



Iota Gamma Psi (IΓΨ)  
Military Sorority Inc.  
FAYETTEVILLE, NC (HQ)  
CONSTITUTION & BYLAWS

This Constitution and Bylaws is published by and exclusively for

**IOTA GAMMA PSI Military Sorority Inc.**



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## PREAMBLE

We, the members of Iota Gamma Psi, Military Sorority Incorporated, (herein referred to as IΓΨ) in order to form a closer union among military affiliated women for the fostering of high ideals in moral, social, and intellectual life, and the assisting of our members in every possible way, do hereby establish this Constitution and Bylaws for the governing of this Sorority. Chapters organized hereafter, shall be bound by the government established in this Constitution and its Bylaws. This is the official operating document of the Sorority, as voted upon by the Founders. Any other document that conflicts with this document is null and void.

## ARTICLE I – Name, Organization, Founders, Incorporation, Government

### Section 1: Name

This organization shall be known as “Iota Gamma Psi, Military Sorority Incorporated.”

**Principal Office.** *The principal office of the corporation and other offices of the corporation shall be at the locations, within or without the corporation's state of incorporation (the "State"), as the directors may specify from time to time. The secretary of this corporation will keep a copy of the corporation's Articles of Incorporation (or similar incorporating document), these bylaws, minutes of directors' meetings, and other corporate records and documents at the principal office.*

**Registered Agent.** *For receipt of official legal and tax correspondence from the State of Incorporation, the registered agent of the corporation (sometimes known as a resident agent, statutory agent, agent for service of process, or delivery of service address) shall be maintained in accordance with the requirements of the State of Incorporation.*

*The registered agent for IΓΨ is:*

Legalinc Corporate Ra Services Inc.  
8480 Honeycutt Road, Suite 200 #v295  
Raleigh, NC 27615



**Director's meetings.**

**Section 1. Annual meeting.** *The annual meeting of Directors shall be held in the 1<sup>st</sup> month following the end of each fiscal year of the corporation on any day of that month as determined by the board of directors.*

**Section 2. Special meetings.** *Special meetings of the Directors for any purpose or purposes permitted by law may be called by the president of the corporation or by the board of directors. Such meetings shall also be called by the president at the request of the holders of not less than one tenth of the outstanding shares of the corporation entitled to vote at the meeting.*

**Section 3. Location.** *Meetings of the Directors may be held at any location, within or without the State, designated by the board of directors or, in the absence of a designation by the board of directors, by the person or persons who call such meeting. If no designation is made, the meeting shall be held at the principal office of the corporation.*

**Section 4. Notice.** *Notices of meetings, annual or special, must be given in writing to Directors entitled to vote at the meeting by the secretary or an assistant secretary or, if there is no such officer or by any director.*

*Notices of Directors' meetings must be given either personally or by first-class mail or other means of written communication, addressed to the Director at the address of the Director appearing on the Articles of Incorporation or given by the Director to the corporation for the purpose of notice. Notice of a Directors' meeting must be given to each Director no less than two weeks prior to the meeting.*

*This notice will state the place, date, and hour of the meeting and the general nature of the business to be transacted. The notice of an annual meeting and any special meeting at which directors are to be elected will include the names of the nominees that, at the time of the notice, the board of directors intends to present for election.*

**Section 5. Waiver of Notice.** *Any Director may waive notice of any meeting before or after the meeting. Such waiver must be in writing signed by the Director and delivered to the secretary of the corporation for inclusion in the minutes of the meeting.*

**Section 6. Quorum and voting.** *Every Director entitled to vote is entitled to one vote for each share held, except as otherwise provided by law. A Director entitled to vote may vote part of his or her shares in favor of a proposal and refrain from voting the remaining shares or vote them against the proposal. If a Director fails to specify the number of*



*shares he or she is affirmatively voting, it will be conclusively presumed that the Director's approving vote is with respect to all shares the Director is entitled to vote.*

*Except as otherwise required by applicable law, a majority of the outstanding shares of the corporation entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of the Directors. Each outstanding share entitled to vote shall be entitled to one vote upon each matter voted on at a meeting of Directors. Except as otherwise required by applicable law, the vote of a majority of the Directors present in person or by proxy at a meeting at which a quorum is present shall be the act of the Directors.*

**Section 7 Proxies.** *At meetings of the Directors, a Director may vote in person or by proxy executed in writing in compliance with applicable law and filed with the secretary of the corporation at or before the time of the meeting.*

**Section 8. Informal action by Directors.** *Any action required or permitted by law to be taken by the Directors at a meeting may be taken without a meeting if one or more consents in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote at a meeting.*

### **Directors.**

**Section 1. General powers.** *The business and affairs of the corporation shall be managed by the board of directors.*

**Section 2. Initial directors.** *The 6 Founders shall serve as the initial board of directors.*

**Section 3. Number.** *The number of directors constituting the board of directors shall be not less than one nor more than nine. Within such limits, the number may be fixed or changed from time to time by the vote of a majority of the Directors or by vote of a majority of the directors.*

**Section 4. Election and Tenure of Office.** *The directors are elected at the annual meeting of the Directors and hold office until the next annual meeting and until their successors have been elected and qualified.*

**Section 5. Regular meetings.** *A regular meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of Directors. The board of directors may, by resolution, provide for additional regular meetings of the board.*

**Section 6. Special meetings.** *Special meetings of the directors for any purpose or purposes permitted by law may be called by the president of the corporation or by any*



two directors. The person or persons who call such meeting may fix any time or place for the holding of such meeting.

**Section 7. Notice.** Notices of meetings, annual or special, must be given in writing to directors by the secretary or an assistant secretary or, if there is no such officer, by any Director.

Notices of directors' meetings must be given either personally or by first-class mail or other means of written communication, addressed to the director at the address of the director appearing on the records of the corporation or given by the director to the corporation for the purpose of notice. Notice of a directors' meeting will be given to each director at least two weeks prior to the meeting, unless a greater period is required under the state corporation statutes for giving notice of a meeting.

This notice will state the place, date, and hour of the meeting and the general nature of the business to be transacted. The notice of an annual meeting and any special meeting at which directors are to be elected will include the names of the nominees that, at the time of the notice, the board of directors intends to present for election.

**Section 8. Waiver of Notice.** Any director may waive notice of any meeting before or after the meeting. Such waiver must be in writing signed by the director and delivered to the secretary of the corporation for inclusion in the minutes of the meeting.

**Section 9. Quorum and voting.** Except as otherwise required by applicable law, a majority of the directors shall constitute a quorum at a meeting of the directors. Each director shall be entitled to one vote upon each matter voted on at a meeting of the directors. Except as otherwise required by applicable law, the vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

**Section 10. Informal action by directors.** Any action required or permitted by law to be taken by the directors at a meeting may be taken without a meeting if one or more consents in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote at a meeting.

**Section 11. Resignation, vacancies, and removal.** Any director may resign, effective on giving written notice to the chairperson of the board of directors, the president, the secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a later time, a successor may be elected to take office when the resignation becomes effective.



*Directors may be removed from office, and vacancies on the board of directors may be filled, in any manner allowed by applicable law.*

### **Books and Records.**

**Section 1. Books and records.** *The corporation shall create and maintain such books and records, including minutes of meetings, stock ledgers, and financial records, as may be required by law and any such additional records as may be specified by the directors and officers from time to time.*

**Section 2. Inspection by Directors.** *To the extent required by applicable law, and to the additional extent permitted from time to time by the directors, Directors shall have the right to inspect the books and records of the corporation.*

### **Miscellaneous.**

**Section 1. Regular and executive committees.** *The board of directors may designate one or more regular committees to report to the board on any area of corporate operation and performance.*

*To the extent allowed under state corporate statutes, the board of directors also may designate and delegate specific decision-making authority to one or more executive committees, each consisting of two or more directors, that have the authority of the board of directors to approve corporate decisions in the specific areas designated by the board of directors.*

**Section 2. Seal.** *The board of directors may adopt, and from time to time modify, a corporate seal.*

**Section 3. Fiscal year.** *The fiscal year of the corporation shall be the period designated by the board of directors. IΓΨ fiscal year starts 1 October and ends 30 September.*

**Section 4. Amendment.** *These bylaws may be amended from time to time by the directors in the manner permitted by applicable law.*

**Variations in Name** *No abbreviations of, departures from, deviation to or variations of the name of this Sorority will be permitted, with exception of the following: Iota Gamma Psi, IGPsi, IGP and IΓΨ.*



## Section 2: Organization Type

This organization is a 501(C)(3) nonprofit organization organized exclusively for charitable, religious and educational purposes. The organization was formed to enlighten, encourage and empower all women that are connected with the military or federal government, to establish and maintain a lifelong sisterhood and bond, for charitable, societal, educational, and other non-profit purposes, for the greater good of the world.

## Section 3: Founders

The title **Madam Founder** will forever be synonymous with our six IΓΨ founders and Directors: Mrs. Sherry Carpenter, Mrs. Jamar Hairston, Mrs. Carol Hairston, Mrs. Charmetri Wrice-Bulluck, Ms. Yvette Goins and Mrs. Michelle Woodard, the name of Madam Founder is without a doubt the perfect title for these Incredible Women of Distinction.

In the event, one of the founders chooses to, or is not in a leadership position and due to their many responsibilities and hectic schedules, the **Madam Founder** will serve in an advisory capacity with one vote when deemed necessary during their perspective meetings insuring that their vision will never be lost in the constant growth of the organization.

After the 1st year following incorporation, the founders are **exempt** from paying annual dues.

## Section 4: Incorporation.

This Sorority shall be represented legally as Iota Gamma Psi Military Sorority Incorporated and is incorporated under the laws of the state of North Carolina, United States of America.

## Section 5: Government.

The governance body of Iota Gamma Psi, Military Sorority, Inc. will consist of 3 tiers:

Tier 1: National Leadership

Tier 2: Board of Directors

Tier 3: Chapter Presidents will only activate in the event National is dissolved or to resolve disciplinary complains regarding three (3) or more members or National Leadership.

## Section 6: Governmental Powers.

### A. Executive.





The Executive powers of Iota Gamma Psi shall be vested in and exercised through the National President except those for which exclusive authority is otherwise delegated in the bylaws.

### **B. Legislative.**

National Leadership of Iota Gamma Psi has the power and authority to:

- 1) Prescribe such rules and regulations for the supervision and government of National Leadership, Members of National Leadership, and local chapters and clusters of the Sorority conducive to the welfare, prosperity and happiness of the Sorority.
- 2) Grant Charters for the formation of forming local Chapters and to revoke and suspend the same.
- 3) Enact rules and regulations, issue official orders or proclamation and Summons to amend and repeal the same.
- 4) Try Chapters for violations of the Constitution, Bylaws, Official Orders and Summons, issue written and verbal warnings and to discipline, censure, reprimand, suspend or expel members.
- 5) Decide all appeals from National Leadership, Members and Local Chapters.
- 6) Exercise every right of sovereignty within the limits of the Sorority.
- 7) Exercise all powers not specially delegated to the Local Chapters are therefore inherent to the National Leadership.

### **C. Judicial.**

- 1) The National President shall exercise the judicial powers or may choose to appoint a delegate.
- 2) The National President shall have the power to stand-up committees, such as an advisory board when circumstances arise that requires immediate resolution within the organization. The National Vice President shall enforce the provision of its (misuse) change to all portions of the Constitution, Bylaws, Official Orders, Summons, Verbal and written warnings, to hear, try and determine charges for violation of any laws of this Sorority against:
  - A. Any member of Iota Gamma Psi.
  - B. A Chapter or Chapters
  - C. By a Chapter against its President
  - D. By a member of a Chapter or Chapter's President for misconduct while holding the office of President.

## **ELECTIONS AND NATIONAL OFFICERS**

To prevent disruption to sorority operations and to ensure smooth transitions, IΓΨ National Elections will be held annually in August via majority online voting; with



installation of officers following in September. The National President, National Treasurer, National Historian & National CIO elections will be held on even numbered year. The National Vice President, National Secretary, National Membership Director and National Chaplain elections will be conducted on the odd numbered year.

## **ARTICLE II – Crest, Seal, Colors, Jewel, Flower**

### **Section 1: Crest**

The Sorority Crest consists of 7 symbols which represents as follows:

- 1) Butterfly – New Beginnings
- 2) Clock with 10:10
  - a. The number 1 means stay positive because you're at a new beginning, and there is support available to you.
  - b. The digit 0 vibrationally magnifies whatever number it appears with. It means that you should listen to your heart, intuition, and internal guidance as you embark upon your new journey.
  - c. The numbers together mean that you're supported now, and encouraged to stay positive, trust and ask for help if needed about your current situation because things will work out for you.
  - d. 1010 is a supercharged #10, which means you're at a powerful point.
- 3) Serving Hands - represent Diversity because although every hand is different, all hands will reach out and service others.
- 4) Calla Lily - Virtue
- 5) Cross (or Star) - Unity
- 6) Book - Power
- 7) Flame – Inner Light

### **Section 2: Seal**

The Trademarked seal of IΓΨ is of the same design, name, location and such other inscription and devices engraved thereon as determined by National Leadership. It shall



be affixed to all proper communications, paper and documents of this Sorority deriving from the office of the President in the performance of their official duties.

### **Section 3: Seal Specifications.**

The seal shall be imprinted with **IOTA GAMMA PSI Military Sorority Inc.** A shade of Teal or Turquoise and Purple Butterfly with torch and Establishment year.

### **Section 4: Colors.**

The Sorority Colors shall be a shade of Teal or Turquoise, Purple and White. (Colors represent/ Teal (new) purple (royalty) white (pure). The Turquoise Blazer shall be reserved for Founders Only. Leadership may wear White, Purple or Black Blazers Sorors and non-leadership positions may wear the Purple or Black blazer only. Blazers shall have your official Government name only. Soror names may be worn on all other attire except for the ritual attire.

### **Section 5: Jewel.**

The Sorority Stone is the Diamond.

### **Section 6: Flower.**

The Sorority flower is the Calla Lily.

## **ARTICLE III – Mission, Motto, Vision, Signs, Mascot**

### **Section 1: Mission.**

IGΨ is a non-profit organization that services the communities by providing women with purpose, direction and motivation to help us accomplish our mission and improve our organization. We will **Enlighten, Encourage** and **Empower** all women that are connected with the military or federal government, to establish and maintain a lifelong sisterhood and bond, for charitable, societal, educational, and other non-profit purposes, for the greater good of the world.

### **Section 2: Motto.**

Iota Gamma Psi's motto is taken from Proverbs 31:26. "She speaks with wisdom, and faithful instruction is on her tongue.

### **Section 3: Vision.**

To ensure that every woman associated with the military is connected with adequate resources so that military affiliated women of all backgrounds and diversities can stand



independently on their own and have a lifelong ability to continuously reach beyond the stars.

#### **Section 4: Hand Sign.**

- a. Explained upon crossing. Members are prohibited from discussing the meanings of the sorority's hand sign, Greek letters or call with non-initiated members.
- b. If found guilty, legal actions will be taken. Disciplinary measures will be taken upon any member who fails to reserve terms of Section 4 (a) as stated above the ability of discretion. The National Leadership will discuss the state of affairs and bring possible solutions to members.

#### **Section 5: Call Sign.**

- a. We got your 6" is the official call of Iota Gamma Psi. WGY6 will be the short name known for the sorority call sign.
- b. The secret message (explained upon crossing) is used to identify true Sorors of IΓΨ. They should be able to answer the question: How many Sundays are there in a Monday?

#### **Section 6: Mascot.**

The official mascot of Iota Gamma Psi is the BUTTERFLY which represents NEW BEGINNINGS.

#### **Section 7: Sorority Theme**

The Sorority Theme is "[Women of Distinction.](#)"

Women of Distinction build firm foundations and are able to overcome all obstacles thrown in her path.

#### **Section 8: Sorority Song / Chant**

The sorority Song / Chant was written by Soror Christie 'Visionary' Pierce

When I was a young girl  
My mother said to me  
She said listen up my little girl  
Iota you're going to be



And I cried ohhh ohhhh momma  
Tell your secret to me  
She said keep your head  
And eyes on Iota  
A Woman of Distinction you'll be

Oh oh oh oh oh IGPsi (repeat & fade)  
By: NL-B SPR19

## **ARTICLE IV Brother Fraternity**

### **Section 1: RESERVED**

## **ARTICLE V Officers, Laws and Rituals**

### **Section 1: OFFICERS**

The officers of the sorority shall be the following and such other officers as from time to time may be necessary:

President  
Vice President  
Secretary  
Treasurer  
Membership Director (Coordinator)  
Chaplain  
Chief Information Officer (CIO) or Webmaster if at the chapter level  
Sergeant at Arms  
Historian

**Etiquette:** Elected Officers of IΓΨ will be addressed as "Position" followed by their last name.

### **Section 2: Laws.**

The Laws of this Sorority shall consist of Bylaws, Code of Conduct, Summons, Official Orders and any additional Rules and Regulations enacted, given verbally or written by National Leadership. The Secretary (National/Local) will distribute messages from National Leadership within twenty-four hours of notification. Each local chapter shall



have the power to make local bylaws, code of conduct, rules, and regulations. The bylaws of local chapters must be in accordance with the laws established by the National Leadership of this Sorority and may not conflict with any local or federal laws.

### **Section 3: Governmental Powers.**

#### **A. Executive.**

The Executive powers of Iota Gamma Psi shall be vested in and exercised through the National President except those for which exclusive authority is otherwise delegated in the bylaws.

#### **B. Legislative.**

National Leadership of Iota Gamma Psi has the power and authority to:

- 1) Prescribe such rules and regulations for the supervision and government of National Leadership, Members of National Leadership, and local chapters and clusters of the Sorority conducive to the welfare, prosperity and happiness of the Sorority.
- 2) Grant Charters for the formation of forming local Chapters and to revoke and suspend the same.
- 3) Enact rules and regulations, issue Official Orders and Summons to amend and repeal the same.
- 4) Try Chapters for violations of the Constitution, Bylaws, Official Orders, and Summons, issue written and verbal warnings and to discipline, censure, reprimand, suspend or expel members.
- 5) Finally decide all appeals from National Leadership, Members and Local Chapters.
- 6) Exercise every right of sovereignty within the limits of the Sorority.
- 7) All powers not specially delegated to the Local Chapters are therefore inherent to the National Leadership.

#### **C. Judicial.**

- 1) The National President shall exercise the judicial powers or may choose to appoint a delegate.
- 2) The National President shall have the power to stand-up committees, such as an advisory board when circumstances arise that requires immediate resolution within the organization. The National Vice President shall enforce the provision of its (misuse) change to all portions of the Constitution, Bylaws, Official Orders,



Summons, Verbal and written warnings, to hear, try and determine charges for violation of any laws of this Sorority against:

- a) Any member of Iota Gamma Psi.
- b) A Chapter or Chapters
- c) By a Chapter against its President
- d) By a member of a Chapter or Chapter's President for misconduct while holding the office of President.
- e) Appellant: Embracing all matters of controversy and discipline.

**D. National Founders Day** August 16th

**E. Parliamentary Procedures.**

- 1) In all matters not provided for in the Constitution and Bylaws and Standing Rules, the Sorority is governed by Robert's Rules of Order, Newly Revised Edition.

## **ARTICLE VI – Rituals**

The founders of this Sorority have established rituals. Established rituals will NOT be altered, amended or suspended without the expressed permission of the Founders or Board of Directors of Iota Gamma Psi.

Ritualistic activities and sorority business are classified as SECRET. If at any time, you are in doubt about the confidentiality of Iota Gamma Psi business, you are URGED to contact the National Membership Director or President immediately. Under no circumstance should the rituals or business of the Sorority be discussed with any member outside of IΓΨ. This includes inactive, suspended, expelled members, members that have resigned affiliation, non-members or Kimberlites prior to their Initiation date.

### **Section 1: Ritual Attire**

1. Initiation/Ritual attire, commonly known as “whites,” is clothing worn to rituals or ceremonies to share the purity and unity of our Sisterhood. It should represent all the benefits and privileges of membership in the Sorority that we wish to convey to others and ourselves.
2. The outfit should be conservative in nature, clean, and pressed for respect of all Sorors who have preceded us and for the solemnness of the ritual event:



- a) Uninterrupted White (not off white) dresses are appropriate and will be determined for the Kimberlites by the Diamond Cutters/Dean. It should be of a size and style that is comfortable and flatters an individual's body type. Dresses must not be tight or snug fitting. Active sorors attending the ritual are authorized to wear uninterrupted white jumpsuits or white dresses.
- b) Stockings are not required, but if worn must be of skin tone color.
- c) Appropriate undergarments should be worn.
- d) Matching white shoes (not off white) are required for Kimberlites (no "Sorority colors", colored heels or colored ornaments).
- e) Sorors are required to wear white shoes.
- f) Heels are authorized however they cannot exceed 3 inches high.
- g) Sorors not in possession of the Sorority Sash will wear the member Pin which is placed on the left breast above the heart with a teal or purple scarf.
- h) Only two rings may be worn, one on each hand with a wedding set counting as one ring.
- i) Diamond jewelry may be worn by Sorors (Kimberlite are NOT allowed to wear Diamonds except for wedding/engagement rings)
- j) One bracelet, necklace and one watch may be worn. Bracelets and watches must not be worn on the same wrist.
- k) No oversized or gaudy jewelry is to be worn. Earrings worn may be Diamonds (Sorors only) or silver studs. Earrings should not hang below the earlobe. Only two earrings per ear may be worn.
- l) Light makeup may be worn; However, members must be careful not to stain the ritual garments of the Sorority.
- m) Clothing with an abundance of sequins or beading is not authorized.
- n) Boots are not authorized.

## Section 2: Frequency

**Rituals / Crossings may occur 3x annually. Unless otherwise stated, rituals will occur during the following timeframe: (Subject to change)**

**Spring (SPR): Mar/Apr**  
**Summer (SMR): Jul/Aug**  
**Fall or Winter (FALL or WTR): Oct/Nov**

**Please note that the frequency above is subject to change at the discretion of the Membership Director**





## **ARTICLE VII - Chapters and Clusters**

- A. A chapter of the Sorority shall be established upon the recommendation of the National Membership Director.
- B. A chapter may be established in a given location if the following criteria are met:
  - 1) Shall be composed of a minimum of **10** sorority members.
  - 2) Each Soror shall be a member in good standing at the time of application;
  - 3) Each member shall reside in the area or within a 2-hour drive radius where the chapter is to be seated; and
  - 4) The applicant(s) must submit evidence that;
    - i. The proposed chapter is capable of meeting continuing requirements of IΓΨ;
    - ii. The community can support the chapter; and
    - iii. The proposed chapter is capable of meeting community needs. This includes the social, educational, economic and other needs of the area.
- C. Once established, a chapter with fewer than **10** members will be considered as a cluster. Clusters having less than 7 members will be transferred to the National District until it has reached the required number of active members to function as a chapter or cluster.
- D. Chapter establishment within a 2-hour drive of an existing chapter is considered an additional chapter and is not allowed.
- E. Sorors not within close proximity of a chapter will be attached to the National District.
- F. All Sorors residing within a 2-hour drive of an existing chapter will be attached to that chapter.
- G. Sorors requesting to transfer to/from another chapter or to the National District must complete a transfer request.

## **ARTICLE VIII - Charter.**

**Section 1: In order to conduct an official local meeting, sorors must have a Charter. A Charter is a legal instrument granting sorors permission and authority to operate as an organization.**

- A. It consists of the appropriate wording of such instrument, the signatures of the National President and National Vice President and the official seal of IΓΨ, which issued the Charter with the date and year of said issuance. It also contains the name of the officers of the original set up when the Charter was requested and



the date the Charter is issued. Clusters may receive a **limited** Charter that will not contain the official seal and the name of the officers of the original set up, however it will contain the signatures of the National President and National Vice President or Membership Director. Sorors wishing to establish a new chapter of Iota Gamma Psi Sorority must following the following procedures:

**1) Phase 0: Pre-Growth Preparation.**

During this phase you are preparing yourself to start a chapter. During this phase, you will want to choose superior women that are willing to help Iota Gamma Psi Military sorority grow and meet its mission. Cluster applicants will **NOT** host an initiation process however they may shadow or work with another chapter that is chartered.

**2) Phase I: First Growing Stage.**

During this phase, POC's may submit their Phase I application and will have met with the Advisory Committee. There is no set time on how long you can stay in this phase. Clusters in this phase will NOT host any Diamond Development Processes, but can shadow with another chapter. The primary and alternate points of contact for your cluster must meet all of the following requirements:

- 3) Been in the Sorority a minimum of 6 months**
- 4) Served as a Diamond Cutter or Dean**
- 5) Financially Active**
- 6) Served on a committee as the Chairperson or have served in a leadership position**
- 7) Not have anything negative in their sorority records. (i.e. reprimand, suspension)**
- 8) National Expansion Advisor Endorsement**
- 9) Not currently serving on any National and Chapter Leadership, Committee or Initiative. (May voluntarily resign without negative recourse)**

**10) POC's/APOC not meeting the eligibility requirement may request a waiver of any of the requirements noted above.**

**11) POC/APOC responsibility**

- Act as a liaison between the cluster and National leadership
- Facilitate Cluster meetings
- Cooperate in keeping cluster members well informed
- Attends leadership meetings
- Volunteers to step in where needed



- Coordinate & Organize recruitment opportunities
- Coordinate bonding activities and promote growth
- Encourage highest social and moral standards
- Promote positive public relations
- Establish strong working relationships with Sorors and sisters of other organizations

**12)** Promote sisterhood, harmony and unity among sorors,

**13)** Be alert to the problem areas and insist that sorors work together to find solutions.

**14)** Ensure that sorors work together to make the community a valuable and desirable one

**15)** Phase II: Bud Production.

During this phase, production begins. You may set up your post office box, bank account, business meetings, community service and bonding/social events and begin working on your Chapter constitution and bylaws. You will be required to submit your Phase 2 progress report. Under NO circumstances can any clusters or chapters incorporate. During this phase, you will be under close supervision & observation by the National Expansion Advisor.

**16)** Phase III: Blossoming & Blooming Stage.

The cluster point of contact will receive an official letter from the expansion advisor to notify the cluster that they are now in Phase III. The National Expansion Advisor will meet with National Leadership regarding your process and a vote will be held to move you to Phase III. During this phase, you can begin operating as a chapter and will be observed as a chapter by the National Expansion advisor. Official elections will be conducted. The election results, leadership roster, chapter or cluster policies and bylaws will be submitted to the National office. Chapters may now host a line.

**17)** Upon approval, the Chapter will be required to pay their national charter fee within fourteen (14) business days. Once the Charter fee has been paid and posted, the Chapter will receive their official charter and Chapter Greek letter. Your Charter will be inducted at a place designated by National Leadership.

**18)** The Chapter will receive their Official Charter, copies of the Ritual and Constitution, Seal, and recognition/link via National Website or in person. Note: Local Clusters (groups) may not refer to themselves as



a “Chapter” until after an official Charter has been awarded. Clusters/Sorors that use the term prematurely may be reprimanded with an extension on their observation phase if currently completing the Charter process. A fine may be imposed for the incorrect use of the title Chapter vs. Cluster, therefore caution should be exercised to ensure that the appropriate term is used.

**19)**No Charter shall be issued for the constituting of a new Chapter until such Chapter has deposited with ΙΓΨ \$150.00 for dispensation and chartering.

**20)**Note: No future chapters will be allowed to obtain an EIN or apply for 501(c)3 nonprofit status. The Chapter will use the organization’s EIN and nonprofit status. In conjunction with the National Treasurer, the Chapter Treasurer will establish a sub-account under the organization’s primary bank account. The National Treasurer will be granted full access permission for ease of transferring funds between National and the Chapter, and visibility of transactions.

## **Section 2: Naming of Chapters.**

Chapters will be named by: Military Installation or local city and a Greek Letter will be assigned. (Example: Bragg Alpha, the next Chapter will be Miami Beta. Benning Gamma.) Chapters shall be designated by the letters of the Greek alphabet, beginning with Alpha and rotating in regular order to Omega. After the alphabet is exhausted, the letter “Alpha” is assigned as a constant component for the names of the chapters in these groups, placed first. When the alphabet is next exhausted, it will begin with “Beta” as the first constant component, and so on. The given name (the second component of the chapter name) shall rotate successively through the Greek alphabet in like manner. For example, Alpha Alpha, Alpha Beta, Alpha Gamma, etc. When the double alphabet is exhausted, chapter names will be assigned using three Greek letters. For example, Alpha Alpha Alpha, Alpha Alpha Beta, etc. A chapter shall not be assigned the name of any existing member group of ΙΓΨ.

## **Section 3: Good Standing.**

For a chapter to maintain Good Standing they must:

1. Possess an active charter, renewed annually via the National Website.
2. Not be under investigation
3. Actively meeting to accomplish the mission of ΙΓΨ
4. Abide by the Local and National Bylaws of ΙΓΨ



### Section 3: Annual Charter Renewal.

Each Chapter shall remain chartered as long as it submits a list of officers and a membership roster annually. The required annual renewal fee must be paid or postmarked on or before September 15 of each calendar year. Failure to remit this fee by the above date shall cause the Chapter to be placed on an inactive status for the subsequent year, or until fees have been paid.

- a. If any Chapter becomes inactive, it may become active again by submitting the above-required documentation and by paying the franchise renewal fee, and late fee.
- b. If a Chapter is inactive for over 60 days, the charter will be revoked and the chapter will revert back to being a cluster and will follow the cluster guidelines.

### Section 4: Suspension, Surrender, Forfeiture of Chapters.

1. Suspension: The National President may suspend the charter of a chapter at any time upon proper cause. If the charter of a chapter has been suspended for disciplinary reasons, its members cannot be affiliated with any other chapter until the suspension or disciplinary actions have been resolved.

2. Dissolution: A chapter can only be dissolved by failure to meet, surrender or forfeiture of its charter.

3. Surrender: The charter of a chapter must be surrendered if the chapter lacks duly qualified members.

Written notification for surrendering the charter shall be acted upon with great prudence. If the question of such surrender is to be considered, the proposition must be in writing and introduced at a regular meeting. No decision will be made until the next regularly scheduled meeting. Every member must be duly notified in writing, when the final decision has been made.

4. Forfeiture: A chapter may forfeit its charter by:

- a) Refusal to obey or comply with authority of the National President.
- b) Departure from the landmarks of the Sorority.
- c) Disobedience to the Constitution, Official Orders, Summons, Bylaws, disrespectful to
- d) anyone on National Leadership, violate the verbal and written orders from the National President or National Vice President and Regulations of IΓΨ.
- e) Failure to meet as a chapter for two (2) consecutive months.
- f) Neglecting to pay annual Charter renewal fees.



- g) Charges: The charter of a chapter shall not be declared forfeited except upon charges regularly made by the National leadership, communicated via the National President.
- h) The accused chapter must be given the opportunity to be heard in its defense before the National Leadership or a committee to which the National Leadership may refer the same for hearing and report.
- i) The surrender of a charter when approved, or the forfeiture of a charter when declared by the National President, shall be conclusive upon the chapter and its members, who shall thereupon become nonaffiliated, and all the property of IΓΨ. must be returned.
- j) It shall be the duty of the last President, Secretary and Treasurer of such chapter to immediately transmit, or on demand surrender to the National Secretary, or her authorized agent, the charter, record books, paper, member pins, accounts, current and past due fees owed to IΓΨ.
- k) It shall be the duty of National Secretary to demand and receive the same, either in person or by proxy, from any person or persons who may have possession thereof, and any members of the Sorority who shall refuse to surrender the effects of such chapter upon demand, shall after due trial by Iota Gamma Psi Military Sorority, Inc. be expelled from all rights and privileges of the Sorority.

### **Section 7. Omega Chapter.**

The Omega chapter is reserved for sorors who have transitioned to eternal rest. No chapter shall bear the Omega Chapter name.

## **ARTICLE IX - Membership Criteria, Application Process and Diamond Process**

### **Section 1: Individual Members**

- A. The Sorority shall consist of all sorors duly initiated by any chapter who are financial and in good standing at both the chapter and national level.
- B. There are three categories of membership: 1. Members in good standing; 2. Members not in good standing; 3. Honorary Members. Members may also choose to be placed on a voluntary inactive status for personal/hardship reasons or may choose to disaffiliate from the organization. Should members desire to go inactive or disaffiliate from IΓΨ, they must do so in writing.

MEMBERS IN GOOD STANDING



Members in this category are current on all dues to include National and local level dues. These members are eligible to be considered for any leadership or appointed position, committee member, voting, referrals and Diamond Cutter or Dean roles. Members in good standing are also authorized to attend organizational functions and events. Members in good standing have not violated any of the sorority bylaws and/or policies. Members in Good Standing are NOT entitled to vote on issues that are specifically reserved for National Leadership and/or the Board of Directors.

**Unless a violation of the sorority bylaws has occurred, members in this category are deemed as LIFETIME members. Lifetime members choosing to be placed in an inactive status must submit their request in writing to the National President and National Membership Director. IΓΨ reserves the right to disaffiliate any Soror that has been found guilty of violation of the organization's bylaws.**

#### DISAFFILIATION

A Soror who chooses to disaffiliate their membership with IΓΨ shall submit their written disaffiliation request in writing to the Membership Director and National President.

#### MEMBERS NOT IN GOOD STANDING

Members NOT in Good Standing may not represent IΓΨ in any capacity. This includes wearing of the sorority paraphernalia or any trademarked items such as letters or the membership pin. They will also be excluded from all organization sponsored events. Members in this category may not be considered for any leadership or appointed position, committee member, voting, referrals and Diamond Cutter or Dean roles.

#### HONORARY MEMBERS

An Honorary Member is an honorary title or membership given to certain women because of their public achievements and/or by making an extraordinary contribution in her career field. Her accomplishments have resulted in a significant impact on the national or global community.

National Leadership may elect up to three Honorary Members each year. National Leadership will vote on the nominees for membership prior to the annual Retreat. The National President or Vice President will be the officiating officer for induction as an Honorary Member.

Honorary Member must be at least 60 years old and fit into one of the following categories:

- Female service member and/or;



- Have served in the WAC or WWI/WWII auxiliary unit (or);
- Have retired from the Federal Government
- Served as a DoD Contractor for 20 or more years
- Can be a member of the Local, State or National Government that supports the women
- Veteran platform and/or military families;
- Ensures that the contributions to the community supports, benefits and aligns with IΓΨ mission, values and goals.

Powers of Honorary Members:

1. Have speaking privileges at all meetings;
2. Be referred to as an Honorary Member, not as a IΓΨ Sister/Soror;
3. Receive a certificate of honorary status, as well as a gift of appreciation at the induction ceremony.

Duties of Honorary Members:

1. To represent the Sorority in a positive image;
2. Build and support relationships within the community in which they live;

Unless otherwise noted, honorary members shall be addressed as 'Honorary' followed by their last name.

## **Section 2: Eligibility for Membership.**

Any woman who is honorably serving or has served in the United States Armed Forces, a spouse of service member that is honorably serving or has honorably served in the United States Armed Forces, United States Federal Civil Service women with a valid Common Access Card (CAC) or if retired, proof of Prior Federal Service, current Department of Defense Contractors and former Military Greek Letter Sorors that departed in good standing, are eligible to apply for membership. (If disaffiliation was not in good standing, eligibility will be reviewed and determined on a case-by-case basis) We accept women from all branches of service: Army, Navy, Air Force, Coast Guard, and Marines.

Because of the federal government's decision that declared social fraternities and sororities exempt and free to make their own membership decisions, including those based on gender identity, IΓΨ membership is available to **natural born** women that meet the eligibility requirements stated in the bylaws.

She must also:

- a. Be at least 21 years old.





- b. Be a graduate of Basic Training and Advanced Individual Training (if enlisted)
- c. Be a graduate of Officer Candidate School and Officer Basic Course (if officer)
- d. If eligible as a military spouse: Provide proof that spouse served in the military AND a copy of your marriage certificate.
- e. If eligible as a DoD civilian: Provide proof of Federal Civil Service (SF50 with SAT rating or higher)
- f. Be verifiable as a current DoD contractor (if applicable)
- g. Not be an active member of another Military Greek Letter Sorority.
- h. Demonstrate that she is capable of upholding the standards of Sorority membership and agrees to act in accordance with the bylaws, policies and procedures.
- i. Be willing to participate in Sorority functions and events.
- j. Be willing to complete the required annual community service hours of 50 hours per fiscal year which includes 2-chapter community service events as determined by the Membership Coordinator and four (4) quarterly community service/bonding events chapter-wide.
- k. IΓΨ fiscal year starts 1 October and ends 30 September
- l. Be able to meet the financial of the Sorority.
- m. Maintain honorable service in the US Armed Forces, or have served honorably. (if military)
- n. Successfully complete the Diamond Development Process.

Other required documents:

- Military Discharge Documentation (ex. DD214, DD256, NGB-22) **redacted**
- References (minimum 3)
- \$35.00 Application Fee
- State or Government issued Identification
- Proof of disaffiliation (if prior member of another Military Greek Letter Sorority)
- Essay addressing the following areas:
  - Who are you?
  - How will you contribute to the sorority's mission & goals?
  - Why should we allow you to join this sisterhood?
  - What are your goals/aspirations?

### **Section 3: D2BD Process (Destined to be Diamonds)**

1. The Diamond Development Process will be conducted in 5 phases:
  - I. Application & Vetting
  - II. Interview



- III. Observation
- IV. Diamond Development Fees
- V. Diamond Development Process begins

2. During the D2BD phase, all intakes shall be referred to as **Intake or Future Kimberlite (last name)**. The intake will complete and submit the IΓΨ membership application along with all applicable supporting documentation as listed on the application website.

3. The National Membership Coordinator and/or Membership Committee members will start the vetting process by reviewing the application to verify accuracy, eligibility and based upon the information received from the background checks, determine whether or not the intake should move into phase II of the application process.

4. During Phase II, the intake will be interviewed by a panel of sorority members that includes(s) a mixture of leadership and chapter sorors that are in good standing. If a conflict of issue exists where an intake has any affiliation with a member of the interview panel, the Soror will be removed from the phase II process.

5. During Phase III, all intakes will be afforded the opportunity to partake in a community service and meet and greet with other intakes.

6. Upon successful completion of Phases I through III, the intake will be extended an invitation into Phase IV to pay her Diamond Development Process Fees in the amount of \$400.00 (subject to change). Once received the applicant's information will be transferred to the Diamond Process committee. The intake will now be referred to as **Kimberlite (last name)**. Sorors serving in the role as Diamond Cutters will be referred to **Diamond Cutter or D.C (Soror name)**. Deans will be referred to as **D.O.K.** (Dean of Kimberlites)

#### **Section 4: Diamond Development Process.**

IΓΨ will host its Diamond Development Process on a quarterly or as needed basis. National Leadership will determine the maximum number of Kimberlites on one line not to exceed 10 per line. In order to ensure that bonding occurs, and team task can be completed, there will be a minimum of 2 Kimberlites on any line. At no time will a line consist of 1 Kimberlite without a waiver from a Founder. Chapters reserve the same rights as National Leadership in determining the number of Kimberlites on one line. Candidates are placed into the D2BD Process slot on a first come, first served basis. Diamond Cutter to Kimberlite ratio will be no more than five (5) Kimberlites to one (1)



Diamond Cutter. Each line will consist of at least 2 Diamond Cutters ( A primary or Sr DC and an Alternate or backup) and a Dean.

### **Section 5: Induction Promise**

I, (full name), having duly considered the matter, now pledge myself to become a member of IOTA GAMMA PSI Military Sorority Inc. I agree and promise to uphold the rules and policies by which it is governed and will strive to contribute to the spirit and unity upon which the sorority was founded. I promise to live with integrity, strength and the fear of God.... As a woman of distinction and strength, I promise to my sisters that I will not do anything to disgrace our exceptional chapter. As we make the world a better place for all women in the military or affiliated with the military, I promise to my sisters that I will help build your self-esteem, confidence, and self-respect. I promise to help my sisters of IOTA GAMMA PSI to explore beyond their comfort zone and to challenge themselves. I promise to my sisters to always be available to you if and when you need a friend. I promise to do my best to find common ground between those of you that I don't know well, and show respect to those of you that I may disagree with. I will protect you always and I will help you to build a firm foundation and to overcome all obstacles that placed in your path. This is my final oath and promise to my sisters. I will always have your 6!

### **Section 6: Sorority Oath**

As a Woman of Distinction, I believe in the sisterhood of Iota Gamma Psi and in my kinship to God.

- I believe in having and achieving high standards.
- I promise to establish and maintain a lifelong sisterhood and bond.
- I promise to adjust to situations where the good of the group surpasses my own opinion.
- I promise to speak with wisdom, and faithful instruction.
- I promise to be respectful and have consideration for others
- I promise to meet success with humility, for strength and courage to rise above failure with my spirit renewed.
- I promise to keep faith in my sorority and myself.

As a Woman of Distinction, I promise to Enlighten, Encourage and Empower women everywhere.



## **ARTICLE X- Chapter Function**

### **Section 1. Bylaws.**

Each local chapter shall enact their own bylaws. Local bylaws cannot conflict with the National Bylaws of IΓΨ and must be consistent with local, state, and federal government citizen laws. Clusters will receive an outline to assist them in formatting their bylaws.

### **Section 2. Meetings.**

Each Chapter shall hold at least ten (10) business meetings during the fiscal year at which a quorum must be present. One meeting shall be for the election of officers during election year. The business meetings may be conducted face-to-face, video conference call or telephonic conference call. At least 50% of the meetings shall be conducted face to face.

**Note:** Chapter Meeting Quorum: A quorum for transaction of business by any Chapter shall be 51 percent (the majority) or more of the membership in good standing of the Chapter. If there are less than a Quorum in attendance, the sorority has not met their meeting requirement and will not receive credit.

Notices of Sorority meetings must be given either personally or by electronic mail or other means of written communication by the President to the chapter for the purpose of notice. Notice of a Sorority meeting must be given to each member no less than two weeks prior to the meeting.

This notice will state the place, date, and hour of the meeting and the general nature of the business to be transacted. All members must acknowledge receipt of notice and state whether or not they will be in attendance. Sorors not in attendance request approval to be excused from meeting.

### **Section 3. Chapter Transfers.**

A chapter must be in good standing to accept a transferring Soror. The transferring Soror must not be on any disciplinary probation or under investigation.

**Steps to transfer:** A Soror wishing to join a new Chapter must attend at least two (2) meetings, and submit a request to transfer to National Leadership. The new Chapter President and National Leadership will review the request and contact the Soror's previous Chapter..



The new chapter should contact the Soror's old chapter to receive the Sorors transcripts, which will show her attendance roster, committee participation, community service hours, and any leadership or committee positions held.

**Note:** The transferring member loses seniority (any office, committee, or leadership position) she may have held at her previous Chapter. Chapters may only accept members that are in good standing regardless of the original Chapters notes.

#### **Section 4: Chapter Records.**

Chapters will electronically record chapter member's track record: (attendance, service hours, leadership position, training, events attended and more. This will aid Sorors when transferring, and should also be saved in a Soror passport book.

### ARTICLE XI- National Leadership Meetings

#### **Section 1: Regular Meetings.**

Regular meetings of the National Leadership shall be held bi-weekly at the time and place specified by National Leadership. Regular meeting dates may be changed as needed. National Leadership Meetings may be closed to non-National Leadership but minutes of the meeting may be requested in writing by the general membership. Voting on any changes during a regular meeting requires a quorum.

#### **Section 2: Special Meetings.**

Any member of National Leadership may call special meetings. All members shall be notified of the date, time, place, and purpose of such a meeting in advance; And no business may be transacted other than that indicated in the notice. Voting on any changes during a special meeting requires a quorum.

#### **Section 3: Open Meetings (Sorority wide meetings).**

National Leadership will host (at a minimum) one (1) quarterly open meeting during the year in which ALL Sorors of IΓΨ are invited to attend. Sorors with questions must submit them a week prior to the meeting. Please note that some of the questions will be addressed during the meeting; others will be addressed via email directly to all active Sorority members. Meetings shall be open to all active members of this Sorority.

**Note:** National Leadership will email an edited version of National Leadership minutes to all active members of this Sorority.



#### **Section 4: Voting by Proxy.**

Voting by proxy shall be allowed when a national leadership member finds it necessary to leave the meeting for a brief interval, or if she is unable to attend but information about the vote has previously been provided. Members may leave instructions with the Chapters secretary directing how her vote shall be cast during her absence.

#### **Section 5: Collapse of National Leadership.**

If the majority of leadership positions are vacant, meetings are not consistently held or in the event that National Leadership fails to meet for a period of three (4) or more months (six (6) consecutive meetings), this is considered a collapse of National Leadership. Should this occur, the General Membership shall take the following steps:

Any of the Founders or Gatekeepers will assume the leadership duties until National Leadership has been reestablished. An election to fill National Leadership positions must occur within 90 days.

1. Sorors should reach out to the elected National Leadership in reference to the sorority's welfare and status. If contacted the remaining National Leadership may choose to replace stagnant or absent leadership.
  - a) Remaining National Leadership will vote to determine if they choose to remain in their position or relinquish their leadership positions to the Gatekeepers.
  - b) In the event that the Gatekeepers are unable to step into the Leadership positions, that National Leadership may choose to relinquish their leadership positions to a thriving chapter of IΓΨ. The local chapter members will step up, and maintain their new National Leadership position for the remainder of the election term.
  - c) If IΓΨ General Membership are unsuccessful with contact to the National Leadership or the Gatekeepers are unable to step into the Leadership positions, General Membership should contact IΓΨ Chapters in order of installation.
  - d) Once the next election term has arrived, the Chapter will coordinate and host an election. General Membership will select new leadership for a period of two (2) years.

#### **Section 6: Annual Retreat.**

August shall be reserved for Founder's Month and/or Annual Retreat. Crossing/Rituals may still occur during this month.



### **Section 7: President's Council meetings.**

Meetings are to be held quarterly. National and Local Chapter Presidents are required to attend.

## **ARTICLE XII- Committees and Duties**

### **Section 0: COMMITTEES NAMES AND APPOINTMENTS**

- A. The President shall appoint the following Standing Committee Chairperson:
- Archives
  - Audit
  - Fundraising Program Strategic Planning
  - Leadership Development
  - Membership
  - Elections
  - Initiatives Program Planning and Development
  - Protocol and Traditions Committee
  - Bylaws & Standard Operating Procedures
  - Strategic Planning
  - Hospitality
  - Decorating
- B. The President may appoint any other committee chairperson deemed necessary to implement the programs of the Chapter.
- C. All appointments shall be confirmed by chapter members at the January chapter meeting or as appropriate.
- D. Committee chairperson shall not serve in the same position for more than two consecutive years.
- E. All members of the Standing Committees and Ad Hoc Committees must be financial members of the Chapter.

### **Section 1: Standing Committees.**

The current standing committees of IΓΨ sorority shall be:

1. Diamond Development Process Committee
2. Retreat Committee
3. Mission and Philanthropy Committee
4. Paraphernalia Committee

Duties



1. The Archives Committee shall collect historic information, documents, and maintain permanent historical records. Materials of this committee shall be available for the annual report to the Corporate Office, chapter awards, and chapter exhibits. This committee is responsible for the preparation of scrapbooks.
2. The Bylaws Committee shall review the Bylaws, prepare and present proposed revisions and/or amendments, and prepare same for printing. The committee shall be responsible for compiling and maintaining a guide for general chapter operations.
3. The Courtesy Committee shall have the responsibility of extending courtesies in cases of illness, death, or recognition of outstanding sorors, Corporate Officers or other persons worthy of commendation. The Hostess will serve as chairman and Chaplain will serve as a member.
4. The Finance Committee shall prepare an annual budget and present it to the Executive Committee and chapter for review in October. The budget shall be presented to the Chapter for adoption at the regular meeting in November of each year. The Treasurer, Vice-President, Financial Secretary, Recording Secretary, Assistant Secretary shall be among the members of this committee and the Treasurer shall be the chairman. Sorors shall be governed by the IΓΨ Financial Policies and Procedures.
5. The Fundraising Committee shall plan events and activities to raise the necessary revenues to continue our support of community service programs, scholarship and projects. Fundraising serves to raise funds for the chapter. The Chairperson reports directly to both President or Vice President and must submit monthly fundraising plans and set fundraising goals for the chapter.
6. The Leadership Development Committee shall be responsible for developing and coordinating the implementation of workshops and other development efforts at the transition meeting and chapter retreat. The committee shall also coordinate the implementation of leadership training for members seeking office in the chapter.
7. The Membership Committee shall work throughout the year to maintain and increase the active membership of the Chapter. It shall be responsible for assisting the President and the Membership Chairman as needed during the orientation and initiation period. It shall assume the responsibilities for retention, reclamation, and recruitment. This committee includes the Sisterly Relations subcommittee, which is charged with developing activities for fun and to foster sisterly social relations.
8. The Newsletter Committee shall assist the Corresponding Secretary with the monthly publication of the Chapter newsletter. The Corresponding Secretary shall serve as the chairman.
9. The Nominating Committee shall announce at the June meeting that nominations elected positions are being accepted. The Nominating Committee shall report at





the regular meeting in September and October before the election at the November chapter meeting. The Nominating Committee shall maintain data regarding eligibility of sorors for all elective offices. It shall seek, review, and evaluate sorors, based on available data, and determine their eligibility for candidacy for offices in regular elections and special elections. The committee will certify and notify all candidates of their eligibility. The committee shall prepare ballots when required and adhere to all deadlines.

10. The Program Planning and Development Committee shall have the responsibility of planning and overseeing implementation of program events and projects as well as a chapter Program Calendar, all in accordance with International Program Guidelines. The Chapter calendar must include a Founders' Day Observance. It shall be the duty of the Program Committee to submit proposed programs to the Chapter in October for approval and in November for adoption.
11. The Protocol and Traditions Committee shall be responsible for developing and maintaining current protocol guidelines for chapter meetings, sorority functions and other public events. The committee will assist with protocol needs for meetings and serve as a consultant, as needed.
12. The Standards Committee shall be composed of at least three persons appointed by the President, who are not chapter officers. The committee shall administer chapter standards assessments and survey chapter programs and operations. The committee shall devise and utilize evaluation tools which ensure objectivity. The Standards
13. Committee shall present recommendations to the Chapter and Executive Committee for operational and program improvements. The committee shall prepare reports of the Chapter's objectives and status for submission to the Corporate Office.
14. The Strategic Planning Committee shall be composed of at least five members appointed by the President. This committee is responsible for evaluating, documenting, and executing strategic two-four year goals/objectives for the Chapter. The Chapter's strategic planning should be aligned with those of the national office.
15. The Technology Committee shall address technology issues for the Chapter and provide strategic direction on the effective utilization of technology. This committee shall monitor the list serve and update the web site monthly. Develop and maintain the IΓΨ Internet Guidelines; conduct training sessions for national officers and local officers, and technology members of regions and chapters; g) serve as resource consultants on all technology-related
16. activities and encourage the use of best practices; and stay on cutting-edge of technology industry standards.



## **Section 2: Special Committees.**

The following Select Committees will be appointed by the National President as deemed appropriate:

1. Auditing Committee
2. Investigation Committee
3. Elections Committee (Activated prior to each election year)
4. Bylaw Committee
5. Expansion Committee
6. Membership Committee
7. Newsletter Committee
8. Resource Management Committee
9. IT Team

## **Section 3: Duties of Standing and Select Committees.**

- a) The Committee/Initiative chair must host at least one meeting monthly and will provide meeting minutes/notes from each meeting within 3 business days.
- b) The Committee/Initiative should provide a meeting calendar/schedule to the National Secretary.
- c) Each Committee/Initiative chair reports directly to the Vice President or its delegated National Leadership Advisor.
- d) The Committee/Initiative chair will submit proposals directly the Advisor to the National President & Vice President, prior to being made public.
- e) Changes to any established protocols or manuals must be approved (by National Leadership) before enacted by the President.
- f) The National Vice President requires Renewal of Committees/Initiatives annually. (This means that the Vice President is able to make changes to the leadership of each committee/initiative annually.)
- g) Each committee chair will submit a monthly report to the National
- h) Advisor. The Advisor will submit a written report to the National Vice President.
- i) Committees can hold fundraisers (once approved) to fund special activities

## **Section 4: Duties of Standing Committees.**

The specific duties of each standing committee will be outlined:

1. **Diamond Process/Membership Committee** shall plan and oversee the evaluation of potential members during the Diamond Process. Provide training to Diamond Cutters, and prepare items to be used by Diamond Cutters and Kimberlites during the Diamond Process. This committee will also Propose changes to the Diamond Process when deemed necessary, and perform any additional tasks related to the



Diamond Process when asked by the National President. Updates IΓΨ applicant's financial status on Sorority roster.

**\*Any changes to the Diamond Process should be communicated to National Leadership & Gatekeepers before publishing.**

2. **Retreat Committee** will plan, obtain vendor quotes, poll members on the location to host Retreat, design and order any gifts associated with attendance, provide website drafts to Chief Information Officer, propose fees/cost associated with attendance, coordinate transportation, design awards/certificates, propose itinerary, secure honorary member(s) for the event, select menu, secure catering, and any additional tasks related to Retreat.

3. **Mission and Philanthropy Committee** actively strengthen the sorority's presence around the world by building relationships with potential supporters of the sorority. Committee members promote engagement and leadership giving to a group identified.

4. **Paraphernalia Committee** responsible for monitoring the paraphernalia guidelines, submitting items to be sold in the IΓΨ store or IΓΨ approved vendors.

### **Section 5: Duties of Special Committees.**

The specific duties of each standing committee will be outlined

1. **Auditing Committee will be** at National level and in each Local Chapter, consisting of three (3) members to be appointed annually by the President. Their duty shall be to examine and pass upon all bills presented to the chapter, examine the books, vouchers and accounts of the Treasurer and report in detail at the stated period; semiannually and at other times required by the National President, National Treasurer, Local President or the members. **Note:** Audit of National and Local Treasurer Records are required semiannually, during the months of August (Founder's Month) and February. Written Audit reports must be presented to the National Treasurer NLT the last day of each month due.

2. **Investigation Committee** Appointed by the President. Will conduct a bias investigation of grievances in the Sorority and submit finding and recommendation to National Leadership per Bylaw guidance.

3. **Election Committee** Activated prior to each election year. Prepare guidelines for National Elections; Present election package and timeline to the sorority; Accept and screen candidate applications; Notify qualified candidates; Present candidates to sorority for review and evaluation; Present form of voting to the sorority; Review and present final result.

4. **Bylaw Committee** Responsible for updating and reviewing the current Bylaws.



5. **Expansion Committee** Assist Membership Director with Chapter, and Cluster standups; Process and track expansion process; Provide workshops and training to Clusters on the actual expansion process and what it.

6. **Membership Committee** Responsible for reviewing membership applications and contacting the applicant to verify receipt of all necessary documents; Update the application database and sorority roster; Conduct preliminary interviews on all National Line applicants; Assist with answering chapter and cluster Membership Coordinators concerns, perform background checks to determine eligibility; Maintaining drives and files that contain applicant information; Monitor the Membership Committee's email account and updating the applicant's acceptance once they have been extended an invitation for membership.

7. **Newsletter Committee** Responsible for developing the Sorority-wide newsletter; maintain close relationship with Chapter Newsletter Committees to ensure fluent information exchange; Monitor nationwide current events and distribute special alert notifications and distribute newsletter to members on a regular recurring schedule.

8. **Finance Committee** Assists the National Treasurers with establishing the operating budget for the organization and identifying corporate fundraising goals. In addition, the committee will assist National Treasurer as needed. The committee will comprise primarily of local treasurers.

### **Section 6: IΓΨ Core Initiatives.**

The current standing initiatives of IΓΨ sorority shall be:

1. IΓΨ D2BD
2. IΓΨ Sister's Protector
3. IΓΨ H.E.W (Health, Education & Wealth fare)
4. IΓΨ Ladies of Distinction
5. IΓΨ Diamond Mentorship Program
6. IΓΨ Baby K.A.R.A.T.S
7. IΓΨ WMC (Women's Ministry Coalition)

### **Destined to be Diamonds (D2BD)**

IΓΨ's Destined to Be Diamond (D2BD) is a program that is designed to provide all Sorors with a journey that will ENLIGHTEN, ENCOURAGE and EMPOWER them as women that are connected with the military or federal government. We aim to establish a lifelong sisterhood that is built on love and continuous mentorship. One of our goals is to empower our members to speak with wisdom according to Proverbs 31:26. D2BD also aims to enlighten our members with the courage to become independent. We will assist them by providing them with the necessary tools, resources, education and assistance



that will help them to develop their skills and ability to continuously accomplish and sustain their goals in life and to walk confidently into their purpose.

### **Sister's Protector**

Iota Gamma Psi is more than a sorority it is a life-long commitment and sincere friendships rooted in kindness, love and respect for one another. We are our sister's protector. There we believe in the tenant of WGY6. We sincerely encourage and support one another through the good times and the bad. We will never disrespect each other. Instead we will be ethical unyielding and honest and inspiring trust by saying what we mean, matching our behaviors to our words and taking responsibility for our actions.

### **H.E.W.**

It is hard to find a family that is not affected by some type of health issues. There are countless opportunities for Iota Gamma Psi to offer Philanthropic Service to others that promote learning and education while also providing moral support and tips that will help others that may be dealing with a health concern. Some of these opportunities may include: National Glaucoma Awareness, National Heart Healthy, Cancer Awareness, National Developmental Disabilities Awareness, National Autism Awareness and much more.

### **Women of Distinction**

Iota Gamma Psi nurtures the qualities of strong character that distinguish our members and our sisterhood, including compassion, integrity and sincerity. In Iota Gamma Psi, members lead by example through their daily actions and communication. They set expectations and goals high for themselves and each other, and strive diligently to meet them. We accomplish this task by helping each other to grow personally and intellectually. Members of Iota Gamma Psi also believe in. paying it forward so that those members that come after them benefit from their legacy and the difference they made.

### **IΓΨ Diamond Mentorship Program**

The goal of Diamond's Mentorship's program is to develop chapter champions that will serve as Mentors and provide a mechanism for developing future leaders. We aim to promote individual development through the transfer of skills, expert knowledge and insight, and provide an additional resource for feedback and guidance that will help with Soror involvement satisfaction and retention. Iota Gamma Psi Diamond Mentorship Program strives to excel at mentoring new members of the sorority by establishing a two-to-one volunteer pairing of Mentees with a volunteer Mentor.



### **IΓΨ Baby K.A.R.A.T.S (Kimberlite, Apprentice, Reaching, Achievable, Targets)**

A Kimberlite is an igneous rock, which sometimes contain diamonds. IΓΨ's Baby K.A.R.A.T.S program focuses on mentoring school aged young ladies ages 6-18 and is designed to empower and encourage positive self-image, high scholastic standards, financial responsibility, community involvement, and social skills.

### **IΓΨ WMC (Women's Ministry Coalition)**

IΓΨ's Women's Ministry Coalition (WMC) is not affiliated with any political party or religious denomination. We welcome and invite all of our sisters to join our women's ministry coalition to unify and give voice to religious, social, cultural, moral and public policy issues of our day. This will give us the ability as women to work together to promote the values of Faith and Family. IΓΨ's WMC is composed of women of faith and conviction, working together to support and serve women. Our primary goal is to minister to the spiritual needs of women and to help women to KNOW and WALK in their PURPOSE.

## **SECTION 8 - Ad Hoc Committees**

- a. The Public Relations Committee shall have as its goal the enhancement of the sorority's image in the community that will be admired and respected via the use of various media. The committee shall consist of not less than three (3) members and shall work with the Vice-President and Program Committee in achieving its goals.
- b. The Audit Committee shall be composed of three members appointed by the President, who are not involved in making an official financial report. It shall be the duty of this committee to investigate the accuracy of all financial records. No financial record shall be adopted by the Chapter which has not been authenticated by the Audit Committee. The Audit Committee shall audit annually the books of the Financial Secretary and Treasurer and submit a report. The Audit Committee should complete an annual audit and submit report to Executive Committee by September 30<sup>th</sup>.

## **ARTICLE XIII COMPOSITION**

**Section 1: The Executive Committee shall be composed of all elected officers, Standing Committee Chairperson and Co-Chairperson.**



## **Section 2. MEETINGS**

The Executive Committee shall meet monthly at an established date and time. Special meetings of the Executive Committee shall be held at the call of the President upon her own initiative or at the written request of 3/4th of active members of the Executive Committee. This meeting shall be a separate meeting from the monthly chapter business meeting and shall occur no sooner than 7 days prior to meeting with the main body of the chapter.

## **Section 3. DUTIES**

- a. The Executive Committee shall hear reports of all Standing and Ad Hoc Committees, consider member requests, approve recommendations and vote on appropriate issues for presentations to the body.
- b. The Executive Committee shall report to the body by having the President or other designated person read the Executive Committee's recommendations' summary report at the monthly chapter meeting.
- c. The Chairperson of Standing and Ad Hoc Committees may present to the body a written recommendation previously approved by the Executive Committee.
- d. The Executive Committee shall act on behalf of the Chapter when issues arise which require a timed response.

## **ARTICLE XIV– National Elections Procedures and Requirements.**

The National President will appoint an elections committee to plan/host elections. A candidate for a National Leadership position or Local chapter leadership position must be a Soror in good standing nationally and their respective local Chapter for the fiscal year in which the election takes place.

Rules, requirements and regulations will be outlined in further detail by the elections committee two (2) months prior to hosting elections.

The Election Committee shall consist of three members and may include any of the Founders, Board of Directors or Past Presidents. One member must serve as the Chair.

It shall be the responsibility of the Chair of the Election Committee (or his/her designee) to contact the candidates to determine their willingness to appear on the ballot. It shall also be the Chair's responsibility to notify the candidates of the election results.

Voting members may nominate one candidate per leadership position. The count shall be made by a weighted score. The candidate that receives a majority of the votes cast, is the elected winner. National shall use the online/electronic voting method. Chapters



electing not to use the online/electronic voting method may elect to have sorors cast their vote in writing via email to a designated Soror representative. The representative must not be a member of that chapter.

The Board of Directors reserve the right to disapprove a nomination ballot, however they must provide a statement giving reasons for the disapproval.

### **Section 1: Vacant National Leadership.**

1. The President may appoint a member to fill vacancies during the year or if vacancies occur following the elections, the National Leadership will compile a list of suitable replacements. The National President has the ability to promote from within if a qualified Soror exist or they may seek to fill a different National Leadership position. (Example: The President resigns – the Vice President will assume the duties of the President, and the Secretary will assume the duties of the Vice President, etc. The candidate selected by the President will fill the position until the next scheduled election.
2. National Leadership may also consider past **National Leadership** (that left in good standing), **active** committee chairs or active Chapter Presidents. The Secretary will then send an email to members who meet the requirements for the open position. Members who are interested in filling the position can self-nominate if/when the National President opens and announces the vacancy sorority-wide.
3. Active Sorors interested in filling the position must complete a National Leadership application packet which will include: Photo, list of committees she is an active member of or have served on, along with an essay (not to exceed 1 full page in length, single spaced) detailing why she desires to serve in the vacant leadership position, what attributes she possesses and how she plans to help build the sorority along with any related experience. The secretary will compile a .PDF document with each applicant's application packet and members of National Leadership will vote on their top 2 picks. The Final two candidates will attend an interview with the National Leadership, and will answer relevant questions in relation to the job function. Following the two interviews the current Leadership will vote on a suitable replacement.

### **Section 2: Term of Office.**

National and Local Leadership will retain their leadership positions for two (2) years and may only serve in a particular position for a total of four (4) years.

### **Section 3: Resignation of Office.**

If an officer chooses to resign from her position at the National or Local Chapter, she must submit a letter of resignation to the National President and the Executive Board. If an officer chooses to resign from her position at the local level, she must submit a Letter





of Resignation to the National President via the local level President. If an officer is forced to resign or is removed from her seat, she cannot run for another leadership position for two (2) years at the National or Local level after the date of resignation. If her resignation is for personal reasons, the resignation will not be counted against her and she will be allowed to run for another position should she choose to do so.

## **ARTICLE XV - National Leadership Requirements for Office.**

### **Section 1: National President.**

As President you have been elected by your fellow Sorors to ensure that the chapter will operate successfully throughout your tenure. The role of chapter President is to be the overall manager and motivator of the entire chapter.

Since it is your responsibility to ensure that all of the officers of your chapter fulfill their duties, it is essential that you have full knowledge of the duties of each officer, as well as your own responsibilities. It is important that you are familiar with all areas of the chapter's operations so that you can give informative advice.

The President should see the "big picture" and be the catalyst that keeps chapter programs moving rather than doing everything alone. Chapter officers and committee chairperson(s) relieve the President from monitoring all of the details, and the committees allow everyone to contribute to the operation of the chapter. If an officer or committee chairman is not performing, they should be replaced by someone who will do the job.

The President shall act as official spokesperson for all external matters. Presides during all national meetings, calls special/emergency meetings when deemed appropriate. Sign all binding documents and/or contracts. Ensures that IΓΨ complies with local, state, and national laws; and is responsible for renewing Sorority incorporation & trademarks annually. Responsible for ensuring the Sorority Bylaws and policies of the Sorority are fully executed and carried out as outlined in the Bylaws. May appoint committees for any purpose and oversees all IΓΨ operations. Reviews Sorority finances quarterly with the Treasurer for oversight.

All candidates who wish to run for the National President in IΓΨ must obtain the endorsement of three of the six IΓΨ Founders or the endorsement (support) of 50% National Leadership with which you have served. In addition to the above requirement a candidate must meet more than ONE of three requirements:



#### Qualifications:

- The successful candidate must have documented evidence showing at least seven (5) years of increasingly responsible professional experience at a Branch or Division level. (supervised 10 or more)
- Bachelor's degree or Higher
- She must have a proven track record in effective community relationships, personal community engagement, leading cohesive and strategic change, visionary leadership, and being Proficient in developing action plans to meet organizational goals.

#### The Successful Candidate is or must be willing:

1. To act as the chief executive officer of the chapter.
2. To call special meetings in accordance with the chapter bylaws.
3. To see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
4. To enforce the strict observance of IΓΨ Bylaws, Policies and Procedures.
5. To appoint such committees provided for in the chapter bylaws.
6. To appoint such officers provided for by IΓΨ Bylaws, Policies and Procedures.
7. To countersign all chapter checks.
8. A proponent of open and transparent leadership by proactively seeking opportunities to communicate in multiple forums and encourage participation and input.
9. Committed to the development of a diverse group of Sorors and has a proven track record of enhancing diversity in the workplace.
10. Proficient at building bridges and knitting relationships among multiple diverse stakeholders and skilled at diplomatically engaging with individuals, community groups, local governments, military services, veteran's agencies, business leaders, state and federal authorities in order to leverage opportunities and mitigate challenges.
11. Supportive of initiatives for fund raising as well as business and would encourage innovative businesses policies.
12. Committed to keeping members informed on pending and/or emerging issues, and working to reach consensus on priorities for action.
13. A creative thinker in assessing ways to increase revenue and manage expenses while keeping dues manageable.
14. A compassionate leader, able to effectively recruit, retains, manage, develop and engage talented members to deliver excellent customer service to Sorors.
15. An excellent communicator, both verbally and in writing, and possesses well-developed interpersonal skills and abilities.
16. Accountable and holds high expectations of self and others while also being an effective and respected leader.



17. A skilled financial manager and budget developer.
18. Technologically savvy and willing to address a variety of technological challenges.
19. Active and visible in the community through volunteerism and attendance at public events and accessible by the members Sorority.
20. Must have served in a IΓΨ National Leadership position for at least 6 months.
21. Provide 2 Personal and 2 professional recommendations from a party that can attest to candidate's skills to perform the duties.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

## **Section 2: National Vice President.**

Serves as the primary point for all internal (Sorority) matters, and the secondary point for contact for all external matters. Responsible for ensuring the operations and assigned duties of the National Leadership are executed as tasked.

Serves as disciplinarian and mediator when such occasions warrant action; providing written and verbal reprimand, if required. Ensure coordination of all Sorority-wide activities, events and operations. Ensures all monthly reports are being conducted and objectives are being met. Reports monthly progress of Sorority operations to the National President and makes recommendations on the way ahead. Presides in the absence of the National President and conducts meetings, as prescribed. Supervises all committees and appointed officers. Performs such other duties as may be assigned or required by the National President. Reviews Sorority finances monthly with the Treasurer for oversight.

All candidates who wish to run for the National Vice President in IΓΨ must obtain the endorsement of three of the six IΓΨ Founders or the endorsement (support) of 50% National Leadership with which you have served.

The Successful Candidate is or must be willing:

1. Committed to the development of a diverse group of Sorors and has a proven track record of enhancing diversity in the workplace.
2. Proficient at building bridges and knitting relationships among multiple diverse stakeholders and skilled at diplomatically engaging with individuals, community groups, local governments, military services, veterans' agencies, business leaders, state and federal authorities in order to leverage opportunities and mitigate challenges.
3. Supportive of initiatives for fund raising as well as business and would encourage innovative businesses policies.



4. Committed to keeping members informed on pending and/or emerging issues, and working to reach consensus on priorities for action.
5. A creative thinker in assessing ways to increase revenue and manage expenses while keeping dues manageable.
6. A compassionate leader, able to effectively recruit, retains, manage, develop and engage talented members to deliver excellent customer service to Sorors.
7. An excellent communicator, both verbally and in writing; Possesses well-developed interpersonal skills and abilities.
8. Accountable and holds high expectations of herself and others while also being an effective and respected leader.
9. A skilled financial manager and budget developer.
10. Technologically savvy and willing to address a variety of technological challenges.
11. Active and visible in the community through volunteerism and attendance at public events and accessible by the members Sorority.
12. Must have served in a IΓΨ National Leadership position for at least 9 months.
13. Bachelor's degree or higher in business is preferred.
14. One Personal and professional recommendation from a party that can attest to candidate's skills to perform the duties.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

### **Section 3: Secretary.**

The Secretary conducts all national level administrative functions and support. Maintains Sorority calendar of events (including meetings, local events and Chapter activities). Records and maintains pertinent information during all leadership and official meetings for the Sorority. Maintains accurate Sorority member roster/files; plans and coordinates all logistical support for national meetings. Report on upcoming events, dates of importance, outcome of any recent votes, and the last update to the Sorority roster. Keep an accurate record of all proceedings (minutes and votes) at all meetings of the Iota Gamma Psi Military Sorority, Inc. Performs other duties as assigned or required by the National Leadership.

Must meet more than ONE of the four (4) requirements:

1. Have actively served in a Leadership position for at least 6 months.
2. Active committee member for at least three (3) months.
3. Military or civilian experience in field (minimum of one (1) year full time experience).
4. Endorsement from current Secretary.



5. Excellent computer and time management skills.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

#### **Section 4: Treasurer.**

The Treasurer presides over all financial matters pertaining Iota Gamma Psi Military Sorority, Inc. Accounts for all Sorority funds; keeps accurate accountability, reporting, conducts financial transactions, disbursements and all financial operations for the Sorority. Conducts annual budgeting, document compilation and record verifications. Presents Sorority status and operational reporting at each meeting; compiles financial records and prepares files for financial audits. Maintain a permanent record with a detailed account of all money received and disbursed. Ensures the integrity of the financial state of the Sorority; ensuring accuracy of all bank statements, transactions and reports all discrepancies to the Vice President. Serves as the advisor and manager of the Resource Committee and technical expert for the Sorority on all financial matters. Oversees the general budget for each committee and program. Performs other duties as assigned or required by the National Leadership.

Must meet TWO of the three (3) requirements below:

1. AA degree or higher in business related field with concentration in accounting or AA degree or higher in Accounting.
2. Minimum five (5) years of military or civilian experience in field of financial management or accounting.
3. One Personal and professional recommendation from a party that can attest to candidate's skills to perform the duties.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

#### **Section 5: Membership Director.**

The National Director conducts complete processing and operations for all candidates seeking Sorority membership. Manages and oversees all applicants for national line and local Chapter rosters; contacts references and notifies candidates of their eligibility for membership. Forwards all eligible applicants (who have met all requirements to start the Pearl Process) to their nearest local Chapter or the designated hosting area. Authorizes all requests for initiations and reviews waivers; manages exceptions to policies and all



actions that influence membership and processing. Specializes in systems management and maintenance for the Sorority membership roster. Oversees and conducts all training for membership committee; works closely with Pearl Process to ensure operations of applicant processing. Track status of applicants, report update of membership operations to national leadership; attend all meetings as prescribed. Performs other duties as assigned or required by the National Leadership.

Must meet THREE of the following five (5) requirements:

1. Have served in a Leadership position for at least 9 months.
2. Military specialty or civilian equivalent experience as recruiter or Human Resources (minimum of one (1) year full time experience).
3. Have honorably served as the assistant to Membership Coordinator (requires MC's personal recommendation).
4. Served as a DIAMOND CUTTER, Dean of Pledges, Local MC and/or member of the Pearl Process Committee
5. Must possess excellent organizational, computer and time management skills.

**Note:** Major time commitment required.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

Section 6: Chaplain.

The Chaplain serves as the liaison for Soror religious wellness and organization climate. Overseer of the Sorority Core Initiatives, Provides support to Sorors, leaders and within the community in support of the Sorority's mission. Provides training and resources to maintain a positive climate within the Sorority. Assists in all areas to improve the environment of the organization. Reports to leadership and Sorors on pertinent Soror/Chapter news. Conduct religious and inspirational observances including ceremonies and benedictions at meetings and other events as directed. Performs other duties as assigned or required by the National Leadership.

Must meet ONE of the four (4) requirements:

1. Must be a Soror for at least six (6) months.
2. Actively attending a faith-based church – letter of reference required.
3. Institution of higher education –Associate's degree (AA of higher) in field.



4. Military specialty in field – Chaplain or Chaplains assistant or has previously served as a pastor or minister.

5.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

### **Section 7: Chief Information Officer (CIO).**

The CIO serves as the technical expert and manager for all IT matters for the Sorority. Maintains all of the Sorority's official websites; provide social media and security mitigation; maintain the Sorority Information Technology platform, which includes management of all official accounts. Provides technical support to leadership/Sorority for all Sorority-wide events and activities. Oversees the IT Committee and performs additional IT related tasks as requested by National Leadership.

Must meet TWO of the four (4) requirements:

1. Must be a Soror for at least six (6) months.
2. Served as Local Chief Information Officer
3. Must possess excellent organizational, computer and time management skills.
4. Previous experience as a Chief Information Officer or currently working in the field of IT.

**Note:** *Major time commitment required.*

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

### **Section 8: Historian.**

The Historian record pertinent Sorority historical information. Maintains an active record of the Sorority timeline. Solicits photos from across the Sorority - initiation photos and any historic details of ceremonies or events. Preserves all records and archives of the organization. Document evolving national leadership and archives the Sorority membership roster. Create an annual scrap book containing a pictograph of each year's events. Oversee the Honorary Member Program; set standards for honorary membership and approve local Chapters request to initiate honorary members. Performs other duties as assigned or required by the National Leadership.



Must meet ONE of three (3) requirements below:

1. Must be a Soror for at least six (6) months
2. Military or civilian experience in field.
3. Personal recommendation of current historian.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

#### **1. Sergeant at Arms. (Appointed Position)**

The SAA performs duties to maintain order and structure within the Sorority at all times. Ensures that official procedures are followed at meetings and all Sorority functions. Instills loyalty and discipline by supporting the mission of the Sorority. Advises local level Sergeant at Arm representatives. Performs other duties as assigned or required by the National Leadership.

- a. Must be a Soror for at least six (6) months
- b. Military or civilian experience in field.

**Waivers for any of the above requirements may be granted by the Founders/Board of Directors**

### **ARTICLE XVI - Amendments to Bylaws**

**The Sorority name, crest and colors may not be changed. The sorority ritual may NOT be updated or altered without the approval from the National President and Founders.**

**Note:** The colors may be better defined, but not changed – they must be defined as a shade of Teal or Turquoise, purple and white.

1. National Bylaws may be amended by a two-thirds vote at any National Leadership. Leadership will provide notice of the proposed amendment(s) via email and on the Sorors Only page of the website; it is every Sorors responsibility to ensure she has the most up-to-date amendments/version of the Bylaws.





## **ARTICLE XVII - Sorority Investigative Matters**

- 1) Those who contemplate bringing charges, as well as those who serve on a committee investigating the charges, should bear in mind that all members have certain statutory and regulatory rights, including rights of free speech and dissent. The mere exercise of the right to dissent cannot be the basis of charges.
- 2) The National Vice President shall appoint /select members of the sorority for the committee who do not include: the charged party, the charging party, any member of the trial committee, any Executive Board member, or anyone directly or Indirectly involved in the matter to investigate the charges and before which all testimony whether of members of the Sorority or other persons shall be taken.
- 3) If an appointed member of the investigation committee shall know of any cause which would disqualify her from executing her duty; it is her responsibility to excuse herself by notifying the National Vice President so that another member may be selected.
- 4) When the committee meets, they should organize by appointing one of their members to preside as Chairperson. Should they fail to do so, the first member appointed to the committee shall be Chairperson. They should also choose one of the committee members to act in the capacity as the clerk who will keep the minutes of their proceedings and of the witness's testimony. the
- 5) The committee shall investigate the charges by initially interviewing orally or in writing each complainant, each charged party if appropriate, and such other persons as it deems necessary to determine if good and sufficient grounds exist for finding probable cause on each charge.
- 6) The committee may inform the charged parties of the charges against them, if appropriate, and advise that the committee will seek interviews with them at the proper time. However, while the investigation is ongoing, the committee should not reply to any questions about its findings or how the investigation is proceeding. If the committee itself has questions regarding any aspect of its investigation, it may contact the National Investigator.
- 7) The committee has wide discretion in scheduling witnesses for interviews and in reviewing material. Obviously, the committee should schedule the complainants first so they may clarify their charges and present supporting evidence.



- 8) In turn, the committee usually should provide an opportunity for each of the charged parties to provide evidence to refute the charges. In this regard, the committee's role is one of fact-finding, and no party has a right to representation during the investigation. The committee should not take the refusal of a charged party to appear or to produce documents as an admission of guilt.
- 9) The committee shall investigate the actual charges as filed, and may not go beyond the scope of those charges. That is, it cannot go on a "fishing expedition" to find new improprieties not included in the charges as filed.
- 10) The committee of investigation shall determine whether there is probable cause that the charged party committed an offense. \*\*Probable cause means some credible evidence to support the charges against the charged party\*\*.
- 11) If the committee finds probable cause, it then should attempt to settle the matter informally. This means that it tries to reach a written settlement with the charged party, in which the charged party agrees to take actions that satisfy the committee in exchange for its dropping the charges. This may include changes in conduct, resignation from office, and/or restitution to the sorority or resignation of sorority membership. If the parties settle the matter, then the disciplinary process ends immediately.
- 12) Any failure on the part of the charged party to abide by the written settlement agreement may be a basis for new charges.
- 13) If the committee finds probable cause and it cannot reach a written settlement with charged party then it shall prepare a report for the trial committee and prosecutor, outlining the evidence and testimony of witnesses and the relationship of each to the specific charge(s).
- 14) When the committee of investigation does not find probable cause, it dismisses the charges with notice to the charged party's last known address, and the committee also serves the local Executive Board and the charging party.
- 15) A committee of investigation's finding of no probable cause shall not be subject to local chapter approval. There is no further internal appeal available to the charging party, and the finding is not subject to any further action within the Local or National Chapter.



- 16) Committee of investigation shall make a full notarized report of each decision and issue a copy to the accused member. The committee should include with its report a recording or transcript of the testimony of each witness, for the use of any subsequent trial committee and prosecutor.
- 17) IΓΨ mandate that the committee of investigation shall complete the investigation within 120 days of the filing of the charges. Only extraordinary circumstances justify an exception to this time limit, such as when the charged party challenges the composition of the investigation committee, and a new committee is selected with a new deadline. If the investigation is not completed within 120 days of the filing of charges, the charging party should contact the National Vice President.
- 18) The local committee of investigation loses jurisdiction on the 121st day. The deadlines set forth applies to local committees of investigation and trial committees. They do not apply to independent committees appointed by the National President.

## **ARTICLE XVIII Events, Community Service**

### **Section 1: General Info**

Program Coordinators (PC) are responsible for ensuring that Sorors adhere to the SOPs that have been established and ensure that they follow the rules. PCs are expected to be consistent about expectations for every Soror and to determine whether performance meets, exceeds, or falls short of expectations.

### **Section 3: Role of the Program Coordinator**

This position is an appointed position by local leadership and is not mandated by Nationals. The function of the Program Coordinator is to provide a centralized point for coordinating activities within IΓΨ. PCs will direct and assist leadership with volunteer efforts to jointly provide more productive services. The coordinator shall also bear responsibility for maintaining liaison with other volunteer-utilizing programs in the community and assisting community-wide efforts to recognize, plan and promote volunteerism. In addition to the above-mentioned duties, the Program Coordinator shall bear primary responsibility for planning effective community service, assisting Sorors in identifying productive and creative volunteer roles, recruiting suitable volunteers, and maintaining volunteer risk assessments.



Chapter Presidents will oversee their assigned Chapters Community Service, to ensure requirements are being met. Chapters are required to submit their quarterly community service hours log to the National Secretary.

#### **Section 4: Main Duties and Responsibilities**

- o Serve as coordinator of public service events
- o Lead the philanthropy service efforts of the chapter
- o Coordinate monthly community service events for the chapter
- o Serve as public servant role model for new members
- o Act as a liaison between National Program coordination team and the chapter
- o Work to build relationships within the community
- o Maintain accurate community service hour records for all members
- o Work to develop long term service programs
- o Report member service hours to chapter secretary quarterly
- o Be responsible for ensuring that events are scheduled prior to each quarter
- o Report upcoming approved events to chapter secretary for the 90-day calendar
  - **The following committee chairs will fall under the Program coordinator team:**
- o Social Events
  - Plan and coordinate sisterhood events that promote sisterly bonding
  - Work to integrate other chapters within North Carolina into Bragg Beta events
  - Reports directly to the Event coordinator
  - Coordinates all formal and informal exchanges with other organizations
- o Community Service
  - Reports directly to the event coordinator and the secretary
  - Tracks all community service hours for active sorors in the chapter



- Reports community service hours quarterly to chapter secretary
  - Coordinate monthly community service events for the chapter
- o Community Outreach Coordinator
- Develop & oversee prospective programs for the Sorority.
  - Monitor programs to fit regulations and handle communications with representatives of the community.
  - Develop community outreach activities and programs.
  - Represent organization in a variety of public settings to increase awareness.
  - Evaluate needs of general public and community groups.

### **Section 5: RESERVED**

### **Section 6: Volunteer Community Service Hours Defined**

Community service is work done by a person or group of people that benefits others. Unpaid activities—time given freely of one’s own will; which directly benefit the community, and is intended to promote a selfless contribution, giving back/goodness, improve human quality of life for the community and the organization.

ΙΓΨ Community service must align with our vision and mission and may occur in such fields as literacy training, education (including tutorial services), housing and neighborhood improvement, public services, rural development, and community improvement. Volunteers shall not be considered as ‘employees’ of ΙΓΨ.

### **Section 7: What Counts as Service**

Because you are all leaders and give back to your communities you may find yourself involved in many different programs and activities. We value all that you do, be mindful that all volunteer opportunities do not meet the service guidelines of ΙΓΨ.

All Sorors must complete a minimum of 50 hours of Volunteer Community Service per year; This includes **2 chapter-wide** community service events to be conducted during the Summer and Winter seasons. (Ex. Backpacks for Kids in August **AND** Angel Tree/Toy Drive in December) and **one quarterly chapter-wide** community service.

### **Section 8: Record Keeping (Google)**



The honor system will be used for tracking community service hours. All Community Service hours will be tracked electronically via an automated Tracking Log that will be available on the IΓΨ Google drive to allow sorors to enter their performed community service hours. A quarterly report will be emailed to you to allow you to see your hours to ensure that you are on track for meeting your annual obligation. It is the responsibility of the Soror to upload their hours into the tracker.

If you have any issues accessing the program please contact your local Chief Information Officer for assistance. Quarterly reports from each Chapter/Cluster will be submitted to the National Secretary.

### **Section 9: Behavior and Appearance**

Volunteers are not considered employees outside of workers' compensation and tort claim protection. However, in the eyes of the public volunteers are representatives of Iota Gamma Psi and as should conduct themselves as "Women of Distinction". Volunteers must be professional and respectful at all times. Attire and appearance, appropriate for the work to be performed, is expected. All volunteers must be identified by IΓΨ, the public, and other volunteers. To facilitate this, need all volunteers will wear the proper community service attire as outlined in the paraphernalia guidelines.

### **Section 10: Training and Safety**

The diversity of available work plans makes standard training and safety checklists impossible. However, once a community service activity has been chosen, the event coordinator must consider applicable training and safety requirements and determine the appropriate plan to satisfy them. This may be as simple as showing a volunteer how to operate a chainsaw and issuing chaps, a helmet, gloves, safety glasses, and ear protection or as complex as sending a volunteer to off-site training.

### **Section 11: Risk Assessment**

The risks assessment is a list of all work items in which volunteers are authorized to complete that help achieve the mission. The list accounts for every work item, including items that are rarely (or never) completed. The risk assessment is an ever-changing document in which work items are updated regularly with additions, edits, and deletions. The purpose of the assessment is to determine current and future volunteer needs based on what work items are not completed by current volunteer resources.

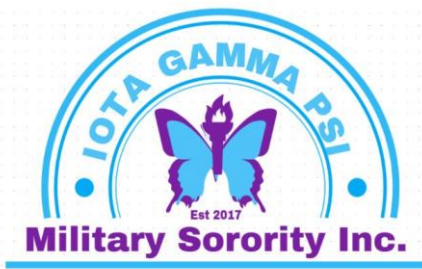


Each item listed in the needs assessment is given a priority 1, 2, or 3. Priority 1 activities are those critical to the mission and would cease operations if not completed. An example of a priority 1 item would be operation of flood control works. Priority 2 activities are those important to the mission, but do not have a great adverse effect on operations. An example of a priority 2 item would be staffing the visitor center. Priority 3 activities are those not critical to the mission. An example of a priority 3 item would be landscape maintenance.

Each item listed is also assigned individual, group, adult, or youth volunteer labor requirements based on the nature of the activity. Items may have more than one type of requirement as multiple types may be utilized. When determining volunteer work items keep in mind volunteers can do almost any task a staff member can, depending on where you are volunteering. A copy of the Risk Assessment Form can be found in Diamond's Den.

This Risk Assessment form will be submitted with the Community Service Event request form. All forms will be sent through the chain of command to the National Secretary for approval within 7 days of the event. Any and all Chapter wide Community Service Event request that are not submitted within the required time will not be approved.

#### **RISK MANAGEMENT WORKSHEET, NOV 2017**



## RISK ASSESSMENT FORM

Prepared By	Soror XXXXXXXXXXXXXXXXXXXX		
Date Prepared	DAY / MONTH / YEAR		
Event Name	Veterans Day Parade		
Event Date	5 November 2016		
Event Time	1000 Hours until complete		
Event Location	Hay Street Fayetteville, NC		
Type of Event	Community Parade		
<b>Weather Forecast</b>			
Low: 44o /High: 69o /Percip: 2% Humidity: Unkown%	<b>Problem Area</b>	<b>Risks Identified</b>	<b>Risk Solutions</b>
RealFeel will be 70o	N/A	N/A	
Plenty of sunshine			

# Risk Assessment Matrix

Risk Assessment Code Matrix (RAC)				
Hazard Probability Code	Frequent (A) Immediate danger to health and safety of the public, staff or property and resources.	Likely (B) Probably will occur in time if not corrected, or probably will occur one or more times.	Occasional (C) Possible to occur in time if not corrected.	Rarely (D) Unlikely to occur; may assume exposure, will not occur.
Catastrophic Imminent and				





## HAZARD PROBABILITY

1. CATASTROPHIC – Imminent and immediate danger of death or permanent disability.
2. CRITICAL - Permanent partial disability, temporary total disability
3. SIGNIFICANT – Hospitalized minor injury, reversible illness
4. MINOR - First aid or minor medical treatment.

### PROBABILITY

- A. FREQUENT - Occurs often - resources are continuously exposed.
- B. LIKELY - Occurs frequently - resources are exposed frequently and/or several times.
- C. OCCASIONAL - Occurs sometimes - resources are exposed sporadically.
- D. RARELY – Unlikely, rare occurrence of exposure

ALL RISK ASSESSMENTS MUST BE CONTINUALLY REVIEWED FOR HAZARD PROBABILITIES. IMMEDIATELY CONTACT THE PRESIDENT IF THE HAZARD HAS INCREASED.



## Section 12: Privacy Policy

While conducting community service you are welcome to share basic information about our organization however you are not to disclose any confidential information belonging to IΓΨ. This includes but is not limited to business information, redistribution of nonpublic publications or personal contact information for Sorors. Violation of this policy is punishable up to expulsion from our organization.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Most organizations ask that volunteers, who may interact with their clients, sign oath or pledge of confidentiality as a legal bond to protecting the people with whom they work. The following points are taken directly from the Alberta Government website [www.pipa.gov.ab.ca](http://www.pipa.gov.ab.ca) and may serve as basic guide in the development of an Oath of Confidentiality. More detailed information about privacy protection legislation and non-profit organizations can be found at this same website.

- Obtain consent for collecting, using and disclosing personal information, except when inappropriate (for example, in an emergency or when consent would compromise the availability or accuracy of the information). Obtain the consent in a form appropriate to the kind of information concerned. If an individual modifies or withdraws his or her consent, respect the changes.
- Collect personal information only for reasonable purposes and only as much as is reasonable for those purposes. Except when inappropriate, collect personal information directly from the individual concerned and inform the individual of how you will use and disclose the information.
- Use and disclose personal information only for the purposes for which it was collected, unless the individual consents or the Act permits the use or disclosure without consent.
- On request, provide an individual with information about the existence, use and disclosure of the individual's personal information and provide access to that information, if reasonable. On request, correct information that is inaccurate.
- Ensure that any personal information is as accurate as necessary for the collection purposes; ensure that personal information is secure; and keep the information only as long as reasonable for business and legal reasons.



- Designate an individual to make sure you comply with the Act and make information about the organization's management of personal information available on request.

### **Section 13: Volunteer's Code of Conduct**

Take your commitment to IΓΨ to heart, performing your duties to the best of your ability.

- Honor confidentiality.
- Respect the mission and goals of IΓΨ and the community in which you are volunteering
- Deal with conflicts or difficulties in an appropriate manner as outlined in this manual.
- Respect the property of IΓΨ and the community in which you are volunteering
- Do not accept valuable gifts or money from learners.
- Be courteous, friendly and cooperative.
- Offer constructive feedback about our organization in an appropriate manner.
- Be willing to learn and take part in orientation and training sessions.
- Follow through on commitments and advise the Event Coordinator if you are unable to work as scheduled.
- Demonstrate respect for the direction and decisions of your leadership
- Treat Sorors and members of the public fairly and without discrimination.
- To represent our positions fairly and honestly
- To correct anything that seems to be misunderstood immediately
- To abide by the bylaws, guidelines, SOPs
- To abide by local, federal laws
- To abide by laws/guideline outlined in U.S. Armed Forces manuals & guidelines

This list is not exhaustive and may not cover every situation or provide you with a set of absolute standards.

### **Section 14: Communication**

Each Chapter/Cluster will submit a monthly newsletter to National that will include what's happening within your area. National will collect and create a National Newsletter and share information. Websites are often utilized now as a forum for posting news and even receiving emails from people interested or involved in your organization.

Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in and have access to all appropriate memos, materials, and meetings relevant to the work assignments. To



facilitate the receipt of this information on a timely basis, volunteers should be included on all distribution schedules and should be assigned a site for receipt on information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information will rest with the Event Coordinator. Lines of communication should operate in both directions, and should exist both formally and informally. Volunteers should be consulted regarding all decisions which would substantially affect the performance of their duties.

### **Section 15: Dealing with the Media**

Prior to any action or statement which might significantly affect or obligate the agency, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Everyone in IΓΨ should know how to respond if approached by the media to give a statement about your organization. It is important to designate someone to deal with the media specifically and ensure that everyone knows who this person is. This takes pressure off other volunteers, prevents any misinformation and allows for consistency in communications with the public.

### **Section 16: Human Rights/Sexual Harassment Policy**

If IΓΨ receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the Sorority will take immediate and effective measures to end the unwelcome behavior. IΓΨ is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

Leadership and other responsible chapter/cluster officials who observe, are informed of, or reasonably suspect incidents of possible sexual harassment must immediately report such incidents to National which will either initiate or oversee a prompt investigation. Failure to report such incidents to National will be considered a violation of this policy and may result in disciplinary action. National will provide guidance as needed on investigating and handling the potential harassment. Leaders should take effective measures to ensure no further apparent or alleged harassment occurs pending completion of an investigation.

The Sorority will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). The Sorority will also take the necessary steps to protect from retaliation those Sorors who in good faith report incidents of potential sexual harassment. It is a violation of both



federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Sorors who have been found by the Sorority to have subjected another Soror to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered. Sorors are encouraged to report the unwelcome conduct as soon as possible to a responsible leadership official.

Any Soror who believes she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the Soror does not wish to communicate directly with the offending person, or if such communication has been ineffective, the Soror has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

### **Section 17: Grievance Policy**

Event Coordinators will provide volunteers with a standard process for handling situations properly.

#### **Sample: Grievances/Appeals/Concerns**

- In situations where differences arise between volunteers or between volunteers and staff it is advised to first try to resolve these differences amongst the parties involved.
- Under no circumstances shall differences be made public or involve other members of the organization.

### **Section 18: Insurance and Liability Coverage**

Event Coordinators and the Chapter Presidents will ensure that volunteers are aware of the sorority insurance and liability coverage.

### **Section 19: Volunteer Recognition and Benefits**



**Benefits of implementing a Sorority volunteer recognition program include:**

- Increases Sorority enjoyment through volunteer satisfaction and recognition amongst peers and leaders
- Creates and strengthens brand awareness, reputation, community relations and marketing opportunities for the organization
- Strengthens the bond between Sorority members and the company organizations
- Communicates basic volunteer standards
- Identifies internal best practices and trends
- Raises attention for the community issues being addressed
- Serves as a tool for member retention and recruitment
- Creates role models within the Sorority and sets benchmarks for volunteer excellence

**Volunteer Recognition Award Criteria:**

**ΙΓΨ - Humanitarian Award**

- Sorors that complete a minimum of 100 hours per calendar year will be considered for the Humanitarian Award and a small token of appreciation gift for her hard work and dedication to the sorority mission.
- Sorors will be recognized with a Certificate of Appreciation for Service.
- Sorors will be evaluated on the number of hours completed and the magnitude of service completed.

**ARTICLE XIX Financial Policies**

**Section 1: Iota Gamma Psi Military Sorority Inc. and all Chapters shall be self-sustaining.** Active Chapters may impose local dues for members within their local Chapter. The local Chapter dues may not exceed the annual initial or renewal National Membership dues.

**Section 2:** Local Chapters may impose fines within reason. However, fines should be an action of last resort. Verbal, written warnings, and additional Community Service hours should be the financial position of the Chapter. Fines will NOT be the primary means to increase Clusters may not impose fines imposed prior to issuing fines. Fines will not be excessive in nature and will be based on the local treasury. Local leaders will use sound, objective, and fair judgment when establishing the fee schedule for fines.



**Section 3:** Local Chapter Treasurers will submit a monthly financial report regarding the financial status of the Chapter. At a minimum, the monthly financial report will include income and expenses, net losses and or gains.

**Section 4:** Local Chapter Treasurers are also required to submit annual budgets no later than 1 October of each calendar year to the National Secretary. All budgets are prepared based on the Sorority Budget guidance.

### **Section 5: Membership Dues**

1. IΓΨ will use the **anniversary (date-crossed)** dues cycle. Membership dues are paid via PayPal to [tres@iotagammapsi.com](mailto:tres@iotagammapsi.com) annually. The National Treasurer will send out renewal invoices quarterly only to those members who have upcoming anniversaries within the quarter. Dues are **NOT** refunded for any portion of the year. All dues paid are non-refundable. **\*\*NO EXCEPTIONS\*\***

#### **Quarterly cycles**

1 Oct – 31 Jan  
1 Feb – 31 May  
1 Jun – 30 Sept

2. National Leadership reserves the right to assess a late fee of \$10.00 per month to members who fail to renew membership by the established deadline. If a Soror has not renewed membership within **90 days**, she will be placed on an INACTIVE SOROR status and not allowed to participate in sorority events or perform any community service or events under the sorority name until membership has been renewed and late fees paid in full. If a Soror has not renewed membership within **180 days**, she will be assessed a Reinstatement Fee of \$65.00 in addition to late fees.

3. Sorors that are inactive for one year are required to pay prior year dues, the current year dues, and reinstatement fee to become financially active again.

4. Sorors experiencing financial difficulty may request and be granted an extension for payment of dues. Extensions will be reviewed and approved on a CASE by CASE basis.

5. Payments toward another sorors membership fees are allowable.

6. PayPal is the only acceptable form of payment for dues. Payments made by credit card must also include credit card fees assessed. Payments directly from bank accounts are not assessed fees.



### **Section 6: Parties NOT required to pay Membership Dues**

After the 1st year following incorporation, the founders are exempt from paying annual dues. Honorary Members are **NOT** required to pay annual dues.

### **Section 7: Fee schedule**

1. Diamond Development Fee: **Reviewed annually** in September by the National Leadership. Fees are subject to change by two thirds vote of National Leadership.
2. Membership Dues: **Reviewed annually** and monitored by the National Treasurer. Dues may be adjusted annually based on emerging financial requirements and subject to change by a two-thirds vote of National Leadership.

#### **Current fee(s) as of December 2017**

- Diamond Fee \$ 400.00**
- Application Fee \$ 35.00**
- Membership Fee \$ 150.00**
- Late Fee: \$ 10.00 per month**
- Chartering Fee: \$ 150.00**
- Soror name change request: \$100.00**
- Fines: Vary depending on violation**

All fees listed above subject to change

### **Section 8: Revenue**

1. For granting a Charter to a new Chapter, the Chapter will receive: A Charter certificate, two (2) copies of the Ritual, two (2) copies of the Bylaws, Treasurer's Handbook, and (1) complete Initiation Kit to be kept with the Chapter.

2. Revenue is received from the following sources and the list below may not be all inclusive. Refer to appropriate local policy for additional guidance regarding specific fees assessed.

- a. Initial Charter and Charter Renewal
- b. Membership Renewal Fees
- c. Member Late Fees and Reinstatement
- d. Fines
- e. Donations/ Fundraising for activities/events
- f. Registration Fees

### **Section 9: Travel Expenses incurred on Behalf of Sorority Business**

1. National Leadership will be authorized a travel stipend to support organization activities and events approved by the National President or Vice-President. Authorized





travel expenses may include but are not limited to transportation (airfare, parking, rental car and a mileage allowance based on current DoD mileage rates), and lodging only for the period need to conduct sorority business.

2. All requests for reimbursement for travel costs will be submitted on the “Request for Reimbursement” form with all supporting documentation to support the expense. If travel funds are needed in advance, the requestor must complete the “Request for Travel Advance Travel Funds” form at least seven (7) working days prior to the event.

3. National Leadership must be cognizant of using travel resources in a prudent manner and ensure that they use the most cost-efficient method available.

Examples of prudent use of resources include rental cars, and staying at moderately priced lodging accommodations. The National Treasurer reserves the right to deny any travel expense deemed excessive or lack of documentation to support the travel expense.

Travel Expenses will be allowed based on the procedures outlined in the IΓΨ Travel Policy.

4. Chapters/Cluster Treasurer must have allocated funds for authorized travel in their respective budgets.

### **Section 10: Financial Solicitation.**

**IΓΨ does** not use soliciting funds from others as a means to enter or prove loyalty to the Sorority. Under no circumstances should any Soror, Kimberlite or potential candidate solicit funds outside of an approved fundraiser from any other Soror or potential candidate. Sorors are expected to be in good personal financial standing while a member or while seeking membership into the Sorority. Sorors, Kimberlites or potential candidates may seek other avenues of but are not to go to other Sorors, Kimberlites, or potential candidates. Sorors, Kimberlites or potential candidates found in violation of the Financial Solicitation Policy will be expelled from the Sorority immediately if the investigation reveals and proves any allegation that such actions have taken place.

## **ARTICLE XX Sorority Design & Paraphernalia**

### **Section 1: Use of Sorority Design, Representation and Insignia.**

Only the **National President** and **IΓΨ Founders** may authorize commercial reproduction of the Sorority’s insignia, including the words “Iota Gamma Psi Military Sorority” or “IGPsi” or “IΓΨ” in which power to authorize may be delegated as deemed necessary.



Active chapters may utilize local commercial firms to produce material for their own chapter needs as such material is in keeping with the Mission and Values of the Sorority, in compliance with laws, and in suitable taste. No chapter shall utilize any text or design which casts the Sorority in a negative light or is otherwise contrary to the ideals of the Sorority, specifically including, but not limited to, any materials deemed to glorify alcohol or controlled substance use, or any materials considered to be sexist or demeaning of Sorors or other person(s).

### **Section 2: Intellectual Property.**

Any use of or representation of the Sorority Pin, Crest, Seal, Greek letters “Iota Gamma Psi,” “IGPsi” the designation **ΙΓΨ** or any other intellectual property of the Sorority for use in connection with internet web sites shall be subject to the requirements stated above. The Sorority reserves the right to require the removal of any content, information, web page, or website that is determined by the National Leadership to cast the Sorority in a negative light or is otherwise contrary to the ideal of the Sorority, including but not limited to materials deemed to glorify the use of alcohol or controlled substances, or that are demeaning to Sorors or other persons.

### **Section 3: Conflict of interest.**

All persons serving in elected or appointed positions with the Sorority shall maintain high standards of ethical conduct in performing their duties, shall avoid situations where their financial or personal interests interfere, or appear to interfere, with the interests of the Sorority, and shall not use Sorority property, information, or position for personal gain. A violation of any provision of the Sorority Bylaws, Standing Rules and Policies shall be cause for removal from office and shall render such person liable to the Sorority for all sums of money or other things of value received by such person contrary to this Article.

### **Section 4: Fundraising.**

There are two types of fundraisers – Charitable and Sorority: Charitable where 100 percent of the net proceeds benefit a selected charity. Sorority fundraisers are intended to generate monies for the benefit of the Sorors of Iota Gamma Psi”. For example, proceeds will be allocated to a Chapter, to local community or Sorority related projects or any combination thereof.



### **Section 5: Procedures that apply to all Sorority fundraising activities:**

1. All fundraising must comply with the laws of the jurisdiction where the activity takes place. This includes national, state or province, and local laws. The use of the name Iota Gamma Psi or **IGΨ** is governed by the Articles mentioned above.
  - a. All fundraising promotional materials must include a statement indicating the major entity benefited by the funds [Statement of **IGΨ**].  
Below are examples for each type of fundraising activity. For Charitable Fundraisers: "Proceeds are for the benefit of March of Dimes." For Sorority Fundraisers: "Proceeds are for the benefit of (Sorority Scholarship Fund) (Back to school drive) activities.
  - b. Flyers promoting fundraisers may not contain references to anything deemed unbecoming of a Soror (example: drug use, overtly sexual advertising, alcohol).
  - c. No individual Soror, Chapter, or Cluster may use any other name to sponsor fundraisers on behalf of **IGΨ**.
2. National Leadership must approve all business or corporate sponsorship for fundraising activities prior to the event.
3. National Leadership reserves the right to retain any incorporate any business or corporate sponsor as part of the National Fundraising Plan.
4. All Cluster/Chapter fundraising plans will be approved 30-45 days in advance of the date of the event. Chapter fund raising plans do not require pre approval. However, plans are submitted to the National Treasurer for situational awareness.
5. National Line Kimberlites and Chapter/Clusters are required to conduct one Fundraiser while going thru the Diamond Process. Proceeds from the Fundraiser will be used to offset cost of Initiation and other fees for Kimberlites. All unused funds will be donated to **IGΨ** Chapters and Clusters in Phase III will retain any unused monies in their Chapter bank account. Chapters/Clusters not in Phase III will donate unused funds to **IGΨ**.

### **Section 6: Dress to Pin Attire.**

Dress to pin attire is clothing worn when a member wears her Sorority Member Pin.

1. The outfit should be dressy in nature and show self and organizational respect.
  - a) Dresses, skirts, dress pants, blouses, sweaters or suits are appropriate. The outfit should be of a size and style that is comfortable and flatters an individual's body type.
  - b) Appropriate shoes should be worn.
  - c) Makeup that compliments the outfit may be worn.
  - d) Members should be well groomed with hair styled and nails manicured - pedicured.



- e) Jewelry may be worn.
- f) Members should be especially aware of their presence, posture, action, and language in Pin attire.
- g) Business attire will be worn when representing IΓΨ in a National or Philanthropic capacity.

The following apparel is not allowed to be worn with the sorority pin:

- a. Jeans, sweats, T-shirts, jean jackets, revealing or club clothing.
- b. Flip-flops, sneakers, and other casual shoes (unless medically necessary).

Soror Sunday: Proper Soror attire for Soror Sunday is Black dresses or pants/blouse with a Teal, Turquoise or purple scarf. During the Spring & Summer months, white may be added to substitute black attire. Ensure all attire is properly sized without appearing too large or too small (tight).

#### Section 7: Line Names.

1. Diamond Cutters will assign line names for everyone on the pledge line (Kimberlites are not allowed to select their own names). There's no way we may make this mandatory, which is why we should leave it open to interpretation.

2. Sorors must NOT assign degrading, less than desirable or line names that may be perceived as negative, but ones that display a positive image of the Soror/Sorority.

3. The list of line names MUST be submitted to the Membership Coordinator and Diamond Process Director prior to assigning. The names will be entered into a Google doc to be used as a working document. In the event the proposed line name is considered derogatory, degrading or unbecoming of a Soror, a request will be made for the name to be changed.

4. If a Soror desires to change her line name, she will be assessed a fee of **\$100.00**. Upon approval by the National Membership Coordinator and receipt of payment of name change fee, the Soror will be allowed to use her new line name. She will not be authorized to use or change her line name without approval from the National Membership Coordinator.

#### Section 8. Cyber Bullying.

Cyber Bullying will not be tolerated from Sorors of IΓΨ Cyber Bullying includes mean text messages or emails, sending vicious rumors, embarrassing pictures or videos, any derogatory posts on any social media sent through any means of technology deemed by National Leadership as derogatory, slanderous, or defaming another Soror. Violators will be punished in accordance with the Sorority Bylaws.



**NOTE:** At minimum a Soror will be suspended 45 days prior to the conclusion of the investigation.

**Section 9. Chain of Command.**

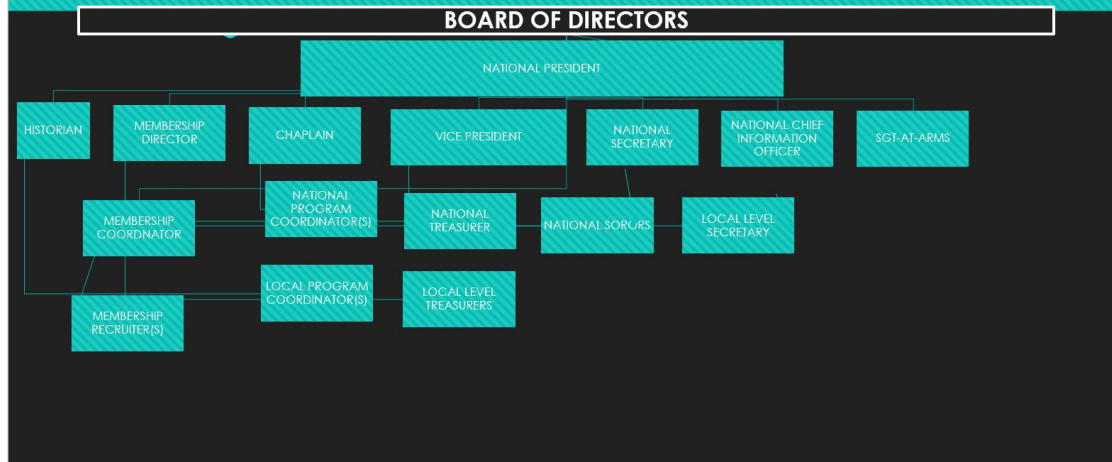
The intent of the established IΓΨ chain of command is to operate efficiently when reporting problems or communicating with Sorors. In an effort to maintain a uniform process, IΓΨ utilizes a “Functional Structure” style chain of command. Functional Structure organizational is a structure which includes undertakings like supervision, direction, management, and allocation of responsibilities. The organizational structure selects how the processes and presentations of the organization can carry. The communication organization structure narrates to how the Sorors in the organization are gathered and to whom can they report. The benefits and importance of functional structure include quick decision making as the members of the group are able to interconnect effortlessly with each other. Also, since the members already own same sets of skill and interests’ members in this type of structures can easily learn from each other.

Sorors desiring to communicate comments, issues, or concerns to the National must use their direct chain of command starting at the lowest level of authority possible, unless the issue is within that direct chain. No issues or concerns shall be presented directly to the National President. They must be submitted to the National Secretary who will send the request to the National Vice President.

**Sample Structure**



## IΨ Organization Structure Chain of Command



Although a Chain of Command exists, if a Soror is not comfortable trying to resolve the issue at the lowest level of authority or within their chapter, then the Soror should contact the National Secretaries for an appointment to speak with the National Vice President and/or National President

Sorors assigned to a chapter will use the local chain of command unless the issue is with Leadership. If the issue is still not resolved, the Soror will utilize the National Leadership Chain of Command, beginning with contacting the National Secretary.

### ARTICLE XXI- National Dissolution

#### Section 1: Assets.

In the event of the dissolution of the Sorority, money and other assets remaining after payment of legitimate debts shall be remitted to: **The NOW Foundation**

The National Organization for Women Foundation  
P.O. Box 1848  
Merrifield, VA 22116-1848

#### Section 2: Articles of Dissolution

**Note:** *Dissolution* is a legal process that results in the termination of the legal existence of a *nonprofit* corporation.

This organization shall be dissolved when the articles of dissolution are filed with Secretary of State in North Carolina. Such articles shall include the name, a statement



that the resolution was duly adopted by the membership, a copy of the resolution authorizing the dissolution and a statement that the notice to the Attorney General has been delivered.

**These amended bylaws are effective immediately. This is a dynamic document which is continually edited and updated to ensure the Sorority evolves through successive updates and are expanded as needed to best fit the needs of IΓΨ.**

**WAIVER OF NOTICE AND CONSENT TO HOLDING FIRST MEETING  
OF BOARD OF DIRECTORS  
IOTA GAMMA PSI MILITARY SORORITY INC.**

We, the undersigned, being all the directors of IOTA GAMMA PSI MILITARY SORORITY INC., hereby waive notice of the first meeting of the board of directors of the corporation and consent to the holding of the meeting and consent to the transaction of any and all business at the meeting including, without limitation, the adoption of bylaws, the election of officers, the selection of the corporation's accounting period, the designation of the location of the principal office of the corporation, the selection of the place where the corporation's bank accounts will be maintained, and the authorization of the sale and issuance of the initial shares of stock of the corporation.

The Board of Directors of IOTA GAMMA PSI MILITARY SORORITY INC. held its first meeting at 1844 Ellie Ave Fayetteville, NC 28314 on January 8, 2018 at 6:00pm.

The Board of Directors agree that the foregoing bylaws are certified to be the bylaws of Iota Gamma Psi Military Sorority Inc. as adopted by the board of directors on the 8th day of January 2018 listed below agree that the above will be the Constitution and bylaws for the government of

Sherry Carpenter

*Sherry E. Carpenter*

Jamar Hairston

*Jamar Hairston*

Carol Hairston

*Carol Hairston*

Yvette Goins

*Yvette D. Dockery*

Charmetri Wrice-Bulluck

*Charmetri Wrice-Bulluck*

Michelle Woodard

*Michelle D. Woodard*