

**BYLAWS OF ETA ZETA CHAPTER OF  
ZETA TAU ALPHA FRATERNITY  
Elon, North Carolina  
Revised: March 2016**

**ARTICLE I. NAME**

This association shall be known as Eta Zeta Chapter of Zeta Tau Alpha Fraternity.

**ARTICLE II. PURPOSE AND OBJECTIVE**

*The Purpose of Zeta Tau Alpha is the intensifying of friendship, the fostering of a spirit of love, the creating of such sentiments, the performing of such deeds, and the molding of such opinions as will be conducive to the building up of a purer and nobler womanhood.*

**The object 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 the local alumnae; and to serve as a cooperative, active part of the university program.**

**ARTICLE III. MEMBERSHIP**

- A. New Member – **Any regularly matriculated woman student at Elon University, who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies (as set for the General Manual), and of Elon University, is eligible for membership in Eta Zeta Chapter.**
- B. Re-pledge – written permission of the Vice President Collegiate must be secured by the chapter prior to re-pledging within one calendar year of pledging. If permission to re-pledge is granted, the National New Member Fee must be paid again, and written approval from the Vice President Collegiate must be on file at International Office. A new member period extension is valid for one additional term only and is not renewable.
- C. Members – membership in Eta Zeta Chapter may be extended to regularly enrolled college women who meet the standards of the fraternity and the requirements set forth in the National Constitution and Bylaws.
- 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. Before a transfer member is affiliated with Eta Zeta Chapter, she may not attend chapter meetings or participate in membership selection.
- E. Potential New Members must have a minimum 2.8 Cumulative GPA to join. Exceptions to this will be approved by the Province President.
- F. Inactive member status- Zeta Tau Alpha does not recognize such status.
- G. If membership from the chapter is terminated for any reason, the former member must return to the Vice President of Membership her badge and lifetime membership card. She must also sign and complete the membership exit form.
- H. Alumna Status- A member graduating, withdrawing, or transferring from school does not need to request alumna status. Alumna status is automatic providing the sister is current with her financial obligations. Special alumna status may be requested if the member is a fifth year senior or she is getting married.

1. A fifth year senior is any member who has completed 8 semesters of 12 quarters as a Zeta Tau Alpha new member and/or initiate but has not graduated. If the member wishes to remain a member of the collegiate chapter she may do so by paying the full chapter fees.
2. Marriage constitutes as any member who is married while attending school. The member may apply for alumna status effective the date of her marriage. She is expected to participate and pay full chapter fees until the date of her marriage. The member may however choose to continue her membership in the collegiate chapter as a participating and dues-paying member.

## **ARTICLE IV. MEETINGS**

### **Section I. Chapter Meetings**

- A. There will be a regular meeting (business, ritual or standard) each week during the academic year, except during winter term, examinations, and vacation periods.
- B. Dress for all business chapter meetings shall be badge attire. Dress for chapter meetings other than for the purposes of business shall be set by the Executive Council. Badge attire is defined as and is not limited to:
  1. A nice pair of jeans (no holes), a dressy top (button-ups count), and boots.
  2. Skirts, dresses, and dress pants are also possibilities.
  3. Wear your badge.
- C. Two-thirds of the eligible voting membership shall comprise a quorum at any regular meeting. A simple majority of the quorum will constitute the outcome of the vote for regular business.
- D. The right to vote shall be accorded to every Member or New Member who is in good standing. To be in good standing, one must:
  1. Be current on all financial obligations
  2. Earn a cumulative or last semester GPA of 2.8
  3. Complete Alcohol Education by date designated by the VP II and Ritual Chairs
  4. Attend and pass Post Initiate Education by the date designated by the VP II and Ritual Chairs.
  5. To remain in good standing, members may not miss more than 2 meetings a semester (unexcused). Excused absences will be reviewed on a case by case basis and must be submitted to the Recording Secretary 24 hours before the meeting by writing in e-mail.
- E. Being in good standing allows Members and New Members all the privileges of ZTA including but not limited to attending social events and the right to vote.
- F. Every member is required to attend all meetings. Absence caused by a school-related event that conflicts with the time of the chapter meeting will be excused provided that the Recording Secretary has been notified in writing 24 hours in advance of the meeting. School-related events are not homework, studying, groups but are class, exam, etc.

- G. A Member or New Member, if absent, is responsible for reading the posted minutes.
- H. All New Business items and Member announcements shall be brought before the Executive Committee before being discussed in chapter meetings.
  - 1. A new announcement/business item should be brought to the Executive Council at least 24 hours in advance of chapter to get on that week's agenda.
- I. The use of cell phones and laptops during chapter meetings are not permitted. Cell phones should be stored away and out of sight during meeting. If there is an issue, you will be asked to leave chapter and/or not given your full amount of participation points.

## **Section II. Executive Committee Meetings**

- A. Executive Committee meetings shall be held once a week at a regularly scheduled time and place.
- B. Twice a semester, there will be a joint EC-PC meeting to discuss goals.
- C. All chapter business must be brought before the Executive Committee 24 hours in advance before being brought to a chapter meeting.

## **Section III. Program Council Meetings**

- A. Program Council meetings shall be held weekly at a regularly scheduled time and place.
- B. The Vice President 1 shall preside over the Program Council.
- C. The chair and/or members of Special Committees shall attend Program Council to discuss their events/programs as they are being developed so that the event/program can be approved using the EC/PC Process.

## **Section IV. Special Meetings**

- A. Special meetings may be held only when the General Advisor and every member and new member has been notified.
- B. Two thirds of the eligible voting membership shall comprise a quorum at any special meeting.

## **Section V. New Member Meetings**

- A. New members shall attend chapter meetings (regular, ritual, and standards).
- B. The new members shall hold a regular weekly meeting under the supervision of the New Member Coordinator and New Member Advisor until their Initiation.

## **Section VI. Ritual Meetings**

- A. Ritual meetings are mandatory for all members.
- B. Improperly dressed members shall not be allowed entry into Ritual meetings and will be assessed the fine for an unexcused absence.
- C. Proper ritual attire is as follows:
  - 1. Chalk white dress or skirt/shirt; may not be ivory, off-white, cream, etc. (May not be a romper, jumpsuit, or pants). No embroidery, bedazzlement, etc. should be on the

- dress unless it is pure white. No exposed colored zippers. Shoulders may not be bare; if wearing a strapless dress you must wear a white cardigan with it.
2. No jewelry may be worn except your ZTA badge, engagement/wedding ring, or National ZTA Honor Ring. If you can not take a piercing out, you must cover it with a skin-toned bandaid.
  3. Appropriate undergarments.
  4. Footwear is as follows: pure white socks are to be worn for initiation and rededication. All other rituals involving your ritual attire are to be done with white shoes.

## **ARTICLE V. DUTIES AND POWERS**

The organization shall exercise all powers usually vested in such a body, provided these do not conflict with the provision 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 Eta Zeta Chapter shall be vested in the chapter Judicial Committee.

## **ARTICLE VI. OFFICERS**

### **Section I. Officers**

- A. Officers shall be those specified in the National Constitution and Bylaws, the General Manual and Know, Learn, Lead: ZTA Guide to the President.
- B. The President, First Vice President, Second Vice President (New Member Coordinator), Third Vice President (Recruitment Chair), Recording Secretary, Treasurer, Historian-Reporter, Ritual Chairman, Academic Achievement Chair, Panhellenic Delegate, and Risk Reduction and Education Chair make up the Executive Committee.

### **Section II. Elections**

- A. Elections shall follow the guidelines as stated in Learn, Know, Lead-the ZTA Guide to the President.
- B. The Nominating Committee shall be appointed by the President and approved by the Executive Council and Advisory Board three (3) weeks prior to elections and shall be made up of a representative from each class (sophomore, junior and senior), the outgoing President, and the General Advisor. The President and General Advisor serve as ex-officio officers – they may give their opinion, but have no vote while the Nominating Committee is selecting the slate. Should the outgoing President be running for a position on the next Executive Council, she may not serve as ex-officio. The Chairperson of the Nominating Committee is determined by the Committee. The Chairperson must be one of the 3 Members appointed by the President (the President may not serve as Chairperson of the Committee).
- C. The Nominating Committee shall only consider applications of Members who meet the qualifications as specified in Article III, Section 3. Any exceptions must be approved by the Province President.

- D. The chapter shall sit in alphabetical order and ballots will be used.
- E. The slate shall be presented by the Nominating Committee one week before elections.
- F. During elections, slate will be voted upon. If Slate is passed by two-thirds vote, the process is complete. If Slate does not pass, the election will move to individual office elections, and these offices can be passed by a simple majority.
  - 1. Nominations may be made from the floor for each office.
  - 2. In order to be eligible for nomination from the floor, a member must have turned in a completed application and interviewed by the Nominating Committee.
- G. If a vacancy in the office of President occurs, the VP I/Coordinator of Committees assumes the office unless, at the discretion of the Advisors and Province President, there is a more qualified candidate. If there is no VP I/Coordinator of Committees, the Executive Committee, with the approval of the Advisory Board and the Province President, Mentor, Supervisor or Director of New Chapters appoints a new President.
- H. If a vacancy in any other office or chairmanship occurs, the President, with the approval of the Executive Committee and the Advisory Board and the Province President, makes the appointment.
- I. When a vacancy occurs in any of the installed offices and new officer is appointed, the chapter must perform the Installation service in the *College Service Book*. Installed offices are the President, VP II/New Member Coordinator, Recording Secretary, Treasurer, Historian-Reporter and Ritual Chairman.

### **Section III. Qualifications**

- A. To be eligible to hold office in Eta Zeta chapter, a Member shall meet the qualifications specified in the 2012 General Manual and Learn, Know, Lead: The ZTA Guide to the President.
- B. A member shall possess a cumulative or last semester GPA of 3.0 to hold office on Executive Council.
- C. While in office, each Executive Council Member must remain in good standing as defined in Article IV, Section I, Letter D.
- D. No officer may be elected or retain office while on academic or disciplinary probation with the university and/or Zeta Tau Alpha.
- E. The President shall have been an initiated Member no less than 1 year prior to her election and shall have previously served on the Executive Committee.
- F. The Third Vice President (Recruitment Chair) shall have participated, as a member of Zeta Tau Alpha, in a minimum of one formal recruitment.
- G. All Executive Council officers must attend Statewide Officer Training. State-wide Officer Training does not take the place of the chapter-conducted officer training
- H. The Chapter must obtain approval by the Province President before deviating from these qualifications.

### **Section IV. Duties**

- A. The duties of office shall be those usually assigned to such officers in Robert's Rules of Order, Newly Revised and such other duties as specified in Learn, Know, Lead: ZTA's Guide to the President.
- B. Each EC office will complete one office hour per week during the academic year in the house office. Hours will be published to the chapter on a semester basis.
- C. All Executive Council officers are expected to comply with all duties and responsibilities specified in the EC Officer Commitment Contract. Failure to comply shall result in Judicial action.
- D. Outgoing Executive Committee Officers must meet with Incoming Executive Committee Officers to go over their duties before transition. The Outgoing Executive Committee should share their previous goals set in the Chapter Annual Report (CAR), so that the Incoming Executive Committee is aware of them and continues to meet the goals before they form new ones in the spring.
- E. All Executive Committee members are required to attend entire Executive Committee meetings unless there is a scheduled test, a medical emergency, or a conflicting meeting. Any excuse must have prior approval by the President or General Advisor.
- F. Any member of EC who has two unexcused absences per semester shall be brought to judicial.

#### **Section V. Term of Office**

- A. Officer installation shall take place one month after election.
- B. Officers shall hold office for 1 year, with the exception of the VP III who will hold office until spring semester the following year when Formal Recruitment has commenced.

### **ARTICLE VII. PROGRAM COUNCIL**

#### **Section I. Standing Committees**

- A. The Program Council shall be composed of Directors and Committee Chairpersons as outlined in the General Manual and the Learn, Know, Lead manual.
- B. The House Manager is a Member of the Eta Zeta Program Council.
- C. Any additional positions to the Program Council must be approved by the Province President prior to their appointment.

#### **Section II. Qualifications for Program Council**

- A. To be eligible for Program Council, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and Make a Difference: ZTA's Guide for the VPI.
- B. Program Council members must have a cumulative or last semester 2.9 GPA prior to office and must remain in good standing as defined in Article IV, Section 1 Letter D.
- C. No officer may be appointed or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.
- D. If any of the above qualifications are not met, the appointment must be approved by the Province President.

#### **Section IV. Appointment**

- A. Members interested in holding a Program Council position must file an application stating their preferences with the First Vice President. Those applications will be reviewed by the Executive Committee.
- B. Program Council officers and their committees shall be appointed by the President and First Vice 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 Transition Education.

#### **Section V. Duties**

- A. Duties of the committees shall be those usually assigned to such committees stated in *Make a Difference: ZTA's Guide for the VPI*.
- B. Any member of the Program Council who has two unexcused absences shall be brought to judicial.

#### **Section VI. Term of Office**

- A. Program Council and their committees shall assume duties after appointment and shall hold office for one year.

#### **Section VIII – 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. Additional advisors will be elected as found necessary.

##### **Section II. Qualifications**

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

##### **Section III. Election of Advisors**

- A. The election of advisors shall take place from lists of available alumnae supplied by the Executive Committee of the alumnae chapter at the same time as the election of chapter officers, if possible.
- B. In areas where there is no organized alumnae group, the Province President shall appoint the advisors with the approval of the collegiate chapter.

##### **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. Advisors shall take office one month after election and shall hold office however long the chapter and advisor deem necessary. This shall coincide with chapter election of officers.

## **Section VI. Advisory Board Meetings**

- A. Alumnae advisors will meet as often as necessary as a board and also jointly with the Executive Committee and Program Council.

## **ARTICLE IX. FINANCES**

### **Section I. Budgets**

- A. The chapter shall operate within a budget approved by the National Secretary-Treasurer.

### **Section II. Income**

- A. Dues, room and board, parlor fee, social fees and other charges shall be as approved in the annual budget.
- B. Members must be financially current to remain in good standing. If a member's or new member's dues are not current, she will not be allowed to attend any social events, vote or order t-shirts until paid.
- C. Members who are abroad will not automatically be charged for the mandatory t-shirts. These Members shall only be charged for t-shirts while they are abroad if they specifically request to order one.
- D. Outstanding balances will be handled by the policies and procedures as set forth in the Guide to Chapter Finances and the General Manual.

### **Section III. Fines**

- A. National fines shall be as imposed by National Officers.
- B. Local fines shall be as follows and shall be paid promptly:
  - 1. **Recruitment** **\$100.00 per day**
  - 2. **Recruitment Practice and Workshops** **\$20.00 (fall and spring)**
  - 3. **Initiation** **\$100.00 per service**
  - 4. **Zeta Day** **\$50.00**
  - 5. **Ritual (other than Initiation)** **\$25.00 per service**
  - 6. **Pledge Pins** **\$10.00 per times lost**
  - 7. **Unexcused chapter(after 2)** **\$25.00 per meeting**
  - 8. **Philanthropy Event** **\$100.00 per event**
- C. Additional fines may be implemented by the Executive Committee as needed.
- D. Fines may be worked off in \$10.00 increments. It will take 1 hour to work off a \$10.00 fine (i.e. it would take 2.5 hours to work off missing a ritual). Work for fines will be determined by EC but may include setting up/tearing down for events or rituals, working an extra shift at a philanthropy event, etc. The service hours must be completed within two weeks of the missed event with appropriate documentation.

## **Section IV. Dues**

- A. Dues shall be paid in full within 30 days of initial due date. Failure to dispose of financial obligations timely will result in loss of vote and financial expulsion following the process outlined in the General Manual.
- B. Chapter dues will be paid through BillHighway.com. Other payments (T-shirts, fines, etc.) will be invoiced through BillHighway as well. Invoices must be paid within ten days.
- C. If financial obligations are delinquent, social privileges, the opportunity to purchase apparel, and voting rights will be taken away until the balance is paid to the Treasurer.

## **ARTICLE X. ATTENDANCE AND PARTICIPATION**

### **Section I. Attendance and Participation**

- A. All members will attend chapter events
- B. It is the Member/New Members responsibility to check herself in at mandatory events.
- C. Chapter meetings: A member or new member may miss two unexcused chapter meetings per semester. After the 2<sup>nd</sup> unexcused absence, each subsequent unexcused absence will result in a \$25 fine per missed meeting. Continual unexcused absences will result in Judicial Committee action.
- D. Philanthropy Events are mandatory. An unexcused absence from a Philanthropy Event shall result in a fine of \$100.
- E. Other events: Other chapter events' attendance will be determined as needed.
- F. All members of the Eta Zeta Chapter must be enlisted in at least one campus activity beside Zeta Tau Alpha.
- G. Community service: Members are required to do six hours of community service outside of ZTA Philanthropy events per semester. Failure to obtain these hours will result in judicial action.
- H. Attendance and participation in all Recruitment activities, National Officer Visits, and Rituals. Zeta Day are required for a percentage of the chapter based on that year's budget. A written request to be excused must be turned in to the Recording Secretary or designated officer by the given due date and will be notified of approval prior to the event.
- I. In the event, a member or new member has a combination of 2 or more exams, papers, or major quizzes the night of or day after a mandatory event, she is eligible for an academic excuse. In order for an academic excuse to be granted, a written excuse from the member's professors or a copy of the appropriate syllabi must be submitted to the Secretary a week before the event occurs.
- J. All matters of procedure for attendance and participation not covered by the Bylaws shall be outlined in the Point System employed by Eta Zeta Chapter. The Point System is located in Appendix B.

### **Section II. Absences**

- A. Excused absences include major tests, severe illness (with a doctors note), classes, death in the family, band or varsity practice, or if a member must attend a function of a major outside organization in order to remain in good standing with that organization. In these cases, the member will receive full points if they give a written notice at least 24 hours in advance to the Recording Secretary.
- B. The Recording Secretary will take all excuses to EC at the following meeting to determine if the excuse is approved.
- C. Special circumstances will only be considered on a case-by-case basis.
- D. Please make sure you communicate fully your excuse for needing to miss an activity if you do not want to miss points. If the excuse is confidential in nature and you would prefer that it not be discussed by all of EC, please tell one EC member who will communicate the excuse to the General Advisor and the General Advisor will determine whether the member will be excused. This must be done in advance of missing the event. Failure to do so could result in an unexcused absence unless good cause can be shown.

### **Section III. Recruitment**

- A. Recruitment meetings, practices and workshops are mandatory for all members and new members.
- B. The members who have disaffiliated through Panhellenic are not required to attend.
- C. All sisters are to be back on campus no later than the day of the first required all-chapter workshop before recruitment starts based on the date given by the Vice President of Recruitment.
- D. Sisters who are enrolled in January Term at Elon University are to provide their class schedule to the Vice President of Recruitment and Membership Advisor before going home for winter break. The VP and advisor will determine what each sister is excused from practice wise based on their class schedule.
- E. Sisters who are studying abroad during January Term or Spring semester, thus causing them to miss recruitment, will not be excused from any workshops (fall or spring) until official notice of acceptance into the study abroad program has been given to and approved by the Vice President of Recruitment and Membership Advisor.
- F. To avoid being fined for any recruitment workshops, practices, rounds, etc. held in the months of January and February; sisters must submit their excuses by the given date to the Vice President of Recruitment and Membership Advisor for approval.
- G. A dry week shall be enacted during the week of Recruitment starting 24 hours before Round 1 and until 24 hours after Bid Day. This includes disaffiliated members.

## **ARTICLE XI. HOUSING**

### **Section I. National Policy**

- A. Housing provided by Elon University for use by Eta Zeta Chapter must be maintained to capacity. Since Eta Zeta operates a suite, it is a requirement that the members maintain capacity. It is the responsibility of the chapter, in cooperation with the Advisory Board, to

implement this policy. An individual who fails to accept her responsibility will result in her loss of membership as outlined in the General Manual.

- B. Chapter members should not sign apartment or dormitory contracts for the next academic school year until housing contracts are signed and the house is filled to capacity.

## **Section II. Maintaining Capacity**

- A. House capacity is 12. Signed housing contracts are due in accordance with Elon University housing agreements. While new members are encouraged to live in the house during their first year as a member of Zeta Tau Alpha, anyone can apply to live in the house.
- B. The house manager is the member of the Program Council and lives in the house.
  - 1. The house manager shall be approved by the Office of Greek Life per Elon University policy.
- C. Housing priority will be determined as follows:
  - 1. Application will be ranked in order of highest GPA and will be assigned accordingly.
  - 2. Member with highest GPA picks room first and so on.
  - 3. President and Second Vice President select applicants from application pool. House Manager may assist if having already been chosen.
  - 4. President and Second Vice President select applicants based on:
    - i. GPA
    - ii. Involvement
    - iii. Best representation of ZTA positively
- D. In order to remain in good standing with Elon University and Zeta Tau Alpha, house capacity must be maintained at 12 individuals.
- E. The policies and procedures for the ZTA house are set and enforced by both ZTA and Elon University. Additional house policies are outlined in Appendix D. The chapter House Manager shall review these policies and procedures with all residents. All members and their guests shall abide by all policies and procedures.
- F. In case the house is not able to be filled we will fill the house based off of points, starting with the lowest.

## **ARTICLE XII. ACADEMIC ACHIEVEMENT**

### **Section I. Study hours**

- A. The Academic Achievement Chair shall implement the ZTA Academic Program.
- B. Beyond the ZTA Academic Program, the Academic Achievement Chairman Chair will also implement a Study Hours program, using the following guidelines based upon each member's GPA:
  - 1. Members and New Members with a cumulative GPA below 3.0 must attend 2 hours of study hall per week or...
  - 2. Members and New Members with a last semester GPA which is below 3.0 must attend 2 hours of study hall per week.

3. Study hall will take place for 2 hours a night on a night set at the beginning of each semester.
- C. At the discretion of the Academic Achievement Chair, other activities may be substituted for study hours. These may include (but not limited to) meeting with a professor, attending a tutoring session, attending the writing center, attending an academic workshop. All substitutions must be submitted to the Academic Achievement Chair for approval.
- D. Upon incompleteness of study hours for one week, the Academic Achievement Chair will revoke social privileges until completion of miss hours are made up. Continuing failure to follow study hours will result in referral to the Judicial Action
- E. Academic Probation is defined as a Member or New Member not having the required:
  1. Cumulative GPA of 2.75 or
  2. 2 semesters (back to back) GPA below 2.75.
- F. When a sister is on Academic Probation, that sister will have to work with the Academic Achievement Chair to make a plan to improve her GPA. This plan can include and is not limited to study hall, office hours of her Professor, tutoring, etc. Failure to execute or complete academic plan, will result in Judicial action. Further more, all sisters on academic probation will not be allowed to attend ZTA social functions.

## **ARTICLE XII. CONDUCT AND DISCIPLINE**

Should it be necessary to discipline a member for any violation of the National Constitution and Bylaws, the Chapter bylaws, the duties and obligations of membership, or the Conduct/Behavior Guidelines as outlined in Appendix C, the Judicial Committee shall be convened. The disciplinary powers of the Eta Zeta chapter will be vested in the chapter Judicial Committee.

### **Section I. Committee Composition**

- A. The chairman and committee members are appointed by the President with the approval of the Executive Committee and the Advisory Board
- B. The committee shall consist of a chairman and one member from each class, with four alternates.
- C. The Chapter President shall serve as Ex-Officio member to the Judicial Committee. The VP II shall serve on the committee as an additional Ex-officio member when any new member is brought in front of the committee.
- D. An Advisor is required to attend all judicial meetings.
- E. The Judicial Chairman can bring a member in front of the Judicial Committee. In this situation, the Chairman shall excuse herself, appoint a member of the Committee to Chairman the hearing and an alternate shall be called to serve on the Committee

### **Section II. Duties**

- A. The Judicial Committee shall review all disciplinary charges (including the accumulation of fines) that are brought before the Judicial Committee. The Judicial Committee will convene monthly, or when necessary.

- B. If a Member/New Member is brought before the Judicial Committee 2 or more times, loss of membership may be considered as a sanction.

### **Section III. Social Events**

- A. Members must adhere to the Zeta Tau Alpha National Policies and Procedures.
- B. Members must leave any Zeta Tau Alpha social event at the designated ending time. All costumes/outfits must be changed out of within 15 minutes of the social event ending.
- C. Members must be academically and financially clear according to the most current records to attend a social event along with having earned the required amount of points. Any Executive Council member as the right to refuse admittance into the social event based on these records.

### **Article XIV – PROCEDURES**

Robert's Rules of Order Revised shall govern all manners of procedures not covered in these Bylaws.

### **Article XV. Amendments**

- A. These Bylaws may be amended by two-thirds (2/3) vote of the voting membership present providing the proposed amendments have been presented at the previous meeting and have been previously approved by the Province President.
- B. The Secretary convenes a Bylaws Committee every other year to review these bylaws and propose amendments.
- C. Appendices may be amended and/or added by two-thirds (2/3) vote of the voting membership present providing the changes have been presented at the previous meeting and have been previously approved by the Province President.
- D. Appendices may be amended and/or added separately from the Bylaws biannual review.

## **BYLAWS APPENDICES**

Appendices are supplemental information and explanations of specific bylaws sections. Should there be a conflict between the bylaws and an appendix, the bylaws take precedence.

### **APPENDIX A. POINT SYSTEM**

#### **Section I. Purpose**

The purpose of the activities point system is to encourage attendance at all chapter activities and participation in other campus organizations by allowing the individual member to choose those meetings and functions that best fit into her scheduling requirements. This system puts the responsibility for active participation back on the individual. The point system applies to all Initiated Members and New Members registered in school in any given semester.

#### **Section II. Chairman**

The Recording Secretary is in charge of the point system; tallying and posting the points. It is highly suggested that a Points Chairman also be selected to serve as an aid in the process. Points will be accumulated and totaled on a regular basis. Tables showing each member's points will be posted on the GIN system. If a member is not enrolled on the GIN system, that member's points are not accounted for until they are signed up.

#### **Section III. Procedures**

- A. Each member is responsible for active participation in the chapter and campus events. Each member is responsible for checking in at events or answering roll call to be given credit for being there. Failure to do so will result in a loss of points.
- B. Each member is responsible for keeping track of her individual points by frequently checking the GIN system. It is the member's duty to be aware of how many points are necessary for her to be considered in good standing and eligible to attend social events.
- C. Participation in chapter events is a responsibility of membership. Any member who consistently fails to obtain the required points two months in a row will face judicial action in addition to being unable to attend social events.
- D. To remain in good standing, a member must accumulate 80% (second semester Seniors 60%) of available points for that month. If a member fails to earn 80% of available points two months in a row she shall be brought before the Recording Secretary, President and General Advisor and/or PC Advisor for a meeting in addition to being automatically brought up on judicial. The Judicial Committee will strictly follow the procedures outlined in the National Constitution and Bylaws and the Judicial Procedures Handbook. Repeated failure to earn required points for multiple months could result in termination of membership.
- D. Points will be accumulated and totaled on a weekly basis to show your progress, but your total for the month must be 80 percent while second semester seniors must attain a total

of 60 percent. Charts showing each member's points will be posted in a visible spot on the GIN.

- E. In order to attend a social event, members must have accumulated 80% of the total points available to them since the start of the semester by the Monday before the event at chapter; second semester seniors must attain a total of 60%. These social events include, but are not limited to, date parties, mixers, and formals.

#### **Section IV. Attaining Points with Excuses/Appeals**

- A. 100% point excuses
  - i. Class: Actual Class, Night Exam, Official Review (schedule must be provided)
  - ii. Family Emergency
  - iii. Personal illness or hospitalization (with doctor's note)
  - iv. Last minute emergency: flat tire, car trouble, etc. (with proof)
  - v. Scheduled practices (schedule must be provided)
- B. 50% point excuses
  - i. Late to an event/leaving early without permission
  - ii. Out of town for wedding or major family event
  - iii. Personal illness or hospitalization (with discretion)
- C. 0% points with attendance
  - i. Too late or leaving way too early without permission
  - ii. Appealing less than 24 hours in advance; with the exception of emergencies
  - iii. Drunk, Drinking, or Hung-over
  - iv. Drinking, smoking, or acting inappropriately in letters
  - v. Embarrassing a sister in any way
  - vi. Work
  - vii. Non-mandatory meetings for other organizations
  - viii. Members cannot appeal more than three Chapters per semester with the exception of girls who have class during Chapter. After three appeals no points will be given for missing chapter.

#### **Section V. Fines vs. Points**

Fines are a way to encourage participation is rarely effective, which is why the chapter is implementing the points system. There are, however, reasons to incorporate fines for lack of participation. These are outlined in the Eta Zeta chapter bylaws and will be strictly enforced. These fines are NOT part of the points system. They are separate and distinct.

#### **Section VI. Base Points**

- A. Base points will be given to sisters based on their previous semester GPA at the beginning of the new semester. These Base Points allow sisters to start out with a given amount of points in the semester due to their hard academic work.

- B. Base points are as follows:
- a. 3.5-4.0 Semester GPA (10 points)
  - b. 3.0-3.49 Semester GPA (6 points)
  - c. 2.8-2.99 Semester GPA (2 points)

### **Section VII. Primary Points**

The point calendar shall be based on the following point totals:

- i. Initiation: 50 points per service
- ii. Bid Day: 45 points
- iii. Formal Recruitment: 30 points per day
- iv. Philanthropy Events: 25 points per event
- v. Rededication: 15 points
- vi. Formal pledging: 10 points per service
- vii. Big Sister Ritual: 10 points
- viii. Chapter Meetings: 10 points per meeting
- ix. Paying Dues on Time: 5 points per month
- x. Sisterhood Events: 5 points per event
- xi. Panhellenic or All-Greek Activity: 5 points per event
- xii. Service Project: 5 points per event
- xiii. FRED/LINKS/Membership Enrichment: 2 points per lesson

### **Section VIII. Secondary Points**

- A. In the event a sister does not have enough points to attend a social event, her secondary points can be added to her overall total to help her achieve the point cutoff. Once secondary points have been used though, they cannot be used again. The sister will have to accumulate more if needed for the next social event.
- B. Secondary points are as follows:
- i. Intramural participant: 2 points per sport
  - ii. Set up or Clean up of a ZTA event: 5 points per event
  - iii. Sober Sister Volunteer for ZTA social event: 5 points per time

## **APPENDIX B. CONDUCT/BEHAVIOR GUIDELINES**

Those who fail to comply with any of the standards below will be charged appropriately and referred to the Judicial Committee for disciplinary action.

### **Section I. Ritual**

- A. Rituals should be regarded as the most highly respected of Zeta Tau Alpha activities. Each member should be properly dressed and behavior should be attentive and respectful (i.e. no sleeping, eating or talking).

- B. All initiated members are encouraged to wear badges at all ritual events
- C. Sisters and New Members must wear the appropriate ritual attire as outlined in Article IV Section VI Letter C.
- D. No one shall come to any ritual under the influence of any alcohol or illegal substance.
- E. No electronics are allowed during ritual.

## **Section II. Initiation**

- A. All members must follow the state and local laws of North Carolina and the policies and procedures of Elon University.
- B. No member may consume alcohol within the 24 hours leading up to the first ritual or following the conclusion of the last initiation ritual.
- C. No gifts of alcohol may be given as presents during the entire big/little process including but not limited to initiation.
- D. Family celebrations following initiation must be limited to non-alcoholic event/activities.
- E. All initiated sisters are responsible for the safety and modeling appropriate behavior for newly initiated sisters.

## **Section III: Chapter Events**

- A. Illness of a member or date due to excessive alcohol use will result in expulsion from the social function and will be referred to the Judicial Committee for disciplinary action.
- B. Drug use is illegal and will not be tolerated. Any person using drugs, or coming to any ZTA function under the influence of drugs, will be sent home with and charged with violation of established policies of the Fraternity. The sister will be referred to the Judicial Committee for disciplinary action.
- C. Pre-partying or “pre-gaming” will not be allowed before any chapter or social events.
- D. Members should be polite and courteous to all of those in attendance at chapter and social event (sisters, dates, advisors, employees, etc ...).
- E. Attire should be appropriate, tasteful and classy.
- F. During a social, members and dates will be expelled from the event if participating or tolerating damage to property and/or disorderly conduct. The sister will be referred to the Judicial Committee for disciplinary action.
- G. During a social event, any member or guest who is caught stealing will be held completely responsible for the reimbursement of the theft and he or she will be sent home immediately at their own expense. The sister will be referred to the Judicial Committee for disciplinary action.
- H. Absolutely no alcohol is permitted on public/commercial transportation to an event. The officers responsible for the event, along with the Executive Committee, will make every effort to make sure alcohol is not brought to an event, including coordinating with public safety or law enforcement, pat downs, or inspections of bags. Any alcohol found will be confiscated. The sister will be referred to the Judicial Committee for disciplinary action.
- I. No one may leave the party area during a function.
- J. Members are responsible for their date’s actions.

- K. Members are to dress appropriately and conduct themselves in a manner appropriate for ZTA.
- L. Themes for social events may be brought to a chapter vote, but must be approved by both PC and EC with the consent of the General Advisor and Province President.
- M. T-shirt designs for social events must be presented before payment is due and must be approved by the General Advisor and Province President.
- N. The Executive Committee reserves every right to add an individual to the “Do Not Invite” date list.
- O. Drinking is not permitted while in ZTA shirts, pins, lavalieres, or out of ZTA lettered cups.
- P. Any individual (sister or date) found using fake identification will be asked to leave. The sister will be referred to the Judicial Committee for disciplinary action.
- Q. Per the social media contract, pictures of sisters consuming alcohol at a ZTA event cannot be posted on social media.
- R. Former Members and Alumnae are not permitted to attend ZTA social events.

#### **Appendix D. House Rules**

In addition to the housing policies outlined in the *General Manual* and in the Housing Contract, Eta Zeta Chapter has adopted the following House Rules. The Eta Zeta Chapter House Common Room furnishings are owned by the ZTA Fraternity Housing Corporation and its furnishings the furnishing Residential Rooms are owned by Elon University. The facility and its contents should be treated with respect and care so that our future sisters may enjoy them.

House Rules must have a place for a signature. All Members, whether living in the house or not, must sign a copy of the House Rules. House Rules may change during the year. Between ZTA National Policies and Elon University policies, the more strict policy is to be followed.

These House Rules are to help ensure that the Chapter House operates efficiently, that the private property of resident members is protected and that the Chapter House remains safe, comfortable and in good condition.

All Zeta Tau Alpha members and their guests are required to be familiar with and abide by the House Rules.

Failure to comply with the House Rules may result in restrictions, revocation of privileges, fines or other disciplinary action as determined by the Judicial Committee, the Advisory Board and the Housing Association. These rules have been approved by the Province President and may be amended at her discretion.

#### **GENERAL**

1. All members are required to reasonably safeguard the Chapter House, its premises and property from loss or damage and are subject to fines and/or other charges resulting from the loss, damage or unauthorized use of the Chapter House, its premises or property by the member or her guests.
2. Possession of firearms or fireworks in the House or in any other Fraternity owned or controlled housing or premises is strictly prohibited.
3. Possession of alcoholic beverages, marijuana or drug paraphernalia in the House or in any other Fraternity owned or controlled housing or premises is strictly prohibited.
4. Possession or use of illegal drugs in the House or in any other Fraternity owned or controlled housing or premises is strictly prohibited.
5. No candles will be used at any time in any non-public area of the living quarters of Zeta Tau Alpha properties. Use of candles will be restricted in the common areas of the properties to recruitment and Fraternity rituals. During these times, use should be limited and closely supervised. Basic safety precautions should be taken, such as having a fire extinguisher available and people trained in its use, as well as use of dripless candles being preferred. Caution should be given when holding lit candles to ensure that members or guests do not back into a lighted flame. Safety must always be the first consideration when planning these special ceremonies.
6. House rules prohibit the following items that are not included in the General Manual:
  - a. Halogen lights
  - b. Space heaters
  - c. Plug in deodorizers
7. Smoking is not permitted in the Chapter House.
8. Pets including, but not limited to fish, turtles, cats, dogs, birds or rabbits, are not permitted, at any time, in the Chapter House. The Province President must approve any exceptions to this rule.
9. Chapter messages and posters should only be hung in appropriate places throughout the house. These areas include bulletin boards, dry erase boards and any corkboards or message boards that have been provided for this purpose so that damage to walls or furniture will not occur. Absolutely no painting or cutting of banners/posters/etc shall occur inside the house. Signs should not be made on the sidewalks, porches. There should be a designated area to produce these signs, so that common grounds are not damaged.
10. Food and drink may be consumed in the common areas of the Chapter House, provided cups, dishes, and silverware are returned to the kitchen after use. All spills on furnishings and flooring are cleaned up promptly.
11. The contents of the common rooms of the chapter house and its furnishings are property of the Zeta Tau Alpha National Housing Corporation and may not be removed from the premises.
12. The furniture and accessories in the common areas may be moved for chapter events but must be immediately returned to the original location at the completion of the event. The House Corporation President and the FHC Director have floor plans of the facility including furniture placement. All furniture and/or decorations that are moved for Recruitment must be properly replaced in its proper position within 2 days after Recruitment is completed.

13. Furniture removed from the house for Recruitment, must be professionally moved and placed in a professional storage unit. Prior to moving, the Local Housing Corporation President and the House Director need to be notified.
14. Use of tape, nails and paint on the walls, doors, windows, furniture or accessories in the common areas is prohibited without the permission of the Fraternity Housing Association.
15. Power strips must be used if an extension cord is needed.
16. Members must clean up after themselves after using the Common Areas.
17. Chapter members are fully responsible for the actions of their guests. Guests must be escorted by a Chapter member or staff member at all times. Unescorted guests are not permitted in the Chapter House at anytime for any reason.
18. The chapter house must be filled to capacity at all times. A member's failure to meet this obligation will result in loss of membership.
19. All members of Eta Zeta Chapter, whether then live in the house or not, may use amenities purchased by Zeta Tau Alpha Fraternity Housing Corporation.
20. Furniture in the Residential rooms may not be moved to other Residential rooms or to Common rooms.
21. Use of cinderblocks to raise bed frames is not permitted.
22. All members are required to protect the safety and security of her fellow Chapter members, the Chapter House, its premises and property.
23. The House Manager is responsible for arranging additional cleaning needed and for ensuring that the suite is presentable.
24. The closets in the common areas of Chapter House are for storage of Chapter property only. No personal property may be stored in the closets.
25. The Chapter House closes during all school breaks. No one is permitted to live in or enter the Chapter House during breaks in accordance to Elon University rules.
26. All personal items must be removed from the Chapter House and premises by the closing deadline in the spring. Personal items, including furniture, may not be stored on the premises over the summer. Items left after that time may be removed without notifying the owner and will not be replaced. Member property remaining at the end of the school year is the property of the ZTA Fraternity Housing Corporation and will be disposed of in their discretion.

## **KITCHENETTE**

1. The kitchenette must be kept clean at all times including proper disposal of trash and food waste and cleaning up any spills on the counter, floor, stove, microwave, etc.
2. Any personal food items stored in the kitchenette must be clearly labeled with the Member's name and date stored.
3. All cooking appliance must be attended while in use. Do not walk away while using the stove, oven, toaster, or microwave.
4. Cutting boards and trivets/hot pads must be used to protect the kitchen countertops from damage. Do not use a knife or place a hot pan directly on the countertop.
5. The Chapter House does not have a community set of dishes, cookware, or utensils. Each member is responsible for furnishing her own kitchenware.

6. Each resident is responsible for washing and putting away her own dishes, cookware, and utensils promptly. Any items not washed or items left in the drying rack will be removed by the House Manager every Sunday night at 10:00 pm. unclaimed items will be donated to charity after 7 days.

## **PERSONAL PROPERTY**

1. Zeta Tau Alpha is not liable for loss or damage of personal property or automobiles. This includes, but is not limited to: damages or loss of personal property and automobiles caused by fire, storm, water damage or other casualty.
2. All personal belongings should be kept in members' own residential room and not in the common room.

## **QUIET HOURS**

1. Since the ZTA House is an extension of a learning environment, there are rules relating to quiet hours. Quiet hours begin as follows: Personal bedrooms- 11:00 PM; Chapter room- Midnight on weekdays and 1 AM on weekends; Chapter Study- 24 hours a day during reading days and exam week.
2. If ZTA-led study hours are being held in the common room, quiet hours should be observed in the rest of the chapter house.
3. Radios are not permitted in the bathrooms, televisions are to be at a minimal volume in public areas and voices are to be kept down in public and private rooms.
4. Guests of members' are the responsibility of the members and must also follow quiet hours and all other house rules.
5. Any guests not following rules will be asked to leave and the member may be brought before judicial.

## **GUESTS**

1. Chapter members are fully responsible for the actions of their guests. Guests must be escorted by a Chapter member or staff member at all times. Unescorted guests are not permitted in the Chapter House, at anytime for any reason. The Zeta house is open for visitation by non-Zeta guests at 9am.
2. No guests are allowed in the Chapter House during rituals, recruitment or official chapter business.
3. Male visitation is allowed only in common areas of the ZTA House. We ask that you be considerate of others and keep the public displays of affection at a minimum.
4. Guests must leave the interior of the house no later than 11:00pm Sunday through Thursday and 12:00 midnight on Friday and Saturday. Guests may remain later on the front or back porch areas as long as they are accompanied by a ZTA member.
5. Eta Zeta must follow the ZTA Male Visitation Policy in order to have male guests in the residential rooms at any time.
6. If men wish to help on move in or move out days, they are allowed in the private rooms on those days for that explicit purpose.

## **RESIDENT ROOMS**

1. The chapter House must be filled to capacity (as established by the FHC or Local Section Corporation) at all times. A member's failure to meet this obligation will result in loss of membership.
2. Resident members are required to comply with the terms and conditions described in the Zeta Tau Alpha Residential Housing Contract. Resident members must also comply with all Elon University Housing, Dining, and Residence Life policies.
3. Each resident member is responsible for the proper care and maintenance of her assigned room on a regular basis, including vacuuming and dusting. Each resident member may be subject to forfeiture of her security deposit and/or be held responsible for all replacement/repair costs resulting from loss or damage to furniture, blinds, carpet, walls, and/or other Elon University property in the private residential rooms.
4. Resident members must comply with all Elon University Housing, Dining, and Residence Life policies including policies regarding the use of screws, tape, adhesive, and painting of walls of the residential rooms.
5. Possession or use of candles in resident rooms is not permitted.
6. Room inspections will be conducted prior to move-out. Resident members are required to move all personal belongings from the Chapter House by the designated closing date and time each spring. The closing date and time will be posted by Elon University. Any items not removed from the Chapter House and/or its premises may be discarded without notice, and the member may be subject to forfeiture of her security deposit. Items may not be left over the summer for storage.
7. No personal items may be stored over the summer in FHC properties.

## **SECURITY**

1. All members are required to protect the safety and security of her fellow Chapter members, the Chapter House, its premises and property.
2. All members are required to immediately exit the Chapter House upon activation of the fire alarm. Periodic, unannounced fire drills will be conducted by Elon University.
3. Residents must comply with all Elon University safety instructions and drills.
4. The entry-exit doors to the common room may not be propped open for any reason and the back door cannot be left unlocked.
5. Roof access by members is not permitted at any time.

## **OPENING-CLOSING**

1. The Chapter House closes and all resident members are required to move-out of the Chapter House during all school breaks. No member shall enter the House during any breaks including holiday or summer.

2. Opening and closing dates and times are posted by Elon University. All members are required to vacate the Chapter House by the closing deadline unless Elon University and the House Manager approve arrangements.

### **AMENDMENTS**

1. These House Rules are subject to change, and must be approved as part of the Chapter bylaws.
2. All Members of the Eta Zeta Chapter must all agree to these rules with a signature.

I, as a Member of Eta Zeta Chapter, have read, understood, and agreed to the Eta Zeta Chapter House rules as written. I understand that if I fail to comply with the rules as written, my behavior will be subject to judicial review and possible disciplinary action.

Resident Signature and Date

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