

## **Bylaws of Kappa Phi Chapter of Zeta Tau Alpha**

### **Article I – Name**

This association shall be known as Kappa Phi 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**

- A. New Member – Any matriculated female student at Christopher Newport University, regardless of race, ethnicity, religion, national origin, political affiliation, disability, sexual orientation, or age who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies set forth in the General Manual, the policies of Christopher Newport University, and has a GPA of 2.6 is eligible for membership in the Kappa Phi Chapter of Zeta Tau Alpha.
- B. Re-Pledge – A new member may not be re-pledged for the third semester without the written permission of the Collegiate National Officer.
- C. Members – Membership in Kappa Phi Chapter may be extended to regularly enrolled college women who meet the standards of the Fraternity and the requirements set forth in the National Constitution and Bylaws and Chapter Bylaws.
- D. Transfers – A transferring member of Zeta Tau Alpha may affiliate with the Chapter according to the policies and procedures outlined in the General Manual.

### **Article IV – Meetings**

#### **Section I – Chapter Meetings**

- A. There will be a meeting (standard or Ritual) each week during the college year except during examination and vacation periods. Dress for standard meetings is casual with the exception of designated badge attire meetings. These badge attire meetings will be communicated two weeks in advance. Dress for Ritual meetings is defined in the General Manual and is at the approval of the Ritual Chairman or a designated proxy.
- B. Proper Ritual attire is required for all Rituals and if not approved by the Ritual Chair, the member will be asked to leave and will receive an unexcused absence and a fine at the discretion of the Ritual Chair and/or Ritual Advisor.
- C. A simple majority shall compose a quorum at any regular meeting.
- D. The right to vote shall be accorded to every member and new member who is present and in good financial standing.
- E. Each member, if absent, is responsible for finding out the business discussed and must read the Chapter Minutes.

- F. If there is any disruptive behavior (e.g., talking, interrupting officers during reports), the member will be asked to leave by a member of the Executive Committee and an unexcused absence will be given.
- G. Chapter meetings will begin at the scheduled time with a five minute grace period during which the member must arrive or it will be considered an unexcused absence unless the member has been given prior approval for the tardiness.

## **Section II – Executive Committee Meetings**

- A. Executive Committee meetings shall be held at a minimum of 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.

## **Section III – Special Meetings**

- A. Special meetings may be held only when the General Advisor and every member and new member of the chapter has been notified.
- B. Two-thirds of the membership shall compose a quorum at any special meeting.

## **Section IV – New Member Meetings**

- A. New Member meetings shall be held at a regularly scheduled time and place under the supervision of the New Member Coordinator (VP11) and/or New Member Advisor.
- B. New members shall attend all Chapter and New Member meetings unless otherwise excused.

## **Section V – Program Council Meetings**

- A. Program Council meetings shall be held weekly at a regularly scheduled time and place and shall be attended by every member of the Program Council. The chair of the Program Council is the Vice President I (VPI) – Coordinator of Committees.
- B. The Program Council is composed of appointed Directors and Committee Chairs in accordance with national organization guidelines and as needed by the chapter.
- C. If a Chair position is not needed or cannot be filled, the Director over that role assumes those duties.
- D. The Coordinator of Committees (VPI), along with the President, can create and/or eliminate Chair-level positions as necessary with approval of the General Advisor and the Collegiate National Officer.
- E. 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.

## **Section VI – Leadership Development Meetings**

- A. The incoming Executive Committee is required to attend Officer Leadership Academy (OLA) when designated by the Fraternity. If a sister is unable to attend, approval for the absence must be given by the Collegiate National Officer.
- B. The Executive Committee and Program Council shall meet at least twice a semester.

### **Article V – Power and Duties**

The organization shall exercise all powers usually vested in such a body, provided these do not conflict with the provisions set forth in the National Constitution and Bylaws, the manuals of the Fraternity, and the National Policies and directives of the Fraternity. The disciplinary powers of the Chapter shall be vested in the Judicial Committee.

### **Article VI – Chapter Officers**

#### **Section I – Officers**

- A. Officers shall be those specified in the National Constitution and Bylaws and Guide to Collegiate Chapters.
- B. The Executive Committee is composed of the following elected Chapter Officers: President, Vice President I (VPI) – Coordinator of Committees, Vice President II (VPII) – New Member Coordinator, Vice President III (VPIII) – Membership Chairman, Vice President IV (VPIV) – Philanthropy Chairman, Recording Secretary, Treasurer, Historian-Reporter, Ritual Chairman, Panhellenic Delegate, Risk Reduction and Education Chairman, and Academic Achievement Chairman.

#### **Section II – Elections**

- A. The Nominating Committee shall be appointed by the President and approved by the Executive Committee, General Advisor, and Collegiate National Officer. If the President is running for office, then the next non-running Executive Committee member in the chain of command will select the Nominating Committee for approval.
- B. The Nominating Committee shall be composed of one non-running representative and/or member at large from each academic year within the fraternity, and will be appointed at least three weeks prior to elections. The General Advisor shall serve as an ex-officio member of the committee.
- C. The Nominating Committee shall follow the Nominations and Elections procedures as outlined in the Guide for Chapter Officers.
- D. The Nominating Committee shall compose a Slate of Nominees and present it to the Chapter one week before Elections.
- E. Officers shall be elected during October or November.
- F. The Election shall be held by a hand vote. The General Advisor and President will count the votes. If the Slate does not pass by two-thirds vote, nominations will be taken from the floor; however, only members who have applied for an Executive Committee position

and have gone through the interview process may be nominated. The nominations are then voted on by secret ballot.

- G. If a vacancy in the office of the President occurs, the First Vice President (Coordinator of Committees) assumes the office unless, at the discretion of the General Advisor and Collegiate National Officer, there is a more qualified candidate. If there is no First Vice President in the Chapter, the Executive Committee, with the approval of the General Advisor and Collegiate National Officer, shall appoint a new President.
- H. If a vacancy in any other officer or chairmanship occurs, the President appoints a new officer with the approval of the Executive Committee, General Advisor, and Collegiate National Officer.
- I. When a vacancy occurs in any of the installed officers and a new officer is appointed, the Chapter must perform the Installation of Chapter Officers Service in the *College Service Book*. Installed offices are the President, VP II/New Member Coordinator, Recording Secretary, Treasurer, Historian-Reporter, and Ritual Chairman.
- J. No member may be elected to a particular office for two consecutive terms without prior approval from the Collegiate National Officer.

### **Section III – Qualifications**

- A. To be eligible, a member must meet the qualifications in the National Constitution and Bylaws, General Manual, and Guide for Chapter Officers.
- B. No officer may be elected or retain office while on academic or disciplinary probation with the University and/or Zeta Tau Alpha.
- C. Every Executive Committee officer must possess a 2.8 cumulative GPA to hold office unless there is approval from the Collegiate National Officer.
- D. The President must have been an initiated member no less than one year prior to Elections. It is recommended that they have served on the Executive Committee or Program Council for at least one year prior to being elected. If the qualifications are not met, approval is needed by the Collegiate National Officer.
- E. It is recommended that the First Vice President (Coordinator of Committees) shall have served on Program Council for at least one full semester, preferably as a Director. If the qualifications are not met, approval is needed by the Collegiate National Officer.
- F. It is recommended that the Third Vice President (Membership Chair) shall have participated in at least one Formal Recruitment as an initiated sister before the start of her term. If the qualifications are not met, approval is needed by the Collegiate National Officer.

### **Section IV – Duties**

- A. The duties of officers shall be those usually assigned to such officers and such other duties as are specifically stated in the Guide for Chapter Officers.

- B. Excuses for missing an Executive Committee meeting must be brought to the President prior to any missed meeting. If absent, each Executive Committee Officer is responsible for discerning the business discussed.
- C. After one unexcused absence to an Executive Committee meeting, Executive Committee Officers shall be referred to the Judicial Committee.

## **Section V – Term of Office**

Officers shall be installed no later than one month after Elections and shall hold office until next year's transition. The term of office shall not end until after Officer Training.

## **Article VII – Committees**

### **Section I –Program Council Committees**

Chapter Committees shall be those specified in the General Manual and Guide for Chapter Officers. Directors and Committee Chairs serve on the Program Council.

### **Section II – Additional Committees**

Additional committees may be created by the Executive Committee and the Program Council Advisor, with approval of the Collegiate National Officer, as the need arises.

### **Section III – Appointment of Committees**

- A. Members interested in holding a Program Council position must file an application stating their preferences with the First Vice President (Coordinator of Committees).
- B. Program Council members shall be appointed by the President and First Vice President with the approval of the Program Council Advisor and Collegiate National Officer.

### **Section IV – Qualifications**

- A. To be eligible, a member must meet the qualifications in the National Constitution and Bylaws, General Manual, and Guide for Chapter Officers.
- B. No Program Council member may be appointed or retain their position while on academic or disciplinary probation with the University and/or Zeta Tau Alpha.
- C. It is required that Program Council Directors and Chairs possess a 2.7 GPA unless there is approval from the Collegiate National Officer.

### **Section V – Duties**

- A. The duties of the committees shall be those usually assigned to such committees and such other duties as are specifically designated in the Guide for Chapter Officers.
  - a. Excuses for missing a Program Council meeting must be brought to the First Vice President prior to any missed meeting. Committee members must inform their respective Committee Chair or Director if they cannot attend a scheduled committee meeting. If absent, each Program Council Officer is responsible for discerning the business discussed.

- B. After one unexcused absence to a Program Council meeting, PC officers may be referred to the Judicial Committee at the discretion of the VPI.

## **Section VI – Term of Office**

Program Council and their committees shall assume duties after appointment and shall hold office until next year's elections, unless the appointment is specifically for one semester or to fill a vacancy.

## **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, Program Council, and Financial..
- B. It is recommended to also have Advisors for Program Council, Ritual, and Academic Achievement.
- C. Additional Advisors will be appointed as necessary.

### **Section II – Qualifications**

- A. To be eligible, the Alumna must be in good standing with Zeta Tau Alpha and be a member of an Alumnae Chapter.
- B. It is recommended that the Alumna is not a recent graduate; especially to serve as an Advisor at their own collegiate chapter.
- C. It is preferred that the Advisors reside near the Collegiate Chapter to provide hands-on participation at meetings and events.

### **Section III – Selection of Advisors**

Appointments must be approved by the Collegiate National Officer. Refer to the General Manual.

### **Section IV – Duties**

The duties and responsibilities of Advisors shall be those stated in the Guide for Advisors.

## **Article IX – Finances**

### **Section I – Budgets**

- A. The Chapter shall operate within a budget approved by the ZTA National Secretary-Treasurer.
- B. If there are any necessary revisions within the fiscal year, they will be approved by a two-thirds vote by the chapter.

### **Section II – Income**

- A. Dues shall be as approved in the Chapter annual budget.

- B. If a member or new member is not in financial good standing (i.e., dues are outstanding), they cannot vote in Chapter Elections and may not be allowed to participate in certain Chapter activities (e.g., social events).
- C. Outstanding balances will be handled by the policies set forth in the Guide to Chapter Finances.
- D. All receipts must be turned in within two weeks after the completion of the event in order to be considered for reimbursement. All receipts not turned in within this time frame will not, unless approved by the Executive Committee, be considered for reimbursement.

### **Section III – Fines**

- A. National fines shall be as imposed by National Officers.
- B. Local fines shall be as follows:

<b><u>Event:</u></b>	<b><u>Fine:</u></b>
Recruitment Workshops	\$50 per workshop
Formal Recruitment	\$75 per day
Initiation	\$100
Mandatory Informal Recruitment Events	\$50

- C. If stated prior to a function, and approved by the Executive Committee and General Advisor, other fines may be assessed.
- D. Events should be announced to the Chapter two weeks in advance in order to be finable. Delivery of announcements include in-person and virtual notifications.

### **Article X – Chapter Attendance Policy**

All members must have 75% of the total required amount of points for each semester in order to attend end-of-year events as designated by the Executive Committee. Refer to Kappa Phi's Point System for the appropriate points associated for each event.

### **Section I – 100% Required Events**

- A. The following events are required 100% attendance from each member:
  - a. Chapter
  - b. Applicable Whites Rituals
  - c. Philanthropy/Fundraising Events

- d. Initiation Week (Those selected by the VPPI for Zeta Night, big/little pairs for Tau Night, and everyone for Initiation)
  - e. All phases of Recruitment (Formal and Informal/CROWN)
  - f. Bid Day
  - g. Recruitment Workshops
  - h. Elections
  - i. New Member Meetings (new members and required officers only)
  - j. P.I.L. (newly initiated members and required officers only)
  - k. Additional events (as determined at the discretion of the Executive Committee with a minimum of two weeks notice)
- B. Acceptable excuses for mandatory events are:
- 1. Class
    - a. Members will be required to provide screenshots of their class schedules.
  - 2. Illness or Injury (after the first use doctor documentation is required)
    - a. Members are excused if they are uncomfortable with attending in-person events during pandemics or other health-related crises.
  - 3. Family emergency
  - 4. Work
    - a. Members will be required to provide screenshots of their work schedules.
  - 5. Scheduled Vacation
    - a. Members will be required to show proof of travel
  - 6. Religious Activities
  - 7. Other campus events – Required events may be missed if another campus organization’s calendar that a member is affiliated with interferes with the Kappa Phi Calendar. Proof (e.g., the organization’s calendar or email from their main leader) must be provided to the Recording Secretary at least 24 hours prior to the event.
- C. Excuses must be submitted to the Recording Secretary 24 hours in advance of the scheduled activity, unless otherwise stated by the Executive Committee, except in the case of illness or emergency. If a member is ill or has an emergency, they need to notify the Recording Secretary as soon as they are able.
- D. Each Chapter member is solely responsible for attending mandatory events as defined in Article X, Section I. To remain in good standing, members may not miss more than one chapter meeting a semester without an acceptable excuse.
- E. Members who do not submit an excused absence 24 hours prior to the activity or whose excuse was found invalid by the Recording Secretary will be subject to the above fine and/or following guideline as appropriate.
- F. If a member fails to meet the attendance requirements stated in Article X:



1. First offense: Member will receive an email regarding their absence from the Recording Secretary
  2. Second offense: Member must meet with the Recording Secretary and Judicial Chairman to discuss attendance.
  3. Third offense: Member will be referred to the Judicial Committee.
- G. These offenses are determined at the discretion of the Recording Secretary with approval from the Executive Committee and/or the General Advisor.

## **Section II – Social Events**

- A. To attend any social event, members must have a good attendance record for 100% required events and be in good financial standing one week prior to the event, as stated in Article IX, Section II.
  - a. Good attendance is defined as no more than two unexcused absences from any required event as defined in Article X, Section I, and is under the discretion of the Recording Secretary.
- B. Any guest of a sister must be at least 18 years of age if not a student of Christopher Newport University.
- C. The birth date and name of guest must be provided prior to the function.
- D. Special circumstances may be brought to the attention of the General Advisor and Collegiate National Officer for a possible exception.

## **Article XI – Recording Attendance**

The Recording Secretary is responsible for taking attendance at all assigned activities. If the Recording Secretary is not present, they will designate a proxy who will be responsible for taking attendance. Once the attendance is taken it will be given to the Recording Secretary and updated after the event has taken place.

## **Article XIII – Academic Achievement**

- A. If a member is not in good academic standing, which is defined as a member whose cumulative GPA falls below a 2.6, they are not given the privilege to vote in chapter decisions or take a Little Sister, unless approval is granted by the Collegiate National Officer.
- B. Any member with a cumulative GPA below 2.6 is required to:
  - a. Meet with the Academic Achievement Chair three times throughout the semester. The first within the first four weeks of the semester to create an academic achievement plan that will be submitted to the Academic Achievement Chair in writing. The second will be around the midterm period to discuss the semester's progress. The third before finals week to offer support for the conclusion of the semester.

- b. Submit their midterm grades to the Academic Achievement Chair.

#### **Article XIV – Risk Policies**

- A. All members are expected to abide by all Federal and State laws as well as Zeta Tau Alpha National Policies.
- B. The Chapter reserves the right to deny entrance to any closed-list event, such as formal, semi-formal, or mixers, at the discretion of the Risk Reduction and Education Chairman, President, and/or the General Advisor.
  - 1. The sister must contact the Risk Reduction and Education Chairman one week in advance as no changes can be made at the event itself.
  - 2. This does not include open-ticketed events (i.e. philanthropy events.)
- C. All members are expected to uphold Chapter risk reduction policies which include, but are not limited to:
  - 1. Sisters under the age of 21 posting pictures/videos or on social media involving or including alcohol.
  - 2. Sisters over the age of 21 posting pictures/videos or on social media involving or including alcohol that mention Sisterhood, sisters, or ZTA.
  - 3. Sisters who post pictures/videos with solo cups, handles, shot glasses, bottles of wine, beer cans or beer bottles in the background.
  - 4. Any sister who tries to cover alcohol in their pictures/videos by blurring it out or putting an emoji over it.
  - 5. Any sister posting status or pictures/videos involving alcohol while in ZTA apparel, using ZTA merchandise, or behavior/actions representing your status as a sister (eg. throwing the crown).
  - 6. Any sister posting a photo/video that clearly indicates heavy intoxication.
  - 7. Any sister posting photos or videos that indicate heavy drinking such as shots, binge drinking, beer bong, drinking games, etc.
- D. If a sister fails to uphold any of the listed above they may be referred to the Judicial Committee.
- E. Any Executive Committee officer can request a sister to remove any social media content at any time if it violates any of the conditions stated above.

#### **Article XV – Outside Activities**

- A. Zeta Tau Alpha encourages its members to be active members of the chapter and the community. As such, ZTA strives for 100% of chapter members to participate in at least one outside activity and 20% of members serve in leadership positions. Activities may be with campus organizations or other organizations within the community. Each initiated member should update their activities on their Sisters Only page.

- B. Members should notate which of their activities are leadership roles. Leadership roles are defined as positions in which the member was selected, interviewed, or otherwise designated by the university or organization.
- C. Members of Zeta Tau Alpha must participate in the community. It is required that all members earn at least five hours of volunteer activity each semester.
  - a. Service Hours constitute activities performed for the outside community, and shall not include tabling for Christopher Newport organizations or purchasing and/or donating items to a donation drive.

#### **Article XVI – Participation in Fraternity Recruitment**

Per the National Panhellenic Conference resolution adopted October 22, 2010, NPC organizations and their members may not participate in any men's fraternity recruitment events.

#### **Article XVII – Contracts**

Chapter members may not sign contracts. The Chapter President may sign contracts with an outside vendor with prior approval of the Collegiate National Officer and General Advisor.

#### **Article XVIII – Procedures**

All matters of procedure not covered by the presented Bylaws shall be governed by the General Manual.

#### **Article XIX – Amendments**

The Bylaws may be amended by a 2/3 vote of the membership provided the proposed amendments were presented at the previous meeting and approved by the Collegiate National Officer.

#### **REVISION HISTORY**

<b>Item</b>	<b>Date</b>	<b>Comments/Revisions</b>	<b>POC</b>
Kappa Phi Chapter	4/23/2005	Chapter founded	I.O.
Bylaws v1.0	2005–2008	Bylaws established	EC & Director of New Chapters (Nicki Thompson)

Review of Bylaws	2008–2009	Attendance policy, fines, and Secondary Points	EC (Jamie Gierber, Sec) & DNCH (Nicki Thompson)
Bylaws v1.1	8/24/2009	Revisions voted on by chapter	EC
Review of Bylaws	2010	Academic standards, study hours Attendance policy, fines/points House Rules established	EC (Elizabeth Lewton, Sec) & Chapter Supervisor (Lindsay Davis)
Review of Bylaws	2011	Raised incoming GPA Defined “good standing” Updated EC & PC descriptions Updated fines & attendance policy Refined House Rules Removed study hours Revisions/additions from PP-3G: <ul style="list-style-type: none"> <li>· Outside Activities</li> <li>· Participation in Fraternity Recruitment</li> <li>· Contracts</li> </ul>	EC (Mellony Seidel, Sec) & Province President 3G (Sandy Brindley and Alison Ward)
Bylaws v1.2	10/23/2011	Revisions voted on by chapter	EC
Review of Bylaws	2015	Raised incoming GPA Added fines Updated attendance policy Updated points system Added risk policy	EC (Sarah Troxel, Sec) & Province President 3G (Lindsay Clark)
Review of Bylaws	2017	Raised member GPA, EC and PC directors GPA mandatory, added	EC (Allie Osborne, Recording Secretary), Sally Wellman (Mentor)

		philanthropy fine, format revisions,	
Bylaws	2018	GPA change for informal and formal recruitment to match university standards, service hours requirement, removed voting requirements, defined good attendance standing	EC (Hannah Woolard, Recording Secretary), Sally Wellman (Mentor)
Bylaws	2019	Replaced Statewide Officer Training with Officer Leadership Academy, extended the VPII term to match the VPIII term, receipts need to be given to the treasurer within two weeks, increased CROWN and philanthropy fines, added service hours fine, added in the housing lottery, requirement of two additional meetings with the AACH if on academic probation, clarified the risk policy concerning dates to closed, listed events, clarified what counts as service, and other general clean up	EC (Autumn Robinson, Recording Secretary), Sally Wellman (Mentor)
Bylaws	2021	<ul style="list-style-type: none"> <li>• Added fines</li> <li>• More inclusive language</li> <li>• Added VPIV position, Inclusion Chair, and DVR,</li> </ul>	EC (Maddie Holt, Recording Secretary), Katy Carlsward (Province President), Marilyn Rowell (GA)

		<p>and removed Director of Philanthropy</p> <ul style="list-style-type: none"> <li>• More leniency to excuses</li> <li>• Included videos in Risk policies</li> <li>• Removed housing section (can be replaced if/when ZTA gets a house)</li> <li>• Consolidated GPA requirements</li> <li>• Replaced NCO verbiage</li> </ul>	
Bylaws	2023	<ul style="list-style-type: none"> <li>• Removed 'cumulative' from GPA requirements</li> <li>• Removed specified PC officer positions.</li> <li>• Change of verbiage from Advisory Board to General Advisor</li> <li>• Removed VP II and VP III exceptions from term of office</li> <li>• Removed time specification from PC applications</li> <li>• Changed those who must approve of prospective PC members</li> <li>• Removed recommendation</li> </ul>	EC (Alexandra Moore, Recording Secretary), Samantha Bass (GA), Review Committee (Alexandra Kelley, Hannah Smith, Emma Fehrman)

		<p>for all members to serve in a committee</p> <ul style="list-style-type: none"> <li>• Changed GPA requirement specifications to be a PC Director/Chairman</li> <li>• Broader requirements to serve as a Chapter Advisor</li> <li>• Deleted the term of office specifications for Advisors</li> <li>• Removal of fines for white rituals, philanthropy, service hours, sisterhood events, and chapter</li> <li>• Removed Article XII (Housing)</li> <li>• Changed incorrect grammar</li> </ul>	
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