

ZETA PHI BETA SORORITY, INCORPORATED**XI LAMBDA CHAPTER BY-LAWS**

Revised June 2014

Preamble

We, the members of Zeta Phi Beta Sorority, Incorporated Xi Lambda Chapter, agree to carry ourselves in the proper conduct of Finer Womanhood in both public and in private; in addition to exhibiting utmost Sisterhood among ourselves at all times according to the *Handbook of Zeta Phi Beta Sorority, Incorporated Eleventh (11th) Edition*. We also hold ourselves to the highest degree of Scholarship within our studies and Service within our communities.

Article I**Name and Objective**

The name of this chapter shall be Zeta Phi Beta Sorority, Incorporated Xi Lambda Chapter. The objective of this chapter shall be to foster the ideals of the national body through Scholarship, Service, Sisterhood and Finer Womanhood.

Article II**Membership****Section 1: Active Members**

- A. The members of this chapter shall be undergraduates of The College of William and Mary who have earned at least twelve (12) credit hours at the college and who have

obtained a cumulative grade point average of 2.5 or above or any financial Soror who fulfilled requirements for membership at another institution who is attending The College of William and Mary. The members shall be students of good character working towards a Bachelor's degree.

- B. All members must become certified in the Membership Intake Process at the next available MIP Certification Training Workshop following their initiation into Zeta Phi Beta Sorority, Incorporated. However, not all members are required to participate in membership intake. Any member who does not get MIP certified will not be allowed to participate in the membership intake process.

Section 2: Inactive Members

- A. The chapter shall request that students submit their averages to the Basileus each semester, and any member whose cumulative average falls below 2.5 must pronounce her inactivity within two weeks of the semester. If she does not do so, the chapter must request her inactivity until her average improves to a 2.5 or more.
- B. Inactive members will not have the ability to vote and cannot attend chapter meetings. Inactive members are not carried on the chapter's financial roster. However, inactive members are allowed to participate in chapter events and activities.
- C. Members who do not participate in at least fifty (50) percent of the chapter's activities per month shall be considered inactive for the next thirty (30) days excluding holidays.

Article III

Candidates for Membership

Section 1: Requirements

- A. Ladies desiring membership in Zeta Phi Beta Sorority, Incorporated Xi Lambda Chapter must express interest by writing a brief letter to the chapter, which shall include a brief autobiography and a statement on why they are interested in becoming a member of Zeta Phi Beta Sorority, Incorporated Xi Lambda Chapter.
- B. Prospective candidates must provide proof that they have earned at least twelve (12) credit hours and a cumulative grade point average of at least 2.5. Candidates are allowed to submit an unofficial transcript to verify their qualifications during this initial review.
- C. The candidate must submit her letter and documents in person to the current 1st Anti-Basileus of the chapter by a predetermined deadline.

Section 2: The candidate's letter shall be presented at the next business meeting for discussion.

Section 3: The candidate shall be interviewed at a time designated by the Membership Committee.

Section 4: The candidate may be accepted or rejected by majority vote of the chapter. All candidates shall be discussed immediately following the interviews to get suggestions from the undergraduate advisor.

Section 5: Upon acceptance for membership intake, the candidate must complete a membership application packet, provide two official transcripts and pay the required fees in certified funds as determined by the national, the regional, the state and the local fees. These fees are payable to the Tamias at a date designated by the Membership Committee.

Section 6: The chapter will follow the guidelines for membership intake as stated in the latest edition of *Zeta Phi Beta Sorority, Incorporated Membership Intake Process Manual*.

Article IV

Executive Board

Section 1: The officers of the chapter will consist of the Basileus, the 1st Anti-Basileus, the 2nd, Anti-Basileus, the Tamias, the Grammateus, the Phylacter and the Epistoleus. All officers will work closely with the Undergraduate Advisor.

Section 2: Duties and Responsibilities of Officers

- A. Basileus: She shall have at least a junior classification for the upcoming school year. It shall be her duty to preside over all meetings, to appoint all committees, enforce the obedience of the By-Laws, rules, and regulations, to call special meetings, to perform the initiation ceremony; to countersign admission of membership, to have a general supervision of the chapter; to provide an annual chapter report for the National, the Regional, or the State meetings; to sign all orders for payment from the Tamias. She shall

make no motions, nor have a vote except in the case of a tie when she may cast the deciding vote. She must be certified for membership intake.

- B. 1st Anti-Basileus: She shall assist the Basileus and serve in the place of the Basileus in her absence. She is responsible for serving as the membership intake coordinator and supervising all activities of the membership intake process and therefore must be certified for membership intake.
- C. 2nd Anti-Basileus: She shall assist the Basileus and the 1st Anti-Basileus at all times. She will serve as program coordinator; acting as chair of all major programs.
- D. Tamias: She will collect and provide receipts for all incoming funds and keep a written record. She shall make all distributions as required by the local, the state, the regional, and the national constitution and the by-laws. She shall pay all bills as directed by the chapter, taking a receipt for all funds that are paid and keep correct accounting of all receipts and expenditures. At each chapter meeting, she shall provide a Tamias Report and submit a written financial report on behalf of the chapter at the last meeting of each school year.
- E. Grammateus: She shall carry on all of the official correspondence of the chapter and record as well as keep a running file of all meeting minutes. In the absence of the Grammateus, the 1st Anti-Basileus will give the report on her behalf. She will serve as the guardian for all official chapter documents.
- F. Phylacter: She shall have general supervision over all legal activities concerning the chapter. She shall assist the Basileus at all times in keeping order. She shall judge all

parliamentary questions and settle them according to the constitution, its by-laws and *Robert's Rules of Order Newly Revised Eleventh (11th) Edition*.

- G. Epistoleus: She shall serve as the journalist to send chapter news and contributions for the Archon at the times requested by the national journalist. She shall circulate in the public press all noteworthy activities of the chapter that are not private. She shall keep a memorandum of all interesting chapter events in detail and responsible for placing all souvenirs, clippings, etc. in a creative documentation. She shall serve as the chapter media specialist and webmaster. She shall be appointed by the Basileus.

Section 3: If an officer feels, before the conclusion of her term, that she cannot perform her duties she must give two weeks notice of resignation to the chapter Basileus. Candidates can express interest for a vacant office in writing to the Basileus. A two-thirds (2/3) majority vote by the executive board excluding the Basileus, except in a tie, is necessary to fill the vacant office.

Section 4: In the event that the office of the Basileus becomes vacant, the 1st Anti-Basileus will serve as the acting Basileus. An immediate special meeting will be called to order to fill the position through a two-thirds (2/3) vote via secret ballot by the chapter.

Section 5: If any presiding officer does not fulfill her duties, her position may be terminated by two-thirds (2/3) majority vote.

Section 6: If a member becomes inactive, then the member cannot hold a position on the executive board until the next election year.

Article V

Undergraduate Advisor

She shall be a financial member of Zeta Phi Beta Sorority, Incorporated Alpha Beta Zeta Chapter and be appointed by the sponsoring graduate chapter. She must be present or appoint a designee to be present at all formal chapter meetings and events/activities. She shall advise the chapter in all matters of importance that call for mature judgment and assistance; and she shall serve as a liaison between the undergraduate chapter and the graduate chapter.

Article VI

Committees and their Duties

Section 1: Z-HOPE

- A. The committee chairperson will be the 2nd Anti-Basileus. She shall be responsible for sending in at least five Z-HOPE activities to the regional Z-HOPE coordinator per semester.
- B. The Z-HOPE committee will select, plan and present to the chapter for approval activities that are of interest to a significant number of people and that will adhere to the Z-HOPE guidelines.

Section 2: National PanHellenic Council

- A. Both the Basileus and an elected representative must attend each general NPHC Council meeting; however, the attendance of the Basileus is not required for the Council's executive board meetings.

- B. One member shall be elected during chapter elections to sit on the executive board of the NPHC Council as the chapter's representative. As the chief communicator between the chapter and other NPHC organizations, she shall be responsible for voicing sorority concerns to the council and vice versa. She shall be responsible for providing the chapter with a summary of each NPHC meeting during the next scheduled chapter meeting and for communicating to other chapter members when their presence is necessary at any council meetings. She shall also be responsible for taking attendance of chapter members at the NPHC meetings.
- C. All chapter members are required to attend at least two meetings of the NPHC Council during each semester.

Section 3: Special committees shall be formed at the discretion of the Basileus as needed.

Article VII

Elections

Section 1: The election of officers shall be by secret ballot on the last business meeting in April. All candidates must meet the qualifications for the position they are running for as described in the by-laws.

Section 2: The majority of all votes cast shall constitute a choice for that office.

Section 3: All active and financial members are entitled to voting privileges and only one vote per office. No member can vote on behalf of another.

Section 4: The term of office shall be one academic school year.

Section 5: Change of officers shall occur at the conclusion of the spring semester.

Article VIII

Meetings

Section 1: The roll shall be called at the beginning of each formal meeting. At least two-thirds ($2/3$) of chapter members must be present for business deliberation.

Section 2: The chapter shall hold two formal meetings per month, unless designated otherwise by the Basileus and the undergraduate advisor. Days and times of the meetings shall be established at the beginning of each sorority year.

Article IX

Financial Obligations

Section 1: Chapter dues for the sorority fiscal year will be determined by the size of the budget and number of active members. The executive board, at the first chapter meeting of the sorority's fiscal year, will then determine the due date. Dues are to be paid in certified funds. Dues paid after the determined date shall be subject to a chapter late fee, a state late fee, a

regional late fee and/or a national late fee as determined by state, regionals, or nationals. The executive board shall determine the amount of the chapter late fee.

Section 2: Any member absent from a formal meeting will be fined \$5.00 payable by the first chapter meeting of the following semester.

Section 3: Any member who does not attend at least two NPHC meetings a semester will be fined \$5.00 payable by the first chapter meeting of the following semester.

Section 4: Any member that violates media guidelines will be fined \$50.00 payable by the first chapter meeting of the following semester.

Section 5: Any member who is inactive for three (3) consecutive months due to a lack of participation will be fined \$19.20 payable by the first chapter meeting of the following semester.

Section 6: Any member who does not meet financial obligations by the next semester will have their status deemed inactive until all fines are paid in full.

Section 7: Any member may request to have their fines reviewed by submitting a written plea to the Basileus. Fines may be reduced or waived only by the unanimous decision of the Basileus and the Phylacter.

Article X

Conferences and Meetings

Section 1: Representatives for conferences/meetings will be selected by majority vote. If membership of the chapter exceeds five members, the chapter Basileus may not be chosen as a conference representative. They must be financial on all levels: National, Regional, State, and Local. They will be required to submit a written report of conference/meeting activities to the chapter at the next formal meeting.

Section 2: Representatives whose conference/meeting fees are paid by the chapter are required to attend. However, if the elected representative is unable to attend, the member who received the second place votes shall serve as the substitute representative. In the event that there was a tie for second place, there shall be an immediate election between those members to determine the substitute.

Section 3: Representatives who fail to notify the chapter of their inability to attend conferences/meetings will be responsible for all fees paid by the chapter. Representatives failing to reimburse the chapter by the end of the semester will not be considered financial.

Article XI

Amendments

Section 1: Amendments, alterations, and additions to the by-laws must be submitted in writing to the chapter Basileus by the final meeting in March. The Basileus must inform chapter members of the submitted amendments at the first meeting in April. The vote on new amendments will take place at the first meeting in May.

Section 2: The by-laws shall be in effect upon ratification, which shall require two-thirds (2/3) vote of the body. The membership shall be bound by the by-laws upon ratification.

Article XII

Media

Section 1: All media must follow and uplift the ideals of the national body. Media will serve as the advertisement of chapter events and activities that are not considered private.

Section 2: Media cannot solicit or gratify the use or the presence of alcohol, drug or other illegal substance use.

Section 3: Media pertains to but is not limited to the chapter website, chapter Facebook page, Instagram and/or Twitter accounts etc. The chapter's guidelines on media standards extend to the personal media of chapter members.