



The Alpha Zeta chapter of Zeta Tau Alpha maintains a full set of chapter bylaws and follows guidelines set forth in the Fraternity's *General Manual*. Additional information will be provided on an as requested basis.

PURPOSE

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 moulding of such opinions as will be conducive to the building up of a purer and nobler womanhood in the world.

MEMBERSHIP SELECTION POLICY

Zeta Tau Alpha is an international women's social fraternity, founded in Christian traditions, that has chosen to adopt membership selection policies that do not discriminate based on race, creed, ethnicity, religion, national origin, sexual orientation or disability. Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women.

ZTA is a private sisterhood organization operating through Nine Key Values, whose object is "to intensify friendship, to promote happiness among its members, and in every way to create such sentiments, perform such deeds and to mould such opinions as will conduce to the building up of a nobler and purer womanhood in the world."

Expulsion of Membership – A member, collegian or alumna, may be expelled provided the procedures as stated in the Constitution & Bylaws of Zeta Tau Alpha and Judicial Procedures Handbook are followed.

CHAPTER OFFICERS

Chapter Officers, Elected – It is required that the following officers be elected: President, VP I/Coordinator of Committees, VP II/ New Member Coordinator, VP III/Membership Chair, Recording Secretary, Treasurer, Historian-Reporter, Panhellenic Delegate, Ritual Chair and Risk Reduction and Education Chair. The chapter will be responsible for its officers performing their duties as stated in the Constitution & Bylaws of Zeta Tau Alpha and the guide for each office.

The Executive Committee is made up of the elected officers of the chapter. The President has no vote, unless there is a tie. Chapters that have a house, lodge, suite, apartment or room must have a House Manager, either elected or appointed. Chapters may also elect a VP

IV/Philanthropy, Service & Fundraising and Academic Achievement Chair to Executive Committee based on need. With the approval of the Province President, Mentor or Director of New Chapters, other officers may be elected to serve on the Executive Committee.

It is the responsibility of the Executive Committee to review matters that should be brought to the attention of the entire chapter and to take the lead in establishing chapter policy. There are instances when the Executive Committee must make decisions for the chapter, and these procedures are noted in Guide for the Collegiate President.

Chapter Officers, Appointed – The Program Council is composed of appointed directors and committee chair, as outlined in Guide for the Collegiate VP I. The purpose of this council is to plan and direct the programming of the chapter. The chair of the Program Council is the elected VP I/Coordinator of Committees.

Within one week of the election, the President appoints, with the approval of the Executive Committee and Advisory Board, the following directors and chair:

- Corresponding Secretary
- Director of Activities
- Director of Membership Enrichment
- Director of Philanthropy, Service & Fundraising
- Director of Sisterhood
- Director of Social Events
- Alumnae-Collegiate Relations Chair
- Apparel Chair
- External Social Chair
- Fraternity Education Chair
- Fundraising Chair
- Intramural Chair
- Inclusion Chair
- Judicial Chair
- Music Chair
- Parent Events Chair
- Special Events Chair
- Other chair as needed

Chapter Officer Eligibility Requirements – To be eligible to hold office in a collegiate chapter, each member should be qualified for the office to which she is nominated. Qualifications are outlined in Learn, Know, Lead: ZTA’s Guide for the President and the local chapter bylaws. All Executive Committee members must be initiated members. Chapters must obtain approval from the Vice President Collegiate and Province President, Mentor or Director of New Chapters as outlined in the Constitution & Bylaws of Zeta Tau Alpha before deviating from this policy. In addition:

1. The President must have been an initiated member of the Fraternity no less than one year prior to her election, except in the case of new chapters. (Exceptions must be approved as stated above.)
2. The VP III/Membership Chair must have been an initiated member of the Fraternity at least a year and have experienced one membership recruitment season as a member, except in the case of new chapters. (Exceptions must be approved as stated above.)

3. No person may be nominated for office when she has not fulfilled the responsibilities of a previous office to which she has been elected or appointed.

OFFICER SELECTION AND REMOVAL CRITERIA

Election and Training – The chapter bylaws outline specific procedures for selecting the Nominating Committee to be chosen three weeks prior to the date set for the election. The chapter selects the Nominating Committee that consists of one representative from each class and/or a member at large by either: an election within each class or appointment by the President with the approval of the Executive Committee and the Advisory Board. The outgoing President does not automatically serve on the committee. She may serve as a representative of her class or not at all. The General Advisor serves on the committee as an exofficio member. The committee elects a chair who is responsible for running the interview process.

The Nominating Committee meets with the General Advisor and prepares a recommended slate of elected officers. If it is necessary to consider for office a member who does not meet the eligibility requirements, the approval of the Vice President Collegiate and the Province President, Mentor or Director of New Chapters must be obtained before submitting her name to the chapter.

One week prior to the election date, the Nominating Committee presents its slate. The slate is read again at the time of election and nominations may be made from the floor. A quorum must vote, and the motion passes if two-thirds of the eligible voting members in attendance are in favor of the motion.

Collegiate chapter elections must be held one month prior to the officer installation date. During the month following the election of officers, the outgoing officers remain in office and are responsible for conducting a thorough course of officer education for the new officers. It is the outgoing President's responsibility to guide officer training and to utilize the *Learn, Know, Lead: ZTA's Guide for the President*.

Vacancy in Office: President – 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 or Director of New Chapters appoints a new President.

Vacancy in Office: Other Officer – If a vacancy in any other office or chairship occurs, the President appoints a new officer with the approval of the Executive Committee, Advisory Board, and Province President, Mentor or Director of New Chapters.

Removal from Office – Any chapter officer, chair or advisor who is not performing her duties, hinders the progress of the chapter and causes failure to reach its potential, can be removed from office by the Province President, Mentor or Director of New Chapters; the Executive Committee; or the Advisory Board.

Whenever National Council is aware of delinquency of performance on the part of a chapter officer or advisor, that body has the power to remove the officer and appoint another member to complete the term.

INCLUSION PHILOSOPHY

Zeta Tau Alpha is a sisterhood made of many individual women and it celebrates the uniqueness each sister brings. We respect and support each member's personal identity, and we seek to provide an accepting environment within every chapter. We believe in creating a space of belonging for every member. We expect everyone to treat their sisters with love, the greatest of all things.

ZTA has an Inclusion Committee that continues to integrate diversity and inclusion conversations throughout the membership experience. ZTA believes topics related to diversity and inclusion do not happen in a bubble or a one-time program. ZTA is committed to this being an ongoing conversation through one of ZTA's Nine Key Values focusing on openness to diversity and challenge, called Seeking Understanding That We Might Gain True Wisdom in ZTA's Creed.

NON-DISCRIMINATION POLICY

Zeta Tau Alpha is an international women's social fraternity that does not discriminate based on race, creed, ethnicity, religion, national origin, sexual orientation or disability. Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women.

ZTA is a private sisterhood organization operating through Nine Key Values, whose object is "to intensify friendship, to promote happiness among its members, and in every way to create such sentiments, perform such deeds and to mould such opinions as will conduce to the building up of a nobler and purer womanhood in the world."

In accordance with The Ohio State University's [Student Organization Registration and Funding Guidelines](#), discrimination is prohibited on the basis of age, ancestry, color, disability, genetic information, HIV/AIDS status, military status, national origin, race, religion, sexual orientation, protected veteran status or any other basis.