

BYLAWS OF LAMBDA ZETA CHAPTER ZETA TAU ALPHA FRATERNITY

ARTICLE I - NAME

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

ARTICLE II - 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 III - MEMBERSHIP

New Member: Any regularly enrolled female student at Lehigh 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 Lehigh University is eligible for membership in Lambda Zeta Chapter.

Repledge: A new member may not be re-pledged without the written permission of the Vice President Collegiate I.

Initiated Member: Membership in Lambda Zeta Chapter may be extended to regularly enrolled college women at Lehigh University who meet the standards of the Fraternity and the requirements set forth in the National Constitution and Bylaws.

Transfer Member: A transferring member of Zeta Tau Alpha may affiliate with the chapter according to the policies and procedures outlined in the General Manual.

ARTICLE IV - MEETINGS

Section 1: Regular Meetings

A. There shall be a regular meeting (business, ritual, or standards and enrichment) each week during the college year except during final examination and vacation periods.

B. A simple majority of the eligible voting membership shall compose a quorum at any regular meeting.

C. Any new or special business to be brought before the chapter must first be brought before the Executive Committee prior to chapter meeting.

D. The right to vote shall be accorded every Initiated and New Member who is in financial and scholastic good standing. Financial and scholastic good standing is recognized by maintaining a cumulative 2.50 GPA and being current on all payments and miscellaneous billing for the chapter. Each will be reviewed and evaluated each semester as well as one week prior to a meeting where voting will take place.

E. An event resulting in the majority of the chapter not being present will be what determines the use of paper chapter.

Section 2: Special Meetings

A. The President may call special meetings, provided proper notification (24 hours) has been made to the membership, Advisory Board and General advisor.

B. Two-thirds of the eligible voting membership shall compose a quorum at any special meeting.

Section 3: Executive Committee Meetings

A. The Executive Committee shall meet once each week prior to chapter meeting, and at other times deemed necessary by members of EC, the General Advisor and the Province President.

B. Executive Committee members are expected to be on time and attend all EC meetings. Only 2 excused absences per semester are allowed.

i. An excused absence is one given with 24 hour advance notice. ii. If you are more than 10 minutes late it will be considered an unexcused absence (unless prior notice is given).

Section 4: Program Council Meetings

A. Program Council shall meet once each week or as determined and as specified by the First Vice President - Coordinator of Committees, the Program Council Advisor and the members of Program Council.

B. Program Council members are expected to be on time and attend all PC meetings. Only 2 excused absences per semester are allowed. If any more than 2 meetings are missed the PC member will come before Executive Committee to determine whether there is a problem holding office.

ARTICLE V - 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 in Lambda Zeta Chapter shall be vested in the chapter Judicial Committee.

ARTICLE VI - EXECUTIVE OFFICERS

Section 1: Executive Officers shall be those specified in the National Constitution and Bylaws, the General Manual, and the Guide for Chapter Officers, unless otherwise determined by the General Advisor. The Executive Committee of Lambda Zeta Chapter shall consist of these officers: President, First Vice President - Coordinator of Committees, Second Vice President - New Member Coordinator, Third Vice President - Membership Chairman, Recording Secretary, Treasurer, Historian Reporter, Ritual Chairman, Panhellenic Delegate, House Manager, Risk Management Chairman, and Academic Achievement Chair.

Section 2: Elections

A. Elections and officer transitions shall be held during the fall semester.

B. The Nominating Committee shall be chosen at least four (4) weeks before elections. The Nominating Committee shall be composed of a representative from each class and a member at large. The committee shall have an odd number of members. The elected committee shall be approved by the General Advisor

and Province President. All members of the Nominating committee shall be in good standing with the Fraternity. The committee will elect a chairperson. The General Advisor and outgoing President will serve on the Committee as ex-officio members. If the outgoing President is running for another executive position, she will not serve on the committee.

1. Those interested in applying for the committee will be voted on by the members of the chapter in good standing.

C. Eligible members interested in applying for an Executive Committee office shall complete an application and submit to the Nominating Committee, General Advisor and Province President.

D. The Nominating Committee, along with the President and General Advisor if available, shall conduct interviews with the applicants.

E. The recommended slate of officers will be presented to the chapter by the Nominating Committee one (1) week before elections for acceptance.

F. Elections will proceed as outlined in the Guide for Chapter Officers. At elections the chapter shall sit in alphabetical order and secret ballots will be used. Ballots will be counted by an advisor or another alumna present.

1. The Nominating Committee shall make a motion to accept the slate of nominated candidates for office. The slate will be passed by simple majority vote with a 2/3 quorum of eligible voters present. The President has no vote. In the event of a tie, the President shall be the deciding vote. 2. In the case the slate is not passed, nominations may be made from the floor. However, only those candidates that have submitted applications and that have been interviewed by the Nominating Committee may be nominated. Executive Committee positions will be voted on by an individual basis, beginning with President. Elections shall be by secret ballot and upon a simple majority of the eligible voting members.

G. 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 General Advisor and the Province President, appoints a new Chapter President.

H. If a vacancy in any other office or chairmanship occurs, the President, with the approval of the Executive Committee, General Advisor and Province President, will make the appointment.

Section 3: Qualifications for Executive Committee All Executive Committee officers must have a minimum 2.8 cumulative GPA and must maintain this academic qualification during her term in office. Any Executive Committee officer failing to maintain this qualification must receive approval from the General Advisor and Province President to continue her duties.

Section 4: Duties The duties and responsibilities 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 Executive Committee officers shall be installed no later than (1) month after election and shall hold office for one (1) year. Executive Committee officers can be removed from office for failure to uphold the responsibilities of the office by the General Advisor and the Province President.

ARTICLE VII - PROGRAM COUNCIL

Section 1: Program Council Committees (Standing Committees) shall be those specified in the General Manual and the Guide for Chapter Officers.

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

Section 3: Appointment of Committee Chairmen

A. Unless otherwise specified, the President and First Vice President, with the approval of the Program Council Advisor/General Advisor/ Province President and Executive Committee, shall appoint committee chairmen.

B. Committee chairmen should be appointed within one (1) week of Election of Officers to allow for participation in Officer Education.

Section 4: Qualifications for Committee Chairmen All Program Council chairpersons must have a minimum 2.5 cumulative GPA and must maintain this academic qualification during her term in office. Any Program Council chairperson failing to maintain this qualification must receive approval from the General Advisor and Province President to continue her duties.

Section 5: Duties The duties and responsibilities 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 6: Term of Office Committee Chairmen shall assume duties after appointment and shall hold office for one (1) year. Any Committee Chairman can be removed from office for failure to uphold the responsibilities of the office by the General Advisor and Province President.

Section 7: Filling Committees Any Program Council vacancies shall be filled by appointment of the President and First Vice President with the approval of the Program Council Advisor or General Advisor and Province President.

ARTICLE VIII - CHAPTER ADVISORS

Section 1: Advisory Board There shall be a minimum of four (4) alumnae advisors: General, New Member, Membership, and Financial.

Section 2: Appointment of Advisors The appointment of advisors shall take place at the same time as the election of officers, if possible. The Executive Committee of the alumnae chapter shall supply a list of available alumnae.

Section 3: Qualifications The Nominating Committee must secure the approval of the General Advisor and Province President before an alumna may be considered for any new or continuing chapter advisory position.

Section 4: Duties The duties and responsibilities shall be those stated in the Guide for Advisors. If possible, advisors should participate in Officer Education.

Section 5: Term of Office Advisors shall take office one (1) month after election and shall hold office for one (1) year. The terms should coincide with those of the chapter officers.

ARTICLE IX - JUDICIAL BOARD

Section 1: Judicial Chair: President nominates judicial chair with the approval of the executive committee, General Advisor and Province President.

Section 2: Judicial Committee: President and Judicial Chairman review the application for the committee with the approval of the executive committee, General Advisor and/or Province President.

Section 3: Judicial Process: As referenced in the Zeta Tau Alpha Judicial Handbook.

ARTICLE X - FINANCES

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

Section 2: Income

A. Dues, board, room, parlor fee, social fees and other charges shall be as approved in the annual budget. B. Fines:

a. National, as imposed by National Officers. b. Local, in accordance with the Attendance Point System (See Appendix A). c. When fining a member, the fine needs to be brought to EC and discussed BEFORE it is put into BillHighway, and the following must also occur:

1. EC needs to agree on the fine first.
2. If there is an issue with EC agreeing, the details of the fine, and why it is being administered can be sent to the General Advisor and Province President for review, and assistance.
3. After EC discusses and agrees to implement a fine, if the member wishes to appeal, it would then go to the Judicial Committee.

Section 3: Financial Policy The chapter shall operate in accordance with the financial policies and procedures as stated in the General Manual.

A. Statements for dues and other charges shall be issued prior to the start of each semester with statements issued monthly. Bills are due 10 days after the invoice date and become delinquent on the tenth (10th).

B. If bills are not paid by 10 days after they were distributed, the delinquent member must appear before the Treasurer and Advisory Board. If the meeting does not result in payment, the Treasurer will send a letter to the parents of the member or to the member, if she has notified the chapter in writing that she is self-supporting, with a copy sent to the National Secretary-Treasurer. Once the letter is sent, the member automatically loses her voting and social privileges.

C. If the bill is not paid within sixty (60) days from the date due, the chapter Treasurer, with the consent of the National Secretary-Treasurer, will take the badge and life membership card of the delinquent member. When a member is financially expelled, she must move out of the chapter house immediately.

D. Any member who has not paid her bill in full by the last day of the term will be financially expelled before leaving the campus for the corresponding break.

Section 4: Good Financial Standing

A member is in good financial standing if she has no chapter or Fraternity indebtedness for the past 45 days, per the

delinquent account policy as outlined in the General Manual.

A. Day 5 – Treasurer contacts delinquent members requesting immediate payment

B. Day 30: Member appears before Advisory Board and Treasurer

C. Day 45: A letter is sent to the member's parents, unless she has notified the chapter she is self-supporting; then it is sent to the member, with a copy to International Office, the Financial Advisor, and the Director of New Chapters. The member loses her voting and social privileges.

D. Day 60: Member is expelled, provided permission has been received from the National Secretary-Treasurer. The member's life membership card and badge are collected, and where there is a chapter house, the expelled member will move out immediately.

Section 5: Reduced Fees All members who student teach, co-op, study abroad or intern a minimum of 60 miles off campus or approximately 1 hour away while participating in a college sponsored program in lieu of taking classes are to be charged per capita, insurance, scholarship, and House Reserve Fund only, if so approved by the National Secretary-Treasurer. Permission must be received in writing the semester before reduced fees can applied.

Section 6: Merchandise No member shall receive any merchandise provided by the chapter or at the cost of the individual member unless they are current with their dues.

ARTICLE XI - HOUSING

“If the chapter operates a house, it is a requirement that the members maintain capacity. It is the responsibility of the chapter, in cooperation with the Advisory Board, to implement this policy. An individual's failure to accept her responsibility will result in her loss of membership.” General Manual

Section 1: Housing Contracts A signed, one (1) academic year, housing contract is required from every member living in the chapter house. The House Manager is responsible for collecting all Housing Contracts. One-semester contracts are acceptable in instances where the member knows in advance that they will not be present the second semester (ie. study abroad), or with special permission from the Province President

Section 2: Filling to Capacity

A. All sophomores are required by the University to live in the house. Any exception to the sophomore requirement must be made with the approval of the University.

B. All Executive Committee officers are allowed to live in the house as space permits in the following priority order: House Manager, Risk, President, VPI, VP III, Treasurer, Ritual, Historian, Secretary, VP II, Academic Achievement, Panhellenic Chairman. Any exception to the EC requirement must be made with the approval of the General Advisor and Province President.

C. The procedure for filling the house after sophomores and EC officers is through a Housing Point System (see Article XII).

Section 3: Filling Vacancies Vacancies that occur throughout the year should be filled if possible. EC officers and then PC officers will receive first priority, followed by the chapter membership.

Section 4: Room Assignments/Room Selection Procedure Room Assignments will be determined based on a Housing Point System (see Article XII). Roommate assignments will be based on mutual selection.

Section 5: Out-of-House Status A member may only choose to live out of the house after the house has been filled to capacity.

Section 6: House Rules The chapter is required to maintain current House Rules and must be reviewed as deemed necessary at a formal chapter meeting. Changes to House Rules must be approved by the General Advisor and Province President prior to being presented to the chapter.

ARTICLE XII – POINT SYSTEMS

Section 1: Attendance Point System All members are required to maintain an active role in the chapter as defined by the chapter Attendance Point System. The chapter is required to maintain an Attendance Point System and it must be reviewed at least once a year at a formal chapter meeting. Changes to the Attendance Point System must be approved by the General Advisor and Province President prior to being presented to the chapter. *See Appendix A for Points System

Section 2: Housing Point System All members are required to support the chapter in filling the house to capacity. The chapter is required to maintain a Housing Point System and it must be reviewed at least once a year at a formal chapter meeting. Changes to the Housing Point System must be approved by the General Advisor and Province President prior to being presented to the chapter.

ARTICLE XIII - SOCIAL POLICIES Section 1: Sober Monitor Policies

A. At any social function there must be at least one designated sober monitor for every fifteen people. B. At weekly social functions there must be at least two sober monitors and one designated sober driver. C. Sober monitors and drivers are not allowed to be under the influence of any kind during their designated day of duty. D. Any sober driver must be on campus and immediately available during their day of duty. E. Failure to properly execute sober monitor/driver duties (availability, presence, and involvement) can result in being brought before the Judicial Board.

Section 2: Date Party and Formal Events Policies

A. For each Date Party and Formal Event, every ZTA must have a “buddy” to hold each other accountable, and be responsible for if kicked out of event.

a. If buddy A is asked to leave before the busses leave the chapter house, buddy A and their date must leave. Buddy B and their date are allowed to stay. Buddy A will not be brought up on judicial. b. If buddy A is asked to leave at the venue, buddy A and their date must leave along with Buddy B and their date. Ie. all 4 must leave. Buddy A will be brought up on judicial while Buddy B will not. c. If a Zeta’s date is asked to leave, the Zeta must leave but no consequences will occur for the Zeta

or the Buddy of the Zeta. B. Any of the following, and potentially more could qualify for one getting kicked out of the event: throwing

up, passing out, using a fake ID, mistreatment of sober monitors/other officials, bringing alcohol to the house or to the event, any form of drug use, or disorderly conduct before or during the event. C. If you are asked to not attend the event before busses depart, you are not considered “kicked out” and do not have to go in front of the Judicial Committee.

D. Being kicked out during the event is grounds for being sent to the Judicial Committee.

ARTICLE XIV - INTERNET AND ELECTRONIC MAIL SERVICES

Section 1: All members of Lambda Zeta chapter must abide by the Zeta Tau Alpha Policy on Internet and Electronic Mail Services.

Section 2: Internet Communications All members who use Facebook, MySpace, Instagram, Snapchat, or any other forms of social media use must abide by the following:

- A. Members may not defame abuse, harass, or threaten other individuals.
- B. Members may not contain material that is obscene, pornographic, or otherwise offensive to a person of ordinary sensibilities.
- C. Members may not include references to alcohol, illegal drugs, or hazing, with the exception of educational material about these issues.
- D. Members may not use offensive language on public accounts.
- E. Members may not share sensitive Fraternity information such as discussion of Rituals or information revealed to members through Rituals.

Section 3: Responsible Use of the Internet Responsible use of the Internet is incumbent upon every Fraternity member. Zeta Tau Alpha-related Internet communication must promote positive images of college students, alumnae, the college/university and the Fraternity.

Appendix A Points

- How many points each event is worth
- Sisterhood Events
 - 1/0: Movie Monday, Study Hours, Wednesday Craft (Bonus Points), Intramurals/Supporting intramurals
 - 5/5: Bigger events planned in advance (like Dorney Park)
 - 1/1: Smaller events (ex. Zeta Spa Alpha)
- Internal Events
 - Chapter: 15
 - Academic Events: 5
 - Speakers, etc: 1
 - Philanthropy Events: 7
- External Events
 - 1/0: Other fraternity/sorority philanthropy event (Bonus Point)
- Founders Groups Events
 - If you are assigned and you go, 1/0 (Bonus Point)
 - If you are assigned but you find a replacement, 0/0

- If you are not assigned and you don't go, 0/0
- If you are not assigned and you do go, 1/0 (Bonus Point)
- If you are assigned and you do not go and do not find a replacement, -1
- Bonus Chapter
 - Each member will be given 15 bonus points per semester (7.5 per quarter) to help people who are close to points cutoffs
- Points Requirements
 - Second Semester Seniors: 65%
 - Everyone Else: 85%
- Punishment
 - You will receive a fine depending on the percentage of points you have at the end of the semester
 - If you are below 44% you will be fined and sent to judicial
 - The fine breakdown:
 - 75-84% = \$10
 - 65-74% = \$20
 - 55-64% = \$30
 - 45-54% = \$40
 - 0-44% is a \$50 fine plus judicial
- Appeals
 - You must send in an appeal within one week of the event being put into the points spreadsheet

Reminder

- If you are late to the event or leave early without permission you will not receive the points
- Fines for missing mandatory events
 - Rituals \$100
 - Academic Events \$40
- * If you are at the event but not paying attention (on laptop, phone, sleeping, etc.), it is at the discretion of the Secretary to not give credit for attendance (whether for points or fines)
- *Points: If there is a consistent reason for a person not being able to make certain things weekly (ie: chapter), compensations will be considered and all issues will be handled on a case-by-case basis.(