Zeta Tau Alpha is an international fraternal organization whose membership policies are non-discriminatory based on race, creed, ethnicity, religion, national origin, sexual orientation, disability or any other characteristic protected by applicable law.

Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women. Potential members must be regularly enrolled in a four-year accredited college or university and must meet and maintain grade requirements that reflect the academic standards of their campus.

ZTA is a private, voluntary friendship organization. To be consistent with our motto, “Seek the Noblest,” our members should exhibit integrity of character and honorable personal values.

**Bylaws Approved: Meredith Braselman, DNCH Alpha Zeta, 8/28/2016**

**ZETA TAU ALPHA**

**Alpha Zeta Chapter Bylaws**

**Article I – Name**

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

**Article II – Object**

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**

Section I - New Member

A. Any regularly enrolled full time female student at the Ohio State University, regardless of race, color, national origin, religion, political affiliation, handicap or age who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies (as set forth in the General Manual), the Alpha Zeta Chapter Bylaws and the Ohio State University is eligible to pledge as a new member to the Alpha Zeta Chapter.

B. Re-pledge – a woman may not be re-pledged for the third semester without the written permission of the Extension Director.

Section II - Members

A. Membership in Alpha Zeta Chapter may be extended to regularly enrolled full time college women at the Ohio State University, who meets the standards of the Fraternity and the requirements set forth in the National Constitution and Bylaws and the General Manual.

B. Members are considered in ‘good standing’ if they are in good Financial, and Academic standing in accordance with the General Manual.

Section III - Transfers

A. A transferring member of Zeta Tau Alpha may affiliate with the chapter according to the policies and procedures outlined in the General Manual.

Section IV - Good Standing

A. Good scholastic standing shall be defined as having earned a cumulative GPA of 2.5.

B. Good financial standing shall be defined as being up to date on the payment plan for dues.

 **Article IV – Meetings**

Section I - Chapter Meetings

A. There will be a regular meeting (business, ritual or standard) each week during the college year except during examination, reading days and vacation periods.

B. A simple majority of the eligible voting membership shall compose a quorum at any regular meeting.

Section II - Voting

A. The right to vote shall be accorded to every member and new member who is present, in good financial, scholastic, and points standing.

Section III - Executive Committee Meetings

A. Executive Committee meetings shall be held once a week at a regularly scheduled time and place.

B. All chapter business must be brought before the Executive Committee before being discussed in chapter meetings.

C. All decisions that will affect the chapter must be voted on as an Executive Committee before the ideas are presented to the chapter. Decisions made by a chapter’s Director of New Chapters will not be subject to a vote by EC.

Section IV - Special Meetings

A. Special meetings may be held only when the General Advisor, Director of New Chapters, and every member and new member of the chapter has been notified.

B. 51% of the eligible voting membership shall compose a quorum at any special meeting.

Section V - New Member Meetings

A. New members shall attend chapter meetings, but shall not participate in rituals (including formal entry).

B. New members shall hold a regular weekly meeting under the supervision of the 2nd Vice President-New Member Coordinator and New Member Advisor until their initiation.

Section VI - Program Council Meetings

A. Program Council meetings shall be held weekly at a regularly scheduled time and place with the VPI-Coordinator of Committees presiding.

B. Standing Committee Chairmen are required to attend Program Council Meetings.

C. Special Committees – the chair and/or members of special committees shall attend Program Council meetings to discuss their events/programs as they are being developed and planned so that the event/program can be approved using the EC/PC Process.

**Article V – Power and Duties**

The organization shall exercise all powers usually vested in such a body, provided these do not conflict within the provisions 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 the Alpha Zeta chapter shall be vested in the chapter Judicial Committee.

**Article VI – Executive Council Officers**

Section I - Executive Council Officers

A. Officers shall be those specified in the National Constitution and Bylaws and in The Guide to Collegiate Chapters.

B. Elected officers of the Executive Council shall include these supplemental officers not listed in the Guide to Collegiate Chapters: Academic Achievement Chair, Risk Management Chair, House Manager

Section II – Officer Selection

A. The Director of New Chapters and the Nominating Committee shall select the chapter’s Executive Council.

B. The Nominating Committee shall be elected with one representative from the Freshman, Sophomore, Junior and Senior classes. The General Advisor and outgoing President shall serve as ex-officio members of the committee. The Director of New Chapters shall select the Nominating Committee.

C. No member may serve on the Nominating Committee while running for (re)election.

D. Those interested in running for any Executive Committee position must turn in an application by the required deadline and interview with the Nominating Committee. Only those who have turned in an application and interviewed with the Nominating Committee may be selected.

E. The selected officers shall be announced by the Nominating Committee to the chapter during the first full week in November.

Section III - Vacancies

A. If a vacancy in the office of President occurs, the First Vice President assumes the office. If there is a more qualified candidate, the Executive Council, with the approval of the Advisory Board and Director of New Chapters, appoints a new President.

B. If a vacancy in any other officer or chairmanship occurs, the President, with the approval of the Executive Council, the General Advisor and the Director of New Chapters appoints a replacement.

Section IV - Qualifications

A. To be eligible, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and The Guide for Chapter Officers.

1. President: She must be an initiated member for at least 2 semesters and previously served in an Executive Council position.

2. VP1: She must have successfully completed at least one term in a Program Council position.

3. VP3: She must have completed at least one formal recruitment season as an initiated member. This requirement will be waived until Alpha Zeta Chapter has participated in one formal recruitment season at The Ohio State University.

B. Executive Council members must have a 2.8 GPA, either semester or cumulative, to be elected and retain office.

C. Consideration may be given to those below the minimum GPA requirement if approved in advance by the Director of New Chapters.

D. No officer may be elected or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.

E. If any of the above qualifications are not met, the nomination must be approved by the Director of New Chapters.

F. No person serving on the executive board of the Panhellenic Council may serve in an Executive Committee position.

Section V - Housing

A. See Article X Housing for housing requirements for those serving on the Executive Council.

Section VI - 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 are specifically stated in The Guide to Chapter Officers.

B. Failure to fulfill responsibilities of office will result in disciplinary action.

Section VII - Term of Office

A. Officers shall be installed after Officer Education and no later than one month after elections. Officers shall hold office for one year, January 1-December 31, with the exception of the VPIII, who remains in office through Formal Recruitment.

Section VIII - Officer Education

A. All outgoing and incoming Executive Committee Officers and Program Council officers are required to attend an officer training retreat before the end of the fall semester, as outlined in The Guide for Officer Education and Leadership Development and The Guide for Chapter Officers.

1. This is to be planned and conducted by the outgoing President with assistance from other outgoing officers, as needed.

B. All newly elected officers are required to attend State-wide Officer Training. The date is set by state national officers.

**Article VII – Standing Committees**

Section I – Standing Committees

A. Standing Committees are the appointed officers which comprise the Program Council. The positions should be those listed in the General Manual and Guide to Chapter Officers.

Section II – Special Committees

A. Special Committees include but are not limited to: Greek Week and Homecoming.

B. Additional Committees may be created by the chapter Executive Council, with approval by the Advisory Board, as the need arises.

Section III – Qualifications for Office

A. To be eligible for Program Council, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and The Guide for Chapter Officers.

B. Program Council members must have a 2.6 GPA, either semester or cumulative, to be elected and retain office.

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 Director of New Chapters.

E. No person serving on the executive board of the Panhellenic Council may serve in a position on Program Council.

Section IV – Appointment

A. Members interested in holding a Program Council position must file an application stating their preferences with the First Vice President by the requested deadline.

B. Program Council officers and their committees shall be appointed by the newly elected President and VP1 with the approval of the Executive Council and Advisory Board.

C. Committees should be appointed prior to Officer Education.

Section V – Duties

A. Duties of the committees shall be those usually assigned to such committees in Robert’s Rules of Order, Newly-Revised and such other duties as are specifically stated in The Guide for Chapter Officers and as determined by the chapter Executive Council with approval of the Advisory Board and Director of New Chapters.

Section VI – Term of Office

A. Program Council Chairmen and their committees shall assume duties after appointment and shall hold office for one year, January 1-December 31.

**Article 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. If available, the positions of Program Council, Academic Achievement, Ritual, Panhellenic, Judicial, Faculty, and Philanthropy advisors will be filled (and any others deemed necessary).

Section II – Qualifications

A. The nominating committee must secure the approval of the Director of New Chapters before an alumna may be considered for any chapter advisor position.

Section III – Election of Advisors

A. The election of advisors shall take place from a list of available alumnae supplied by the Executive Council of the alumnae chapter at the same time as the election of chapter officers, as specified in The General Manual. Advisors must be approved by the Director of New Chapters and the Executive Council.

B. If an advisor becomes inactive or resigns, replacement is handled in the same manner.

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. Election of advisors shall coincide with the chapter election of officers and shall hold office for one year, January 1-December 31.

**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, board, room, parlor fee, social fees, and other charges shall be as approved in the annual budget.

B. Members must abide by the financial policies as outlined in the General Manual and the Guide to Chapter Finances to be considered in “good financial standing.”

Section III – Fines

A. National fines shall be as imposed by National Officers.

B. Local fines for unexcused absences shall be those listed in Appendix B – Fines.

C. The events and fines listed in Appendix B, are the only fineable events.

D. Fines will be billed via Billhighway immediately following the missed event and are subject to the National Fraternity policies.

E. Any member who is more than 10 days delinquent in her payment will lose both social and voting privileges until she is back in good financial standing.

**Article X: Housing**

Section I: National Policy

A. As Alpha Zeta chapter operates the house as a member of the National Housing Corporation, it is a requirement that the members maintain capacity. It is the responsibility of the entire chapter, in cooperation with the Advisory Board, to implement this policy. An individual's failure to accept her responsibility will result in the member being brought up before the Judicial Committee.

Section II: Maintaining Capacity

A. The house must be filled to capacity. Capacity is 15. Room selection will occur in December for the following school year.

B. The Chapter President, Vice President 1, Treasurer, Risk Reduction, and House Manager are required to live in the house. The Director of New Chapters must approve any exception to this during Executive Officer selection.

C. If a member of the house is not following house rules, any member residing in the house reserves the right to bring her up before the Judicial Committee. The judicial committee shall impose any fines or sanctions as per the guidelines in the Judicial Committee Handbook.

D. All housing agreements are for one year (dates specified in the contract); partial contracts are not allowed.

E. If a chapter member wishes to move out of the house, she must find another eligible member to sublease her space.

F. Rooms will be filled according to the point system at the end of this document.

G. There may be single rooms if the member would like to pay for the cost of two people.

H. Roommate selection is as Stated in Appendix A.

I. Resident members are required to comply within the terms and conditions described in the Zeta Tau Alpha Housing Contract.

J. All members shall abide by house rules, even those not living in the house. House rules are available as a separate document which is approved by the Fraternity Housing Corporation, and shall be reviewed with the chapter at the first chapter meeting each semester.

K. If the chapter reaches house capacity and house residents have paid for singles, the remaining rooms will be given as a single room to the hierarchy of officers followed by the eldest chapter member without any extra costs.

**Article XI – Attendance and Participation**

Section I – Points System

A. Alpha Zeta Chapter does not have a points system, but will evaluate a system during the 2016-2017 school year. Upon selection, the chapter will make an amendment to the bylaws to include the points system.

Section 2 – Outside Activities

A. To encourage a well-rounded college experience, Zeta Tau Alpha requires all members to be involved in at least one outside activity. Members are required to submit their activities to the Director of Activities by the required date.

B. Internships, teaching assistantships, lab/research assistantships, and study abroad programs are not considered outside activities. If a member is studying abroad in one semester, her activities for her other semester during the school year will be included.

C. A member not providing the required information by the required date will be brought before the Judicial Committee.

D. Members should also list leadership positions in their outside activities. A leadership position is defined as a role for which the member was selected or voted into. A leadership position in an honor society may be included as a leadership position.

Section 3 – PHA Service Hours

A. The Ohio State University’s PHA requires initiated and new members of all PHA chapters to complete at least five (5) service hours per academic semester.

B. Only service performed during the current academic semester will be counted toward a member’s service requirement (i.e., service hours may not “roll-over” if a member completes more than five hours the previous semester); however, hours completed during an academic break may be counted toward the following academic semester.

C. Each member’s service hours will be collected and recorded as specified by PHA. The Service Chair and Panhellenic Delegate will ensure members’ service records are submitted to the PHA Director of Service by the required date each semester.

**Article XII – Academic Achievement**

Section I – Study Hours

A. Study hours are to be completed by both Initiated Members and New Members and will be implemented by the Academic Achievement Chairman (AACh) using the following guidelines based on each member’s prior semester GPA:

3.0 + 0 hours

2.75 – 2.99 4 hours (4 monitored)

2.50 – 2.74 5 hours (5 monitored)

2.00 – 2.49 5 monitored hours and limited probation\*

2.0 – below 6 hours monitored and Social Probation\*\*

\*Limited probation includes loss of social functions and voting privileges. AACh may approve restoration of limited privileges upon shown improvement.

\*\*Social probation includes loss of social functions and voting privileges.

B. Any member making below a 2.25 for the previous semester will meet with the AACh at the beginning of the semester to set up an improvement plan.

C. The improvement plan shall be submitted to the Academic Achievement Advisor and General Advisor for approval.

Section II – Study Hours Procedures

A. Special permission to study away from the library for studio hours, editing lab hours, etc. may be approved by AACh only. This must be done prior to the event. Study hall hours are done every week and excess hours do not roll over. Incomplete study hall hours carry over until all hours have been completed.

B. Failing to complete study hall hours will result in the member or new member being placed on temporary Social Probation until the hours are completed.

C. Failure to attend monitored study hall for two consecutive weeks, or falling 10 hours behind, will result in AACh referral to the Judicial Committee.

**Article XIII – Procedures**

All matters of procedure not covered by these Bylaws shall be governed by Robert’s Rules of Order, Newly Revised.

**Article XIV – Amendments**

These Bylaws may be amended by a 2/3 vote of the membership provided the proposed amendments were presented at the previous meeting and previously approved by the Director of New Chapters. Bylaws should be revised every 2 years.

**Appendix A – Housing Point System**

This point system will be used to fill the house to capacity after rooms are filled by the required officers.

Section I- Room Selection

A. Rooms will first be filled by the required EC officers.

B. The House Manager will then poll the chapter members to fill the house to capacity of members who volunteer to live in the house:

A. Too many volunteers: Members will be selected by GPA, with those with the highest cumulative GPA allowed to move in first. Ties will be broken by using the previous semester GPA.

B. Not enough volunteers: Members will selected by year, starting with freshmen, then sophomores, juniors, and seniors.

C. Any exceptions to this must be approved by the Director of New Chapters.

**Appendix B – Fines**

The following chart details the fines that will be assessed if a member misses a mandatory event that is unexcused. Members may request an excused absence by submitting, in writing, to the officer in charge of the event at least one week prior to the event.

The Director of New Chapters will approve excused absence requests for Recruitment Workshops, Practices, Formal Recruitment, and Initiation. Reasons for excused absences may include, but are not limited to, classes, graduate school testing requirements (GMAT, LSAT, Praxis, etc.), and long-planned family events (weddings, baptisms, etc.).

Only the fines listed in this appendix, shall be assessed for missed events.

|  |  |
| --- | --- |
| Event | Fine |
| Recruitment Workshops, Practices (per day) | $25 |
| Formal Recruitment (per round), CROWN Events | $50 |
| Ritual (other than Initiation) | $25 |
| Initiation (per round) | $100 |
| Initiation (phone usage or doesn’t return from break, per round) | $25 |
| Zeta Day | $50 |
| 100% Service Project | $50 |
| PHA-required 5 service hours | $50 |

**Appendix C – House Rules**

In addition to the housing policies outlined in the *General Manual***,** Alpha Zeta Chapter has adopted House Rules. The House Rules are a separate document and shall be provided to the chapter at the beginning of the school year by the House Manager.

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 restriction, revocation of privileges, fines, or other disciplinary action as determined by the Judicial Committee, the Advisory Board and the House Corporation.