

## Bylaws of the Delta Iota Chapter of Zeta Tau Alpha

- **Article I- Name**
  - This association will be known as the Delta Iota Chapter of Zeta Tau Alpha
- **Article II- 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**
  - 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
  - Re-pledge-
    - A woman may not re-pledge for the third semester without the written permission of the Province President and Vice-President Collegiate.
  - 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 and Bylaws.
  - Transfers-
    - A transferring member of Zeta Tau Alpha may affiliate with the chapter according to the policies and procedures outlined in the General Manual.
  - 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-Meeting Section**
  - Section I-Chapter Meetings
    - 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.
    - Members must attend weekly meetings. Members must submit an excuse one day prior to the absence. Excuses must be submitted to the secretary through email before the meeting. If there is an extreme emergency, a

phone call or text message should be sent to the secretary advising of the chapter member's absence.

- 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. The right to vote shall be afforded every member and new member who is:
  - Present, in good financial standing, good scholastic standing.

#### Section II-Executive Committee Meetings

- Executive committee meetings shall be held once a week and precede regular meetings.
- All business must be brought before the Executive committee before being discussed at the general meeting
- All executive committee members need to be present and on time for all executive committee meetings, unless there is an emergency
- Members must submit an excuse one day prior to the absence. Excuses must be submitted to the secretary through email before the meeting. If there is an extreme emergency, a phone call or text message should be sent to the secretary advising of the officer's absence.

#### Section III-Special Meetings

- Special meetings will be held only after members have been notified twenty-four hours in advance
- Two-thirds of the eligible voting membership shall compose a quorum at any special meeting.
- Section IV-New Member Meetings
  - New members shall attend chapter meetings
  - New members shall attend a regular weekly meeting under the supervision of the 2<sup>nd</sup> Vice President: New Member Coordinator, and new member advisor until their initiation
  - New member meetings will be held on campus
- Section V-Program Council Meetings
  - Program Council meetings shall be held weekly at a regularly scheduled time and place with the VPI-Coordinator of Committees presiding
  - Standing Committee chairmen are required to attend Program Council Meetings
  - 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
  - Officers duties shall be specified in the National Constitution of Bylaws and in Learn, Know, Lead, ZTA's Guide to President.
  - 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.
  - Upon election to executive committee, each officer must sign a duties and obligations agreement form.
- Section II-Elections
  - Elections shall follow the guidelines as stated in Learn, Know, Lead, ZTA's Guide to President.
  - The Nominating Committee shall consist of an Executive Council member not applying for office again, and one representative from each freshman, sophomore, junior, and senior classes. The General Advisor and outgoing chapter President serve as ex-officio members of the committee.
  - Elections shall take place in the fall semester.
  - Nominating Committee shall make a motion to accept the slate of nominated candidates for office. The motion passes if two-thirds of the eligible voting members in attendance vote in favor of the motion.
  - If the motion is defeated, the chapter will vote on each individual office by secret ballot. The chapter is to follow the procedures set in forth in Learn, Know, Lead, ZTA's Guide to President.
  - Vacancies in office will be filled according to the General Manual
- Section III-Qualifications
  - To be eligible, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual, and Learn, Know, Lead, ZTA's Guide to President.

- Executive Council members must also maintain an overall GPA of 2.7 throughout their term of office. Failure to maintain this GPA will result in dismissal from office. No officer may be elected or retain office while in disciplinary probation with the University and/or Zeta Tau Alpha
- Designated officers must attend Officer Leadership Academy. All officers must complete all required training including Z-learning courses and webinars.
- The Providence President will only approve excuses for this training.
- If any of the above qualifications are not met, the Providence President must approve the nomination.
- Section IV-Duties
  - The duties of the office shall be those usually assigned to such officers in Roberts Rules of Order, Newly Revised and such other duties as specifically stated in Learn, Know, Lead: ZTA's Guide to President. Failure to fulfill responsibilities of office will result in disciplinary action.

#### Article VI-Standing Committees

- Section I-Position
  - A. Standing committees are the appointed officers, which comprise the Program Council. These include the following chairmen: Service, Fraternity Education, Academic Achievement, Social, Alumnae, Fundraising, Recording Secretary, Junior Panhellenic Representative, Sisterhood, and Sunshine, Director of Activities, Director of Social Events, Apparel Chairmen, Membership Enrichment, Think Pink Chairman, Director of Philanthropy.
- Section II-Special Committees
  - Special committees include but are not limited to: Assistant new member coordinator and Assistant recruitment coordinator.
  - The chapter Executive Council may create additional committees and the Advisory board as the need arises.
- Section III-Qualifications for office
  - 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 Chapters Officers.

**Commented [JE1]:** This doesn't match the ZTA format that was created a few years ago. Is there a reason why?

Normally these positions would be:  
 Director of Activities, Apparel Chairman, Corresponding Secretary, Director of Fraternity Education, Director of Member Enrichment, Director of Philanthropy, Service Chairman, Think Pink Chairman, Director of Sisterhood, Alumnae Collegiate Relations Chairman, Sunshine Chairman, Director of Social Events.

- Program Council members must have a 2.6 GPA, 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.
    - If any of the above qualifications are not met, the appointed must be approved by the General Advisor
  - Section IV-Appointment
    - Members interested in holding a Program Council position must fill out an application stating their preferences.
    - Program Council officers and their committees shall be appointed by the President with the approval of the Executive Council and Advisory Board
  - Section V-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 are specifically stated in Live the Mission: ZTA's Guide for the VPI and as determined by the chapter Executive Council with approval of the Advisory Board and Providence President.
    - If appointed as head of committee the following apply:
      - Head/Chairman of the committee will report their progress at weekly program council meetings. It is the first vice president's responsibility to relay the information to the executive committee.
      - Heads of a committee will relay pertinent information to their committee members.
  - Section V-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
    - 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

- 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. The Province must approve advisors prior to appointment
      - Section IV-Duties
        - The duties and responsibilities of advisors shall be those stated in the Guide for Advisors.
      - Section V-Term of office
        - Election of advisors shall coincide with the chapter election of officers
        - Advisors shall hold officer meetings
  - **Article IX-Finances**
    - Section I-Budgets
      - The chapter shall operate within a budget approved by the National Secretary-Treasurer.
      - All executive Committee members will sign a budget agreement form from the executive committee treasurer at the beginning of their term.
      - 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
      - Dues, money for formal and date party, and other charges, shall be approved in the annual budget
      - Members must be abiding by the financial policies as outlined in the General Manual and the Guide to Chapter Finances
    - Section III-fines
      - National fines shall be as imposed by National Officers Local fines shall be as follows:
        - If members do not attend a mandatory event they will lose points based on the current point system determined by the current executive committee
          - A mandatory event is one in which the Executive Council and or the Panhellenic Council decides that each member must attend the event. This includes Rituals, Sorority or Fraternity events on campus, Panhellenic Events, Formal Recruitment, Informal Recruitment, Bid Day, Chapter Meetings.
1. If a member misses one unexcused Chapter Meetings, there will be a \$10 fine.
  2. If a member does not attend an event she signs up for, there will be a \$15 fine.

3. If an excuse is not sent 24 hours before a Panhellenic event, and our chapter did not meet the percentage required to attend the event, then the member who did not send an excuse, will be fined based on what the Panhellenic Council fine is.
  4. If a member misses a Ritual, without an excuse, there will be a \$20 fine for the following:
    - a. Big Sister Service
    - b. Pledge Service
    - c. Formal Entry
    - d. Rededication
  5. If a member misses Initiation, without an excuse, there will be a \$50 fine for each round.
  6. If a member misses a chapter function, without an excuse, there will be a fine as listed below:
    - a. Recruitment week: Each day missed is a \$5 fine
    - b. Recruitment workshop: \$5
  7. In the case that a member misses a chapter event she will not be able to attend any social event without an appropriate excuse. If so, she will be fined for the chapter event that was missed.
  8. If a member does not attend a mandatory event and does not send a valid excuse, they will be fined \$10.
- The Executive Council, with approval of the General Advisor, may determine mandatory events that result in a fine for non-attendance.
  - Mandatory events should be announced to the chapter a minimum of two weeks prior to the event. Exceptions will only be made if the Executive Committee receives late notification regarding mandatory campus, and/or Panhellenic events.
- **Section IV- Formal Entry and Rituals**
- Formal entry will be held on the first Monday of each month or 3 times per semester, 6 times in an academic year. Initiation does count as a formal entry.
    - Attire: Formal entry attire will consist of business casual dress. This includes:
      - dress pants or slacks
      - blouses
      - sweaters
      - dresses or skirts
      - Black Jeans (No Holes)
      - Dress shoes, etc.
    - Clothes that are EXCLUDED include:

**Commented [JE2]:** Recommendation: Put this in a ritual contract for members to sign every semester or year. This way they can tweak it easily if needed.

- Leggings
    - Jean jackets
    - T-shirts
    - Sweatpants
    - Sneakers or track shoes
    - Any revealing or inappropriate clothing, including but not limited to cropped shirts, low-cut tops, ripped up clothing, or shirts with slander/slang
  - Ritual Attire: Ritual attire will include and is limited to chalk white dress, chalk white sweater, all white socks, all white shoes, and no jewelry aside from pledge pin, ZTA badge, and a wedding or engagement ring.
  - If a member is not dressed appropriately for a ritual or formal entry, the member will be asked to leave the chapter room for the duration of the ritual or formal entry and will not be permitted to participate. This lack of participation will also count towards a strike.
    - The strike system:
      - All members are expected to actively and appropriately participate in the formal entry attire and ritual attire. If a member does not oblige to the expectations the infractions will be dealt with as follows:
        - First infraction: the member will receive a strike that she has not met expectations for the ritual and will be told to dress appropriately for the next ritual. The member will also be excluded from the ritual.
        - Second infraction: the member will receive a strike against herself for failure to oblige to dress code. She will be advised that next time this occurs, she will be excluded from the ritual, and fined for her failure to participate.
        - Third infraction: upon the third strike, the sister will be told that this is her third strike and will be fined \$15 for her lack of participation in the ritual.
      - \*\*\*All infractions and strikes will be kept on record by the Ritual Chairman\*\*\*
  - BADGES: Badges are included in the formal entry and ritual attire. If a sister has a broken or lost badge, she is to inform the ritual chairman and purchase a new one as soon as possible. If she fails to do those things within a timely manner, it will constitute as a strike in the strike system.
- **Article X-Attendance and Participation**
    - Section I-

- Procedures for student teachers/internships
- Those members whose hometown is Clarion and who are living at home are still required to pay full dues.
- Student teachers or those in an internship may request reduced fees from the National Secretary-Treasurer a semester in advance by submitting the complete Request for reduced dues form and documentation.
- It is mandatory for those members who are students teaching or an internship in Clarion to pay full dues and must attain 40% of the points each semester
- 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:
    - a. Illness
      - i. a. Family emergency
      - ii. b. Death, Illness, Funeral
    - b. Planned event
      - i. a. Wedding, Family Reunion, Vacation
    - c. Class
    - d. Exam
      - i. a. Studying/group projects not included
      - ii. b. Review held by instructor
      - iii. c. Extra Credit events
    - e. Religious holiday
    - f. Job
    - g. Athletics
      - i. a. Participation not Viewing
- Section II- Service Events:
  - The following items will be counted toward service hours on CUconnect
    - Tabling in Gemmel or at other events signed up for
    - Bringing in items for different drives
      - EX: food item= 1 hour
    - Service events
- **Section III-Activities**
  - Members are permitted to use a valid excuse for three meetings per semester. If more than three meetings are missed, the member will be fined \$15, unless excused for class.
  - Rituals and all recruitment parties are mandatory, unless excused by class or approved by the Secretary one day in advance.
  - Mandatory participation in campus wide competitions will depend on the Presidents discretion with approval of General Advisor.

- Seniors must have 50% of the points or better during their first semester to attend social functions unless, on block, student teaching, or participating at an internship. New members must have 85% or better and all other members must have 85% points to attend social functions.
- All members dates attending formals will be obligated to pay a specific fee designated by the social chair and executive committee.
- **Article XI-Scholarship**
  - The following mandatory library hours are as follows:
    - Semester GPA:
      - 3.5-4.0 ( zero hours)
        - However, if a member in this GPA range does choose to participate in library hours, they will receive bonus points as mentioned in the point system.
      - 3.4-3.1 (2hrs )
      - 3.0-2.8(3 hours)
      - 2.7-2.5 (4 hours)
    - Study hours will be reviewed weekly by the Academic Achievement chair, and disciplinary action for members who do not comply will be determined by the Academic Achievement Chairman.
    - If it is impossible for a member to make study hours for the week, the Academic Chair must be notified, and other arrangements will be made.
    - If a member claims that she cannot study in the library but can in other buildings on campus, that member still must log her hours into the book at the library.
    - If a member is caught lying about her hours, she will be brought up on Judicial.
- **Article XIII-Procedures**
  - A. All matters may be procedure not covered by these Bylaws shall be governed by Robert’s Rules of Order, Newly Revised.
- **Article XIV-Amendments**
  - 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.
  - Point System
    - We will be sending around a sign in sheet for every event that we are holding/attending.
    - The person in charge of the event will oversee the sign in sheet and will forward it to the secretary.
    - \*Personal points Base
      - Semester GPA

- 3.5-4.0: 4pts
- 3.4-3.1: 3pts
- 3.0-2.8: 2pts
- 2.7-2.5: 1 pt

■ \*Primary Points

- Chapter meetings ( 5 pts/ meeting)
- EC/PC meetings (5pts EC/3pts PC)
- Formal Entry (10 pts each)
- Rituals (5 pts each)
- Initiation ( 20 pts)
- Bid Day ( 5 pts)
- Formal Recruitment (10 points for the week)
- Recruitment Workshops (2 points per workshop)
- Sisterhood events (10 points each)
- Paying dues on time (20 points per semester)
- Philanthropy Events ( 10 pts per event)
- Community Service (10pts)
- Informal Recruitment ( 5 pts per event)
  - Meet the Greeks

■ \*Secondary Points

- Crown parties ( 5 per event)
- Greek Games ( 3 pts per game)
  - Relay for Life (10 pts)
- Attendance and participation
  - Perfect Chapter Meeting Attendance ( 5 pts)
    - Including Formal entry
- Panhel events (5pts each)

■ Bonus:

- Bid Hand Outs (5pts)
- ZTA Day (10 pts)
- Greek Sing Participation (5 pts)
- Greek Sing Event Attendance (2 pts)
- ALF Float ( 5 pts per hour worked on float)
- Holding a leadership position in an organization other than ZTA ( 3 points per organization)
- Attending other organization events on campus (1 pt per event)
- Other Greek Chapters Attending events other sisters are involved in (2 points per event)

**Commented [JE3]:** Something to think about: you give more points to go to formal recruitment, sisterhood, paying dues on time, community service than rituals. This can send the wrong message that rituals aren't important.

**Commented [JE4]:** Recommendation: if they have a hard time hitting the 20% in leadership positions – give more points for this.

- Holding an assistant position for Executive Committee Member (10 pts)

**Commented [JE5]:** Remove: The Points System shouldn't be in the bylaws. It can be an addendum to the Chapter Bylaws.