

ZETA PHI CONSTITUTION

Adopted May, 1923
Revised May, 1960
Revised October, 1963
Revised May, 1966
Revised January, 1968
Revised November, 1969
Revised September, 1970
Revised September, 1977
Revised December, 1981
Revised May, 1984
Revised April, 1992
Revised March, 1997
Revised September, 2010
Revised March, 2013

Article I

Name

The name of the sorority shall be ZETA PHI; which name shall be designated by the Greek Letters: Z Φ

ARTICLE II

Object

The object of ZETA PHI shall be to promote among its members:

- A. Altruism
- B. Loyalty to the university and sorority
- C. A high moral standard
- D. A high standard of scholarship

ARTICLE III

Membership

Section 1

Qualifications for members shall be:

- A. A high moral character- includes physical and mental poise.
- B. Self-control.
- C. Temperance in speech and habits
- D. At least a cumulative grade point average of 2.5, but must have a 2.0 at the beginning of pledging as long as grades continue to rise each semester.

Section 2

Membership shall be of six kinds: Active, Inactive, Forced Inactive, Non-voting, Honorary, and Inactive Honorary.

A. Active members shall be those members who:

1. Attend the University of Dubuque.
2. Carry twelve hours of college credits.
3. Maintain a cumulative grade point average of 2.5, or on the rise.
4. Maintain the standards of the Constitution and by-laws.
5. Meet all financial requirements.
6. Exceptions to active membership will be voted on by the Executive Council (see Article IV, Section 1).

B. Inactive members shall be those members who:

1. Have left the University upon graduation, at this time these members called Alumnae.
2. No longer attend the University of Dubuque.
3. Have chosen to go inactive by withdrawing from active membership in the sorority through a letter explaining reasons for withdrawing. She shall remain inactive for the rest of the semester of her withdrawal, but may return to her active status in the following semester.
4. Carry fewer than 12 hours of college credits.
5. Unable to maintain a cumulative grade point average of 2.5, the following year after pledging.

C. Forced inactive members shall be those who:

1. Owe the sorority money for over 60 days. Full financial obligations must be met before a member can be reinstated. If forced inactive, a member cannot return to active status until the following semester.
2. Have exceeded the allotted unexcused absences from mandatory functions. She shall remain inactive until the following semester.
3. Unable to maintain a cumulative grade point average of 2.5, the following year after pledging.
4. Have lowered the standards of the sorority through indiscreet conduct (see Article III, Section 3).

D. Non-voting members shall be those who:

1. Have become an inactive member.
2. Have become a forced inactive member.
3. Can hold no office.
4. Can have no vote.
5. Can attend sorority functions.

E. Active Honoraries shall be those who:

1. Shall be chosen by vote of the active members and with approval of the officiating honoraries.
 2. Must go through rushing but shall not participate in initiation week. She is allowed to wear clothing with the ZETA PHI symbol if given to her by an active member; however, she may not purchase any items herself.
 3. Must attend sorority functions and meetings.
- F. Inactive Honoraries shall be those who:
1. Have been black balled while they are in the sorority.

Section 3

Any ZETA PHI member who is proven guilty of lowering the accepted standards of the sorority by indiscreet conduct (convicting a felony) shall be subject to suspension or expulsion from the sorority. Anyone who lowers the expectations of the sorority by lying, cheating, and stealing to other active members will result in disciplinary action. Probation can be used as needed to the discretion of the Executive Council.

- A. Any ZETA PHI member who has knowledge of indiscreet conduct of a sorority sister shall, in loyalty to the sorority, bring such information to the Executive Council.
- B. In such cases, the Executive Council shall be empowered to investigate the charges and confer with the accused.
 1. The Executive Council shall act as the jury and vote to exonerate, suspend, or expel the member.
 2. The Council shall then report its actions to the sorority which, if ratified by two-thirds vote of the sorority, will then exonerate, suspend, or expel the member or members.
- C. She shall also lose privilege of wearing a ZETA PHI emblem and privileges of attending Greek functions as an active member.
- D. If there is any member of the sorority expelled from school, she shall automatically lose her privilege of membership.
- E. Upon suspension, the sorority will collect any ZETA PHI paraphernalia.
 1. If the suspended member paid for it, it will be confiscated by the sorority and will be returned to the member after the member is reinstated (becomes active again) or after graduation.
 2. If the sorority paid for it, then the sorority will keep it.
- F. If the suspended member wants to return as an active member of the sorority, she must submit a letter to the Executive Council and they, along with the sorority, will vote and respond.

ARTICLE IV

Officers

Section 1

Elected officers of the Executive Council shall be:

- A. President, upperclassman, and a ZETA PHI member for one year.
- B. Vice President; upperclassman
- C. Secretary
- D. Treasurer
- E. Greek Council Representative

Section 2

Officers elected by the sorority membership shall be:

- A. Student Government Association (SGA) Representative
- B. Alumnae Coordinator
- C. Social Chair
- D. Historian
- E. Gift Courtesy/Ordering
- F. Inventory Supervisor
- G. Reporter
- H. Chaplain
- I. Sergeant at Arms

ARTICLE V **Duties and Obligations**

Section 1

The duties of the President shall be:

- A. To preside at all meetings
- B. To call extra meetings when necessary.
- C. To be a member ex-office of all committees. If she is unable to attend the meeting, the chairman should report to her.
- D. To be chairman of the Executive Council.
- E. To see that the sorority is fully represented at each meeting of the Greek Council.
- F. To check scholastic standing following each grading period.
- G. To notify members who become inactive because of financial obligations or grades.
- H. To call an Executive meeting once a month if necessary, to hold required Executive meetings twice a semester; once at the beginning and once half-way through.

Section 2

The duties of the Vice President shall be:

- A. To assume the duties of the president in the President's absence.
- B. To notify honoraries and actives of meetings.
- C. To make a schedule of tasks to be completed as needed for sorority functions.
- D. To notify honoraries of all functions other than meetings.

Section 3

The duties of the Secretary shall be:

- A. To record all meetings and events with detailed information in the form of minutes.
- B. To ensure all members receive the minutes to all meetings within 24 hours of the previous meeting or a fine of \$2.00 a day will be incurred, unless of a reasonable excuse.
- C. To carry on all correspondence of the sorority; except for special events.

Section 4

The duties of the Treasurer shall be:

- A. To take charge of all funds of the sorority.
- B. To collect payments.
- C. To collect dues of \$30.00 each semester from each member, this includes the Greek Council dues of \$5.00 for returning actives and \$3.00 for new actives.
- D. To give a report at every meeting; which report shall be filed with the Secretary within the minutes.
- E. To read a statement of each member's financial standing upon request.
- F. To issue a written statement of any amount owed and unpaid after 60 days by each member; she shall notify the President that the member is forced inactive until full financial obligations are met (see Article III 2-C).
- G. To be in charge of dispersing all items ordered and to make sure they are paid for before handed out.
- H. To ensure her name is on the University of Dubuque Student Accounts under the ZETA PHI name and to ensure her name is removed from said account when the new treasurer is elected.
- I. To organize all fundraising activities for the sorority.
- J. To ensure that all forms are appropriately filled out and submitted in a timely fashion through the proper channels.

Section 5

The duties of the Greek Council Representative shall be:

- A. To attend all meetings of the Greek Council.
- B. To report proceedings after each meeting to the sorority.
- C. To be a voting member of the Greek Council representing the ZETA PHI sorority.
- D. Assist President to find another representative if the President is on the Executive Greek Council.

Section 6

The duties of the Student Government Association (SGA) Representative shall be:

- A. To attend all organizational meetings held by SGA.
- B. To report proceedings after each meeting to the sorority.
- C. Read all minutes from SGA meetings and report relevant information to the sorority.

Section 7

The duties of the Alumnae Coordinator shall be:

- A. To keep the Alumnae files up to date.
- B. To inform the Alumnae of social events.
- C. To coordinate the Homecoming Tea for all ZETA PHI Alumnae.
- D. To work with Reporter in sending out the ZETA PHI newsletter; which is to be sent no less than two times an academic year (once a semester).
- E. To plan at least one sorority reunion each year unless alumnae are unable to attend.
 - 1. To send RSVP invitations in the Spring Newsletter.
 - 2. Have RSVP invitations be due by May 1st.

Section 8

The duties of the Social Chair shall be:

- A. To organize all parties sponsored by the sorority.
- B. To organize the Spring Formal.
- C. To be in charge of sending out invitations to sorority informal and formals.
- D. To update the ZETA PHI pages on all online social networking sites at least once a month.
- E. To request all Room Reservations for all meetings and events.
- F. To publicize all events.

Section 9

The duties of the Historian shall be:

- A. To collect material for and keep up a sorority photo album.
- B. To make sure pictures are taken of important sorority functions.
- C. To be responsible for the sorority camera.
- D. To be responsible for appointing an assistant to supplement in picture taking at all sorority functions.
- E. To be responsible for the upkeep of the online storage of photos.

Section 10

The duties of Gift Courtesy/Ordering officer shall be:

- A. To select and order all gifts for the sorority which are approved by all actives in the sorority.
- B. To send cards and flowers when necessary.
- C. To send Holidays Cards to faculty and organizations.
- D. Responsible for making the personalized ZETA PHI bids.

Section 11

The duties of the Inventory Supervisor shall be:

- A. To categorize and distribute all articles belonging to the sorority including materials for pledging and initiation week.
- B. To be responsible for keeping academic files updated and organized.

- C. To clean and organize the hutch as needed.
- D. To be responsible for ensuring ZETA PHI Songbook is up to date.
- E. To maintain an inventory of all sensitive materials, (Pledging materials, files, irreplaceable archives, etc.).

Section 12

The duties of the Reporter shall be:

- A. To write up all sorority activities for newspapers and publications.
- B. To work with the Alumnae Coordinator in sending out the ZETA PHI newsletter; which is to be sent no less than two times an academic year (once a semester).

Section 13

The duties of the Chaplain shall be:

- A. To lead the prayer at required meetings and sorority events.
- B. To conduct special services or counseling when needed.

Section 14

The duties of the Sergeant at Arms shall be:

- A. To collect notes from members about absences 24 hours prior to the scheduled event or meeting.
- B. To keep a record of absences of members, excessive absences should be reported directly to the president.
- C. Record minutes when the Secretary is absent.
- D. To ensure that all active members place their phones in a basket during a meeting, unless there is an acceptable reason for the active to have their phone on them. (See Article VI, Section 2)

Section 15

Failure to comply with any of the above duties shall result in:

1. Discussion by all active members regarding the non-compliant member's ability to continue serving in her current position.
2. Discussion is to include an appeal by the non-compliant member.

Section 16

Elected officers who shall make up the Executive Council are the President acting as Chairperson, Vice-President, Secretary, Treasurer, and Greek Council Representative.

ARTICLE VI **Meeting Conduct**

Section 1

Regular meeting of the ZETA PHI sorority shall be held each Thursday and every 1st and 3rd Sunday of the month during the school year.

A. All active members should be present at every regular meeting, community service projects, and fundraising event except in the case of illness, class, or mandatory school function. If three events are missed a fine of \$5 will be given. Four events you will be on probation for a year. Five events expulsion. So you are no longer in the sorority and will give all your ZETA items back that have been given to the member.

1. A written excuse must be submitted to the Sergeant at Arms 24 hours prior to the meeting (except for emergency cases, which is up to the digression of the Executive Council).
2. The excuses will be read by the Sergeant at Arms as a courtesy to the members present upon request.
3. In case of absence without such as excuse, a fine of \$5.00 shall be imposed.
4. If the Sergeant at Arms can't be present, a note can be given to the President.

B. Prior to each dinner meeting or regular Thursday meeting, it is traditional to sing underneath the Belltower.

This will consist of:

1. The ZETA PHI Prayer,
2. Traditional ZETA PHI songs,
3. The ZETA PHI Love Huddle.

Section 2

Phones are not to be used at meetings. They are to be turned on "silent" or "off" and to be out of sight. If caught, your phone will be taken away. Exceptions can be made in case of emergencies. Non-emergency use of phones during meetings may result in disciplinary action at the discretion of the Executive Council.

ARTICLE VIII **Voting Conduct**

Section 1

The election of the officers shall take place during the week so designated by the sorority, and the new officers shall assume their duties at the close of the school year. Installation shall take place during the month of May.

All candidates shall be nominated during a sorority meeting, and then one week should be allocated for discussion and additional nominations. Elections shall take place at a special required meeting within one week and must take place at a time other than a regular dinner meeting. There must be three people to be nominated for each office.

Only active members shall be eligible for offices. No member shall be disqualified by any reason of her previous office from holding the same or any other office to which the sorority shall elect her. However, no member may hold more than one office at one time if there are enough members in the sorority. Vacancies in office shall be filled by election except that of the President.

Section 2

Three-fourths of all Active members shall constitute a quorum to do business. A concurring vote of two-thirds of all active members shall be required to carry a motion, do business, or elect officers. An absent member may send a written vote, except in a black ball situation.

Section 3

Secret ballot shall be used in voting for officers and any business upon the request of an active member.

ARTICLE VIII

Rushing

Section 1

The invitation and bid list shall be composed in the following manner:

- A. The ZETA PHI shall always bring their guest book to recruitment events and have interested perspective students sign the guest book to show their interest.
- B. All perspective female students at the University of Dubuque shall be sent an invitation to an informal rush party hosted by the sorority.
- C. Those perspectives who attended any of the informal rush parties or show an interest in membership in the sorority shall then be voted upon to determine permanent bid list.
- D. The only names that can be discussed at the bid voting meetings are names of those who have signed our guest book at some point in the year.

Section 2

The manner of voting shall be:

- A. Done by secret written ballot. 15% of the active membership present shall determine the number of black balls necessary to reject a candidate from the permanent bid list. If less than the required number of black balls appears, a second ballot shall be taken. If there is still a dissenting vote, the member(s) shall be asked to state her reasons and discussion shall take place. Another ballot shall then be taken. If the required number or more black balls appear, the candidate shall be placed on the permanent bid list. Attendance of all members is required.
- B. The voting shall continue in this manner until the entire list has been voted on.

- C. Non-voting or group discussion of candidates shall be done without the presence of at least one advisor.
- D. It shall be the responsibility of the President to be sure bids are distributed.

Section 3

Any current student of the University meeting all previously stated requirements for active membership and having had one family member in the ZETA PHI sorority in years past shall be given a bid providing she has signed the guest book.

Section 4

Rules for installation of Pledge Mistress:

- A. At least three nominations are necessary for voting.
 - 1. The President cannot be nominated as Pledge Mistress unless there are no active members capable of fulfilling the duties.
 - 2. In the event of class conflicting circumstances, a Co-Pledge Mistress can be appointed.
- B. Voting shall take place before the end of December, the year before pledging.
 - 1. The new Pledge Mistress will watch and learn a long side the current Pledge Mistress.
 - 2. Installations shall commence immediately following pledging.
 - 3. As soon as pledging has ended all current material will go to the new Pledge Mistress to allow for adequate preparation time.
 - 4. She is in charge of preparing all pledging materials and activities; as well as maintaining communications with prospective concerning all rushing activities.
 - 5. Must be at every rushing activity or position will be reevaluated.

ARTICLE IX

Gifts

Section 1

All members of ZETA PHI graduating from the University of Dubuque shall be presented with a gift and graduation stole of at least \$70.00 per member. A portion of the cost may be paid by the sorority each year. The gifts will be presented during the second semester of their senior year.

Section 2

It is tradition that a current member announces her coming marriage with a five-pound party. It will consist of chocolate, food, and alcohol if desired. It is also tradition that a current member who had announced her engagement while active will receive a gift at the time of her wedding.

ARTICLE X

Amendments

The constitution may be amended at any regular meeting by two-thirds majority of all active members of ZETA PHI, providing the proposed amendment has been submitted in writing at the previous meeting.

ARTICLE XI

Constitution

The constitution shall be read and discussed during a meeting at the beginning of each year and the first meeting with the new actives, so that each member knows the rules and regulations of ZETA PHI and will abide by them. Each active member should have a copy of the constitution in their possession. At least every four years constitution should be heavily looked at and revisions can be made if desired.