

Zeta Phi Beta Sorority, Inc
Delta Epsilon Undergraduate Chapter
Indiana University

By-Laws



(Last Revised May 11, 2018)

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ARTICLE I - NAME

The name of the organization shall be ZETA PHI BETA SORORITY, INCORPORATED.
Delta Epsilon Undergraduate Chapter.

Article II – PURPOSE

The purpose of Zeta Phi Beta Sorority Incorporated, Delta Epsilon Chapter shall be:

SECTION 1:

To encourage the highest standards of scholarship, through scientific, literary, cultural, and educational programs.

SECTION 2:

To promote charitable projects on the Indiana University, Bloomington campus, and within the community.

SECTION 3:

To foster the spirit of sisterly love and promote the idea of Finer Womanhood

Finer Womanhood: the distinguishing characteristics of a woman, one superior, kind quality or appearance, marked by a reflecting elegance and refinement.

SECTION 4:

This organization shall comply with all Indiana University Regulations, and local, state, and Federal Laws.

A: Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE III: NON-DISCRIMINATORY CLAUSE

Participation in the proposed organization must be without record to arbitrary consideration of

such characteristics as age, color disability, ethnically, gender, marital status, national origin, race, religion, sexual orientation, or veteran status

ARTICLE IV: POWERS

SECTION 1: THE ORGANIZATION

- A:** The Constitution and By-Laws govern the proceedings of Zeta Phi Beta Sorority, Inc. Delta Epsilon Chapter.
- B:** The Parliamentary and Robert's Rules of Order further govern proceedings.
- C:** This organization shall ethically raise and distribute profits from organizational functions to the organization not individual members

SECTION 2: THE BODY

- A:** The body has voting powers on all matters.
- B:** The body has power to elect officers.
- C:** The body has power to impeach officers.

SECTION 3: EXECUTIVE BOARD

- A:** The President shall preside over all Executive Board meetings:
- B:** The Executive Board shall have the power of the general body in emergencies, which necessitates action between meetings, but a report of any actions must be made at the next regular meeting.
- C:** Members will be contacted within an hour to inform them of the meeting. They have the right to attend.
- D:** The Executive Board has the right to override any constitutional interpretations of the Parliamentary.
- E:** The Executive Board also acts as a Judicial Committee to enforce the Constitution/By-Laws upon any member.

ARTICLE V: MEMBERSHIP

SECTION 1: ACTIVE MEMBERS

- A:** Zeta Phi Beta Sorority, Inc. Delta Epsilon Chapter Membership shall include all undergraduates who are financial on local, state, regional, and national levels.
- B:** Has a 2.5 cumulative G.P.A:
 - 1. Those without a 2.5 cumulative GPA on a 4.0 scale will be deemed in-active and will be on Academic Probation. W
 - 2. Every member of the chapter must adhere to the following guidelines:
 - Mandatory 10 hours of logged study tables
 - Progress report at both midterm and end of the semester
For all classes
 - Probationary members can attend chapter, help plan events, but cannot head a committee, hold their position or vote in chapter.
- C:** Have no more than four (4) unexcused absences from chapter/meetings or

Zeta sponsored or endorsed events.

D: Have at least 15 documented service hours per semester.

1. Of those 15 documented hours, ten (10) must at least be group hours; five (5) of the documented hours may be personal (hours can NOT be counted twice)
2. Failure to meet those hours and provide documentation will result in a fine of \$1/per hour not accounted for at the end of each semester.
3. Any member that does not meet the community service hours in two consecutive semesters totaling 30 hours will be rendered inactive.
 - A. To regain active status before appealing to the chapter;
 - i. Members must complete five (5) initial service hours; documented hours must be submitted to Second Anti- Basileus.
 - ii. Members must pay \$1 for every hour not completed in the previous two semesters; fines not to surpass a total of \$30.

SECTION 2: UNFINANCIAL MEMEBERS

A: An unfinancial member is defined as any member who is:

1. Thirty (30) days or more past due on her dues.
2. At least three payments late on their individualized payment plan established by the chapter
3. Thirty (30) days or more past due on her fines
4. An unfinancial member is considered inactive after a probationary period of thirty (30) days, having not paid dues/fines owed to the chapter.

B: Status of unfinancial members:

1. No voting rights.
2. May not sit on committees.
3. May not hold office.
4. May not participate in membership intake process

C: Regaining financial status with the chapter:

1. The member must pay all past dues and debts and applicable fees.

SECTION 3: INACTIVE MEMBERS

A: An inactive member is defined as any member who must notify the Chapter, in writing, on her intention to discontinue payment of dues and active participation in chapter functions and/or

B: Any member who is unfinancial and/or has a cumulative GPA below

2.5 and has not met the requirements of probation

D: Has missed more than four unexcused meeting/chapter or Zeta sponsored/endorsed events and/or

E: Has not met the community service requirements in two consecutive semesters

F: Status of Inactive members:

1. No voting rights.
2. May not sit on committees.
3. May not hold any office tied to Delta Epsilon or NPHC.
4. May not participate in the Membership Intake Process.
5. Must pay regular admission to get into all Zeta sponsored or collaborative events.
6. May not partake in events as a Delta Epsilon representative, including but not limited to:
 - a. Stroll-Offs
 - b. Yard Shows
 - c. DE Programs/Events
 - d. Parties

G: Regaining active status with the chapter, the member must:

1. Inform the chapter in writing on her intention to regain active status.
2. Pay all monies leading to inactive status (if applicable) to the Tamias Grammateus before decision is rendered.
3. Provide documentation of five community service hours; if inactivity is the result of lack of fulfilled hours

SECTION 4: NEW MEMBERS

A: Dues shall be covered for the first month after they are initiated.

B: New members shall not have a vote until the first meeting of the semester following initiation

C: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's conduct or lack of conduct.

ARTICLE VI: MEETING

SECTION 1: GOVERNANCE

Zeta Phi Beta Sorority, Inc. Delta Epsilon Chapter is governed by the Zeta Phi Beta

Sorority, Inc. constitution and the Zeta Phi Beta Sorority, Inc. Delta Epsilon chapter by-laws. The meetings are run according to the current edition of Robert's Rules of Order.

SECTION 2: MAINTENANCE OF ORDER

The Parliamentarian shall maintain order at the meetings.

SECTION 3: ESTABLISHMENT OF AGENDA

- A:** The President shall establish the agenda, date and place of the meeting.
- B:** In the absence of the President, the 1st Vice President shall perform this function.
- C:** Members are expected to notify the President in four days in advance of any items that need to be added to the agenda.

SECTION 4: FORMAT OF AGENDA

An agenda with the following format shall be adhered to at all scheduled, non-emergency meetings:

- A:** Call to order
- B:** Roll Call (to make sure there is quorum-see ARTICLE V, Sec 9)
- C:** Guest Speakers
- D:** Approval of minutes
- E:** Ask for additions to Agenda
- F:** Executive Reports
 - 1. Basileus
 - 2. 1st Anti-Basileus
 - 3. 2nd Anti-Basileus
 - 4. Grammateus
 - 5. Tamias
 - 6. Tamias Grammateus
 - 7. Phylacter
 - 8. Historian
- G:** NPHC Representative reports
- H:** Standing committee reports given by chairs
- I:** Special committee reports
- J:** Advisors Report
- K:** Unfinished Business (matters tabled or unsettled at the close of the preceding meeting; dues)
- L:** New Business
- M:** Open floor
- N:** Announcements (dates & place of next Exec. Committee meeting and Chapter meeting; seminars; and other announcements of upcoming events.
- O:** Adjournment (Prayer)

SECTION 5: CHAPTER MINUTES

A: Chapter meeting minutes shall be typed and ready for distributing (mailing) within 72 hours of the chapter meeting.

SECTION 6: FREQUENCY OF CHAPTER MEETINGS

A: Chapter meetings shall be at the discretion of the chapter, with dates and times to be set at the first meeting of each semester upon approval of YKZ advisor.

B: Special meetings may only be called by the President.

1. All members must be informed of the meeting
2. No voting may take place
1. Emergency meeting may only be called by the President.

SECTION 7: PENALTIES AND FINES FOR MISSED MEETINGS AND ZETA SPONSORED EVENTS

A: If any fines threaten to cause inactivity, a payment plan may be deemed appropriate at the discretion of the chapter.

1. The payment plan will include dates and payment amounts due by the soror; failure to pay two payments will result in immediate unfinancial status.
2. Member must notify the President at least 48 hours prior to chapter meeting, in writing, or by phone explaining their reason for absence.

B: Any member more than 10 minutes late for any chapter / meeting where a

Zeta is required to be at will be fined \$10.

1. No call no show to Chapter / meeting where a Zeta is required to result in a \$20 fine

C: Inappropriate dress to chapter or function where a

Zeta is required to be will result in a \$5 fine.

Section 8: Dress Code

A: Business Professional

Tops: Button-downs/blouses, blazers/sweaters

*NO CLEAVAGE

Bottoms: Slacks, knee-length skirts, knee-length dresses

Shoes: Closed-toe/Peep-toe heels, dress flats

B: Business Casual

Tops: Polos/ Zeta t-shirts *NO BLOCK LETTER

Bottom: Khaki's/ Jeans, Khaki skirt (if appropriate length)

*NO rips or holes

Shoes: Heels, flats, sneakers

C: Casual

Tops: Zeta t-shirt (Block letters permitted)

Bottoms: jeans, knee length skirt.

Shoes: heels, flats, sneakers

SECTION 9: QUORUM

A: A quorum can be announced when there is 2/3 of the active financial members of the chapter present.

B: If a quorum is not present, no voting shall take place.

SECTION 10: VOTING

- A:** All voting members must be an active and financial Soror
- B:** The Basileus does not vote at meetings she is presiding over.
- C:** In secret ballot voting, Basileus counts votes.
- D:** All voting shall be carried by a simple majority unless otherwise specified by these by-laws or by Robert's Rules of Order.
- E:** In the event of a tie, the President shall vote, casting the deciding ballot. The Advisor shall count the votes.
- F:** Members may vote by proxy if they are unable to attend a chapter meeting One my vote by proxy by:
1. On a piece of paper, write down the name of the issue to be voted on, and her vote.
 2. Place it in an envelope, seal it, and sign her name across the seal
 3. Any member may deliver a sealed proxy vote in the presence of the body.
 4. The Basileus shall open the vote in the presence of the body
 5. If correct procedure is not followed as stated, the vote shall be considered null and void.
- G:** Any and all monetary liabilities to be incurred by Zeta Phi Beta Sorority, Inc. Delta Epsilon Chapter must be approved by a simple majority vote before their occurrence.

ARTICLE VII: ELECTION PROCESS

SECTION 1: NOMINATIONS

- A:** Nominations shall be accepted at the first chapter meeting in March, continuing through the second chapter meeting in March.
- B:** Nominations and subsequent presentations are to follow the following order for each office:
1. Basileus
 2. 1st Anti-Basileus
 3. 2nd Anti-Basileus
 4. Grammateus
 5. Tamias
 6. Tamias Grammateus
 7. Phylacter
 8. Historian

- C: All other positions and chairs will be appointed by the Basileus, unless otherwise stated in the by-laws.

SECTION 2: PRESENTATIONS

- A: The duties and responsibilities of each officer must be read to the candidates by the presiding officer or advisor.
- B: All nominees for offices must give a brief speech stating their qualifications for the office they are seeking.

SECTION 3: ELECTIONS

- A: Elections will be held after the **first** chapter meeting of April
- B: Elections are held by secret ballot adhering to the order of succession.
- C: Candidates must win by simple majority.
- D: Zeta advisor presides over the meeting; allowing the previous Basileus to vote.
- E: In the event of a tie, the chapter will refer to the current edition of Robert's Rules of Order.
- F: Advisor counts the votes
- G: Members are limited to holding one (1) executive office per term unless there are not enough active members to fill each office.

ARTICLE VIII: OFFICERS

SECTION 1: ELECTED

POSITIONS:

- A: **Basileus (President)**
- B: 1st Anti-Basileus (1st Vice-President)
- C: 2nd Anti-Basileus (2nd Vice-President)
- D: Grammateus
(Secretary)
- E: Tamias (Treasurer)
- F: Tamias Grammateus
(Assistant Secretary)

G: Phylater

(Parliamentarian)

H: Epistoleus (Historian)

SECTION 2: TERM OF OFFICE

Each elected officer shall serve for one year. New officers will take office following elections at the first meeting in April.

SECTION 3: TRAINING

The month of April will be a training period. It is the duty of the officer leaving office to hand over all materials to the new officer following elections. During the second chapter meeting in April, new officers will be assisted by previous officers.

SECTION 4: SUCCESSION

- A:** In the event of the premature vacancy of the office of the Basileus, The current 1st Anti-Basileus will assume the titles and the duties of the Basileus. The 2nd Anti-Basileus will assume the duties of the 1st Anti-Basileus.
- B:** In the event of the premature vacancy of any other office, the vacancy will be filled within two weeks, by appointment of the Basileus.

ARTICLE IX: DUTIES OF THE OFFICERS

SECTION 1: BASILEUS

The Basileus of a collegiate chapter has both the responsibility and the opportunity to affect the direction of the chapter by providing dynamic leadership to its members. The Basileus also represents the chapter in dealing with other groups.

- A:** The President shall perform the following duties:
 1. Preside over all meetings and see that they are run according to Robert's Rules of Order and these by-laws.
 2. Have general supervision of the Chapter a. Review agenda with the advisor b. Talk to graduate advisor
 3. Call emergency and special meetings and always inform the advisor
 4. With the Phylacter enforce due observance of the

- constitution, by-laws and regulations of the sorority
5. Sign application for membership
 6. In the absence of the Tamias and with proper authorization from the chapter, sign and/or authorize disbursement of money from the treasury
 7. Send and annual report of the work of the chapter to the Grand Basileus,
3rd Anti-Basileus, Regional Director, State Director, and Sponsoring Graduate Chapter.
 8. Send a list of new officers including name, mailing addresses and telephone numbers immediately after election to the Executive Director when paying annual per capita tax
 9. Make no motion nor have a vote except in the cast of a tie, when she may cast the deciding vote (with the exception of elections for new officers).

SECTION 2: 1ST ANTI-BASILEUS

The 1st Anti-Basileus of a collegiate chapter shall assist the Basileus and assume all duties and responsibilities of the President in her absence. The 1st Anti-Basileus is the Chair of the Membership Committee and as chair shall perform the following duties:

- A:** Ensure observance of MIP as outlined in the handbook.
- B:** Report to chapter on the status of MIP.
- C:** Have general supervision of new and prospective members.

SECTION 3: 2ND ANTI-BASILEUS

- A:** In charge of promoting Scholarship and community service.
- B:** Has responsibility for working with members on academic probation and approving their grade improvement plan and making periodic checks on their academic performance.
- C:** Shall carry out all other duties inherent in her position and any other actions necessary to effectuate the position.

SECTION 4: GRAMMATEUS

- A:** The Grammateus shall perform the following duties:
 1. Record the proceedings of the sorority and take minutes at each meeting keeping a file of the same. at the end of each year these files should be turned over to the succeeding Grammateus.
 2. Distribute minutes to members at chapter meetings. Minutes should include:
 - a. Date, time and place of meeting

- b. Person presiding
 - c. Guest Speakers
 - d. Motions made and carried
 - e. Committee reports
 - f. Members present and members paying dues
 - g. Time of adjournment
3. Maintain current calendar of chapter events and have on hand for distribution if needed.
 4. Handle all correspondences for the chapter.
 5. Obtain name, correct addresses of chapter officers, members and sponsors, forwarding copy of the same to the National Executive Director.
 6. Be responsible for pick up of mail and its timely distribution to the individual in the chapter it concerns or is addressed to.

SECTION 5: TAMIAS

A: The Tamias shall perform the following duties:

1. Establish immediate contact with past Tamias and/or sponsoring graduate chapter Tamias
 - a. Become familiar with ledgers, school, and local banking procedures
 - b. Become familiar with all forms
2. Receive all monies from the Tamias Grammateus and make all disbursements as required. Give receipts for all monies received, keeping a record of the same.
3. Pay all bills as directed by the chapter, take a receipt for all money paid out and keep a correct accounting of all receipts and expenditures:
 - a. send chapter tax and per capita tax for each member to Nationals
4. Submit a written report of the financial condition of the chapter at each regularly scheduled meeting
5. Submit a financial report to Nationals annually

SECTION 6: TAMIAS GRAMMATEUS

A: The Tamias Grammateus shall perform the following duties:

1. Receive all monies from the chapter members and Zeta sponsored events.
2. Keep an accurate record of monies received and financial members.

3. Turn over all monies to Tamias for depositing or disbursement.

SECTION 7: PHYLACTER

A: The Phylacter shall perform the following duties:

1. Have general supervision over the legal activities of the chapter.
2. Advise members of the rules and regulations governing the chapter according to the current edition of Robert's Rules of Order, Constitution, and By-Laws of Zeta Phi Beta Sorority, Inc.
3. Maintain orders at all times:
 - a. Judge all parliamentary questions, and settle them according to Robert's Rules of Order, Constitution and By- laws

SECTION 8: HISTORIAN

A: The Historian shall perform the following duties:

1. Maintain the chapter website, scrapbook, and historical narratives.
2. Take pictures at all Zeta sponsored events.
3. Be responsible for chapter camera.

ARTICLE X: SUBMISSION OF OFFICER REPORTS

All officer reports, with the exception of the Grammateus report, (see Article V Section 5A) will be sent electronically by 12 midnight the day prior to chapter meetings. Failure to submit an officer report shall result in a \$5 fine.

SECTION 1:

Failure to provide a report in by the time chapter start results as no report.

ARTICLE XI: IMPEACHMENT

Any officer(s) may be impeached for not doing her duties.

SECTION 1: NOTIFICATION

The officer(s) should receive notification of warning 30 days to properly fulfill her duties at which point there will be a vote on whether or not to impeach her.

SECTION 2: VOTING

It takes 2/3 vote of all active members to impeach the officer(s).

ARTICLE XII:

AMENDMENTS TO

BYLAWS

SECTION 1:

An amendment may be defined as any of the following:

- A:** To “add” or “strike” certain words or paragraphs.
- B:** To “substitute” another resolution or paragraph on the same subject for the one pending.
- C:** To “divide the question” into two or more **SECTIONS** (motions) as the mover specifies.

SECTION 2: NOTIFICATION

Proposed shall be presented by the Phylacter at a regular chapter meeting for a first reading.

SECTION 3: VOTING

- A:** Proposed changes shall be voted on by active members at a subsequent regular chapter meeting.
- B:** A 2/3 vote will carry.
- C:** Changes shall go into effect immediately after approval unless otherwise specified by the chapter.