

Zeta Phi Beta Sorority, Inc.

Alpha Chapter

By-Laws



Revised Spring 2020
Tanda Lamb, Phylacter

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PREAMBLE

We, the members of Zeta Phi Beta Sorority, Incorporated, Alpha Chapter so bind ourselves together, to maintain and promote the ideas of Zeta Phi Beta Sorority and to follow the rules and regulations as stated by the constitution and by-laws of the Sorority.

ARTICLE I

NAME

The name of the organization shall be Zeta Phi Beta Sorority, Inc., Alpha Chapter.

ARTICLE II

OBJECTIVES

Zeta Phi Beta Sorority, Inc. Alpha Chapter shall have as its objectives the fostering of SCHOLARSHIP, SERVICE, SISTERHOOD and FINER WOMANHOOD.

MISSION STATEMENT

It is the mission of the Alpha Chapter to uphold the tenets of scholarship, service, sisterhood and FINER WOMANHOOD on which Zeta Phi Beta Sorority, Inc. was founded. We continue to advance our sorority's impact on the world by building on the traditions of our past while addressing the concerns of contemporary society in the Howard and Washington, DC communities.

ARTICLE III

MEMBERSHIP

Membership in Alpha Chapter shall be based on the guidelines of the Constitution of Zeta Phi Beta Sorority, Inc. in conjunction with the written stipulations of the administration of Howard University, located in Washington, D.C. Active membership of Alpha Chapter entails financial status nationally and locally (payment of all fines, fees, assessments, and outstanding monies.) *See Appendix A, National Constitution, Article II, by-laws, Undergraduate.

Section 1

Voting Rights

Third-Anti Basileus

- Be responsible for providing direction regarding the total programs that serve the education, social, and recreational interest of Zeta Phi Beta Sorority Inc. , Alpha Chapter.
- Be responsible for the organization of all submitted and approved proposals for programs from chapter members.
- Provide direction for the planning and promotion of program activities.
- In the event that the Epistoleus is unable to submit physical facility request forms, the Third- Anti Basileus will assume that duty.
- Evaluate programs upon completion.
- Required to meet monthly with both the Second- Anti Basileus and the Antaprokritis regarding the promotion and execution of program activities.

If the source of the submitted and approved proposal wishes to take the overall helm of the project then the programs chair/ committee would simply be an accessory to ensure that all major and minor details of the program are carried out to their fullest potential. Other duties may be added or removed according to the wishes and needs of the chapter.

Grammateus

- Record the proceedings of each executive and general body meetings.
- Follow the prescribed format for minutes approved by the chapter.
- File and secure all minutes.
- At the end of the academic year, deliver all minutes to the sponsor, Beta Zeta and/or the graduate advisor.
- Provide copies of the previous meeting's minutes to all members prior to the next scheduled meeting.
- Read the previous minutes immediately after the opening of the meeting, as well assist the Basileus in providing a written agenda for each financial member at the beginning of the meeting.
- Mail copies to all members who are absent prior to the next schedule meeting.
- If corrections are needed, after they are made, the aforementioned procedures are to be implemented again.

Assistant Grammateus

- Be responsible for all duties of the Grammateus in her absence.
- Assist with maintenance of the minutes, tape recorder, and tapes as requested by the Grammateus.

Tamias

- Be custodial of all monies of the chapter received from every source.
- Disburse monies only on the approval of the chapter.
- Keep accurate records and proper financial books.
- Provide copies of the monthly bank statements to each financial Soror and be responsible for preparation and submission of all quarterly reports in all financial Sorors in the chapter.
- Order all chapter supplies and materials and forward all tax and per capita fees to the Regional and National Offices.
- Make copies of all business transactions.
- Report to the Phylacter which Sorors are not financial due to non-payment of national, local or chapter fees and communicate to the Phylacter the status of these Sorors.
- Be responsible for reporting to the Basileus the balance of the account and the information in the above duty when absent.
- Be chairperson of the budget committee and prepare the budget for the following school year prior to the end of the office term.
- The records of the Tamias shall be reviewed and received by the sponsor.

Epistoleus

- Be responsible for all chapter correspondences and amenities (i.e. birthdays, deaths, anniversaries and special occasions) under budget guidelines.
- Read and/or summarize all correspondence at chapter meetings.
- Prepare and disburse a monthly calendar of the chapter activities.
- File all correspondences.
- Prepare and distribute a monthly update on chapter activities on a chosen social media platform chosen by the Antaprokritis
- Be responsible for establishing amenities guidelines for the chapter.
- Prepare yearly calendar for the following school year before the end of the term and submit it to the physical facilities department.
- When necessary, update the lists and distribute revised copies to Sorors.
- Be responsible for establishing a communications committee (i.e. phone calls), that will be responsible for ensuring that Sorors receive the correct information about times, places, and other logistics of scheduled chapter meetings.
- Be responsible for turning in all facility request forms on Howard University EMS/ Bisonlink. She must attend the physical facilities seminar sponsored by Howard University.
- If any duties cannot be completed by the Epistoleus, she must appoint an individual to serve as a substitute to perform the aforementioned duties.

Phylacter

- Advise the members of the rules and regulations governing the body according to the Robert's Rules of Order, the by laws of Alpha Chapter, and the constitution of Zeta Phi Beta Sorority, Inc. which must be on hand at all meetings.
- See that order is maintained at all times.
- Be responsible for keeping Sorors informed of any order change.
- Enforce all rules of order by removing those Sorors who do not adhere to her instructions.
- Be chairperson of the bylaws committee.
- Propose revisions to the chapter at least two meetings prior to the election meetings for review.
- Vote on proposed changes at least one meeting prior to the election meeting.
- Must establish a constitution committee of at least two Sorors to assist with revisions.
- Report the infraction rules to the Tamias.
- Make sure each member has a copy of the local constitution.
- When revisions are made to the bylaws, provide each Soror with a revised copy.
- Be a contact person so that Sorors can notify someone in the event that she will be absent.

Antaprokritis

- Be responsible for providing information for the Archon and the official newspaper of Howard University at least six months or as needed.
- Be chairperson of the publicity committee and the scrapbook book committee.
- Disseminate to the media, all newsworthy activities of the chapter and keep a memorandum of all chapter events.
- Prepare a list of all media vehicles (i.e. radio stations, national newspapers, other campus newspapers, etc.) in the metropolitan area, the respective contact persona and phone numbers and the procedures required for service.
- Provide a copy of said list of each financial Soror.

ARTICLE VII

ELECTIONS

Section 1

The officers of Alpha Chapter shall be elected by secret ballot. Elections will be held by the end of the second semester. Nominations will be held at the general body meeting prior to elections. Term of office is from installment of the officers of that election until the installment of the following school year.

Section 2

If an office is vacated before the prescribed expiration date, a new election shall be held to fill that office no later than two meetings following the vacancy.

Section 3

An office is considered vacant according to the stipulation of death, resignation, expiration or negligence.

Section 4

All officers shall be elected by the active membership of the chapter, which shall consist of all members in good financial standings.

Section 5

A voting quorum shall consist of 2/3 (two-thirds) financial members in attendance who shall have authority to transact any chapter business not prohibited by local and national constitution.

ARTICLE VIII

MEETINGS

Section 1

Meetings of the chapter shall be held at least twice a month during the academic year. Called meetings shall be held when needed. A quorum shall consist of 2/3 (two thirds) voting members plus presiding officer.

- At the first chapter meeting of the month, the dress code will be Zeta business professional. Failure to adhere to this dress code will result in a fine.

Section 2

Decisions made in any general chapter meeting are final, and can only be changed/reversed by two-thirds 2/3 majority in a general chapter meeting.

Section 3

Monthly executive board meetings will occur separately from general body meetings only if the executive board does not consist of the majority of the chapter's members.

Section 4

The Order of Business shall be:

- 1) Call to Order
- 2) Opening- National Prayer
- 3) Officers report
- 4) Committee report
- 5) Unfinished business
- 6) New business
- 7) Proposals
- 8) Generally speaking
- 9) Adjournment and Sorority Hymn

ARTICLE IX

EXECUTIVE COMMITTEE MEETINGS

Section 1

Executive committee meetings consist of all elected officers of that term. Executive meetings are held at least once a month. The general body meeting shall be notified of all executive meetings.

Section 2

Decisions made in any executive board meeting shall be subject to approval of the chapter. The executive committee shall make decisions only in extreme cases of extreme emergencies.

ARTICLE X

FEEES

Section 1

The amount of chapter fees shall be determined upon the installment of the new administration.

Section 2

Sorors of Alpha Chapter shall not be considered financial second semester until all previous dues and assessments are paid.

Section 3

Each chapter member shall be liable for individual monetary commitments made during the chapter year.

Section 4

Any member who misses or leaves a meeting or an event without prior notice will incur a fine of \$10.00, unless a valid reason (i.e. scheduled conferences, inclement weather, personal sickness, death in family, work-related incident, etc.). In order for an absence to qualify as excused, the chapter Phylacter, Basileus, and Graduate Advisor must all be notified, *at least* 24 hours in advance. Failure to give a 24-hour notice will result in a \$2 fine in addition to a late or absence fee(s), if applicable(Ex. If she did not give a 24-hour notice and was 45 minutes late, the fine will be \$8.00). Any member who is 15 minutes late will incur a fine of \$2.00.

Section 5

Each person joining the sorority through Alpha Chapter shall pay to the chapter the regular membership certificate, one year per capita tax, and chapter tax, also the cost of the sorority pin and any other costs assessed by the chapter.

All fees except the chapter tax must be forwarded to the executive board at least 10 days prior to membership.

Section 6

There will be a one dollar fine assessed for un-sisterly conduct, i.e. foul language, rude comments, and blatant disrespect.

Section 7

Any member who engages in disorderly conduct or disruptive behavior, i.e. ignoring the authority of the phylacter or basileus, foul language, speaking over others, speaking out of turn, disrespectful behavior, etc., will receive per meeting:

I. First offense: Warning

II. Second Offense: \$5 Fine

III. Third offense: Additional \$5 Fine (total not to exceed \$10) and removal from meeting in which the disruptive behavior is being conducted.

Section 8

Sorors are responsible for the payment of fines no later than two chapter meetings after they have been notified of the offense(s) and the amount due. Failure to pay fines by this deadline will result in the loss of active status and voting rights until the full amount has been paid.

ARTICLE XI

CAMPUS RELATIONS

Section 1

The chapter shall participate in a weekly Finer Observance where the chapter members wear letters to increase

on-campus visibility. This observance will happen on the day in which the chapter meetings are held. (Ex. If chapter meetings are held on Tuesdays, then each member will need to wear letters on every Tuesday, even if there is no chapter meeting that night.)

Section 2

Throughout the course of the year, chapter members should attend at least one event or program held by each of the D.C. undergraduate chapters, as well as at least one event or program hosted by our sponsoring graduate chapter, Beta Zeta.

AMENDMENTS OF BY-LAWS AND STANDARD OPERATING PROCEDURES

- A.** These by-laws may be amended by two-thirds (2/3) vote of the chapter
- B.** Proposed amendments shall be submitted in writing by a financial member. The second change or changes must be submitted to the executive committee.
- C.** The Grammateus shall immediately send to each financial member copies of the proposed changes seven days before the next meeting.
- D.** At a meeting session the proposed amendment(s) shall be read and voted upon by (2/3) two-thirds of financial Sorors.
- E. The Community Service Chairperson** is an elected position. That Soror is responsible for compiling a list of organizations in the metropolitan area that will be reference for Sorors to look at when deciding to do community service. The list should be compiled by the second full month of the semester. This list should include the following:
1. Name and address of organization
 2. Purpose of the organization
 3. Contact person and phone number
 4. Procedures for signing up to do the community service
- The Soror is responsible for reporting to the Basileus regarding the eligibility of members to chapter activities and participate in extracurricular activities such as attending parties sponsored by the chapter or stepping on a step team. She must also propose an advance schedule of 30 hours of Alpha Chapter sponsored community service activities. She must prepare appropriate documentation for Sorors to document the time of and verification of the community service. She must also appoint a two-person community service committee.
- F.** Each Soror must complete 30 hours of community service per semester or be fined, a fee of \$20.00. The hours may be split up between personal and Zeta hours with Zeta hours being a minimum of 15 hours (Ex. she may complete 15 hours in Zeta service projects and 15 hours personal community service projects).
- *Note:** If one or the other is not completed (personal or chapter), that Soror is still assessed a fine of \$20.00. If these hours are not completed in both semesters the fine will be \$40.00, because 60 hours should be completed in one academic school year.
- G.** Business attire is required for the first general body meeting of each month.
- H.** The cumulative GPA requirement for membership as of the 2004-2005 school year is 2.85. Members prior to the 2004-2005 school year must maintain a semester GPA of 2.75.
- I.** Membership intake fees shall include the cost of regional conference fees for that particular year only if the membership intake process will be finished prior to the due date for the regional fees. If the new Soror(s) do not wish to attend the conference, a refund of the appropriate amount will be awarded to the member(s). This issue is subject to wavier by the unanimous agreement of the Basileus, First Anti-Basileus and chapter advisor.
- J.** Membership in Alpha Chapter will be based on the guidelines of the Constitution of Zeta Phi Beta Sorority Inc. in conjunction with the written stipulations of the administration of Howard University, located in Washington, D.C. Active membership of Alpha Chapter entails financial status nationally and locally (payment of all fines, fees, assessments and outstanding monies.) In addition, Sorors must maintain a cumulative GPA of 2.85 on a 4.0 scale to maintain active status. *See Appendix A, National Constitution, Article II, by-laws, Undergraduate.