

**Howard University**  
**Chi Eta Phi Nursing Sorority Inc. Alpha Delta Beta Chapter**  
**Constitution**

**Preamble**

We, the members of the **Chi Eta Phi Nursing Sorority Inc. Alpha Delta Beta Chapter** do hereby establish this constitution in order to facilitate effectiveness and efficiency in the on-going operation of the organization.

**Article I – Name**

The name of the organization will be **Chi Eta Phi Nursing Sorority Inc. Alpha Delta Beta Chapter** and herein referred to as **Chi Eta Phi**.

**Article II – Purpose**

The purposes of Chi Eta Phi are to:

- Develop a corps of nursing leaders
- Encourage continuing education
- Have a continuous recruitment for nursing and the health professions
- Stimulate a close and friendly relationship among members
- Develop working relationships with other professional groups

**Article III - Membership**

Membership in Chi Eta Phi is open to any Howard matriculated nursing student, who is in good academic and disciplinary standing. Membership in Chi Eta Phi is maintained through active participation in the organization as provided for in the by-laws.

**Article IV – Non discrimination**

Membership in Chi Eta Phi will not be limited to persons based on their race, color, religion, national origin, age, or disability.

**Article V – Advisor**

The advisor(s) of Chi Eta Phi will be selected and responsible for the organization as provided for in the by-laws.

**Article VI – Officers**

The Officers of Chi Eta Phi will be specified in the by – laws and selected on an annual basis as provided for in the by – laws.

## **Article VII** – Executive Board

### **SECTION ONE** – Definition

The Executive Board will be the governing body of Chi Eta Phi. The Executive Board will establish and enforce organization policy, approve all activities, supervise operations, and provide leadership development for members.

### **SECTION TWO** – Membership

The membership of the Executive Board will consist of the officers and additional members outside of officers if called for as specific in the by – laws.

### **SECTION THREE** – Meetings

The Executive board will have meetings on a regular Basis as determined at the end of the previous semester by the President, Board, and advisors.

- A. Quorum – a quorum will be defined as two thirds of the membership of the executive Board. A quorum is necessary in order to transact business at any Executive Board Meeting.
- B. Meetings – All meetings are open unless otherwise dictated by the President, By-laws or two-thirds majority vote.

## **Article VIII** – By laws

By- laws of Chi Eta Phi will be established upon approval by a two-third majority vote of the Executive Board.

## **Article IX** – Amendments

Amendments to this constitution may be proposed in writing by any member of the Executive Board at any regular meeting of the board. A proposal presented at a regular meeting will be voted on no sooner than the next regular meeting, and will become effective upon approval by two – thirds majority vote.

## **Article X** – Ratification

This constitution will become effective upon approval by two-thirds of the voting members at a regular meeting. Ratification becomes complete upon approval of the Director of Student Development. This constitution when ratified will supersede any existing documents.

Howard University

**Chi Eta Phi Nursing Sorority Inc. Alpha Delta Beta Chapter**  
By-laws

ARTICLE I – STRUCTURE

The **Chi Eta Phi Nursing Sorority Inc. Alpha Delta Beta Chapter** will consist of the following sub-units: the Executive Board and 5 standing Committees.

SECTION ONE – EXECUTIVE BOARD

Definition – The Executive Board will be the governing board of Chi Eta Phi. The Board will establish and enforce organization policy, approve all organization activities, supervise operations, and provide leadership development for members.

- A. Membership – The membership of the Executive Board will consist of all elected officers, committee chairmen, and Beta Sponsor (s). The elected officers of this chapter shall be a Basileus (President), Anti-Basileus (Vice-President), Grammateus (Recording Secretary), Epistoleus (Corresponding Secretary), Tamias (Treasurer), Tamiochus (Financial Secretary/Treasurer), Dean of Pledgees (Chair Intake Committee), Historian, Parliamentarian, and Chaplain
- B. Meetings – The Executive Board will have regular meetings on the 3rd Tuesday of the month as determined at the end of the previous semester by the President, Executive Board, and Advisors.
  - 1. Procedures – Meetings will be conducted, when applicable, according to Robert’s Rules of Order. In all other cases, meetings will be conducted by common practices as long as they are not inconsistent with the By-laws.
  - 2. Attendance – All members of the Executive Board will be expected to attend each meeting of the Board and remain for its entirety. After three unexcused absences in a one year term, a motion for impeachment will be brought against the member by the President. The discretion of the President will determine what constitutes an unexcused absence. The member will be notified within 24 hours whether the absence is unexcused.
  - 3. Visitors – Any member of the University Community or other invited guest may attend an Executive Board Meeting. If a visitor wishes to address the Board, notification must be given to the President in order to be placed on the agenda.
- C. Quorum – A quorum is defined as two-thirds of the membership of the Executive Board. A quorum is necessary to transact business at any meeting of the Board.

SECTION TWO – MEMBERSHIP

Definition – The standing committees of Chi Eta Phi will be the functional units of the organization. The committees are: 1) Auditing, (2) Bylaws, (3) Finance, (4) Programs,

Projects, and Social Activities and (5) Public Relations. Other committees shall be appointed by the Basileus as necessary.

- A. Membership – The membership of each committee will consist of the committee coordinator and interested general members.
- B. Meetings – Each standing committee will meet on a regular basis as determined at the end of the previous semester by the committee and its advisor.
- C. Powers and Duties –Each standing committee will have the following powers and duties:
  - 1. Establish committee goals, objectives, and guidelines that are consistent with the established mission and guidelines formulated by the Executive Board.
  - 2. Initiate and implement programming after approval by the Executive Board,
  - 3. Recruit new members
  - 4. Keep accurate records of expenditures
  - 5. Maintain accurate membership records
  - 6. Educate and inform members about Chi Eta Phi.

## ARTICLE II – OFFICERS

### SECTION ONE – OFFICERS

- A. Definition – The officers of Chi Eta Phi are:
  - 1. President (Basileus )
  - 2. Vice-President
  - 3. Treasurer
  - 4. Secretary
  - 5. Chaplain
  - 6. Philacter

**SECTION 2.** Appointed officers shall be Philacter, Hodogos, Parliamentarian, and Sergeant-at-Arms.

**SECTION 3.** Appointed officers shall be selected by the Basileus.

**SECTION 4.** A Nominating Committee of three (3) Active Members shall be elected by the chapter. The committee shall secure nominees for a slate of officers and a nominating committee to be elected according to Article V Section 5. At the time of election, nominations shall be obtained from the floor. The consent of all candidates shall be obtained before election. A vacancy on the committee shall be filled with a nominee of the Nominating Committee and elected by the members.

**SECTION 5.** Officers shall be elected/appointed and installed in March. Election shall be by ballot. A majority vote of those present and voting shall elect, except for the Nominating Committee, which shall be elected by plurality vote

**SECTION 6.** Eligibility:

- a. Members who have at least one (1) year membership shall be eligible for the office of Basileus, if possible.
  - b. For the office of Dean of Pledges, the candidate shall have participated In the Intake of at least one (1) line of Pledges into the Sorority, when possible.
  - c. *Members may not hold more than one (1) office at a time, unless necessary.*
  - d. Officers shall be eligible for not more than two (2) consecutive terms in the same office, except the Tamias and the Historian.
  - e. Outgoing officers shall turn over all official materials pertaining to their office to their successors following installation of newly elected officers.
- B. Term of Office – The term of office shall be one (1) year or until their successors are elected. Newly elected officers will assume office at the close of May 1.
- C. Vacancy – In the event that an Executive Board position becomes vacant before the term is completed, the President will appoint an interim replacement until the position can be filled permanently.
- D. General Duties and Responsibilities – All officers will be responsible for the following:
1. serve as a member of the Executive Board and attend all meetings
  2. attend all leadership weekends and training
  3. responsible for the orientation of successor upon completion of the selection Process
  4. participate in sub-committees as needed
  5. maintain scheduled office hours during regular business hours as needed
  6. establish personal and position goal
- E. In addition, the following will be expected requirements:

### **DUTIES OF OFFICERS**

President (Basileus):

- a. Preside over all meetings of the Chapter
- b. Observe that all the rules of the Chapter and Chi Eta Phi Sorority, Inc. are enforced
- c. Supervise the performance of all officers and committee chairmen
- d. serve as an official spokesperson for Chi Eta Phi
- e. serve as a liaison between Chi Eta Phi and other University entities as needed
- f. Appoint all committees except the Nominating Committee
- g. Be an ex-officio member of all committees, except the Nominating Committee.
- h. Sign all documents of the Chapter upon the approval of the members
- i. Make an annual report of all Chapter activities to the members and Theta Graduate Chapter through the Beta Sponsor
- j. Notify sponsor of all meetings and activities of the Chapter prior to the activity

Vice-President (Anti-Basileus)

- a. Assume the duties of the Basileus when the Basileus is unable to serve
- b. Assist the Basileus in the promotion of all activities for the best interest of the Sorority
- c. Be Chairman of the Program and Projects Committee

Recording Secretary (Grammateus)

- a. Keep a record of proceedings of the Chapter meetings
- b. Maintain a file of all documents of the Chapter, Region, and Chi Eta Phi Sorority, Inc.
- c. Maintain a current list of members with their names and addresses

Corresponding Secretary (Epistoleus)

- a. Carry out all correspondence connected with the business of the Sorority. The Sponsor's approval shall be obtained for all materials sent out
- b. Notify all members of the meeting date, and time, 2 weeks prior to the meeting.
- c. Serve as Grammateus in her absence
- d. Submit a statement of membership to Regional Grammateus/Epistoleus and the National Secretary before the designated deadline
- e. Affix the chapter seal on all official documents prior to submitting and receive the Sponsor's approval prior to submitting

Treasurer (Tamias)

- a. Receive all funds from the Tamiochus and deposit in the Bank designated by the Chapter, within eight (8) hours, if at all possible.
- b. Keep accurate records of all receipts and disbursements which shall be open to inspection at all times.
- c. Participate in the budget development process
- d. be familiar with Student Development financial codes and guidelines and ensure that all of Chi Eta Phi's financial transactions are in compliance
- e. All checks shall be co-signed by the Basileus, Tamias, or Beta Sponsor (should be two (2) out of three (3) signatures).
- f. Disburse all monies by check.

- g. Keep funds of the Chapter in an account in the name of Alpha Delta Beta, Chi Eta Phi Sorority, Inc., or according to official school policy.
- h. Submit a financial report at every meeting
- i. Forward all dues to National and Regional offices before the designated deadline.
- j. Prepare and submit a financial statement to the Chapter and relinquish all records, books and statements to the Auditor for audit prior to successor assuming office.
- k. All funds sent to National shall be sent by cashier's check or money order or by official Chapter check.

Tamiochus (financial secretary)

- a. Receive all money and keep accurate records of all money received
- b. Keep records of all money disbursed by the Tamias.
- c. Chair the Finance Committee.
- d. Notify members when dues are 1 month delinquent.
- e. Notify members of inactive status.

Dean of Pledges (Chair Intake Committee)

- a. Consult the National Dean of Pledges and shall submit to the Chapter a list of Pledgee's projects
- b. Be responsible for all plans for Initiation and other organizations related thereto.
- c. Forward applications of approved candidates and/or rejected candidates for membership to the National Dean of Pledges after approval of the Sponsor.

Sergeant-at-Arms:

Preserve order at all meetings

Historian

Compile and keep a current historical record in chronological order in a scrapbook and present an annual report in April.

The Parliamentarian shall:

Advise the Basileus and members on parliamentary procedure and rules and regulations of the Chapter, and shall refrain from making or voting on motions.

Chaplain:

Open all meetings with the Mary Stewart Prayer and close with the Mizpah.

Philacter:

Guard the entrance and receive the password from members arriving after the all to order.

ARTICLE III – OPERATIONS

SECTION ONE – BUDGET

The Chi Eta Phi budget will be approved and controlled by the Executive Board and Monitored by the President and Treasurer in collaboration with the Advisor.

SECTION TWO – ADVISORS

The Chi Eta Phi Co-Advisors are Dr. Patricia Bradley and Dr. Sara Reeder. The co-advisors supervise and advise the Organization, and direct the budgeting and long range planning of Chi Eta Phi. Advisors are non-voting members of the organization.

### SECTION THREE – VOTING

A 2/3 majority of the membership of the Executive Board must be present to conduct official business of the Executive Board. In emergency situations where an official meeting is not feasible, the President may make a reasonable effort to contact all members of the Board in order to ascertain a vote by telephone or other means. In unusual circumstances where contacting members is impractical or unfeasible, an emergency decision may be made by the President in collaboration with appropriate coordinators and their advisor. The President must report to the Board the circumstances and the results of any such occurrence at the next Executive Board meeting.

### SECTION FOUR – DEFICIENT PERFORMANCE

Any infraction of the Chi Eta Phi Constitution, By-laws, or guidelines, and/or failure to adequately carry out job functions by a Chi Eta Phi Executive Board Member will constitute deficient performance. Any member in good standing with Chi Eta Phi may bring charges of negligence against an Executive Board Member. Charges may not be made anonymously. All charges must be made in writing and submitted to the President. In the event that the President is being charged, the Vice-President for Human Relations will carry out the proceedings. Any such member's status will be subject to review according to the following procedures:

- A. The president will convene a meeting with the Board member, and the advisor to discuss the alleged deficiencies. The result of this meeting will be one of the following
  1. corrective actions recommended which may include a probationary period,
  2. decision to take no action and dismiss issue,
  3. recommend resignation by member or impeachment by the Executive Board
- B. Any action will be documented in writing with copies to the member and the advisor's file
- C. If impeachment becomes necessary, the issue will be discussed at the next regular meeting of the Executive Officers in closed session. The member will be invited to be present with reasonable notice. The issue will be brought up as the first order of business at the next Executive Board meeting in a closed session. The Executive Board will effect impeachment with a  $\frac{3}{4}$  majority vote. The Executive Board may also elect to impose a lesser action.

**APPEALS** – If the member is dissatisfied after meeting with the President and advisor in step one (1), s/he may appeal to the Officers within three (3) working days by notifying the President in writing. The President will convene a meeting of the Officers to hear the

appeal. The member may appeal the Officers' decision to the Executive Board at the next regular Executive Board meeting in closed session by notifying the President within three (3) working days of the Officers' decision. The decision of the Executive Board will be final.

#### ARTICLE IV – AMENDMENTS

Amendments to these by-laws may be proposed in writing by any member in good standing at any regular meeting of the Executive Board in which quorum exists. A proposal presented at a regular meeting will be voted on no sooner than the next regular meeting in which a quorum exists and will become effective upon approval by a  $\frac{3}{4}$  majority vote.

#### ARTICLE V – RATIFICATION

These by-laws will become effective by a  $\frac{3}{4}$  majority vote of the Executive Board at a meeting in which quorum exists. Ratification becomes complete upon approval of the Director of Student development. These by-laws when ratified will supersede any existing documents and take effect one week following ratification unless otherwise specified in the amendments.

#### ARTICLE VI – REVIEW

The Constitution and the By-laws will be reviewed and revised on even numbered years.