

XI ZETA ZETA CHAPTER
BYLAWS
ZETA PHI BETA SORORITY, INCORPORATED



Revised 2017

BYLAWS

OF Xi Zeta Zeta Chapter

OF ZETA PHI BETA SORORITY, INCORPORATED

Preamble:

We, a group of college women, organized as the sister Greek Letter Sorority to Phi Beta Sigma Fraternity, do hereby bind ourselves together for the purposes of promoting the cause of education by encouraging the highest standards of scholarship through scientific, literary, cultural and educational programs; promoting charitable 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 this chapter shall be Xi Zeta Zeta Chapter.

ARTICLE II - Objectives

Section 1. Xi Zeta Zeta Chapter shall have as its objectives the fostering of ideals of service, charity, scholarship, civic and cultural endeavors, sisterhood, and finer womanhood.

Section 2. The implementation of these objectives shall be reflected in national programs that provide training, scholarship, and counseling services, and that project the image of finer womanhood through community action.

To further the objectives of providing scholarships, services, and charity, Xi Zeta Zeta Chapter shall serve in an advocacy role to enhance the service of community programs, by way of volunteer task groups.

Section 3. To assist in carrying out its objectives, Xi Zeta Zeta Chapter may establish one or more foundations, separate and apart from its other funds, exclusively for religious, charitable, scientific, literary, cultural, and educational purposes, or for the prevention of cruelty to animals.

These separate foundations shall be established by guidelines that will qualify the foundations for exemption under the Internal Revenue Code. Contributions to such entities will be tax deductible.

ARTICLE III – Membership

Section 1. Members.

The membership of Xi Zeta Zeta Chapter shall be composed of life members, graduate members, associate members, and inactive members, as defined in the National Handbook.

Section 2. New Members.

For the purposes of bringing new members into the sorority, Xi Zeta Zeta Chapter will follow the Membership Intake Process (MIP) as defined in the most current edition of the *Zeta Phi Beta Sorority, Incorporated Membership Intake Process Manual*.

Section 3. Unfinancial Members.

Unfinancial members shall not be eligible to vote upon any question coming before the chapter.

Section 4. Transfer of Membership

- A. A transfer will be issued to a soror upon a written notice of request for transfer to current chapter, presentation of a Transfer Reference Card from that chapter, and the required fee(s) to the Office of Executive Director mailed by the chapter where she seeks affiliation.
- B. If a soror's chapter is inactive or if she is unknown to that chapter because of long absence, she must go before a notary public and swear that she was in good standing at the time she left said chapter. This notarized statement, along with written approval from the State and Regional Directors where said chapter was located, may be used in lieu of a Transfer Reference Card.
- C. A soror must be financial with the National, Regional, State, and Local levels of the Sorority before she will be transferred to another chapter. If unfinancial, she must reinstate with National and pay all financial obligations, including transfer fees, before she can transfer.

D. Chapters are to exercise their own discretion, within constitutional guidelines, as to how often a financial soror may transfer from a local chapter to another chapter of close proximity within the same region.

ARTICLE IV - Meetings

Section 1. Regular Meetings.

There shall be a regular chapter meeting held every month, except in July and August, for the purpose of effectuating sorority policies and programs. Seven financial members constitute a quorum. The roll call of the chapter shall be called at each regular meeting.

Section 2. Annual Meetings.

There shall be a planning meeting in August comprised of the Executive Board and Committee Chairs for the purpose of calendaring activities and planning the budget for the upcoming fiscal year.

Section 3. Special Meetings.

Special Meetings may be called by the chapter Basileus or upon the written request of not less than three members of the chapter's Executive Board submitted to the chapter Basileus. The membership shall be given notice of the date and place of each such meeting not less than ten (10) days prior to the meeting. The purpose of each such meeting shall be stated, and no other business shall be conducted at such meeting. A quorum is required.

Section 4. Board Meetings.

The chapter Basileus shall submit a schedule of recurring board meetings at the beginning of each new sorority year and may call ad hoc board meetings as needed. The purpose of assembling the executive board is to ensure its members are actively involved in setting the strategic direction for the chapter, addressing matters of expediency, and structure the agenda for regular chapter business meetings to get important work done. Chapter members shall be invited to attend every board meeting.

ARTICLE V – The Executive Board

Section 1. Board Composition.

There shall be an Executive Board comprised of the current elected officers of Xi Zeta Zeta Chapter, which are the Basileus, First Anti-Basileus, Second Anti-Basileus, Third Anti-Basileus, Grammateus, Tamias, Tamias-Grammateus, Phylacter, and the immediate past Basileus. The members of the Executive Board will hold the same office in the chapter's non-profit foundation.

Section 2. Qualifications of Officers.

The chapter's elected officers must be financial members of the chapter.

Section 3. All offices are to be held for two years.

Section 4. If an office becomes vacant during a term, or if an office was not filled during an election, the Basileus will appoint a member to fill the office.

Section 5. Officers are elected in April, installed into office in May, and begin serving in their offices on July 1. To facilitate strategic planning for the next fiscal year, the outgoing and incoming officers will work together to transition their roles between the installation ceremony in May and July 1.

Article VI - Duties of Officers

Section 1: Basileus

The Basileus shall preside over all meetings and create meeting agendas; call special meetings, with permission of the executive board; enforce due observance of the constitution, bylaws, and regulations of the sorority; make committee appointments, when necessary; sign any and all important papers, forms, and contracts; sign and authorize disbursements of money from the treasury via a voucher; serve as an authorized signatory on all bank account; serve as public relations director for the chapter; make no motions nor have a vote, except in the case of a tie, when she may cast the deciding vote; maintain a line of communication to all officers and chairpersons; request the removal of an officer or chairperson, with the permission of the body, if that person is not performing her duties; perform general supervision of the chapter; carry out all handbooks, forms, policies, and procedures of Zeta Phi Beta Sorority, Incorporated; meet with the executive board as needed; provide written reports at all chapter meetings.

Section 2: First Anti-Basileus

The First Anti-Basileus is the chairperson of the Membership Committee and is ex-officio of the chapter's membership intake process. As such, she must be MIP certified. She is responsible for reclaiming sorors, unless the Basileus appoints a chairperson to handle that position. She shall assume all duties of the Basileus in her absence; work with the Basileus and assist with the general supervision of the chapter; become familiar with all handbooks, forms, policies, and procedures of Zeta Phi Beta Sorority, Incorporated; set personal goals and objectives for her term of office; review agenda and minutes with the Basileus before meetings; attend meetings with the executive board; provide written reports at all chapter meetings.

Section 3: Second Anti-Basileus

The Second Anti-Basileus serves as ex-officio of all programmatic committees conducted through the chapter's non-profit foundation. She will maintain a calendar of chapter events. She shall maintain a line of communication to all programmatic committee chairpersons, and will request the removal of a chairperson, with the permission of the Basileus or the executive board, if the chairperson is not performing her duties. She shall assume the duties of the Basileus or the First Anti-Basileus in their absence; assist with the general supervision of the chapter; become familiar with all handbooks, forms, policies, and procedures of Zeta Phi Beta Sorority, Incorporated; attend executive board meetings; provide written reports at all chapter meetings.

Section 4: Third Anti-Basileus

The Third Anti-Basileus shall oversee undergraduate affairs on behalf of the chapter. In the absence of an undergraduate advisor, the Third Anti-Basileus shall assume the duties of the undergraduate advisor as outlined by the *National Undergraduate Advisor's Handbook*. She shall assume the duties of the Basileus, First Anti-Basileus, or Second Anti-Basileus in their absence; become familiar with all handbooks, forms, policies, and procedures of Zeta Phi Beta Sorority, Incorporated; attend executive board meetings; provide written reports at chapter meetings.

Section 5: Grammateus

The Grammateus shall record the proceedings of the chapter by taking minutes at each meeting and keeping a file of the same. She shall keep a record of members in attendance at each meeting; publish past meeting minutes; receive and distribute written correspondences; attend executive board meetings.

Section 6. Tamias

The Tamias shall keep a detailed record of all funds received for deposit and a record of all funds disbursed; deposit all funds in a timely manner and according to established deadlines; maintain a voucher system for the disbursement of funds; co-sign all vouchers approved by the Basileus; pay all invoices as directed by the chapter; sign all checks and, when appropriate, obtain secondary authorized signature; provide a monthly written report of the financial status of the chapter; submit Sorority financial forms to all levels appropriately and according to set deadlines; complete IRS and state tax forms each year; serve as chairperson of the Finance Committee; attend executive board meetings.

Section 7. Tamias-Grammateus

The Tamias-Grammateus shall receive and record all of the chapter's incoming funds, turning over the same to the Tamias for deposit; keep a record of all financial sorors and provide a monthly report to the chapter; serve as an authorized signatory on all bank accounts; complete all national, regional, and state financial reporting forms and send to the Tamias in a timely manner for submission; serve on the Finance Committee; attend executive board meetings.

Section 8. Phylacter

The Phylacter speaks to the assembly only when requested. She may provide explanations or advice, but not rulings (rulings are always made by the presiding officer). She shall give advice to the Basileus and members during meetings; inform the Basileus of errors in parliamentary procedure if they affect the basic rights of members; give advice to members during times when there is not a meeting in process.

ARTICLE VII – Committees

The Basileus shall appoint all standing committees and special committees except the Nominating Committee. She shall be ex-officio of all committees except the Nominating Committee and any disciplinary committees.

Section 1. Finance Committee.

The Finance Committee is to oversee the development of an annual operating budget; approve the budget within the Finance Committee; monitor adherence to the budget; set long-range financial goals along with funding strategies to achieve them; oversee the development of multi-year operating budgets that integrate strategic plan objectives and initiatives; present all financial goals and proposals to the chapter for approval.

Section 2. Nominating Committee.

A. The duty of a Nominating Committee is to find the best candidate for each office. The bylaws should not tie the hands of the committee to find more than one person to fill each slot; the committee should find the best candidate for each office. Persons serving on the Nominating Committee can be nominated for office.

B. The Grammateus should give the committee a copy of the membership list and the bylaws, which outline the duties of each office and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. The committee then has to find a new nominee, and the members have to vote again.

C. The committee should meet, carefully review the membership list, and select the people who they think will do the best job in each office. A member of the committee should then be designated to call each potential nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

D. If no candidate is found, the committee can leave that slot open for nominations from the floor. Or, they can tell members publicly that they do not have a nominee for a certain office; this allows members to volunteer. No one should be nominated without his or her consent because, if elected, the person may decline to serve and members will have to hold another election.

Section 3. Other Committees

Such other committees, standing or special, may be established by the chapter as it shall from time to time deem necessary to carry on its work. Their members shall be appointed by the Basileus unless this rule is suspended by a two-thirds vote before their appointment.

ARTICLE VIII – Dues and Fees

Section 1. The budget, including the dues of individual chapter members, shall be determined by the Tamias and communicated to the body by August 1.

Section 2. Individual member dues are due on July 1 and must be received on or before October 31.

Section 3. Each member will be responsible for paying any chapter, state, regional, and national late fees that apply to her dues.

Section 4. Unfinancial members consist of those members who have failed to pay their yearly dues.

Section 5. Reinstatement of unfinancial members into the chapter will be granted following the receipt of payment of appropriate dues and fees in accordance with National guidelines.

Article IX. Document Retention

Section 1. All meeting agendas, meeting minutes, and financial reports shall be retained for three years.

Section 2. Yearly, the Grammateus will coordinate the scanning of all meeting agendas, and meeting minutes, and financial reports onto electronic media. The Grammateus will retain possession of the media.

Section 3. All scanned records must be accurate and available if the chapter is audited.

Article X. Auxiliaries

Section 1. Amicae

A. The Amicae, Friends of Zeta, serve as an auxiliary to the local graduate chapters of Zeta Phi Beta Sorority, Inc. There shall be only one auxiliary within a city. The Amicae comprise non-college degree women who have participated in and contributed to charitable, religious, and educational activities.

B. Dues

The Amicae shall pay assessments to Zeta Phi Beta Sorority, as set forth by the Executive Board, for administrative expenses. They shall stipulate their own monthly dues for their group treasury. Contributions made by them to the sponsoring chapter must be purely voluntary. The finances of the Amicae are completely under their control, but reviewed by the sponsoring chapter. Joining fees for Zeta Amicae are decided by the Amicae and approved by the sponsoring chapter.

C. Government

- i. The Amicae shall be governed by the rules and regulations prescribed by the national body and the local sponsoring chapter of Zeta Phi Beta Sorority, Incorporated, and the local constitution of Amicae according to Robert's Rules of Order.
- ii. They shall adopt a local constitution that is in accordance with the regulations and which shall be approved by the sponsoring chapter.
- iii. The First Anti-Basileus from the sponsoring chapter must advise the group, be present at all meetings, and be responsible for clearing all activities of the Amicae through the sponsoring chapter.

iv. The Amicae should participate in and be acknowledged at all public Zeta affairs. Amicae shall not sponsor any public affairs without the approval and cooperation of the sponsoring chapter.

v. Amicae shall not to participate in Zeta meetings of any kind unless by special invitation or for specific purposes authorized by the local sponsoring chapter.

Section 2. Youth Groups

A. Youth groups consist of youth pre-kindergarten to grade 12, who have become identified with Zeta Phi Beta Sorority, Incorporated and its ideals. These Groups, recognized by the names Archonettes, Amicettes, and Pearlettes, are organized where there is an active Zeta Phi Beta Sorority, Incorporated graduate chapter and shall function with an advisor from that chapter.

B. Objective

The objective of the youth groups is to introduce young people to the ideals of Zeta Phi Beta Sorority, Incorporated, to ensure the continued growth of the Sorority.

C. Potential Members

Potential members are youth who, after introduction to the program, express interest in belonging while striving for the ideals of Zeta Phi Beta Sorority, Incorporated, demonstrating potential for good citizenship, scholarship and leadership.

D. Dues

The youth groups shall pay no dues to Zeta Phi Beta Sorority, Incorporated, except those special fees designated and established by the Executive Board. They shall establish their own financial system of operation, and they may make contributions to the sorority and its foundations.

E. Government

There shall be at least one financial Zeta member appointed to advise the group from the local chapter. The advisor shall be present at all meetings and is responsible for clearing all activities of the youth group through the sponsoring chapter.

ARTICLE XI – Parliamentary Authority

These bylaws govern the proceedings of Xi Zeta Zeta Chapter, and are subject to the Constitution and Bylaws of Zeta Phi Beta Sorority, Incorporated, and the current edition of Robert's Rules of Order.

ARTICLE XII – Amendment of Bylaws

Amendments to the bylaws require a two-thirds vote, unless the amendments are adopted by unanimous consent. If the vote is not unanimous, the vote results must be counted and recorded in the minutes.

2017 BYLAWS COMMITTEE

Soror Helana Pennywell, Chair

Soror Tanya Fitzgerald

Soror Rhonda Jacobs