

By-Laws of Zeta Phi Beta Sorority, Incorporated. Theta Phi Chapter



Soror Mary Breaux Wright, International Grand Basileus

Soror Tiana Brown, Undergraduate Advisor & 3rd Anti-Basileus of Pi
Gamma Zeta Graduate Chapter

Constitution

Preamble

We, a group of college women, organized as the sister Greek Letter Sorority to Phi Beta Sigma Fraternity, do hereby bind ourselves together for the purposes of promoting the cause of education by encouraging the highest standards of scholarship through scientific, literary, cultural and educational programs; promoting charitable projects on college campuses and within the community; fostering the spirit of sisterhood and promoting the ideal of Finer Womanhood.

Article I- NAME

The name of the organization shall be Zeta Phi Beta Sorority, Inc., Theta Phi Chapter. A undergraduate chapter of Zeta Phi Beta Sorority, Incorporated.

Article II- STATEMENT OF PURPOSE

Zeta Phi Beta Sorority Inc. Theta Phi Chapter's purpose is to encourage college students to gain high scholastic achievements, present themselves in a lady like manner at all times, and raise funds for a variety of community service projects. Our purpose is also to demonstrate a life long bond between women from different walks of life and develop skills to become future leaders of the world.

Article III- OFFICERS

Section 1: Officers of Theta Phi Chapter shall be Basileus, First Anti-Basileus, Second Anti-Basileus, Third Anti-Basileus, Grammateus, Corresponding Grammateus, Tamias, Tamias-Grammateus, Phylacter, Epistoleus, Chaplain, and Appointees.

Section 2: In order for the chapter to properly function the following officers are required: Basileus, 1st Anti-Basileus, Grammateus, Tamias, and Phylacter.

The Basileus will fulfill the duties of 2nd Anti-Basileus;

the 1st Anti-Basileus will fulfill the duties of 3rd Anti-Basileus;

the Grammateus will fulfill the duties of Corresponding Grammateus;

the Tamias will fulfill the duties of the Tamias Grammateus;

the Phylacter will fulfill the duties of Epistoleus.

The Chaplain position will remain open and appointed when needed.

Section 3: The Basileus cannot be the President for any other student organization at University of Michigan-Dearborn. The Tamias cannot be the Treasurer for any other student organization at University of Michigan-Dearborn.

Article IV- DUTIES OF ELECTED OFFICERS

Section 1: The Basileus shall be the Executive Officer of the chapter and shall:

1. Preside over all meetings,
2. Have general supervision of the chapter and enforce due observances of the constitution, by-laws, and regulations of the chapter.
3. Be Ex Officio of all committees except the Nominations and Elections
4. Attend committee meetings
5. Call special meetings when needed
6. Countersign all contracts; membership applications; vouchers, checks for payments and transfers.
7. Will be the signer on all chapter bank accounts
8. Attend SOLID, Annual Student Organization Training at University of Michigan-Dearborn
9. Complete the annual re-registration process for University of Michigan-Dearborn.
10. Carry out all other duties inherent in her position and any other actions necessary to effectuate the position.
11. Will provide a copy of the agenda at every chapter meeting.

Section 2: The First Anti-Basileus shall:

1. The First Anti-Basileus is the Membership Committee chairperson and is responsible for the intake and training of new members.
2. Receive membership applications and transcripts to present to the chapter; and receive all transfers and membership cards for each soror for National Headquarters;
3. She must be trained and certified in the Membership Intake Process.
4. She shall assume all duties of the Basileus in her absence.

Section 3: The Second Anti-Basileus shall:

1. The Second Anti-Basileus shall perform the duties of the Community Service/Z- HOPE chairperson.
2. She shall submit all community service documentation to the State Z-HOPE Coordinator and Greek Life Office using the appropriate forms or online data base provided.
3. She shall assume the duties and responsibilities of the Basileus and/or First Anti Basileus in their absence.

Section 4: Third Anti-Basileus shall:

1. The Third Anti-Basileus is the Scholarship Committee Chairperson and is responsible for the development and execution of all scholarship initiatives.
2. She shall chair the committee and develop a yearly Finer Womanhood event in March (examples: Scholarship Ball, Finer Womanhood Brunch, Scholarship Dinner, etc.), which requires the giving of one scholarship to a University of Michigan-Dearborn student.
3. She shall assume duties and responsibilities of the Basileus, First and/or Second Anti in their absence.

Section 5: Grammateus shall:

1. The Grammateus shall be the recorder of the proceedings of all chapter meetings and executive board meeting.
2. Keep and maintain a record of sorors attendance by recording names of those present in the minutes.
3. She shall prepare and distribute minutes to the body at least two weeks prior to chapter meeting.
4. Authorize the signed checks in the absence of the Basileus or Tamias.
5. Will be a signer on all chapter bank accounts, but only sign when needed.
6. She shall also be responsible for the distribution and maintenance of the chapter roster and brochure.

Section 6: Corresponding Grammateus shall:

1. The Corresponding Grammateus shall gather, prepare, and disseminate replies to all correspondences.
2. She shall retain and properly file all correspondences received by the chapter.
3. She shall check the chapter campus mailbox on a regular basis.
4. In the absence of the Grammateus, the Corresponding Grammateus shall assume the responsibilities and duties.

Section 7: Tamias shall:

1. Receive and record all monies from Tamias-Grammateus;
2. Will be the signer on all chapter bank accounts
3. Receive, prepare and countersign all vouchers and checks, keeping record of person, organization or business to whom paid.
4. Deposit funds, disburse funds upon receipt of properly processed vouchers.
5. Report finances monthly and submit a written year-end report.
6. Complete the authorized Signer Agreement Forms for University of Michigan-Dearborn.
7. Complete and submit the Internal Revenue 990 EZ the due date, as necessary.
8. Serves as Budget and Finance committee chairperson

Section 8: Tamias Grammateus shall:

1. Receive and properly record all monies from sorors, turning the same over to Tamias;
2. Prepare annual financial report (chapter tax and per capita tax) and remit funds to National Headquarters; and, to the Regional and State Tamias-Grammateus' when due;
3. Report finances monthly and submit a written year-end report
4. Keep an accurate record of all monies paid by each soror and give each a financial statement in December and April.
5. Give to the Nominating/Election Committee a report of the financial status of each member nominated.
6. Retain receipt of monies paid to the Tamias.

Section 9: Phylacter shall:

1. The Phylacter shall be the parliamentarian for the chapter and will be well informed in parliamentary procedures.
2. Aid the Basileus in keeping order and advise on all parliamentary procedures according to the National Constitution and By-Laws of Zeta Phi Beta Sorority, Inc.; Robert's Rules of Order Newly Revised Edition; the chapter's constitution and Nationals by-laws;
3. She will advise members of the rules and regulations governing the chapter according to constitutions (national, state and local) and Robert Rules of Order.
4. Chair the committee that reviews the Constitution for periodic revisions, amendments and editions; provide updated Constitution copies for the body;

Section 10: Epistoleus shall:

1. The Epistoleus shall keep a memorandum of all interesting chapter events and send them to the Archon, State & Regional Newsletter.
2. She shall disseminate in the public press all noteworthy activities of the chapter that are not secret.
3. She shall prepare and maintain the chapter scrapbook for competition and chapter newsletter.
4. She shall be the Marketing/Public Relations chairperson for the chapter.

Section 11: Chaplain shall:

1. The Chaplain shall provide inspirational readings and word of wisdom for chapter meetings and functions.

Section 13: Appointees shall:

Members may recommend Committee Appointees; the Chapter's Basileus has the responsibility of making the final decision.

Article V- MEETING**Section 1: Term of Meetings**

Theta Phi shall hold at least one membership meeting each month excluding August. The first meeting will take place in September. Meetings will take place the first Saturday of the month.

The undergraduate advisor or designee from the undergraduate committee is to be present for all chapter meetings and events. If the undergraduate advisor is not able to attend, she should send a designee of the undergraduate committee from Pi Gamma Zeta.

Section 2: Participants

Any Soror at the discretion of the chapter may attend regular scheduled meetings. Financial Sorors of Theta Phi Chapter shall carry out the business of the chapter.

Section 3: Special Meetings

In the case of a chapter emergency, the Basileus may call special meetings.

Section 4: Sponsoring Graduate Chapter Meetings

Theta Phi will reserve rooms for their sponsoring graduate chapter Pi Gamma Zeta for their monthly meetings. Other room request should be honored as well unless it is conflicting with the rules of University of Michigan Dearborn room reservation policies.

Article VI- VOTING

Section 1- Voting

The deciding vote on matters of Theta Phi Chapter shall be a simple majority of those in attendance and eligible to vote. Quorum is needed during chapter meeting in order to vote which is 2/3 of the chapter.

Article VII- ELECTIONS

Section 1: Procedures for electing officers shall be in accordance with the National and Great Lakes Region Constitutions & By-Laws; and, Robert's Rules of Order, Newly Revised.

- a.) Basileus and the general body shall elect all officers except those who have been appointed by the Basileus.
- b.) Elected officers may qualify for and seek election for one (1) year (no officer may serve more than two (2) years in the same office).
- c.) Election of officers and appointed shall be held after it is determined that the sorors are financial with the chapter.
- d.) The term for elected officers shall be one full fiscal year July 1st- June 30th.

e.) Nominations will take place in the March meeting; elections will take place in the April meeting; the elections will be announced at the end of the April meeting. The officers will be sworn in the September meeting.

Section 3: The Nominating Election Committee shall be selected in February. The Committee shall consist of an odd number but no more than 1/3 of members plus the graduate chapter advisor. This committee shall prepare a slate for the following fiscal year, which will be ready for presentation at the March meeting.

Section 4: Names of nominees for election shall be submitted to the committee, in writing or by telephone at least TWO (2) weeks prior to the March meeting; and/or nominated from the floor at the March meeting.

Section 5: In the event of a vacancy, the Basileus shall appoint a member to the position(s), or she shall fulfill the duties until the position is filled.

Section 6: In order to be elected for a position the member must maintain a 2.5 cumulative G.P.A and be in good standing with the University of Michigan-Dearborn.

Article VIII- MEMBERSHIP

Non- Discrimination Policy: Zeta Phi Beta Sorority, Inc. Theta Phi Chapter is committed to the policy of equal opportunity for all persons and, does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight or veteran status.

Members of Theta Phi shall be undergraduate students of an accredited college or university.

Section 1: Members of Undergraduate Chapters shall be comprised of college and university students who have at least a 2.5 cumulative GPA shall be eligible for membership. They must be rendering service in their respective communities.

Section 2: Theta Phi shall have Membership Intake Process of new members as deemed necessary by the financial and active members of the chapter; however must be during the dates given by the National First Anti-Basileus.

a) The fees of the Aspirant(s) shall be assessed as defined by National, Regional, State and Theta Phi members.

b) 2/3 majority vote from all financial members of Theta Phi Chapter.

Section 3: All members of Theta Phi Chapter must be financial on all four levels.

Section 4: Transfer - A Soror shall be accepted upon receipt of an official transfer card from the former chapter and appropriate fee paid to National Headquarters. As well as a majority vote from all financial members of Theta Phi Chapter.

Article IX- FINANCIAL MEMBERS

Section 1: The chapter shall operate as a non-profit unit of the Sorority.

Section 2: The chapter shall maintain two bank accounts general checking account and Scholarship account.

a) Three (3) officers shall be authorized to sign checks with any (2) of the three required for validation. The officers/validators shall be: Basileus, Tamias and Grammateus. The Grammateus should only sign in the absence of the Basileus or Tamias.

b) Annual chapter dues will include:

a. National Per capita

b. Regional per capita

c. State per Capita

d. Local per

e. Special assessments may be added with the approval of the body.

c) Local dues are due by August 31st of each sorority year.

d) Boule' delegates and affiliate representatives must be in good financial standing.

e) All Sorors are encouraged to participate in fundraising activities sponsored by the chapter.

Section 3: Chapter taxes on the National, Regional and State levels should be funded each year by the chapter. If there are no chapter funds available, the fee should be distributed evenly to each individual soror to be included in each level of dues along with their per capita.

Section 4: Sorors who have not paid their dues on all four levels cannot be an officer in the chapter, or be able to vote. The soror may attend meetings and interact. The soror will excuse herself during the reports of the Tamias, Tamias-Grammateus, and Budget & Financial Committee.

Section 5: Sorors must maintain a 2.5 GPA per semester and cumulative in order to maintain active status in the chapter. If a soror does not maintain the required GPA for the semester or overall cumulative; she will not be active during that semester.

a.) The soror will not be allowed to wear Zeta paraphernalia on campus or attend chapter events.

- b.) The soror will not be refunded her National, Regional, State or Local dues based on her inactivity in the chapter.
- c.) If the sorors GPA meets the standards the following semester, they may become active in the chapter again, and submit a letter to the Undergraduate Advisor describing the plan to maintain their GPA.

Article X- ASSESSMENTS AND FEES

Section 1: Payment Plan

The Payment Plan assures that dues and all submitted on time and available when required for chapter fundraisers and events. A payment plan can be arranged upon the approval of the Tamias Grammateus and the Basileus. Fees are subject to change as deemed by National, Regional, State, and Local levels.

Section 2 : Non-Financial and Financial Sorors

All approved assessments and fees of Sorors must be paid by the due date or the Sorors will be considered non-financial and therefore not in good standing. Non-financial Soror's activities within the chapter are at the discretion of the financial and active members of the chapter and they do not have a vote in this chapter.

Section 3: Sorors and Postdated and Bounced Checks

- a.) Postdated checks shall not exceed ten (10) days.
- b.) If one check bounces during a calendar year, that Soror will not be able to write a check to the chapter. She may pay by cash, cashier check or money order.
- c.) All bounced check fees will be assessed to the Soror/writer of the bounced check.
- d.) Sorors have the option of paying dues and assessment electronically if possible and are responsible for all convenience fees associated with using that service.

Article XI- GOVERNANCE

The Constitution and By-Laws of Theta Phi Chapter, State, Regional, and National and the most Newly Revision of Robert's Rules of Order shall govern the proceedings of Theta Phi Chapter.

Section 1 – Approval of Constitution and By-Laws

The Constitution and By-Laws shall become effective upon the approval of a two-third (2/3) vote of the active Sorors present at the chapter meeting.

Section 2 – Amendment

The amendments of Theta Phi Chapter will be effective immediately after voted upon in the meeting by majority vote of the members at the present meeting, providing the members have been supplied with a written copy of the proposed amendment at least 30 days prior to the actual voting.

Section 3 – Suspension of By-Laws

The By-Laws cannot be suspended except by a vote of two-thirds (2/3) of the financial membership of Theta Phi Chapter voting, a quorum being present. By-Laws relating to business procedures, transaction of business, rules of order or other standing rules not requiring a vote, may be suspended at any regular meeting of the chapter.

Note: Please refer to current National Constitution and Bylaws; for this chapters' Constitution. This Chapter has dissolved the Constitution of Chapter to be accordance with the National Requirements.