

**Standing Rules and Bylaws**



Delta Zeta Sorority  
Alpha Chapter  
Miami University~ Oxford, Ohio  
Revised October 2017

## ALPHA CHAPTER STANDING RULES AND BYLAWS

Standing Rules for Delta Zeta Sorority: Alpha Chapter  
Revised October 2017

Formal and Informal chapter meetings shall be held on the day and time that's most conducive with the majority of the chapter members. Formal Chapters will be held in a classroom on Miami University's campus, to be determined prior to the start of each semester (with some exceptions in the suite).

Dress code for formal meetings should be pin attire. Members not properly dressed shall not be allowed to enter, unless authorized by the executive board. Such attire not allowed includes, but is not limited to casual jeans, tennis shoes, baseball hats and recreational attire.

There will be formal chapter three times a month. This is subject to change; changes will be announced in advance; posted on the listserv; and/or posted on the calendar on the chapter website.

The Risk Management Chairman shall head the Standards Board. The committee shall have at least one representative from every pledge class. The board shall uphold moral, scholastic, and financial obligations of each member in the chapter.

The new member fees are as followed:

Non-recurring fees:

National New Member Fee.....	\$40.00
Initiation Fee.....	\$80.00
Badge Fee.....	\$125.00

Recurring semester dues:

Furnishing Fund Fee.....	\$40.00
Building Fund Fee.....	\$20.00
Administrative Fee.....	\$40.00
Chapter Dues.....	\$424.00

Dues are as followed:

New Member Dues.....	\$504.00/semester OR \$126/month
Active Dues.....	\$504.00/semester OR \$126/month
Abroad Dues.....	\$85/semester

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Everyone will be placed on a monthly payment plan for active member dues. Members are allowed to opt into paying for a semester lump sum payment plan.

Mandatory events and associated fines are as followed:

Initiation.....	\$150.00
Pledge Initiation.....	\$100.00
Bid Day.....	\$100.00
Greek Convocation.....	\$50.00
Recruitment Workshop/Meeting.....	\$100.00
Bounced Check.....	\$20.00
Puttin' on the Hits.....	\$100.00
Class Caucuses.....	\$75.00
Officer Installation.....	\$50.00
Region State Day.....	\$100.00
Founders Day.....	\$30.00
Chapter Retreat.....	\$50.00
Hike for Hearing.....	\$100.00
Suite Upkeep.....	\$20.00
Voting Absence.....	\$30.00

Missed recruitment party fines are as followed:

Open House.....	\$50.00/party
First Round.....	\$50.00/party
Second Round.....	\$50.00/party
Preference Round.....	\$75.00/party

The amount of semester dues of both member and new members will be based on the recommendation of the treasurer and Executive Board, and accepted by final vote of the chapter

There will be a new member fee of \$40.00 to be paid by each new member prior to the pledging ceremony.

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There will be cap of \$300 during the whole recruitment period. Subject to other punishments deemed by the executive board (ie: cleaning the suite, extra philanthropy points, etc).

Excuses for meetings shall be submitted to the Secretary's Excuse Board at least 48 hours in advance of the meeting. The excuse shall state the name, reason, and documentation for the excuse.

Anyone with outstanding fines, dues, or other financial obligations will not be allowed to attend social functions. It is the member's responsibility to check the listserv, their mailbox, Billhighway account, and attend meetings in order to become aware of these outstanding financial obligations.

Any member who attends an alternative Miami Campus will self report their cumulative gpa.

Members are required to complete a minimum number of points according to the requirements listed: Seniors need 6 points total including 2 sisterhood and 2 philanthropy required. Juniors, Sophomores, and New Members need 9 points total including 3 sisterhood and 3 philanthropy required. Base points and Miscellaneous go toward TOTAL points.

-The point system is subject to change after new Executive Board and Council transition into their positions with CCD approval and a majority vote at chapter with quorum present.

#### Special Classifications of Members

-Affiliated Members: This status may be granted through the procedures established by National Council to an initiated member in good standing who transfers to a college or university where there is a chapter of Delta Zeta. She may become an affiliated member upon invitation of the chapter. A written statement of good standing must be received from National Headquarters. When she becomes an alumna, her records show her as a member of the chapter into which she was initiated.

-Off Campus Collegiate Status: This status may be granted through the procedures established by National Council to a member in good standing who is

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enrolled in an off campus academic program for less than one academic year affiliated with their program of study and/or the university that prevents her from actively participating in chapter meetings and activities due to geographical limitations. University verification is required. In compliance with National Panhellenic Council's Memorandum Of Understanding, the member will remain on the chapter's roster and be included in the calculation of chapter total. At the completion of the program she shall assume full active chapter status. If she graduates, she may assume alumna status only if she is in good standing during the temporary absence. Women on this status shall pay the national dues, building fund, furnishing fund and any additional amount prescribed by the chapter for the duration. Women on this status may not hold chapter offices, may not attend chapter meetings, may not have voice or vote in chapter function and are not entitled to chapter social privileges.

Recommended changes to the chapter's Standing Rules may be passed at any meeting by a majority vote, provided a quorum is present.

Dues: Please refer to Article III, Section 2 of the Chapter bylaws.

## **Bylaws for Delta Zeta Sorority: Alpha Chapter**

### **Revised October 2017**

#### **Article I: Name**

The name of this college chapter of the Delta Zeta Sorority located at Miami University in Oxford, Ohio is Alpha.

#### **Article II: Purpose**

The purpose of this sorority shall be to unite its members in the bonds of sincere and lasting friendships, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members and to develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

#### **Article III**

##### **Section 1: Membership**

- A Eligibility: (refer to *Constitution* Article III; *Code of Regulations*, Regulation I) The local Panhellenic Scholastic minimum requirement to participate in recruitment is a 2.50 GPA. Delta Zeta shall require that any potential new member have the minimum of a 2.70 GPA.

Elections (*Constitution, Article XII, Section 5*) A nominating committee shall be selected at least two weeks before the election of officers. The chairman shall be elected by the chapter as a whole, and one member from each undergraduate class shall be elected by the initiated members of her class unless otherwise determined by a national representative.

1. The slating committee will be selected in the fall semester. Every academic class will have a representative on the committee. At this time, the slating process will be thoroughly explained to the entire chapter.
2. The Slating Committee shall meet and review the class slates. The committee has the authority to override class slates. The slate will consist of one person for each position. Voting will take place at a chapter where quorum is present. In order to win, the member must receive votes from at least 51% of the votes, even if running unopposed.
3. All those persons interested in holding an office shall complete the application and nomination agreement. They shall also be required to submit their DARS

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(which will only be seen by the CCD) and participate in the interview process, as seen necessary. A Presidential letter of intent is mandatory and this letter will potentially be read during the caucuses. No speeches will be given during the election.

4. Any member running for President must be an initiated member for at least one year at the time of the installation. Refer to *Constitution*, Article XII, Section 4.
5. The slating, broken up by classes, will be held on a day designated by the committee chairperson. A majority of each pledge class must be present in order to vote. Cell phone and laptops are not permitted
6. All collegiate chapter officers and chairman must be elected no later than November 30

#### C. Membership Selection

1. The Invitation Committee needs to consist of a chairman elected by the chapter, one member of each class, the President, the CCD (and/or Recruitment Advisor), the VP of Membership, and any ELCs that come during recruitment. None of these committee members can fill dual committee roles (The VP of Membership cannot also be the Chairman of Invitations)

D. Good Standing is the fulfillment of all moral scholastic, financial, and other obligations required of the chapter members.

#### Section 2: Dues

- A Dues & fees will be set through adoption of the annual budget by the chapter at a meeting to be held no later than February 28.
- B The fiscal year shall begin July 1st and end on June 30th
- C An approved social attendance list will be sent to the chapter, 48 hours prior to the start of a Delta Zeta social function, with the names of members eligible to attend. It is then the ineligible chapter members' responsibility to fulfill all financial obligations 24 hours prior to the start of the social. The final list will be given to the Social Chair 24 hours prior to the start of a Delta Zeta Social Function, those not on the list will be unable to attend.
- D Refer to *Constitution*, Article II, Section 3 and *Code of Regulations*, Regulation XV.

**Section 3: Disciplinary Policies and Penalty Procedures (refer to the Delta Zeta Disciplinary Policies and Procedures Manual)**

- A Financial Policy: All dues and fees will be paid through the web-based financial management system known as Billhighway.
- B Penalties: Once a member has a financial obligation that is 30 days past due, the member will be placed on social probation. They will not be permitted to attend any meetings or Delta Zeta functions. Collection of overdue accounts will be in accordance with the Billhighway financial management system. Members with outstanding balances will be prohibited from attending Delta Zeta events. Members on probation shall not hold office or be allowed to vote.
- C Moral Policy: All new and active members must follow and abide by the moral policy. The chapter does not condone the following activities and they will result in actions taken by the Standards Board. These activities include but are not limited to:
- i The underage consumption of alcohol or illegal substances at any Chapter function
  - ii Vulgar or inappropriate language being published. Members shall also refrain from exhibiting inappropriate body language, attire, or gestures. (*Code of Regulations*, Regulation III Section 1)
  - iii Disrespect of any Delta Zeta member or property
  - iv Any behavior that is deemed inappropriate or out-of-line at a social function
- D Academic Policy: A Delta Zeta initiate whose cumulative grade point average falls below a 2.7 GPA shall automatically be placed on academic probation. She shall remain on probation until her cumulative grade point average meets or exceeds a 2.7 GPA. The terms of the probation shall include the following minimum requirements:
- i She shall not hold an elected or appointed chapter office or chairmanship.
  - ii While on academic probation, members shall be ineligible to vote or hold office or chairmanship, and shall be seated separately at chapter meetings. A 10/01
  - iii At the discretion of the CCD, she shall not participate in any Delta Zeta social event or activity (such as campus Greek events, intramural sports, Homecoming parade, Greek sing, float making). She shall be encouraged to participate in recruitment events and sisterhood events (such as Founders Day, State/Region Day, Initiation banquets, Parent's weekend events, sisterhood retreats). A 6/01

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- iv She shall be required to meet with the Academics Chairman, Academic Advisor or CCD to develop a plan to improve academic achievement and return to good standing.
  - v She shall deposit her badge with the CCD, or RCD if no CCD. The badge shall remain in the CCD's or RCD's possession until she initiates return to academic good standing or until she notifies the CCD and/or the chapter in writing that she is leaving school.
  - vi A chapter's Academics Chairman, in consultation with the Executive Board and Academic Advisor may impose additional requirements with the approval of the CCD, if no CDD, then RCD.
- E Individual Member Discipline: A collegiate member found guilty of a cause for discipline may be warned, placed on probation or suspension, or dismissed from the sorority. The degree of discipline need not be implemented in consecutive order but any one degree may be imposed at the time the disciplinary action is taken. The type of discipline imposed shall depend on the severity of the incident and the charges brought against the chapter member.
- i **Warning:** A warning may be given and shall be used to inform the member that her actions are not consistent with the standards of conduct expected of Delta Zeta members.
  - ii **Probation:** A member may be placed on probation for failure to uphold the standards of conduct or meet the requirements of good standing expected for every member of Delta Zeta Sorority. It shall be up to the imposing officer whether a member on probation may vote, be slated for, elected to, or appointed to chapter officer or represent Delta Zeta Sorority in any official capacity and whether she may be asked to deposit her badge with the imposing officer. During the probation, the member shall meet the conditions of her probation or she shall be subject to suspension or dismissal.
  - iii **Suspension:** A member may be suspended for conduct which is inconsistent with the standards and purpose of Delta Zeta Sorority or who fails to meet the requirements for good standing. During the period of her suspension, the member shall meet the conditions of her suspension or shall be subject to dismissal by the National Council. A member placed on suspension shall not vote, shall not be slated for, elected to, or appointed to chapter office, or represent Delta Zeta Sorority in any official capacity, and shall deposit her badge with the imposing officer. A suspension may

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be appealed to the National Standards Chairman pursuant to the procedural rules adopted by the National Council.

- F Refer to *Code of Regulations*, Regulation III.

**Article IV**

**Section 1: The Executive Board**

- A The Executive Board shall be composed of the President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Risk Management Chairman, Secretary, Treasurer, Panhellenic Representative, Academics Chairperson, Vice President of Philanthropy, Marketing Chairperson, Social Chairperson, Ritual Chair, and CCD. Refer to *Constitution*, Article XII, Section 4
- B The responsibilities of the Executive Board is to cultivate our Founders values to the membership through:
- i Through organizational strategy and open communications to the membership.
  - ii Overseeing the day to day business of the Alpha Chapter, networking, engaging in communication. Validating that the chapter complete each area of the Standards of Excellence due diligently.
  - iii The official communication stream is the Alpha Chapter, Delta Zeta Listserv to the membership, direct communication to the officers of the chapter will follow the communication platform of miamiOH.edu
- C Duties of individual officers: (Refer to the *Constitution* Article XII, Section 4 and the *Code of Regulations* XII, Section 1).

**Section 2: The Executive Council**

- A Refer to *Constitution* Article XII, Section 4, 5, & 6 and the Standing Rules of Delta Zeta Sorority: Alpha Chapter.
- B The following Chairpersons should be elected for Sisterhoods, Asst. Philanthropy Chairs (2), Asst. Membership Chair (2), Asst. New Member Education (2), Asst. Secretary, Asst. Treasurer, Greek Week, Elections, Backroom Recruitment (2), Colonnade (2), Historian, Favors, Ritual, Spirit, Suite, Guards (2), and Community Service Chair.
- C The chapter shall vote as a whole on one woman from each academic class to represent their class on the Standards Board.
- D Duties of Chairpersons and Committee Members include, but are not limited to:

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- i Support the Executive Board
  - ii Present Weekly reports to the Chapter
  - iii Set an example of proper Delta Zeta behavior
  - iv The chairpersons and committee members, in addition to their specific position duties, shall have other duties as the Executive Board delegates.
- E All elected officers will be required to attend a Robert's Rule of Order training. All Formal Committee meetings and Formal Chapters will be ran on the basis of Robert's Rules of Order.

**Section 3: Resignation and Removal from Office**

- A Should a vacancy occur the office will be filled by nominations through a general election at the first meeting after the vacancy occurs. If the vacancy should occur over summer vacation or during a school break, the position should be filled according to the *Constitution XII*, Section 6.
- B Any officer who fails to fulfill the duties of her office may be asked to resign by the College Chapter Director, President, or 2/3 of the Chapter's vote.

**Article V: Meetings**

Section 1: Formal and Informal chapter meetings shall be held on the day and time that's most conducive with the majority of the chapter members. Formal Chapters will be held in a classroom on Miami University's campus, to be determined prior to the start of each semester. (with exceptions in the suite)

Section 2: The President, upon written request by at least 10 Chapter members, may call specific meetings. Only business for which the meeting was called may be transacted.

Section 3: At least 2/3 of the members must be in good standing in order to constitute a quorum at any meeting of the Chapter.

Section 4: Dates of Initiation shall be scheduled with the National Headquarters at least four weeks in advance of the Initiation Ceremony so that there will be ample time for routine arrangements. Lamplighting and the New Member Retreat shall occur prior to the date of Initiation.

Section 6: The Alpha Chapter shall not schedule any event or activity on holidays observed by Miami University, including "no party" dates.

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**Article VI: Insignia**

All Delta Zeta badges are property of the sorority. A badge shall be loaned to an initiated Delta Zeta for individual use unless she is officially requested to forfeit it. Any members loaning a badge to a person not entitled to wear it shall forfeit the badge. (Refer to the *Constitution* Article XVI, Section 1). All members shall be required to wear their badge at any Formal Ritual of the Alpha Chapter of Delta Zeta, this includes Formal Chapter.

- A If a member loses her Badge, she must notify the President and CCD immediately.
- B If a member “deactivates” she must turn her badge into the President or CCD, prior to the “deactivation” being finalized.

(Refer to the *Constitution* Article XVI, Section 1).

**Article VII: Parliamentary Authority**

Roberts Rules of Order, Newly Revised shall govern this in all cases to which they are applicable and in which they are not inconsistent with these bylaws or with the Code of *Constitution* of the Delta Zeta Sorority. (Refer to *Constitution* Article XVII).

**Article VIII: Bylaw Amendments**

These bylaws may be amended at any regular meeting. A 2/3 vote is required for amendment providing that the proposed amendment has been submitted in writing and read at the previous meeting and has been approved by the CCD and RCD.

Amendments will not be enforced until so approved.