Current language, if applicable: If this is amending current language, include the current policy or bylaw language. If this is new language not currently included, leave this blank.

4. **Proposed Language:** Type the wording that is being proposed.
 5. **Rationale:** reasons for this motion. This speaks to intent and is very important.
 6. **Motion:** What motion was made? Was the motion amended? If so put the amended version of the motion in this box.
 7. **Disposition:** Was the motion in box #6 adopted or did it fail or was some other action taken (e.g. referral to a committee)?
- b. The International Board of Directors and National Committees may submit recommendations directly to the NRC and NCBLIC.
 - c. NRC/NCBLIC will review all recommendations. The committee can merge similar recommendations, recommend to Grand Chapter that a proposed recommendation be deleted, recommend that a recommendation be referred, edit recommendations for format and grammar only, recommend that a recommendation be adopted or that a recommendation be postponed indefinitely (this kills the recommendation). They might also have no recommendation to make. The committees can also ask for clarification.
 - d. The NRC can send to the NCBLIC any recommendations that are proposed constitution or bylaw amendments. The NCBLIC can do likewise.
 - e. The NRC and NCBLIC may meet before or during the Boule to discuss the proper disposition of recommendations under consideration by those committees.
 - f. The two committees shall formulate guidelines and develop a uniform method of submitting recommendations by chapters, regions and National committees. This data is to be accompanied by deadlines, number of copies required, and names of persons to receive this information.

7.400. Nominations and Elections

- a. The National Nomination Committee shall explore every possibility in an effort to bring a double slate of officer candidates to the membership.
- b. Each Regional Syntaktes shall be responsible for sending to the International Grand Grammateus and the Chairman of the Nominating Committee a list of her Region's approved candidates for International office, together with a complete profile of each on the official credential blank.
- c. Upon immediate receipt of profiles, the Chairman of the Nominating Committee shall send copies of the profiles to members of her committee.
- d. Candidates for the various offices shall bring prepared campaign material for distribution at the Boule.
- e. Elections shall be by secret ballot.
- f. Elections results that reflect a 0.5% or less difference in votes for the candidates of the votes cast will trigger a recount. If a recount is needed, it shall be done before the teller report is given. If a recount has been performed, it shall be included as part of the tellers report.

7.500 National Standing Committees

Standing committees shall consist of no fewer than 5 members and not more than 10 members. The following standing committees, except for the Board, Boule and nominating committees, shall be appointed by the International Grand Basileus after each biennial Boule to serve until their successors are appointed:

- a. Achievement and Awards
- b. Board
- c. Boule
- d. Constitution and Bylaws
- e. Corporate Initiatives
- f. Cultured Pearls
- g. Education
- h. Election
- i. History and Archive Committee

- j. Honorary Member
- k. Legislative Action
- l. Membership
- m. Music and Arts
- n. International Programs
- o. Nominations
- p. Planning and Budget
- q. Protocol
- r. Public Relations
- s. Recommendations
- t. Scholarship
- u. Sigma Activities
- v. Social Action
- w. Time and Place

7.510 When recommendations are referred from the Grand Chapter, the International standing committee shall review, discuss, and distribute its final disposition within 60 days of the Boule to all members via the Sorors Only section of the national website.

7.600 During the Boule the outgoing International Grand Basileus is to pin the incoming International Grand Basileus with the current International Grand Basileus pin. The outgoing International Grand Basileus will receive a commemorative pin representing her administrative tenure.

SECTION 8

AWARDS

8.000. Awards shall be given according to published criteria and upon evaluation and recommendation of the Achievements and Awards Committee unless otherwise provided for in the Bylaws.

8.100. Awards given by the Alumnae Chapter:

8.110. Local scholarships shall be given annually to an undergraduate soror.

8.111. Local scholarship shall be given annually to a qualified young lady who is not a member of Sigma Gamma Rho.

8.112. Scholarships shall be given according to published chapter criteria.

8.113. A scholarship program to aid an academically deficient soror should be considered by her alumnae chapter. The scholarship committee chairman should become familiar with the resources on her campuses or community that are available to a student seeking academic help.

8.200. Regional Awards:

8.210. Regional Campus (Undergraduate Soror) Awards. Two Awards, known as Regional Campus Awards, shall be given annually by each Region.

8.211. Outstanding Activities. To the graduating soror judged as making the most outstanding record in school activities and sorority activities during her undergraduate career. The award could be a scroll designed with Coat-of-Arms.

8.212. Outstanding Scholarship. To each soror completing her freshman year, sophomore year, or junior year who has the highest scholastic record of sorors throughout the region with the same classification. (An official transcript must be submitted.) Sorors must apply or be recommended by her chapter. Award could be an open

book designed with Coat-of-Arms or a charm which has a wreath and open book.

8.213. To determine who should get the above awards, the undergraduate chapters must submit the completed official application, giving detailed information about the sorors in their chapter whom they offer for consideration. This should be done by formal vote of said chapter. The completed application and other supporting documents should be submitted by the chapter to the Regional Achievements and Awards Committee six weeks before the Regional Conference.

8.214. Regional Affiliate Awards. Four awards known as Regional Affiliate Awards, shall be given annually by each Region.

8.215. Rhoer of the Year. This award is presented to the Rhoer who has actively participated in the activities of her club, distinguished herself academically, and exemplified leadership abilities both within her club and in her community.

8.216. Rhoer Club of the Year. This award is presented to the club that has participated actively within the community, worked with their local chapter and developed or sponsored outstanding programs.

8.217. Rhoer Club Advisor of the Year. This award is presented to the Club Advisor who has provided exemplary leadership and mentorship to her Rhoer Club. She is also an advisor who has worked cooperatively and diligently with her fellow advisors and local chapter to plan, organize, and execute effective programming for the Rhoers.

8.218. Rhoer Scrapbook. The content of the club's scrapbook/display must show evidence of community service that has been done, programs developed or sponsored by the club, educational outings, and trainings or workshops the Rhoers have participated in.

8.220. Travel Awards

8.221. Talent. The Region shall pay transportation to the Boule for the Winner of the undergraduate Talent Contest at the Regional Conference the year of a Boule. The winner participates in the National talent competition for the Annie W. Neville Talent Award, which shall be a trophy.

8.222. Quality Performance. The undergraduate soror entering her junior year, nominated by her region as the outstanding soror of the Region, shall receive expense-paid transportation by her Region to the Boule.

8.223. The Ollie V. Greene Humanitarian Award shall be given each year (one in each region) to the soror, Sigma affiliate, or community person who best epitomizes the life of George Washington Carver, the great scientist and humanitarian. This is in recognition of Soror Greene's unprecedented contribution in developing and implementing Sigma Gamma Rho's National Carver Week Project.

8.224. The Mwanamugimu Award. The Mwanamugimu endowment monies are invested in low or no risk investments and those donations to the endowment will be accepted for at least 10 years. During this time, the sorority will accept further monies from the donor, the donor's family and others who choose to donate. After 10 years, donations to the Mwanamugimu Educational Scholarship may be closed.

8.225. Endowments to College/University campuses.

8.226. The Northeastern Region of Sigma Gamma Rho established a **Dr. Lorraine A. Williams Scholarship at Howard University** to be awarded in the amount of \$250.00 to a candidate for a doctoral degree in Social Science. The award is in the name of Sigma Gamma Rho Sorority, Incorporated, as a tribute to Past International Grand Basileus Dr. Williams for her untiring service to the Northeast Region and to all Sigmas. This Award became effective on the Fiftieth Anniversary of Sigma Gamma Rho, November 12, 1972.

8.227. The region shall implement National awards as provided for in the Bylaws or directed by the Grand Chapter.

8.300 National Awards

8.310. Annual Educational Awards

8.311. \$2000 to the Black Alumni Association Scholarship of Butler University, effective the 2012-2013 fiscal year.

8.312. \$200 to foreign affiliates to aid in financing their educational activities.

8.313. One scholarship of \$700 is awarded to one undergraduate soror from each Region. Applicants must conform to regulations.

Western Region may call its scholarship the Claudia E. Whitmore Educational Award, Central – the Beatrice Fox Award, and Southeast – the Evelyn Hawkins Hood Award.

- a. The applicant must be a member of Sigma Gamma Rho, financial, and in good standing with her chapter.
- b. Must show evidence of need.
- c. Must be currently in a college or university as a full-time student and show willingness to complete academic work.
- d. Must have exhibited leadership in her chapter.
- e. Must possess high standards of character and a reputation acceptable by the school and the sorority.
- f. Complete the Scholarship Application Form and submit it to the Regional Scholarship Committee at least 60 days prior to the Regional Conference along with:
 1. A current transcript showing at least two semesters of completed work with an average of at least 2.5.
 2. Three letters of reference, one which verifies admittance of the college or university toward undergraduate degree.
- g. Application Forms may be obtained from the National Headquarters.
- h. The Regional Scholarship Committee shall submit its recommendation to the Regional Conference for final approval or selection.
- i. The Regional Scholarship Committee Chairman shall submit the name of the selected soror, with her credentials, to the National Scholarship Committee. The Regional Syntaktes should assure implementation.

8.320 Biennial Awards given each year of a Boule

8.321. The Bertha Black Rhoda Fellowship of \$2,000.00 is awarded biennially to an alumnae soror for study toward advanced degree.

- a. Submit completed Scholarship application to the National Scholarship Committee at least 60 days prior to the Boule along with:
 1. A transcript of applicant's most recent degree.

2. Three letters of reference, one which verifies admittance to the college or university for study toward the graduate degree.

8.322. Annie W. Neville Talent Award - A trophy given to the undergraduate Regional Talent winner who wins in the National Talent Competition at the Boule.

- a. Each participant must be financial and in good standing with her chapter.
- b. The National participants must be the winners of the Regions' Undergraduate Talent contest held at the Regional Conferences the same year of the Boule.
- c. The following talents will be considered: singing, instrumental music, gymnastics, oratory, Fine Arts - painting, drawing, sculpture, designing, drama, dancing.
- d. The name and performance information of Region's participant should be sent to the National Achievements and Awards Committee within thirty days after the Regional Conference.

8.323. The Evelyn Hawkins Hood Distinguished Service to Mankind Award - A plaque, given to the outstanding person in the community whom the sorority wishes to publicly recognize for outstanding achievement in human and community service.

8.324. Award of Achievement shall be given to:

- a. Any undergraduate soror who has received honors from her college/university, or who has given outstanding service to the institution and the Sorority. The soror should show initiative in helping to promote and interpret the Sorority program to the community, sorors, and Sigma affiliates; she should help to recruit and orientate new members.
- b. Any soror (undergraduate or alumnae) who has given meritorious service to the Sorority or who has been publicly recognized for outstanding achievement in other areas of service. The soror should show initiative in helping to promote and interpret the Sorority program to the community, sorors, and Sigma affiliates; she should help to recruit and orientate new members. In addition to the above, the alumnae soror

should have projected the Sigma image into the community through noteworthy actions.

- c. Any member of the Sigma affiliates who has been publicly recognized for outstanding achievement in academic or community service. This shall be a Certificate of Award.

8.325. Sigma of the Year - An outstanding soror selected by vote of sorors in her region during the year of a Boule, and upon recommendation of the National Achievements and Awards Committee shall be given a Sigma Gamma Rho paid trip to the Boule. This soror shall be known as the "Sigma of the Year." She shall reign from Boule to Boule. Qualities expected:

- a. Undergraduate: She exhibits outstanding leadership in her chapter and maintains high scholastic achievement.

Graduate: She exhibits outstanding leadership in her chapter as well as her profession or community. Fosters and encourages outstanding service to the community.

- b. She is instrumental in increasing chapter membership and maintains high standards of character and a reputation acceptable by her school and the Sorority.
- c. She projects to the public the best Sigma image possible.
- d. She is a leader in the Sigma Drop-In.
- e. Profile of each applicant, accompanied by a letter from her chapter approving her as a candidate for the Sigma of the Year, and should be sent to the Regional Achievements and Awards Committee at least 30 days prior to the Regional Conference.
- f. Following the Regional Chapter's selection, the Committee chairwoman shall forward the winner's supporting documents to the National Achievements and Awards Committee.

8.326. Hall of Fame Award - Sorors should be recommended by their chapters for eligibility.

8.327. Blanche Edwards Award – The highest Award an individual soror may attain and was established for the purpose of honoring a soror for outstanding achievement of National scope in contribution to the growth and progress of the sorority.

- a. The soror upon whom this honor is bestowed should be an active soror in good standing locally, regionally and Nationally regarding finance, attendance and participation for a period of no less than 10 years.
- b. She should have served her chapter as a participating member on committees and as local officer.
- c. Submit completed Form "Criteria for Evaluating Contributions of the Recipient," along with supporting documents, to the Blanche Edwards Awards Committee at least 30 days prior to the Boule.
- d. The selection of the Blanche Edwards Awards Candidate will be made by the International Board of Directors.

8.330 Member and Chapter Awards

8.331. Dr. Annie Lane Lawrence Mental Health Achievement Award shall be given each year of a Boule for outstanding service in providing Mental Health Education to the general public and projecting the Sigma Gamma image (trophy).

- a. The soror or chapter must have:
 1. Implemented, sponsored, or helped to support a project geared to Mental Health.
 2. Projected the Sigma image by publicizing the Mental Health project.
- b. Application and documents should be submitted to the National Achievements and Awards Committee at least 30 days prior to the Boule.

8.332. Dr. Lorraine Anderson Williams Award is given each year of a Boule, upon recommendation of the International Grand Epistoleus, to the chapter and soror who contributed the greatest amount of historical materials during the past biennial (trophy).

- a. Historical materials may be submitted in the form of scrapbooks, slide collections, photographs, filmstrips, booklets or pamphlets, etc.
- b. A resume should accompany audio-visual materials.

- c. The application, which will itemize, describe and confirm historical materials submitted, should be submitted to the International Grand Epistoleus 30 days prior to the Boule.
- d. Secure application from the International Grand Epistoleus.

8.333. Katie Kinnard White Youth Leadership Award - A medallion given at each Boule to an undergraduate soror selected by the International Grand Basileus and confirmed by the International Board of Directors.

8.334. Cleo S. Higgins Higher Education Assistance Award-A \$750.00 cash Award to be given every Boule year by Dr. Cleo S. Higgins to a soror beginning or continuing her doctoral study.

8.335. Corine J. Green Anchor Award – A \$500 cash award given to chapters that partner with a local community organization with direct impact on the community, socially, civically, economically or educationally. Examples of such organizations are welfare-to-work programs, senior citizens or voter registration drives. Proof must be submitted from the community partner along with a detailed description of the program implementation process and the outcome.

8.336. The Dr. Katie Kinnard White Mwanamugimu Scholarship Award shall be given at each biennial Boule to a soror (alumnae or undergraduate) who best exemplifies the spirit and thrust of the Mwanamugimu Essay Contest and/or demonstrates involvement with the historical and contemporary development of African Nations that may include, but not be limited to a major or minor in African Studies and/or involvement in educational projects, travel, classes or other activities that may be potentially utilized to increase knowledge of young people about the historical and contemporary development of African nations. The potential recipient must:

- a. Be a financial soror who submits a completed application 60 days prior to the Boule and meet all criteria of the National Scholarship Committee.
- b. Include an official transcript that reflects their most recent academic activity.
- c. Include two letters of reference. One letter must verify attendance to or enrollment in an accredited post-Secondary institution.
- d. Have verifiable evidence of involvement in Mwanamugimu or related activities that is submitted to the Scholarship

Committee.

- e. Mwanamugimu endowment monies will be invested in a low or no risk fund and the scholarship award are open-ended for at least 10 years. During the open years, the sorority will accept additional donations from the donor Dr. Katie K. White, the donor's family and others who may choose to donate. After ten years (2016), the Mwanamugimu Educational Scholarship may be closed.
- f. The first Mwanamugimu Educational Scholarship Award will be \$725.00; as time moves forward and the economy changes, Grand Chapter may, by majority vote, increase the amount of the award.

8.337 Ruby Recognition - During the Boule or regional conference of a non-Boule year, any Soror who has achieved 22 years of membership, with 10 years of good financial standing, either consecutive or non-consecutive, shall receive the commemorative Ruby pin. This pin will represent the soror's affiliation with Sigma Gamma Rho Sorority for 22 years.

8.338 Cultured Pearl Recognition - During the Boule any Soror who has achieved 50 years of membership shall receive the commemorative Cultured Pearl pin. This pin will represent the Sorors affiliation with Sigma Gamma Rho Sorority for 50 years.

8.340 Chapter Awards

8.341 National Youth Projects Award. A \$150 award shall be given annually to one chapter in each of the regions making the most contribution and progress towards the development and implementation of Sigma Gamma Rho's National Youth Project.

- a. Activities might include:
 - 1. Community services.
 - 2. Volunteers to hospitals, nursing homes, schools for the handicapped, intellectual disabilities, etc.
 - 3. Involvement in the Sigma Drop-In program.
 - 4. Teentowns, guidance clinics, youth programs, community activities and any other program and/or activity geared to the education and development of youth.

- b. Documented activities should be sent to the Regional Achievement and Awards Committee 30 days prior to the Regional Conference in the year of a Boule.
- c. After selection by the Regional Conference, the Regional Achievement and Awards Committee will forward to the National Committee the name and supporting documents of the chapter selected.

8.342 Sigma Torch Award shall be presented at the Boule to the outstanding campus chapter for increased membership. This award may be a Trophy.

- a. Chapter should secure application from the National Achievement and Awards Committee.
- b. Submit completed application to Regional Achievements and Awards Committee, along with documents supporting claim of increased membership.
- c. The Regional Awards Committee will submit application and supporting documents to the National Awards Committee.

8.343 The Mary Lou Allison Little Loving Cup Award shall be presented at the Boule to the chapter reporting the most successful program.

- a. Chapter program should evidence pre-planning of year's activities and projecting the Sigma image.
- b. Promote Sigma activities such as Founders Day, Sigma Week, National Youth Project, multi-cultural activities etc.
- c. Activities should relate to ideals, purposes, motto and National theme of Sigma Gamma Rho.
- d. Submit application and documented evidence (newspaper clippings, photographs, etc.) to Regional Achievements and Awards Committee prior to Regional Conference.
- e. The Regional Achievements and Awards Committee will forward to the National Awards Committee the name of the selected chapter and the supporting documents.

8.344 Hattie Redford Awards (two plaques) - awarded to one undergraduate chapter and one alumnae chapter at a Boule for best exhibits of chapter achievement since the last Boule.

- a. The undergraduate and graduate chapters shall each be judged on scrapbooks and exhibits (craftwork, etc.).

b. Two Scrapbooks

1. Categories:
 - a) Electronic Scrapbook
 - b) Hard Copy Scrapbook
2. Presentation of display should include color, arrangement comprehensiveness, continuity, neatness; project the National theme, where possible.
3. Points for judging exhibits include originality, neatness, variety, uniqueness, creativity, artistic ability, ingenuity.
4. Points for judging scrapbook: current news clippings, (from Boule to Boule) neatness, variety of activities, originality, continuity of theme.
5. Any competing chapter exhibit must first be exhibited at the Regional conference held the year of the Boule.

8.345. Outstanding Undergraduate Chapter Award of \$50 shall be awarded during a Special Recognition Program at a Boule.

8.346. National Undergraduate Chapter Service Grant of \$150 shall be given any undergraduate chapter having five or more financial members who submits its program of activities for the year according to criteria. (See Application for Grant) Total awards shall not exceed \$1500. The completed application should be signed by the Chapter advisor and submitted to the Regional Undergraduate Chapter Coordinator. The grant will then be made upon the approval of the International First Grand Anti-Basileus, via the Regional Syntaktes.

8.400 National Headquarters Awards

8.410. The undergraduate soror who contributes \$10 or more to the National Headquarters shall receive a National Headquarters Charm.

8.420. The undergraduate chapter that contributes \$25 or more shall receive a Headquarters Certificate of Recognition.

8.430. The alumnae soror who contributes \$50 to the National Headquarters shall receive a National Headquarters Charm.

8.440. The alumnae chapter that makes a contribution, over and above the required assessment to the Headquarters Fund, shall receive a Headquarters Certificate of Appreciation.

8.441. The Dr. Rejesta V. Perry Award shall be given each year of a Boule to the chapter reporting the most successful Project Cradle Care Program.

- a. The Regional winner is eligible to compete in the National Competition.
- b. The award will be a plaque.
- c. Projects are to be in the form of scrapbooks, slide collection, photographs, filmstrips, etc.
- d. All material must be documented with the name of the chapter, dates, objectives and activities.

SECTION 9

FINANCES

9.100 General Procedures

9.110 All member and chapter fees due the Sorority, except those due the National Education Fund and SPEAR, shall be paid by certified check or money order, payable to the Sigma Gamma Rho Sorority, Inc., and forwarded to the Office of the International Grand Grammateus.

9.111 Remittance will be accepted from chapters, alumnae members, undergraduate members, associate members, Members-at-Large, General Members and other members as identified in the bylaws.

9.112 The International Grand Grammateus will release financial cards or credentials when certified check clears the bank.

9.120 Certified checks or money orders for jewelry should be made payable to Sigma Gamma Rho Sorority, Inc. and forwarded to the International Grand Grammateus.

9.200. Individual Fees

a. Head Tax (Member Tax)

1. Head Tax shall be paid annually; it must be received by National Headquarters office **before** October 1.
2. Chapters shall send a full year's Head Tax for sorors reinstating any time during the year.
3. Each alumnae soror shall pay the insurance fee, National Education Fund and SPEAR as set forth in the fee schedule.

- b. Reinstatements.** Chapters are required to reinstate any soror for whom no Head Tax has been paid during the fiscal year. Reinstatement fee shall be forwarded to the International Grand Grammateus with the reinstatement form.

c. Transfers

1. Chapters shall pay the required transfer fee for each transfer requested.
2. The request for transfer should come from the original chapter.
3. General members wishing to transfer from General membership status to a chapter will apply to National Headquarters who will determine if they are in good standing and allowed to transfer.

d. Overpayment

1. If a member has overpaid individual fees, excess fees will be applied to that member's individual fees for the next sorority year as a credit, unless the member specifically requests that it should be applied otherwise. Refunds of overpayment will be refunded at the end of the Sorority year.

9.300. Chapter Fees

- a. Chapter Fees shall be sent to National Headquarters **before** October 1 of each year.
- b. Boule Tax, National Headquarters Tax
 1. Alumnae chapters shall pay Boule Tax.
 2. All Alumnae chapters shall pay the required amount of National Headquarters Tax.
- c. All chapter fees must be receipted by the International Grand Grammateus as paid at least 30 days prior to the date the Regional Conference convenes in order for chapter delegates to be seated.
- d. Overpayment
 1. All credits to chapters, Philo Affiliates and Rhoer Clubs to include annual credits, boule refunds and all others are to be refunded only if amount is \$10.00 or more. If amount is less than \$10, it is credited to the chapter.
 2. All checks must be cashed within 90-180 days

after disbursement, with the exception of national chapters, who will receive a credit. Checks not cashed within 180 days will be considered stale and funds returned to National accounts and second checks not issued.

9.400. Boule Hostess Chapter Exemption. Hostess chapter or chapters shall be exempted from paying Head Tax for fiscal year during which the Boule is held.

9.500. Regional Fees

- a. All chapters shall pay Regional Tax and registration for the Regional Conference as set by the Region.
- b. Each Region may set fees or assess its members by vote of the Regional Conference.

9.600. Officer Expense Accounts

- a. There shall be an allotment for the following officers:
International Grand Basileus
International First Grand Anti-Basileus
International Second Grand Anti-Basileus
International Grand Epistoleus
Regional Syntakti
Undergraduate Chapter Coordinators
Undergraduate Student Coordinators
- b. Officers' Financial Reports should be received by the International Grand Grammateus before June 10 in order to be paid before the end of the fiscal year, June 30. No allotment checks will be issued during the Boule period.

9.700. Officers' Honoraria

- a. All International Officers shall receive an honorarium. (*See Bylaws Article IV, Section 402, D, 2.*)
- b. An honorarium will not be paid until all duties for the sorority year have been satisfactorily completed, all property, if any given to the incoming officers, and all other requirements have been satisfied (e.g. satisfactory evaluation).
- c. If some unusual circumstances prevent completion of all duties, the International Board of Directors can approve

payment of the honoraria.

9.800. Undergraduate Chapter Development Fund

Seven dollars (\$7.00) (\$5.00 to Undergraduate Chapter Development Fund and \$2.00 to Undergraduate Chapter Coordinator Support) of each member's Head Tax shall be earmarked from each region for its undergraduate chapter development based on the undergraduate membership at the close of the prior year; this fund shall be funded by the National budget and be remitted to each region by October 1 to fund initiatives for developing undergraduate chapters.

To receive the disbursement each year by September 1st the Undergraduate Chapter Coordinator shall submit to the First Grand Anti-Basileus:

A plan on how the funds will be used to support undergraduate initiatives for the current sorority year.

A follow up report detailing how the Undergraduate Chapter Development funds from the prior sorority year were used to support undergraduate development, including a detailed accounting of monies expended.

Any unused amounts shall be returned by the Region and will be added to the subsequent year's Undergraduate Development funding.

SECTION 10

VENDOR PROCEDURES

10.100 Agreement

There shall be a vendor policy and agreement that must be approved by the International Board of Directors that may be updated as needed by the International Board of Directors. All current policies and agreements shall be available on publicly available websites or other similar media.

10.200 Procedures

There shall be a vendor policy and agreement that must be approved by the International Board of Directors that may be updated as needed by the International Board of Directors. All current policies and agreements shall be available on publicly available websites or other similar media.

APPENDICES

APPENDIX A

NATIONAL ASSESSMENTS and FEES

1. INDIVIDUAL

- a. Alumnae Sorors shall pay annual National Head Tax of \$200.00, effective July 1, 2025. New alumnae Sorors immediately transferring from an undergraduate chapter shall pay one half National assessments for two consecutive years post their graduation date.
- b. Undergraduate Sorors shall pay annual National Head Tax of \$100.00, effective July 1, 2025.
- c. Each alumnae soror shall pay \$7.00 annually to the National Education Fund. This shall be paid by personal check made out to Sigma Gamma Rho National Education Fund.
- d. Each alumnae soror shall pay \$7.00 annually to support the Sigma Public Education and Research Foundation (SPEAR).
- e. Reinstatement fee shall be \$30.00 for any soror who was not active in the previous sorority year. Twenty dollars of this fee shall be forwarded to the International Grand Grammateus and \$10.00 shall be retained by the chapter.
- f. A late fee of \$20.00 shall be charged for any soror who was active (i.e. in good financial standing at the national, regional and local levels) the previous sorority year but did not remit assessments by the end of the grace period. The fee shall be split with \$10.00 forwarded to the National Headquarters and \$10.00 retained by the chapter.
- g. Transfer fee shall be \$10.00 and shall be forwarded to the International Grand Grammateus.
- h. There shall be an insurance fee of \$50.00 starting July 1, 2007.

- i. General Members. In addition to National Head Tax, SPEAR, insurance and National Education Fund assessments and fees, General Members shall also pay a \$175.00 surcharge fee, effective July 1, 2009.
- j. All individual International assessments and International foundation fees for Past International Grand Basilei shall be waived.

2. CHAPTER FEES

a. Boule Assessments

- 1) Effective July 1, 2025, each **alumnae chapter** shall pay a Boule Assessment of:

Chapters with 200 members or more: \$750.00

Chapters with 100 to 199 members: \$500.00

Chapters with 50 to 99 members: \$250.00

Chapters with 25 to 49 members: \$125.00

Chapters with less than 25 members: \$50.00

- 2) Effective July 1, 2025, each **undergraduate chapter** shall pay a Boule Assessment of:

Chapters with greater than 10 members: \$50.00

Chapters with 10 or less members: \$25.00

b. National Headquarters Assessment

Each **alumnae chapter** shall pay National Headquarters Assessment based upon the number of members as follows, effective July 1, 2025:

200 or more: \$500.00

100 to 199: \$250.00

50 to 99: \$200.00

31 to 49: \$150.00

21 to 30: \$125.00

11 to 20: \$100.00

10 or fewer: \$70.00

3. LIFE MEMBERS

- a. General - \$3,750.00 payable as follows:
 - 1) in total \$3,750.00 or
 - 2) \$750.00 initial payment plus \$750.00 per year for four (4) consecutive years. (NOTE: The General Life Member Fee decreases \$100.00 for every year of continuous services, over 10 years with a minimum fee of \$2,250 for less than 25 years.)
- b. 25 year continuous-service - \$1,750.00 payable as follows:
 - 1) in total \$1,750.00 or
 - 2) \$700.00 initial payment plus \$350.00 per year for three (3) consecutive years.
- c. The price of the Life Membership pin shall be added to the Life Membership fee (effective the 2018/2019 sorority year).

4. MILITARY SORORS

- a. **Assessment:** Members that have rendered service in the United States Military are afforded a reduction in the National individual Head Tax assessment. Military Sorors have the option to affiliate with a local chapter. They are exempt from the National General Surcharge assessment if they choose not to affiliate with a local chapter. However, Military Sorors that reside within 30 miles of a chapter, but who choose to not affiliate with a local chapter and who are not Life Members are exempt from having an individual vote. The number of years of financial status under the Military Soror classification shall count towards eligibility for Life Membership.
 - 1) Financially active Sorors receive a \$50.00 reduction in the annual National Head Tax assessment yearly.
 - 2) Reactivating Sorors will be afforded two

options:

Option One - Regular Reactivation (1-9 years since last financial) Sorors receive a one-time \$60.00 reduction in the National Head Tax assessment and a reactivation fee waiver. Note: Fees include NEF, SPEAR and regional assessments.

Option Two - Reactivation (10+ years since last financial) sorors receive a one-time \$70.00 reduction in National Head Tax assessment and a reactivation fee waiver. Note fees included. NEF, SPEAR and regional assessment.

5. CHARTERS

- a. Original - \$25.00
- b. Duplicate - \$50.00

6. INDUCTION FEES

- a. The minimum induction fee shall be \$1,275 for alumnae and \$985 for undergraduates.
- b. The price of the guard shall be added to the induction fee.
- c. Insurance Fees
- d. The official Sorority Blazer
- e. Induction fee includes the current sorority year and the post induction sorority year national Head Tax assessment.

7. FINES

- a. Chapters failing to file their financial report with the International Grand Grammateus by July 15th shall be fined \$50.00.
- b. Chapters failing to send in their chapter obligations by September 30th shall be fined a late fee of \$10.00.
- c. Chapters failing to file a 990 form with the International Grand Tamiochus by July 15th shall be

fined \$50.00.

- d. Regions failing to file their financial report with the International Grand Grammateus within thirty days following the regional conference shall be fined \$100.00.
- e. Chapters failing to file an Annual Chapter Report with the International Grand Grammateus by July 15th shall be fined \$50.00.

8. BOULE

a. Registration

1)Registration fees shall be recommended by the Boule Committee and approved by the International Board of Directors, for all attendees.

2)Past Grand International Basilei shall have complimentary Boule registration.

b. Fines

1)Chapters not represented at two consecutive Boules shall be fined fifty dollars (\$50.00).

2)Any delegate absent from the Grand Chapter shall be fined \$1.00 per day.

3)Any delegate who is thirty minutes or more late for a Grand Chapter session (unless excused by the International Grand Basileus) shall be fined twenty-five cents (.25).

9. AFFILIATE FEES

The following fees are paid to Sigma Gamma Rho National treasury:

a. Rhoers

1)Rhoers shall pay an induction fee of \$50.00

2)Rhoers shall pay an annual fee of \$15.00 per capita.

b. Philos

1)Philos shall pay an induction fee of \$75.00

- 2) Philos shall pay an annual fee of \$20.00 per capita.
- 3) Each Philo Affiliate shall pay a National tax of \$25.00 per affiliate.
- 4) Taxes received after September 30 carry a late penalty of ten dollars (\$10.00)

10. DUE DATES AND PENALTIES (See Bylaws, Article III, Section 303)

- a. The annual National Assessment shall be due on July 1, with a grace period of ninety (90) days. The chapter failing to pay by the end of the grace period shall be fined.
- b. National Assessments must be paid by September 30 or the soror shall pay reinstatement. Two-thirds of the reinstatement fees are forwarded to the International Grand Grammateus and one-third is retained by the chapter.
- c. Chapter fees shall be due on July 1, with a grace period of ninety (90) days. A chapter failing to pay by the end of the grace period shall be fined.
- d. The alumnae chapter shall send each individual soror's check (made payable to the Sigma Gamma Rho National Education Fund, Inc.) to the treasurer of said fund by January 1st of each year.
- e. All chapters failing to submit a Financial Report prior to July 15th will be fined. Chapters failing to pay by August 15th shall be subject to suspension.
- f. All chapters failing to submit an IRS Form 990 with the International Grand Tamiochus between June 30th and July 15th will be fined. Chapters failing to pay fine by August 15th shall be subject to suspension.
- g. All foundations must submit a full disclosure financial report reflecting their information as filed with the Internal Revenue Service to National Headquarters by

April 1. Foundations that fail to file such a report will forfeit its per-capita assessment for the following fiscal year.

APPENDIX B

SUPPLEMENTAL INFORMATION

1. HISTORY

The HISTORY of Sigma Gamma Rho Sorority dates from November 12, 1922, when the first Sigma Gamma Rho chapter was organized at Butler University in Indianapolis, Indiana, by seven young schoolteachers. The first three years of its existence were confined to organizing.

In December of 1929, Sigma Gamma Rho Sorority was incorporated to provide permanence and a central office to serve all the chapters. More than 400 undergraduate and graduate chapters have since been established throughout the country.

Responsibility, stability, purpose and self-respect set the level of scholastic expectancy for the chapters and members. Collective striving for these qualities of character was necessary for consistently good scholarship. A high standard in scholarship was, and is, directly related to our precepts of quality of character.

Sigma Gamma Rho Sorority, Inc. is a nonprofit, collegiate organization with foci on community service. Its purpose is expressed in its slogan "Greater Service, Greater Progress." The organization has never employed paid organizers, salesmen, instructors, or advertising.

The National organization is governed by the Grand Chapter which meets each even year. International Officers and directors are elected biennially. In order to assure efficient administration practices and to conduct educational conferences, the International Board of Directors established operational levels which include Chapters, Areas, Regions, and the National headquarters; members are thus able to participate in leadership and training sessions beyond the chapter level. Communication is facilitated by The AURORA, the organization's official organ which is published four times per college year.

Undergraduate chapters and community youth groups have access to resources and guidance from International leaders. At the top, the members of the International Board of Directors themselves set the

pace in providing a healthy climate for the young people to grow in. Closely tied into this are enthusiastic Undergraduate Chapter Coordinators and Undergraduate Student Coordinators, one of each for each Region.

Officers of the organization are elected from both the undergraduate and alumnae membership. In fact, by legislative requirement, the International Second Grand Anti-Basileus and the five Undergraduate Student Coordinator positions are from the undergraduate membership.

Activities are encouraged that will further in every way possible the dignity and worth of the individual member. To this end the membership assumes the responsibility to:

- Encourage and promote high scholastic attainment.
- Develop leadership abilities and individual talents.
- Help to develop equal opportunity for its minority to channel the dynamic energies of its young people into creative outlets.
- Enhance in all members the sense of personal moral responsibility which each should have towards a task and towards leadership followership responsibilities.
- Emphasize the value of poise and personal dignity.
- Provide an atmosphere in which friendship and social contacts may be developed.
- Maintain interests and attitudes in harmony with modern thoughts and educational outlook.
- Work with other agencies and organizations to provide additional community services.

Sigma Gamma Rho Sorority, Inc. gives leadership, service, and resources toward removing barriers and inequalities so that all peoples of America, especially of our Black Community, may develop their potential and exercise full citizenship.

Through support of human rights legislation, service to and support of grass roots individual and community development activity and through active participation in the programs of affiliate and other

organizations, we are committed to working to improve the quality of our lives and the society we serve.

2. PLEDGE

To thee only, Sigma Gamma Rho, I pledge my life, my best efforts and cooperation. In thee I pin my faith, hope and trust, so that the Order of Sigma Gamma Rho shall be a beacon light to all womankind who are interested in every phase of education. I therefore dedicate the best that is within me to further its cause. In no way will I so demean myself that my actions will reflect negatively on this sorority. By each Soror will I play the true part of a sister. By each sister will I stand until the end. Within thee, O Sigma Gamma Rho, will I find the inspiration for the making of a fine and true character.

3. SLOGAN: "Greater Service, Greater Progress"

4. SIGMA HYMN

Sigma Gamma Rho, of thee we sing in chorus.
Thy beacon bright shines clear before us.
Lighting the way to heights of great attainment,
Aims soaring upward until they reach the sky.
Sigma Gamma Rho, to thee we'll cling forever,
Bound by ties of love and sisterhood.
Guarding each aim that will preserve our standards;
Lest we should prove unworthy of thy name.

Music by ZENOBIA L. BAILEY BAXTER,
Delta Sigma Chapter, Chicago, Illinois.

5. SIGMA CREED

We believe in Sigma Gamma Rho, symbolized by royal blue and gold which represent the true spirit of Sigma, a Sorority devoted to motivating youth to greater achievements, wholesome living, inspired actions, and exploring new horizons.

We represent women bound together in thought and effort toward common purposes of self-improvement, uplifting young people, and rendering service wherever needed. It is our duty to support the constitution, to obey laws, to respect its symbols, and to define its honor.

We believe in service to one another, our Sorors, our youth, our families, and our country.

We further believe that these things are possible through
"Greater Service, Greater Progress."

6. OFFICIAL JEWELRY

A. THE OFFICIAL BADGE

The official badge is an open book representing knowledge. The foundation of the whole pin is a torch which represents the existence of the organization. The beacons are rays that point to the open field of education. Ten pearls on the edge of the book signify our seven charter members and the three virtues: faith, hope, and love. The two rubies stand for light and achievement. The Sigma Gamma Rho member wears the official badge with chapter guard.

B. COLONY PIN

Colony Pin is the official Badge with guard which carries the word Colony.

C. HONORARY MEMBER PIN

Honorary members are privileged to wear the Official Badge without a guard.

D. CORRECT WEARING OF PIN

Place the thumb of the hand on the thyroid cartilage at the base of the neck, extend the small finger diagonally downward over the heart. Place the open book in location and the chapter guard just below the sorority pin. The pin should always be worn with the torch pointing upward on the dress. The pin is never worn on outer (top) coat, tee shirt or with pants.

E. GRAND BASILEUS PIN

The Grand Basileus Pin is a replica of the sorority's Official Badge enriched by a laurel wreath signifying the highest esteem of the membership, with a gavel for the guard which represents supreme authority.

- F. **RHOER PIN** The Rhoer Pin is a torch with an enameled "R."
- G. **PHILO PIN** The Philo Pin is a gold shield with an engraved "P" on its surface.
- H. **LIFE MEMBER PIN** The Life Member Pin is a replica of the sorority's official coat of arms with the word "Life" above and word "Member" below it. Four blue jewels on gold leaves adorn each side.
- I. **PAST SYNTAKTES PIN:** Past Southwestern Region Syntaktes Patricia H. Hiller as the designer of the Past Regional Syntaktes Pin.
7. **THE OFFICIAL HAND SIGN:** The American Sign Language sign for the number seven and is the appearance of the lower case Sigma.
8. **THE OFFICIAL SORORITY CALL:** EE-YIP.
9. **THE OFFICIAL HANDSHAKE:** Handclasp with right index finger extended on the wrist pulse point covered by left hand.
10. **THE OFFICIAL MASCOT:** The Poodle.
11. **COAT-OF-ARMS**
The coat of arms consists of the "Lamp of Learning," the quill – "Higher Education," the serpent of the medical staff – "United We Stand, Divided We Fall," the two stars – "Light and Achievement," the skull and cross bones – the "call," fasces – bundle of sticks containing an ax with the blade projecting – symbol of authority.
12. **SIGMA FLOWER:** Yellow Tea Rose
13. **SIGMA COLORS:** Royal Blue and Gold

14. ELEVEN THINGS TO REMEMBER

1. The value of time.
2. The success of perseverance.
3. The pleasure of working.
4. The dignity of simplicity.
5. The worth of character.
6. The power of kindness.
7. The obligation of duty.
8. The wisdom of economy.
9. The virtue of patience.
10. The improvement of talent.
11. The joy of originality

15. SIGMA CALENDAR

September	Rush Parties	Undergraduate Charters
November	Founders Day	Honor Founders
1 st Saturday after Founders Day		National Sigma Day
January	Carver Day	Public Programs
March	Sigma Week	Emphasize Theme
May	Election	International Officers

Change

16. SIGMA ACTIVITIES

- a. Area Meetings: Fall, Winter or Spring.
- b. Rhomania - the annual, financial and cultural project of Sigma Gamma Rho. May be given in any month selected by the chapters. Each chapter is expected to sponsor this activity.
- c. National Youth Project: Career and Vocational Guidance Clinics. Problem clinics providing leadership training opportunities, stimulating and motivating members in the participation of Sigma's program. Further to provide opportunities for fellowship in the promotion of sisterly rapport.
- d. Founders Day - During the second week of November, every chapter observes Founders Week. The program may consist of presentation of prominent speakers, radio and TV programs, or any representative program designed to acquaint the general

public with the program of Sigma Gamma Rho. Founders Day is celebrated November 12 with Re-dedication services as a means of strengthening the spirit of Sigma Gamma Rho. First Saturday following Founder's Day will be recognized as National Sigma Day.

- e. National Sigma Day – The First Saturday following Founder's Day will be recognized as National Sigma Day.
- f. Observance of George Washington Carver Day and Black History Week.
- g. Project Cradle Care, the Sigma Gamma Rho signature project: A health education effort sponsored by Sigma Gamma Rho and the March of Dimes Birth Defects Foundation.
- h. Sigma Week, originally observed the first week in March, is primarily an undergraduate program celebrated during March, placing emphasis on a theme projected by the National Body. (See Policy.) Any week in March may be used for Sigma Week Activities - the dates to be decided by the local chapters.

17. REAL PROPERTY

- a. No individual soror or chapter may enter into negotiations for purchase, sale, lease, rental or receive gifts of real property without the written consent from the International Board of Directors. (MSP 1980)
- b. The channel for housing for said information and Approval shall be the same as the present authorized channeling; that is, from the individual to chapter; chapter to Regional Syntaktes to International First Grand Anti-Basileus; International First Grand Anti-Basileus to International Grand Basileus to Chairman of the Board, who will in turn inform each board member. (MSP 1969)
- c. A Policy Statement on Housing was formulated and adopted by the International Board of Directors at its Interim Board Meeting August 1970. The Board directed that it be sent to all chapters and to

institutions where Sigma has housing or expects to have housing as well as to all undergraduate chapters. The Statement follows:

1. The Sorority, unless authorized by duly elected officers, will not assume responsibility for damage to property, for fire, plumbing, fixtures or any other physical damage.
2. The National Body of Sigma Gamma Rho Sorority, Inc. shall bear no responsibility for loans made by Undergraduate Advisors or others to Undergraduate Chapters without formal approval and signature of the International Board of Directors.
3. Regional Syntakti shall be responsible, under the supervision of the International First Grand Anti-Basileus, for distributing policies relative to campus housing to Undergraduate Advisors, Alumnae and Undergraduate Chapters.
4. Any soror, chapter, or region violating housing regulations shall be subject to action as stated in Article IV, of the Constitution and Bylaws (Amended 1993) of Sigma Gamma Rho Sorority, Inc.

APPENDIX C

SUPPLEMENTAL INFORMATION – SORORITY UPDATES

SORORITY UPDATES

Sorority updates should be outlined in the Sorors Only section of the website and notifications of an update sent to the body within 90 days. The Sorority updates that should be communicated include but are not limited to Regional and/or other Conference and Boule updates and outcomes, programmatic and partnership changes, and any change/update that the membership should know about or by which they are affected.

RITUALS

RITUALS

INDUCTION CEREMONY

The induction ceremony should be a very dignified and meaningful service. The Ceremony may be conducted by the Membership Intake Chair, Alumnae Advisor, or other designee. (NOTE: In case of a new chapter, the Regional Syntaktes conducts the Induction Ceremony.)

(Obligations may be given in-groups of two or three if there is a large number to be made.)

(Room shall be in semi-darkness.)

Presiding Officer: "We are here to receive new members into our fellowship."

(The appointed guide shall bring in the prospective members who will stand in a line or semi-circle.)

Presiding Officer: (Reads from the Bible; 1st Corinthians, Chapter 13.) "Ye met the requirements thus far. Now, one by one, ye shall come into the inner circle."

(Each candidate shall:)

- a. Kneel before the Presiding Officer.
- b. Place both hands on the Bible.
- c. Repeat the Pledge led by the officer.

(The Presiding Officer shall light her candle.)

(Each candidate shall light her candle from the one held by the Presiding Officer.)

New Sorors: (Repeat in unison) "I pledge myself to this Sorority to be true to its code, obey its rulings and keep faith with my sisters."

(New Sorors shall be pinned with any symbolic "pin", not the official badge.)

Presiding Officer: (Shows each candidate the handclasp) "I, Soror _____, do greet you, Soror _____ as my sister in Sigma Gamma Rho Sorority, and to you I pledge my friendship and loyalty for all times. I bid you welcome."

(Chapter Officers shall greet new Sorors in the same manner.)

(All Sorors shall greet all new Sorors with the handclasp.)

(A tea rose and gifts are to be given to each new Soror, and a reception should immediately follow the Induction Ceremony.)
(Ceremony should close with the Sigma Hymn.)

INDUCTION CEREMONY FOR UNDERGRADUATE SORORS TRANSFERRING TO AN ALUMNAE CHAPTER

Basileus of Alumnae Chapter: "Sorors, we are here to induct into the (name of alumnae chapter) of Sigma Gamma Rho Sorority, sorors from the undergraduate chapter (name of undergraduate chapter) in our city."

(NOTE: In order to really bridge the gap, two of the advisors should speak to the group in order to let these young sorors know that we understand how they feel about leaving the undergraduate chapters.)

First Advisor: "Sorors, we understand that one of the most difficult things we have to do when we take on adult responsibilities is to leave the familiar for the unfamiliar."

"As women, we understand that there are many adjustments you have to make during your first years out of college. Some of you have already married and have started families. Even with all of these adjustments you should never forget that you are Sigma Women!"

"I know that many of us may seem strange to you, but this will pass when you get to know us better. An alumnae chapter is made up of many age groups and many personalities. The blending together of these ages and personalities will make for a strong **(name of alumnae chapter)**. A mixture of the old and new always makes for strength."

Second Advisor: "We are individuals and human; therefore, we all have faults. As we do in our own family groups, we learn to overlook many of the faults and accept each other sisterly. Remember, we are inducting you into the alumnae chapter because you are the life blood of the Sorority; you are our future; you are our sisters; we need you and we want you."

Basileus of Alumnae Chapter: (To **Transferring** Sorors) "When you were initiated, you placed your hands on the Bible and pledged yourself to this Sorority. You also pledged to stand beside each sister until the end. I ask you now, do you intend to keep that pledge?"

Transferring Sorors: "We do."

Basileus of Alumnae Chapter: "To the members here present of **(name of alumnae chapter)**, I ask, will you do everything in your power to get to know your new alumnae sorors better?"

Alumnae Sorors: "We will."

Basileus of Alumnae Chapter: (To Transferring Sorors) "In front of you, you see a white candle for each undergraduate soror, here present, who will now become an alumnae soror. If you intend to become a loyal alumnae Sigma woman, will you step up one by one, light your candle from the Sigma Candle, and repeat after me. This is your Sigma Promise:"

"I, Soror (name) former member of (name of undergraduate chapter) of (name of college or university), accept the responsibilities of being an alumnae Sigma woman and request admission into (name of the alumnae chapter) of Sigma Gamma Rho."

Basileus of Alumnae Chapter: "We accept you into (name of alumnae chapter) of Sigma Gamma Rho Sorority, Inc. Those who have already graduated, your alumnae membership is effective as of this date. Those who will graduate next month, your membership becomes effective the day of your graduation."

An Alumnae Soror: **(Reads from the Bible, Colossians 3rd Chapter, Verses 12-17)**

(All sorors repeat the Sigma Pledge.)

(All sing the Sigma Hymn.)

HONORARY MEMBER INDUCTION CEREMONY

Presiding Officer (International Grand Basileus):

We are gathered here to bring into the sisterhood of Sigma Gamma Rho Sorority. *(State Full Names of Each Prospective Member)*

The recommending soror or honorary membership chair provides a brief overview of the prospective member(s), stating her unique qualifications for honorary membership.

Each induction attendee should state her full name, respective office or role, and her induction date.

(Honorary Membership Chair will lead the inductee(s) to her place at the table)

Scripture Reading: Matthew 7:7 (First Grand Anti-Basileus)

“Ask, and it shall be given you; seek and ye shall find, knock and it shall be opened unto you.”

Sigma Creed (Host Syntaktes)

We believe in Sigma Gamma Rho, symbolized by Blue and Gold which represents the true spirit of Sigma, a sorority devoted to motivating youth to greater achievement, wholesome living, inspired actions and exploring new horizons.

We represent women bound together in thought and effort towards common purposes of self-improvement, uplifting young people and rendering service wherever needed. It is our duty to support the constitution, to obey laws, to respect its symbols and to defend its honor.

We, therefore, believe in service to one another, our sorors, our youth, our families, our country. We further believe that these things are possible through Greater Service, Greater Progress.

Presiding Officer:

Through personal recommendations and qualified evaluations,
you have passed the first phase and have entered into the outer
circle of our sisterhood.

Poem: This is Life (Recommending Soror)

A Legacy ... A Love
That's Life
When Life abounds joyously
Filled with quiet
Moments of peace
And commitment
That's Life ...

Imbued and resplendent
In thoughts of fellowman,
With fulfillment of purpose
Reaching out its tentacles,
Embracing, entwining, lifting
Just one of God's children;
That's Life ...

As the sunrise eases into
The noontide
The glorious sunset stretches
Into the night
This is Life

Presiding Officer:

You are now invited into our inner circle to be received into
this sisterhood.

Please repeat after me: To thee only Sigma Gamma Rho, I
pledge my life, my best efforts and cooperation. In thee I pin
my faith hope and trust so that the order of Sigma Gamma
Rho shall be a beacon of light to all womankind who are
interested in every phase of education. I therefore dedicate the
best that is within me to further its cause. In no way will I so
demean myself that my actions will reflect negatively upon
this sorority. By each soror will I play the true part of a sister.
By each sister will I stand until the end. Within thee, O Sigma

Gamma Rho, will I find the inspiration for the making of a fine and true character.

(Presiding Officer Lights Her Candle)

Presiding Officer:

I now light this candle in the interest and promulgation of Leadership, Education and Political and Esthetic aspirations of our sisterhood.

(Candidate is Instructed to Pick Up and Light her Candle by Recommending Soror)

Presiding Officer:

Please repeat after me: I solemnly accept and do pledge myself to this sorority, to remain faithful and true to the pledge, obey its laws and remain loyal and sisterly to its members.

(Presiding Officer and Candidate Extinguish Candles)

Mentor pins the New Member, while Presiding Officer states proper wearing of the badge.

Presiding Officer:

Place the thumb of the right hand on the thyroid cartilage at the base of the neck and extend the small finger diagonally downward over the heart. Place the open book in location and the chapter guard pin just below the sorority pin. The pin should always be worn with the torch pointing upward on the dress. The pin is never worn on an outer (top) coat, tee shirt, or with pants.

Presiding Officer, while explaining and demonstrating handclasp:

I Soror (NAME) do greet you Soror (NAME) as my sister in Sigma Gamma Rho Sorority and to you I pledge my friendship and loyalty for all times. I bid you welcome.

All attendees greet new honorary member(s) while giving the handclasp.

Presiding Officer formally introduces the new member(s) to all in attendance.

All Sing the Sorority Hymn

The ceremony responsibilities may be altered based on attendees and the number of ceremony participants.

CHARTERING CHAPTER CEREMONY

Presiding Officer: “We are gathered here to charter the (**new name**) Chapter of Sigma Gamma Rho Sorority, Inc.”

All attendees will introduce themselves by sharing their full name and office or role within the sorority.

Scripture Reading: Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain. (1 Corinthians 9:24 KJV)

Purpose: As we unite to charter _____ (chapter’s name) in _____ (city and state), we reflect upon the strong foundation of which Sigma Gamma Rho Sorority, Inc. was founded as a sorority for teachers in Indianapolis, Indiana on November 12, 1922. As written in Behind the Doors-A Legacy, seven noble young women teachers of Indianapolis, Indiana, had a dream of a legacy for greater service and achievement through higher education. Our seven founders, Nannie Mae Gahn Johnson, Mary Lou Gardner Little, Vivian White Marbury, Bessie Mae Downey Rhoades Martin, Cubena McClure, Hattie Mae Dulin Redford and Dorothy Hanley Whiteside dared to dream of such a legacy because they were dedicated to the boys and girls for whom they sought to provide richness in life. To attain this, they felt deeply that certain definite needs must be met- higher education, living by the highest ethical standards and rendering unselfish service to make a better society. Founder Mary Lou Little’s words are true today, as you set out on the journey of creating a new chapter, “Today, you, dear sorors, are giving hope,

courage, knowledge and inspiration to all women, so that they too may achieve and know success.” You are accepting the charge to uphold the dreams and legacy of our seven founders by demonstrating positive engagement based on your actions, words and deeds by chartering this chapter.

Sorors of New Chapter: (Repeat in Unison) Undergraduates, following the lead of the Presiding Officer.

“We the members of **(new chapter name)**, pledge to Sigma Gamma Rho Sorority, Inc., to be true to its code and obey its rulings. We, the Charter Members of **(new chapter name)** and those who come after, promise to adhere to the procedures and policies set up by the Administration of **(name of college/university and city)** as prescribed for Greek Letter Organizations.”

“We, the Sigma Gamma Rho undergraduate members, stand for good scholarship, for guarding of good health, for wholehearted cooperation with the University’s ideal for student life, for the maintenance of find social standards, and for serving to the best of our ability, our University community. To us sorority is not the enjoyment of special privileges, but an opportunity to prepare for wide and wise human service through Greater Service, Greater Progress.”

Sorors of New Chapter: (Repeat in Unison) Graduate following the lead of the Presiding Officer

We the members of **(new chapter name)**, pledge to Sigma Gamma Rho Sorority, Inc., to be true to its code and obey its rulings. We, the Charter Members of **(new chapter name)** and those who come after, promise to adhere to the procedures and policies set up by the City/County/Parish of **(name of city & state)** as prescribed for Greek Letter Organizations.”

“We, the Sigma Gamma Rho alumnae members, stand for good scholarship, for guarding of good health, for wholehearted cooperation with the City’s ideas for community service, for the maintenance of find social standards, and for serving to the best of our ability, for our

community. To us sorority is not the enjoyment of special privileges, but an opportunity to prepare for wide and wise human service through Greater Service, Greater Progress.”

Sorors of New Chapter: **Repeat in Unison**

Don't Quit

When people pull you down
And often times they will
When the battle you're fighting
Seems all up hill
When your funds are low
And your debts high
When you're laughing
Although you'd rather cry
When you feel yourself slowing down a bit
Stop.....

Take a deep breath

But don't you quit

Success is failure turned inside out
The silver tint in the cloud of doubt
You can never tell how close you are
You may be near when it seems afar
So stick to the fight when you're hardest hit
It's when things go wrong when we must not quit

Sigma Creed (Private Ceremony Only):

Sigma Creed

We believe in Sigma Gamma Rho, symbolized by royal blue and gold, which represent the true spirit of Sigma, a Sorority devoted to motivating youth to greater achievements, wholesome living, inspired actions and exploring new horizons.

We represent women bound together in thought and effort toward common purposes of self-improvement, uplifting young people and rendering service wherever needed. It is our duty to support the constitutions, to obey laws, to represent its symbols, and to define its honor.

We believe in service to one another, our sorors, our youth, our families, and our country.

We further believe that these are possible through “Greater Service, Greater Progress.”

Meditation on the Sorority Pledge (Private Ceremony Only):

Leader: To thee only, Sigma Gamma Rho.

Response: The vows taken on entering the sacred portals of your love and sisterhood bind me to eternal faith and loyalty. You are the only Greek letter collegiate Sorority to whom I may ever give allegiance

Leader: I pledge my life

Response: That life which is destined for building a sisterhood, fulfilling its purpose, extolling its virtues and strengthening its weakness.

Leader: My best efforts

Response: I would always remember that in giving one's best, the best returns and that the Master who gave to us the gospel of brotherhood and sisterhood, desires only the best.

Leader: My Cooperation

Response: So that I may work with others and for others as we go onward

Leader: In thee

Response: The sisterhood of my choice whose pledge is sealed in my heart.

Leader:	I put my faith
Response:	That banded together we may build an organization of great worth.
Leader:	Hope
Response:	That as we may learn to practice fully the Christian virtues of love and charity
Leader:	And trust
Response:	That the stature of Sigma Gamma Rho will reach the heights set for her.
Leader:	So that the order of Sigma Gamma Rho shall be a beacon of light
Response:	That "Man who walked by Galilee" has said - "Ye are the light of the world," only as we shine for "Him" can we keep Sigma's torch gleaming high and bright.
Leader:	For all womankind
Response:	Not just our sisters shall "walk in the light" nor do we set our light aglow "by precept and example" for those only who share our secret pledge, but for any girl or woman.
Leader:	Who are interested in every phase of education.
Response:	Education not as it is secured in classrooms and books, but education as it is secured from the practical experience of daily living and Service to our fellowmen.
Leader:	I therefore dedicate
Response:	Solemnly, prayerfully, I offer myself and

Leader: The best that is within me

Response: My religious convictions, my love of humanity, my talents, my educational and professional experience and my life in my community.

Leader: To further its cause.

Response: That of helping the dream of a sisterhood conceived by our beloved Founders to become a reality in the lives of all its members.

Leader: In no way will I so demean myself that my actions will reflect negatively upon this Sorority.

Response: That is:
 If I fail to give her full recognition at all times.
 If I reveal her secrets to those outside the sacred circle.
 If I conduct my personal life by low moral standards.
 If I act with careless manner or behavior at a public meeting of the Sorority at home or away.
 If I show disrespect for any officer - either local or National I will do nothing that will dim the luster of Sigma's light.

Leader: By each Soror will I play the true part of a sister

Response: Sister means fidelity and affection - a kinship based on common interests and similar goals

Leader: By each sister I stand unto the end.

Response: My vow obligates me to go all the way if needed - I share her joy but also her sorrow, her pleasure but also her pain, her pride but also her disgrace.

Leader: Within Thee

Response: Sigma Gamma Rho - A sorority fulfilling her purpose by furthering the ideals of higher education, setting high scholastic standards, drawing together women who are "building more stately mansions" of personality for the inspiration and guidance of all young women who follow the "Light of our Torch."

Leader: Will I find the inspiration for the making of a fine and true character.

Response: Dedicated to the slogan of "Greater Service and Greater Progress."

Prayer in Unison by All:

Dear God, with all sincerity I have made my pledge to Sigma Gamma Rho. Use your power in keeping me faithful to the sisterhood of this Sorority. Grant me a keen sense of my obligations and responsibilities to Sigma Gamma Rho. I ask these blessings in Thy name. Amen

Presiding Officer will formally introduce the newly chartered chapter, while presenting the actual charter.

Each Soror of the chartering chapter will introduce herself.

Sorors sing the Sorority Hymn.

OMEGA RHO CEREMONY

(NOTE: Candles, including a seven-candle candelabra, should be used instead of flowers.)

(Soft Music: "Love's Sweet Music")

Sorors: Stand in semi-circle with lighted candles.

Basileus: (Holds two candles) "We anchor our faith in the goodness and mercy of God. Our spirit becomes serene. As we commit ourselves to God our fear is removed. God is our refuge and fortress and as we face life with an unfaltering confidence and with great fortitude, we accept death with the assurance that God is at our side."

"As the sunset of life falls, may we have faith and keep hope alive that we may ready ourselves for that which is to come. May love abide and calm the stormy sea of life to help us know and trust in the Great God that even death cannot harm us."

(Scripture Reading; St. John 11:25) "Jesus said unto her, I am the resurrection and the life; he that believeth in Me though he were dead, yet shall he live."

(NOTE: Either Of The Following Poems May Be Used.)

Memorial Poem - "Lighted Candles"

Their candles burned night and day.
Helping others to see the way.
How God looks beyond the mere exterior.
And cast out thoughts that appear inferior.

They held their candles straight and tall,
A warmth was felt by one and all.
Their lives added glory to God's name
Yesterday, today, tomorrow the same.

Each was commissioned early in life
To serve well without any strife.
Their candles illumined at all times
In rain, snow or sunshine.

The rays of their candles were always bright;

And could be seen in the darkest night.
They were a tower of strength upon whom one could trust;
Moving with ease without any fuss.

Anchored deeply in God's Power
Sending light each minute and hour.
We thank you, God, for lights such as these,
And pray a blessing upon these spirits, please.

Poem- "Although the Curtain Falls"

There comes a time for all of us
When we must say good-bye,
But faith and hope and love and trust
Can never, never die

Although the curtain falls at last
Is that a cause to grieve?
The future's fairer than the past
If only we believe

And trust in God's eternal care –
So when the Master calls
Let's say that life is still more fair
Although the curtain falls.

Basileus (or Designee): Read Psalm 23

Basileus: (Puts out the light of one of her candles)

"We, the Sorors of _____ Chapter, Sigma Gamma Rho Sorority, are saddened, by the loss of our Soror _____ who has been taken from us for a little while, but still ours to love and to remember. As the light of this candle is gone, so is the light of her life from our sorority. In the spirit of eternal love and sisterhood, we do commit this our Soror _____ to Omega Rho, our chapter of departed Sorors."

Prayer -

Kind Heavenly Father, help us to bear the loss of our soror in the knowledge that Thou has claimed her spirit to be with Thine. May we remember the sweetness and generosity of her life and rejoice that we knew her. Wilt Thou comfort her dear ones and bless them?

May we be guided in thoughtful service, to them and may the ways

**of shared sorrow bind us all closer together through Jesus Christ,
our Lord. Amen.**

(Close with Sorority Hymn).

RHOER CEREMONY

Leaders: "You are about to witness the induction ceremony of these girls into the Rhoer Club. The organization is an affiliate of Sigma Gamma Rho Sorority, with the sole emphasis upon molding fine characters and beautiful personalities of our teenage youths. It is of extreme importance to stress high scholastic standards, active participation in cultural and civic circles and good clean recreational facilities. These are goals of Sigma Gamma Rho Sorority, Incorporated."

(Each girl will approach the platform with a lighted candle and say:)

I am _____
I attend _____ High School.
My hobby is _____

Leader: "Now you have met our girls."

(Leader will face the girls arranged in a semi-circle)

Leader: "What is your purpose here today?"

Girls: (In unison) "We want to be active members of the Rhoers Club."

Leader: "By what merits do you desire such action?"

Girls: "We are interested in Sigma Gamma Rho Sorority. We believe the sorority is interested in us."

Leader: "We are and will make every effort to prove ourselves."

Girls: "We agree to come to the meetings regularly."

Leader: "Good."

Girls: "We agree to improve our scholastic standards."

Leader: "By that token you make yourselves eligible for scholarships."

Girls: "We agree to be loyal to our church, to our home, to our school and to abide by the rules of the club."

Leader: "By virtue of your promises you are members of this Rhoer Club."

(Follow Induction Ceremony program.) (Each member receives a pin.)

PHILO INDUCTION CEREMONY

(The President of Philos Presides)

President: (Gives introduction of new members.)

President (or appointee): (Gives welcome, brief history and aims of the Philos.)

Philos (Sigma) Advisor: (Gives welcome, brief history and programs of Sigma Gamma Rho.)

(Each new member is given a candle and is asked to light her candle from the President's candle.)

(NOTE: The president's candle is larger than those given the new members.)

(Close with Philo pledge and prayer.)

(Each new member shall be pinned and given a handbook and membership certificate.)

Pledge -

I hereby pledge my wholehearted support to Sigma Philos; to cooperate in every way to uphold the standards for which this group was organized. I will give my best always to further the cause morally, spiritually, and financially. I shall at all times be loyal to Sigma Philos and at no time will I bring discredit to this organization.

RUBY-BEACON OF LIGHT CEREMONY

Written by: Vivian B. Washington Carwell (Delta Sigma Chapter/ Chicago)
March, 2014

Twenty-two (22) Years of Membership. This ceremony shall be conducted by the International Grand Basileus or designee on the national level or Regional Syntaktes or her designee on the regional level. The ceremony will only be held at boules and regional conferences. Ceremonies shall be held once the proper form have been submitted and approved through the National Corporate Headquarters. The forms for the recognition must be completed prior to the ceremony.

Items needed for ceremony: Bible, one blue candle, one gold candle, and colored picture of Coat of Arms/ Crest so that the two rubies can be seen (set the candles on each side with crest in center); Lighting of the two candles is optional

Leader: On behalf of Sigma Gamma Rho Sorority, Inc., we are gathered today to induct sorors into the official Ruby Club. This recognition of honor is given to financial sorors with at least 22 years of membership and service in our great sorority.

Scripture Reading (sorors and inductees raise right hand with the Sigma sign upward during scripture reading): Proverbs 3:3-6 and 13-16

After scripture reading (sorors and inductees transition to the Sigma sign/right hand during responsive reading):

Leader: Repeat after me: I am honored to be a Ruby member with at least 22 years of membership in this sorority.

Sorors: Repeat the above statement as instructed.

Leader: Your membership in Sigma Gamma Rho is an essential part of our existence. It represents longevity, service, and support of the mission of Sigma Gamma Rho Sorority. Repeat after me: I understand that the two rubies represent light and achievement.

Sorors: Repeat the above statement as instructed.

Leader: You are the energy and driving force that keeps the Sigma torch shining brightly in our world today. Repeat after me: I am a Ruby, Beacon of Light Soror and I accept this honor with respect for myself and others; with responsibilities to this sorority and to the wider community.

Sorors: Repeat the above statement as instructed

Leader: Our continuum of service to the community is expressed in our slogan, Greater Service, Greater Progress. Repeat after me: On this day (month, day, year), I do reaffirm my loyalty and commitment to this sorority.

Sorors: Repeat the above statement as instructed.

Leader: It is because of you, my sister- my soror, that we can perpetuate the ideals of our seven illustrious Founders. (You can release your Sigma sign.)

Leader: We congratulate you and welcome you as a Ruby Soror. Remember to always represent Sigma Gamma Rho in a positive manner and continue to be a blue and gold Beacon of Light.

All repeat (assembly): Sigma Gamma Rho will survive and last forever, just as long as we as sisters stand together in support.

PEARL CEREMONY

Welcome by the presiding officer

(Other portions of the ceremony may be read or led by the presiding officer or her designee)

Introduce officers and members

Sigma Creed (**unison**)

We believe in Sigma Gamma Rho, symbolized by royal blue and gold, which represent the true spirit of Sigma, a Sorority devoted to motivating youth to greater achievements, wholesome living, inspired actions, and exploring new horizons.

We represent women bound together in thought and effort toward common purposes of self-improvement, uplifting young people, and rendering service wherever needed. It is our duty to support the constitution, to obey laws, to respect its symbols, and to define its honor.

We believe in service to one another, our sorors, our youth, our families, and our country.

We further believe that these things are possible through "Greater Service, Greater Progress".

Presiding Officer -

Ye have passed the requirements set forth. Now, one by one, ye shall come into the inner circle and there prove that your lessons are well learned.

Candle Ceremony

The goals and purposes of Sigma Gamma Rho Sorority are symbolized by the seven candles that you see in front of you.

First, I will light the royal blue candle. Repeat after me: Blue signifies duty and loyalty for which we all aspire.

Second, I will light the gold candle. Repeat after me: By adopting

this color, we encourage high standards of scholarship.

Third, I will light the red candle. Repeat after me: Its rays point to an open field of education which allows us to make a more adequate contribution to the great work of the world.

Fourth, I will light the lavender candle. Repeat after me: This candle signifies the light of faith, hope, and trust. Surely no nobler purpose can be pursued than to seek these attributes for others and ourselves.

Fifth, I will light the green candle, the light of action. Repeat after me: Green symbolizes life and growth. In adopting it we strive to make some contribution of service for growth and progress in the wider community.

Sixth, I will light the orange candle. Repeat after me: The orange candle is the symbol of the heart's fire. We must keep it aglow with understanding, tolerance, and love.

Seventh, I will light my white candle and ask that you light your white candle from mine.

(Pause for lighting of individual white candles.)

By lighting your white candles you are accepting the principles of Sigma Gamma Rho Sorority. I ask you as new members if you understand and accept the purposes of Sigma Gamma Rho.

New Members will repeat in unison:

Yes, we have studied the aims and purposes of Sigma Gamma Rho and we accept them as a guide for our own endeavors.

(Candles are extinguished.)

Explanation of the Coat of Arms

The Lamp of Learning and The Quill symbolize Higher Education

The Serpent of the Medical Staff symbolizes the slogan "United We Stand, Divided We Fall"

The Two Stars symbolize the virtues of Light and Achievement

The Skull and Crossbones symbolize The Call

The Fasces (bundle of sticks containing an ax with the blade projecting) is the symbol of Authority

Explanation of the Official Badge (designated chapter member)

The pin is an open book representing knowledge. The foundation of the whole pin is a torch, which represents the existence of the organization. The beacons are rays that point to the open field of education. Ten pearls on the edge of the book signify our seven charter members and the three virtues: faith, hope, and love. The two rubies stand for light and achievement. The Sigma Gamma Rho member wears the official badge with the chapter guard pin.

Correct Wearing of the Official Badge

Place the thumb of the right hand on the thyroid cartilage at the base of the neck and extend the small finger diagonally downward over the heart. Place the open book in location and the chapter guard pin just below the sorority pin. The pin should always be worn with the torch pointing upward on the dress. The pin is never worn on an outer (top) coat, tee shirt, or with pants.

Pinning of New Sorors - to be performed by mentors

Pledge - to be repeated in unison

Slogan - to be repeated in unison

Sorority Hymn

Note: The Chapter should obtain a poster size picture of the coat of arms for use in the explanation of the shield.

MEDITATION ON THE SORORITY PLEDGE

Leader: To thee only, Sigma Gamma Rho.

Response: The vows taken on entering the sacred portals of your love and sisterhood bind me to eternal faith and loyalty. You are the only Greek letter collegiate Sorority to whom I may ever give allegiance.

Leader: I pledge my life –

Response: That life which is destined for building a sisterhood, fulfilling its purpose, extolling its virtues and strengthening its weakness.

Leader: My best efforts –

Response: I would always remember that in giving one's best, the best returns and that the Master who gave to us the gospel of brotherhood and sisterhood, desires only the best.

Leader: My cooperation –

Response: So that I may work with others and for others as we go onward.

Leader: In thee –

Response: The sisterhood of my choice whose pledge is sealed in my heart.

Leader: I put my faith –

Response: That banded together we may build an organization of great worth.

Leader: Hope –

Response: That as sisters we may learn to practice fully the Christian virtues of love and charity.

Leader: And trust –

Response: That as sisters we may learn to practice fully the Christian virtues of love and charity.

Leader: So that the order of Sigma Gamma Rho shall be a beacon light –

Response: That "Man who walked by Galilee" has said - "Ye are the light of the world," only as we shine for "Him" can we keep Sigma's torch gleaming high and bright.

Leader: For all womankind –

Response: Not just our sisters shall "walk in the light" nor do we set our light aglow "by precept and example" for those only who share our secret pledge, but for any girl or woman.

Leader: Who are interested in every phase of education.

Response: Education not as it is secured in classrooms and books, but education as it is secured from the practical experience of daily living and service to our fellowmen.

Leader: I therefore dedicate –

Response: Solemnly, prayerfully, I offer myself and

Leader: The best that is within me –

Response: My religious convictions, my love of humanity, my talents, my educational and professional experience and my life in my community.

Leader: To further its cause –

Response: That of helping the dream of a sisterhood conceived by our beloved Founders to become a reality in the lives of all its members.

Leader: In no way will I so demean myself that my actions will reflect negatively upon this Sorority.

- Response: That is:
If I fail to give her full recognition at all times.
If I reveal her secrets to those outside the sacred circle.
If I conduct my personal life by low moral standards.
If I act with careless manner or behavior at any public meeting of the Sorority at home or away.
If I show disrespect for any officer - either local or National I will do nothing that will dim the luster of Sigma's light.
- Leader: By each Soror will I play the true part of a sister.
- Response: Sister means fidelity and affection – a kinship based on common interests and similar goals.
- Leader: By each sister will I stand unto the end.
- Response: My vow obligates me to go all the way if needed - I share her joy but also her sorrow, her pleasure but also her pain, her pride but also her disgrace.
- Leader: Within Thee –
- Response: Sigma Gamma Rho - A sorority fulfilling her purpose by furthering the ideals of higher education, setting high scholastic standards, drawing together women who are "building more stately mansions" of personality for the inspiration and guidance of all young women who follow the "Light of our Torch."
- Leader: Will I find the inspiration for the making of a fine and true character.
- Response: Dedicated to the slogan of "Greater Service and Greater Progress."

Prayer in Unison:

Dear God, with all sincerity I have made my pledge to Sigma Gamma Rho. Use your power in keeping me faithful to the sisterhood of this Sorority. Grant me a keen sense of my obligations and responsibilities to Sigma Gamma Rho. I ask these blessings in Thy name. Amen.

Hymn - "Faith of Our Fathers"

Faith of our fathers, living still
In spite of dungeon fire and sword
O how our hearts beat high with joy
When e'er we hear that glorious word.

Refrain:

Faith of our fathers, holy faith
We will be true to Thee' til death.
Faith of our fathers, we will love
Both friend and foe in all our strife
And preach Thee too, all love know how
By friendly words and virtuous life.

INSTALLATION CEREMONY

(National, Regional, Local Chapter Installation)

Presiding Officer/Designee

You have been elected to serve as the leaders for (Insert National, Region or Chapter) for the next two years. Leadership is a term that is hard to define. What is easier to discuss are the characteristics of an excellent leader.

1. Leaders must have **character**. You must be someone who is moral, ethical, trustworthy and harmonious.
2. Leaders must have **charisma**. Having Charisma means you have the personal characteristics that inspire faith in your leadership.
3. Leaders must be able to **communicate** effectively. Believe what you say, live what you say.
4. Leaders must be **competent**. You have the skills and abilities to get the job done or be able to identify others who have the skills you need.
5. Leaders must have **courage**. You sometimes have to make hard choices, unpopular decisions and most of all be able to apologize when you are wrong.
6. Leaders must have **commitment**. You must continue to show commitment in your elected role and those you serve.
7. Leaders must have **confidence**. You must be able to have confidence in those who stand with you and inspire confidence in their leadership.

This is a time in your Sigma journey where you will continue the legacy of our illustrious Founders. You have an awesome and exciting responsibility before you. Please repeat after me:

I (state your name) will uphold the duties of the office of _____ and will serve faithfully, courageously, and with character for the (Insert National, Region or Chapter) of Sigma Gamma Rho Sorority, Inc. for the next two years.

Sorors, I present to you, your Leadership Team, the elected officers of the (Insert National, Region or Chapter) of Sigma Gamma Rho Sorority, Inc. for the (insert the years) term.

FORMS

Sigma Gamma Rho Sorority, Inc.

Forms

Awards

- Dr. Annie Lane Lawrence Mental Health
- Loving Cup Award
- Annie Neville Talent Award Contest
- National Award of Achievement
- Sigma of the Year Award
- Sigma Torch Award
- Dr. Lorraine Anderson Williams Award
- Blanche Edwards Award

The following forms can also be found on the website:

www.sgrho1922.org

Remittance

- National Policies and Procedures
- Member Remittance Forms (2 pages)
- Affiliate Remittance Forms (2 pages)
- NEF Dues Form
- SPEAR Remittance Form

T.O.R.C.H

- Member Application
- Terms and Conditions
- Hazing Policy
- Membership Application Check List
- Torch Calendar
- Recommended Prospective Member Report

End of Year

- End of Year Report
- 990 EZ Procedures
- 990 EZ Form
- EIN Information
- Officers Report
- Rhoer Financial Report
- Philo Financial Report

Other

- Life Member Application
- Honorary Member Application
- Omega Rho
- Reinstate / Transfer
- Sigma Store Order Form
- Manual Order Form
- New Chapter Reactivation
- Credit Card Authorization
- Insurance Request
- Proposed Candidate
- National Youth Projects Awards Application
- Scholarship / Fellowship Application
- Undergraduate Service Grant Application
- Membership Inquiry Form
- Hurricane Disaster Relief Form

_____ Region

Dr. Annie Lane Lawrence Mental Health Achievement Award

Purpose: The Dr. Annie Lane Lawrence Mental Health Achievement Award is given each year of the Boule for outstanding service in providing Mental Health Education to the general public and projecting the Sigma Gamma Rho Sorority, Inc. image.

Eligibility: Individual Sorors or Chapter

Criteria: Soror or Chapter must have:

1. Implemented, sponsored, or helped to support a project geared to Mental Health.
2. Projected the Sigma image by publicizing the Mental Health Project

Name _____

Address _____

Chapter _____

Deadline: Application and documents should be submitted to the National Achievements and Awards Committee at least 30 days prior to the Boule.

Chairperson: Recommended by _____ Chapter

Basileus

(Anti-Grammateus)

Date Submitted _____ Date Received _____

**The Loving Cup Award
Chapter Award**

Name _____ (Chapter)

Location _____ (College)

City/State _____

Name of Basileus: _____

Address _____ (School)

Names of Members:

(Use additional sheets of paper if needed)

Submit a copy of Chapter Report (8.343 pg. 8-9 of the Standard
Procedures and Instructions)

Submit to:

_____ Region

**Annie W. Neville Talent Award Contest
Undergraduate Participant**

Name _____ Chapter _____

Address _____ (School)
_____ (Home)

Phone _____ (School) _____ (Home)

Major _____ Classification _____

Category: Vocal _____ Instrumental (Specify) _____

 Dance _____ Other _____

Length of Presentation: 3 Min. 5 Min. 10 Min.

Audio Materials Needed: _____
(Microphones, record players, stage, etc.)

Additional Information: _____

Describe some additional information about your background:
(List major in school, classification, initiation date-year, etc., hobbies)

NOTE: Mail all information to:

_____ Region

Award of Achievement

Name _____ Chapter _____

Address _____
(School) _____

(Home) _____

Phone _____ (School) _____ (Home) _____

Major _____ Classification _____

Date of Initiation _____ Graduation Date _____

Sorority Activities: (Include all offices held, years served, committees, etc.) Provide detailed information.

Community/School Related Activities:

Recommended by _____ Chapter

_____ Basileus

_____ Anti-Grammateus

Submit to Regional Achievements and Awards Committee:

**Sigma of the Year Award
(Outstanding Undergraduate)**

Name _____ Chapter _____

Address _____ (School)
_____ (Home)

Phone _____ (School) _____ (Home)

Sorority Activities: (Include. detailed information. Provide newspaper copies, copies of awards, pictures-personal scrapbook.)

School/Community Activities: (Include detailed documentation as stated above.)

Three letters of reference required from persons outside the Sorority community should be included. (Official Stationery suggested.)

A profile of each applicant, accompanied by a letter from your chapter giving approval as a candidate for the Sigma of the Year, should be sent.

All credentials are due to the Regional Achievements and Awards Committee Chairperson:

_____ Region

**Sigma Torch Award
Undergraduate Award**

Name _____ Chapter _____

Location _____ (School)

City/State/Zip: _____

Name of Basileus: _____

Address _____

School _____

Names of Members

Date of Chapter Charter _____ No. of Members _____

Date of Last Three Initiations

No. of Initiates _____ Date _____

No. of Initiates _____ Date _____

No. of Initiates _____ Date _____

Submit completed application to Regional Achievement and Awards Committee with xeroxed copies of the last three official Initiation Report Forms (C-8). (Please submit copies which contain signatures of Regional Syntaktes.)

Regional Achievement and Awards Committee Chairperson:

Sigma Gamma Rho Sorority, Inc.
Dr. Lorraine Anderson Williams Award
Nomination Form

Name of Nominee _____

Chapter _____ Region _____

Address _____

Chapter Basileus _____

Address _____

Telephone _____ Date _____

Give a brief statement describing contributions that qualify the nominee in consideration for the Lorraine Anderson Williams Award.

Give a brief biographical sketch of the nominee describing significant benchmarks as a Sigma, Profession/vocation, community, etc.

(Attach sheet, if needed.)

Submitted by _____

Signature

Address _____

Date _____

This form should be accompanied by a documented scrapbook

Return this form to the Regional Epistoleus 30 days prior to the Regional Conference.



Sigma Gamma Rho Sorority, Inc. Blanche Edwards Award

The Blanche Edwards Award is the highest award an individual soror may attain. It is awarded to an outstanding soror for outstanding achievement of National scope in contributing to the growth and progress of Sigma Gamma Rho Sorority, Inc.

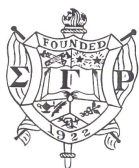
Date of Application: _____
Name _____
Address _____ Phone () _____
Chapter (submitting request) _____
Chapter Location _____ Region _____
Chapter Basileus _____ Signature _____
Mailing Address _____

APPLICATION CRITERIA

This application is evaluated on a 100 point scale. Each section is rated by the points listed. Attach an additional sheet using the following format:

- | | |
|-----------|---|
| 5 points | Describe the personality traits of the soror |
| 10 points | Describe the educational background |
| 25 points | Chapter Participation |
| | a. What position does the soror now hold in the chapter? |
| | b. What past positions has she held? |
| | c. In what activities has she participated? Explain detail. |
| | 1. Founders Day |
| | 2. Scholarship Committee |
| | 3. Rhomania/Sigma Week |
| | 4. Other |
| | d. Youth Projects |
| 10 points | Community Activities |
| | a. Civic |
| | b. Religious |
| | c. Educational |
| | d. Social |
| 15 points | Regional Participation |
| 25 points | National Participation |
| 10 points | Honorary Recognition |

Explain in detail, what this Soror has done to promote the growth or expansion of Sigma Gamma Rho Sorority, Inc. then mail completed form to the Blanche Edwards Award Committee, National Chair.



Sigma Gamma Rho Sorority, Inc. International Youth Projects Award

Instructions: Chapter makes 5 copies, send 4 copies to the Undergraduate Student Coordinator for your region, and retain 1 copy for your chapter files. Then the Achievement/Awards Chair will send an approved copy to the International Grand Grammateus.

Date of Application _____

Chapter _____

Locations _____ Region _____

Are you currently engaged in a local youth project? _____

Briefly describe the project _____

Are you carrying out any of the National Program(s) of Sigma Gamma Rho?

_____ yes _____ no

Briefly describe which program(s) your chapter is supporting and enclose any supporting materials or publicity/news clippings relating to the program(s). Use separate sheet if needed.

If not, are you developing plans for the implementation of one or more of the programs? _____ Explain. Use the following format to list youth programs and any other activity geared toward the education and development of youth/ Use separate sheet.

Name of Program/Activity & Date Coordinator/Chairman

Advisor _____ Address _____

Signature

Basileus _____ Address _____

Signature

All programs/activities listed must be filled at the time of application with the Undergraduate Student Coordinator of your region.

For committee use ONLY

____ Chapter is recommended to receive the National Youth Program Award

____ Chapter is recommended to receive an Honorary Award from the Region.

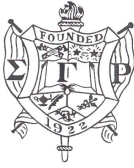
____ Chapter does not meet the qualifications as stated in the Constitution/

Bylaws

Signature _____ Undergraduate Student Coordinator

Signature _____ Chair, Youth Program Committee

Signature _____ Chair, Achievement/Awards Committee



Sigma Gamma Rho Sorority, Inc. Scholarship Application Blank

Instructions: Enclose a current transcript, a brief letter stating your reasons for application, and 3 references (character, professional and financial). If you are applying for a National scholarship you must receive regional approval from your Syntaktes.

Date of Application: _____

Check one: _____ Notional Scholarship _____ Regional
Scholarship

Classification: _____ Graduate _____ Undergraduate

Name _____

Address _____

College University _____ Location _____

Degree Pursued _____ Current Grade Point Average _____

Major _____ Minor _____

What field of work do you intend to enter? _____

Extracurricular activities _____

Signature of Regional Syntaktes _____ Date _____

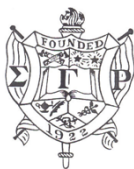
Regional Scholarship Chair _____ Date _____

National Scholarship Chair _____ Date _____

Recommended By: Chapter _____

Location _____

Chapter Basileus _____



**SIGMA GAMMA RHO SORORITY,
INCORPORATED**

**APPLICATION FOR THE DR. KATIE KINNARD WHITE
MWANAMUGIMU SCHOLARSHIP AWARD**

This application must be submitted at least 60 days prior to the start of the Boule. The winner is selected by the International Grand Basileus and confirmed by the International Board of Directors. Send all applications to National corporate headquarters.

Soror's Name _____

Permanent Home Address _____

Street City State Zip

Phone Number _____ Email Address _____

Please Check One: _____ Undergraduate _____ Alumnae

Checklist of Materials That Must Be Included With Application

1. Evidence of financial status in the sorority on the local, regional, and National levels.
2. Official transcript reflecting most recent academic activity.
3. Two letters of reference:
 - a. For undergraduates, one letter must verify enrollment in an accredited, post-secondary institution
4. A short statement that discusses how the applicant exemplifies the spirit and thrust of the Mwanamugimu Essay Contest and/or demonstrative involvement with the historical and contemporary development of African nations. This may include but not be limited to the following activities: a major or minor in African studies; involvement in educational projects related to Africa; travel to Africa; classes or other activities that may be potentially utilized to increase knowledge of young about African nations.

Sigma Gamma Rho Sorority, Inc.

Instructions for completing undergraduate service grant application.

1. The information must be typed.
2. Give all information requested or reasons for not completing same.
3. Send all copies of this application to your Regional Undergraduate Campus Coordinator. on or before May 1. Chapters whose applications are approved on or before this date will receive the grant at the beginning of the ensuing academic year. Chapters whose applications are received prior to December 1 will receive the grant near the beginning of the second semester of that school year, or, if the school is on the quarter system, the month of January.
4. When and where necessary, use additional paper. Be sure to number and properly identify items listed.
5. Secure the signature of your Chapter Advisor after completion of application.

NOTE: The decision of your Undergraduate Chapter Coordinator relative to approval or disapproval of your chapter's application for a grant is final.

Criteria for judging application

a. Evidence of planning and interesting activity	20 points
b. Evidence of chapter maintenance and growth	40 points
c. Evidence of discharge of responsibility by chapter	10 points
d. Evidence of adequate quality of application	20 points
e. Neatness and written quality of application	10 points
Total	100points

For Undergraduate Chapter Coordinators Use Only

Date Received _____ Approved _____ Disapprove _____
 Reasons _____

Signature of Undergraduate Campus Coordinator _____

Signature of Regional Syntakes _____ Date Received _____