

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. 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.
- 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.
 - 1. Financial good standing shall be defined as being up to date on payment plans for dues.
 - 2. Scholastic good standing shall be defined as having earned a cumulative GPA of 2.6 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.

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: Activities, Corresponding Secretary, Fraternity Education, House Manager, Membership Enrichment, Philanthropy, Sisterhood, and Social Events. Chair-level positions are up to chapter discretion and include: 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, and SAGE.
- 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.
- B. The Executive Committee and Program Council shall meet 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 from each academic year 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 secret ballot. The General Advisor and President will count the ballots. If the slate does not pass by two-thirds vote, nominations will be taken from the floor.
- 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 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. No member may be elected to a particular office for two consecutive terms without prior approval from the Province President.

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. It is expected that an Executive Committee officer possess a 2.8 cumulative GPA to hold office.
- D. The President shall have served on the Executive Committee or Program Council for at least one year prior to being elected. It is preferred that the candidate have served as a Director on Programming Council for at least a semester. If the qualifications are not met, approval is needed by the Province President.
- 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.
- G. If any of the above qualifications are not met, the nomination must be approved by the General Advisor and 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 two unexcused absences 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 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 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. Each Member of the Fraternity shall strive to serve on 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 expected that a Program Council member 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.
- D. 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.
- E. After two unexcused absences 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.

Section VI – Advisory Board Meetings

Alumnae advisors will meet monthly as a board and also jointly with the Executive Committee and Program Council.

Article IX – Finances

Section I – Budgets

The chapter shall operate within a budget approved by the ZTA Secretary-Treasurer.

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

- 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.

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:
1. Chapter
 2. Whites Rituals
 3. Any Fundraising event for the Zeta Tau Alpha Foundation (including, but not limited to, Pinktober)
 4. Initiation Week (Those selected by the VPPII for Zeta Night, big/little pairs for Tau Night, and everyone for Initiation)
 5. All phases of recruitment (Formal and Informal/CROWN)
 6. Bid Day
 7. Recruitment Workshops
 8. Elections
 9. New Member Meetings (new members and required officers only)
 10. P.I.E. (newly initiated members and required officers only)
 11. Additional events (as determined at the discretion of the Executive Committee)
- B. Acceptable excuses for mandatory events are:
1. Class
 2. Illness or Injury (after the first use doctor documentation is required)
 3. Family emergency
 4. Work (twice a month)
 5. Scheduled vacation
 6. Religious Activities (case by case basis)
 7. 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 three days prior to the event.
- D. 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 not receive points.
- E. Missing a 100% required event without an acceptable excuse sent to the Recording Secretary 24 hours in advance must be made up by participation in another event as decided by the Executive Committee. After the third absence without an acceptable excuse, the member will be referred to the Judicial Committee.

F. To remain in good standing, members may not miss more than 2 chapter meetings a semester without an acceptable excuse. The third unexcused absence will result in being referred to the Judicial Committee.

Section II – Social Events

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.

Any date of a sister must be at least 18 years of age, if not a student of Christopher Newport University.

The birth date and name of dates must be given prior to the function. Special circumstances may be brought up to the Advisory board and Province President.

Article XI – Points

Section I– Earning Points

A. Every member will receive a calendar each semester, which lists all scheduled activities. In order to include an activity on the point's calendar, the chapter must be notified at least two weeks prior to the event. If adequate notice (two weeks) cannot be given to the chapter, that activity will not be included in the requirement of 100% required events.

1. Each Chapter member is solely responsible for attending mandatory events as defined in Article X, Section I.

2. 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

c. Third offense: Member will be referred to the Judicial Committee

3. Extra points for events or participation that each member is encouraged to partake in may be offered. Extra points will be announced throughout the year as opportunities arise. The amount of extra points is limitless.

B. The amount of points given will be those stated in the Outside ZTA Events Google Document, and the chapter calendar.

C. At any time the person recording attendance can take points away for being disruptive or sleeping during an event.

D. Each semester a certain number of events will be offered for each member to choose an event to attend.

E. The Recording Secretary shall be in charge of tallying points for individual sisters via the Outside ZTA Events Google Document.

F. If a sister fails to accomplish the established goal amount of points, they will be sent to Judicial.

Section II – Recording Attendance & Points

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 a week 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. A point system was established to determine who will live in the chapter house. Please refer to the House Rules for Kappa Phi Chapter, in the GIN system.

D. 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 such time that a full chapter house is established, all members of the Executive Committee will be required to live in the chapter facility.

Article XIII – Academic Achievement

A. If a member is not in scholastic good standing (her cumulative GPA is not a 2.6 or above), she cannot vote in chapter decisions, take a Little Sister until her GPA is raised above a 2.6, and other sanctions may be added by the Judicial Committee.

B. Any member with under a 2.6 GPA for the previous semester or her cumulative is required to:

1. 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.
2. Submit her midterm grades to the Academic Achievement Chair.
3. If the member's projected semester GPA is not improved by this point or she has not upheld the actions stated in her plan, the member will be referred to the Judicial Committee.

Article XIV – Risk Policies

Review the Kappa Phi Social Contract.

We can request a sister to remove a picture at any time regardless if it is a Zeta related picture or not.

Article XIV – Outside Activities

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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 XV – 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 XVI – Contracts

Chapter members may not sign contracts with any outside vendor without prior approval of the Province President. Officers should provide the Province President with a copy of the final contract and allow her at least one week to review it.

Article XVII – Procedures

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

Article XVIII – 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 Participation in Fraternity Recruitment Contracts	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)