

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 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 an incoming GPA of 2.7 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 Province President.
- 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 chapters, which will occur at least three times each semester. Dress for ritual meetings is defined in the “Ritual Contract” and is at the approval of the Ritual chair.
- 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 of the eligible voting membership shall compose a quorum at any regular meeting.
- D. The right to vote shall be accorded to every member and new member, who is in financial and scholastic good standing.
 - a. Financial good standing shall be defined as being up to date on payment plans for dues.

- b. Scholastic good standing shall be defined as having earned a cumulative GPA of 2.65 or higher.
 - i. If a member is not in scholastic good standing for one semester she must either raise her cumulative GPA to a 2.65 or higher, or attain a semesterly GPA of a 2.9 or higher.
- 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 and an 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 once a week at a regularly scheduled time and place.
- B. The Executive Committee is composed of the following elected chapter officers: President, First Vice President (VPI – Coordinator of Committees), Second Vice President (VP II – New Member Coordinator), Third Vice President (VP III – Membership Chair), Recording Secretary, Treasurer, Historian Reporter, Ritual Chair, Panhellenic Delegate, Risk Reduction and Education Chair, and Academic Achievement Chair.
- C. 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 eligible voting 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 (VP II) 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. The chair of the Program Council is the Coordinator of Committees (VPI).
- B. The Program Council is composed of appointed directors and committee chairs. Director level positions are mandatory and include: Director of Philanthropy, Director of Social Events, House Manager, Director of Activities, Corresponding Secretary, Director of Membership Enrichment, Director of Sisterhood. Chair level positions are filled at the

discretion of the Vice President of Programming and the Chapter President based on the needs of the chapter, and are: Alumnae-Collegiate Relations, Apparel, External Social (co-sponsored events), Greek Philanthropy (other groups' events), Intramural, Links, Music, Parent Events, Service, Signs, Special Events, Spirit/Sunshine, Think Pink.

- 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.
- E. Special Committees – the chair and/or members of special committees shall attend Program Council 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 State-wide Officer Training (SWOT) in November or December. If a sister is unable to attend, approval for the absence must be given by the Province President or Mentor.
- 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

Officers shall be those specified in the National Constitution and Bylaws and Guide to Collegiate Chapters.

Section II – Elections

- A. The nominating committee shall be appointed by the President and approved by the Executive Committee, Advisory Board, and Province President. 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.
- 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 for approval by the Province President, and then present the slate of nominees 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; 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 Advisors and Province President or Mentor there is a more qualified candidate. If there is no First Vice President in the chapter, the Executive Committee, with the approval of the Advisory Board and Province President, 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, Advisory Board, and Province President or Mentor.
- 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 Province President or Mentor.

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.
- 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 Province President or Mentor.
- E. It is recommended that the First Vice President (Coordinator of Committees) shall have served on Program Council for at least one full semester. It is preferred all applicants shall have served on Program Council as a Director. If the qualifications are not met, approval is needed by the Province President.
- 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 Province President.

Section IV – Duties

- A. The duties of officers shall be those usually assigned to such officers in Robert's Rules of Order, Newly Revised 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. Each EC officer, if absent, is responsible for finding out the business discussed.
- C. After one unexcused absence to their Executive Committee meeting, EC 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 election. The term of office, except the Vice President of recruitment, shall not end until after Officer Training. The term of office for the Recruitment Chair shall not end until after Formal Recruitment.

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 Advisory Board, with approval of the Province President, 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) immediately following chapter elections.
- B. Program Council members shall be appointed by the President and First Vice President, with the approval of the Executive Committee, Advisory Board, and Province President.
- C. It is recommended that each initiated member of the Fraternity serve on at least one committee during the year.

Section IV – Qualifications

- A. To be eligible, a member must meet the qualifications in the 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 a Program Council Director possess a 2.7 cumulative GPA. It is recommended that a Program Council Chairman possess a 2.7 cumulative GPA.

Section V – Duties

- A. The duties of the committees shall be those usually assigned to such committees in Robert's Rules of Order, Newly Revised, 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. Each PC officer or committee member, if absent from their respective meeting, is responsible for finding out the business discussed.
- B. After one unexcused absence to their Program Council meeting, PC officers shall be referred to the Judicial Committee.

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, and Financial.
- B. It is recommended to also have advisors for: Program Council, Ritual, Academic Achievement, and a Local House Association President.
- 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 has been out of college for 5 years, especially to serve as an advisor at her own collegiate chapter.
- C. It is preferred that the advisors reside near the collegiate chapter (with the exception of the Financial Advisor), to provide hands-on participation at meetings and events.

Section III – Selection of Advisors

Appointments are made by the Province President. Refer to the General Manual.

Section IV – Duties

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

Section V – Term of Office

Advisors shall take office one month after election and shall hold office for one year. This should coincide with the chapter election of officers. A 2-year commitment is recommended.

Article IX – Finances

Section I – Budgets

- A. The chapter shall operate within a budget approved by the ZTA Secretary-Treasurer.
- B. If there are any necessary revisions within the fiscal year, they will be approved by a $\frac{2}{3}$ vote by the chapter.

Section II – Income

- A. Dues, board, room, parlor fee, social fees, and other charges shall be as approved in the annual budget.
- B. If a member or new member is not in financial good standing (her dues are not current), she cannot vote in chapter decisions and will not be allowed to participate in certain chapter activities, such as social events.
- C. Outstanding balances will be handled by the policies set forth in the Guide to Chapter Finances.

Section III – Fines

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

<u>Event:</u>	<u>Fine:</u>
Recruitment Workshops	\$50 per workshop
Formal Recruitment	\$75 per day
Initiation	\$100
Whites Rituals	\$25
Mandatory Informal Recruitment Events/CROWN	\$25
Philanthropy	\$10

- C. If stated prior to a function and approved by the Executive Committee and Advisory Board, other fines may be assessed.
- D. Events should be announced to the chapter two weeks in advance in order to be finable. Announcements include but are not limited to: in-chapter announcements, Sunday and Wednesday email announcements, and uploads to the GIN calendar.

Article X – Chapter Attendance Policy

The Executive Committee in accordance with the Judicial Committee shall act upon all excuses.

Section I – 100% Required Events

- A. The following events require 100% attendance for each member to attend:
 - a. Chapter
 - b. Whites Rituals
 - c. Any Fundraising event for the Zeta Tau Alpha Foundation (including, but not limited to, Pinktober)
 - 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.E. (newly initiated members and required officers only)
 - k. Additional events (as determined at the discretion of the Executive Committee)
- B. Acceptable excuses for mandatory events are:
 - a. Class
 - b. Illness or Injury (after the first use doctor documentation is required)
 - c. Family emergency
 - d. Work
 - e. Scheduled Vacation
 - f. Religious Activities (case by case basis)
 - g. Other campus events – Three required events may be missed per semester if another campus organization's calendar that you are affiliated 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, she needs to notify a member of the Executive Committee by phone or email as soon as she is able. Members who do not submit an excused absence 24 hours prior to the activity will be subject to the following guideline.
- D. Each Chapter member is solely responsible for attending mandatory events as defined in Article X, Section I.
- E. If a member fails to meet the requirements stated above:
 - a. First offense: Member will receive a warning from the Recording Secretary

- b. Second offense: Member must meet with the Recording Secretary to discuss attendance and may be asked to participate in another event as decided by the executive committee.
 - c. Third offense: Member will be referred to the Judicial Committee
- F. These offenses are up to the discretion of the Recording Secretary, with approval from EC and/or the advisory board.
- G. It is the responsibility of every Zeta Tau Alpha to attend weekly chapter meetings. To remain in good standing, members may not miss more than one chapter meeting a semester without an acceptable excuse. The second unexcused absence will result in being referred to the Judicial Committee.

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, as stated in Article IX, Section II.
- B. Any date 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 dates must be given prior to the function.
- D. Special circumstances may be brought up to the Advisory board and Province President.

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 substitute who will be responsible for taking attendance. Once the attendance is taken it will be given to the Recording Secretary within 48 hours of the event.

Article XII – Housing

- A. In addition to the housing policies outlined in the General Manual, ZTA Housing Contract and Christopher Newport University Student Handbook, Kappa Phi Chapter must abide by the rules set forth in the House Rules for Kappa Phi Chapter, which can be found in the GIN system.
- B. It is the chapter's responsibility to keep the chapter house filled. A member's failure to fulfill her housing obligation can result in the termination of her membership or legal action if her contract is broken. In addition, National Council can impose a sanction to the chapter if there is a vacancy in the chapter house.
- C. Due to the size of the current chapter housing (3 apartments with 9 spaces total), it is a requirement that at least two members of the Executive Committee reside in the chapter house at the time of University housing contract renewal. At such time that a full chapter house is established, all members of the Executive Committee will be required to live in the chapter facility.
- D. In addition, it is a requirement that at least two members of the Program Council reside in the chapter house at the time of the University housing contract renewal.

Article XIII – Academic Achievement

- A. If a member is not in scholastic good standing, she cannot vote in chapter decisions or take a Little Sister. Other sanctions may be added by the Judicial Committee.
- B. Any member with under a cumulative 2.65 GPA is required to:
 - a. Meet with the Academic Achievement Chair by the end of the fourth week of the semester and then submit, in writing, an academic improvement plan.
 - b. Submit her midterm grades to the Academic Achievement Chair.
 - c. If the member's projected semester GPA is not improved by midterms or she has not upheld the actions stated in her plan, the member will be referred to the Judicial Committee.

Article XIV – Risk Policies

- A. All members are expected to abide by all laws and Zeta Tau Alpha National Policies.
- B. All members are expected to uphold chapter risk reduction policies found in the Social Media Contract, which include, but are not limited to:
 - a. Sisters under the age of 21 posting statuses, snapchats or pictures involving or including alcohol.
 - b. Sisters over the age of 21 posting status or pictures involving or including alcohol that mention Sisterhood, sisters, or ZTA.
 - c. Sisters who post pictures with solo cups, handles, shot glasses, bottles of wine, beer cans or beer bottles in the background.
 - d. Any sister under the age of 21 posting pictures with red solo cups.
 - e. Any sister who tries to cover alcohol in their picture by blurring it out or putting an emoji over it.
 - f. Any sister posting status or pictures involving alcohol while in ZTA apparel or throwing the crown.
 - g. Any sister wearing clothing or costumes that the chapter believes is inappropriate. Includes but not limited to: unnecessary amount of cleavage, little to no clothing (bikini pictures within certain contexts are acceptable), etc.
 - h. Any sister over 21 uploading a snapchat story that involves or includes alcohol and the mention of ZTA, or is in ZTA apparel.
 - i. Any sister posting a photo that clearly indicates heavy intoxication.
 - j. Any sister posting photos, or videos, that indicate heavy drinking such as shots, binge drinking, beer bong, drinking games, etc.
- C. We can request a sister to remove a picture at any time regardless if it is a Zeta related picture or not.

Article XV – Outside Activities

- A. Zeta Tau Alpha encourages its members to be both active members of the chapter and the community. As such, ZTA requires that 100% of chapter members participate in at least one outside activity; 20% of members need to be in leadership positions. Activities may

be with campus organizations or other organizations within the community.

Additionally, members are encouraged to take leadership positions.

- B. Each initiated member is required to submit her list of outside activities to the Activities chair within 30 days of the beginning of each semester.
- C. New members are required to submit a list of outside activities to the Activities chair and VP2 (New Member Coordinator) within 30 days of bid day.
- D. 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. This can include, but is not limited to university ambassadors, freshman orientation team, student government association, and officer positions within organizations.
- E. Members who do not submit their activities by the 30th day of the semester will be required to meet with the chapter President, designated Advisor, and Activities chair. Members will then have one week in which to submit their activities to the Activities chair. Otherwise, they will be referred to the Judicial Committee by the Activities chair and may forfeit their right to membership.

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. This includes, but is not limited to:

- A. Serving as hostesses or house tour guides at fraternity recruitment events
- B. Donating materials or food to serve as refreshments during events
- C. Promoting a specific fraternity over another by wearing a fraternity's Greek-letters
- D. Announcing fraternity recruitment party dates and times at chapter meetings or via chapter communications (e.g., chapter Web sites, list serves, GIN system, etc.)
- E. Attending men's recruitment parties
- F. Member may not attend Fraternity Bid Day celebrations

As an alternative, chapter members may:

- A. Tell fraternity men that they can have a successful recruitment without sorority women's participation
- B. Bake cookies for the fraternity men prior to their recruitment but not as part of a refreshment for a recruitment event
- C. Make a "Good luck with recruitment" banner for all fraternities
- D. Promote "Go Greek" and talk about the benefits of a fraternal experience

Article XVII – Contracts

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

Article XVIII – Procedures

All matters of procedure not covered by these Bylaws shall be governed by Robert’s Rules of Order, Newly Revised.

Article XIX – Amendments

These Bylaws may be amended by a 2/3 vote of the membership provided the proposed amendments were presented at the previous meeting and previously approved by the Province President.

REVISION HISTORY

Item	Date	Comments/Revisions	POC
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: · Outside Activities	EC (Mellony Seidel, Sec) & Province President 3G (Sandy Brindley and Alison Ward)

		<ul style="list-style-type: none"> · Participation in Fraternity Recruitment · Contracts 	
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 philanthropy fine, format revisions,	EC (Allie Osborne, Recording Secretary), Sally Wellman (Mentor)
Addition	Fall 2017	XII – D housing section added	Rachel Chalkley (President)