



BYLAWS OF THE EPSILON THETA CHAPTER OF DELTA ZETA SORORITY  
CLARION UNIVERSITY OF PENNSYLVANIA  
OCTOBER 2013

**ARTICLE I: NAME AND PURPOSE**

**Section 1. Name**

The name of this college chapter of Delta Zeta Sorority, located at Clarion University in Clarion, Pennsylvania, is Epsilon Theta.

**Section 2. Purpose**

The purpose of this Sorority shall be to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

**ARTICLE II: MEMBERSHIP**

**Section 1. Eligibility**

1. Refer to the *Code of Regulations*, Article II, Section 3. The local Panhellenic and college scholastic requirements for initiations is GPA of 2.4, and first semester freshman and transfer students will be deferred until they have 12 credits or more and the minimum GPA required of them. The requirement for Delta Zeta is 2.7 for membership status.
2. Dues. Refer to the *Code of Regulations*, Article II, Section 4. Also refer to the Standards Board Manual and Treasurer's Manual for fining procedures.
  - a. The National Pledge Fee shall be paid for at the time of formal pledging.
  - b. The Initiation Fee shall include all national and chapter dues and fees plus the Badge and the Guard. The Initiation Fee shall be paid in full by the scheduled initiation date.
  - c. New Members and Initiates pay for all national and chapter dues and fees, as outlined by the Treasurer, each semester. Dues will be paid by the 10<sup>th</sup> day of each month set forth by the Treasurer.
  - d. The fiscal year shall being on July 1<sup>st</sup> and continue until June 30<sup>th</sup> of the following year.
3. Good standing is the fulfillment of all moral, scholastic, financial and other mandatory obligations required of a Delta Zeta member or chapter.
  - a. **There should be no alcohol consumption in Greek letters, jackets, lavalieres, rings, or any type of Delta Zeta paraphernalia.**

- b. Members who are on financial or academic probation shall follow Delta Zeta National Policy.

#### 4. Insignia

- a. Refer to the *Constitution*, Article XVI 1-5. All Delta Zeta badges are the property of the sorority. A badge shall be loaned to an initiated Delta Zeta for her own use during her lifetime or until she shall be officially requested to forfeit it. Any member loaning her badge or other insignia to those not entitled to wear it, shall forfeit it.

#### 5. New Members:

- a. A Delta Zeta new member must meet the academic standard of 2.7/4.0 or its equivalent in order to be pledged/initiated. Higher academic requirements may be implemented with prior written approval of the National Academics Chairman in consultation with the National New Member Education Chairman and the National Vice President of Membership Development.

NCM 6/90, A 2/92, A 12/92, A 6/94, A 2/99, A 3/00

- b. Women must have a minimum of 12 credit hours and have a cumulative grade point average of 2.7 to be eligible for a bid.
- c. Membership shall not be denied because of race, religion, national origin, or disability status.

#### 6. Collegiate Membership

- a. Women must maintain a 2.7 cumulative grade point average (out of a 4.0 scale) to be eligible for holding offices within the chapter, and to be considered on good standing with Delta Zeta National standards.
- b. Membership shall not be denied because of race, religion, national origin, or disability status.
- c. Initiates and New Members must be active in at least one other extra-circular activity.

#### 7. Temporary Alumna Membership

- a. Any initiate(s) granted a temporary alumnae status by the National Status Committee, is defined as (*Code of Regulations*, Section 6, and Subsection E.) This status may be granted through the procedures established by National Council to a member in good standing who is clinical nursing courses, student teaching, studying abroad, home management, internship, cooperative programs, other related areas of educational training, or extreme medical emergencies that prevent her from actively participating in chapter meetings activities. At the completion of the program or upon her recovery she shall assume full active chapter status. **Women on this status shall pay the national dues, building fund, furnishing fund, and any additional amount prescribed by the chapter for the duration.**
- b. Any member wishing to take status must be on good standing with the chapter and must complete the status change paperwork that can be provided by the chapter president. All status change paperwork must be completed thoroughly and signed off by the college chapter President, Treasurer, and the College Chapter Director ONE MONTH PRIOR to the status change request. Once the National Chairwoman approves the status change and documentation is received by the College Chapter Director, ONLY THEN will the status change be approved.

## **8. Undergraduate Fifth Year Members**

- a. An initiate granted a 5<sup>th</sup> year status by the National Status Committee, is defined as (*Code of Regulations*, Section 6, Subsection c.); an undergraduate member in good standing who has completed four years of post-secondary education, regardless of class standing or credit hours earned, has the option of remaining a college chapter member with all the privileges and obligations pertaining thereto, or she may elect alumna status two weeks prior to the beginning of the academic term.
- b. All status change paperwork must be completed thoroughly and signed off by the college chapter President, Treasurer, and the College Chapter Director ONE MONTH PRIOR to your status change request. Once the National Chairwoman approves the status change and documentation is received by the College Chapter Director, ONLY THEN will the status change be approved.

## **9. Sweetheart**

- a. The Turtle Buddy and Sweetheart(s) of the sorority must be an active member on campus for the full year and are announced at the Spring Formal. They will be presented with a shirt at this time.
- b. If any Turtle Buddy or Sweetheart is not in compliance with Delta Zeta standards or is not fulfilling a duty, they will be asked to step down.

# **ARTICLE III: CHAPTER MEETINGS**

## **Section 1. Meetings:**

1. The regular meeting shall be held weekly on a day agreed upon by the Executive Board before the beginning of each semester.
2. All meetings of the chapter will be formal, except one meeting per month. This meeting will be an informal meeting to be chosen by the chapter president, unless the meeting falls on an election month, ritual event, or emergency voting meeting where a formal chapter meeting is called to order.
3. Special meetings may be called by the President or upon written request of any five members of the chapter. Only business for which the meeting was called may be transacted.
4. The regular meeting shall be conducted according to the agenda adopted by the chapter and included in the Standing Rules.
5. Two-Thirds of the members in good standing shall constitute a quorum at any of the meetings of the chapter.
6. Formal Chapter meetings will follow Robert's Rules of Order Newly Revised and shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or the Code of Regulations of the Delta Zeta Sorority. Roberts Rules of Order must be used for formal conduct, voting,
7. **Refer to Standing Rules to see how the agenda should be run for the meeting.**

## **Section 2. Badge Attire and Etiquette:**

1. Members shall wear badges and badge attire to formal chapter meetings. The Delta Zeta Badge is the property of Delta Zeta and is on loan for those in good standing, it is correctly worn over the heart and it shall not be altered in any way. The Delta Zeta badge must be returned upon leaving the sorority.
2. Badge attire is considered any dress, skirts, or dress slacks with a blouse (business attire). Those not appropriately dressed will not be admitted and asked to leave to

change or fined for missing a chapter meeting. Inappropriate badge attire shall consist of, but is not limited to: jeans, crop pants, stretch pants, leggings, sweatpants, t-shirts, letters, skirts higher than the tip of your middle finger, and dresses where a bra can not be worn or excessively provocative in nature. Members wearing flip-flops, sneakers, casual boots, or no-shoes will not be admitted into a formal chapter meeting.

3. No member may wear the Delta Zeta Badge while consuming alcohol.
4. Ribbons of Rose and Green may only be worn during the following occasions; ribbon pinning at Bid Day ceremonies, new member ceremony, Founders Day, installation of a new chapter, chapter anniversary, and in memory of a deceased sorority or chapter member. If a badge is to be worn, the ribbons are to be worn below the Delta Zeta Badge or New Member Pin (badge attire is to be worn with ribbons as well).

## ARTICLE IV: Officers and Their Elections

### Section 1: Offices

1. Refer to the *Constitution*, Article XII, Section 4,5,6
2. The Chapter shall elect the nominating committee that will interview for the following Executive Board positions; President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Secretary, and Treasurer.
3. Anyone running for an Executive Board position must have a 2.7 GPA or higher to run and maintain a 2.7 GPA during their terms in office.
4. Duties of Officers. Refer to *Constitution*, Article XII, Sections 4, 5, 6. These duties include others, as chapter deems necessary. Also as stated in the *Constitution* and *Code of Regulations*, the President **must** attend National Convention or the Leadership Conference during her year of office or she will be forced to resign her office. The position will then be filled by appointment of the RCD.
5. The President, Vice President of Membership, Vice President of New Member Education, and Vice President of Programs **must** be a member of the sorority for a least one year, **under normal circumstances**, and hold an overall GPA of 2.7 or higher.
6. A member may serve as President of her chapter only if she has been an initiated member for at least one college year at the time of the installation of officers, except with special permission of the College Chapter Director.
7. The following chair-ships must be elected and must be a member of the sorority for a least one semester: Colonnade, Courtesy, Greek Week, Founder's Day, Historian, Homecoming Float, Jr. Panhellenic Delegate, LAMP Editor, Alumnae Relations, Public Relations, Ritual/Chaplain Chair, Sisterhood, Social Chair, Junior Recruitment, Date Party, Formal, Ways and Means, Intramurals, and Emily Schena Scholarship chair.
8. These positions must be appointed by Executive Board: Inner Guard, Outer Guard, Parliamentarian, Judiciary Board (Chair and one member from each class), and Song Leader.
9. The New Member Education Assistant and the Treasurer assistant will be appointed by the Vice President of New Member Education, and the Treasurer, respectively.

10. Chair Positions:
  - a. Each member of the chapter may only hold a maximum of 2 chair positions.
  - b. Executive Board members may not hold any other chair within the sorority.
  - c. All chairs who have a report for the regular weekly meetings must notify the Vice President of Programs prior to the meeting. The deadline for this notification will be determined by the Vice President of Programs and failure to comply more than twice will result in a forced resignation of chair-ship.
11. Positions will run from elections in the spring to elections the following spring.
12. Elections will be held every spring semester.

## **ARTICLE V: OFFICERS**

For specific descriptions of Chapter Officers and Duties, see Delta Zeta *Code of Regulations*, Regulation XI, the Officer Training Manual, or the handout provided to your outlining your specific position.

### **Section 1. Executive Board**

- A. The Executive Board shall be comprised of the President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Secretary, Treasurer and the College Chapter Director.
- B. The duties of the Executive Board shall be:
  - a. Transact any urgent business between regular meetings and present recommendations for chapter action.
  - b. Meet at least thirty minutes to an hour before the start of the regular weekly meetings, unless extenuating circumstances arise.
  - c. Refer to *Code of Regulations*, Article XI, Section 2
- C. Late Reports
  - a. If an officer is fined for a late report due to their own negligence, they are responsible for paying the fine.

## **ARTICLE VI: Parliamentary Authority**

1. Those bylaws may be amended by any regular meeting by two-thirds vote, providing the proposed amendment has been submitted in writing, read at the previous meeting, and has been approved by the National Constitution Committee. Amendments will not be enforced until so approved.
2. The Bylaws will be thoroughly reviewed and updated every biennium. Copies will be provided to each member of the Epsilon Theta Chapter.

## ARTICLE VII:



### STANDING RULES OF EPSILON THETA CHAPTER CLARION UNVIERSITY OF PENNSYLVANNIA

#### AGENDA

(Taken from the Delta Zeta Ritual Manual)

- A. All members wishing to speak at any chapter meeting must submit an agenda to the Vice President of Programs by **no later than 24 hours PRIOR** to the chapter meeting.  
**Line up for meeting:** Academics, Alumnae Relations, Risk Management, Lamp Editor/Historian, Sunshine/Courtesy, Social Chair, Chapter Activities, Public Relations, Ways and Means, Seniors, Juniors, Sophomores, Freshman, Probationary members (alpha order), Panhellenic Delegate, Philanthropy, Secretary, Treasurer, VP of Programs, VP of New Membership, Official Visitor, College Chapter Director, and President. Leave formal chapter meetings in REVERSE ORDER of ENTRANCE

#### Chapter Meeting Conducted:

1. **Formal Chapter Meeting Ritual**
  - a. Guard Approval
  - b. Delta Zeta Creed
  - c. President Calls Meeting to Order
2. **Reading of Minutes and Roll Call** **2 minutes**
3. **Capsules** **5 minutes**
4. **Reports of Officers** **5 minutes per position max**
  - a. President
  - b. V.P. of Membership
  - c. V.P. of New Member Education
  - d. V.P. of Programs
  - e. Treasurer
  - f. Secretary
  - g. Senior Panhellenic Delegate
  - h. Academics
  - i. Risk Management
  - j. Philanthropy
5. **CCD Report**
6. **Standing Committees Reports** **2 minutes per position max**
  - a. Alumnae Relations
  - b. Historian
  - c. Lamp Editor
  - d. Social Chair
  - e. Public Relations
  - f. Ways and Means

g. Courtesy/Friendship

<b>7. Reports of Special Committees</b>	<b>2 minutes per position max</b>
a. This could be Homecoming, Greek Week etc.	
<b>8. Unfinished Business and General Orders</b>	<b>4 minutes</b>
a. Any issue which has not concluded or that was tabled from the Prior FORMAL chapter meeting.	
<b>9. New Business</b>	<b>10 minutes</b>
a. Announcements, social theme debates, fundraising/philanthropy brainstorming, etc.	
<b>10. Consultant Report/RCD/CCD supplement to first report</b>	
<b>11. Lavalier Passing</b>	
<b>12. Parliamentarian Report</b>	<b>2 minutes</b>
<b>13. Announcements</b>	<b>5 minutes</b>
<b>14. Adjournment</b>	

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### **Requirements for Good Standing:**

1. All sorority dues and all other fees will be paid by the 10<sup>th</sup> of every month, unless prior arrangements have been made.
2. According to the points system, all sisters are required to obtain a certain amount of points before the social date party or formal in order to be able to attend. The point system will be sent or passed out to each chapter member with the total number of points and when they are due by from the Vice President of Programs.
3. The Vice President of Programs will be in charge of the points system, with the supervision of the executive board.
4. The Vice President of Programs must clear excuses at least 24 hours in advanced, if there is no excuse no points will be rewarded and they may be a consequence stated in the point system.
  - i. ALL excuses for mandatory Panhellenic events MUST be turned in at least FOUR days BEFORE the event, if any sister fails to do so, they will be fined. These excuses are to be given to the Senior Panhellenic Delegate. The VP of Programs still needs an excuse for these events also.
  - ii. For an event to be made mandatory, it must be approved by the Executive Board and announced at a formal chapter meeting at LEAST one week prior to the event and appear on the calendar, unless it is already stated in the points system and a circumstance may arise.
  - iii. Initiations and Senior Ceremony are both mandatory events and excuses will be reviewed by Executive Board. If an absence is considered unexcused, the member(s) will have to pay a 50\$ fine.
5. 100% Participation:
  - a. All sisters MUST be involved in at least one other activity on campus unless extenuating circumstances exist.
6. Scholarship Requirements
  - a. If a sister does not maintain a GPA average of 2.7, she will be placed on academic probation.
  - b. GPA must be established and must be at least 2.7 before Initiation, unless National Headquarter has granted special permission.
  - c. Study hours are mandatory; the Academics officer will propose hours and location.
  - d. Refer to Judicial Board Manual for reprimanding procedures for members on academic probation.
  - e. Senior Ceremony and Senior Wills shall be completed during member's last active semester.

7. Charge Accounts
  - a. Only those women so authorized by the Treasurer and the College Chapter Director may charge items to the sorority. Any member not so authorized will be held responsible for the items purchased. A receipt must be submitted to the Treasurer for a refund. ALL sisters MUST ask the Treasurer first to make sure that the funds are in the account before the purchase of any item.
  
8. House Occupancy
  - a. Every sister is required to live in the house for one school year.
  - b. No sister can sign a on or off campus lease until the house is full and the house lease is signed.
  - c. If for any reason the house is not occupied by 10 members, the oldest sister by credit will have to live in the house.
  - d. The process will continue from the sister with the most credits to the least amount of credits until the house is filled.
  - e. If all attempts to fill vacancies fail, all ACTIVE/TEMP. ALUMNAE members who have not previously lived in the house and are not living in the house that current year will divide the remainder of the rent that is due (The "empty bed fee")
  - f. Members signing the lease for the full year have preference over those who are signing for a semester.
  - g. Active initiates wishing to live in the house have preference over alumnae.
  - h. Preference for filling rooms will be as follows. Previous sisters that have lived in the house, Executive Board beginning by pledge class then class standing in that pledge class; then by oldest pledge class by class standing, and finally Newest New Member Class by class standing.
  - i. Preference for cars at the house will be as follows: active sisters who have previously lived in the house, then by pledge class, then by class standing, unless extenuating circumstances arise.
  - j. At the New Member Ceremony, New Members will be informed that they will have to live in the house for a least one year.
  - k. A House Manager will be elected by the occupants for the house.
  - l. All Executive Board members must live in the house at least one semester out of two in which they are in office.
  
9. Chapter Traditions:
  - a. Letters or Colors are worn on Thursdays
  - b. The New Member Class presents a photo album and paddle to the chapter during their new member period
  - c. Big Turtles will pay for the New Members turtle tees the semester they receive a Little Turtle. Big Roses will pay for a t-shirt that is brought for bid day celebration the semester they receive a Little Rose.

## **ARTICLE VIII: PROCEDURAL RULES FOR ACADEMIC DISIPLINE**

### **ACADEMIC REQUIREMENTS-GENERAL RULES**

1. Initiates and New Members
  - a. The National Council of Delta Zeta reaffirms the policy requiring a minimum academic standard of 2.7/4.0 or its equivalent. In the event that the college or university requirements are less, the Delta Zeta standard applies.
2. All Delta Zeta college chapters shall maintain a 2.7/4.0 chapter GPA

### **INDIVIDUAL ACADEMIC REQUIRMENTS**

Delta Zeta chapter members shall be required to provide the chapter Academics officer with a copy of their grade report if the registrar's grade release is not available, so that the chapter's GPA can be computed. A member who does not meet this requirement shall be placed on academic probation and her GPA will be computed at 0.00.

### **INITIATE ACADEMIC DISCIPLINE**

#### **1. First Time**

- a. An initiated member whose cumulative GPA falls below 2.7 will automatically be placed on academic discipline. The discipline term shall include the following minimum requirements.
  - i. She shall not hold a chapter office or chair.
  - ii. She shall attend chapter meetings but not participate in, discuss or vote on any chapter business.
  - iii. She shall deposit her badge with the CCD, or RCD if there is no CCD. The badge shall remain in the CCD's or RCD's possession until her cumulative GPA is brought to a minimum standard of 2.7/4.0, or until the initiated member leaves school permanently.
  - iv. She shall do six hours in the library with the new members and ten hours on her own.
- b. An Academic Letter of Warning shall be given to the initiate by the CCD or RCD stating the terms of the first-time academic discipline of the CCD and RCD.

#### **2. Second Consecutive Time**

- a. The requirements are the same as the first time and in addition:
  - i. She shall not participate in or attend any Delta Zeta sponsored social events. This does not include activities where **only** Delta Zeta sisters are participating (e.g. Initiation)
  - ii. Her badge shall remain in the possession of the CCD or RCD until her cumulative GPA is brought to a minimum standard of 2.7/4.0, or until the initiated member leaves school permanently.
- b. An Academic Letter of Warning shall be given to the initiate by the CCD or RCD stating the terms of the second-time academic discipline of the CCD and RCD.

#### **3. Third Consecutive Time**

- a. The requirements are the same as the first and second times and in addition:
  - i. An Academic Letter of Suspension shall be given to the initiate by the CCD or RCD stating that her Delta Zeta membership shall be recommended to the National Council for dismissal if she fails to meet the 2.7/4.0 academic requirements for good standing during that grade period.

### **INITIATES LEAVING SCHOOL WHILE ON ACADEMIC DISCIPLINE**

An initiated member on academic discipline who has left school and returns to the chapter within a one-year period shall continue on academic discipline. First time requirements shall be followed after her return. Failure to achieve the 2.7/4.0 cumulative GPA will cause the member to be subject to the continued consecutive academic discipline.

### **INITIATES SUMMERS GRADES**

Summer grades may be used by an initiated member to be returned to good standing, providing that four to six credit hours are taken. The return to good standing may be accomplished solely on the basis of a verified college record shown to the CCD, or RCD if there is no CCD.

### **RESINSTATEMENT OF INITIATES DISMISSED DUE TO ACADEMIC SUSPENSION**

An initiate whose membership has been terminated for academic reasons may be reinstated in Delta Zeta when all of the following criteria have been met:

1. Return to an accredited college or university

2. Making a 2.7/4.0 minimum grade point standard by taking the full-time course load required on that campus for the quarter or semester immediately preceding the date of application for reinstatement.
3. A letter requesting reinstatement shall be accompanied by the verified grade report from the university or college.

#### **INITIATES ACADEMICALLY SUSPENDED BY THE COLLEGE OR UNVIERSITY**

An initiate suspended by the college or university for academics shall assume alumna status; if she should become re-enrolled at the same institution within a year, she shall continue on academic probation with first-time requirements following her return.

#### **ARTICLE V IV: INDIVIDUAL MEMBER FINANCIAL POLICY:**

This statement is to be read by every College Chapter Treasurer at the first meeting of each academic year.

1. Written monthly bills shall be presented to each initiate and new member three times a semester.
2. Initiates and new members must pay their bills in full by the discretion of the treasurer.
3. Delinquent members and the amount of their unpaid bills will be reported to the CCD at the first formal meeting of the following semester.
4. Delinquent members shall automatically be placed on financial probation for the month or until the bill is paid in full. These members shall be declared ineligible to vote, will be seated on the wall separately at the chapter meeting according to normal procedures, will not wear their badge, and will be placed on social probation with the recommendation of the Executive Board.
5. If the previous semester's amount and the current semester's amount are not paid in full by the first meeting of the next semester, the member shall automatically be placed on financial suspension.

#### **FINANCIAL SUSPENSION**

1. The Secretary shall complete the official judiciary form of each member who is suspended and file it with the next month's statistical report, according to routine procedures.
2. No further bills shall be issued to a member who has been suspended.
3. The Treasurer will then follow the Collection Procedures outlined in the College Chapter Financial Guide.

#### **PROCEDURAL RULES FOR FINANCIAL SEVERANCE OF MEMBERSHIP**

The Individual Member Financial Policy must be followed at all times when deciding to place a member on financial probation or suspension.

The member must be notified in writing by the college chapter Treasurer that her membership is being suspended for financial reasons. It is the responsibility of the CCD and RCD to see that this requirement is carried out by the college chapter.