



**Delta Epsilon Mu**  
**Alpha Theta Chapter**  
University of California, Riverside  
Riverside, California

**CHAPTER CONSTITUTION**

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**CONSTITUTION:**  
**Delta Epsilon Mu, Inc. – Alpha Theta Chapter**  
University of California, Riverside – Riverside, California

*This Constitution and its proceedings herein shall be specific to the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside in Riverside, California, and shall abide by the rules, regulations, and policies set forth by the University of California, Riverside.*

**PREAMBLE**

Delta Epsilon Mu, Inc. exists to provide an informative, educational and social setting for all students either pursuing or interested in the health fields.

**PURPOSE**

The Members of Delta Epsilon Mu, Inc. are committed to serving the community by advocating health education and care, and through active participation in service activities, fundraising, and outreach programs. Members are given the opportunity to directly participate in health-oriented workshops and discussions, thereby attaining access to pertinent academic and career information through association with professors, advisors, career professionals, Alumni Members and fellow Active Members.

**ARTICLE I. ORGANIZATION NAME**

The name of this Professional Fraternity shall be the “Delta Epsilon Mu, Inc. – Alpha Theta Chapter at the University of California, Riverside” and may also be referred to as “Delta Epsilon Mu, Inc., Alpha Theta Chapter,” “DEM, Inc. – Alpha Theta Chapter,” or simply “DEM, Inc.”

**ARTICLE II. MISSION STATEMENT, GOALS, AND GOVERNANCE**

**Section 1. Mission Statement**

The Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside are dedicated to serving the community and uniting students

of diverse backgrounds with interest in the varying health fields through leadership, professional development, and brotherhood.

## **Section 2. Goals**

The Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall remain committed to providing a professional environment for students who are seeking a future in a professional field of health. As a Student Organization, the Alpha Theta Chapter shall strive to establish a network of connections between Active Members, Alumni Members, professors, and health care professionals. This network shall exist to further develop professional skills of the Members, to unite the health community, and to promote community awareness of health-related topics through health education.

## **Section 3. Governing Authority and Standards**

1. This Constitution is the governing document for Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside in Riverside, California. All provisions of the National Bylaws of Delta Epsilon Mu, Inc. and all of the provisions governing Professional Fraternities at the University of California, Riverside, as set forth by the administration of said institution, form a part of this Constitution as if hereto attached or herein repeated.
2. If this Constitution shall be found in any way to be in conflict with the National Bylaws of Delta Epsilon Mu, Inc. or with the regulations governing Professional Fraternities at the University of California, Riverside, the Article or Section of this Constitution that is in conflict shall be null until amended.
3. This Constitution supersedes all prior existing Constitutions of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside.
4. All activities and functions of the Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall abide by all University, local, state, and federal laws.
5. Robert's Rules of Order shall serve as method of authority over all proceedings for which no clear regulation is stated within the policies of the University or within the rules and regulations of this document. Robert's Rules of Order shall furthermore be used in all proceedings including, but not limited to, organized meetings and elections.
6. Within this Constitution, a majority by vote shall be defined as more than 60% of the participating Active and Alumni Membership, unless otherwise stated.

## **ARTICLE III. MEMBERSHIP AND REQUIREMENTS**

### **Section 1. Membership Statement**

Active Membership within the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall be limited to any Undergraduate Student enrolled at the University of California, Riverside in Riverside, California, from which total membership shall also include Alumni Members of the Chapter. Membership in the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall not be discriminated against on the basis of age, race, national origin, religion, ideology, sex, gender, sexual orientation, disability, or any further demographic.

### **Section 2. Membership Eligibility**

Any student interested in attaining affiliation with the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall meet the following requirements:

- a. All Members of any non-Alumnus status shall be Undergraduate Students at the University of California, Riverside.
- b. All Members of any non-Alumnus status shall express continued interest in a pre-health field.
- c. All Members of any non-Alumnus status shall maintain a minimum Cumulative Collegiate Grade Point Average (GPA) of 2.5 or greater and a Quarter Grade Point Average (GPA) of 2.5 for any given academic term.
- d. All Members of any status shall have submitted a Candidate Profile and shall have completed a formal Interview.
- e. All Members of any non-Alumnus status shall dedicate and accommodate for at least 5 hours solely to Delta Epsilon Mu, Alpha Theta Chapter per week.

### **Section 3. Prospective Membership**

“Prospective Member” shall be used to refer to any student who has been invited to become a candidate for Undergraduate Membership, and has accepted that invitation but has not yet been formally Initiated.

1. Prospective Members shall be selected based on the following:

- a. Clearance of Membership Eligibility as mentioned in Article III, Section 2.
- b. Attendance of Formal Recruitment, with recommendation of either attendance to at least two Recruitment events or formal validation for absence from Recruitment events.

c. Completion of formal Interview by invitation of the Directors of Prospects, attaining an average mark of 75% through the pre-approved Interview Question Criteria, or as set by the Directors of Prospects given special circumstances of a given Formal Recruitment.

#### **Section 4. Prospective Member Process**

The Prospective Member Process shall encompass all activities and formal education in the transition of Prospective Members into Active Members. Such a Process shall abide by the standards set forth by the Fraternity and by the regulations set forth by University of California, Riverside, beginning with formal Induction and ending with formal Initiation Rituals. The Prospective Member Process shall be based in the Four Pillars of Loyalty, Dedication, Friendship, and Support. Throughout the duration of the Prospective Member Process, the Prospective Members shall be given opportunities to build relationships with the Active Members as well as discover more about their respective career goals in the various health fields.

#### **Section 5. Active Membership**

“Active Member” shall be used to refer to any student who has accepted candidacy for Undergraduate Membership and has completed formal Initiation into the Fraternity. Any person Initiated into Delta Epsilon Mu, Inc. becomes a Member for life and shall uphold the standards of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside and the standards of the Fraternity at-large.

1. All Active Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall be expected to fulfill the following duties:

- a. An Active Member shall plan to attend all General Body Meetings, actively participate in any Committee, complete community service and fundraising activities, and attend all scheduled events as specified by the Executive Board.
- b. An Active Member shall plan to attend all General Body Meetings or Chapter Programming dressed appropriately in Professional Attire, or as otherwise notified.
- c. An Active Member shall plan to either hold an Executive Board or Officer Position or be actively involved on a Committee for the planning of at least one Delta Epsilon Mu, Inc. Event per academic term.
- d. An Active Member shall plan to contribute to the financial upkeep of the Chapter by paying dues at the start of each designated academic term, with monetary amount subject to change as determined by the Chapter Treasurer and National Executive Committee per academic term.

2. An Active Member shall always follow the principles of the Four Pillars.

- a. Friendship: Each Brother or Sister shall maintain strong lasting relationships with their fellow Brothers and Sisters.
- b. Support: Each Brother or Sister shall provide support to any Brother or Sister in need, whether emotionally, personally, in a mentorship capacity, or similar fashion.
- c. Loyalty: Each Brother or Sister shall be honest and true to fellow Brothers or Sisters, the Preamble, the Purpose, the Creed, the Mission Statement, and the Letters of the Fraternity.
- d. Dedication: Each Brother or Sister shall express commitment, pride, and effort invested into the Fraternity, the Family, and the network of Friends.

3. No Active Member of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall become an Affiliated Member of any other Professional Greek Organization as declared competitive by the Alpha Theta Chapter Executive Board. Individual cases of non-competitive Professional Greek dual-affiliation shall be reviewed and made permissible at the discretion of the Chapter Executive Board with oversight by the National Executive Committee.

4. An Active Member shall embody the Four Pillars when interacting with Prospective Members and shall attend all Prospective Member Process Meetings and Programming as scheduled by the Directors of Prospects.

5. All Active Members shall maintain the Fraternal History and Fraternal Secrets, as are privileged and bestowed upon those made privy to such information.

6. An Active Member shall not be seen in the presence of alcoholic beverages, controlled substances, or illegal substances while adorned with clothing or paraphernalia of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside or of Delta Epsilon Mu, Inc. at-large. An Active Member shall take personal responsibility of discretion when representing the Fraternity, especially through social media. Evidence of misconduct in either type of situation shall be grounds for review or potential Probationary or Involuntary Deactivated Status, as detailed below.

7. All Active Members shall uphold the national anti-hazing standards of Delta Epsilon Mu, Inc. and of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside.

## **Section 6. Inactive Membership**

“Inactive Member” shall be used to refer to any Active Member who has been approved to maintain affiliation to the Fraternity while taking leave for a single academic term.

1. Inactive Status shall only be granted on the grounds of:

- a. Academic Hardship, where documentation through unofficial transcript and class list for the current academic term and academic term of application shall be necessary for eligibility consideration
- b. Study Abroad, where documentation by an accredited study abroad program approved by University of California, Riverside shall be necessary for eligibility consideration
- c. Personal Medical Leave, where documentation by a health provider shall be necessary for eligibility consideration
- d. Family Medical Leave, where documentation by a health provider shall be necessary for eligibility consideration

2. An Active Member applying for Inactive Status shall:

- a. Submit a Letter of Intent for Inactive Status to the President, Vice President, and Secretary no less than one month before the first General Body Meeting of the academic term of application
- b. Acknowledge through written agreement that Inactive Status can only be granted for one academic term, with expected and contracted return to Active Member Status for the subsequent academic term
- c. Acknowledge through written agreement that Inactive Status for two consecutive academic terms shall serve as grounds for review and potential Involuntary Deactivation, as detailed below
- d. Acknowledge through written agreement that an Inactive Member shall not be allowed to hold an Executive Board or Officer Position in the academic term of application or the subsequent academic term in which the Member returns to Active Status
- e. Acknowledge through written agreement that an Inactive Member shall be minimally involved with Recruitment, especially made ineligible to pick up a Little Sibling in the academic term of application and in the academic term during which they return to Active Status
- f. Acknowledge through written agreement that a Member on Inactive Status shall not be allowed to be involved in voting procedures of the General Membership during any General Body Meeting, Programming Event, or Election Procedures
- g. Continue to represent the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside while being granted the privilege of continuing to bear the Letters or paraphernalia of the Alpha Theta Chapter and Fraternity at-large.

## **Section 7. Probation Statuses**

“Probation Status” shall be used to refer to any Member who has been deemed unable to fulfill the duties or embody the expectations set forth for all Active Members.

1. Probation Status shall be placed on the grounds of:

- a. Points Probation, in which the Member has not maintained a positive point value through the approved system as established and upheld by the Executive Board, with requirement of an action plan drafted mutually by the Executive Board and the Member in question for the remainder of the current academic term and subsequent term until the Probation is lifted
- b. Academic Probation, in which the Member has not maintained a Cumulative and Quarter GPA of 2.5 or greater as is established above, with requirement of an action plan drafted mutually by the Executive Board and the Member in question for the remainder of the current academic term and subsequent term until the Probation is lifted
- c. University-Issued Academic Probation, in which the Member has placed on Academic Probation or is being reviewed on grounds for Dismissal by the University, with requirement of an action plan drafted mutually by the Executive Board and the Member in question for the remainder of the current academic term and subsequent term until the Probation is lifted by the University
- d. Misconduct Probation, in which the Member has acted against the Preamble, the Purpose, the Creed, the Mission Statement, and/or the Letters of the Fraternity, as enumerated within this document and reviewed by the Executive Board, with requirement of an action plan drafted mutually by the Executive Board and the Member in question for the remainder of the current academic term and subsequent term until the Probation is lifted

2. A Member placed on any form of Probation Status shall:

- a. Acknowledge through written agreement that Probation Status may be lifted at the end of the subsequent academic term, where continued Probation Status for the total span of two full, consecutive academic terms serves as grounds for review and potential Deactivation
- b. Acknowledge through written agreement that a Member with Probation Status shall not be allowed to hold an Executive Board or Officer Position in the academic term of Probation or the subsequent academic term in which the Member returns to Active Status
- c. Acknowledge through written agreement that a Member with Probation Status shall be minimally involved with Recruitment, especially made ineligible to pick up a Little Sibling in the academic term on probation and in the academic term during which they return to Active Status
- d. Acknowledge through written agreement that a Member with Probation Status shall not be allowed to be involved in voting procedures of the General Membership during any General Body Meeting, Programming Event, or Election Procedures
- e. Acknowledge through written agreement that a Member with Probation Status shall not be granted the privilege of continuing to bear the Letters or paraphernalia of the Alpha Theta Chapter and Fraternity at-large throughout the span of the Probation Status.

## **Section 8. Deactivated Status**

“Deactivation Status” shall be used to refer to any individual who wishes to not continue with Lifetime Membership within Delta Epsilon Mu, Inc. or any individual who has violated the requirements of any Membership Status enumerated above, deemed eligible for removal from the Fraternity.

1. “Voluntary Deactivation” shall be considered and granted to a Member who:

- a. Submits a Letter of Intent for Voluntary Deactivation to the President, Vice President, and Secretary at least two weeks before the General Body Meeting after which Deactivation Status shall be instated
- b. Acknowledges through written agreement that Voluntary Deactivation Status shall be a finalized decision that shall not be revoked once instated until a grace period established by the Executive Board has elapsed
- c. Acknowledges through written agreement that Voluntary Deactivation Status shall involve returning all Delta Epsilon Mu, Inc. paraphernalia including, but not limited to, any personal attire bearing the Letters, Active Member materials such as Pins, or Prospective Member materials associated with the Alpha Theta Chapter or Fraternity at-large
- d. Acknowledges through written agreement that Volunteer Deactivation Status prohibits any further or future use of Delta Epsilon Mu, Inc. on any resume, curriculum vitae, or professional documentation
- e. Acknowledges through written agreement that a Member granted Voluntary Deactivation Status may be granted the opportunity to Appeal for Reinstatement of Affiliation (Reactivation) through formal paperwork at the discretion of the Executive Board once the designated grace period has elapsed, with oversight of the National Executive Committee

2. “Involuntary Deactivation” shall be considered and placed at the discretion of the Executive Board upon extensive and documented review of a Member who:

- a. Does not meet the requirements as enumerated above to maintain Membership Status and affiliation with Delta Epsilon Mu, Inc.
- b. Acknowledges through written agreement that Involuntary Deactivation Status shall be a finalized decision that shall not be revoked once instated and shall not be eligible for Appeal
- c. Acknowledges through written agreement that Involuntary Deactivation Status shall involve returning all Delta Epsilon Mu, Inc. paraphernalia including, but not limited to, any personal attire bearing the Letters, Active Member materials such as Pins, or Prospective Member materials associated with the Alpha Theta Chapter or Fraternity at-large
- d. Acknowledges through written agreement that Involuntary Deactivation Status prohibits any further or future use of Delta Epsilon Mu, Inc. on any resume, curriculum vitae, or professional documentation

- e. Acknowledges through written agreement that a Member being reviewed for Involuntary Deactivation may be granted the opportunity to appeal during the review process, with lifting of Involuntary Deactivation facilitated through a vote of the Active Membership deemed pertinent at the discretion of the Executive Board with oversight of the National Executive Committee
- f. Acknowledges through written agreement that finalized Involuntary Deactivation prohibits the opportunity to Appeal for Reinstatement of Affiliation (Reactivation) at any point in the future

### **Section 9. Alumnus/Alumna Status**

“Alumnus/Alumna Status” shall be used to refer to a Member who has henceforth graduated and received a formal Degree from the University of California, Riverside, thus transitioning out from the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside on full Active Status. Any Active Member may petition through formal Letter of Intent for Early Alumnus/Alumna Status, through which the Executive Board may grant Early Alumnus Status by formal vote of the Executive Board, with approval from the National Executive Committee after review on a case-by-case basis.

### **Section 10. Attendance Policy**

1. Active Members shall be expected to attend all General Body Meetings, as scheduled by the Executive Board, and all Programming Events of the Alpha Theta Chapter. Active Members that are part of the Executive Board shall be expected to attend all Executive Meetings as well, as scheduled by the Executive Board.
2. No more than two (2) excused absences shall be permitted from any General Body Meeting or Programming Event per academic term, as documented through formal Letter of Absence with at least 24-hour advance notice, permissible only on the grounds class conflict, work conflict, documented personal illness, or documented family loss or emergency.
3. No more than one (1) unexcused absence shall be permitted from attendance of any General Body Meeting or Programming Event per academic term for any reason.
4. Tardiness of greater than ten (10) minutes following the Calling to Order of a General Body Meeting without a documented Letter of Absence shall be made equivalent to one unexcused absence.
5. Leaving prior to the Adjournment of a General Body Meeting without a documented Letter of Absence shall be made equivalent to one unexcused absence.
6. All affiliated Members of non-Alumnus Status shall submit a Conflict Date List to the Secretary before the Calling to Order of the second General Body Meeting of each

academic term. A calendar of all General Body Meetings and Programming Events shall be made available to all Members at the first General Body Meeting of the academic term to facilitate this process.

7. Prior notification of absence or tardiness to any Committee Meeting or Programming Event shall be given to the Committee Chairperson with at least 24-hour advance notice, in which recurrent absence or tardiness may serve as grounds for review at the discretion of the Chairperson.

8. Any Member who fails to comply with the attendance policy, as set forth and described above, shall be subject to review by the Executive Board for possible Probation Status.

## **ARTICLE IV. OFFICERS AND TERMS OF OFFICE**

### **Section 1. Executive Board and Officer Titles**

1. The Executive Board shall be composed of, in order of authority and succession: the President, Vice President, Secretary, Treasurer, Historian, Director of Public Relations, up to two (2) Director(s) of Prospects, and the National Liaison, for a maximum of nine (9) elected individuals.

2. The Officers shall be composed of, but not limited to, in continued order of authority and succession: the Internal Affairs Chair, Academic Chair, Conference Chair, Philanthropy Chair, Community Service Chair, Fundraising Chair, Social Chair, and Alumni Representative.

3. No Executive Board Member or Officer shall be permitted to hold more than one position at a time, unless elected to an interim position to fill a recognized vacancy.

### **Section 2. Executive Board and Appointed Officer Eligibility**

1. Members holding Executive Board or Appointed Officer positions shall uphold the minimum requirements of membership, as outlined above.

2. Any Active Member shall be eligible to hold an Executive Board or Appointed Officer position only after maintaining a status of Active Membership for at least one (1) academic term prior to taking office.

3. Any Active Member shall be eligible to hold the position of President or Vice President only after having previously served on the Executive Board for at least one (1) full academic year.

4. Members holding Executive Board positions shall, at the time of election and throughout the subsequent term, maintain a minimum Cumulative Grade Point Average of 2.5 and a minimum Quarter Grade Point Average of 3.0, shall carry enough class credits or units to be considered a full-time student, and shall be in both good academic and good disciplinary standing with the University.

5. Members holding Appointed Officer positions shall, at the time of election and throughout the subsequent term, maintain a minimum Cumulative Grade Point Average of 2.5 and a minimum Quarter Grade Point Average of 2.75, shall carry enough class credits or units to be considered a full-time student, and shall be in both good academic and good disciplinary standing with the University.

6. Members holding Executive Board or Appointed Officer positions who do not meet these requirements at any point throughout the given term shall resign or shall be impeached, as outlined below.

### **Section 3. Executive Board and Officer Requirements**

All Executive Board Members and Appointed Officers shall:

- a. Maintain communication with the Executive Board regarding plans, associated dates, and position-specific duties and responsibilities.
- b. Be responsible for the appointment and oversight over applicable Committees and Subcommittees.
- c. Actively participate in all General Body Meetings.
- d. Adhere to the general rules, regulations, and requirements that are applicable to all Active Members, in addition to the responsibilities specific to the Executive Board or Appointed Officer Position.
- e. Be willing and able to take on extended and additional duties and responsibilities as necessary deemed necessary by the President
- f. Be willing and able to maintain the position of office for the full academic year, except in a case of extenuating circumstances as determined by the Executive Board.
- g. Present an End-of-Term Report, as assigned, designated, and detailed by the President and Vice President, at the end of each academic term and academic year.
- h. Serve as the judicial body of the Chapter in the setting of Membership review.

### **Section 4. Duties of the Executive Board**

1. The President shall:

- Supervise and coordinate the activities of the Chapter.
- Preside over all meetings and call all meetings to order.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Maintain communication with the Office of Student Life and Involvement or equivalent and ensure that all paperwork is current.
- Be one of two (2) signatories on financial documents.

- Be responsible for overseeing the ledger and budget at the beginning of each academic term in conjunction with the Treasurer.
- Ensure that all Executive Board Members and Officers are upholding all requirements and duties, as outlined herein.
- Maintain direct contact with the Chapter's Advisor regarding all activities and functions of the organization.
- Provide all documents and records pertaining to this position to the newly elected President.
- Assign special projects to Executive Board Members and Officers as deemed appropriate.

2. The Vice President shall:

- Assist the President in all duties.
- Automatically assume the President's responsibilities in the event of absence or vacancy, in an interim capacity as detailed below.
- Coordinate all conference calls and Committee operations.
- Maintain accurate records of all General Body and Executive Board Meetings in the Secretary's absence.
- Be responsible for all professional training of the Chapter.
- Perform an audit of all financial transactions of the Chapter once per academic term.
- Provide all documents and records pertaining to this position to the newly elected Vice President.
- Assist in special projects as assigned by the President.

3. The Secretary shall:

- Keep accurate minutes and records of all General Body and Executive Board Meetings, providing Minutes of all General Body Meetings to all Members of the Chapter and Minutes of Executive Board Meetings per request.
- Maintain accurate list of Members and their contact information for National Roster collection and updating.
- Notify Members of Emergency General Meetings via e-mail and/or telephone at least forty-eight (48) hours in advance.
- Take attendance at all General Body Meetings and maintain an attendance record.
- Prepare slate for Election Procedures.
- Check eligibility for potential Executive Board Members and Officers, prior to annual Election Procedures.
- Maintain a copy of the Constitution, made available to Members on request
- Provide all documents and records pertaining to this to the newly elected Secretary.
- Assist in special projects as assigned by the President.

4. The Treasurer shall:

- Keep an accurate account of all funds received and expended by the Chapter.
- Present a budget report of deposits and expenditures to the Membership at least once per month, and as requested by the President, Vice President, Advisor, or Office of Student Life and Involvement or equivalent.
- Be one of two (2) signatories on financial documents.
- Be responsible for collecting Membership Dues for each designated academic term, notifying Members who are delinquent in their payments.
- Be responsible for overseeing the payment of National Dues for the Chapter to the National Treasurer
- Be responsible for creating a budget at the beginning of each academic term, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Oversee the Fundraising Committee.
- Provide all documents and records pertaining to this position to the newly elected Treasurer.
- Assist in special projects as assigned by the President.

5. The Historian shall:

- Organize and maintain Member Profiles, professional photographs, and Chapter files.
- Oversee the Archiving Committee.
- Organize the production of and maintenance of all Chapter banners, memorabilia, and paraphernalia.
- Oversee photo documentation of all Chapter endeavors.
- Organize and maintain the Chapter's history on the Chapter website with the Director of Public Relations.
- Provide all documents and records pertaining to this position to the newly elected Historian.
- Assist in special projects as assigned by the President.

6. The Director of Public Relations shall:

- Organize and maintain all marketing materials of the Chapter.
- Oversee the Marketing Committee.
- Organize the production of and maintenance of all Chapter marketing banners and event-specific paraphernalia.
- Manage all materials and information that apply to the apparel and accessories of the Chapter and the Membership.
- Oversee all social media resources for Chapter endeavors.
- Oversee all marketing for each Formal Recruitment Period with the Director(s) of Prospects.
- Organize and maintain the Chapter's history on the Chapter website with the Historian.

- Provide all documents and records pertaining to this position to the newly elected Director of Public Relations.
- Assist in special projects as assigned by the President.

7. The Director(s) of Prospects shall:

- Organize all Formal Recruitment, including, but not limited to, formal Member Education, Prospective Member Meetings, and Programming.
- Organize the production of and maintenance of all Chapter Ritual paraphernalia.
- Facilitate all activities for the Prospective Member Class.
- Oversee all marketing for each Formal Recruitment Period with the Director of Public Relations.
- Organize and maintain the Chapter's Member-based Ritual history.
- Provide all documents and records pertaining to this position to the newly elected Director(s) of Prospects.
- Assist in special projects as assigned by the President.

8. The National Liaison shall:

- Organize and maintain the Chapter Constitution with the Secretary.
- Oversee the Constitution Committee.
- Attend all meetings of the National Board of Directors.
- Facilitate all correspondence with the National Executive Committee, responding within the required timeframe as established by the National Executive Committee
- Facilitate all correspondence with the National Board of Directors and representatives of other Chapters, responding within the timeframe agreed upon by the parties involved.
- Facilitate submission of updated documents for National Roster Collection with the Secretary
- Attend the National Convention at the end of the term in representation of the Chapter, unless the succeeding National Liaison or proxy is designated.
- Provide all documents and records pertaining to this position to the newly elected National Liaison.
- Assist in special projects as assigned by the President.

**Section 4. Duties of the Appointed Officers**

1. The Internal Affairs Chair shall:

- Keep record of all strikes any active member may have
- Be present and active in any and all student conduct meetings with the President and Vice President for Members.
- Be in charge of any disciplinary actions that may occur within the Fraternity.
- Provide all documents and records pertaining to this position to the newly elected Internal Affairs Chair.
- Assist in special projects as assigned by the President.

2. The Academic Chair shall:

- Oversee the scheduling and documentation of all Academic Study Hours
- Schedule speakers and organize lectures for the Chapter.
- Oversee the Education Committee.
- Plan community awareness events, health panels, and Chapter workshops.
- Check GPA eligibility for Prospective Members as well as the maintenance of Cumulative and Quarter GPA of Active Members, as well as Executive Board Members and Appointed Officer Members.
- Provide all documents and records pertaining to this position to the newly elected Education Chair.
- Assist in special projects as assigned by the President.

3. The Conference Chair shall:

- Oversee the scheduling and documentation of all Conferences attended by Members
- Obtain information regarding conference opportunities throughout the academic term.
- Oversee the Conference Committee.
- Provide all documents and records pertaining to this position to the newly elected Conference Chair.
- Assist in special projects as assigned by the President.

4. The Philanthropy Chair shall:

- Maintain relations and organize events with the National Director of Public Relations for the National Philanthropy
- Maintain relations and organize events with for the local philanthropies to which the Chapter is affiliated.
- Be in charge of the yearly King of Hearts Philanthropy Event with the Director of Public Relations.
- Oversee the Philanthropy Committee.
- Assist with documentation of all Community Service Hours with the Community Service Chair.
- Provide all documents and records pertaining to this position to the newly elected Philanthropy Chair.
- Assist in special projects as assigned by the President.

5. The Community Service Chair shall:

- Oversee the scheduling and documentation of all Community Service Hours.
- Obtain information regarding community service opportunities throughout the academic term.
- Oversee the Community Service Committee.
- Provide all documents and records pertaining to this position to the newly elected Community Service Chair.
- Assist in special projects as assigned by the President.

6. The Fundraising Chair shall:

- Oversee all Chapter Fundraisers for each academic term.
- Obtain information regarding fundraising opportunities throughout the academic term.
- Oversee the Fundraising Committee.
- Provide all documents and records pertaining to this position to the newly elected Fundraising Chair.
- Assist in special projects as assigned by the President.

7. The Social Chair shall:

- Oversee the documentation of all Wellness Hours.
- Plan and organize all social events within the Chapter.
- Plan one Member Retreat per academic term.
- Oversee the Social Committee.
- Provide all documents and records pertaining to this position to the newly elected Social Chair.
- Assist in special projects as assigned by the President.

8. The Alumni Representative shall:

- Specifically serve a term of two (2) years.
- Plan and organize all Alumni Programming within the Chapter.
- Maintain all communication and correspondence with all Alumni Members.
- Maintain the contact information of all Alumni Members.
- Attend all meetings of the National Board of Directors.
- Attend both National Conventions during and at the end of the term in representation of the Chapter with the National Liaison, unless the succeeding Alumni Representative or proxy is designated.
- Provide all documents and records pertaining to this position to the newly elected Alumni Representative.
- Assist in special projects as assigned by the President.

**Section 5. Terms of Office**

The length of term of office for any Executive Board or Appointed Officer position shall be no longer than one academic year, unless otherwise specified as with the Alumni Representative, with term transition at the beginning of each academic year as recognized by the University. Election by Special Election shall be for the remainder of the given term.

**Section 6. Voting Rights of Executive Board Members and Officers**

1. All Executive Board Members and Appointed Officers shall retain voting rights for all voting proceedings except in the instances of:

- a. Voting proceedings related to any financial decision of the Alpha Theta Chapter, where all Executive Board Members shall vote in Abstention
- b. Voting proceedings related to specific endeavors of an Appointed Officer, where the Appointed Officer in question shall vote in Abstention

2. All voting proceedings that do not reach a standard majority, as enumerated above, shall be finalized at the discretion of the Executive Board by documented vote of simple majority (50%+1).

## **ARTICLE V. ELECTIONS AND IMPEACHMENT**

### **Section 1. Announcement of Elections**

The President shall announce the date of all upcoming Nomination and Election Proceedings with two (2) week advanced notice. The President shall restate all eligibility criteria for elections, as outlined above, prior to the opening of the Nomination Proceedings.

### **Section 2. Nomination Proceedings**

1. Nominations for all Executive Board and Appointed Officer positions shall occur each Spring academic term as scheduled by the President.
2. The highest-ranking member of the Executive Board not running for office for the next term shall facilitate the Nomination and Election Proceedings at the designated General Body Meetings as Moderator. In the event that no Executive Board Member is available, the Moderator shall be the highest-ranking Executive Board Member or Appointed Officer not running for office for the next term. In the event that no Executive Board Member or Appointed Officer is available, the Moderator shall be chosen by majority vote of the Active Membership, or the oldest Active Member by Class by default.
3. Any Active or Alumnus Member present during Nomination Proceedings may nominate an eligible Active Member, as explained above, for any Executive Board or Appointed Officer position by verbal Nomination during this procedure.
4. All Nominations must be seconded by a subsequent Active Member for the Nomination to be deemed valid.
5. All Nominees shall be present at the Nomination Proceedings to allow each Nominee the opportunity to automatically accept or decline the Nomination. Nomination of an Active Member who is not present for the Nomination

Proceedings shall be prohibited, and declination of Nomination may be approved up until the start of the Election Proceedings.

6. Members nominated for more than one Executive Board or Appointed Officer position may only accept and continue forward with one Nomination at the start of the Election Proceedings.

### **Section 3. Election Proceedings**

1. Election Proceedings shall occur each Spring academic term, as scheduled by the President, at most two (2) weeks after Nomination Proceedings are opened.

2. The order of elections shall be President, Vice President, Secretary, Treasurer, Historian, Director of Public Relations, Director(s) of Prospects, National Liaison, Internal Affairs Chair, Academic Chair, Conference Chair, Philanthropy Chair, Community Service Chair, Fundraising Chair, Social Chair, and Alumni Representative.

3. The Moderator shall not proceed to the election of the next Executive Board or Appointed Officer position until the current Office Election has been completed or tabled to the end of Election Proceedings by majority vote.

4. The Nominees for each Office shall be required to submit a Chapter Candidate Profile which would be open to the Chapter to view.

5. Each address shall be given a chance to address the Chapter with an open question-and-answer session, as regulated by the Moderator.

6. All Candidates shall be excused from the General Body Meeting location to allow the General Membership to hold a brief discussion period prior to voting.

7. All Active Members present shall have the opportunity to vote by secret ballot, where absentee/proxy ballots shall be prohibited.

8. The Moderator shall tabulate all votes immediately, in the presence of the Chapter Membership within the General Body Meeting location.

9. A Candidate shall be elected to a given Office based on majority vote cast by Active Members. If no Nominee attains a majority vote, the top two (2) Nominees shall immediately enter a Run-Off Election, in which simple majority of 50%+1 is necessary to be elected.

10. Any Active Member may contest any specific count of the votes within the Election Proceedings, and immediate re-vote and re-count shall be administered upon contest, limited to one contest request per recognized vote.

11. Evidence of tampering with Nomination or Election Proceedings or creating fraudulent claims regarding the outcome of an election shall undergo Executive Board review.

#### **Section 4. Impeachment, Resignation, and Vacancies**

1. Any Executive Board Member or Officer may be subject to Impeachment, on the grounds of truancy, misconduct, failure to uphold responsibilities, or violation of University or Alpha Theta Chapter rules and regulations.

2. The Impeachment Proceedings may be initiated by any Active Member through filing a Formal Letter of Intent for Impeachment and brief explanation of evidence, all presented to the Active Membership at the subsequent General Body Meeting after submission.

3. A majority vote of all Active Members in favor of the initiation of the Impeachment Proceedings shall be recorded for the Impeachment Proceedings to begin.

4. The Executive Board Member or Appointed Officer in question shall be notified in writing of the possible Impeachment at least 72 hours prior to the final vote of the Active Membership at the subsequent General Body Meeting.

5. The Executive Board Member or Appointed Officer in question shall be allowed to address the Chapter before the final vote in defense.

6. The Executive Board Member or Appointed Officer in question may be removed from Office by Impeachment upon confirmed majority vote of the Active Members after defense.

7. Any Executive Board Member or Appointed Officer no longer wishing to serve within their Office may submit a formal Letter of Intent of Resignation to the President at least one (1) week in advance of onset of planned Resignation. In the event that the President is the Executive Board Member in question, formal Letter of Intent of Resignation shall be submitted to the Vice President.

8. In the event that an Office becomes vacant by Impeachment or Resignation, the Executive Board may appoint the Vice President or an alternative Executive Board Member or Appointed Officer to serve in Interim with a two (2) week grace period to complete standard Nomination and Election Proceedings in Special Election to fill the vacancy.

9. Executive Board Members and Appointed Officers shall not run for the vacant position without first completing the formal Resignation Process from their current Office.

10. If the President is Impeached or Resigns, the Vice President shall immediately assume the role of Interim President. Completion of standard Nomination and Election Proceedings in Special Election shall take place with one (1) week grace period to either formally confirm the promotion of the Vice President to the President or to specially elect another Candidate.

11. In the event that the Vice President is unable to assume the role of President, the order of succession shall apply to fill the Interim President position until the Office is formally filled through Nomination and Election Proceedings and Special Election.

## **ARTICLE VI. MEETINGS**

### **Section 1. Membership Meetings**

1. The Active Membership shall meet once per week for a General Body Meeting during each week of the observed academic term, with exceptions limited to all observed University holidays or breaks.

2. All General Body Meetings shall be open to all Active and Alumni Members, and recognized cases for Inactive and Probationary Members.

3. All Executive Board Meetings shall be open to all Active Members as well as those who hold an Executive Board or Appointed Officer position.

4. Quorum of three-fourths (3/4) of the Official Active Membership shall be upheld at all General Body Meetings to conduct business and initiate any voting proceedings.

5. Only Active Members shall be eligible to vote. Prospective Members, Alumni, Inactive, and Probationary Members shall not be allowed to vote.

### **Section 2. Executive Board and Officer Meetings**

1. The Executive Board shall meet at least once per week for an Executive Board Meetings during each week of the observed given academic term, with exceptions limited to all observed University holidays or breaks.

2. The Appointed Officers shall meet with the Executive Board at least twice per month in Executive Board Meetings during any given academic term as outlined above.

3. Meetings of the Executive Board and Appointed Officers shall be open to attendance by any Active or Alumni Member of the Alpha Theta Chapter or permitted guests, but voting shall be limited to only the Executive Board Members or Appointed Officers present.

### **Section 3. Meeting Procedure**

1. All General Body Meetings shall be conducted under Robert's Rules of Order.

2. The President shall have discretion in conducting the General Body Meeting in a professional and orderly manner.

3. The Order of Business for any General Meeting shall be as follows:

- Calling of Meeting to Order
- Calling of the Membership Roster
- Review and Passing of the Previous Minutes
- Review of Old Business
- Executive Board Reports
- Appointed Officer Reports
- Committee Reports
- Review of New Business
- Open Forum
- Adjournment of Meeting

## **ARTICLE VII. COMMITTEES**

All Active Members of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall either oversee a Committee as a Chair or sit on any Committee as a Member. All Active Members shall be expected to attend all additional Committee Meetings and Programming and shall be expected to actively participate in all endeavors of their respective Committees, as detailed above.

## **ARTICLE VIII. FINANCES**

### **Section 1. Membership Dues**

1. Membership Dues shall be collected at the discretion of the Treasurer during the Fall, Winter and Spring quarters. .

2. The monetary amount of any Chapter Membership Dues shall be at the discretion of the Treasurer with oversight by the Executive Board. The monetary amount of any National Membership Dues shall be enforced at the discretion of the National Executive Committee.

3. All Active Members, including Executive Board Members and Officers, shall pay Membership Dues and National Membership Dues for each designated academic term. Membership dues may be charged for Inactive Members, at the discretion of the Treasurer.

4. Additional late fees may be added to Membership Dues for a given term by the Treasurer in the event that Membership Dues are not paid in a timely manner or by the established and disclosed deadline.

## **Section 2. Financial Authority**

For the protection of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside and its Membership, the President and Treasurer shall jointly approve and sign for all monetary transactions of the Chapter. Only the President or Treasurer shall have the ability to serve as Financial Signatories with the University.

## **Section 5. Dissolution of Organization**

In the event that the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside ceases to exist for any reason, any funds remaining in the Chapter's financial account(s) shall be directly donated the Local philanthropy of the Chapter at the discretion of the Chapter Membership prior to dissolution or to the National Philanthropy at the discretion of the National Executive Committee if the Chapter Membership shall be deemed unable to execute this discretion, so long as this abides by the policies of the University and coincides with the Mission of the Fraternity.

## **ARTICLE IX. ADVISOR**

### **Section 1. Selection**

The Advisor to the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall be selected by a majority vote of the Executive Board with

each new academic year, with no limit to the number of academic terms for which the Advisor can be reselected.

## **Section 2. Role and Authority**

1. The Advisor shall serve as a mentor to the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside by providing guidance to the Executive Board, Officers, and Active Members in the development and implementation of programs and activities in accordance with University policy and procedure.

2. The Advisor shall monitor expenditures of the organization alongside the Treasurer. The Advisor shall have no voting rights. The Advisor shall be willing to obtain an appropriate level of experience, resource information, and knowledge related to the Preamble, the Purpose, the Creed, the Mission, and the Pillars of the Fraternity.

## **ARTICLE X. RATIFICATION AND AMENDMENTS**

### **Section 1. Original Issuance of Constitution and Active Charter**

The Original Constitution of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall be henceforth deemed valid by the National Executive Committee, as facilitated by the Director of Expansion upon completion of the Initiation Ritual closing the formal Expansion Process of the University of California, Riverside Colony on **April 3, 2016**. An original copy of this National Executive Committee-issued Constitution of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall be kept in Chapter Records in pristine condition without addition or deletion.

### **Section 2. Ratification**

This Constitution of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside shall become ratified by majority approval of the Executive Board and Officers and/or Founders of the Alpha Theta Chapter once the necessary content modifications have been made to abide by all University and Chapter Standards. The Amendment Process outlined below shall be instated henceforth after Ratification.

### **Section 3. Amendments**

1. Amendments to the ratified Constitution shall be proposed in writing to the President to allow for at least thirty (30) days for the Active Membership to review the wording and rationale for the Amendment.
2. The Amendment shall be voted on at the designated General Body Meeting for each academic term and shall require approval by a majority affirmative vote of three-fourths (3/4) of the Official Active Membership.
3. Amendments shall take effect immediately in the event that majority affirmative vote by the Official Active Membership is reached.
4. The amended Constitution shall be submitted to the Office of Student Life and Involvement or equivalent within two (2) weeks of the passing of the Amendment.
5. The amended Constitution shall be submitted to the National Executive Committee prior to the subsequent meeting of the National Board of Directors.

### **Section 3. Constitution History**

The Original Constitution of the Alpha Theta Chapter of Delta Epsilon Mu, Inc. at the University of California, Riverside was issued with Active Charter on **April 3, 2016**.

This Constitution was Ratified on May 8th, 2016 by Kasie Dike-President; Joanne Espejo-Vice President; Miles Guerrero-Secretary; Colin Olivares-Historian; Diana Rochat-Director of Public Relations; Mia Khin-Director of Prospects; Michael Rodriguez-National Liaison.