

Bylaws
Iota Phi Chapter
ZTA
Amended 2001

Article 1-Names

This association shall be known as the Iota Phi Chapter of Zeta Tau Alpha Fraternity.

Article 2-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 3-Membership

- A. New member- Any regularly matriculated woman student at North Carolina State University, who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies (as set for the General Manual), and of North Carolina State University, is eligible for membership in Iota Phi Chapter.
- B. Repledge- A woman may not repledge for the third semester without written permission of the Province President.
- C. Members- Membership in Iota 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.
- 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 4-Meetings

- A. There shall be a regular meeting (business, ritual, or standards and enrichment) each week during the college year except during examination and vacation periods.
- B. A simple majority of the eligible voting membership shall compose a quorum at any regular meeting.
- C. The right to vote on laws and regulations shall be accorded every member who is in good standing and new members.
- D. The right to vote on social issues shall be accorded every member who is in good standing.
- E. Attendance for all regular meetings is mandatory. One unexcused meeting is allowed per semester, not including rituals.
- F. The first meeting of each month is dress for pin.

Article 5-Powers and Duties

The organization shall exercise all powers usually vested in such a body, provided these powers 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 Iota Phi Chapter shall be vested in the chapter Judicial Committee.

Article 6-Officers

Section 1-Executive Committee Officers

The executive Committee shall be those specified in the National Constitution and Bylaws, the General Manual, and Guide for Chapter Officers.

Section 2-Elections

- A. The Nominating Committee shall be appointed by the President with the approval of the EC and the Advisory Board.
- B. All applications must be submitted a week prior to slate selection.
- C. Once the slate is presented a person has until midnight to turn in an application. All persons running off the floor must have previously submitted applications.
- D. The Nominating Committee shall consist of the President, VP1, one sophomore, one Junior, one senior, and one advisor.

- E. One week before elections, nomination shall be submitted by the Nomination Committee to the chapter as a slate.
- F. Elections shall take place during November. Any new nominations shall be taken from the floor at this time.
- G. Members shall vote by ballot for contested offices. Members shall vote by acclamation for uncontested offices.
- H. Officers shall be installed on the first meeting of spring semester.
- I. If a vacancy in the office of President occurs, the first Vice President/ Coordinator of Committees assume the office. If there is no First Vice President, the Province President appoints a new president.
- J. If a vacancy in any other office or chairmanship occurs, the President, with the approval of the EC and the Advisory Board, makes the appointment.

Section 3-Qualifications

- A. To hold an office, a member must meet the qualifications specified in the National constitution and Bylaws and Guide for Chapter Officers.
- B. A member must have at least a 2.25 cumulative GPA to hold a Program Council office.
- C. A member must hold at least a 2.5 cumulative GPA to hold an EC office.

Section 4-Duties

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.

Section 5- Terms of Office

EC officers shall be installed no later than the first meeting in the spring semester.

Article 7- Program Council

Section 1- Program Council (PC) Members

The PC members shall be those specified in Guide for Chapter Officers. As the need arises, the EC and Advisory Board shall create or eliminate additional PC positions.

Section 2-Appointment of Committee

- A. Unless otherwise specified, PC members shall be appointed by the newly elected EC and the previous President and or the general advisor as an advisor.
- B. To allow for participation in Officer Education, PC members shall be appointed before the end of the calendar year.

Section 3-Judicial Committee

- A. The EC appoints the Judicial Chairwoman as a member of the PC.
- B. The EC and the Judicial Chair shall appoint the Judicial Committee, which shall consist of at least one sophomore, one junior, one senior, and two alternates.
- C. The judicial committee shall set penalties based upon the individual situation.

Section 4- Duties of the PC Members

Duties of the PC members shall be those usually assigned to such individuals in Robert's Rules of Order, Newly Revised, and such other duties as are specifically stated in Guide For Chapter Officers.

Section 5- Terms of Office

PC members shall assume duties after appointment and shall hold office for one year.

Article 8- Finances

Section 1- Income

- A. Dues, social fees, and other charges shall be as approved in the annual budget.
- B. There shall be two types of fines. National fines are imposed by the national officer. Local fines are specified in Article 12.

Section 2- Reimbursement and Expenditures

- A. Any purchase made for the Fraternity by an EC/PC member must be approved by the treasurer.
- B. Any purchase made for the Fraternity by a member must be approved by the treasurer.
- C. For any request made over the amount of \$100, the member must obtain a Payment Request from the Treasurer. The Treasurer must approve the completed form.

Section 3 – Dues

Any money received from a member who is delinquent in making specific dues payments shall be redirected towards the outstanding balance. The outstanding balance does include and is not limited to t-shirts, cups, and photographs.

Article 9- Required Functions

- A. Each member, sister, and new members is required to attend all of the following functions: Chapter meetings, rush meetings, rituals, and voting sessions.
- B. Each member of the EC and PC is required to attend all her respective meetings.
- C. Each member is required to participate in two service projects, one fundraiser (ZTA Foundation).
- D. Two Panhellenic events are required per semester. Each chapter member will be required to attend the Panhellenic Basketball Game.
- E. With the approval of EC, any particular event can be made mandatory for the chapter to attend.

Article 10- Attendance

- A. Except in the event of an emergency, absences, from required chapter meetings shall be unexcused unless notification is given to the recording secretary by a written note in her box by the day of the meeting. All other excuses shall be directed to the points system chair.
- B. Valid excuses include a regular class meeting, illness, test, family emergency, or extenuating circumstance determined by the recording secretary. If an absence occurs, validation and proof must be given to the recording secretary (i.e. doctor's note). For those members who do miss the meetings, whether it is from illness, a scheduled test during the meeting session, or a regular class meeting, to be fully excused and eligible to receive points these members must sign the minutes.
- C. Any questionable absence from a required function such as rush workshops, rituals, chapter meetings, shall be presented to the officer in charge of the event. Questionable absences may be presented to the Judicial Committee for deliberation.
- D. After two unexcused absences from a PC or EC meeting in a single semester, a member shall be dismissed from office by EC.
- E. One unexcused absence from a chapter meeting in a single semester is allowed, but after that one unexcused absence, the sister will be fined \$5 per absence.

Article 11- Fines

Section 1-Purpose of Fines

The purpose of the fine system is to increase attendance at required functions. The aim is not to raise money.

Section 2- Amount of Fines

- A. A fine is assessed for an unexcused absence for the following functions:
 - 1. A rush meeting/workshop-\$20 per roll call (max #of roll calls 3) \$75 for entire day
 - 2. Any ritual except initiation \$20.
 - 3. A membership selection meeting(voting)-\$40
 - 4. Initiation-\$250
 - 5. Any mandatory event \$20
- B. Not attending the required number of events for the following will be assessed
 - 1. Fundraising-\$75 per event
 - Late attendance: For every 15 minutes you are late you will be charged \$15. Max \$60.

If a member is going to be absent on the day of any fundraising event, valid proof for reason of absence must be presented a minimum of one week.

Section 3- Payment of Fines

Fines are due by the upcoming social event and are collected by the Judicial chair.
Unpaid fines result in temporary loss of good standing (i.e. social, voting privileges)

Section 4- Use of Fines

All money collected from fines shall be donated to the ZTA Foundation.

Article 12- Scholastic Standards

- A. A member with a cumulative GPA below a 2.25 will be required to complete 6 proctored study hours per week for the entire semester. Failure to complete these study hours at any point will result in the loss of voting and social privileges. Scholastic chair may decide extenuating circumstances.
- B. For a cumulative GPA from a 2.25 to a 2.5, a member must have 4 hours a sister will lose her voting and social privileges.
- C. For a cumulative GPA of 2.51 to 2.75, a member must have 2 hours of proctored study hours per week prior to a social event.
- D. Seniors in their last semester are exceptions to these rules.

Article 13- Judicial Proceedings

Any member who presents unacceptable behavior at any function shall go before the Judicial Committee to discuss her conduct.

Article 14 – Order of Business at Chapter Meeting

At a chapter meeting, no business shall be discussed that has not been presented and discussed at a PC or EC meeting, or presented to the president prior to the meeting.

Article 15- The House

The Iota Phi chapter must be filled to capacity. It shall be filled in the following manner:
The EC members must live in the house. Room selection shall follow the chain of command presented in the Guide for Chapter Officers for EC.

Additional room selection will be according to the following criteria:

1. Seniors
 - a. length of membership
 - b. PC office
 - c. GPA
2. Juniors
 - a. length of membership
 - b. PC office
 - c. GPA
3. Sophomores
 - a. length of membership
 - b. PC office
 - c. GPA
4. Freshman
 - a. PC office
 - b. GPA

The house manager must have the list for who will live in the house as well as contracts and deposits for the following fall by February 1 and the following spring by November 1.

When the house is filled the President and House Manager shall establish a waiting list using the same criteria. Vacancies are filled from volunteers in the order in which they appear on the list.

If there are vacancies that cannot be filled using the volunteers, the vacancies must be filled using the following criteria.

1. Most recent New Member Class
 - a. rising sophomore
 - b. rising junior
2. Most previous initiated New Member Class
 - a. rising sophomore
 - b. rising junior
3. Second to last group initiated
*rising junior
4. Most recently initiated senior
5. Next previous senior.
6. Continues in this pattern until house is filled.

*This includes sisters who have not yet lived in the house.

*The years are to establish by the number of years in school not the number of years by University standards.

- To fill the house when people graduate, the first set of females, newest (most recent) New Member Class, will be excluded. Selection will start with initiated sisters in same orders (which are step #2 above and will exclude step #4).
- A member's failure to accept this obligation will result in the action of the judicial committee.

Section 1- Male Visitation

Male visitation is permitted during the hours of 8⁰⁰am-12am Monday through Thursday and 9⁰⁰am-1am Friday through Sunday. A sister who does not follow these restrictions shall lose her privileges. If a sister is found guilty of breaking the rules she will be brought before the Judicial Committee.

Section 2- House Rules

All house rules issued by Zeta Tau Alpha Housing Corporation will be followed in the Zeta Tau Alpha House of Iota Phi.

Article 16- Procedures

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

Article 17- Amendments

When needed, these Bylaws shall be amended by a two-thirds vote of the membership. The proposed amendments must have been presented at the previous meeting.

Article 18- Points System and Social Rules

In general, every member must abide by the points system, social rules, and house rules. Failure to do so will result in loss of voting and social privileges or other appropriate actions will be taken through the Judicial Committee.

BYLAWS FOR IOTA PHI CHAPTER
ZETA TAU ALPHA FRATERNITY
(revised 09-25-89)

ARTICLE 1 -- NAME

This association shall be known as Iota Phi Chapter of Zeta Tau Alpha Fraternity.

ARTICLE 2 -- 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 3 -- MEMBERSHIP

- A. Pledge - Any regularly matriculated woman student at North Carolina State University who has met the eligibility requirements set forth in the National Constitution and Bylaws, the national policies (as set forth in the General Manual), and of North Carolina State University is eligible for membership in Iota Phi chapter.
- B. Repledge - A girl may not be repledged for the third semester without the written permission of the Province President.
- C. Members - Membership in Iota 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.
- 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 4 -- MEETINGS

- A. There shall be a regular meeting (business, ritual, or standards and enrichment) each week during the college year except during examination and vacation periods.
- B. A simple majority of the eligible voting membership shall compose a quorum at any regular meeting.
- C. The right to vote shall be accorded every member who is in good standing and who has completed the memory work assigned in Post Initiate Education.

ARTICLE 5 -- POWERS 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 Iota Phi chapter shall be vested in the chapter Judicial Committee.

ARTICLE 6 -- OFFICERS

Section 1 - Officers shall be those specified in the National Constitution and Bylaws, the General Manual, and the Guide for Chapter Officers.

Section 2 - Election

- A. The Nominating Committee shall be appointed by the President with the approval of the Executive Committee and Advisory Board.
- B. The Nominating Committee shall consist of one freshman, one sophomore, one junior, and one senior.
- C. Nominations shall be submitted by the Nominating Committee to the chapter one week before election.
- D. Officers shall be elected as early as possible in the second semester of the college year.
- E. Elections shall be by ballot.
- F. If a vacancy in the office of President occurs, the First Vice President/Coordinator of Committees assumes the office. If there is no First Vice President, the Executive Committee, with the approval of the Advisory Board and the Province President, appoints a new President.
- G. If a vacancy in any other office or chairmanship occurs, the President, with the approval of the Executive Committee and the Advisory Board, makes the appointment.

Section 3 - Qualifications

- A. A member must meet the qualifications specified in the National Constitution and Bylaws and the Guide for Chapter Officers to hold an office.
- B. A member must have at least a 2.5 cumulative grade point average to hold an office.

Section 4 - Duties

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.

Section 5 - Term of Office

Officers shall be installed no later than one month after election and shall hold office for one year.

ARTICLE 7 -- STANDING COMMITTEES

Section 1 - Standing Committees shall be those specified in the General Manual.

Section 2 - Additional Committees may be created by the chapter Executive Committee and Advisory Board as the need arises.

Section 3 - Appointment of Committees

- A. Unless otherwise specified, committees shall be appointed by the President with the approval of the Executive Committee and Advisory Board.
- B. Committees should be appointed within one week of election of officers to allow for participation in Officer Education.

Section 4 - Duties of the Committees

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 stated in the Guide for Chapter Officers.

Section 5 - Term of Office

Committees shall assume duties after appointment and shall hold office for one year.

ARTICLE 8 -- CHAPTER ADVISORS

Section 1 - There shall be a minimum of four alumnae advisors: General, Pledge, Membership, and Financial.

Section 2 - Election of Advisors

The election of advisors shall take place from lists of available alumnae supplied by the Executive Committee of the alumnae chapter at the same time as the election of officers, if possible.

Section 3 - Qualifications

The Nominating Committee must secure the approval of the Province President before an alumna may be considered for any chapter advisorship.

Section 4 - Duties

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

Section 5 - Term of Office

Advisors shall take office one month after election and shall hold office for one year. This should coincide with chapter election of officers.

ARTICLE 9 -- FINANCES

Section 1 - The chapter shall operate within a budget approved by the National Secretary-Treasurer.

Section 2 - Income

- A. Dues, social fees, and other charges shall be as approved in the annual budget.
- B. Fines
 - 1. National, as imposed by National Officers.
 - 2. Local, as specified in Article 14.

ARTICLE 10 -- PROCEDURES

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

ARTICLE 11 -- AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the membership provided the proposed amendments were presented at the previous meeting.

ARTICLE 12 -- REQUIRED FUNCTIONS

- A. Each member is required to attend all of the following functions: chapter meetings, rush meetings, rituals, and voting sessions.
- B. Each member of the Executive Committee and Program Council is required to attend all of their respective meetings.
- C. Each member is required to attend at least one of the bimonthly Panhellenic meetings each semester.
- D. Each member is required to participate in and/or attend at least three intramural events each semester.
- E. Each member is required to participate in at least one service project per semester.
- F. Each member is required to participate in at least one fundraiser per semester.

ARTICLE 13 -- ATTENDANCE

- A. Absences from the required functions listed in Article 12 shall be unexcused unless notification is given to the Recording Secretary prior to the function.
- B. Valid excuses include a regular class meeting, work of a regular basis, illness, or a family emergency.
- C. Any questionable absence from a required function shall be presented to the Judicial Committee to determine if it should be excused.

- D. Failure to meet the attendance requirements outlined in Article 12, parts D through F, shall be subject to a judicial hearing in which ZTA Service Hours will be rendered accordingly.
- E. After two unexcused absences from Program Council or Executive Committee meetings in a single semester, members of these committees shall be brought before Judicial Committee and may be dismissed from office.
- F. After four unexcused absences from required functions in a single semester, a member shall be brought before Judicial and may lose the right to vote and all social privileges. Voting and social privileges shall be reinstated at the beginning of the next semester.

ARTICLE 14 -- FINES

Section 1 - Purpose of Fines

The purpose of the fine system is to increase attendance at required functions. The aim is not to raise money. In fact, we hope that each member will learn to establish priorities and budget time wisely so that they will not be required to pay any fines.

Section 2 - Amount of Fines

- A. Unexcused Absence
 - from a required meeting - \$ 5.00
 - from a rush meeting - \$10.00
 - from any ritual except Initiation - \$10.00
 - from a voting session - \$25.00
 - from Initiation - \$25.00
- B. Unexcused Tardiness
 - to a required meeting - \$ 1.00
 - to a rush meeting - \$ 2.00
- C. Failure to attend at least 1 Panhel meeting per semester - \$ 5.00
- D. Talking or intentionally looking at rush books during a voting session - \$ 2.00

Section 3 - Payment of fines

Fines shall be collected by the Judicial Chairman and are due by the next chapter meeting.

Section 4 - Use of fines

All money collected from fines shall be budgeted for service.

ARTICLE 15 -- JUDICIAL PROCEEDINGS

Any member who presents unacceptable behavior at a Fraternity function shall go before the Judicial Committee to discuss her conduct.

ARTICLE 16 -- RUSH AND VOTING SESSIONS

Section 1 - Order of Voting Sessions

- A. A two-thirds majority of the membership must be present at a voting session to make a quorum.
- B. If a member is tardy to a voting session, entrance shall be permitted only at the discretion of the Membership chairman.
- C. Only non-alcoholic drinks and a writing utensil shall be permitted at voting sessions (no nail polish, homework, etc.). Anything else shall be taken away and held until after the voting session concludes.
- D. Before the first voting session of each semester, the Membership chairman shall hold a required meeting to explain the order of a voting session and the qualifications of a girl to receive a bid.

Section 2 - Bids

- A. A girl may only receive 2 bids from our Fraternity.
- B. A record shall be kept of those girls who receive open bids.
- C. Girls shall be voted on using a red/green card method.

ARTICLE 17 -- ORDER OF BUSINESS AT CHAPTER MEETINGS

No business may be discussed at a chapter meeting that has not been presented and discussed at a Program Council or Executive Committee meeting.



North Carolina State University

Department of Student Development
Division of Student Affairs

Harris Hall
Box 7314
Raleigh, NC 27695-7314
(919) 737-2441

April 13, 1989

President
Zeta Tau Alpha
Box 7314
NCSU Campus

Dear President:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now an officially registered student organization of North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it also gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. S. Bryan, Jr." with a stylized flourish at the end.

Robert S. Bryan, Jr.
Assistant Director,
Student Development

RSBjr/ds

cc: President, Student Government
Reservation & Catering, Student Center
Anita Liles, Registration and Records

Zeta Tau Alpha Iota Phi Chapter
Officers

4/89

President: Laura Niemer
First VP: Dodie Kibler
Second VP: Wendy Grubb
Recording Secretary: Leigh Anne Rettinger
Treasurer: Lisa Huddle
Historian/Reporter: Mary Elizabeth Tatum
Membership: Anita Wocher
Panhel: Laura Edgerton
Judicial: Sueann Sheehan
Ritual: Debbie Boggs
Housing: Sharon Dautel

Asst. Second VP: Suzi Simielie
Asst. Treasurer: Amy Kresge
Asst. Historian/Reporter: Valerie Brannon
Asst. Membership: Marlee Moore
Scholastic: Karen Freeman
Standards: Shelly Kerry
Socials: Kay Tinney and Julie Green
Corresponding Secretary: Kim Wallis
Activities: Renee Harris
FRED: Titian Quincy
Music: Susan Gentry
Service: Tamara Capps
Collegiate/Alumnae Relations: Beatrice Crane
Sunshine: Joey Tejano
Intramurals: Sharon Stevensons
Big Sis/Lil Sis: Dana Inge