

# THE ZETA ETA CHAPTER OF GAMMA PHI BETA SORORITY

## CHAPTER BYLAWS

### ARTICLE I: NAME

This organizations shall be known as the Zeta Eta Chapter of Gamma Phi Beta Sorority.

### ARTICLE II: OBJECT

The object of this organization shall to be to fulfill as an individual chapter the mission of Gamma Phi Beta, Inc., which is to inspire the highest type of womanhood.

### ARTICLE III: GENERAL GOVERNEMENT

Government shall be in accordance with the International Articles of Incorporation and Bylaws and the Rules and Procedures of Gamma Phi Beta, Inc.

### ARTICLE IV: MEMBERSHIP

Section 1: There shall only be one class of members in the Zeta Eta Chapter, namely initiated collegiate members. Such membership entails the fulfillment of all obligations imposed by the Sorority and the chapter.

Section 2: New Members shall be considered uninitiated voting members regarding the requirements and regulations of these bylaws and shall fulfill all of the obligations imposed by the Sorority and the chapter.

Section 3: There shall be no membership discrimination based upon factors such as race, color, national origin, ethnic heritage, religion, disability, age, or sexual orientation. Males are not eligible for membership based on an exemption given to social sororities by Title IX.

Section 4: Members shall be enrolled in Lander University full-time (12+ credit hours), degree seeking students in good standing with the University. Individuals must possess a cumulative grade point average of 2.0 or higher to participate in Gamma Phi Beta.

### ARTICLE V: AFFILIATION

Section 1: A member of another collegiate chapter of the Sorority who transfers to Lander University may be affiliated by a 2/3 vote of the members in good standing of the Zeta Eta Chapter

Section 2: The member may be affiliated, provided:

- a. The chapter which initiated her and any subsequent chapter to which she was affiliated have sent a recommendation for affiliation and a statement affirming her of all chapter, international, and house corporation board financial obligations.
- b. College Panhellenic Association and college administration regulations permit affiliation.
- c. All procedures outlined in the Collegiate Operations Manual have been followed, including payment of affiliation fee of \$25.00.

## ARTICLE VI: OFFICERS

Section 1: The elective offices of the executive council of the Zeta Eta Chapter shall include: President, Administrative Vice President, Education Vice President, Financial Vice President, Membership Vice President, Panhellenic Affairs Vice President, and Public Relations Vice President. Other elected officers shall include: New Member Educator, Standards Chairwoman, Ritual Chairwoman, Safety & Wellness Consultant, Social Chairwoman, and Scholarship Chairwoman.

Section 2: The term of office shall be one year.

Section 3: No later than October 15 each year, a nominating committee shall be elected, composed of the chapter advisor and one initiated representative elected by each academic class. A freshman class is to be included if the chapter has new members who are freshman. New members have a vote on the nominating committee. The nominating committee shall present a list of candidates, one for each office, no later than the first regular meeting in November. Each candidate for an elective office shall be approved by the regional coordinator before election, whether at a regular election time or to fill a vacancy.

Section 4: Other offices, as listed in the chapter Standing Rules, shall be filled in a timely manner following annual elections and shall be appointed by the new executive council. The term shall be for one year.

Section 5: In order for a member of the Zeta Eta Chapter to be qualified for any of the foregoing offices, she shall be carrying at least 12 hours of college work and be in good standing with the chapter and Lander University. In the term preceding her election/appointment she shall have attained at least a cumulative 2.4 grade point average and at least a semester grade point average of 2.0. In order for a member of the Zeta Eta Chapter to be qualified for any position on the Executive Council she must have attained cumulative grade point average of 2.6 and a semester grade point average of 2.3. All officers must maintain their average each term in order to remain in office unless granted special permission by the Regional Coordinator.

Section 6. – Any courses taken outside of the fall and spring semester for Lander University shall not be considered as the “term preceding her term,” however they will be included in the scholastic qualifications for holding office when determining cumulative GPA at the end of either the fall or spring semester.

Section 7: In order to verify the fulfillment of the proceeding conditions, each nominee for office and officer shall submit to the chapter president, on a confidential basis, a statement regarding her

academic good standing and scholastic grade point average signed by an appropriate university official or her grade report for the relevant academic terms.

Section 8: The officers of the Zeta Eta Chapter shall be installed any time after election but not later than the second business meeting in January.

Section 9: Vacancies in all offices shall be filled by following the procedures for regular nominations, elections and/or appointments. Vacancies shall be filled no later than two weeks after the vacancy occurs. Members filling vacancies shall serve until the next regular annual election or appointment of officers.

#### ARTICLE VII – DUTIES OF OFFICERS

Section 1: The duties of the officers of the Zeta Eta Chapter shall be those which may be provided for in the International Bylaws, Rules and Procedures and as enumerated in the Gamma Phi Beta Collegiate Operations Manual.

Section 2: A Bylaws revision committee shall be formed by the end of the first full month of the fall term after the International Convention. The Parliamentarian, recording secretary, and bylaws revision committee shall review and revise the chapter bylaws as necessary. The revised bylaws, if applicable shall be voted on by the chapter and be approved by the Regional Coordinator on or before December 1 of that year.

#### ARTICLE VIII – MEETINGS

Section 1: Regular chapter meetings shall be held at a time and on a day of the week convenient to the chapter, as set forth in the chapter Standing Rules. There shall be at least two business (formal) chapter meetings with ritual per month, with the remainder being one PACE, and one Sisterhood or Fidelity.

Section 2: All meetings, including membership selection, shall be conducted according to parliamentary procedure.

Section 3: All members and new members shall be required to attend each meeting and to fulfill the duties assigned to them.

Section 4: A majority of members (which shall include initiated and new members) in good standing shall constitute a quorum. Only members and new members in good standing may vote or transact chapter business in chapter meetings. All members, initiated and new, in good standing may vote in chapter elections. New members may not vote in membership selection meetings. Good standing is defined as having fulfilled all local and international obligations.

Section 5. -- The president shall appoint a mentor for each chapter business meeting with ritual. The mentor shall prepare a written and unsigned report, which shall be a constructive discussion of the attitude of the chapter toward any problem. Only the president, who shall read the report at the chapter business meeting and then place it in the chapter files, shall know the mentor's name.

## ARTICLE IX – FINANCES

Section 1: Chapter and international dues shall be payable to the chapter financial vice president as stipulated in the chapter Standing Rules. Chapter dues shall be determined annually by the chapter and shall be based on the chapter budget for the current year.

Section 2: Financial obligations not paid by dates stipulated in the chapter standing

Rules are considered delinquent and may be subject to a late fee or collection by an outside party. Delinquent members are not in good standing and may not vote at chapter business meetings or membership selection meetings until their financial obligations are met.

Section 3: First and second membership fee installment fees are non-refundable upon remittance to International Headquarters.

Section 4: The first installment of the membership fee and the international building fund fee shall be paid within 8 weeks of accepting a bid into Gamma Phi Beta.

Section 5: The second installment of the membership fee shall be paid prior to initiation. The purchase of a Gamma Phi Beta badge is a requirement of all prospective member prior to initiation.

Section 6: The local building fund fee shall be paid prior to initiation. (if house is ever required)

## ARTICLE X – SCHOLASTIC QUALIFICATIONS

Section 1: Members shall conform to the scholastic qualifications as a required by the International Bylaws, Rules and Procedures, Panhellenic Bylaws and Lander University.

Section 2: Scholastic qualifications for pledging in the Zeta Eta Chapter are at least a 2.8 cumulative grade point average for all potential new members. For potential new members sophomore, junior and senior must meet at least a 2.4 for their GPA.

Section 3: Scholastic qualifications for initiation in the Zeta Eta Chapter are that the new member must be in academic good standing with Lander University.

Section 4: Summer school shall not be included in the semester scholastic qualification for pledging or initiation if it equals the normal requirements for hours and grade point average by the university. This is subject to regional coordinator approval.

## ARTICLE XI – DISCIPLINE

Section 1: Major infractions of the International Bylaws, Rules, and Procedures, Loyalty Pledge, or any other cases deemed necessary shall be handled by the executive council in accordance with the discipline procedures as outlined in the Collegiate Operations Manual.

Section 2: Minor discipline infractions and social behavior shall be handled by the standards chairwoman and her committee as set forth in the chapter Standing Rules.

Section 3: The Zeta Eta Chapter of Gamma Phi Beta, Inc. shall not tolerate nor participate in any form of hazing.

Section 4: All members and new members of the Zeta Eta Chapter shall abide by the chapter Standing Rules or face disciplinary action.

#### ARTICLE XII – AMENDMENTS

Section 1: An amendment shall originate in the regular chapter meeting or executive council meeting.

Section 2: The amendment shall be proposed at on regular meeting of the chapter and voted upon at the next regular meeting. Before it is proposed it shall be referred to the parliamentarian for the proper wording and the necessary research to determine that it does not conflict with the International Gamma Phi Beta Bylaws, Rules and Procedures or Lander University regulations.

Section 3: These bylaws may be amended by a vote of  $2/3$  of the members in good standing of the Zeta Eta Chapter.

Section 4: Bylaw amendments shall be in effect after approval by the Regional Coordinator.

#### ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and Rules and Procedures of Gamma Phi Beta Sorority, Inc.

Adopted by the Zeta Eta Chapter of Gamma Phi Beta on May 26, 2016

## **STANDING RULES**

### **Zeta Eta Chapter of Gamma Phi Beta Sorority, Inc.**

#### **Article I – Purpose**

The purpose of the standing rules shall be to effect positive student development on an individual and chapter level while forming the foundation for lifetime commitment to Gamma Phi Beta. Development implies that the growth is to be pursued as a desirable psychological, educational and moral end.

#### **Article II – Membership Responsibilities**

All initiated members and new members of the Zeta Eta Chapter are to uphold the standing rules and policies of Gamma Phi Beta Sorority, Inc. and of the Zeta Eta Chapter.

All initiated members and new members are required to attend weekly chapter meetings which are held on Monday nights at 9:00pm.(Will Change depending on when the chapter can meet.)

Good standing is defined as completion of all chapter and international requirements to include a members academic and financial obligations. Only members that are in good standings with Gamma Phi Beta and the Zeta Eta Chapter will be able to attend social events, hold leadership positions, and be approved to take a 'Little', and attend sisterhood retreats prior approval with exec.

#### **Article III – Attendance**

##### **Section 1. – Merit Point**

- a) Every member is subject to the merit point policy for the Zeta Eta Chapter.
- b) Merit points for non-fineable events will be calculated on a month basis as outlined in the merit point policy.

1. Refer to merit point contract for consequences.
2. Merit Point contract needs to be signed every semester.

## Section 2. -Fineable Events

- a) Members will be required to attend mandatory events throughout the year that are critical to the success of the Zeta Eta chapter. An unexcused absence for the events will result in the choice of service work, as stated in sub-section (e), or the following fines:
  1. Recruitment related activities
    - Recruitment (Formal/COR events--\$35.00/day
    - Recruitment School -- \$35.00/day
    - Membership Selection -- \$25.00/day
    - Recruitment Workshops --\$35.00/day
    - Lander Mandatory Student Activities Events--\$10.00/ event
  2. Initiation/ all Initiation Activities-- \$50.00 (this included pre and post initiation workshops)
  3. Chapter Retreats—(includes officer retreat/goal setting) --\$25/day
  4. Formal Pinning--\$50.00
  5. Philanthropy Events (ie. Crescent Classic/GOTR)--\$30/day
- b) Excuses must be submitted to the standards chairwoman two weeks prior to the event, except in cases of personal illness or family emergency, in which standards chairwoman will be notified within 24 hours of event occurring. The standards committee will review excuses and the member will be notified of the decisions of the committee one week prior to the event occurring.
- c) Examples of acceptable excuses include the following:
  1. Illness
  2. Death
  3. Wedding (participation or family members)
  4. Class
  5. Work if turned in and approved by standards 2 weeks prior
- d) Each member is responsible for finding out what she missed at each meeting and obtaining any information that is necessary, i.e. handouts, forms, etc.

- e) Each member is given the opportunity to complete community service in place of a fine. For every one hour of community service completed, \$10 will go towards the payment of the fine. The community service must be completed along with the proper documentation submitted within 30 days of the fineable event. After 30 days, the member must pay the remainder of the fine, up to the full amount if no service was completed. The proper documentation must be turned into the Standards Chairwoman and Financial Vice President.
- f.) Tardy or early absences must be submitted to the Standards chairwoman to be approved fifteen minutes before.

#### **Article IV – Alcohol Policy**

##### Section 1.

There shall be no consumption of alcoholic beverages at or within a 24 hour period before or after new member/ritual-related activities, recruitment, Bid Day, or chapter retreats. No Going Out

##### Section 2.

All members will adhere to the rules and regulations of Gamma Phi Beta Sorority and Lander University in regard to the use of alcohol.

Appendix 1—Gamma Phi Beta Sorority position statement on the use of alcohol

Appendix 2—Lander University Student Handbook (<http://www.lander.edu/current/HANDBOOK.pdf>)

#### **Article V – Social Conduct**

Section 1. – Members are expected to always uphold the four core values and promote the highest type of womanhood.



Section 2. – Never wear letters, badge, or new member pin to locations where alcohol is being served. There will be no drinking in Gamma Phi Beta letters, badge, new member pin or any other Gamma Phi Beta attire/paraphernal

Section 3. – There will no smoking in Gamma Phi Beta badge, new member pin, or Letters.

Section 4. – Respect should always be given to all campus organizations including fraternities, sororities, administration and faculty.

Section 5. – Any Conduct detrimental to the high moral standards of Gamma Phi Beta will be evaluated and appropriate action will be taken by the standards committee or executive council. Such conduct may include but is not limited to: inappropriate display of affection, inappropriate use of message boards or similar postings on the Internet, indiscretion in interpersonal relationships, intoxication, consumption of alcohol by an underage member, or the use of profane language.

#### **Article VI – Finances**

Section 1. – The following is the financial plan per semester for the Zeta Eta Chapter of Gamma Phi Beta. Payments are as follows unless otherwise specified by the financial vice president:

Local Dues	\$394.00
International Dues	\$56.00
TOTAL	\$450.00

Upping the dues will include 2 shirts per semester.

Payment Plans:

Plan A: \$450.00 paid in one installment

Plan B: \$450.00 paid in two installments, due dates to be determined at the beginning of each semester.

Plan C:\$450.00 paid in four installments, due dates to be determined at the beginning of each semester.

Section 2. – Late fees and fines are as follows:

- a) There is a 24-hour grace period for late payments. After that, a \$1.00/day penalty will be assessed for each day late.
- b) Delinquent members will have no voting or social privileges.
- c) For any bounced check, a \$20.00 charge will be added to cover bank charges.
- d) Each use of a credit card to make a payment will result in a two dollar fee.

### **Article VII - Officers**

Section 1. - The executive council shall consist of the President, Administrative Vice President, Financial Vice President, Education Vice President, Public Relations Vice President, Membership Vice President, and Panhellenic Affairs Vice President.

Section 2. - Other elected officers shall include New Member Educator, Standards Chairwoman, Ritual Chairwoman, Real Wellness Woman, Social Chairwoman, Scholarship Chairwoman, and Philanthropy Chairwoman.

Section 3. - Appointed offices shall include: Recording Secretary, External Communication Chairwoman, Parliamentarian, song chair, PACE/Fidelity Chairwoman, T-Shirt Chair, Alumnae Relations, and Homecoming Chair.

Section 4. - Executive council shall hold weekly meetings.

Section 5. - Department meetings shall be held once a month.

Section 6. – Any officer that wants to be disaffiliated for formal recruitment must be approved by the Chapter Advisor and Regional Coordinator prior to the Rho Chi selection process or prior to running for Zeta Eta chapter elections.

- a. If approved to participate in disaffiliation as an officer then officer material including but

not limited to binders, notebooks, ect. must be turned in two weeks prior to graduation day.

- b. If approval is not granted and the member still wishes to participate in the Rho Chi program the member will automatically forfeit her officer position(s).

Section 7. – Officers who do not fulfill the responsibilities of her officer or become ineligible to hold an office, is subject to removal from office by the managing Regional Coordinator.

### **Article VIII – Scholarship**

Section 1- All members are expected to strive for academic excellence. To this end, all members will adhere to the scholarship program developed by the scholarship Chair and approved by majority vote of the chapter.

Section 2- Lander University requires a 2.0 cumulative Grade Point Average to participate in Lander Student Activities. The Zeta Eta chapter will be expected to adhere to this policy.

Section 3-Each member must sign a statement indicating that she has been issued a copy of and read the scholarship rules of Zeta Eta chapter of Gamma Phi Beta, and that she is aware of the consequences that will result due to any violation of the standing rules per semester.

### **Article IX – Dress Code**

Section 1. - For all formal meetings, formal business wear should be worn and should be appropriate to show respect for the ideals upon which Gamma Phi Beta was founded. Dresses, skirts, or slacks shall be worn with heels, flats, or complementing shoes. Gamma Phi Beta badge is required. Anyone not dressed appropriately will not be admitted. The following will not be considered acceptable for a formal business meeting:

1. Casual pants, casual khakis, shorts, or “skorts”
2. Jeans or jean material
3. Mini-skirts (no more than 2 inches above the knee)/dresses
4. Midriff blouses

5. Sandals, this includes beach sandals, flip flops, and dress sandals
6. Tennis Shoes/Sneakers
7. Hats
8. Leggings/Yoga pants
9. T-shirts
10. Hair must be nice, no messy buns

Section 2. Appropriate dress for PACE program should be business casual. This includes nice dress, skirts, slacks, or nice blouses.

Section 3. - Appropriate dress for sisterhood activities and Fidelity programs is casual but nice dress. This includes clothing such as jeans or nice pants, Gamma Phi Beta T-shirts, or nice blouses.

Inappropriate dress includes:

- Cut-offs
- Ripped jeans
- Midriff blouses,
- Leggings
- Gym shorts

### **Article X – Chapter Conduct**

Section 1. - There will be no eating, drinking, chewing gum, or cell phones during chapter meeting.

Section 2. - Members must be recognized by the president in order to speak. Anyone talking without recognized will be given a warning.

Persistent talking out of order will resulting in the member being asked to leave the meeting and the member will receive an absence for that meeting.

- a. Parliamentarian may ask anybody to leave during any chapter meeting.

Section 3. – Promptness is expected as a courtesy to all members and new members. Chapter meetings will start on time.

Section 4. – During a chapter meeting when entering or leaving the room, be quiet and orderly. Parliamentary procedure will be used.

Section 5. – Meetings do not end until adjourned by the president.

#### **Article XI – Consequences**

Section 1. – Any member or new member violating provisions of the standing rules will be subject to disciplinary action by either the Standards Committee or Executive Council.

Section 2. – Consistent violations of the standing rules may result in termination proceedings.

Section 3. – Each member must sign a statement indicating that she has been issued a copy of and read the standing rules of Zeta Eta chapter of Gamma Phi Beta each academic year or upon pledging, and that she is aware of the consequences that will result due to any violation of the standing rules.

Section 4. – Failure to submit this signed statement will result in the member not being allowed to attend any Gamma Phi Beta social events.

Section 5. – Social probation means not able to attend Gamma Phi Beta social events, which include but are not limited to mixers/date functions, semi formals, and formals

#### **Article XII – Amendments**

Section 1. - These Standing rules may be amended by a two-thirds vote of the members in good standing of the Zeta Eta Chapter.

Section 2. - Standing Rule amendments shall be in effect after approved by the Regional Coordinator.