



BYLAWS OF THE EPSILON THETA CHAPTER OF DELTA ZETA SORORITY
CLARION UNIVERSITY OF PENNSYLVANIA
2020-2021

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*, the requirement for Delta Zeta is 2.7 for membership status.
2. Dues. Refer to the *Code of Regulations*, 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 10th day of each month set forth by the Treasurer.
 - d. The fiscal year shall begin on July 1st and continue until June 30th 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**

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- a. Refer to the *Constitution*, 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, sexual orientation, or for any reason inconsistent with applicable law.
- 6. Affiliated Members:** This status may be granted through the procedures established by National Council to an initiated member in good standing who transfers to a college or university where there is a chapter of Delta Zeta. She may become an affiliated member upon invitation of the chapter. A written statement of good standing must be received from National Headquarters. When she becomes an alumna, her records show her as a member of the chapter into which she was initiated.
- 7. Off Campus Collegiate Status:** This status may be granted through the procedures established by National Council to a member in good standing who is enrolled in an off-campus academic program for less than one academic year affiliated with their program of study and/or the university that prevents her from actively participating in chapter meetings and activities due to geographical limitations. University verification is required. In compliance with National Panhellenic Council's Memorandum Of Understanding, the member will remain on the chapter's roster and be included in the calculation of chapter total. At the completion of the program she shall assume full active chapter status. If she graduates, she may assume alumna status only if she is in good standing during the temporary absence. Women on this status shall pay the national dues, building fund, furnishing fund and any additional amount prescribed by the chapter for the duration. Women on this status may not hold chapter offices, may not attend chapter meetings, may not have voice or vote in chapter function and are not entitled to chapter social privileges.

8. Undergraduate Fifth Year Members

- a. An initiate granted a 5th 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.

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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 a nomination/election, 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. **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, capris, stretch pants, leggings, sweatpants, t-shirts, letters, skirts higher than the tip of your middle finger, and dresses where a bra cannot be worn or excessively provocative in nature. Members wearing flip-flops, sneakers, rain 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, Vice President of Philanthropy, 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.

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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 (unless the conventions are cancelled), or she will be forced to resign her office. The position will then be filled by the CCD in consultation with the Executive Board, or the RCD in consultation with the Executive Board should the CCD role be vacant.
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: 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, and Emily Schena Scholarship chair.
8. Bacchus Gamma chair will be expected to work with other Greek organizations and report back to Delta Zeta.
9. 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.
10. Chair Positions:
 - a. Each member of the chapter may only hold a maximum of 3 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. Each member will hold at least one position, but can only hold up to three.

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, Vice President of Philanthropy, 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.

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- 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 annual 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 year. Copies will be provided to each member of the Epsilon Theta Chapter.
3. 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

ARTICLE VII: HOUSING OCCUPANCY

1. Housing Occupancy:
 - a. Executive board members are required to reside in the Delta Zeta chapter housing unless campus circumstances dictate otherwise, meaning students must live in campus housing for the first 2 years of their career at Clarion University, or with the prior approval of the College Chapter Director and the Regional Collegiate Director.
 - b. Every sister is expected to live in the house for one school year.
 - c. No sister can sign an off campus lease until the house is full and the house lease is signed.
 - d. If for any reason the house is not occupied by 10 members, the sister with the most credits and has not lived in the house yet, will have to live in the house.
 - e. The process will continue from the sister with the most credits and has not lived in the house, to the least amount of credits until the house is filled.
 - f. If all attempts to fill vacancies fail, all ACTIVE/OFF CAMPUS COLLEGIATE 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").
 - g. Members signing the lease for the full year have preference over those who are signing for a semester.
 - h. Active initiates wishing to live in the house have preference over alumnae.
 - i. 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.
 - j. 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.
 - k. At the New Member Ceremony, New Members will be informed that they will be expected to live in the house for a least one year.
 - l. A House Manager will be elected by the occupants for the house.
 - m. All Executive Board members must live in the house at least one semester out of two in which they are in office.

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ARTICLE VIII: HOUSE MEMBER CHORE POLICY

Each person living in the Delta Zeta house (at 1054 E Wood Street Clarion PA 16214) must complete each chore they are assigned by the House Manager during the semester/year they live in the house.

When a chore is uncompleted, or completed very obviously lazily/halfheartedly:

1. A warning will be given to whomever was assigned said chore that week.
2. After a warning is given and another chore is left uncompleted, whoever was assigned said chore will receive a \$5 fine.
3. This will continue each time person continues to leave their chore uncompleted.

ARTICLE IX: FINING POLICY

1. If a member fails to attend mandatory events without turning in a valid excuse, the fine will start at \$5 and will increase \$5 each at a cap of \$30 (excluding rituals and chapter which is already a \$50 fine).
2. If a member fails to attend chapter retreat without turning in a valid excuse, the fine will be \$15.

ARTICLE X: Philanthropy

1. The chapter will sponsor one sister's airfare to the Painted Turtle Camp. The sister will buy her ticket upfront and be reimbursed by the chapter. The cost of the airfare will be divided evenly amongst active sisters.
2. The position of community service chair will assist the VP of Philanthropy with duties such as organizing community service and uploading community service hours onto Chapter Inc. This position will be included with the other chairs during elections.
3. Sisters who do not complete the required 36 hours of community service will be put on a modified social probation determined by Executive Board and CCD.

During the 2020-21 academic year or any part thereof, policies in the chapter bylaws and/or standing rules may be suspended, at the discretion of the CCD and chapter Executive Board, in consultation with the RCD or national representative, when such policies conflict with university, local, or state requirements instituted because of the COVID-19 virus. Suspended policies must be documented in the chapter minutes.