

CONSTITUTION AND BY-LAWS

Zeta Phi Beta Sorority, Inc.

The eXquisite Xi Gamma Chapter

CONSTITUTION

Preamble

We, a group of college women, organized as the Sister Greek-Letter Sorority to Phi Beta Sigma Fraternity, Inc., do hereby bind ourselves together for the purpose of promoting this cause of education by encouraging the highest standards of scholarship through scientific, literal, cultural and educational programs: promoting charitable projects on college campuses and within the community; fostering the spirit of sisterly love; and promoting the idea of Finer Womanhood.

Article I Name

The name of the organization shall be Zeta Phi Beta Sorority, Inc., the eXquisite Xi Gamma Chapter.

Article II Objectives

Zeta Phi Beta Sorority, Inc., the eXquisite Xi Gamma Chapter shall have as its objective to foster of ideals of Scholarship, Service, Sisterly Love, and Finer Womanhood.

Article III Incorporated

Zeta Phi Beta Sorority, Inc., eXquisite Xi Gamma Chapter shall maintain a non-profit corporate status with perpetual terms to pursue its educational and charitable purposes.

Article IV Membership

The sorority membership shall include only undergraduate women attending The Ohio State University.

Article V Officers and Elections

Section 1- Officers

The local executive board officers of this chapter shall consist of a Basileus, First Anti-Basileus, Grammateus, Tamias, Epistoleus, and Phylacter.

Section 2 – Elections

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The current executive board shall have begun the nominating and voting process no later than May of each year. This committee shall present a slate of eligible candidates to be voted on and elected at a regular chapter meeting in May of each year. Installation of officers shall be held at the conclusion of the June meeting. However, the appointed/elected officers shall begin working, closely with the officer in that current position after the May election. This will ensure a smooth transition of responsibilities and competence in the office/position.

Section 3 – Length of Office

No officer shall be elected or appointed to serve more than (2) consecutive terms in the same office. A term is defined as one year from election or appointment.

Section 4 – Officer Vacancy

If an elected officer is unable to complete her term, the Basileus shall appoint an active member to complete the officer's term.

Article VI Executive Board

Section 1 – Membership

The executive board shall consist of all elected officers and the two (2) immediate past Basilei if still active members of the chapter.

The officers of the chapter shall be the same as provided for the Grand Chapter, with the addition of a graduate chapter advisor(s).

Any member running for office must have at least a 2.5 cumulative grade point average.

Any officer that fails to attend meetings, programs, and to uphold the obligations of their position is subject to be removed from office for a time period deemed appropriate by Basileus.

The officer does have a right to a hearing in which her side can be heard and presented to the executive board (Basileus, First-Anti Basileus, Grammatues, Tamias, and Two Immediate Past Basilei). The decisions met after the meeting will be by a 2/3 majority vote and only over-ruled by the Basileus under extreme circumstances.

Section 2 – Duties of the Executive Board

The executive board shall have charge of the executive, financial, and administrative affairs of the chapter. The board shall not consider member's request for special consideration with regards to the eXquisite Xi Gamma Chapter per capita dues assessment.

Section 3 – Meetings

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The Executive board shall meet before each meeting or as determined by the Basileus. There shall not be less than two (2) regular meetings of the Executive board held annually.

The chapter shall hold meetings twice a month unless cancelled by the advisor or Basileus.

Any member absent from two (2) consecutive meetings, programs, or community service events, without a legitimate reason and fails to notify the Basileus or First Anti-Basileus, will be subject to a status of being inactive for that semester, or a length of time deemed appropriate by Basileus. (Basileus should consult advisor and executive board prior to making final decisions.)

Business attire should be worn at all meetings, unless otherwise specified by the Basileus.

Any member that becomes out of order during a meeting will be asked to leave the meeting, or subject to fine if actions are repeated and disrespectful in nature. Fine amounts and due dates are determined by the executive board and must be paid in order for a member to remain financially active. (Dues should not exceed \$5-\$10 unless there are extreme circumstances. There will also be a follow-up meeting held with the graduate advisor(s).)

Members who are inactive will not be able to attend meetings.

Opening prayer and National hymn should be recited at the beginning of each meeting once it had properly been called to order. (Entire hymn shall be sung on special occasions in a closed setting due to sensitive information in parts of the hymn.)Closing prayer will be recited at the closing of each meeting before it has been adjourned or immediately following.

Section 4 - Advising Chapter of Executive Board Action

Past meeting minutes shall be read to the chapter at the next regular chapter meeting. They must be properly voted on with a 2/3 majority vote to be accepted.

Section 5 – Recommendations for By-Laws

The executive board may recommend amendments to By-Laws and Constitution. All current chapter members also have the power to make, change, or act upon recommendations. They may also amend annual By-Laws in the harmony of the constitution.

ARTICLE VII Meetings

Section 1 – Meeting Time and Place

The eXquisite Xi Gamma chapter shall hold regular meetings at least twice a month or as determined by the chapter. The meeting time and place shall be up to the discretion of the chapter as well.

Section 2 – Quorum

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75-80% of the chapter shall constitute a quorum for transacting business at a regular meeting. At least two of these members shall be chapter officers.

ARTICLE VIII Amendments to Constitution

Section 1 – Quorum

This constitution may be amended by a 2/3 vote of the membership present at a regular meeting.

Section 2 – Procedure

- a. Proposed amendments shall be submitted in writing. The proposed change(s) must be set forth in detail, and sent to the executive board through any officer 10 days prior to regular meeting.

- b. The Executive Board shall immediately send to each active member copies of the change(s) 5 days prior to the regular meeting.

- c. At a regular meeting, the proposed amendment(s) shall be read and voted upon by the assembled members. (Once changes are proposed and the chapter is notified, voting should take place at next regular meeting.

ARTICLE II Membership

Section -1 Prerequisites

A candidate for active membership shall make an application according to the rules prescribed by the national body's intake process.

Members of the chapter shall be an undergraduate working towards a four-year degree at The Ohio State University. Students attending surrounding four or two year institutions are not eligible to become a member of Zeta Phi Beta Sorority, Inc., The eXquisite Xi Gamma Chapter.

In order for a Soror to be an active member they must have (1) paid national, regional, state, and chapter dues, (2) have at least a 2.0 grade average, (3) and attend chapter meetings, programs, service, and events on a regular basis. Suspension of members and chapters will be determined through the international disciplinary process. No subordinate body has authority to suspend members and chapters. Member and chapter suspensions greater than five (5) years must be approved by the Board of Directors.

Section -2 Members

Zeta Phi Beta Sorority, Inc. Does not tolerate any form of discrimination on the basis of race, ethnicity, color, creed, religious affiliation, disability, veteran status, national origin, or sexual orientation. Membership shall not be limited to:

- Race/ethnicity
- Appearance
- Quantity
- Class Rank
 - Pending applicant is overqualified for membership, meaning all other requirements exceed necessary limits.

Any member that goes against a chapter decision on any matter shall come before the sorority and/or Executive Board to face disciplinary actions. Disciplinary actions may include fines (depending on the offense), probation, and/or suspension. Suspension may be semesterly or permanently. However, dues will still be paid on time.

Section – 3 Transfers

If candidates were initiated through another undergraduate chapter, they may enter into the eXquisite Xi Gamma chapter. They must first receive a unanimous vote from active members and must be national, regional, and state financial members. Candidates must also be a student at The Ohio State University.

Section – 4 Confirmation

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No person coming into the chapter shall be extended membership until valid proof of initiation and status is presented.

Section 5 – Membership Interviews

Interviews are open to any active member of Zeta Phi Beta Sorority, Inc. that has been certified to participate in the intake process. Candidates chosen by unanimous vote shall be invited into the organization. Only active chapter members may be present at the final discussion and vote for candidates interested in membership.

Interviews will be held before inviting candidates into the organization. They are to be conducted in a business-like manner. This includes business attire for both candidates and Sorors.

Article III Duties

Basileus

The Basileus must be at least a sophomore and active for at least one semester before your term begins. She must feel that she can lead the sorority and it shall be her duty to preside over all meetings; appoint all committees not otherwise provided for; enforce due observance of the constitution, by-laws and regulations; to call special meetings; to form initiation ceremonies; to countersign admissions of membership; to have general supervision of the chapter; to sign all orders of the payment of money for the treasurer (meaning the treasurer signs all paperwork unless it is her own); she shall make no motion nor have a vote, except when concerning candidates for membership or in matters concerning the constitution. In case of a tie, she may cast the deciding vote.

First Anti-Basileus and Membership Intake Person

The First Anti-Basileus be at least a sophomore and active for at least one semester. It shall be the duty of the First Anti-Basileus to: assist the Basileus, to serve in the place of the Basileus when she cannot be present, and duties of the intake coordinator (to ensure all paperwork to Nationals is filled out correctly and the coordination of the intake process). She will be a point person for all chapter programs and oversee all progress of the chapter. She must also report to Basileus with any discrepancies.

Grammateus – Secretary

The Grammateus shall carry on all official correspondence of the chapter and take and distribute all the minutes of the meetings; She shall keep a file of the same and have a permanent record folder to be transferred to the succeeding Grammateus. She must keep record of all sign-in sheets and provide new sheets for every program. She is also responsible for keeping file folders that contain the format for all chapter programs.

Tamias – Treasurer

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Tamias

The Tamias shall receive all the monies and make all the disbursements as required by the constitution. She shall pay all bills as directed by the chapter, take receipt for all money paid out and keep record of all receipts for money expenditures. She shall submit a written report in reference to financial conditions of the chapter at every meeting and also at the end of each school year to officers and chapter members. She also shall keep a permanent record to be turned over to the proceeding Tamias.

Phylacter – Parliamentarian

The Phylacter shall have general supervision over legal activities of the chapter. She shall aid the Basileus at all times in keeping order and excuse those Sorors who are out of order from meetings and chapter functions. She shall judge all parliamentary questions and settle them according to the chapter's parliamentary procedure, Constitution and By-Laws. If a concern cannot be addressed, she must refer to state then regional, and national By-Laws and lastly Robert's Rules of Order.

Historian/Webmaster

The historian shall be in charge of all scrapbooking and artifacts of the chapter. She is also in charge of keeping the website updated, keeping a digital record of programs and projects, and bringing a camera to all chapter functions. She shall see that all souvenirs and clippings are placed in a scrapbook.

Epistoleus – Press Secretary

It shall be the duty of the Epistoleus to send chapter news and contributions to the Archon and the time requested by the National Journalist. She shall disseminate to the public press all noteworthy activities of the chapter that are not secret. She shall keep a memorandum of all interesting chapter events, entering as fully possible as detail, and shall have an interesting history for reading on all occasions.

NPHC Representative

One active chapter member must be present at all OSU NPHC meetings and serve as the delegated voter. She shall bring a report to the chapter meeting following an NPHC meeting.

Graduate Chapter Liaison

One member must serve as an undergraduate representative at all graduate chapter meetings. If she is unable to attend, another member shall be selected to serve in her place. She must also provide an undergraduate report with all chapter updates and upcoming events.

Community Service/Z-HOPE Chair

The community service chair is responsible for scheduling at least two service projects per semester, however, the quantity is unlimited. She is responsible for keeping record of all community/philanthropic events and informing the chapter of upcoming dates. She shall also serve as the chapter Z-HOPE chair and is responsible for sending all necessary forms to state, regional, and national offices.

Philanthropy

The Philanthropy or Fund Raising Chair is responsible for overseeing the implementation of projects and events that increase funds as well as developing a relationship with companies and organizations to aid us in the chapter's fundraising needs. Manage the fund raising event and ensure that an effective publicity program is in place. Coordinate the donation of goods or services for an event.

Risk Manager

The Risk Manager is responsible for identifying, characterizing, and assessing threats, assess the vulnerability of critical assets to specific threats, and determine the risk (i.e. the expected likelihood and consequences of specific types of attacks on specific assets), and identify ways to reduce those risks. If needed, transferring the risk to another party, avoiding the risk, or even accepting some or all of the potential or actual consequences of a particular risk. Followed by an application of resources to minimize, monitor, and control the probability of unfortunate events or to maximize the realization of opportunities.

Social Chair (appointed, not an officer)

The social chair shall be in charge of all social events sponsored by the sorority, and shall make sure that places are booked for social events. She shall give reports at each meeting to keep the sorority informed on upcoming events. She shall be in charge of all publicity for social events and shall have a committee to assist her. The social chairman is appointed by the Basileus if no one volunteers.

Finer Womanhood Liaison (appointed, not an officer)

The Finer Womanhood Liaison shall be responsible for the appearance of the chapter and making sure all Sorors are presentable and dressed appropriately for events. She shall be the point person for advising the chapter of dress attire at least one day prior to the event. All attire will be approved by Basileus before the chapter is informed.

Article IV Finances

Section 1 –Budget

At general body meetings, the chapter shall determine all budgets for programs. Budgets will be approved by all members present and a majority vote will win.

Section 2- Tax

The eXquisite Xi Gamma Chapter shall pay the national body an annual chapter tax and a tax for each and every active member. An active chapter member is financial locally, state-wide, regionally, and nationally, and has also paid per capita tax for the current year.

Section 3 –Fees

- A. Reinstatement fee shall be the same as determined by the national body.
- B. Each person initiated into The eXquisite Xi Gamma Chapter shall pay to the chapter the regular intake fee, as determined by the chapter and national body.
- C. Members who fail to pay chapter, National, State, and Regional dues will be responsible for late fees and back dues to become active again.

Section 4 – Benevolence

Funds set aside for benevolence will be a part of the general treasury and included in the yearly assessment. Flowers/Planter shall be sent upon death of current members of the immediate family, which consist of husband, mother, father, guardian, grandparents, sister, brother, and children. If donations are sent to the organization in lieu of flowers/planters, donations shall not exceed \$25.00. Cards, plants, or other forms of expression shall be sent in case of hospitalization or prolonged illness.

Section 5 – Dues/Assessments

- A. The national, regional, and state per capita assessments must be paid by the chapter-designated October deadline.
- B. The local portion of the chapter dues shall be paid semesterly. In the per semesterly installments of \$30.00.

- C. Sorors shall also be financially responsible for payment of all committed assessments and obligations by the end of the fiscal school year in which they were incurred.
- D. Sorors not adhering to the above dues/assessments structure shall be considered financially inactive and shall relinquish privileges allowed to financially active Sorors.
- E. Dues will be accepted after the treasurer has set a date for collection of monies. However, if dues will not be paid on time, a meeting with the treasurer must be held to make payment arrangements. Failure to meet arrangements by given deadline will result in a late fee of \$20.00.

Article V Chapter Governance

This Constitution and By-Laws governs the proceedings of the eXquisite Xi Gamma Chapter, subject to Roberts Rule's of Order.

Article VI Special Celebrations

The chapter shall celebrate national observances.

Article VII Amendments to By-Laws

These By-Laws may be amended during regular business meetings with the body or two-thirds of the membership present. This is provided that notices of each amendment have been submitted in writing to the members at general body meetings.

Article VIII Jurisdiction

Provisions in these By-Laws shall not conflict with those in the Grand Chapter Constitution or By-Laws.

