

<p style="text-align: center;">Zeta Phi Beta Sorority Inc. Iowa State University Greek Chapter Recognition Document</p>

The Student Activities Center (SAC) requires registered student organizations to upload a constitution. Greek chapters at Iowa State University are affiliates of their (inter)national organization. The constitution for the organization is held at the national level, not with the local chapter. Therefore, a recognition document has been created for chapters that do not have a local constitution to upload.

ARTICLE 1: Name

The name of this organization shall be **Zeta Phi Beta Sorority Inc. at Iowa State University.**

ARTICLE II: PURPOSE AND GOALS

The purpose of **Zeta Phi Beta Sorority Inc.** is to cultivate membership in areas of academic, leadership, philanthropic and social growth. **Zeta Phi Beta Sorority Inc.** Abides by and supports established Iowa State University policies, state, and federal laws.

ARTICLE III: MEMBERSHIP

Membership in Zeta Phi Beta Sorority Inc. Upsilon Nu chapter shall be open to all registered female students at Iowa State University. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran. Eligibility requirements for membership shall be a cumulative grade point average of at least a 2.5 prior to the Spring Elections and the semester of spring elections. The applicant will undergo, in this order, review of the G.P.A. by the Basileus and 1st Anti-Basileus, and review of application with attached letters of recommendation. Students requesting membership must have at least one Iowa State University semester G.P.A and be in good standing with the university and enrolled at Iowa State University meeting the requirements in Article II., Section 2. In order for this provision to be met, at least six hours (half time credits) must have been taken for the semester under consideration. With exceptions to undergraduate students needing fewer credits required to graduate in the spring or fall semesters during their term of office. As a member, one is required to attend meetings on a regular basis, pay dues in a timely manner, and actively support the mission, vision and purpose of the chapter. Each undergraduate soror and any associate members must maintain a minimum G.P.A. of 2.0 who wishes to remain active. If, for any reason, a member's G.P.A. should fall below the 2.0 standard, then their case will be reviewed by the Executive Board of Upsilon Nu Chapter.

ARTICLE IV: OFFICERS

Elections for officer positions will be held annually at the end of the Fall semester. An advisor will be chosen and may serve longer than an annual term. **Zeta Phi Beta Sorority Inc.** shall have the following officers:

President (Basileus) - The president (Basileus) of the chapter shall be financial with the chapter and must have attended one State Workshop and one Regional Meeting. It shall be her duty to preside over all meetings and to appoint all committees not otherwise provided for. Moreover, she shall enforce due observance of the constitution, by-laws, and regulations. She shall countersign admissions of membership, have general supervision of the chapter, and send an

annual report of the chapter to the Regional and State Directors, and the graduate chapter. She shall be an ex-officio member of all committees.

Treasurer (Tamias)- The treasurer (Tamias) shall be financial with the chapter. She shall receive all monies from the Tamias-Grammateus and shall make all disbursements as required by the constitution. She shall pay all bills as directed by the chapter, making a receipt for all monies paid out, and keep a correct accounting of all monies taken in and disbursed. She shall submit a monthly written report of financial condition of the chapter, accounting for all special funds, monthly donations, assessments, and/or any other contributions made and/or spent in the name of the chapter. At the end of each year before the annual election of officers, she shall provide an annual written report of the financial conditions of the chapter. She shall prepare a financial report outlining all expenses for the year with submission of the report to the Chapter Basileus, Graduate chapter, and the State Director. She shall also be responsible for the IRS 990 report for which will be submitted to National Headquarters along with the financial reporting form by October 31st of every year.

University Adviser- The university adviser shall keep in contact with the chapter, Greek Affairs, and the Student activities center. They are also responsible for signing any university documents needed for the organization.

Chapter Adviser- Be an active and financial member of the sponsoring graduate chapter. The advisor should be a financial graduate member of Zeta Phi Beta Sorority, Inc and member of the faculty or staff where the undergraduate chapter is located; a graduate member of Zeta Phi Beta Sorority, Inc in a city where the city or college is located; or a member at large if there is no graduate chapter in the community. Responsibilities of the advisor(s) include knowledge of the university and national organization policies, financial oversight and attend meetings on a biweekly basis and counsel chapter members and officers. Chapter advisor (s) will be appointed by sponsoring graduate chapter on an annual basis. Chapter advisor (s) will be appointed by sponsoring graduate chapter on an annual basis each September.

Additional officers:

FIRST ANTI-BASILEUS

The First Anti-Basileus shall be financial with the chapter. She must have attended on State Workshop and/or Regional Meeting. She shall assume duties and responsibilities of the Basileus, in her absence, or in the event that other circumstances warrant the same. She shall serve as Membership Intake Selection Coordinator.

GRAMMATEUS

The Grammateus shall be financial with the chapter. She shall be the recorder of the minutes of the chapter and shall carry on all

official correspondence. She shall keep a file of all records and proceedings of the chapter. She shall be responsible for checking the mail at the sorority mailbox and for requesting a supply of forms from the National Headquarters prior to the beginning of each sorority year.

(Inter)national processes and procedures shall be followed for outlining officer and adviser responsibilities, nominations and elections and removal and replacement. List in detail here

Election of Office

Election of officers will follow (inter)national requirements. Members interested in becoming an officer must meet the following academic requirements:

- Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- Be in good standing with the university and enrolled at least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits) if a graduate student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.

National procedures for election of officers:

The election shall be by secret ballot. The majority of all votes cast shall constitute a choice. The Basileus shall not have a vote except in the case of a tie vote. In this instance, she may cast a decision without a majority. In the event that membership falls below four members, the Basileus will be granted the same voting privileges as any other member until the time at which membership exceeds three members. In either case, the Basileus retains the privilege to break a tie vote. In addition, the Basileus may make recommendations to the chapter, but may not put a motion on the floor without first temporarily relinquishing her position as chair. The Basileus of the chapter will be voted on every year. The election of all other officers shall occur ever April, to take office on the last regularly scheduled meeting of the academic year. All official documents will be turned over at this time. The first meeting in April shall be for nomination of candidates and the second meeting shall be for voting. During unusual circumstances, any offices, including that of the Basileus, may be re-elected at the discretion of the Executive Board. Likewise, re-election of officers shall occur upon resignation, graduation, or as other situations deem it necessary. All voting members and candidates for office must be financial at the national, regional, state and local level. There shall be a nominating committee, to be elected by the chapter. The committee shall present a written slate of offices to be followed by nominations from the floor. The committee shall assure that each member meets the qualifications as specified in Article IV., Section 5.. The duties of the committee shall cease after presentation of the written slate of offices and nominees, and the slate is given to the election committee. There shall be an election committee that will be appointed by the Basileus. They shall print the ballots and distribute, collect, and tally the votes. A tally of each elected officer shall be given to members orally with election records filed for one year.

Section 8. The election and nominating committees may be waived in the event of low membership.

Section 9 The executive council may appoint an interim officer to be approved by a 2/3 vote of eligible membership within 2 weeks of vacancy notification to the chapter.

Section 10 Should an officer not be fulfilling their responsibilities, a 2/3 vote of eligible members is required for removal from office

Term of Office

The term of office for all positions will be one year. All officers and advisors shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular chapter meetings. The Executive Committee shall appoint such committees that are needed to carry out chapter goals.

ARTICLE V: FINANCES

Zeta Phi Beta Sorority Inc. will have national dues determined by the national organization and local dues determined by the Iowa State University chapter leadership

For information regarding dues please contact the chapter treasurer. The dues will not exceed \$__500__/_semester.

All monies belonging to **Zeta Phi Beta Sorority Inc.** shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or **approved institution/office**. All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure request before payment. *An application is being developed for chapters to apply to be exempt from a COA only account.*

ARTICLE VI: AMENDMENTS AND RATIFICATION

An amended Recognition Document will be submitted within 10 days to the Student Activities Center for approval. The executive council will review this document annually and submit changes as necessary.

Amendments, alterations, and additions to the by-laws must be handed in writing to the Basileus of the chapter. The Basileus must give notice of the same immediately to ever member in writing. At the next meeting, such amendments, alterations, and additions may be adopted by a two-thirds vote of members present after three readings.