

Bylaws of Delta Iota Chapter
Zeta Tau Alpha Revised Fall
2010

Article I-Name

This association will be known as the Delta Iota Chapter of Zeta Tau Alpha.

Article 11- Objective

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

Article III- Membership

- A. New Member - Any regularly enrolled female student at Clarion University of Pennsylvania, regardless of race, color, national origin, religion, political affiliation, handicap or age who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies (as set forth in the General Manual), the Delta Iota chapter bylaws and Clarion University of Pennsylvania is eligible in Delta Iota Chapter.
- B. Re-pledge - a woman may not be re-pledged for the third semester without the written permission of the Province President and Vice- President Collegiate.
- C. Members - Membership in Delta Iota Chapter may be extended to regularly enrolled college women who meet the standards of the Fraternity and the requirement set forth in the National Constitution.
- D. Transfers - a transferring member of Zeta Tau Alpha may affiliate with the chapter according to the policies and procedures outlined in the General Manual.
- E. Potential New Members - Delta Iota chapter requires a 2.6 college GPA or 3.0 high school GPA to become a new member.

Article IV - Meetings Section

1- Chapter Meetings

- A. There will be a regular meeting (business, ritual or standard) each week during the academic year except during final examination and vacation periods at a time set by the Executive Committee. The meetings shall be formal or informal as determined by the Executive Committee according to the nature of the business to be discussed.
- B. Members must attend weekly meetings. Members must have an excuse within one day of your absence at the latest. Excuses absolutely must be in to the secretary, through email, before the meeting, unless there is an extreme emergency at which time a phone call or text message should be sent to the secretary advising her of the absence.
- C. A two-thirds 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.

- D. The right to vote shall be afforded every member and new member who is: present, in good financial standing, good scholastic standing and has completed post-initiate education (PIE).

Section II - Executive Committee Meetings

- A. Executive committee meetings shall be held once a week and precede regular meetings.
- B. All business must be brought before the Executive Committee before being discussed at the general meeting.
- C. All Executive Committee members need to be present and on time for all executive committee meetings unless there is an emergency.

Section III- Special Meetings

- A. Special meetings will be held only after members have been notified twenty-four hours in advance; otherwise, attendance is not mandatory
- B. A two-thirds vote of the membership shall compose a quorum at any special meeting.
- C. New member meetings will be held on campus.

Section IV - New Member Meetings

- A. New members shall attend chapter meetings.
- B. New members shall hold a regular weekly meeting under the supervision of the 2nd Vice President-New Member Coordinator and New Member Advisor until their initiation.

Section V - Program Council Meetings

- A. Program Council meetings shall be held weekly at a regularly scheduled time and place with the VPI-Coordinator of Committees presiding.
- B. Standing Committee Chairmen are required to attend Program Council Meetings.
- C. Special Committees - the chair and/or members of special committees shall attend Program Council meetings to discuss their events/programs as they are being developed and planned so that the event/program can be approved using the EC/PC Process.

Article V-Powers and Duties

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

Section I - Officers

- A. Officer's duties shall be specified in the National Constitution of Bylaws and in *The Guide to Collegiate Officers*.
- B. Elected officers make up the Executive Council and include the following officers: President, First Vice President (Coordinator of Committees), Second Vice President (New Member Coordinator), Third Vice President (Membership Chairman), Recording Secretary, Treasurer, Ritual Chairman, Historian-Reporter, and Panhellenic Delegate.
- C. Upon election to executive committee, each officer must sign a duties and obligations agreement form.

Section II - Elections

- A. Elections shall follow the guidelines as stated in *The Guide for Chapter Officers*.
- B. The Nominating Committee shall consist of an Executive Council member not applying for office again and one representative from each the freshman, sophomore, junior and senior classes. The General Advisor shall serve as an ex-officio member of the committee. Changes to this procedure, shall be presented and approved by the Province President and Vice-President Collegiate and subsequently brought to a chapter vote.
- C. Elections shall take place in the fall semester.

- D. The Nominating Committee shall make a motion to accept the slate of nominated candidates for office. If the slate does not pass by a simple majority vote of the quorum present, nominations will be taken from the floor. Elections will proceed as outlined in *The Guide for Chapter Officers*.
- E. The chapter vote will be a written ballot with the President and Advisor counting.
- F. Vacancies in office will be filled according to the General Manual.

Section III- Qualifications

- A. To be eligible, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and *The Guide for Chapter Officers*.
- B. Executive Council members must also maintain an over all GPA of 2.6 throughout their term of office. Failure to maintain this QPA will result in dismissal from office. No officer may be elected or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.
- C. All officers elect must attend Province Wide Officer Training. Excuses for absence to this training will only be approved by the Province President.
- D. If any of the above qualifications are not met, the nomination must be approved by the Province President.

Section IV-Duties

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

Section V- Term of Office

- A. Term of office shall be one year. Each officer elect must meet individually to train for his or her new position with the outgoing officer.
- B. Vacancies during the interim between annual elections shall be filled by appointment of the Executive Committee as stated in the General Manual.

Article VI- Standing Committees

Section I

Standing committees are the appointed officers which comprise the Program Council. These include the following chairmen: Standards, Service, Judicial, Fraternity Education, Scholastic Achievement, Social, Alumnae, Music, Fundraising, Links, Recording Secretary, Junior Panhellenic Representative, Sisterhood, and Sunshine.

Section II - Special Committees.

- A. Special Committees include but are not limited to: Assistant New Member Coordinator and Assistant Recruitment Coordinator.
- B. Additional Committees may be created by the chapter Executive Council and the Advisory Board as the need arises.

Section III - Qualifications for Office

- 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 members must have a 2.6 GP A, either semester or cumulative, to be appointed and retain office. 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 General Advisor.

Section IV-Appointment

- A. Members interested in holding a Program Council position must file an application stating their preferences with the First Vice President. The First Vice President appoints Program Council Officers based on their applications.
- B. Program Council officers and their committees shall be appointed by the President with the approval of the Executive Council and Advisory Board.
- C. Committees should be appointed within one week of election of officers to allow for participation in Officer Education.

Section V - Duties

- A. 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 stated in *The Guide for Chapter Officers* and as determined by the chapter Executive Council with approval of the Advisory Board and Province President

- B. If appointed as head of committee the following apply:

1. Head of committee will report to program council and the first vice president their progress at weekly meetings. It is the first vice president's responsibility to relay the information to the executive committee and the chapter.
2. Chairs are required to relay pertinent information to their committees on to their committee members.
3. If unable to attend committee meetings, VPI and the secretary must be notified at least 24 hours in advance through email. As always, class is an excuse. If VPI is not notified prior to the PC meeting, there will be a \$5 fine charged to the member after missing three meetings. Until the fine is cleared, the member will have their social privileges revoked.

C. Junior Panhellenic Representative, Assistant Recruitment Coordinator and Assistant New Member Coordinator are not required to attend program council meetings because they fulfill their obligations outside of these meetings. However, they will be awarded points for every recruitment event they help organize and set up and for every Panhellenic and New Member meeting they attend.

Section IV- Term of Office

- A. Term of office for committee members shall be one year and coincide with executive council elections.

Article VII - Chapter Advisors

Section I - Advisory Board

- A. The chapter advisory board shall consist of a minimum of four alumnae advisors: General, New Member, Membership and Financial. If available, the positions of Program Council, Standards, Scholarship, Ritual and Social (and any others deemed necessary) Advisors will be filled.

Section II - Qualifications

- A. The nominating committee must secure the approval of the Province President before an alumna may be considered for any chapter advisor position.

Section III - Election of Advisors

- A. The election of advisors shall take place from a list of available alumnae supplied by the Executive Council of the alumnae chapter at the same time as the election of chapter officers, as specified in The General Manual. Advisors must be approved by the Province President prior to appointment.

Section IV - Duties

- A. The duties and responsibilities of advisors shall be those stated in the *Guide for Advisors*

Section V - Term of Office

- A. Election of advisors shall coincide with the chapter election of officers.
- B. Advisors shall hold office for one year.

Section VI - Advisory Board Meetings

- A. Alumnae advisors will meet monthly as a board and also jointly with the Executive Council and Program Council when possible or necessary.

Article IX- Finances

Section I - Budgets

- A. The chapter shall operate in a budget approved by the National Secretary-Treasurer.
- B. All Executive Committee members will sign a budget agreement form from the executive committee treasurer at the beginning of their term.
- C. If the budget is exceeded without previous approval, that member will be held financially responsible for the amount that is over the budget.

Section II - Income

- A. Dues, social fees, and other charges shall be as approved in the annual budget.
- B. Members must abide by the financial policies as outline in the General Manual and the *Guide to Chapter Finances*.
- C. No member will be permitted to purchase party T-shirts or pictures if she is not in good financial standing as stated in the *Guide to Chapter Finances*.

Section III - Fines

- A. National fines shall be as imposed by National Officers.
- B. Local fines shall be as follows:
 - If members do not attend a mandatory event they will lose points based on the current points system determined by the current secretary and executive committee.
 - If members miss three mandatory events they will be fined \$5.
 - A \$10 fine will be issued to a member who signs up for an event and does not attend.
 - Fines assessed for not attending Panhellenic events will be used to pay any chapter fine that may be assessed for insufficient representation by the chapter.
- C. The Executive Council, with approval of the General Advisor, may determine mandatory events that result in a fine for non-attendance.

- D. Mandatory Events should be announced to the chapter a minimum of one week prior to the event. Exceptions will only be made if the Executive Committee receives late notification regarding mandatory campus and/or panhellenic events.

Article X - Attendance and Participation

Section I - Procedures for Student Teachers/Internships

- A. Those members whose hometown is Clarion and who are living at home are still required to pay full dues
- B. Student teachers or those on an internship may request reduced fees from the National Secretary- Treasurer a semester in advance.
- C. It is mandatory for those members who are students teaching or on an internship in Clarion to pay full dues and must attain 40% of the points.
- D. Excuses
- E. Valid excuses must be presented to and approved by the chapter secretary one day prior to the event. Examples of valid excuses are as follows:
 - 1. Illness
 - 2. Family emergency or planned event
 - 3. Class, exam, or review session held by the instructor
 - 4. Religious holiday
 - 5. Job
 - 6. Athletics
 - 7. Extenuating circumstances as determined by the Executive Council. An emailed excuse must be given to the secretary explaining why the member was not in attendance.

Section II - Activities

- A. Members are permitted to use a personal excuse for two meetings per semester. If more than two meetings are missed, the member will be responsible for a \$5 fine, unless excused for class.
- B. Rituals and all recruitment parties are mandatory unless excused by class or approved by the president at least one day in advance.
- C. Members must participate in two community service activities and two standards each semester.
- D. Mandatory participation in campus wide competitions will depend on the President's discretion with approval of the General Advisor.
- E. Seniors must have 65% points or better during their last semester to attend social functions unless student teaching or on an internship. New members must have 90% or better and all other members must have 85% points to attend social functions .
- F. All members' dates attending formals will be obligated to pay a specific fee designated by the social chair and executive committee.
- G. Members are not permitted to request from or take another member or new member's personal belongings; seek access to any personal living space; or request access to keys, identification cards or other means to gain such access. Violations of this by-law will result in chapter Judicial and University Judicial proceedings.
- H. Members may not enter the personal housing of another member or new member for any purposes related to decorating or leaving behind any gifts for other members/ new members. Any mess or damage done in these instances will be the responsibility of the party who entered the space. Violations of this by-law will result in chapter Judicial and University Judicial proceedings.
- I. All matters of procedure not covered by these bylaws shall be governed by the General Manual, Robert's Rules of Order Revised or others manuals as provided by

the Fraternity.

Article XI – Scholarship

A. A. Members will receive notice from the Academic Achievement chair if study hours are required.

These individuals must sign in for their hours

B. The following hours will be assigned based on GPA:

- 3.5-4.0~ 1 hour per week
- 3.4-3.0~ 2 hours per week
- 2.9-2.6~ 4 hours per week
- 2.6-0.0~ 5 hours per week
- Additional assistance will be determined.

C. Study hours will be reviewed weekly by the Academic Achievement chair and disciplinary action for members who don't comply will be determined by executive committee.

D. If it is impossible for a member to make study hours for the week, the Academic Achievement chair must be notified and other arrangements will be made.

Article XII- Drug and Alcohol

A. The drug and alcohol policy of the Delta Iota Chapter of Zeta Tau Alpha is consistent with the laws of the State of Pennsylvania, FIPG, Clarion University of Pennsylvania and its Panhellenic, and/or Zeta Tau Alpha National policy.

Article XIII - Procedures

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

Article XIV - Amendments

A. These Bylaws may be amended by a 2/3 vote of the membership provided the proposed amendments were presented at the previous meeting and previously approved by the Province President and general advisor.

