

The Bylaws Alpha Xi Chapter of Zeta Tau Alpha

Revised December 2017

ARTICLE I— NAME

The Association shall be known as the Alpha Xi Chapter of Zeta Tau Alpha Fraternity.

ARTICLE II— OBJECT

The object of this organization shall be to promote the purpose and programs of this fraternity; to function as a constructive, vital force in the lives of its members; to cooperate with the local alumnae; and to serve as a cooperative, active part of university program.

ARTICLE III— MEMBERSHIP

New Member— Any regularly enrolled female student at Indiana University who has met the eligibility requirements set forth in the *National Constitution and Bylaws*, the national policies set forth in the *General Manual*, the Alpha Xi Chapter Bylaws and Indiana University is eligible for membership.

Potential New Member - Alpha Xi chapter requires minimum cumulative grade point averages of 2.9 for 24 credit hours or less or 3.0 for 25 credit hours to pledge.

Re-pledge— A new member may not be re-pledged for the third semester, without the written permission of the Vice President Collegiate III.

Initiated Member— Membership in the Alpha Xi Chapter may be extended to regularly enrolled college women who meet the standards of the Fraternity and the requirements set forth in the *National Constitution and Bylaws*.

Transfer Member— A transferring member of Zeta Tau Alpha may affiliate with the chapter according to the policies and procedures in the *General Manual* and must have an equivalent cumulative grade point average of 3.0 or better.

Section 1:

The Alpha Xi transfer process is developed to provide a fair, consistent method for evaluating transfer members who have expressed interest in affiliating with Alpha Xi chapter.

A transfer student must provide documentation showing a cumulative university GPA of 3.0 or higher at the time the request is made.

The decision to affiliate a transfer member shall not affect quota established by the chapter for formal recruitment.

An affiliated Transfer Member is not guaranteed a space in the house. The opportunity to live in the house will be determined at the end of the spring semester and will be based on potential open spaces for the following academic year.

International Office will notify the chapter president when a member requesting affiliation has been cleared by her previous chapter. After this notification has been received, the following process will be followed to make an informed and fair decision regarding affiliation with Alpha Xi Chapter:

First Meeting:

Lunch or Dinner with President, VP III/Recruitment, two other exec members

Second Meeting:

Hangout in the house for an afternoon/evening with 5 members in sophomore new member class

Third Meeting:

Outing on campus/Kirkwood with 5 different members in sophomore new member class

All members meeting a potential transfer member should look for and ask questions relating to:

- Friendship
- Leadership
- Grades
- Involvement
- Personality
- Image

Voting:

After the 3rd meeting, a vote will be taken by secret ballot.

ONLY the 13 members who met the potential transfer affiliate (excluding president) will vote. *<this can actually be done outside of chapter meeting and then announced at chapter meeting>*

The decision to affiliate or not will be communicated to the chapter at the next regular chapter meeting after the three required meeting have been completed and the decision must be included in the minutes. The potential transfer member will be notified of the decision immediately following the chapter meeting by the chapter president. If

the decision to affiliate a transfer member is positive, the chapter will be presented with her biography at that time.

Bio:

- Hometown
- Grades
- Involvement
- Previous chapter comments
- Picture
- School she previously attended- info about it

Transfer Ceremony:

Upon a positive decision by the chapter to affiliate a transfer member, the Transfer Ceremony will be scheduled and executed on the earliest possible date by the Ritual Chairman.

A transfer member is not eligible to vote until the ceremony is complete.

An affiliate transfer member will be billed for chapter dues at the time of the transfer ceremony.

ARTICLE IV— MEETINGS

Section 1— Regular Meetings

- A. There shall be a regular meeting (business, ritual, standards or member enrichment) each week during the college year except during examination and vacation periods.
- B. A simple majority of the eligible voting membership shall compose a quorum at any regular meeting. A simple majority of the quorum shall constitute the outcome of the vote.
- C. The right to vote shall be accorded every Initiated and New Member who is: present and in good financial and academic standing.
- D. Good academic standing shall be defined as having earned a cumulative GPA of 2.9 for a freshman and a cumulative GPA of 3.0 for sophomores, juniors, and seniors.
- E. Excused absences shall be submitted in writing to the Recording Secretary and/or Points Chair before the regularly scheduled meeting time. Unexcused absences shall be noted in the chapter minutes and shall be subject to disciplinary action as outlined below in Article IX, Section 3.
- F. Members who have been absent are responsible for reading the chapter minutes posted in GIN within 48 hours.
- G. To remain in good standing, members may not miss more than 3 meetings per semester (unexcused). Excused absences will be reviewed on a case by case basis and must be submitted to the Recording Secretary 24 hours before the meeting.

Section 2 – Executive Committee Meetings

- A. Executive Committee meeting shall be held once a week at a regularly scheduled time and place.
- B. All chapter business must be brought before the Executive Committee before being discussed in chapter meetings.

Section 3 – Special Meetings

- A. The President may call special meetings provided proper notification has been made to the membership, mentor, and advisory board
- B. Two-thirds of the eligible voting membership shall compose a quorum at any special meeting.

Section 4 – New Member Meetings

- A. New members shall attend chapter meetings.
- B. New members shall hold a regular weekly meeting under supervision of the Vice-President II/New Member Coordinator and New Member Advisor until their initiation.

Section 5 – Program Council Meetings

- A. Program Council meetings shall be held weekly at a regularly scheduled time and place with the Vice-President I/Coordinator of Committees.
- B. Directors and Standing Committee Chairmen are required to attend Program Council Meetings.

ARTICLE V— POWERS AND DUTIES

The organization shall exercise all powers usually vested in such a body, provided these do not conflict with the provisions set forth in the *National Constitution and Bylaws*, the manuals of the Fraternity, and the national policies and directives of the Fraternity. The disciplinary powers in the Alpha Xi Chapter shall be vested in the chapter Judicial Committee.

ARTICLE VI—OFFICERS

Section 1— Officers

- A. Executive Officers shall be those specified in the *National Constitution and Bylaws*, the *General Manual*, and the *Learn, Know, Lead: ZTA's Guide for the President*.
- B. Elected officers are the Executive Council and include the following officers: President, Vice-President I (Coordinator of Committees), Vice-President II (New Member Coordinator), Vice-President III (Membership Chairman), Recording Secretary, Treasurer, Historian-Reporter, Ritual Chairman, House Manager, Panhellenic Delegate, Academic Achievement Chairman, House Manager, and Director of Philanthropy.

Section 2— Elections

- A. Elections shall follow the guidelines as stated in *Learn, Know, Lead: ZTA's Guide for the President*.
- B. The Nominating Committee shall be appointed at least three (3) weeks before elections and shall be composed of at least one member of the senior, junior, and sophomore

class, who are not running for an executive position. The Executive Committee and Mentor will approve the committee. **The General Advisor shall serve as an ex-officio member of the committee.**

- C. Elections shall take place in the fall semester.
- D. The slate of nominations shall be submitted to the chapter by the Nominating Committee one (1) week before elections. Those seeking office must submit an application as provided by the Executive Committee and interview with the Nominating Committee before being considered.
- C. **The Nominating Committee shall make a motion to accept the slate of nominated candidates for office. If the slate does not pass by simple majority vote of the quorum present, nominations from the floor from the pool of applied candidates. Elections will proceed as outlined in *Learn, Know, Lead: ZTA's Guide for the President*.**
- C. **Vacancies in office will be filled according to the General Manual.**

~~If a vacancy in the office of President occurs, the First Vice President assumes the office. If there is no First Vice President, the Executive Committee, with the approval of the Advisory Board and the Province President/Mentor, appoints a new President. If a vacancy in any other office or chairmanship occurs, the President, with the approval of Executive Committee and Advisory Board, makes the appointment.~~

Section 3— Qualifications

- A. To be eligible, a member must meet the qualifications specified in the *National Constitution and Bylaws*, *General Manual*, and the *Learn, Know, Lead: ZTA's Guide for the President*,
- B. **Executive Council members must have a 3.0 GPA or higher to be elected and to retain office. No officer may be elected or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.**
- C. **Executive Council members must attend National (if applicable) and chapter officer training sessions.**
- A. **The following Executive Council members must live in the house while serving in office: President, Vice-President I (Coordinator of Committees), Vice-President II (New Member Coordinator), Vice-President III (Membership Chairman), Treasurer, House Manager, Panhellenic Delegate, and Director of Philanthropy.**
- B. **If any of the above qualifications are not met, the nomination must be approved by the Mentor.**

Section 4— Duties

- A. The duties of officers shall be those usually assigned to such officers in *Robert's Rules of Order, Newly-Revised* and such other duties as are specifically stated in the *Learn, Know, Lead: ZTA's Guide for the President*.
- B. **Failure to fulfill responsibilities of office will result in disciplinary action.**

Section 5— Term of Office

Officers shall be installed after Officer Training and no later than one month after elections. Officers shall hold office for one year.

ARTICLE VII— PROGRAM COUNCIL COMMITTEES

Section 1— Program Council Committees shall be those specified in the *General Manual* and as outlined in the resources section of the website.

Section 2— Additional committees may be created by the chapter Executive Committee and Advisory Board as the need arises.

Section 3— Appointment of Committee Directors and Chairmen

- Unless otherwise specified, the President and Vice-President I (Coordinator of Committees) with the approval of the Executive Committee and Mentor, shall appoint directors and committee chairmen.
- Directors and Committee chairmen should be appointed within two (2) weeks of Election of Officers to allow for participation in Officer Training.

Section 4— Qualifications for the Directors and Committee Chairmen

- A. To be eligible for Program Council, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and The Guide for Chapter Officers.
- B. Program Council candidates must maintain a minimum grade point average 3.0 and participate in scheduled Officer Training sessions. No officer may be appointed or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.
- C. If any of the above qualifications are not met, the appointment must be approved by the Mentor.

Section 5— Duties

Duties of the committees shall be those usually assigned to such committees in *Robert's Rules of Order, Newly Revised* and such other duties as are specifically outlined in the resources section of the website.

Section 6— Term of Office

Committee Directors and Chairmen shall assume duties after appointment and shall hold office for one (1) year.

ARTICLE VIII— CHAPTER ADVISORS

Section 1— There shall be a minimum for four (4) alumnae advisors: General, New Member, Membership, and Financial as interest and skills are available.

Section 2— Appointment of Advisors

The appointment of advisors shall take place at the same time as the election of officers, if possible.

Section 3— Qualifications

The approval of the Mentor must be secured before an alumna may be considered for any new or continuing chapter advisory position.

Section 4— Duties

The duties and responsibilities shall be those stated in the *Guide for Advisors*. If possible, advisors should participate in Officer Training.

Section 5— Term of Office

Advisors shall take office one (1) month after election and shall hold office for one (1) year. The terms should coincide with those of the chapter offices.

ARTICLE IX— FINANCES

Section 1 - Budgets

The chapter shall operate with in a budget approved by the National Secretary-Treasurer.

Section 2 - Income

- A. Dues, board, social fees and other charges shall be as approved in the annual budget.
- B. Members must abide by the financial policies as outlined in the General Manual and the *Guide to Chapter Finances*.
- C. No member will be permitted to purchase apparel if she is not current on payments in Billhighway.

Section 3 -- Fines

- A. National fines shall be as imposed by National Officers
- B. Local
 - o Chapter Meetings (business, ritual, standards, member enrichment)
 - 1st unexcused absences - warning & loss of 5 house points
 - 2nd unexcused absences: ~~\$15.00 fine~~ Second warning & loss of ~~10-15~~ house points
 - 3rd unexcused absences: remanded to Judicial Committee
 - o Formal Entry- \$25.00 fine in addition to those above
 - o Initiation (entire day)- \$100.00
 - o Formal Recruitment:
 - Recruitment Workshop: \$15/hour up to \$45 per day
 - Open House Round \$10/party
 - Philanthropy Round \$20/party
 - Sisterhood Round \$30/party
 - Preference \$50/party
 - Formal Recruitment Discussions: \$40
- C. The Executive Council, with approval of the General Advisor, may determine mandatory events that result in a fine for non-attendance.
- C. Mandatory Events should be announced to the chapter and on the chapter calendar in GIN a minimum of two weeks prior to the event.

Section 3— Refunds

Payment of dues, board, social fee, and other charges are NON-REFUNDABLE in cases where Judicial Expulsion removes membership. Should a member electively leave school, board, social fees, and other charges may be refunded on a prorated basis with the approval of the National Secretary-Treasurer.

Section 4— Financial Policy

Dues, board, social fees and other charges as outlined in the chapter budget shall be billed through Billhighway in three installments on the 15th of the month and due by the 10th of the month (Fall - Aug 1, Sept 1, Oct 1 and Spring - Jan 1, Feb 1, Mar 1). Notification of billing is sent by Billhighway via email. Late fees will be assessed automatically after the due date and are non-refundable. A delinquent member will automatically lose all voting and social privileges until overdue bill is paid.

If the bill is not paid within forty-five (45) days from the date due, the member is sent an overdue letter that outlines the outstanding dues and gives the member 15 days to pay. If the member is still delinquent after sixty (60) days, the Treasurer will ask permission to financially expel the member. Upon consent of the National Secretary-Treasurer, the member will forfeit her badge and life membership card.

When a member is financially expelled, she must move out of the chapter house immediately. Any member who has not paid her bill in full by the last day of the term will be financially expelled before leaving campus.

Section 4 - Housing Deposit

A Housing Deposit is required from all members living in the chapter house. The housing deposit is required by separate payment to the Alpha Xi Chapter Local House Corporation prior to the end of the first semester as a member. The housing deposit will be returned to the member upon her graduation, less any assessment for repairs or damage to the room by the House Corporation. The Local House Corporation Property Manager will assess the room condition each semester and provide the appropriate charges against deposits to the chapter treasurer.

Section 5 - Room Billing

Room rent is billed by the Local House Corporation and is due in full for the entire school year before a member may move into the house.

ARTICLE X— HOUSING

Section 1— Housing Contracts

A signed, one (1) year, housing contract shall be required from every member ~~living in the chapter house~~. One-semester contracts are unacceptable except in unusual circumstances and only with special permission from Local House Corporation. All members must comply with the housing contract as written.

Section 2—Live out Policy

- A. First year members are required to live in the house unless she will spend a semester studying abroad. Required EC positions, seniority and house points will grant the remaining spots in the house.
- B. A member who wishes to live out must be a senior who has previously lived in the Alpha Xi house. ~~for two years, excluding a semester spent studying abroad if applicable.~~ The decision to live out shall be based on house points.

Section 3— House Points

Each member shall be responsible for submitting house points to the Recording Secretary/Points Chairman each semester for use in determining room and parking assignments. The method for accumulating House Points will be submitted in writing annually for chapter approval and attached as an addendum to the *Chapter Bylaws*.

Section 4 – Room Assignments

Room assignments shall be coordinated by the House Manager and will be based on house points earned each semester. The House Manager will provide the room assignment selection process in writing to all chapter members prior to the scheduled room assignment selection meeting each semester.

Section 5 – Parking Assignments

Parking assignments shall be coordinated by the House Manager and will be based on house points earned each semester. The House Manager will provide the parking assignment selection process in writing to all chapter members prior to the scheduled parking assignment selection meeting.

Section 6 – House Rules

House Rules shall be updated and voted on annually at the beginning of Fall semester. House Rules from the previous year will be in effect until new House Rules are approved by chapter vote. House Rules are attached as an addendum to the *Chapter Bylaws*.

Article XI— INDIANA UNIVERSITY COMPLIANCE

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 1—Anti-Hazing Policy

The Indiana University Code of Student Rights, Responsibility and Conduct defines hazing 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 consent or lack of consent” (Part II, H). As such, all student organizations are prohibited from such behavior.

Section 2—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 XII - Procedures

All matters of procedure not covered by these Bylaws shall be governed by Robert's Rules of Order, Newly Revised.

Article XIII - Academic Achievement

All Members and New Members must attain a 3.0 cumulative and current GPA. If a member falls below a 3.0 GPA, they are required to complete the following:

2.75-2.99 - complete required Z-learning Academic Achievement model within two weeks of notification by AACH

2.5-2.74 - complete required Z-learning Academic Achievement model within two weeks of notification by AACH and log 3 study hours per week until next GPA report is received from University

2.2-2.49 - complete required Z-learning Academic Achievement model within two weeks of notification by AACH and log 5 study hours per week until next GPA report is received from University

2.0-2.19 - complete required Z-learning Academic Achievement model within two weeks of notification by AACH and judicial hearing

Members with below 3.0 GPA are also on limited probation, which includes loss of social functions and voting privileges.

To apply for Executive Council and Program Council applicants must have a cumulative 3.0 GPA or higher. Special permission can be requested from the chapter Mentor.

Article XIII—AMENDMENTS

These bylaws may be amended by a two-thirds vote of the eligible voting members of the chapter provided the proposed amendments have been presented to all members one week prior to the vote.

Approved as read on _____ (insert date voted on by chapter)