

By-Laws
Of
Zeta Phi Beta Sorority, Inc.
Phi Epsilon Chapter

PREAMBLE

We, a group of college women, organized as the sister Greek letter sorority to Phi Beta Sigma Fraternity, Inc., do hereby bind ourselves together for the purposes of: promoting the cause of education by encouraging the highest standards of Scholarship; uplifting worthwhile projects on college campuses and within the community; fostering the spirit of sisterly love; and promoting the ideal of finer womanhood.

ARTICLE I
Name

The name of the organization shall be Zeta Phi Beta Sorority, Inc., Phi Epsilon Chapter located at the University of Houston-MAIN campus.

ARTICLE II
Objectives

The objective of the chapter shall be to serve all segments of the Houston community, and surrounding areas, through the chapter's local programs and projects. Giving priority to those projects for families in low-income brackets without regard to race, color, creed, or religious beliefs; and to foster the ideals of sisterhood, scholarship, finer womanhood, and service.

ARTICLE III
Membership

Section 1. Undergraduates

The members of the chapter shall be undergraduate students of the University of Houston-MAIN campus, who have completed 12 college hours.

Section 2. Degree

The members shall be students in good standing working towards a Bachelor's degree.

Section 3. Grade Point

Members must uphold a cumulative average of at least 2.5 (two point five) in order to remain active.

Section 4. Active Members

An Active member is one who pays all local, regional, national, and other assessments on a fiscal year basis, beginning July 1, and ending June 30; and, who attends meetings regularly

and actively participates in the planning, execution and/or evaluation of the chapters' programs.

Section 5. Inactive Members

Any member absent from two regular meetings, per semester, without legitimate excuse to the body shall be considered inactive.

- a. If a member fails to attend a regular meeting, special called meeting or chapter event and it is unexcused, the member will be charged a \$25.00 fine as determined by the body. If the same member fails to attend any more regular meetings, special called meetings or chapter event which are also unexcused, the member shall be considered inactive and would have to follow the proper protocol listed in clause D to become active again.
- b. It is the responsibility of the member to present a legitimate excuse (i.e. sickness, death in the family, employment obligations, etc.), in writing to the body at or before the start of the next regular meeting. If not at that point, the member will be automatically declared inactive until the excuse is submitted before the upcoming regular meeting.
- c. Any member of the chapter that becomes inactive, whether voluntarily or involuntarily needs to be aware of the following:
 1. The inactive member will not have voting privileges.
 2. The inactive member cannot to attend any meetings.
 3. The inactive member will not be able to hold an elected office in the Chapter or in any office which is contingent on active status in the Phi Epsilon Chapter, and must resign if they are an officer.
 4. *Refer to 2.5 GPA Clause*
- d. Any inactive member may become active by doing the following:
 1. Present a Reinstatement/Active statement to the body
 2. Attend two regular meetings consecutively
 3. Must attend a chapter By-Laws Review/Workshop
 4. Actively facilitate and manage a community service project and/or chapter program.
 5. Pay a \$25 fine to the chapter, as determined by the chapter.
 - ~~5-6.~~ To be eligible for an office the reinstated member must have completed the probationary period (time taken to complete steps 1, 2, 3, 4, 5 of D), then during the next nominating period they can be on the slate

Section 6. Unfinancial Members

Members whose financial obligations (chapter, regional, or national dues and other assessments) are not paid in full, by the fourth chapter meeting of fall and spring semesters, shall be declared unfinancial. There shall be a \$20 late fee per chapter meeting the due date of the financial dues. Only financial members shall be eligible to hold office or vote.

Section 7. Transfer Sorors

Any Soror who was recommended by her former chapter or who swears upon oath and presents a notarized statement saying that she was in good standing at the time she left her chapter, is eligible for affiliation with the Phi Epsilon chapter and must be accepted as a Soror. Transfer Sorors must be a member of Phi Epsilon for at least one year before holding office. Transfer Sorors will be required to attend a By-Laws workshop and a Chapter Workshop before they will be recognized as active members of the Phi Epsilon Chapter.

Section 8. Sorority Eligibility

An active member of the chapter may present the name of an eligible, desirable candidate to the membership committee. The membership committee shall present the name to the chapter at the next business meeting for discussion.

- a. Upon initiation, potential members must have a cumulative average of at least 2.50 (two point five).
- b. Potential Members may submit a letter of Interest at any time, unless the chapter has designated a specific time frame.
- c. Once the chapter has determined its' membership invite list, the aspirants must submit:
 1. Letter of Intent (if it has not already been presented)
 2. Three letters of recommendation: One from a professional, a University of Houston employee, and from someone (other than family members, spouses, boyfriends, etc.)
 3. A minimum of 10 hours of documented community service with in the current semester.
- d. Aspirants shall be required to undergo one ceremony and the Membership Intake Process. After the final ceremony, the new Sorors are required to attend two history sessions to be arranged by the Membership Intake Coordinator. The initiation fee shall include national, regional, local assessments, and the sorority pin payable to the Tamias prior to Ceremony I.

Section 9. Dues

The dues of the chapter shall be determined by the budget at the beginning of the fiscal year. The fiscal year shall be from July to June.

- a. Chapter dues are due by the fourth chapter meeting of each semester.
- b. National and regional dues shall be paid to the Tamias of the chapter by October 15 of each year. She shall forward them to the proper places after the designated deadline date.
- c. Authorized financial account signers are the Basileus, the Tamias and the Graduate Advisor.

ARTICLE IV

Elected Officials

Section 1. Executive Officers

The elected officers of the chapter shall be Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Tamias, Jerveler, Phylacter, and three Nominating Committee members.

Section 2. Basileus

The Basileus of the chapter shall be no less than a Junior, by the University of Houston standards. It shall be her duty to preside over all meetings. She shall appoint all committees not otherwise provided for, enforce due observances of the constitution, by-laws, and regulations. Appoint & Remove committee chair as needed. Serve as the liaison to Phi Beta Sigma Fraternity, Inc. To call special meetings, to perform the initiation ceremony, to countersign admissions of membership, and to sign all orders for the payment of money from the treasury. The Basileus can appoint and remove officers and committee chairs with the approval of chapter quorum in an official chapter meeting. Upon approval, change will

take place immediately. She shall make no motion nor have a vote except in the case of a tie, when she may cast the deciding vote.

Section 3. First Anti-Basileus/Membership Intake Coordinator

It shall be the duty of the First Anti-Basileus to assist the Basileus and to serve in her place when she cannot be present. She shall be responsible for chapter membership. She shall notify the Basileus when a Soror has reached her maximum number of absences from meetings

As Membership Intake Coordinator (MIC) she shall coordinate all activities of aspirants as directed by the chapter. She is responsible for maintaining a list of interested young women at all times and to present the names of the young women in the Membership Committee report. She shall keep an adequate supply of packets, forms, and all other materials needed for aspirants. She is responsible of the entire intake process, intake calendar, interviews, ceremonies, and history sessions. She is also responsible for the distribution and collection of all forms, transcripts, transcripts release forms and registrar's forms. She shall serve as liaison between the chapter and potential members or aspirants.

Section 4. Second Anti-Basileus

It is her duty to assist and serve in the place of the Basileus when she and the First Anti-Basileus cannot be present. She shall be responsible for chapter community service, Z-Hope Activities Coordinator, and shall prepare a community service report to the chapter at regular meetings, and provide every member and advisor a copy of such. She shall carry out all tasks inherent in her position.

Section 5. Grammateus

She shall carry on all of the official correspondence of the chapter; take minutes of all meetings, and shall keep files of the same. She shall keep an accurate record of Sorors permanent and present addresses. She shall contact Sorors for all regular and called meetings. She shall keep a file of all materials received from national and regional level. She shall present a typed copy of the minutes from the previous meeting.

Section 6. Tamias

The Tamias shall receive all monies and make all disbursements as required by the constitution. She shall pay all bills as directed by the chapter, taking a receipt for all monies paid out and keeping a correct account of all receipts and expenditures. She shall present a typed report to each Soror at each chapter meeting on behalf of the Finance committee. She shall submit a written report of the financial condition of the chapter at the last meeting of each semester.

Section 7. Jerveler

It shall be the duty of the Jerveler to send chapter news and contributions to the Archon and Pearl Press at the times requested by the National and Regional Editors. She shall disseminate in the public press all noteworthy activities of the chapter that are not secret. She shall keep a memorandum of all interesting chapter events, entering as fully as possible in detail, and shall have an interesting history for reading on all occasion. She shall also see that all souvenirs and clippings are placed in a scrapbook.

Section 8. Phylacter

She shall have general supervision over the activities of the chapter. She shall aid the Basileus at all times in keeping order. She shall judge all parliamentary questions and settle them according to the constitution and by-laws and /or Robert's Rules of Order.

Section 9. Officials' Reports

All officers should have a report, at the request of the Basileus or after conducting their respective business, at every chapter meeting. If she does not have a report, she shall go create her report and return as a late member.

ARTICLE V

Nomination & Election of Officers

Section 1. Nomination and Election of Officers

Only active, financial members are eligible for nomination and voting. Deadline for payment of dues for eligibility of nominating and voting is at or before the April meeting.

Section 2. Nomination Committee

- a. A nomination committee shall submit a slate of officers to be voted upon at the April meeting.
- b. Other nominations from the floor shall be called for when the slate is presented.
- c. The consent of each nominee to serve, if elected, shall be secured before the nomination.
- d. All officers are elected for a term of one year and may succeed themselves one term in the same office.
- e. The majority of all votes cast shall constitute a vote.

Section 3. Tenure of Office

- a. Each officer shall begin her term of office upon installation, which will be 14 days after election. She shall hold office until her successor shall have been elected, unless she resigns, is deemed disqualified or deemed a detriment to the chapter's progress determined by the chapter.
- b. All officers shall be elected by secret ballot at the business meeting in May.
- c. Any officer may resign at any time by giving written notice to the chapter.

Section 4. Qualification Eligibility

- a. Only active & financial member are eligible for nomination
- b. Candidates for election must hold a cumulative GPA of 2.75 (two point seven) prior to elections and during their tenure in office.
- c. The nominee for the office of Basileus shall be no less a junior, who has demonstrated leadership ability.
- d. Candidates for Basileus, First Anti-Basileus and Second Anti-Basileus shall be no less than a junior and have been a member of the chapter at least one semester and have shown leadership skills for at least a year. The Basileus and First Anti-Basileus must have been a fully participating member for at least one year. She must have attended a Undergraduate Council Workshop, Undergraduate Retreat, Regional Conferences or Executive Board Meeting, and if not, Boule`.

Section 5. Impeachment Clause

Each member holding a position is subject to impeachment if one of the following occurs:

- a. The Soror receives two formal complaints, which are given to the Basileus, or presented by the Basileus. A formal complaint will be on the subject of her not handling her duties. The complaint should state in detail why the Soror accused should be removed. The Soror will be given a warning letter by the Basileus after the two formal complaints, to make sure she is aware of her accusations. The Soror in question will have one week to reply or conform to the letter. If the Soror has not replied to the warning letter or fulfilled duties required, that officer will be notified in writing at the meeting at which removal from office will be discussed and voted upon. At that meeting, the officer may present statements to the chapter in an effort to retain the position. Removal will occur if so voted by two thirds (2/3) of the Sorors present at the meeting. The voting will be done by secret ballot.
- b. The Soror does not pay local, regional, or national dues.
- c. The Soror conducts herself in a fashion unbecoming of an officer, or Soror as determined by the chapter.

ARTICLE VI Committees

Section 1. Committee Establishment

There shall be committees appointed by action of the body and/or at the discretion of the Basileus.

Section 2. Chair

Chairpersons of committees are appointed by the Basileus with the exception of the Finance and Membership Committees. After every committee meeting, a report should be presented at the next chapter meeting. If a report is not presented, the chair must go create her report and return to the chapter meeting as a late member.

Section 3. Frequency of Meeting

All committees are required to have meetings at least once a month unless there is no business to conduct.

Section 4. Calling of Meeting

Meetings are called by the Chairman of the committee, or by a majority of the committee.

Section 5. Standing Committees

Standing committees of the chapter will include Nominating, Public Relations, Membership, Finance, Hospitality, and Step Team.

Section 6. Nominating Committee

A nominating committee of three shall be elected at the August chapter meeting.

Section 7. Public Relations Committee

Responsible for all advertisements regarding the chapter and/or the sorority. They are also responsible for making banners, fliers, posters, etc. She should contact local or campus papers, submitting articles to the Epsitoleus, and maintaining adequate pamphlets about the sorority.

Section 8. Membership Committee

Shall be chaired by the First Anti-Basileus / Membership Intake Coordinator (MIC). They shall oversee all activities for prospective young ladies, the Membership Intake/Selection Process (MSIP) programs, and ceremonies. The committee shall create and coordinate recruitment activities. They should keep a file of interested young ladies, and send invitations for MSIP. Ensure orientation sessions during and after the process. Keep adequate supply of recruitment pamphlets.

Section 9. Finance Committee

Shall be chaired by the Tamias. She shall oversee all fundraising events; ensuring adequate money is present as well as creates fundraising ideas. This committee shall prepare the yearly budget.

Section 10. Hospitality Committee

Ensures adequate refreshments, paper utensils, sign-in book when appropriate, and send thank you cards. Oversees clean up after events involving refreshments and provides social amenities and other social activities expected of the chapter. Hospitality chair shall present a report at every chapter meeting prior to scheduled events or protocol distributions to notify members of inventory, and she shall report the status of all protocols distributed before the chapter meeting.

Section 11. Step Team Committee

- a. Only active and financial members of the chapter shall participate in this committee.
- b. This committee shall be chaired by a chapter member elected by the body (who is qualified for the position) at the beginning of the year.
 - Qualifications Include: Prior stepping experience, leadership experience, team working experience
- c. This Committee can step at all stepping events, excluding events that do not represent Zeta Phi Beta Sorority, Inc. in a positive image.
- d. Allocation of funds for show materials/equipment, travel and lodging will be at the discretion of the chapter, but is not to exceed \$200 total. All items purchased by the chapter are from that point on property of the chapter. All monies raised by this committee shall be deposited into the chapter account. Delegation of registration fees will be voted on by the body as to whether the step team committee or the body will provide it.

ARTICLE VII

Meetings

Section 1. Regular Meetings

There shall be at least two regular meetings a month. A quorum of members must be in attendance. Quorum shall be $\frac{1}{4}$ $\frac{2}{5}$ of the active financial members. A member is considered late when they arrive 10 minutes after the scheduled start time of the meeting.

Section 2. Called Meetings

A called meeting of the chapter may be held at the discretion of the Basileus, or upon request of a majority of the active members. Members must be notified, by voice or correspondence, of the date, location and purpose of called meeting at least 3 days prior to the meeting unless there are extenuating circumstances as determined by the Basileus.

ARTICLE VIII

Fines

It is the duty of the Basileus, Tamias and Phylacter to enforce the fines which are as follows:

Unexcused absence at regular and called meetings and events-\$25

Unexcused Tardiness-\$10

Dress Code-\$15

All fees are due by the next chapter meeting. If a fee is incurred at the final chapter meeting of the semester, the member has seven days to pay the fee to the Tamias. A fee that is not paid will make the member inactive.

Weekly Report - \$5

(2nd Weekly Report = Tardy)

Tardy - \$10

(2 Tardies = Absence)

Dress Code = \$15

ARTICLE IX

Parliamentary Authority

Robert's Rules of Order shall govern this organization in all cases in which they are applicable; and in which they do not conflict with these By-laws or the National Constitution of Zeta Phi Beta Sorority, Inc.

ARTICLE X

Amendments

By-laws may be amended by two-thirds majority vote at any regular meeting of the chapter, provided the amendment is presented in writing at a previous meeting.