

**CONSTITUTION AND BY-LAWS:
ZETA PHI BETA SORORITY, INCORPORATED
_____ CHAPTER
Emporia State University**

ARTICLE I: NAME

Section 1: The name of the organization shall be Zeta Phi Beta Sorority, Incorporated

Section 2: The name of the chapter shall be _____ chapter of the Emporia State University

ARTICLE II: AUTHORITY

Section 1: Zeta Phi Beta Sorority, Inc., shall maintain a non-profit corporate status with perpetual terms to pursue its educational and charitable purposes,

Section 2: _____ chapter of Zeta Phi Beta Sorority, Inc. shall be governed by the National and chapter Constitution and By-laws and will be subject to Robert's Rules of order

ARTICLE III: OBJECTIVES

Section 1: Zeta Phi Beta Sorority, Inc., shall have these objectives: Fostering the ideals of service, charity, scholarship, civic and cultural endeavors, sisterhood, and Finer Womanhood

Section 2: The implementation of these objectives shall be reflected in campus activities and through community service. Each soror shall carry out the ideals of Zeta Phi Beta Sorority, Inc., in her day to day activities.

ARTICLE IV: MEMBERSHIP

Section 1: The chapter membership shall include undergraduate women matriculating at the Emporia State University in a program leading to a Bachelor's degree.

Section 2: All active members must be full time undergraduate students pursuing a Bachelor's degree at Emporia State University with a cumulative grade point average of 2.5. Upon graduate from college, an undergraduate member must affiliate with a graduate chapter within one year, in order to maintain active status.

Section 3: All active members must remain financial on all levels, National, Regional, & State for the membership year

Section 4: No person shall, on the grounds of race, creed, color, national origin, Religion, age, sexual orientation, handicap, Vietnam Era Veteran status, Or such other factors which cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.

ARTICLE V: OFFICER AND ELECTIONS

Section 1: Officers of Zeta Phi Beta Sorority, Inc., _____ chapter shall be the Basileus (President), 1st Anti-Basileus (1st Vice President), 2nd Anti-Basileus (2nd Vice President), Grammateus (Secretary), Tamias (Treasurer), Phylacter (Parliamentarian), Epistoleus (Historian) Chaplin, and Antapokritis (Publicity Chair)

Section 2: New officers shall be elected in April. Immediately following the elections, a transitional meeting shall take place. At this meeting, officers shall pass on all written information/documents to the new appointees. The term for newly elected officers will be from May 1-May 1.

ARTICLE VI: ORDER OF PROTOCOL

Section 1: Order of Protocol is as follows:

1. Basileus of your current chapter
2. Graduate Advisor
3. Basileus of your Graduate/Sponsor Chapter
4. State Director
5. Regional Director
6. International Grand Basileus

ARTICLE VII: COMMITTEES

Section 1: These committees shall exist to add to the functions of the sorority: Executive Board, Community Service, Promotional, Scholarship, and Step Team committees,

ARTICLE VIII: AMENDMENT OF CONSTITUTION

Section 1: This Constitution may be amended by 2/3 vote at any assembly meeting.

Section 2: Proposed amendments shall be submitted in writing by any active soror from _____. The proposed changes must be set forth in detail and written down for each soror and sent to the Executive Board, TWO weeks prior to the Executive Board meeting. At a business session the proposed amendment or amendments shall be read and voted upon by the assembled delegation

BY-LAWS OF THE CONSTITUTION

ARTICLE I: MOTTO, COLORS, AND EMBLEM

Section 1: The motto shall be "OMNIA VENCIT LABORE." (Work Conquers All Things)

Section 2: The color shall be Royal Blue and Pure White.

Section 3: The emblem shall be a shield containing two flaming torches, the dove of peace, and the five stars to represent the founders.

ARTICLE II: MEMBERSHIP INTAKE

Section 1: Prerequisites: Candidates for active membership shall possess a 2.5 Cumulative GPA and shall have leadership abilities. Each candidate shall submit an official university transcript and an interest letter to the sorority.

Section 2: Voting: A quorum must be established before the interview takes place. Each candidate must receive 3/4 of the vote to be eligible for initiation into the sorority. All candidates must be approved by the National 1st Anti-Basileus.

Section 3: _____ recognizes and abides by the New Membership Intake Process.

Section 4: The State Director or a certified individual must train every soror for the new membership intake process before they are able to participate in membership intake.

ARTICLE III: MEMBERSHIP REQUIREMENTS:

Section 1: To maintain active status a soror must be a financial active member with the _____ chapter, a student of the University to where the chapter is located, National Headquarters, Regional, & State respectively, attend business meetings regularly, and represent Zeta Phi Beta Sorority, Inc., in all other activities proposed by the _____ chapter.

Section 2: If an active soror's GPA falls below a 2.5 cumulative at the end of an academic year, she shall receive an academic warning and she shall still be in good standing with the chapter. She will be given one academic year to raise her GPA.

Section 3: After an academic year is up and a soror's GPA is still below a 2.5 cumulative, she will be considered inactive and will lose the following privileges: Delegation to councils, participation in step shows, attendance at general business meetings, the rights as voting delegate on elections and any voting matters of the sorority, and participation in any State, Regional, or National Conference; with the exception of continuous circumstances such as illness or death in the family. These matters can be discussed with the Basileus. She will be considered inactive, until her GPA is consistent with university, chapter, and national requirements.

Section 4: All members must be financial with the local chapter to be financial on the national, regional, and state level. The Tamias shall notify any soror whose financial status has lapsed, on the chapter and/or National levels.

Section 5: Each semester, a soror may not miss any more than 1/3 of the general business meetings (5), and no more than five sorority events (either sponsored by the chapter or that which a soror has agreed to attend). Three of the five meetings or events may be excused for the

following reasons: class, family, or work. The other two events may be missed for miscellaneous reasons, but after the fifth event missed (excused or not), a soror will be deemed inactive by the chapter.

Section 6: No soror, graduate or undergraduate, may hold membership in more than one chapter at a time. She must transfer according to her status.

ARTICLE IV: OFFICERS

Section 1: BASILEUS

1. Any soror running for the position of Basileus must have a 2.5 cumulative GPA with the chapter and be a prophyte member. A prophyte member is described as a soror holding membership for at least one year or until new members are initiated into the chapter. She must be financial and an active member for at least one year in the chapter.
2. If there is no active prophyte member in good standing (with a 2.5 cumulative GPA) to run for Basileus, then a neophyte can run for the position of

BASILEUS AND 1ST ANTI-BASILEUS DUTIES:

1. Preside over all meetings of the chapter.
2. With the assistance of the Grammateus she shall make an agenda for each meeting and distribute to members at least 48 hours in advance.
3. The Basileus or her designate makes first contact with the advisor.
4. Appoint all unprovided chairmen of committees.
5. Give due observance to the constitution and by-laws.
6. Call special meetings.
7. Perform initiation ceremonies.
8. She shall make no motion or vote on any question, with the exception of intake processes, unless the chapter is equally divided. She shall then cast the deciding vote.
9. Submit chapters report to state meeting and regional conferences each year.
10. Abide by Robert's Rules of Order.
11. Pass on all written information and documents to the next Basileus.
12. Provide copies of all paperwork of aspirants and new officers to State Director each year.
13. Has the right to appoint any officer if that officer leaves her position.
14. Responsible for appointing campus delegates.
15. She is a member of the audit committee.
16. Shall act as the official host and representative of this organization in campus functions.
17. Shall be responsible for implementing legislation enacted by the organization.
18. Shall turn in an officer update sheet the Associated Student Government Senate Operations Committee Chair after each election.

Section 2: 1ST ANTI-BASILEUS

1. Any soror running for the position of 1st Anti-Basileus must have a 2.5 cumulative GPA with the chapter and be a prophyte member. She must be financial and an active member for at least one year in the chapter.

DUTIES:

1. Shall perform the duties of the Basileus, in her absence.
2. Shall be Membership Coordinator.
3. Responsible for guiding the aspirants through the New Membership Intake Process.
4. She shall give an aspirant report at each meeting.
5. Assist in making the chapter reports.
6. Shall keep a list of all interested girls.
7. Copy all forms of new aspirants.
8. Responsible for organizing a new soror orientation before the soror attends her first business meeting. The topics should include:
 - a. Official duties and responsibilities of chapter
 - i. Members
 - ii. Committees
 - iii. Members
 - b. Rules and regulations of parliamentarian and other officers
 - i. Chapter constitution
 - ii. National constitution
 - c. Protocol
 - d. Interaction among Greeks
 - e. The Greek, the school, the community
 - f. How to conduct meetings
 - g. Robert's Rules of Order
 - h. How to take minutes
 - i. Reporting news (on and off campus)

Section 3: 2ND ANTI-BASILEUS

1. She must have a 2.5 cumulative GPA with the chapter and be financial.

DUTIES

1. Assist the Basileus and 1st Anti-Basileus in their duties.
2. She shall be assistant Membership Coordinator.
3. Coordinator for all informationals.
4. 2nd Anti-Basileus will perform as a correspondent secretary to the business

meetings and will help with the preparation of the minutes. The correspondent secretary will handle all correspondence within and out of the chapter.

Section 4: GRAMMATEUS

1. She must have a 2.5 cumulative GPA with the chapter and be financial.

DUTIES

1. She shall complete all forms to be sent to nationals i.e... Financial reports, certificates, IRS forms, membership paperwork).
2. Make all correspondence calls to nationals.
3. Takes minutes at each meeting and distributes to members within 7 days of the meeting.
4. Takes attendance at each meeting.
5. Picks up all mail at the Greek office as well as mail at the post office.
6. Assist with chapter reports each year.

Section 5: TAMIAS

1. She must have a 2.5 cumulative GPA with the chapter and be financial.

DUTIES

1. Shall be custodian of all money of the sorority and/or chapter, with the knowledge of the advisor.
2. Shall disburse money only on the approval of the Basileus.
3. Shall keep an accurate record, in a ledger, of all financial transactions of the sorority.
4. She shall/will have a written financial report at every meeting.
5. She shall keep receipts of all money transactions.
6. She shall deposit any/all money into sorority account(s).
7. She shall keep a ready list of all financial members.
8. She Shall be responsible for the collection of stated dues from each member

Section 6: Antapokritis

1. She must have a 2.5 cumulative GPA with the chapter and be financial.

DUTIES

1. Chairperson of Promotional Committee.
2. Carry on all official chapter correspondence.

3. Shall be familiar with the Emporia State University campus publicity opportunities (Daily newspaper, chalking and poster hanging in the buildings on campus)
4. Distribute to the public all noteworthy activities of the chapter that are not confidential.

Section 7: Eplstoleus

1. She must have a 2.5 cumulative GPA with the chapter and be financial.

DUTIES

1. Responsible for keeping an accurate record of the sorority's events and activities.
2. Shall record all events in a chapter scrapbook and have the scrapbook ready for Regional Conference and any other event(s), where the book must be on display.
3. Must be present, or assign a soror to be present at all events to take pictures.

Section 8: Chaplin

1. Shall be a member with 2.5 cumulative GPA and must be financial.

DUTIES

1. In charge of religious ceremonies.
2. Performs the prayer at all necessary Zeta events, including the opening of every meeting.

Section 9: Phylacter

1. Shall be a member with a 2.5 cumulative GPA and must be financial.

DUTIES

1. Must be present at all meetings to act on parliamentary proceedings, only at the request of presiding officers and according to Robert's Rules of Order.

ARTICLE V: COMMITTEES

Section 1: EXECUTIVE COMMITTEE

1. Composed of the Basileus, 1st Anti-Basileus, 2nd Anti-Basileus, Grammateus, Tamias, and Phylacter.
2. Shall meet prior to sorority meeting.
3. Shall propose an annual budget to be voted upon by the chapter body.

4. Shall propose a budget for any events sponsored by the chapter.
5. Shall maintain a general supervision and the operation of the sorority.
6. Shall act in quick decisions when the body of the sorority is not obtainable.
7. Executive Board may make a recommendation to the state and regional directors to remove any member or officer for conduct tending to hold the sorority up to ridicule or contempt or tending to bring discredit upon the sorority. All final decisions will be the State and/or Regional Directors!

Section 2: COMMUNITY SERVICE COMMITTEE

1. Responsible for coordinating and overseeing all sorority service projects.
2. Chairperson shall be responsible for keeping an accurate record of each member's community service hours.
3. Twice a semester the sorority should have a community service project overseen by the chairperson.

Section 3: PROMOTION COMMITTEE

1. Antapokritis shall be chairperson.
2. Responsible for promotion of all sorority activities.

Section 4: SCHOLORSHIP COMMITTEE

1. Help to establish a scholarship inside the sorority and outside for a minority student.

Section 5: STEP TEAM COMMITTEE

1. Overseen by a step master.
2. There is to be an assistant step master.
3. Will have to be reliable for the time of calling to step, if she cannot step, et the step master or assistant step master know two days prior to the scheduled event.
4. All persons stepping must be financial with a graduate or an undergraduate chapter.

Section 6: FUNDRAISING COMMITTEE

1. Chair to be voted on by the body.
2. Committee will establish fund-raisers for the chapter for each month during the semester.

Section 7:

Each committee should meet at least two times prior to the scheduled date of the event that the committee is in charge of upon meeting the committee should report back to the body at the general business meetings. The following should be discussed at committee meetings: (1) time, date, and place of event, (2) those who are expected to attend, (3)

expenses incurred, (4) individual/collective responsibilities.

ARTICLE VI: MEETINGS

Section 1: _____ chapter shall hold a meeting of the body twice a month, unless other-wise specified. The place, time, and day of said meeting shall be decided among the body.

Section 2: Each meeting, whether they are meetings of the body or committee meetings, must be conducted in orderly business fashion using the local and national constitutions and by-laws of Zeta Phi Beta Sorority, Incorporated. There shall be an agenda for each meeting. Each soror is to be properly dressed in business attire if the State Director, a Regional Officer, and/or National Officer are present.

Section 3: At each said meetings of the body, the Grammateus shall give reports, Tamias, each Chairperson of all the committees that are active, and any soror having pertinent information.

Section 4: Advisor(s) should be notified of all chapter meetings and any other chapter activities that require her presence.

STATE, REGIONAL, AND BOULE MEETINGS

1. At least two elected delegates, preferably the Basileus and the Grammateus shall be sent on behalf of the chapter to yearly regional meetings. The chapter will pay for the hotel room, registration, and automotive expenses. If financially possible, the chapter will send more than two delegates.

2. If the chapter helps Sponsor a soror to be registered and attend a State. Regional, and/or Boulé meetings and/or workshops, then a soror must attend the majority of the meetings and/or workshops per day.

3. If a soror does not attend the majority of the meetings and/or workshops, then she shall reimburse the chapter the difference of that day and/or days that she was not in attendance.

ARTICLE VII: OBLIGATORY SERVICES

Section 1: Finer Womanhood Week shall be held the last week in February or any time during the month of March. At that time each soror shall renew her pledge and confirm the ritual

Section 2: Being constitutionally bound to Phi Beta Sigma Fraternity, Inc., we hereby obligate ourselves to hold at least one activity per semester jointly.

Section 3: Each soror is required to do ten hours of community service per semester. The entire body shall do one community service per month jointly. The Community Service Committee shall organize all sorority service projects.

Section 4: At least two elected delegates shall be sent to Boulé' every two years. Same accommodations as the regional conferences will apply.

Section 5: Any member found guilty of misappropriation of sorority funds or misconduct that brings reproach upon another member or the entire body can be reprimanded by the body depending on the severity of the charges. Any active member can make a proposal to reprimand another member provided that the proposal is written and that the charges are legitimate. Any and all charges will be subject to the approval of the State and/or Regional Directors.

ARTICLE VIII: CHAPTER REPORTS

Section 1: All chapter reports shall be completed by the Basileus, 1 Anti-Basileus, and the Grammateus.

Section 2: The chapter report shall be done quarterly: Based on sorority calendar year

Section 3: The chapter report shall contain:

1. A list of chapter members (active and inactive). The list shall state financial status of each soror, college standing, and major at the Emporia State University.
2. A list of all service projects done by the sorority. The hours of community service completed by each soror.
3. Any awards bestowed upon the chapter.
4. All other activities and events that the chapter has participated in or completed.
5. Any new members brought into the sorority from the time that the last report was submitted.

ARTICLE IX: CHAPTER DUES

Section 1: Chapter dues shall be due one month from the beginning of classes for Fall semester.

Section 2: Chapter dues shall include National, Regional, State, and local. National dues are due by October 31 of each year.
(Refer to Chapter Procedures for the amount)

Section 3: A soror must pay all dues by October 31. If dues are not paid by October 31, then the soror will be deemed unfinancial and inactive.

Section 4: The Purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities

ARTICLE X: REMOVAL AND SUCCESSION

Section 1: Removal

1. Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
2. The general membership shall vote on the removal resolution.
3. Removal shall be accomplished by a 2/3 majority of those members present.
4. Removal proceedings may be initiated by any voting member.

Section 2. Succession

1. In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.