

Zeta Tau Alpha

Theta Delta Chapter Bylaws

Revised August 6, 2019

Article I- Name

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

Article II- Objective

The object of this organization shall be to promote the purposes and programs of the Fraternity; to function as a constructive vital force in the lives of its members; to cooperate with local alumnae; and to serve as a cooperative, active part of the University program.

Article III- Membership

1. New Member: Any regularly matriculated female student at Salisbury University who has at least a 2.5 cumulative GPA and has met the eligibility requirements set forth in the *National Constitution and Bylaws*, the national policies of Zeta Tau Alpha and the policies of Salisbury University is eligible for membership in the Theta Delta Chapter.
2. Repledge: A woman may not repledge for the third semester without permission of the Province President.
3. Initiated Member: Membership in Theta Delta Chapter may be extended to regularly enrolled college women who meet the standards of the Fraternity and the requirements set forth in the *National Constitution and Bylaws*.
4. Transfers: A transferring member of Zeta Tau Alpha may affiliate with the chapter per the policies and procedures outlined in the *General Manual*.
5. All members and new members must review and sign the Membership Expectations and Obligations Contract. Each Fall and Spring, all returning members are expected to review this policy and initial the contract, prior to any event with alcohol. All members are expected to abide by the contract. Failure to do so may result in Judicial action.
6. AlcoholEdu: Completing AlcoholEdu is a requirement for all initiated members. New members will be given a first deadline by which they must complete the first portion of AlcoholEdu. If any Initiated Member or New Member misses the first deadline then social privileges will be revoked until they complete it. New Members must complete AlcoholEdu by the determined timeline in order to be initiated.
7. Activities: All members and new members are expected to participate in campus and community activities as outlined in the Crown Chapter criteria. Failure to do so may result in judicial action.

Article IV- Meetings

Section I: Regular Meetings

1. There shall be a regular meeting (business, ritual, or standard and enrichment) each week during the college year except during examination and vacation periods.
2. A simple majority of the eligible voting members shall comprise a quorum.
3. The right to vote shall be accorded to every member who is in good financial and judicial standing.

Section II: Special Meetings

1. Special meetings may be held only when the appropriate advisor and each member of the chapter have been notified at least 24 hours prior to the designated meeting time.
2. Two-thirds of the eligible voting members shall comprise a quorum at any special meeting.
3. Formal Membership Recruitment voting is considered a special meeting.

Article V- Powers and Duties

The organization shall exercise all powers usually vested in such a body, provided these do not conflict with provisions set forth in the *National Constitution and Bylaws*, the manuals of the Fraternity, and the national policies and directives of the Fraternity. The disciplinary powers of Theta Delta Chapter shall be vested in the chapter Judicial Committee.

Article VI- Officers

Section I:

1. Officers shall be those specified in the *National Constitution and Bylaws*, the *General Manual*, and the *Guide to Chapter Officers*.
2. Elected officers are the Executive Council and include the following officers: President, First Vice President (Coordinator of Committees), Second Vice President (New Member Coordinator), Third Vice President (Membership Chairman), Recording Secretary, Treasurer, Historian-Reporter, Ritual Chairman, Panhellenic Delegate, Academic Achievement Chairman and Risk Reduction Chairman.

Section II: Elections

- A. Elections shall follow the guidelines as stated in *The Guide for Chapter Officers*.
- B. The Nominating Committee shall be made-up with one representative from the sophomore, junior and senior classes. These representatives will be elected by each class. The General Advisor and outgoing President shall serve as an ex-officio member of the committee. If the outgoing President is running for another Executive position, she will not serve on the committee.
- C. Those interested in running for any Executive Committee position must turn in an application and interview with the Nominating Committee. Only those who have turned in an application and interviewed with the Nominating Committee may be nominated from the floor during elections.
- D. The slate of officers shall be submitted by the Nominating Committee to the chapter one week before elections.
- E. The Nominating Committee shall make a motion to accept the slate of nominated candidates for office. The slate must pass by a $\frac{2}{3}$ majority.
- F. If the slate does not pass, Executive Committee positions will be voted on by an individual basis, beginning with President. Nominations will be taken from the floor. Nominees from the floor must have turned in an application and interviewed with the Nominating Committee. Elections will proceed as outlined in *The Guide for Chapter Officers*.
- G. Elections shall be by secret ballot.
- H. If a vacancy in the office of President occurs, the First Vice President assumes the office. If there is no First Vice President, the Executive Council, with the approval of the Advisory Board and the Province President appoints a new President.
- I. If a vacancy in any other officer or chairmanship occurs, the President, with the approval of the Executive Council, the General Advisor and the Province President, appoints a replacement.

Section III: Qualifications:

1. To be eligible for an EC office, a member must meet the qualifications specified in the *National Constitution and Bylaws* and the *Guide to Chapter Officers*.
 - A. President: The President must be an initiated member for at least 2 semesters
 - B. VP III: The VP III must have completed at least one formal recruitment season as an initiated member.
 - C. Executive Council members must have a 2.8 GPA, cumulative, to be elected and retain office.
 - D. Program council must have a 2.7 GPA, cumulative, to be elected and retain office.
 - E. No officer may be elected or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.
 - F. If any of the above qualifications are not met, the nomination must be approved by the Province President and General Advisor.
 - G. Newly elected Executive Committee officers must attend Officer Leadership Academy and Theta Delta Officer Training. Newly elected Program Council officers must attend Theta Delta Officer Training. Failure to attend OLA may result in removal from office.

Section IV: Duties

1. The duties of officers shall be those usually assigned to such officers in *Robert's Rules of Order, Revised* and such other duties as are specifically stated in the *Guide to Chapter Officers*. Chapter officers are recommended to maintain a 2.8 cumulative GPA to maintain office. Failure to do so will result in removal from office.
2. Failure to fulfill responsibilities of office will result in disciplinary action or a removal of office.

Section V: Term of Office

Officers shall be installed within one month (four weeks) after elections or prior to the end of the fall semester and shall hold office for one year.

The Vice President III – Membership Chairman shall be elected in November and serve as an assistant to the outgoing Membership Chairman during the spring Formal Recruitment period immediately after her election. The Membership Chairman will use her term in office to plan and execute CROWN in the fall and Formal Recruitment the semester following her term. Members who will graduate the fall after their term ends are not eligible to run for this position.

Section I – Standing Committees

- A. Standing Committees are the appointed officers which comprise the Program Council. These include the following positions:

Director of Activities, Apparel Chairman, Special Events, Banner/Chalking Chairman, Director of Member Enrichment, FRED Chairman, Director of Philanthropy, Think Pink Chairman, Fundraising Chairman, Service Chair, Director of Sisterhood, Alumni/Parent Relations, Sunshine Chairman, Director of Social Events, SUGAP Chairman, Corresponding Secretary, Songs Chairman

Section II – Qualifications for Office

- A. To be eligible for Program Council, a member must meet the qualifications specified in the National Constitution and Bylaws, the General Manual and The Guide for Chapter Officers.
- B. Program Council members must have a 2.7 GPA, either semester or cumulative, to be elected and retain office.
- C. No officer may be appointed or retain office while on disciplinary probation with the University and/or Zeta Tau Alpha.

Section III - Appointment

- A. Members interested in holding a Program Council position must file an application stating their preferences with the First Vice President.
- B. Program Council officers and their committees shall be appointed by the newly elected VP1 with the approval of the Advisory Board.
- C. Programs Council positions should be appointed before the end of Fall semester to allow for participation in Officer Education.

Section IV – Duties

- A. Duties of the committees shall be those usually assigned to such committees in *Robert's Rules of Order, Newly-Revised* and such other duties as are specifically stated in *The Guide for Chapter Officers* and as determined by the chapter Executive Council with the approval of the Advisory Board and Province President.

Section V – Term of Office

- A. Program Council Chairmen and their committees shall assume duties after appointment.
- B. PC Director positions are for one year.

Section VI: The Judicial Committee

1. The President, with the approval of the Executive Committee and Advisory Board, will appoint a Judicial Chairman.
2. The Judicial Committee is appointed by the President following election of EC officers and serves for one year. The committee will be selected according to the guidelines described in the *National Constitution and Bylaws*.

Article VIII – Chapter Advisors

Section I: There shall be no minimum or maximum number of advisors. However, the chapter should strive to retain the following advisors: General Advisor, Financial Advisor, New Member Advisor, and Membership Advisor.

Section II: Duties

The duties and responsibilities of the advisors shall be those stated in the Guide for Advisors.

Section III: Appointment

Advisors are appointed by the Province President.

The Executive Committee must secure the approval of the Province President before an alumna may be considered for any chapter advisor position.

Article IX: Finances

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

Section II: Income

1. Dues, parlor fees, social fees, and other charges shall be as approved in the annual budget.
2. Members must abide by the financial policies as outlined in the General Manual and the Guide to Chapter Finances.
3. No member will be permitted to collect purchased t-shirts or pictures if she is not in good financial standing as stated in the Guide to Chapter Finances.

4. Fines

1. The chapter will operate on a fines system for unexcused absences from chapter events. See the Theta Delta Fines System, which is attached to these bylaws.

Article X – Participation Procedures

Section I: The chapter shall operate on a Points System encouraging active participation in all Salisbury University and Greek life activities by placing the responsibility on the individual. See the Theta Delta Points System, which is attached to these bylaws.

Article XII – Academic Achievement

The chapter shall operate on an enhanced Academic Achievement program. See the Theta Delta Academic Achievement Program, which is attached to these bylaws.

Article XIV – Social Privileges

1. A sister must be in good standing, which includes: good financial standing, have made points the previous month, and have good academic standing, to attend all socials.
2. Failure to respect and comply with EC members and/or function monitors will result in the suspension of social privileges for the rest of the semester and judicial hearing will be put into place.

Article XV – Social Behavior

As sisters of the Theta Delta chapter of Zeta Tau Alpha, our chapter complies with the Salisbury University student code of conduct. If a sister's actions go against the code of conduct, appropriate consequences will be taken. This can include but not limited to a judicial hearing and the revoking of social privileges. See the Theta Delta Social Media Rules, which is attached to these bylaws.

Article XVI-Amendments

These Bylaws may be amended by a two-thirds vote of the eligible voting members, even if the other members are absent, provided the proposed amendments were presented at the previous meeting and approved by the Province President.

**Zeta Tau Alpha
Theta Delta Academic Achievement Program
*Last Updated: August 6, 2019***

The chapter operates on an enhanced academic program. It is overseen by the Academic Achievement (AACH) Chair.

Upon accepting her invitation of membership, each new member must sign a grade release form that lasts until she graduates.

Members with a GPA (taken from the previous semester, not the cumulative GPA) below 3.0 (out of 4.0) will be given the opportunity to attend study sessions, which are proctored by the AACH or EC officers. Outside tutoring, which is documented, can also count toward these study hours. The breakdown for the study hours are as followed:

- 3.0 and above No Required Study Hours
- 2.75-2.99 1 Study hour per week
- 2.5-2.74 2 Study hours per week
- 2.25-2.49 3 Study hours per week
- 2.25 and below 4.5 Study hours per week

Any member who does not have a GPA of at least 2.25 (taken from the previous semester, not the cumulative GPA) will be notified that they are on probationary status, which means they are not allowed to vote.

A sister with a GPA below 2.25 from last semester will be allowed to take a little sister only after she receives approval from EC, the Advisory Board, and Province President.

Early in the new member period, the AACH Chair will meet with new members to obtain majors/minors and goal GPAs. The AACH, at this time, will explain the Academic Achievement Program to new members.

Any time this document is changed, it must be voted on and approved by the chapter, Advisory Board, and Province President and then attached to the Chapter Bylaws. This document should also be reviewed every two years, along with the Chapter Bylaws, Points System, and the Fines System.

Zeta Tau Alpha
Theta Delta Fines System
Last Updated: August 6, 2019

The chapter operates on a fines system for unexcused absences from chapter events. Fined events will be denoted on the calendar. An even may not be fined if it is not added to the chapter calendar at least one month in advance.

A fine of \$10 will be allotted for each unexcused absence from all Greek meetings and Panhellenic meetings.

A fine of \$25 will be allotted for each unexcused absence from a philanthropy involved event/fundraiser, Zeta day, **Founders Day** and a recruitment related event or ritual.

A fine of \$50 will be allotted for an unexcused absence to an initiation ceremony.

Fines will not be given if there is an excused absence from an event if members have already paid for.

Fines will be added to member bills. If members do not pay their bills, the Treasurer will begin the financial expulsion process. If a graduating sister fails to pay her dues and miscellaneous invoices before the last meeting of the semester, she will lose the privilege of wearing the ZTA stole at graduation, and the Treasurer will begin the financial expulsion process.

Family medical emergencies, big family events, medical appointments, class/internships, school/other organization big events, work, and religious holidays may count as an excused absence.

In order for the above circumstances to be considered excused, the sister must declare her absence **two week** prior to scheduled event by email to the current Recording Secretary, there will be no excused absence if the Recording Secretary is not informed before the **two-week** grace period.

- The **two-week** notice statement obviously does not apply to family medical emergencies as those are often sudden and unplanned events.
- **The two-week period can be changed upon the current Recording Secretary.**

Any time this document is changed, it must be voted on and approved by the chapter, Advisory Board, and Province President and then attached to the Chapter Bylaws. This document should also be reviewed every two years, along with the Chapter Bylaws, Points System, and the Academic Achievement Program.

Zeta Tau Alpha
Theta Delta Points System
Last Updated: August 6, 2019

The purpose of the Points System is to encourage attendance to all Salisbury University activities, chapter activities and participation in other club or Greek organizations by allowing each member to choose those functions which best fit into her scheduling requirements. This system puts the responsibility for active participation on the individual member. Chapter members must fulfill 75% of the primary points each semester as well as receiving 10 secondary points each semester. New members must fulfill the same amount of the primary and secondary points each semester, as well as 100% of New Member Meetings (and events as specified in the new member guidelines). The amount of points along with the semester calendar will be given to the chapter at the beginning of the semester. The semester calendar will include clear dates of where a member can locate the primary point events and a secondary point events.

Chapter members that are professional status must fulfill 50% of the total primary points needed each semester as well as receiving 5 total secondary points needed each semester.

The secretary oversees this system and the tallying of points. These points will be accumulated and totaled monthly as needed. However, since the points system only allows members to attend social events, members are responsible to check with the Recording Secretary on their own time to see if they are eligible to attend said events. Each semester a member must receive points in total to be able to attend social events.

Refer to the list below of all the primary and secondary events that each chapter member must attend to be in good attendance standing in the Theta Delta chapter. If a chapter member is not in good standing (three unexcused absences) she will be referred to the Judicial Committee. The members are required to attend all mandatory events/primary points unless an excused absence was received from the Recording Secretary. The way to lose and receive points are explained below:

Primary ZTA Points:

Chapter members must submit a valid excuse to the Recording Secretary two weeks before the Primary Event is scheduled (the current Recording Secretary can decrease this time period but this should be notified at the beginning of the semester). These events/requirements are mandatory. These events result in one point each event, however, failure to notify the Recording Secretary with a valid excuse, and failure to attend the Primary Event, will result in no points received per event. All Primary Events are Mandatory Events. A list of the Primary Events will be listed below:

Zeta Day / Founders Day
Initiation / Rituals
Recruitment
Main Philanthropy Fundraisers
Relay for Life
Community Service (I Love Salisbury/ Big Event)
Sisterhood Retreats
Panhellenic/ Town Hall Meetings
Pink Out Tables (2 minimum)
Greek Week (2 minimum)
Chapter*

*Chapter meetings are mandatory, however, a chapter member is allowed two unexcused absences without penalty or will be excused if the members class schedule interferes. If you are on professional status it is highly encouraged to attend chapter but if that member can not attend they must tell the Recording Secretary before chapter starts.

**All the following events/points that will need to be attended/received will be given to the chapter at the beginning of each semester by the Recording Secretary. If a chapter member misses an event without an excuse, or volunteers and simply does not show up or does not find a replacement for said event, one point will be deducted from your Zeta Tau Alpha points.

Secondary Event Points:

Chapter members must receive a total of ten points in this category and notify the Recording Secretary when the point is received to be able to attend social events.

Holding A Position	1 point
All Sisterhoods That Are Approved	1 point
Letters on Tuesdays**	1 point
Badge Attire on Wednesdays**	1 point
Internship	1 point
Attending other Greek Fundraisers/Events	1 point
Attending Making Strides	1 point
Approved Donations (baskets or time)**	1 point

**You may only do a max of the same two activities per semester.

Mandatory Event Attendance

Each member is responsible for checking in with the Recording Secretary/signing the attendance sheet at each mandatory event. If she neglects to check in at a mandatory event, written excuses must be submitted by email to the Recording Secretary within one week after the event to avoid receiving the fine. Before a fine is charged, the Recording Secretary will send out an email pertaining to the event missed and the fine amount being charged. **All**

Primary Points are Mandatory Events.

Valid excuses, such as class, varsity sports, or illness can be submitted to not get fined for missing a mandatory event. Members must notify the Recording Secretary within two weeks if this situation arises. The member will receive the fine if she notifies the Chair after the allotted two-week period.

If a chapter member misses three mandatory events without a valid excuse (fined events), she shall be referred to the Judicial Committee.

Note: Only valid excuses such as class or illness may apply to mandatory events (i.e. recruitment events, Chapter Retreat, philanthropic, etc.) Members can talk to the Secretary, who will consult with EC, the General Advisor, and Province President about other situations.

Failure to Meet Point Requirements

If a chapter member fails to meet the ten "Secondary Points" then she will not be able to attend social events. Not meeting these points will not however be a reason to be referred to the Judicial Committee.

Professional Status

If a sister has a full-time internship or full-time job (20 hours or more) and is in her junior/senior year, that sister is eligible for professional status. This means that this sister will have different requirements than the standard for the chapter. The requirements will be personalized to that sister's situation. Sisters must apply each semester to obtain professional status.

The requirements are the following:

- If unable to attend, excuses for events/meetings must still be emailed to the Recording Secretary **one week** prior to any mandatory event.
- She will be allowed to miss **50% of the schedule mandatory events (primary points) and receive half of the secondary points that is allowed of the entire chapter**, however she must inform the Recording Secretary via email when she plans to miss these events.

- All Mandatory Events, "Primary Events" still require attendance unless an excuse is provided in the one-week period

- If a chapter member on professional status cannot attend the Panhellenic and Town Hall meetings she must provide an excuse one week before the meeting.

Any time this document is updated by the secretary, it must be voted on and approved by the chapter, Advisory Board, and Province President and then attached to the Chapter Bylaws. This document should also be reviewed every two years, along with the Chapter Bylaws, Fines System, and the Academic Achievement Program.

Zeta Tau Alpha Theta Delta Social Media Rules

Last Updated: August 6, 2019

The purpose of the social media rules is to have a setlist of guidelines in terms of what is appropriate and what is not appropriate for members' social medias. This will enforce the Executive Committee's responsibility to help monitor social media and keep everyone accountable. Anything deemed detrimental to the chapter on any social media platform will be "CC'd" by a member of EC. The member who is CC'd must take the inappropriate post down within a timely manner when asked. If the member does not comply and does not take down a post that was "CC'd" they will go to Judicial.

If you are under the age of 21, nothing of this nature should be posted on social media. Although if you are 21 years of age or older, be mindful a picture with 5 or more members in it with alcohol is considered a "ZTA event" and also is a violation of the bylaws agreed by the Theta Delta chapter.

Examples of inappropriate social media pictures/videos behavior include:

- Open or unopened alcohol containers, red solo cups, shot glasses, ice luges, beer bong, etc. in pictures
- A minor consuming alcohol
- Anything being attempted to cover up with a sticker over it
- A member displaying extreme intoxication (falling over, throwing up, etc.)
- Any illegal drugs
- Acting disorderly on elevated surfaces (This includes couches, bars, tables, boxes, etc.)
- Any physical representation of Zeta Tau Alpha while in an environment where drinking is taking place (ZTA apparel, ZTA banners, etc.)
- Captions to pictures that alludes to anything mentioned above

These platforms include:

- Snapchat (including private messages/pictures?)
- Facebook
- Instagram
- Twitter
- VSCO
- etc.

The following rules apply to ANY social media platform, even where posts are only public for 24 hours.