

Gamma Iota Sigma at UNC-Chapel Hill Constitution:

Gamma Iota Sigma | Delta Phi Chapter
The University of North Carolina at Chapel Hill

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Contact: gisuncchapelhill@gmail.com

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ARTICLE I: NAME

SECTION 1: TITLE

- I. The official name of this organization shall be Gamma Iota Sigma at UNC-Chapel Hill.

SECTION 2: AFFILIATION

- I. Gamma Iota Sigma at UNC-Chapel Hill shall be affiliated with:
 - A. The Institute for Risk Management and Insurance Innovation at the University of North Carolina at Chapel Hill.
 - B. The Kenan-Flagler Business School at the University of North Carolina at Chapel Hill.
 - C. The Grand Chapter of Gamma Iota Sigma.

ARTICLE II: PURPOSE

SECTION 1: MISSION

- I. The purpose of the UNC-Chapel Hill chapter of the national collegiate risk management and insurance professional development society, Gamma Iota Sigma, shall be to advance students' careers in risk management, insurance, reinsurance, and actuarial sciences, fostering the next generation of leaders in that industry.

SECTION 2: OBJECTIVES

- I. The four objectives of Gamma Iota Sigma at UNC-Chapel Hill shall be as follows:
 - A. To inspire students to explore risk management and insurance.
 - B. To help students cultivate industry-specific knowledge and leadership skills.
 - C. To provide a forum for students to connect with peers, professionals, and professors.
 - D. To expand access to employment and early-career opportunities, and to equip individuals with the tools and resources essential for their future success..

ARTICLE III: MEMBERSHIP

SECTION 1: ACTIVE MEMBERS

- I. Only currently enrolled UNC-CH students can be active members with the right to vote and hold office in Gamma Iota Sigma at UNC-Chapel Hill.
- II. Active members will be required to earn no less than five points per semester as laid out by the *Gamma Iota Sigma at UNC-Chapel Hill Points System Framework*. Each member's points shall be registered by scanning a QR code at points-scoring events. Members will be able to track their points total, as well as the *Points System Framework* in a publicly accessible document linked in the signature of every email sent on behalf of Gamma Iota Sigma at UNC-Chapel Hill.
- III. Every event sponsored by Gamma Iota Sigma at UNC-Chapel Hill shall be worth no less than one point and no more than five points. Additional points may be allocated to important events as deemed so by a $\frac{2}{3}$ vote of the Executive Board and Cabinet members in attendance at the organization's standing weekly meetings.
- IV. A calendar of events endorsed by Gamma Iota Sigma at UNC-Chapel Hill and their associated point values shall be maintained by the organization's Executive Board and Cabinet, and made publicly available.
- V. Accumulated points totals shall reset on the first day of every semester.
- VI. Members of Gamma Iota Sigma at UNC-Chapel Hill's Executive Board and Cabinet must fulfill active member requirements to hold office.
- VII. Members must pay a one-time due set by the Gamma Iota Sigma Grand Chapter in the year in which they first joined the organization to maintain their active standing. It will be the responsibility of the Executive Board and Cabinet of Gamma Iota Sigma at UNC-Chapel Hill to maintain a Belonging Fund that students facing hardship may utilize to ensure equitable access.
- VIII. Any active member may preemptively declare Special Status for a semester due to study abroad or extenuating personal or academic circumstances. Guidelines for how to do so shall be laid out in the *Points System Framework*.

SECTION 2: ALUMNI MEMBERS

- I. Any alumnus, having graduated with an undergraduate or graduate degree from the University of North Carolina at Chapel Hill, who was an active member of Gamma Iota Sigma at UNC-Chapel Hill for at least one semester, will automatically be conferred alumni membership status.
- II. Alumni members shall retain no rights and privileges of active members, bar attendance at designated alumni events.
- III. Alumni membership is conferred automatically and revocable only upon a $\frac{2}{3}$ vote performed by members of the Executive Board and Cabinet in attendance at the standing weekly meeting.

SECTION 3: INACTIVE MEMBERS

- I. Inactive members are defined as those students who failed to attain the five-point minimum in any one semester as defined by the *Points System Framework*.
- II. An inactivity warning email shall be sent exactly two months before the end of the semester to all active members who have yet to achieve the minimum points threshold, so as to remind members of this benchmark and to provide ample opportunity to meet it. Inactivity warning emails shall be sent with enough time so that a member can achieve five points in the remaining events.
- III. Following a semester in which an active member failed to attain the minimum points requirement, they shall be placed on probation. Members on probation retain all rights and privileges of active members, bar the ability to vote in elections or run for office. Furthermore, probationary members can earn back active member status by meeting the minimum points threshold the following semester.
- IV. The declaration of Special Status, as delineated in ARTICLE III SECTION 1, shall have no effect on probationary or inactive status.
- V. Two consecutive semesters of probation shall automatically make the member inactive.
- VI. A list of inactive and probationary members shall be made publicly available by the first day of class each semester.
- VII. Inactive members must reapply to become members of Gamma Iota Sigma at UNC-Chapel Hill. Upon their approval, they shall be on probation, but such probation

shall not count toward the two consecutive or successive probationary semesters threshold.

- VIII. No member shall ever have their one-time Gamma Iota Sigma Grand Chapter membership revoked, except for action on behalf of the Grand Chapter.

SECTION 4: MEMBERSHIP RULES OF ORDER

- I. Members of Gamma Iota Sigma at UNC-Chapel Hill shall:
- A. Be willing to learn about different topics within and related to the field of risk management and insurance, as well as professional development.
 - B. Exhibit kindness and respect in interactions with other students, faculty, staff, and industry professionals.
 - C. Listen to others and refrain from interrupting other students, faculty, staff, and industry professionals.
 - D. Encourage additional membership and help to garner diverse perspectives to bring to the organization.
- II. A violation of Gamma Iota Sigma at UNC-Chapel Hill's Membership Rules of Order is grounds for probation or immediate removal, depending on the severity of the infringement.

SECTION 5: NON-DISCRIMINATION STATEMENT

- I. The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:
- A. Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.
 - B. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no

student is excluded from membership or participation on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status or, unless exempt under Title IX, sex.

SECTION 6: DUTIES OF MEMBERS

- I. It shall be the duty of members of Gamma Iota Sigma at UNC-Chapel Hill to:
 - A. Check with regularity the email that they submitted on their membership application.
 - B. Fill out those required forms distributed through the organization's emails.
 - C. Attain no fewer than five points per semester according to the *Points System Framework* for event attendance.
 - D. Pay a one-time due set by the Grand Chapter of Gamma Iota Sigma.
 - E. Contact Gamma Iota Sigma at UNC-Chapel Hill or a member of the Executive Board and Cabinet with questions, comments, and concerns as they arise via email at gisunchapelhill@gmail.com.
- II. It shall be the duty of Members of Gamma Iota Sigma at UNC-Chapel Hill to comply with:
 - A. The constitution and bylaws of Gamma Iota Sigma at UNC-Chapel Hill.
 - B. The guiding principles of Gamma Iota Sigma as set forth by the Grand Chapter.
 - C. The University of North Carolina at Chapel Hill's Student Handbook.
 - D. The Academic Code of Conduct of the University of North Carolina at Chapel Hill
 - E. Applicable policies of the University of North Carolina at Chapel Hill's Institute for Risk Management and Insurance Innovation.
 - F. Applicable policies of the University of North Carolina at Chapel Hill's Kenan-Flagler Business School.
 - G. Comply with all other applicable policies set forth by the University of North Carolina at Chapel Hill.

SECTION 7: DUES

- I. Members of Gamma Iota Sigma at UNC-Chapel Hill shall pay a one-time membership due set by the Gamma Iota Sigma Grand Chapter in the year of their acceptance to the organization.
- II. There shall be a belonging fund established and maintained by the Executive Board and Cabinet to aid those students facing financial hardship so as to ensure no student faces a burden of access.

SECTION 8: REMOVAL OF MEMBERS

- I. To remove a member or officer, adequate written notice to that person (7 days minimum - see timeline below) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.
- II. A member may be considered for removal if they:
 - A. Fail to meet active membership requirements:
 1. Accumulate fewer than 5 points per semester without approved Special Status.
 2. Remain on probation for two consecutive semesters.
 - B. Violate Membership Rules of Order:
 1. Includes disrespectful behavior, disruption of meetings / events, or refusal to engage constructively.
 - C. Fail to fulfill Duties of Members:
 1. Non-payment of one-time dues (unless hardship support is granted).
 2. Repeated failure to complete required forms, communications, or other organizational expectations.
 - D. Engage in behavior that violates:
 1. The Gamma Iota Sigma at UNC-Chapel Hill Constitution and Bylaws.
 2. Policies of the Grand Chapter of Gamma Iota Sigma.
 3. UNC-Chapel Hill's Student Handbook, Academic Code, and relevant policies.
 - E. Other Serious Misconduct:

1. Any conduct that significantly damages the organization's reputation, disrupts its operations, or violates laws or university regulations.

III. Initiating the removal process:

A. Identification of Concern:

1. Any active member, officer, or advisor may report an alleged violation or performance issue to the Executive Board.

B. Preliminary Review:

1. The Executive Board and Cabinet will review the claim, gather relevant information, and decide whether the allegation warrants moving forward.

C. Motion to Proceed:

1. A simple majority vote of Executive Board and Cabinet members present at a regular meeting is required to initiate formal removal proceedings.

IV. Timeline:

A. Day 1: Member (subject of the inquiry) will be notified of the concern levied against them in writing (physical or electronic).

B. Day 4: A hearing will be conducted as per the order of proceedings, with the presiding officer and other attendees present.

C. Day 5: The member (subject of inquiry) will be notified of the hearing's outcome and next steps in writing (physical or electronic).

D. Day 7:

1. IF the member (subject of the inquiry) is removed, THEN the removal procedure will be enacted.
2. IF the member (subject of the inquiry) is acquitted, THEN the removal procedure will be indefinitely suspended, and the retaining procedure shall be enacted.

V. Written notice to the member:

1. Day 12: Deadline for the member (subject of the inquiry) to file an appeal.

B. Contents of Notice:

1. Specific alleged violations or performance failures.
2. References to applicable sections of the Constitution, Bylaws, or UNC policy.

3. Date, time, and location of the removal hearing.
4. Statement of the member's rights:
 - a) Right to speak on their own behalf.
 - b) Right to present evidence and call witnesses.
 - c) Right to have an advisor present (advisor may not speak on their behalf).
 - d) Right to appeal.

C. Delivery:

1. Notice will be sent via the email address on file and, if possible, delivered in person.

VI. Hearing procedure:

A. Presiding Officer:

1. The President (or next highest-ranking officer not involved in the case) will preside.

B. Attendance:

1. Executive Board, Cabinet members, accused members, and any witnesses.

C. Order of Proceedings:

1. Statement of charges by the presiding officer.
2. Presentation of evidence by the Executive Board.
3. Member's response, defense, and presentation of evidence.
4. Questions from Board / Cabinet members.
5. Closing statements from both sides.

D. Deliberation:

1. Only voting members of the Executive Board and Cabinet may be present during deliberation.

E. Vote Requirement:

1. Removal requires a two-thirds ($\frac{2}{3}$) vote of the Executive Board and Cabinet members present.
2. Votes are taken by secret ballot.

VII. Post-hearing actions:

A. Decision Notification:

1. The decision must be sent in writing to the member within 48 hours of the vote.

B. If Removed:

1. The member's name is removed from the active roster.
2. They lose all rights and privileges of membership.
3. Their Grand Chapter one-time membership fee remains intact unless the Grand Chapter separately revokes it.

C. If Retained:

1. Any conditions (probation, behavioral agreement, etc.) are documented and enforced.

VIII. Appeals process:

A. Filing an Appeal:

1. Must be submitted in writing to the Executive Board and Cabinet within 7 days of receiving the decision.

B. Appeal Grounds:

1. Procedural error.
2. New evidence not available during the original hearing.
3. Sanction disproportionate to the offense.

C. Appeal Hearing:

1. Executive Board and Cabinet convenes an Appeals Panel consisting of:
 - a) Two uninvolved Executive Board/Cabinet members.
 - b) One active member at large (not on the Board or Cabinet).

D. Final Decision:

1. The Appeals Panel decision is final and communicated within 5 business days.

IX. Record keeping:

- A. All removal proceedings (including notices, hearing minutes, vote counts, and final decisions) must be documented and stored securely for at least two academic years.
- B. Records are confidential but may be reviewed by the University or Grand Chapter upon request.

X. Special notes:

A. If a member is being removed solely for points failure:

1. The probation to inactivity to reapplication cycle in Article III, Sections three and eight will be followed.
2. Removal still requires written notice, a hearing opportunity, and appeal rights.

B. Removal procedures apply equally to members and officers, except officers also follow Article IV, Section four once completed.

ARTICLE IV: ELECTED OFFICERS

SECTION 1: OFFICERS

I. Positions:

A. Executive board:

1. Co-Presidents
2. Co-Presidents Elect
3. Senior Vice President of Operations and Administration
4. Vice President of Operations and Administration
5. Senior Vice President of Programming
6. Senior Vice President of Recruitment
7. Senior Treasurer
8. Vice Treasurer

B. Executive cabinet:

1. Communications and Public Relations Chair
2. Diversity, Equity, and Inclusion Chair
3. Community Service Chair
4. Professional Development Chair
5. Alumni Affairs Chair

II. Pre-requisites to holding office:

- A. All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA both during elections and while holding office.
 - B. For graduate students, you must be a full-time, student activity fee-paying student who is in good academic standing both during elections and while holding office.
 - C. Officers need not have any prior experience with the organization.
- III. Service:
- A. Officers shall serve one year unless extenuating circumstances prevail, allowing them to serve as little as one semester or at most three semesters in any one position.
 - B. The specific term length commitment shall depend on individual circumstances and the desires of the candidate / elected officer.

SECTION 2: DUTIES OF OFFICERS

- I. Executive board:
- A. Co-Presidents
 - 1. Serve as the chief representatives and spokespersons for the organization in all internal and external matters.
 - 2. Preside over all business meetings and Executive Board / Cabinet meetings, ensuring that parliamentary procedures are followed.
 - 3. Ensure adherence to the Constitution, Points System Framework, and UNC policies.
 - 4. Foster a culture of inclusivity, professionalism, and respect among members.
 - 5. Develop and maintain a long-term vision for the organization, including annual and multi-year goals.
 - 6. Lead the creation and execution of semesterly and yearly strategic plans in consultation with the Executive Board and Cabinet.
 - 7. Coordinate with the Chapter Advisor to ensure plans align with both university and Grand Chapter priorities.

8. Oversee the onboarding, mentoring, and continued training of officers and committee chairs.
9. Conduct leadership development sessions to prepare members for officer succession.
10. Maintain a record of officer responsibilities, workflows, and contact information to ensure smooth transitions.
11. Ensure all events, projects, and initiatives are assigned to officers or committees with clear expectations and deadlines.
12. Monitor progress on initiatives, providing support and accountability as needed.
13. Serve as signatories on all financial transactions alongside the Treasurer.
14. Serve as the primary liaison with:
 - a) The Gamma Iota Sigma Grand Chapter.
 - b) The Institute for Risk Management and Insurance Innovation.
 - c) Kenan-Flagler Business School and other university departments.
 - d) Corporate partners, alumni, and industry professionals.
15. Represent the organization at official functions, conferences, and networking events.
16. Provide written or verbal semesterly updates to the membership on organizational progress, finances, and future plans.
17. Maintain open lines of communication between members, officers, and the Advisor.
18. Address conflicts or crises promptly and professionally, in coordination with the Executive Board and Advisor.
19. Make urgent decisions when necessary, reporting such decisions to the Executive Board as soon as possible.
20. Oversee end-of-semester reviews of officer performance and organizational activities.
21. Compile and submit required reports to the Grand Chapter and UNC offices as needed.

22. Ensure historical documentation is maintained for future officers (e.g., meeting minutes, project notes, templates).

B. Co-Presidents Elect

1. Assume all presidential duties in the absence of the Co-Presidents.
2. Directly manage committee chairs, ensuring that assigned tasks are completed on time and to standard.
3. Maintain and regularly update officer schedules and the official officer directory.
4. Coordinate and confirm room reservations for all chapter meetings and events.
5. Oversee the preparation and submission of Grand Chapter awards applications and the Annual Report.
6. Maintain and update the Master Calendar for all organizational activities and deadlines.
7. Assign class liaisons and oversee their engagement with members.
8. Lead strategic planning sessions in coordination with the Co-Presidents to advance chapter goals.

C. Senior Vice President of Operations and Administration

1. Conduct in-depth evaluations of chapter operations and provide recommendations for current and future events.
2. Ensure regular submission of member applications to the Grand Chapter.
3. Update and maintain all membership application forms and Major Information forms.
4. Collect and archive proposals and post-event evaluations for all chapter and committee activities.
5. Coordinate and lead periodic reviews and updates of the Chapter Bylaws.
6. Maintain accurate member records in the database, including new member entries and updates to existing records.
7. Generate database reports to support the needs of other functional areas of the organization.

D. Vice President of Operations and Administration

1. Assist the Senior Vice President of Operations and Administration in fulfilling their duties.
2. Oversee logistical and administrative tasks for meetings and events as assigned.
3. Manage special projects requiring operational coordination.

E. Senior Vice President of Programming

1. Plan, coordinate, and execute all chapter social events.
2. Design and oversee signature events unique to the chapter.
3. Collaborate with other officers to ensure that programming aligns with chapter goals and member interests.

F. Senior Vice President of Recruitment

1. Develop and execute recruitment strategies and events to attract new members.
2. Collect and process membership applications in a timely manner.
3. Coordinate chapter participation in college fairs and other outreach opportunities.
4. Plan presentations for high school and college classes to promote Gamma Iota Sigma.
5. Ensure all new members receive orientation on membership duties, resources, and chapter culture.

G. Senior Treasurer

1. Oversee the chapter's overall financial management.
2. Develop, present, and manage the annual budget in consultation with the Executive Board.
3. Coordinate fundraising initiatives and donor recognition.
4. Manage all sponsor-related invoicing and financial transactions.
5. Maintain accurate financial records in compliance with UNC policies and Grand Chapter requirements.

H. Vice Treasurer

1. Assist the Senior Treasurer in all financial management responsibilities.
2. Support fundraising initiatives and donor recognition efforts.

3. Manage specific financial projects as assigned by the Senior Treasurer or Co-Presidents.

II. Executive cabinet:

A. Communications and Public Relations Chair

1. Oversee all chapter publications and official communications.
2. Draft and distribute press releases highlighting chapter events.
3. Manage the chapter's social media accounts to ensure consistent, professional branding.
4. Maintain the official chapter email address and ensure timely responses.
5. Submit the Monthly Report to the Grand Chapter on schedule.

B. Diversity, Equity, and Inclusion Chair

1. Plan and implement events focused on diversity, equity, and inclusion within the risk management and insurance community.
2. Serve as a DEI advocate during event planning, recruitment, and strategic discussions.
3. Represent the chapter in Grand Chapter DEI meetings and initiatives.

C. Community Service Chair

1. Plan and promote chapter service initiatives and events.
2. Coordinate fundraising efforts for any chosen charities.
3. Ensure timely and effective communication of service opportunities to the membership.

D. Professional Development Chair

1. Oversee the collection and submission of member resumes for the chapter resume book.
2. Plan and coordinate professional development activities including Interview Workshops, Mock Interviews, Resume Reviews, and Etiquette Workshops.
3. Review all member resumes for quality and formatting before publication.

E. Alumni Affairs Chair

1. Plan and execute alumni receptions and engagement events.
2. Edit and publish the Alumni Newsletter.

3. Maintain accurate records of recent graduates and alumni contact information.
4. Update alumni information when they attend chapter events.
5. Manage the Alumni Mentor Program, including matching alumni with current members.

SECTION 3: ELECTION OF OFFICERS

I. Term of office:

- A. All elected Executive Board positions shall serve a one-year term, beginning on the first day of the summer semester following the election and ending on the day before the following summer semester begins.
 1. Extenuating circumstances shall allow for a minimum service term of one semester and a maximum of three semesters to be determined by a two-thirds ($\frac{2}{3}$) vote of members of the Executive Board and Cabinet.
- B. Officers may run for re-election without limit unless otherwise restricted by Grand Chapter or UNC policy.

II. Election timing:

- A. Officer elections shall be held during the final regular business meeting before spring semester final examinations.
- B. The exact date shall be announced to all active members at least four weeks in advance.
- C. Newly elected officers will serve as officers-elect until the start of their term, shadowing the outgoing officers to ensure a smooth transition.

III. Nomination process:

- A. Nominations will open three weeks before the election date and remain open for one week.
- B. Any active member may nominate themselves or another eligible member.
- C. Nominations must be submitted in writing (email or form) to the Senior Vice President of Operations and Administration.
- D. Nominees must accept their nomination in writing within 48 hours of being notified.

- IV. Campaign guidelines:
 - A. Candidates may campaign only after formally accepting their nomination.
 - B. Campaigning must adhere to UNC policies and the Membership Rules of Order.
 - C. The Election Chair (appointed by the Co-Presidents and approved by the Executive Board, and not running for office) may set additional campaign guidelines to ensure fairness.
- V. Candidate forum:
 - A. At least one Candidate Forum shall be held no later than one week before elections.
 - B. Each candidate will have an equal amount of time to present their platform and answer member questions.
- VI. Voting procedures:
 - A. Elections shall be conducted via secret ballot, either in-person or through a secure online voting platform approved by the Executive Board.
 - B. Only active members in good standing may vote.
 - C. A simple majority (more than 50% of votes cast) is required to win a position.
 - D. If no candidate achieves a majority in the first round, a runoff between the top two vote-getters will be held immediately.
- VII. Tie-breaking procedures:
 - A. In the event of a tie after a runoff, the decision shall be made by the outgoing Executive Board via secret ballot.
- VIII. Vacancies:
 - A. If an officer position becomes vacant mid-term, a special election will be held within four weeks to fill the remainder of the term.
 - B. Special elections will follow the same eligibility, nomination, and voting procedures as regular elections.
- IX. Transition process:
 - A. Outgoing officers must provide comprehensive transition materials and training to incoming officers.
 - B. A Transition Retreat will be held within three weeks of the election to transfer responsibilities, passwords, and documents.

SECTION 4: REMOVAL OF OFFICERS

I. Grounds for removal:

- A. Fail to perform their duties as outlined in Article IV, Section 2 of this Constitution.
- B. Are absent from three or more required meetings or events in one semester without prior approval.
- C. Engage in behavior that violates:
 - 1. The Constitution and Bylaws of Gamma Iota Sigma at UNC-Chapel Hill
 - 2. The Membership Rules of Order (Article III, Section 4)
 - 3. UNC-Chapel Hill Student Handbook, Academic Code, or applicable university policies
 - 4. The guiding principles or rules of the Gamma Iota Sigma Grand Chapter
- D. Are placed on probationary status due to failure to maintain active membership requirements.
- E. Fail to maintain required enrollment or GPA standards set by UNC for student leaders.

II. Initiating removal proceedings:

- A. Any active member, the Chapter Advisor, or any officer may submit a written petition for removal to the Executive Board.
- B. The petition must state the specific grounds and provide supporting evidence.
- C. A simple majority vote of the Executive Board (excluding the officer in question) is required to move forward with formal removal proceedings.

III. Timeline:

- A. Day 1: Officer (subject of the inquiry) will be notified of the concern levied against them in writing (physical or electronic).
- B. Day 4: A hearing will be conducted as per the order of proceedings, with the presiding officer and other attendees present.
- C. Day 5: The officer (subject of inquiry) will be notified of the hearing's outcome and next steps in writing (physical or electronic).
- D. Day 7:

1. IF the officer (subject of the inquiry) is removed, THEN the removal procedure will be enacted.
2. IF the officer (subject of the inquiry) is acquitted, THEN the removal procedure will be indefinitely suspended, and the retaining procedure shall be enacted.

IV. Written notice:

- A. The officer in question must receive written notice at least 7 days prior to the removal hearing, in accordance with UNC policy.
- B. The notice must include:
 1. Specific charges and references to violated policies or duties
 2. Date, time, and location of the hearing
 3. A statement of rights, including the right to speak on their own behalf, present evidence, call witnesses, and appeal
 4. The notice shall be sent to the officer's email on file and, if possible, delivered in person.

V. Hearing procedure:

- A. The hearing will be presided over by the Co-President not under review; if both Co-Presidents are under review, the Chapter Advisor will preside.
- B. Attendees shall include:
 1. Executive Board members
 2. The officer in question
 3. Any witnesses approved by the presiding officer
- C. Order of proceedings:
 1. Statement of charges by the presiding officer
 2. Presentation of evidence by the party bringing the charges
 3. Response and defense by the officer in question
 4. Questions from the Executive Board
 5. Closing statements from both sides
- D. The Executive Board will deliberate in closed session without the officer present.

VI. Voting requirements:

- A. Removal requires a two-thirds ($\frac{2}{3}$) majority vote of Executive Board members present, excluding the officer in question.
 - B. Voting shall be conducted by secret ballot.
- VII. Appeals:
 - A. The removed officer may file an appeal within 7 days of receiving the removal decision.
 - B. Appeals must be submitted in writing to the Co-Presidents (if they're not the defendants) or the Advisor (if both Co-Presidents are defendants), who will convene an Appeals Panel consisting of:
 - 1. Two uninvolved Executive Board members
 - 2. One active member at large
 - C. The Appeals Panel will review the process and decision for fairness, procedural adherence, and any new evidence.
 - D. The decision of the Appeals Panel is final.
- VIII. Vacancies following removal:
 - A. If an officer is removed, the position shall be filled in accordance with Article IV, Section 3, Subsection IX (Vacancies).

ARTICLE V: MEETINGS

SECTION 1: BUSINESS MEETINGS

- I. The organization shall meet no less than once per month during the fall and spring semesters.
- II. The time and place of meetings shall be announced no less than one week prior to the inception of the meeting through the email addresses maintained on file and / or through GroupMe.
- III. At least half of all business meetings shall take place on the campus grounds of the University of North Carolina at Chapel Hill.

SECTION 2: EXECUTIVE BOARD AND CABINET MEETINGS

- I. Executive board and cabinet meetings shall be held no less than once per month in the fall and spring semesters.
 - A. These meetings shall be mandatory to attend.
 - B. Should a member of the Executive Board and Cabinet be unable to attend, they shall review the meeting summary and communicate with the Co-Presidents if any questions should arise.
 - C. The date and time of such meetings shall be set, no less than one week in advance.
- II. Additionally, there shall be a standing weekly appointment as decided on by a simple majority vote of Executive Board and Cabinet members present at the first meeting of the year.
 - A. To vote on this meeting time, a quorum shall consist of two-thirds ($\frac{2}{3}$) of the Executive Board and Cabinet's membership.
 - B. This meeting shall not be mandatory to attend.
- III. The Executive Board and Cabinet shall conduct meetings on the campus of the University of North Carolina at Chapel Hill, off-campus, or virtually.
- IV. Executive Board and Cabinet meetings shall not be held after the hours of 10:00 PM EST or before 7:00 AM EST.
- V. When2Meet shall be the designated meeting scheduling software utilized by the Executive Board and Cabinet of Gamma Iota Sigma at UNC-Chapel Hill.

ARTICLE VI: COMMITTEES

- I. The Executive Board and Cabinet reserve the right to form special committees by a simple majority of voting members present at any Executive Board and Cabinet meeting.
- II. The Executive Board and Cabinet reserves the right to dissolve any special committees by a simple majority of voting members present at any Executive Board and Cabinet meeting.
- III. Any member of the Executive Board and Cabinet may join any such committee by volunteering.
- IV. Any member of the organization may join a special committee through a written inquiry sent to the organization's email address.

ARTICLE VII: ADVISOR

SECTION 1: QUALIFICATIONS

- I. The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.
- II. Preference shall be given to:
 - A. Faculty members of the Institute of Risk Management and Insurance Innovation at the University of North Carolina at Chapel Hill
 - B. Faculty members of Kenan-Flalger Business School at the University of North Carolina at Chapel Hill.
 - C. Candidates who have demonstrated interest in risk management and insurance.

SECTION 2: DUTIES

- I. The Advisor must accept the email invitation and elect to be visible on the chapter's Heel Life page to be officially recognized by the University.
- II. The advisor does not have the right to vote.
- III. Serve as the primary mentor to the Executive Board and general membership.
- IV. Provide guidance to ensure the chapter operates in accordance with:
 - A. The Constitution and Bylaws of Gamma Iota Sigma at UNC-Chapel Hill;
 - B. The policies and principles of the Gamma Iota Sigma Grand Chapter;
 - C. All applicable UNC-Chapel Hill policies and regulations.
- V. Attend Executive Board meetings and business meetings as needed.
- VI. Advise the chapter on matters relating to:
 - A. Event planning and programming
 - B. Financial management
 - C. Member development
 - D. Risk management and policy compliance.
- VII. Support officer transitions by participating in training and planning sessions.

- VIII. Provide input and feedback on the chapter's strategic direction, annual goals, and semester planning.
- IX. Serve as the chapter's liaison to UNC administration, faculty, and staff when necessary.
- X. Assist in conflict resolution and crisis management when necessary.

SECTION 3: ACCOUNTABILITY

- I. The Advisor's performance and engagement will be reviewed annually by the Co-Presidents in consultation with the Executive Board.
- II. If the Advisor is unable to fulfill their duties, the Executive Board may vote by simple majority to recommend the selection of a new Advisor.
- III. A new Advisor must meet the qualifications outlined in Section 1 and be approved by a majority vote of the Executive Board and Chapter Advisor consent.

ARTICLE VIII: FINANCIAL STRUCTURE

SECTION 1: FISCAL YEAR

- I. The fiscal year of Gamma Iota Sigma at UNC-Chapel Hill shall run from July 1 to June 30 of the following year, in alignment with the University's fiscal calendar.

SECTION 2: REVENUE SOURCES

- I. The chapter's revenue may be derived from:
 - A. Fundraising events;
 - B. Sponsorships and donations;
 - C. University funding allocations (when applicable);
 - D. Other lawful sources approved by the Executive Board.
- II. All revenue shall be deposited into the chapter's official account in accordance with UNC policies.

SECTION 3: BUDGETING AND EXPENDITURES

- I. The Senior Treasurer, in consultation with the Vice Treasurer and Executive Board, shall prepare an annual budget prior to the start of each fiscal year.
- II. The proposed budget shall be approved by a majority vote of the Executive Board.
- III. All expenditures must:
 - A. Align with the approved budget;
 - B. Be consistent with University policy, state law, and Grand Chapter requirements.
- IV. Any unbudgeted expense over \$100 must be approved by a simple majority vote of the Executive Board before funds are committed.

SECTION 4: SIGNATORY AUTHORITY

- I. Authorized signatories for chapter financial transactions shall be:
 - A. The Senior Treasurer;
 - B. At least one Co-President;
 - C. The Chapter Advisor (for University compliance purposes).
- II. All financial documents, including contracts, must have at least two authorized signatures, one of which must be a Co-President or the Advisor.

SECTION 5: RECORD KEEPING AND REPORTING

- I. The Senior Treasurer shall maintain accurate, up-to-date financial records in accordance with University and Grand Chapter requirements.
- II. The Senior Treasurer shall present a financial report to the Executive Board at least once per month during the academic year.
- III. A complete year-end financial report shall be presented to the membership at the final business meeting of the spring semester.
- IV. All financial records must be retained for at least three fiscal years and stored securely.

SECTION 6: BELONGING FUND

- I. In accordance with Article III, Section 7, the chapter shall maintain a Belonging Fund to assist members facing financial hardship in paying their one-time Grand Chapter dues.
- II. The Belonging Fund shall be managed by the Senior Treasurer and overseen by the Executive Board.

- III. Requests for Belonging Fund assistance will be reviewed confidentially by the Co-Presidents and Senior Treasurer.

SECTION 7: DISSOLUTION OF THE CHAPTER

- I. In the event the chapter officially dissolves, all remaining funds shall be distributed in accordance with University policy.
- II. Any funds provided by the Grand Chapter or sponsors shall be returned or allocated as directed by those entities.

ARTICLE IX: RATIFICATION

SECTION 1: RATIFICATION REQUIREMENTS

- I. This Constitution and Bylaws shall be considered ratified and binding upon the chapter when approved by a two-thirds ($\frac{2}{3}$) vote of active members present at a regular business meeting.
- II. Only active members in good standing, as defined in Article III, Section 1, are eligible to vote on ratification.

SECTION 2: NOTICE OF RATIFICATION VOTE

- I. The proposed Constitution and Bylaws, or any proposed amendments to them, must be distributed in writing (including electronically) to all active members at least one week prior to the meeting where the ratification vote will be held.
- II. The notice must include:
 - A. The full text of the document or amendments under consideration;
 - B. The date, time, and location of the ratification meeting.

SECTION 3: DOCUMENTATION AND FILING

- I. Upon ratification, the finalized Constitution and Bylaws shall be:
 - A. Signed and dated by the Co-Presidents;
 - B. Uploaded to the chapter's Heel Life page in accordance with University policy;
 - C. Submitted to the Gamma Iota Sigma Grand Chapter for their records, if required.

SECTION 4: EFFECTIVE DATE

- I. Unless otherwise stated in the ratification motion, this Constitution and Bylaws shall take effect immediately upon approval.

ARTICLE X: AMENDMENTS**SECTION 1: ELIGIBILITY TO PROPOSE AMENDMENTS**

- I. The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.
- II. Amendments to this Constitution and Bylaws may be proposed by:
 - A. Any member of the Executive Board;
 - B. The Chapter Advisor;
 - C. Any active member in good standing with a petition signed by at least five (5) other active members.

SECTION 2: SUBMISSION OF AMENDMENTS

- I. Proposed amendments must be submitted in writing to the Senior Vice President of Operations and Administration, who will review them for compliance with University and Grand Chapter policies.
- II. Once reviewed, proposed amendments must be distributed in writing (including electronically) to all active members at least one week prior to the meeting at which they will be considered.

SECTION 3: CONSIDERATION AND VOTING

- I. Amendments shall be discussed and voted on at a regular business meeting or a special meeting called for that purpose.
- II. A two-thirds ($\frac{2}{3}$) majority vote of active members present is required for adoption.
- III. Only active members in good standing may vote on amendments.

SECTION 4: FILING AND EFFECTIVENESS

- I. All adopted amendments shall:
 - A. Be incorporated into the official Constitution and Bylaws;
 - B. Be signed and dated by the Co-Presidents;
 - C. Be uploaded to the chapter's Heel Life page and, if required, submitted to the Gamma Iota Sigma Grand Chapter.
- II. Unless otherwise stated in the amendment motion, amendments shall take effect immediately upon adoption.

ARTICLE XII: PARLIAMENTARY PROCEDURES**SECTION 1: QUORUM**

- I. A quorum for conducting official business at a regular or special business meeting shall consist of a simple majority (more than 50%) of active members in good standing.
- II. A quorum for Executive Board meetings shall consist of a simple majority of Executive Board members.

SECTION 2: MEETING AGENDA

- I. The Co-Presidents shall prepare an agenda for each meeting in consultation with the Executive Board.
- II. The standard order of business for regular meetings may include:
 - A. Call to order
 - B. Roll call and verification of quorum
 - C. Approval of minutes from the previous meeting
 - D. Officer and committee reports
 - E. Old business
 - F. New business
 - G. Announcements
 - H. Adjournment

SECTION 3: SPECIAL MEETINGS

- I. Special meetings may be called by the Co-Presidents, a majority of the Executive Board, or upon written request of at least 10% of active members.
- II. Members must be given at least 48 hours' notice of a special meeting, except in emergencies.

SECTION 4: SUSPENSION OF RULES

- I. Any standing rules of order, except those contained in this Constitution and Bylaws, may be suspended by a two-thirds ($\frac{2}{3}$) vote of active members present.