

Zeta Phi Beta Sorority, Incorporated

NATIONAL CONSTITUTION AND BYLAWS



Tenth Edition, Published in September 2018

**ZETA PHI BETA SORORITY, INCORPORATED
CONSTITUTION AND BYLAWS**

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Amendments adopted during the 2018 Boulé, New Orleans, LA.
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FOREWORD AND ACKNOWLEDGMENTS

There has been a continuous effort under the administration of the Past Grand Basilei and the current International Grand Basileus to structure a sound document which would serve as a governing catalyst by which the functional needs of the Sorority are met.

The contents of the Constitution and Bylaws have been extracted, updated, edited and in practice for years. In addition to the approved and accepted rules and regulations, attention was given to the edicts of the National Executive Board and approved Grand Boulé actions. These approved actions have also been incorporated into this document. All efforts have been expended in adhering to and utilizing the basic principles of *Robert's Rules of Order Newly Revised, current edition*.

Grateful acknowledgment is extended to the following Grand Basilei and their committees:

1920	First Constitution and Bylaws of Zeta Phi Beta Sorority and Phi Beta Sigma Fraternity ARIZONA C. STEMONS <i>National President</i>
1924	Constitution and Bylaws NELLIE BUCHANAN <i>National President</i>
December 28, 1933	Constitution Revised and Adopted in Chicago, Illinois VIOLETTE ANDERSON <i>Grand Basileus*</i>
1948	BLANCHE THOMPSON completed work, First Revised Edition LULLELIA W. HARRISON <i>Grand Basileus</i>
December 19, 1961	Constitution Revised and Adopted in Winston Salem, North Carolina DEBORAH CANNON WOLFE, Ed.D. <i>Grand Basileus</i>
1965-1970	Constitution Reviewed and Revised MILDRED CATER-BRADHAM <i>Grand Basileus</i>
1970-1974	Constitution Reviewed and Revised ISABEL M. HERSON <i>Grand Basileus</i>
August 1, 1980	Constitution Revised and Adopted in Memphis, Tennessee JANICE G. KISSNER <i>Grand Basileus</i>
August 4, 1984	Constitution Revised, Edited, Adopted and Published in Detroit, Michigan EDITH V. FRANCIS, Ed.D. <i>Grand Basileus</i>

* The title National President was changed to Grand Basileus in 1926.

July 1990	Constitution Revised and Adopted in St. Louis, Missouri EUNICE S. THOMAS <i>Grand Basileus</i>
July 1996	Constitution Revised and Adopted in Dallas, Texas JYLLA M. FOSTER (TEARTE) <i>International Grand Basileus**</i>
July 1998	Constitution Revised and Adopted in Atlanta, Georgia BARBARA W. CARPENTER, Ph.D. <i>International Grand Basileus</i>
July 2000	Constitution Revised, Edited and Adopted in Philadelphia, Pennsylvania BARBARA W. CARPENTER, Ph.D. <i>International Grand Basileus</i>
January - July 2001	Researched and Published in Washington, D.C. BARBARA W. CARPENTER, Ph.D. <i>International Grand Basileus</i>
July 2004	Constitution Revised and Adopted in Hollywood, California BARBARA C. MOORE <i>International Grand Basileus</i>
May 2012	Edited and Compiled SHERYL P. UNDERWOOD <i>International Grand Basileus</i>
July 2012	Published in Washington, D.C. SHERYL P. UNDERWOOD <i>International Grand Basileus</i>
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July 2016	Constitution & Bylaws Revised, and Adopted in Orlando, Florida MARY BREAUX WRIGHT <i>International Grand Basileus</i>

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September 2018	Published in Washington, D.C. VALERIE HOLLINGSWORTH-BAKER <i>International Grand Basileus</i>

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ZETA PHI BETA SORORITY, INCORPORATED

CONSTITUTION

PREAMBLE

We, a group of college women, organized as the sister Greek Letter Sorority to Phi Beta Sigma Fraternity, do hereby bind ourselves together for the purposes of promoting the cause of education by encouraging the highest standards of scholarship through scientific, literary, cultural and educational programs; promoting charitable projects on college campuses and within the community; fostering the spirit of sisterly love and promoting the ideal of Finer Womanhood.

ARTICLE I - NAME

The name of the organization shall be ZETA PHI BETA SORORITY, INCORPORATED.

ARTICLE II - AUTHORITY

Section 1. CORPORATE

Zeta Phi Beta Sorority, Incorporated shall maintain a non-profit corporate status with perpetual terms to pursue its educational and charitable purposes.

Section 2. PARLIAMENTARY

The laws of incorporation of Washington, D.C., the state where Zeta Phi Beta, Incorporated is incorporated, and the Constitution and Bylaws of Zeta Phi Beta Sorority, Incorporated govern the proceedings of Zeta Phi Beta Sorority, Incorporated. The latest edition of Robert's Rules of Order Newly Revised shall be the reference for situations not covered in these governing documents.

ARTICLE III – OBJECTIVES

Section 1. OBJECTIVES

The objectives of Zeta Phi Beta Sorority, Incorporated shall be: The fostering of ideals of Service, Charity, Scholarship, Civic and Cultural Endeavors, Sisterhood and Finer Womanhood.

Section 2. IMPLEMENTATION

The implementation of these objectives shall be reflected in national programs that provide training, scholarships, counseling services, and project the image of finer womanhood through community action.

To further the objectives of providing scholarships, services and charity, the organization shall serve in an advocacy role to enhance the service of community programs by way of volunteer task groups and provide financial assistance to vocational and college students.

Section 3. ESTABLISHMENT OF FOUNDATIONS

To assist in carrying out its objectives, the organization may establish one or more foundations separate and apart from its other funds, exclusively for religious, charitable, scientific, literary, cultural and educational purposes, and/or for the prevention of cruelty to animals.

These separate foundations shall be established by guidelines that will qualify the organization for exemption under the Internal Revenue Code and contributions to such entities will be tax deductible.

ARTICLE IV - MEMBERSHIP

The Sorority membership shall include undergraduate students matriculating in accredited colleges or universities having programs leading to a bachelor's degree and graduates from accredited colleges and universities. Persons who have achieved national and/or international distinction and honor through services may also be eligible for honorary membership. Prospective members cannot have held prior or current membership within another organization of the National Pan- Hellenic Council.

ARTICLE V - CHAPTERS AND REGIONS

Section 1. GRADUATE CHAPTERS

There shall be chapters in cities and communities known as Graduate Chapters. They shall be comprised of college and university graduates.

Section 2. MILITARY GRADUATE CHAPTERS

Chapters may be formed in a province, territory, country or non-contiguous state. They shall be comprised of college and university graduates and undergraduates as associate members if no undergraduate chapter is in the immediate area.

Section 3. UNDERGRADUATE CHAPTERS

There shall be chapters located on college campuses. They shall be comprised of currently matriculating undergraduates. These chapters shall be known as Undergraduate Chapters and shall have a graduate advisor within proximity of the campus for counseling. Their Bylaws must not conflict with campus rules or Sorority guidelines.

Section 4. METROPOLITAN UNDERGRADUATE CHAPTERS

A metropolitan chapter of undergraduate status may be authorized upon request of a Graduate Chapter in a city where one or more colleges are in operation, and stipulations prevent the establishment of campus chapters. Applicants must be currently matriculating undergraduates.

Section 5. REGIONS

The national constituency shall be divided into eight regions comprised of the representative states and countries.

Section 6. BYLAWS

Each region, state (where applicable), and local chapter shall adopt Bylaws that are consistent with the National Constitution and Bylaws and shall not have constitutions.

ARTICLE VI – OFFICERS, ELECTIONS, AND BOARDS

Section 1. OFFICERS

The International Officers of Zeta Phi Beta Sorority, Incorporated are the International Grand Basileus; International First Anti-Basileus; International Second Anti-Basileus; International Third Anti-Basileus; International Grammateus; International Tamias; International Phylacter; International Chair of the National Executive Board; International Chair of Trustees; International Graduate Member-at-Large; International Undergraduate Member-at-Large; International Graduate Member to the Executive Committee; International Undergraduate Member to the Executive Committee; International Undergraduate Representative to the National Nominating Committee; and Regional Directors.

Section 2. ELECTIONS

- a. International officers holding elected positions shall be elected at a regular meeting of the Grand Boulé (National Leadership Conference) by secret ballot and shall hold office until respective successors qualify and are elected. Secret ballot methods that may be used include paper ballot, voting machines, or electronic voting systems.
- b. A candidate must receive a majority of the votes cast by persons entitled to vote to be elected to office.
- c. Each region shall have no more than two (2) elected International officers. If an International officer transfers to another region after her election due to job, personal or other extenuating circumstances, she will not be required to relinquish her office and the region shall not be penalized for having more than the limit of two (2) elected International officers. The offices of International Grand Basileus, International Graduate Member-at-Large, International Undergraduate Member-at-Large, International Graduate Member to the Executive Committee, International Undergraduate Member to the Executive Committee, and the International Undergraduate Representative to the National Nominating Committee are not included; these offices may be filled from any region.
- d. A term is two (2) years.

- e. Elected International and appointed officers may only serve two (2) consecutive terms in the same office and only three (3) consecutive terms on the board, unless she becomes International Grand Basileus. Members of the Trustee Board are elected for two (2) terms. Regional Directors are appointed and may serve three (3) terms if reappointed when the International Grand Basileus serves three (3) terms. The International Grand Basileus may serve three (3) terms.¹

Section 3. NATIONAL EXECUTIVE BOARD

There shall be a National Executive Board comprised of the International officers and the Immediate Past International Grand Basileus.

Section 4. NATIONAL TRUSTEE ADVISORY BOARD

There shall be a National Trustee Advisory Board consisting of the elected International Chair of Trustees and four (4) elected National Trustees. Three (3) of whom shall be elected during one Boulé term and two (2) of whom shall be elected during the alternate Boulé term. Each National Trustee shall serve for two (2) consecutive Boulé terms and shall not be eligible for re-election.

Section 5. NATIONAL EXECUTIVE COMMITTEE

There shall be a National Executive Committee comprised of the International Grand Basileus, International First Anti-Basileus, International Grammateus, International Tamias, International Phylacter, International Chair of the National Executive Board, International Graduate Member to the Executive Committee, and the International Undergraduate Member to the Executive Committee.

ARTICLE VII - NATIONAL APPOINTMENTS

Section 1. REGIONAL DIRECTORS

Regional Directors are appointed by the International Grand Basileus. Recommendations may come from the Chapters.

Section 2. OTHER NATIONAL APPOINTMENTS

The International Grand Basileus makes all appointments that are related to the National Programs including: National Program Chair, Legal Counsel, Resident Agents, Antapokritis (Editor), and Epistoleus (Historian).

¹ Amendment is effective July 1, 2020.

ARTICLE VIII - MEETINGS

Section 1. NATIONAL CONVENTION

- a. There shall be a National Convention known as the Zeta Phi Beta Sorority, Incorporated, Grand Boulé (National Leadership Conference). The Grand Boulé shall be held at two (2) year intervals or eighteen (18) months when expediency indicates.
- b. The Grand Boulé shall be comprised of financial chapters represented by financial delegates, incumbent International Officers, Life Members, Regional Directors, State Directors, and Past International Grand Basilei of Zeta Phi Beta Sorority, Incorporated.

Section 2. OTHER MEETINGS

There shall be Regional, State (where applicable), Chapter, Committee and Board Meetings for effectuating Sorority policies and programs.

ARTICLE IX - COMMITTEES

The International Grand Basileus shall appoint all standing committees except the Nominating Committee and the Constitution and Bylaws Committee. She shall be ex-officio of all committees except the Nominating Committee.

Section 2. STANDING COMMITTEES

Standing Committees are constituted to perform a continuing function. Committee assignments shall be made at the beginning of each administration. There shall be the following standing committees:

a. Credentials Committee

The Credentials Committee shall be responsible for supervising the accreditation and registration of delegates to the Grand Boulé or to the Regional Conferences.

b. Nominating Committee

The Nominating Committee shall be comprised of one graduate representative elected by each region. The International Undergraduate Representative to the National Nominating Committee shall be elected at the Grand Boulé (National Leadership Conference) to serve the ensuing Grand Boulé term. The Chair of the Committee shall be responsible for overseeing all nominations of candidates for International office and shall provide guidelines for inherent procedures. No representative shall serve more than two (2) consecutive Grand Boulé terms. The Committee shall be responsible for providing profiles of candidates for International offices to all chapters at least sixty (60) days prior to the Grand Boulé.

c. Grand Boulé Planning Committee

The Grand Boulé Planning Committee is comprised of the International Grand Basileus, International First Anti-Basileus, International Chair of the National Executive Board, a Past International Grand Basileus, International Third Anti-Basileus, International Tamias, Budget Director, International Life Member Director, Grand Boulé Marshal, the host Regional Director, Director of Publicity, and the Basileus or Basilei of the Grand Boulé host chapter(s).

d. Election Committee

The Election Committee is responsible for providing guidelines for the efficient operation of voting. Guidelines shall be subject to the approval of the International Grand Basileus and the National Executive Board.

e. Budget and Finance Committee

The Budget and Finance Committee shall be comprised of the Budget Director, the International Tamias and the immediate past International Tamias for advisory purposes. The Budget and Finance Committee shall prepare a budget for the year based upon the income and expenditures of the previous year and consider new requests and anticipated/projected activities. The Budget and Finance Committee shall make a periodic check of expenditures and compare them to the budget accepted by the membership. The Budget and Finance Committee shall monitor financial investments of the Sorority and make recommendations based on current market trends.

f. Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall be comprised of the International Phylacter, International Undergraduate Member-at-Large, and a representative from each region. This Committee shall have the responsibility to review and recommend revisions to the Sorority's National Constitution and Bylaws, prepare amendments for the National Constitution and Bylaws approved at the Grand Boulé for publishing, and review and approve regional and state Bylaws.

g. Membership Committee

The Membership Committee shall be comprised of the International First Anti-Basileus, the National Directors of Life Members and Reclamation and appointees. The Membership Committee shall have the responsibility for coordinating and disseminating information for life, new, reclaimed, members-at-large and honorary members through their respective subcommittees.

h. Education and Training Committee

The Education and Training Committee shall be comprised of the National Director of Education and representatives from each region. The Education and Training Committee shall plan workshops and conferences as authorized by the National Executive Board/Grand Boulé. It shall be the responsibility of this Committee to recommend the site and make all other arrangements as deemed necessary.

i. Undergraduate Committee

The National Undergraduate Committee is designed to effectively advocate for the interests and concerns of undergraduate Sorors. It is to implement and promote initiatives set forth by the International Grand Basileus and National Executive Board. The Committee is comprised of the International Undergraduate Member-at-Large, International Undergraduate Representative to the International Nominating Committee, International Undergraduate Representative to the Executive Committee, eight (8) Regional Undergraduate Members- at-Large, and three (3) at-large members to be appointed by the International Grand Basileus. The International Third Anti-Basileus serves as an ex-officio member of the Committee. All Committee members must be current undergraduate members who are financial and active on the national, regional, state and local levels. The Committee is governed by its Standard Operating Procedure Manual.

j. Social Action Committee

The Social Action Committee shall consist of a National Chair appointed by the International Grand Basileus. Regions and States may appoint chairs, who report to the National Chair. It shall be the duty of the Social Action Committee to: a) Develop and coordinate social action programs and projects approved by the National Executive Board; and b) Stimulate interest in social action and educate chapters on current issues.

k. National Life Member Committee

The National Life Member Committee is designed to effectively advocate for the interests and concerns of Life Member Sorors. It is to implement and promote initiatives set forth by the International Grand Basileus and National Executive Board (NEB). The Committee is comprised of the National Life Member Director who will serve as the chair, and (8) Regional Life Member Coordinators. The chair of this standing committee would serve as a member of the Grand Boulé Planning Committee. The Committee would report at the NEB and Grand Boulé. All Committee members must be Life Members who are financial and active on the national, regional, state, and local levels. The sole purpose of the National Life Member committee is to plan Life Member's program/events and selecting the life member's gift for Grand Boulé. The standing committee will work with the National Life Member Director on the planning of Grand Boulé and Anniversary events related to Life Members.

- i. It shall be the duty of the National Life Member Committee to coordinate national community service initiatives for the Life Members.
- ii. Organize all programming/activities for Grand Boulé, anniversary and other special events including the selection of the conference gift.
- iii. Recommend to the Grand Boulé planning committee Life Member's amenities.
- iv. Review all income and expenditures from the Life Member's budget line/account.
- v. The committee shall submit a quarterly report to the Life Members.

I. Zeta Organizational Leadership (ZOL) Steering Committee

The ZOL Steering Committee shall be comprised of nine (9) members, including a Chair and two consultants. Starting at the completion of each cohort cycle, three members of the current ZOL Steering Committee shall rotate off the committee and be replaced by three new members. Upon election, the International Grand Basileus will appoint three new Steering Committee members and two years thereafter, three committee members will rotate off and the International Grand Basileus will appoint three new Steering Committee members. New Steering Committee members shall serve a term of at least four years.

The Zeta Organizational Leadership Program is national structured, planned and intense leadership training and certification program and a blue print for leadership development and enhancement.

The primary functions of the Zeta Organizational Leadership (ZOL) training and certification program are:

- i. To develop and conduct comprehensive leadership training experiences for current and aspiring leaders interested in developing, building and/or enhancing their leadership skills.
- ii. To expose current and aspiring leaders to the leadership “tools of the trade” and the behavior modifications necessary to become effective leaders at all levels of the Sorority; within affiliate organizations; in their communities; and in their religious and professional organizations.
- iii. To structure components and criteria for the implementation of a comprehensive leadership certification program.
- iv. To monitor, assess, and evaluate the Zeta Organizational Leadership Program in an organized manner to make modifications/or changes as indicated and appropriate.

Section 3. BOARD COMMITTEES

The National Executive Board is empowered to establish committees to carry out certain functions of the National Executive Board.

Section 4. AD HOC COMMITTEES

Ad Hoc Committees may be established on the national and regional levels for a specific need or purpose and shall cease to exist when said need or purpose has been served. These Committees are appointed by the International Grand Basileus, the International Chair of the National Executive Board and the Regional Directors, respectively, on the national and regional levels.

ARTICLE X - NATIONAL EDUCATIONAL FOUNDATION

Section 1. ORGANIZATION AND PURPOSE

Zeta Phi Beta Sorority National Educational Foundation was originally formed by Zeta Phi Beta Sorority, Incorporated, pursuant to a Trust Agreement and By-Laws, that were adopted on August 23, 1975, and April 9, 1976, respectively. The Trust was formed as a separate entity to encourage and promote education, scholarship, educational research, and community service. In 2006, a business entity conversion was approved by Zeta Phi Beta Sorority, Incorporated, in which the Trust was converted to a not for profit corporation under the laws of the District of Columbia, on October 19, 2006. The Foundation received recognition from the Internal Revenue Service as a public charity that is exempt under the Internal Revenue Code Section 501(c) (3).

The Foundation is governed by its Articles of Incorporation and its By-Laws.

Section 2. FOUNDATION BOARD OF MANAGERS

- a. The Foundation Board of Managers is comprised of four (4) members elected by the membership of Zeta Phi Beta Sorority, Incorporated, at Grand Boulé, in session, three (3) members appointed by the International Grand Basileus of the Sorority, with the consent of the National Executive Board; the immediate past Chair of the Board of Managers of the Foundation, one (1) emerita member, and (3) ex-officio members, the International Grand Basileus, the second anti-Basileus, and the third anti-Basileus of Zeta Phi Beta Sorority, Incorporated.
- b. Each member of the Board of Managers is elected or appointed for a term of four years. The terms of elected and appointed members are staggered.
- c. The Foundation Board of Managers is responsible for the operation and management of the Foundation in accordance with its Articles of Incorporation and By-Laws.

Section 3. FOUNDATION SUPPORT

- a. Zeta Phi Beta Sorority, Incorporated, will develop policies and activities that promote the purposes of the Foundation.
- b. The Foundation receives a portion of chapter tax on an annual basis from the Sorority to support its scholarship functions.
- c. The Foundation is responsible for its own financial obligations and expenses incurred by the Board of Managers.

Section 4. REPORTS

The Foundation shall provide Zeta Phi Beta Sorority, Incorporated an annual report of its operations and finances.

Section 5. CONSTITUTIONAL UPDATES TO ARTICLE X

The Board of Managers of the Foundation, through its Chair, will submit changes to Article X to reflect material changes in the governance of the Foundation. The International Phylacter is authorized to update Article X to reflect changes submitted by the Board of Managers, as requested.

ARTICLE XI - AMENDMENT OF THE CONSTITUTION

Section 1. REVISIONS

- a. Proposed amendments may be submitted, in writing, by the following authorized entities eligible to submit amendments which are financial chapters and the national standing committees: Credentials, Nominating, Boulé Planning, Election, Budget and Finance, Constitution and Bylaws, Membership, Education and Training, and National Undergraduate Committee. The proposed changes must be set forth in detail and sent to the Constitution and Bylaws Committee electronically or by mail to Zeta Phi Beta Sorority, Incorporated International Headquarters at least one hundred twenty (120) days prior to the opening of the Boulé.
- b. The Constitution and Bylaws Committee will send the proposed changes electronically through the Executive Director to the National Executive Board, chapters and the national standing committees (Credentials, Nominating, Boulé Planning, Election, Budget and Finance, Constitution and Bylaws, Membership, Education and Training, National Undergraduate and Social Action) at least sixty (60) days prior to the opening of the Grand Boulé.

Section 2. ADOPTION

The proposed amendment or amendments shall be read and voted upon by the assembled delegation at the Boulé in session. A two-thirds (2/3) vote of the Boulé assembled shall be necessary to pass the amendment or amendments.

ZETA PHI BETA SORORITY, INCORPORATED
NATIONAL BYLAWS

ARTICLE I - MOTTO, COLORS, EMBLEM, FLOWER, AND BADGES

Section 1. MOTTO

The motto shall be “Omnia Vincit Labore.”

Section 2. COLORS

The colors shall be Royal Blue and White.

Section 3. EMBLEM

The emblem shall be a shield, two flaming torches, the dove of peace, nineteen (19) rays, and five (5) stars to represent the Founders.

Section 4. FLOWER

The official flower is the white rose.

Section 5. BADGES

a. The Badge

The badge shall be the overbar of the Greek Letter Monogram and is to be worn only by Sorors.

b. The Guard

The guard shall be a monogram of the chapter of which the Soror is a part.

c. The International Grand Basileus Badge

The International Grand Basileus shall wear a special badge belonging to Zeta Phi Beta Sorority, Incorporated. At the expiration of her tenure, the badge shall be transferred from the retiring International Grand Basileus to the newly-elected International Grand Basileus.

ARTICLE II - MEMBERSHIP

PREREQUISITES

Section 1. Membership is limited to women.

- a. No prospective member shall be excluded from consideration for membership based on race, color, religion, national origin, sexual orientation, disability, familial status, or marital status. This provision shall not be construed as a promise to take any action not otherwise required by applicable law.

- b. Intake of prospective members must follow the guidelines as set forth in the Membership Intake Process (MIP) Manual.
- c. All Sorors who participate in the Membership Intake Process (MIP) must be financial on all levels, MIP Certified, and in good standing. Sorors' participation in the induction ceremony shall be consistent with the guidelines set forth in the Membership Intake Process Manual effective at the time of induction. Sorors shall become re-certified in the Membership Intake Process according to the requirements established by the National Executive Board. The only Sorors who shall conduct MIP Certification Training are the International First Anti-Basileus, Regional Directors, and State Directors who are holding these positions at the time of certification and have successfully completed the approved training program.

Section 2. MEMBERSHIP EXPECTATIONS

Membership in Zeta Phi Beta Sorority, Incorporated is a privilege. Members are expected to uphold the principles of Scholarship, Service, Sisterhood, and Finer Womanhood in their interactions with each other and in the community. The National Executive Board shall review the Code of Conduct and the Complaint and Disciplinary Policy at least every two years to provide clarity on the expectations for acceptable conduct and corresponding sanctions.

Section 3. UNDERGRADUATE MEMBERS

- a. Members of Undergraduate Chapters shall be full-time matriculating students in accredited colleges or universities pursuing courses leading to a baccalaureate degree. They shall have, at the time of membership intake, a minimum overall grade point average ("GPA") of 2.5 on a 4.0 scale or the average required by the college, whichever is higher.
- b. To remain in an active status, a member of the organization shall maintain at least a 2.5 cumulative GPA, or the average required by the school, whichever is higher, and be in good standing with the university.

Section 4. GRADUATE MEMBERS

Members of Graduate Chapters shall be comprised of college and university graduate women who have been affiliated with an undergraduate chapter of Zeta Phi Beta Sorority, Incorporated; or who shall be selected from women graduates of accredited colleges or universities who have at least a 2.5 cumulative GPA at graduation or shall be eligible for membership three (3) years after graduation from an accredited four-year college/university, unless she has earned a Master's Degree, Doctoral Degree, or professional degree from an accredited university. They must be rendering service in their respective communities.

Section 5. ASSOCIATE MEMBERS

- a. A graduate Soror may be an Associate Member of an Undergraduate Chapter if there is no Graduate Chapter within a 25-mile radius. She must, however, pay graduate annual

membership dues and be listed as an Associate member on the financial report of the chapter. A graduate Soror may never hold office in an Undergraduate Chapter.

- b. A Soror who does not possess a baccalaureate degree (a former undergraduate Soror), may be an Associate Member of a Graduate Chapter and may be permitted to pay undergraduate annual membership dues for no longer than five (5) years, after which time she must assume full graduate financial responsibilities. An Associate Member in a Graduate Chapter may not serve in any Basilei position.

Section 6. LIFE MEMBERS/GOLDEN, PLATINUM AND DIAMOND

- a. A Soror seeking Life Membership must be a financial member on all levels for a minimum of five (5) consecutive years immediately preceding her application for Life Membership. Within those five (5) years, a Soror must have also registered and attended one (1) Grand Boulé. She must be recommended by her chapter.
- b. A Life Member/Golden, Platinum and Diamond is entitled to one (1) full vote which may be exercised either as a Life Member/Golden, Platinum and Diamond or as a delegate to the National, Regional, or State (where applicable) Leadership Conferences or area meetings.

Section 7. INACTIVE MEMBERS

- a. Inactive Sorors are those who are not financial with their chapter.
- b. All Zeta Phi Beta Sorority, Incorporated activities for inactive and/or unfinancial Sorors will be limited to the local chapter's discretion.

Section 8. HONORARY MEMBERS

- a. Women who have achieved national or international distinction and honor and who are accepted by a majority vote at the Boulé, may become National Honorary Members. Honorary Membership is awarded only on the national level of Zeta Phi Beta Sorority, Incorporated.
- b. Upon acceptance, she becomes a member of Alpha Omega Chapter and is presented a certificate and pin of special design. She may not belong to any other Sorority within the National Pan-Hellenic Council, Incorporated.

Section 9. MEMBER-AT-LARGE

- a. A Member-at-Large is a Soror who lives more than twenty-five (25) miles from the nearest chapter and pays only national fees.
- b. The International Grand Basileus may grant this status to other Sorors with extenuating circumstances.
- c. She is eligible to receive the Archon, newsletters and periodic communications from International Headquarters that are mailed to the general constituency.

- d. She can contribute to the National Educational Foundation.
- e. She can register and participate in National, Regional and State (where applicable) Conferences, but will not have delegate and/or voting status (even if she is a Life Member).
- f. She can purchase paraphernalia and jewelry from and through International Headquarters.

Section 10. TRANSFER OF MEMBERSHIP

- a. A Soror may not hold membership in more than one (1) chapter at a time. Chapters must adhere to the National Constitution & By-laws regarding transfer of membership.
- b. A Graduate Member in good standing may affiliate with any Graduate Chapter upon presentation of a Transfer Reference Card and required transfer fee(s).
- c. Upon earning the bachelor's degree, an Undergraduate Member is designated as a Graduate Member and must transfer to a Graduate Chapter within one (1) year to maintain active status. She cannot remain a member of an Undergraduate Chapter after the bachelor's degree is earned. She must present a transfer card and verification of her degree to the Membership Chairman of the Graduate Chapter into which she is transferring.
- d. An Undergraduate Member shall transfer to an Undergraduate Chapter affiliated with the college or university in which she is matriculating as a full-time student upon presentation of a Transfer Reference Card.
- e. A Graduate Member or Undergraduate Member may transfer to a Graduate or Undergraduate Chapter as an Associate Member, in accordance with the National Constitution and By-laws, upon presentation of a Transfer Reference Card.
- f. If a Soror's chapter is inactive or if she is unknown to that chapter because of a long absence, she must go before a notary public and swear that she was in good standing at the time she left said chapter. This notarized statement, along with written approval from the State (where applicable) or Regional Director where said chapter was located may be used in lieu of a Transfer Reference Card.
- g. A Transfer Reference Card must be issued to a Soror in good standing by her current chapter, upon request. For transferring membership, a Soror is in good standing if she is financial at the National, Regional, State (where applicable) and local levels of the Sorority. If a Soror requesting transfer is unfinancial due to inactive status, a Transfer Reference Card must be issued, noting her status, and she must reinstate and pay financial obligations for all levels, including required transfer fee(s) to the chapter into which she is transferring.
- h. The Transfer Reference Card shall include the current chapter name and contact information, name of the transferring Soror, the Soror's membership status under the

chapter (Graduate, Undergraduate or Associate Member), current financial status as of the date of issuance (financial or unfinancial) and the signature of the chapter Basileus and Grammateus. A Transfer Reference Card shall be valid for up to one-year.

ARTICLE III - INTERNATIONAL OFFICERS

Section 1. POSITIONAL NAMES OF INTERNATIONAL OFFICERS

International Officers of Zeta Phi Beta Sorority, Incorporated are set forth in the National Constitution.

Section 2. QUALIFICATIONS OF INTERNATIONAL OFFICERS

All candidates for International elected positions must be college graduates except for the following offices: International Undergraduate Member-at-Large; International Undergraduate Member to the Executive Committee; and International Undergraduate Representative to the National Nominating Committee. All candidates must be active on the local, state and regional levels.

All candidates for elected International positions must take and successfully complete the Zeta Organizational Leadership Training Program and receive the Zeta Organizational Leadership Certification prior to being elected to an International position, except for the International undergraduate officers who will have one (1) year after their election to complete their training and certification.

a. International Grand Basileus/International First Anti-Basileus/International Second Anti- Basileus

A member nominated or elected to the office of International Grand Basileus, International First Anti-Basileus, or International Second Anti-Basileus, must be an active member of the Sorority for at least five (5) years preceding her nomination and/or election. She shall at some time have held an elective office in the Sorority, have had at least two (2) years of Boulé experience, along with having been elected Basileus, First Anti-Basileus, Second Anti- Basileus, or Third Anti-Basileus of her chapter. She shall have held leadership positions in her region and at least one (1) regional office. The candidate(s) must be involved in community activities unrelated to Zeta Phi Beta Sorority, Incorporated.

b. International Third Anti-Basileus

A member nominated or elected to the office of International Third Anti-Basileus must be a recent graduate of not more than two (2) years since her baccalaureate degree was awarded. She must be financial and an active member of a chapter prior to nomination or election. She shall have held an office in a chapter and have at least one (1) year regional experience. She shall have attended at least one (1) Regional Leadership Conference and one (1) Boulé.

c. International Grammateus/International Tamias/International Phylacter/Chair of the National Executive Board/ National Chair of the Board of Trustees/National Trustees

A member nominated or elected to the office of International Grammateus, International Tamias, International Phylacter, Chair of the National Executive Board, National Chair of the Board of Trustees, or National Trustee must be an active member of the Sorority for at least five (5) years and have had training or experience in the office for which she is nominated. She shall have had at least three (3) years of active regional experience.

d. International Graduate Member-at-Large

A member nominated or elected to the office of International Graduate Member-at-Large must have been a financial and active member of the Sorority for at least five (5) years and have had experience as an officer of her chapter and region and in other leadership roles. She shall remain affiliated with a graduate chapter for the tenure of her office.

e. International Undergraduate Member-at-Large

A member nominated or elected to the office of International Undergraduate Member-at-Large must have been financial and an active member of the Sorority for at least one (1) year and have had experience as an officer of her chapter and other leadership experience. If the International Undergraduate Member-at-Large graduates during her tenure, she may complete her term of office.

f. International Graduate Member to the Executive Committee

A member nominated or elected to the office of International Graduate Member to the Executive Committee shall be a financial and active member of the Sorority for five (5) years. She shall remain affiliated with a Graduate Chapter for the tenure of her office.

g. International Undergraduate Member to the Executive Committee

A member nominated or elected to the office of International Undergraduate Member to the Executive Committee shall have been a financial member of the Sorority for one (1) year. If the International Undergraduate Member to the Executive Committee graduates during her tenure, she may complete her term of office.

h. International Undergraduate Representative to the National Nominating Committee

A member nominated or elected to the office of International Undergraduate Representative to the National Nominating Committee shall have been a financial and active member of the Sorority for one (1) year. If the International Undergraduate Representative to the National Nominating Committee graduates during her tenure, she may complete her term of office.

Section 3. INSTALLATION OF OFFICERS

Installation of newly-elected officers shall take place before the close of the Boulé.

Section 4. TENURE OF OFFICE

a. The International Grand Basileus

The International Grand Basileus is elected for two (2) consecutive terms in the office without regard to other offices she may have held. She may run for re-election but shall serve no more than three (3) terms in the office.

b. Other Elected International Officers

All other International officers, except the International Third Anti-Basileus, may serve on the National Executive Board no more than two (2) consecutive terms in the same elected office. The International Third Anti-Basileus may only serve one (1) term in the office. All International officers can serve only three (3) consecutive terms on the National Executive Board unless they become International Grand Basileus.

Section 5. CONFLICT OF INTEREST

- a. Members, directors, officers or staff members of Zeta Phi Beta Sorority, Incorporated should not have interests directly or indirectly in any contracts relating to the operations conducted by the Sorority. Nor shall they have any interest directly or indirectly relating to contracts, furnishing services or supplies to the organization. Contracts may be authorized if such interest has been disclosed or known to the National Executive Board at the meeting at which the contract is authorized.
- b. The National Executive Board may authorize any officer(s), agent(s) of the Sorority, in addition to the officers so authorized by the Bylaws, to enter into any contract or to execute and deliver any instrument in the name and on behalf of the Sorority and to perform other duties deemed necessary. Such authority may be general or may be confined to specific instances.

ARTICLE IV - DUTIES OF INTERNATIONAL OFFICERS

Section 1. INTERNATIONAL GRAND BASILEUS

The International Grand Basileus shall perform the following duties in addition to those prescribed in the parliamentary authority adopted by the Sorority and under the laws of incorporation of Washington, D.C. She shall sign all documents and countersign all checks, authorize travel expenses for all officers, authorize expense vouchers to attend board meetings. She shall approve all applications for charters and authorize the establishment of chapters. She shall appoint immediately after Boulé: Boulé Marshal, Project Directors, Resident Agents, and Representatives to the affiliate National Organizations, Regional Directors and State Directors.

She shall serve as Chair of the Executive Committee and ex-officio member of Zeta Phi Beta Sorority's National Educational Foundation Board of Managers. She shall carry out all other duties inherent in her position and any other actions necessary to effectuate the position.

Section 2. INTERNATIONAL FIRST ANTI-BASILEUS

The International First Anti-Basileus shall assume all duties and responsibilities of the International Grand Basileus in her absence, in addition to prescribed duties as listed by parliamentary authority and laws of incorporation. She shall receive, examine and approve all applications and transcripts for aspirants. She shall assist in the establishment of new chapters. She shall serve as Membership Chair and disseminate information relative to reclamation of inactive and unfinancial Sorors through the Regional Directors.

Section 3. INTERNATIONAL SECOND ANTI-BASILEUS

The International Second Anti-Basileus shall assume the duties and responsibilities of the International Grand Basileus or International First Anti-Basileus in the event of their absences. She shall be an ex-officio member of Zeta Phi Beta Sorority's National Educational Foundation Board of Managers and a member of its Scholarship Committee. She shall serve as programmatic Chair and disseminate information relative to implementation of programmatic thrust and carry out all tasks inherent in her position and committee membership.

Section 4. INTERNATIONAL THIRD ANTI-BASILEUS

The International Third Anti-Basileus shall initiate and direct the general program for the Undergraduate Chapters. She shall coordinate activities and work cooperatively with the faculty advisors and sponsors. She shall assist the International Grand Basileus, International First Anti-Basileus and International Second Anti-Basileus in promoting the welfare of Zeta Phi Beta Sorority, Incorporated. She shall be an ex-officio member of Zeta Phi Beta Sorority's National Educational Foundation Board of Managers.

Section 5. INTERNATIONAL GRAMMATEUS

The International Grammateus shall be the recorder of the proceedings of the Sorority. She shall take the minutes at each Boulé. She shall send copies of the minutes of the Boulé to all chapters within ninety (90) days following the close of the Boulé. She shall take minutes at each meeting of the National Executive Board. A copy of the minutes shall be sent to each member of the board within sixty (60) Days after the close of the board meeting. She shall maintain a permanent file of all International officers, correspondence to the National Executive Board and reports that have been submitted at each Grand Boulé and National Executive Board meeting. At the request of the National Executive Board Chair or the International Grand Basileus, the International Grammateus may perform additional duties or spearhead other activities. All records of the International Grammateus shall be filed securely at International Headquarters by the end of her term of office.

Section 6. INTERNATIONAL TAMIAS

The International Tamias shall be custodian of all monies of the Sorority received from the Executive Director. She shall disburse monies only on approval forms with vouchers countersigned by the International Grand Basileus. She shall keep an accurate record in a ledger of all financial transactions of the Sorority. She shall be bonded under a joint bond with the Executive Director within thirty (30) days after taking office. She shall be a member of the Executive Committee, the Boulé Planning Committee and the Budget and Finance Committee. The records of the Tamias shall be audited annually by a certified public accountant and this report shall be distributed to all financial chapters of Zeta Phi Beta Sorority, Incorporated within thirty (30) days of the completion of the audit. In addition to the National Executive Board, all financial chapters and states of Zeta Phi Beta Sorority, Incorporated shall receive a copy of the financial reports and audits from the National level.

Section 7. INTERNATIONAL PHYLACTER

The International Phylacter shall be present at all meetings of the national body. She shall advise members of the rules and regulations governing the body according to the Constitution and Bylaws of Zeta Phi Beta Sorority, Incorporated; Robert's Rules of Order Newly Revised and the laws of incorporation in the state in which incorporated. She is to maintain order at all times. She shall serve as an ex-officio member for all meetings relative to the Constitution, Bylaws and rules of the executive bodies of the Sorority (National Executive Board/Grand Boulé). She shall be a member of the Committee on Internal Structure, comprised of regional representatives appointed by the International Grand Basileus. She shall be present and available for consultative services to the International Grand Basileus, national, regional, state (where applicable) and local officers in activities pertaining to constitutional and policy matters.

Section 8. INTERNATIONAL CHAIR OF THE NATIONAL EXECUTIVE BOARD

The International Chair of the National Executive Board shall preside at all meetings of the National Executive Board, unless circumstances prevent such, thereby empowering the National Executive Board to select a temporary Presiding Officer from its members. She shall call meetings of the National Executive Board for matters of vital importance between Grand Boulés. She shall provide a written report to the body within sixty (60) days of National Executive Board meetings detailing its proceedings. She shall approve all bills of expenditures budgeted to the office of International Grand Basileus and in conjunction with the National Executive Committee, review the budget of the International Grand Basileus' office as related to program and budget, and she shall countersign all contracts. She shall carry out all other duties for her position and any other actions necessary to effectuate the position.

Section 9. NATIONAL TRUSTEES

The National Trustees shall perform the duties and responsibilities prescribed in the laws of incorporation and parliamentary authority adopted by the Sorority. They shall care for and

administer the International Headquarters in Washington, D.C. and all other real property heretofore and hereinafter purchased or otherwise acquired by Zeta Phi Beta Sorority, Incorporated.

Section 10. INTERNATIONAL GRADUATE MEMBER-AT-LARGE

The International Graduate Member-at-Large shall be elected by the Boulé body. She shall work with the International First Anti-Basileus, the National Director of Programs, and Graduate Chapters in interpretation and implementation of the national programs for graduate, Honorary and At-Large Members participation. She shall also work with the International Third Anti-Basileus and the International Undergraduate Member-at-Large to foster consistency and uniformity between graduate and undergraduate activities. The International Graduate Member-at-Large shall have the responsibility of acting as an ombudsman for graduate members and voicing their concerns to the National Executive Board via written report.

Section 11. INTERNATIONAL UNDERGRADUATE MEMBER-AT-LARGE

The International Undergraduate Member-at-Large shall have the responsibility of implementing the directives from the International office. She shall use creative efforts in working with the International Third Anti-Basileus and Undergraduate Chapters in interpreting the international programs for undergraduate participation. The International Undergraduate Member-at-Large shall have the responsibility of voicing the concerns of the undergraduate members.

Section 12. INTERNATIONAL GRADUATE MEMBER TO THE EXECUTIVE COMMITTEE

The International Graduate Member to the Executive Committee shall be available to act in matters of the Sorority, when the presence of the National Executive Board is not obtainable. She shall work along with the International Grand Basileus, International First Anti-Basileus, International Grammateus, International Tamias, International Phylacter, Chair of the National Executive Board and the International Undergraduate Member to the Executive Committee, to exercise such powers and functions of the board as provided in the resolution which creates the Committee.

Section 13. INTERNATIONAL UNDERGRADUATE MEMBER TO THE EXECUTIVE COMMITTEE

The International Undergraduate Member to the Executive Committee shall be available to act in matters of the Sorority, when the presence of the National Executive Board is not obtainable. She shall work along with the International Grand Basileus, International First Anti-Basileus, International Grammateus, International Tamias, International Phylacter, Chair of the National Executive Board and the International Graduate Member to the Executive Committee, to exercise such powers and functions of the board as provided in the resolution which creates the Committee.

Section 14. INTERNATIONAL UNDERGRADUATE REPRESENTATIVE TO THE NATIONAL NOMINATING COMMITTEE

The International Undergraduate Representative to the National Nominating Committee shall serve on the National Nominating Committee which verifies all international nominee credentials.

ARTICLE V. ADMINISTRATIVE POWERS OF THE NATIONAL EXECUTIVE BOARD

Section 1. AUTHORITY OF THE NATIONAL EXECUTIVE BOARD

- a. The National Executive Board shall be the supreme authority of the Sorority during the interim of a Grand Boulé.
- b. The administrative powers of Zeta Phi Beta Sorority, Incorporated shall be vested in the National Executive Board which shall be comprised of all elected officers, the Immediate Past International Grand Basileus and Regional Directors.

Section 2. DUTIES

- a. The National Executive Board shall approve the Sorority's annual budget, the budget of all elected officers, project directors and the office of the Executive Director and shall disseminate the Sorority's annual budget to the Membership within 90 days of approval.
- b. The National Executive Board shall designate a minimum of three percent (3%) of the total annual membership dues as reserved funds to be placed in the Maintenance and Growth Account. Funds in the account shall accumulate to levels established by the National Executive Board based on the recommendation of the Trustee Advisory Board. Maintenance and Growth funds may only be used for maintenance, improvement or acquisition of real property, heretofore and hereinafter owned by Zeta Phi Beta Sorority, Incorporated, including but not limited to National Headquarters and Birch Haven. The National Tamias shall report the activities of the Maintenance and Growth Account as a separate line item on financial reports.
- c. It shall be vested with the authority to employ an Executive Director with an adequate staff. It shall maintain and have general supervision of the operation of the International Headquarters, approve all investments of funds of the Sorority, approve all expenditures of the executive office and other officers not included in the Sorority budget.
- d. The National Executive Board shall be authorized by resolution adopted by the board to appoint an Executive Committee when deemed necessary to effectuate the purposes of the Sorority. The Executive Committee is empowered to act in matters of expediency where the presence of the whole National Executive Board is not obtainable. The Executive Committee shall exercise the powers and functions of the National Executive Board as provided in the resolution, which creates the National Executive Committee.

Delegation of authority to the Executive Committee does not absolve the National Executive Board of its responsibilities. The Executive Committee shall report directly to the National Executive Board.

- e. The National Executive Board may remove any officer for misfeasance, malfeasance, or nonfeasance in office for conduct that will hold the Sorority up to ridicule or contempt or bring discredit upon the Sorority. Written charges against the officer shall have been made by registered mail at her last known address and she shall have thirty (30) days to answer the charges prior to any removal action by the National Executive Board. No officer shall be removed from an office unless the accused has been given a hearing before the National Executive Board and her removal is approved by at least two-thirds (2/3) of the elected members.

Article VI POWER OF THE GRAND BOULÉ

Section 1. FINANCIAL INCOME AND EXPENDITURE REPORTS

Financial members shall, no less often than annually, receive or have access to written reports of all national sorority income and expenditure activity. Financial members shall also receive or have access to written reports of their respective local, state and regional income expenditure activity. At all but the local level, financial reports must be provided at least 30 days prior to the meetings at which they will be presented.

ARTICLE VII - OFFICE OF THE EXECUTIVE DIRECTOR

Section 1. EXECUTIVE DIRECTOR

- a. The Executive Director shall serve as Chief Operating and Administrative Officer of the Sorority. She provides services for the organization in the following areas:
- b. Total management of office operations at the International Headquarters and other administrative needs of the organization.
- c. Professional support services to the International Grand Basileus and members of the National Executive Board as outlined in the job description. The Executive Director is accountable and responsible to the International Grand Basileus and the National Executive Board.

Section 2. QUALIFICATIONS OF THE EXECUTIVE DIRECTOR

- a. She must be an active and financial member of the Sorority in good standing for at least five (5) years.
- b. She must possess a bachelor's degree (Master's preferred) with executive and management skills pursuant to her job description.
- c. She must demonstrate the ability to supervise, manage and evaluate a staff.

- d. She must coordinate, implement and monitor concurrent administrative functions and activities of a complex organization.
- e. She shall have knowledge of the interrelationship of the Sorority at the local, state (where applicable), regional, and national levels (based upon experience).

Section 3. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director shall coordinate and administer all activities relative to the implementation of the administrative functions of the organization in compliance with the basic principles and policies of the organization. She shall give specific attention to the development and implementation of procedures to ensure timely responses to incoming correspondence and requests. She shall perform all duties listed in her job description, institute actions necessary to effectuate her position and maintain efficient procedural operations.

ARTICLE VIII - NATIONAL APPOINTMENTS – ADMINISTRATIVE

Section 1. RESIDENT AGENTS

Zeta Phi Beta Sorority, Incorporated shall maintain a Resident Agent in the state of incorporation (Washington, D.C.) and in Idlewild, Michigan having the same status as a State Director. The qualifications shall include legal residency.

Section 2. LEGAL COUNSEL

Zeta Phi Beta Sorority, Incorporated shall empower its National Executive Board to engage a legal advisory council. Legal counsel shall be present at National Executive Board meetings to provide legal advice and handle various legal matters pertaining to the Sorority. This council may be comprised of members (lawyers) of the organization. The National Executive Board shall also be empowered to use other legal services if necessary or expeditious.

Section 3. HISTORIAN

- a. There shall be a Historian of the Sorority whose task is to prepare a narrative account of the Sorority's activities during her term of office. The information will become a part of the Sorority's official history after the National Executive Board and the constituency has approved it. All accounts are the property of Zeta Phi Beta Sorority, Incorporated.
- b. Historians are to serve two (2) full terms (four (4) years) and are to be assigned by the National Executive Board.
- c. Expenses incurred in the presentation of the historical narrative will be borne by the Zeta Phi Beta Sorority, Incorporated.

ARTICLE IX– REGIONAL AND STATE DIRECTOR APPOINTMENTS

Section 1. REGIONAL DIRECTORS

The International Grand Basileus shall appoint the Regional Directors at the end of the Boulé.

a. Qualifications of Regional Directors

- i. The Regional Director must be a college/university graduate and have attended three (3) Regional Conferences and two (2) Boulé prior to her appointment. She must take, successfully complete the Zeta Organizational Leadership Training Program and receive the Zeta Organizational Leadership Certification prior to, or within one year of being appointed as a Regional Director.
- ii. She must have served on regional or state (where applicable) committees and must have been an elected regional or state officer.
- iii. She must have been an active and financial member of the Sorority for a minimum of five (5) consecutive years preceding her nomination.
- iv. She must have the ability to organize and coordinate activities within a timetable and must promote implementation of the national theme.
- v. She should be affiliated with several charitable, educational and religious organizations.

b. Duties of Regional Directors

- i. She shall perform any duty assigned by the International Grand Basileus, thereby implementing, executing and emphasizing the Sorority's programs.
- ii. She shall provide the region with the date of the regional and state (where applicable) Leadership Conference six (6) months to one (1) year prior to the date of the activity and include a draft of the program, location of events and other logistics.
- iii. She shall develop objectives based on national themes and prepare reports for regional and national meetings.
- iv. She is to maintain information on activities, handle problem issues and/or provide technical assistance where necessary to establish open lines of communication within the region while keeping the International Grand Basileus informed.
- v. She shall disseminate information announcing national policy changes and program highlights.

Section 2. CHAIR OF THE REGIONAL DIRECTORS

The International Grand Basileus shall select the Chair of the Regional Directors from within the Regional Directors after Boulé. She shall perform all duties assigned within the parameters of her position.

a. Qualifications of Chair of the Regional Directors

- i. She must have one (1) full term of service as a Regional Director within a four (4) year period.

- ii. She must have been an active and financial member of the Sorority for at least five (5) consecutive years preceding her nomination.
- iii. She must be involved in activities in the community and the Sorority that demonstrate leadership ability.
- iv. She must be thoroughly familiar with the Constitution and Bylaws of the Sorority and other regulations and procedures at each level of the Sorority.

b. Duties of Chair of Regional Directors

The International Grand Basileus will assign duties that are to be performed in conjunction with her duties as a Regional Director.

Section 3. STATE DIRECTORS

The State Directors shall be appointed by the International Grand Basileus at the end of the Boulé session. Consideration shall be given to the recommendations from the Regional Directors and chapters of the state.

a. Qualifications of State Directors

- i. She must have attended at least two (2) Regional Conferences and one (1) Boulé prior to her appointment. Remaining qualifications are the same as those listed under Regional Directors. She must take, successfully complete the Zeta Organizational Leadership Training Program, and receive the Zeta Organizational Leadership Certification prior to, or within one year of, being appointed as a State Director.

b. Duties of State Directors

- i. The State Director is under the direction of the Regional Director's Office and the Regional Director should approve all planning pertaining to the state's affairs. A draft of the state program must be sent to the Regional Director seven (7) months to one (1) year prior to the event.
- ii. The State Director shall not implement any projects within the region without notifying the Regional Director.
- iii. On request of the International Grand Basileus or Regional Director, the State Director may be assigned to serve in the place of the Regional Director. The State Director shall assume and perform all responsibilities and tasks inherent in her position.

ARTICLE X- VACANCIES OF INTERNATIONAL OFFICES

Should an elected officer find it necessary to vacate her office, she must submit a letter of resignation to the International Chair of the National Executive Board and the International Grand Basileus. Upon motion and acceptance of the resignation at a National Executive Board meeting, the International Grand Basileus shall appoint a person to fill the unexpired term.

ARTICLE XI - ELECTIONS

Section 1. INTERNATIONAL OFFICERS

Election of International officers shall be done by secret ballot. Secret ballot methods that may be used include paper ballots, voting machines or electronic voting systems. All candidates must meet the qualifications so described in the Constitution and Bylaws of Zeta Phi Beta Sorority, Incorporated and must satisfy credential requirements. Names on ballots for persons in absentia at the Boulé must be eliminated from that ballot and the election.

Section 2. VOTING

All financial chapters are entitled to voting privileges at Boulé. All chapters vote through their delegates. Alternates do not vote unless delegates are absent at the time of casting ballots. All members of the National Executive Board and Life Members are eligible to vote. All State Directors are eligible to vote. Votes are not transferable and only one is allowed per Soror.

Section 3. DELEGATES

Apportionment of votes is predicated upon financial membership of chapters and chapter tax paid to National.

Number of Members	Number of Votes
Up to 4	1 vote
5 – 25	2 votes
26 – 50	4 votes
51 and above	6 votes

Section 4. ELECTION COMMITTEE

After the presentation of the slate by the National Nominating Committee, the Election Committee shall be responsible for all details involved in the election process.

ARTICLE XII - MEETINGS

Section 1. GRAND BOULÉ

The National Meeting of Zeta Phi Beta Sorority, Incorporated is called the “Grand Boulé” (National Leadership Conference). The Boulé is held every two (2) years unless the National Executive Board calls for an emergency meeting or receives requests from twenty-five (25) financial chapters.

Section 2. NATIONAL EXECUTIVE BOARD MEETINGS

The National Executive Board shall meet at least twice between Boulés, six (6) months after and six (6) months before the next Boulé. Five (5) elected members shall constitute a quorum for the

National Executive Board. All sessions of the National Executive Board shall be open to all financial members except during Executive Session.

Section 3. TRANSITIONAL BOARD MEETING

A Transitional Board Meeting is to be held in conjunction with the closing National Executive Board meeting at the end of the Boulé. All outgoing National Executive Board members must tender all properties belonging to the Sorority to the incoming National Executive Board members. Tender or transfer of all properties and records must occur within thirty (30) days of the close of the Boulé. The newly-elected and installed officers will begin the new administration at the close of the Transitional Board Meeting.

Section 4. REGIONAL LEADERSHIP CONFERENCES

Regional Leadership Conferences shall be held annually in locations within the region. They may be omitted during a Boulé year, if necessary.

Section 5. STATE LEADERSHIP CONFERENCES

State Leadership Conferences may be held at least biennially at a time when the Regional Leadership Conferences are not in session.

Section 6. CHAPTER MEETINGS

Graduate Chapters shall hold meetings at least once a month, except during the months of July and August, when they may recess. An advisor, a member of the advising chapter must be present during undergraduate meetings. Undergraduates holding a meeting without notification and without supervision may be recommended to the State Director for suspension.

ARTICLE XIII - ORGANIZATIONAL STRUCTURE

Section 1. REGIONS

Zeta Phi Beta Sorority, Incorporated is divided into the following Regions: Atlantic, Eastern, Southeastern, Midwestern, South Central, Great Lakes, Southern and Pacific.

Section 2. UNDERGRADUATE CHAPTERS

- a. Undergraduate Chapters may be established at accredited colleges within the area in which they are located. There must be five (5) or more applicants who meet the requirements for membership into Zeta Phi Beta Sorority, Incorporated.
- b. A Metropolitan Undergraduate Chapter may be established in cities when approved by the International Grand Basileus and sponsored by a Graduate Chapter.
- c. An Undergraduate Chapter may function if two (2) or more members remain in good standing with the college and with the National Office.

- d. Each Undergraduate Chapter must adhere strictly to the regulations of sponsoring Graduate Chapters and the National Constitution and Bylaws. They must not sponsor any programs or activity without the knowledge and approval of the sponsoring chapter and the graduate advisor.
- e. Each Undergraduate Chapter shall have its own bylaws and shall elect its own officers. They shall have a campus advisor and graduate advisor. The advisor is registered with the college authorities and with the International Office of the Sorority for advising and assisting the Undergraduate Chapters in its academic, social and community activities.
- f. The graduate advisor of the sponsoring Graduate Chapter, or a sponsoring chapter-approved designee, shall always be present for Undergraduate Chapter activities.
- g. All Sorors who serve as the Regional or State Undergraduate Coordinator or as a Third Anti-Basileus, Undergraduate Advisor or member of an Undergraduate Advisory Committee must be financial and Membership Intake Process (MIP) and Undergraduate Advisor Certified and in good standing. Sorors shall become recertified consistent with requirements to be established by the National Executive Board. The only Sorors who may conduct Undergraduate Advisor Certification Training are the National Director of Undergraduate Advisors, Regional Directors, State Directors and Regional Undergraduate Coordinators, who successfully completed the approved training program.

Section 3. GRADUATE CHAPTERS

- a. A Graduate Chapter may be established when there are two (2) or more Sorors who have established permanent residence in a community and who will secure for membership three (3) or more graduates of accredited colleges and universities who meet the requirements of Zeta Phi Beta Sorority, Incorporated.
- b. A Graduate Chapter may be formed in any city. If the financial membership of the functioning chapter exceeds forty-five (45), a second Graduate Chapter can be formed upon recommendation by the International Grand Basileus and with the special permission granted by the National Executive Board. A Graduate Chapter may not function with less than five (5) financial members on the records of International National Headquarters.
- c. Military Graduate Chapters formed in a province, territory, county or contiguous state may be established when there are two (2) or more Sorors who will secure for membership three (3) or more graduates of accredited colleges and universities who meet the requirements of Zeta Phi Beta Sorority, Incorporated. A Military Graduate Chapter may not function with less than two (2) financial members on the national roster.
- d. Graduate and Military Graduate Chapters will not be allowed to split and form new chapters because of internal problems.

Section 4. CHAPTER NAMES

Chapters shall be given single or compound Greek letter names and the name “Zeta” shall be the last name of every Graduate Chapter. Chapters shall be assigned names in sequence as they are chartered. Chapters shall be identified only by the name assigned by International Headquarters.

ARTICLE XIV - CHARTERS

ESTABLISHMENT AND PRESENTATION OF NEWLY-CHARTERED CHAPTERS

Chapters cannot be officially established or presented until all requirements are met and the charter is received from the International Grand Basileus.

ARTICLE – XV - SUSPENSIONS

Section 1. CHAPTER SUSPENSION

- a. Chapters are subject to suspension if there is any infraction of the Bill of Rights or violation of the Constitution and Bylaws or other standard rules and regulations of the Sorority.
- b. All Undergraduate Chapters are subject to the rules and regulations of the school in which they are located. Failure to comply with such rules and regulations constitutes an act of misconduct for which the penalty may be invoked by the school authorities, and the chapter is then subject to suspension by the International Grand Basileus, the only officer empowered to suspend.

Section 2. MEMBERSHIP SUSPENSION

- a. A chapter, through its Regional and State Directors, may request suspension of members for non-payment of the approved local, state (where applicable), regional and national taxation, and for actions of misconduct and rule violations.
- b. The National Executive Board may recommend removal or suspension of any officer for just cause and proof thereof.

Section 3. HAZING AND PENALTY

Physical and corporal punishments and mental harassment are emphatically prohibited. If any chapter or Soror engages in such acts or violates the Bill of Rights, the Sorority may take legal action against Soror(s) and/or chapters who precipitated and participated in the act(s) and suspend the Soror and/or chapter(s).

ARTICLE XVI - FINANCIAL OBLIGATIONS

Section 1. CHAPTER TAX

Each chapter is required to pay a yearly National Chapter Tax, due in October, to be used for national scholarships, projects and general expenses. Failure to pay national obligations for two (2) consecutive years will result in the chapter's suspension. A chapter must then pay the required reinstatement fee plus national annual membership dues for each Soror on its roster.

a. Delinquent Chapters

Delinquent chapters are not permitted to vote at the Boulé or Regional and State (where applicable) Leadership Conferences.

b. Newly Organized Chapters

Chapters do not pay chapter tax in the year in which they are organized.

Section 2. ANNUAL MEMBERSHIP DUES

- a. Each Soror must pay national annual membership dues each year in October (unless she is a Life Member) through her chapter to be used to defray expenses incurred by the International Headquarters.
- b. Failure to pay the annual membership dues renders a Soror "unfinancial" and she must be listed so on the financial report to the Executive Director.
- c. She will not be entitled to any of the privileges of the national body. She may not attend the Boulé as a delegate. She will not be issued a financial card. She may not be appointed to represent Zeta Phi Beta Sorority, Incorporated in any state (where applicable), Regional or National Leadership Conferences of any kind. She will not receive an ARCHON.

Section 3. LIFE MEMBERSHIP – FEES: GOLDEN, PLATINUM AND DIAMOND

- a. All Life Members, Golden, Platinum and Diamond, are assessed a standard annual fee which is expended for publications, scholarships and operational funds for Life Members.
- b. Life Members must be financial on all levels.
- c. A financial Life Member may obtain Golden, Platinum or Diamond Membership by paying the entire additional fee to the International Office through her local chapter.

Section 4. NATIONAL FEES

All national financial obligations shall be paid as designated at each Boulé for the ensuing term. Honorary members are not obligated to pay dues on any level but can make financial contributions to the Sorority.

Section 5. REINSTATEMENT FEE

a. Local Taxation

The local chapter has the right to determine its local reinstatement fees, separate and apart from national reinstatement.

b. National Taxation-Graduates

The national body's reinstatement fee is based on the current fees established by the National Executive Board and the national constituency. The standard rate of annual Membership Dues must also be included in the process of reinstatement, and both fees are to be mailed simultaneously through the chapter.

Section 6. LOCAL CHAPTERS

Each chapter shall make its own budget and establish local fees within the framework of its Bylaws. The chapter has a right to classify its members as "active" or "inactive" according to chapter bylaws.

Section 7. REGIONAL FINANCE

Each chapter is to pay a chapter tax to the region and each Soror is to pay a regional tax as stipulated by the regional constituency according to the regional needs and the regional bylaws.

Section 8. INTERNATIONAL OFFICERS' BUDGETS

All international officers must submit a proposed budget for their office, subject to approval by the National Executive Board.

ARTICLE XVII - BANK ACCOUNTS

Section 1. CHECKING AND SAVINGS ACCOUNTS

- a. The National Executive Board is empowered to maintain checking and savings accounts for the national body, and whenever possible, establish an investment plan. The Sorority must maintain a voucher system by which all withdrawals are made, and all expenditures are paid.
- b. Three (3) officers' signatures shall be on file, any two (2) of which shall validate checks.
- c. The officers to validate checks shall be the International Grand Basileus, International First Anti-Basileus and the International Tamias. The primary officers for validating all checks shall be the International Grand Basileus and the International Tamias. The International First Anti- Basileus validates checks only when the International Grand Basileus is unavailable.
- d. All elected officers or employees receiving or disbursing corporate funds shall be bonded for the total value of the organization within thirty (30) days of their election or employment.

Section 2. SPECIAL ACCOUNTS

a. Boulé Fund

A special Boulé account is to be opened each Boulé year by the International Headquarters for expenses. As soon as all expenses have been paid, the account shall be closed under the authorization of the National Executive Board. Host chapters will be responsible for operating their own accounts but must maintain accurate records of all monies pertaining to the Boulé.

b. Special Restricted Funds

All restricted funds must be deposited in a special restricted account to be disbursed when required and authorized by the National Executive Board.

ARTICLE XVIII - AUXILIARIES AND AFFILIATES

Section 1. AMICAE

Amicae is the name given to the organized group of women interested in ideals and activities of Zeta Phi Beta Sorority, Incorporated. The Amicae, Friends of Zeta, serve as an auxiliary to one (1) or more local Graduate Chapters of Zeta Phi Beta Sorority, Incorporated and are designated by the name of the city. There shall be only one auxiliary in a city and all chapters in the city will cooperate as sponsors. Amicae auxiliaries are comprised of non-degreed women who have participated in and contributed to charitable, religious and educational activities.

c. Dues

The Amicae shall pay no dues to Zeta Phi Beta Sorority, Incorporated, except special fees established by the National Executive Board. They shall establish their own financial system of operation and can make contributions to the Sorority and its foundations.

d. Government

- i. The Amicae shall be governed by the rules and regulations prescribed by the national body and a local sponsoring chapter of Zeta Phi Beta Sorority, Incorporated, and the local bylaws of Amicae established in accordance with national regulations and Robert's Rules of Order Newly Revised.
- ii. They shall formulate and adopt local bylaws, which shall be in accordance with national regulations and which shall be approved by the sponsoring Zeta Phi Beta Sorority, Incorporated chapter.
- iii. There must be at least one Soror appointed to advise the group, be present at all meetings and be responsible for clearing all activities of the Amicae through the sponsoring chapter.
- iv. The Amicae should participate in and be acknowledged at all public Zeta Phi Beta Sorority, Incorporated affairs. Amicae shall not sponsor any public affairs without the approval and cooperation of the sponsoring chapter.

- v. Amicae are not to participate in Zeta Phi Beta Sorority, Incorporated meetings of any kind, unless by special invitation and for some specific purpose. All Sorors who serve as the Regional or State Amicae Coordinator or as an Amicae Sponsor or member of an Amicae Sponsor ship Committee must be financial and Amicae Sponsor Certified and in good standing. Sorors shall become re-certified consistent with requirements to be established by the National Executive Board. The only Sorors who may conduct Amicae Sponsor Certification Training are the National Director of Amicae Affairs, Regional Directors, State Directors, and Regional Amicae Coordinators who have successfully completed the approved training program.

e. National Director

- i. A National Director of Amicae Affairs shall be appointed each Boulé term by the International Grand Basileus. The Regional Director shall appoint a Regional Coordinator of Amicae Affairs where there are at least five (5) organized auxiliaries of Amicae. The Coordinators of Amicae Affairs shall be members of Zeta Phi Beta Sorority, Incorporated.
- ii. Amicae shall not meet on a national level unless such a meeting is approved by the National Executive Board and held concurrently with a Boulé.

Section 2. YOUTH AFFILIATES

Youth Affiliates consist of youth pre-kindergarten to grade 12, who have become identified with Zeta Phi Beta Sorority, Incorporated and its ideals. These Affiliates, recognized by the names Archonettes, Amicettes and Pearlettes are organized where there is an active Zeta Phi Beta Sorority, Incorporated chapter and shall function with an advisor from that chapter.

a. Objective

The objective of the Youth Affiliates is to introduce young people to the ideals of Zeta Phi Beta Sorority, Incorporated and ensure the continued growth of the Sorority.

b. Potential Members

- i. Potential members are youth who, after an introduction to the program, express interest in belonging while striving for the ideals of Zeta Phi Beta Sorority, Incorporated, demonstrating potential for good citizenship, scholarship and leadership.
- ii. All Sorors who serve as the Regional or State Youth Affiliates Advisor, or as Youth Affiliates Advisor, or member of a Youth Affiliates Committee must be financial, and Youth Affiliates Advisor certified and in good standing. Sorors shall become recertified consistent with requirements to be established by the National Executive Board. The only Sorors who may conduct Youth Affiliate Advisor Certification Training are the National Director of Youth Affiliates, Regional Directors, State Directors and Regional Youth Coordinators who are holding these positions at the time of the certification and have successfully completed the approved training program

ARTICLE XIX - ARBITRATION AND DISPUTE RESOLUTION

Section 1. WAIVER OF JURY TRIAL; BINDING ARBITRATION.

“Dispute” shall mean any dispute, controversy, or claim arising out of, relating to, or about membership in Zeta Phi Beta Sorority, Incorporated or breach of the documents governing Zeta Phi Beta Sorority, Incorporated. All Disputes shall first be addressed by following the procedures described in the National Constitution & Bylaws and all other applicable internal policies and procedures. After exhausting internal remedies, the parties agree to endeavor first to settle any unresolved Dispute by mediation administered by the American Arbitration Association under its Mediation Procedures before resorting to arbitration. After mediation, any unresolved Dispute, shall be settled by binding arbitration administered by the American Arbitration Association in accordance with the applicable Arbitration Rules.

Section 2. PLACE, LANGUAGE, AND GOVERNING LAW.

The place of arbitration shall be Washington, D.C.; provided that upon agreement between the parties, the arbitration may be held in another location within the United States of America. The language of the arbitration shall be English. The arbitration shall be governed by the laws of the District of Columbia.

Section 3. NUMBER OF ARBITRATORS.

Claims shall be heard by a single arbitrator (selected under the American Arbitration Association Rules), unless a claimant agrees to bear the expense of the arbitrators, in which case the dispute shall be heard by a panel of three arbitrators. For a three-person arbitrator panel, within 15 days after the commencement of arbitration, each party shall select one person to act as arbitrator and the two selected shall select a third arbitrator within ten days of their appointment. If the arbitrators selected by the parties are unable or fail to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association.

Section 4. CONFIDENTIALITY.

Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties.

Section 5. AUTHORITY.

The arbitrator(s) shall have the sole power to grant any provisional or final remedy or relief that it deems appropriate, including but not limited to conservatory measures. Arbitrator(s) shall have the authority to allocate the costs of the arbitration process among the parties but shall only have the authority to allocate attorneys’ fees if a law permits them to do so. The arbitrator(s) shall have the sole power to rule on any challenge to its own jurisdiction and all issues regarding arbitrability shall be decided solely by the arbitrator(s). Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

ARTICLE XX - AMENDMENT AND SUSPENSION OF BYLAWS

Section 1. AMENDMENT OF THE BYLAWS

- a. Proposed amendments may be submitted, in writing, by the following authorized entities eligible to submit amendments which are financial chapters and the national standing committees: Credentials, Nominating, Boulé Planning, Election, Budget and Finance, Constitution and Bylaws, Membership, Education and Training, and National Undergraduate Committee. The proposed changes must be set forth in detail and sent to the Constitution and Bylaws Committee electronically or by mail to Zeta Phi Beta Sorority, Incorporated International Headquarters at least one hundred twenty (120) days prior to the opening of the Boulé.
- b. The Constitution and Bylaws Committee will send the proposed changes electronically through the Executive Director to the National Executive Board, chapters and the national standing committees (Credentials, Nominating, Boulé Planning, Election, Budget and Finance, Constitution and Bylaws, Membership, Education and Training, National Undergraduate and Social Action) at least sixty (60) days prior to the opening of the Boulé.
- c. The proposed amendment or amendments shall be read and voted upon by the assembled delegation at the Boulé in session. A two-thirds (2/3) vote of the Boulé assembled shall be necessary to pass the amendment or amendments.

Section 2. SUSPENSION OF THE BYLAWS

The Bylaws may be suspended at a regular business meeting of the Boulé by two-thirds (2/3) vote. Bylaws relating to business procedures, transaction of business, rules of order and other standing rules not requiring a ballot vote, may be suspended.