

ZETA PHI BETA SORORITY, INC.

Kappa Sigma Chapter

Drexel University
3141 Chestnut St, Philadelphia, PA 19104

By-Laws



Fourth Edition
Revised and Updated September 2017

**ZETA PHI BETA SORORITY, INC.
KAPPA SIGMA CHAPTER**

BY-LAWS

Updated September 2017



Edited and Compiled
by

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Phylacter

PREAMBLE

We, the members of Kappa Sigma Chapter of the Zeta Phi Beta Sorority, Incorporated, do hereby bind ourselves together to maintain and promote the principles of Zeta Phi Beta Sorority, Inc., Service, Scholarship, Sisterhood and Finer Womanhood, and to follow the rules and regulations as state by the constitution and By-Laws of the Sorority.

ARTICLE I

Name

The name of the organization shall be Kappa Sigma Chapter of the Zeta Phi Beta Sorority, Inc.

ARTICLE II

Objectives

Kappa Sigma Chapter of the Zeta Phi Beta Sorority, Inc. shall have as its objectives to:

- Foster the spirit of sisterly love while promoting the idea of Finer Womanhood
- Dedicate to the development of excellence and empowerment on the campus and within the community of Drexel University
- Promote the cause of education by encouraging the highest standards of scholarship through scientific, literacy, cultural and educational programs
- To cultivate the ideals of piety, academic excellence, integrity, ingenuity, enlightenment and transcendence.

ARTICLE III

Membership

Section 1 – Chapter Members

Membership in Kappa Sigma Chapter shall be governed by the provisions and guidelines of the Constitution of Zeta Phi Beta Sorority, Inc.

Section 2 – Prerequisites

Intake of prospective members should follow the guidelines as set forth in the National Intake Process Manual in conjunction with the written stipulations of the administration of Drexel University, Philadelphia, PA. Prospective members must have at least a 2.5 grade point average on a 4.0 scale.

Section 4 – Legacy

A “Legacy” is a daughter (adopted, natural, or step-daughter), granddaughter, or legal ward of a soror. The definition applies only to the Membership Intake Process at the undergraduate level. A Legacy must meet all of the same required criteria for membership intake as a non-legacy; however, she is not subject to a vote.

Section 5 - Transfer Members

A soror may not hold membership in more than one chapter. An undergraduate soror may transfer into Kappa Sigma Chapter in accordance with the guidelines outlined in the Sorority's National Handbook.

ARTICLE IV

Elected Officers

The elected officers of Kappa Sigma Chapter of the Zeta Phi Beta Sorority, Inc. shall be Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Tamias, Tamias-Grammateus, and Phylacter.

ARTICLE V

Qualifications of Elected Officers

Sorors nominated or elected to the office of Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Tamias, Tamias-Grammateus, and Phylacter must meet the following qualifications:

- Be a matriculating student at Drexel University
- Be in good academic standing
- Be an active financial member of the Sorority on all levels
- Be MIP certified and obtain any additional certifications as mandated by the State, Region, and National Headquarters.

ARTICLE VI

Duties

Section 1 – Basileus

The Basileus shall perform the following duties in addition to those prescribed by Robert's Rules of Order:

- 1) Sign and countersign all checks and documents;
- 2) Serve as chairperson of the executive committee meetings;
- 3) Assume those duties and responsibilities delegated by the chapter;
- 4) Serve as a chapter delegate for all National, Regional, and State meetings or appoint a designee to serve her in absence;
- 5) Submit all documents (letters, flyers, etc.) to the advisor of the sponsoring graduate chapter for review and approval prior to disseminating;
- 6) Ensure that all roles and responsibilities of officers (elected and appointed) are carried out effectively and in a timely manner;

- 7) Ensure that all reports are completed and submitted to the advisor of the sponsoring graduate on a monthly basis;
- 8) Submit an annual report of the chapter's events to the body at the end of her term of office.

Section 2 – First Anti-Basileus

The First Anti-Basileus shall:

- 1) Assume all duties and responsibilities of the Basileus in her absence in addition to the prescribed duties as listed by Parliamentary Authority;
- 2) Serve as the Membership Chair;
- 3) Receive and examine all applications and transcripts for new members;
- 4) Formulate and implement guidelines and activities for the Membership Intake Process and present to the chapter for approval;
- 5) Submit monthly reports regarding the progress of the Membership Intake Process.
- 6) Be MIP certified and obtain any additional certifications as mandated by the State, Region, and National Headquarters.

Section 3 – Second Anti-Basileus

The Second Anti-Basileus shall:

- 1) Assume the duties and responsibilities of the Basileus and First Anti-Basileus in the event of their absence in addition to the prescribed duties as listed by Parliamentary Authority;
- 2) Serve as the Scholarship Chair;
- 3) Ensure that the chapter maintains the minimum grade point average required by the university;
- 4) Ensure that chapter members' grades are submitted to the advisor of the sponsoring graduate chapter at the conclusion of each semester.

Section 4 – Grammateus

The Grammateus shall:

- 1) Perform duties in addition to those prescribed by Parliamentary Authority;
- 2) Record the attendance and take the minutes at each general and executive committee meeting;
- 3) Follow the prescribed format for minutes as approved by the chapter;
- 4) Make copies of the previous minutes available to each financial soror and advisor of the sponsoring graduate chapter;
- 5) File and secure all minutes;
- 6) Update and maintain the chapter directory;
- 7) Deliver all minutes to the advisor of the sponsoring graduate chapter at the end of the academic year.

Section 5 – Tamias

The Tamias shall:

- 1) Perform duties in addition to those prescribed by Parliamentary Authority;
- 2) Be the custodian of all monies received by the chapter;
- 3) Collect monies from the Tamias Grammateus, document the receipt of the funds and deposit into the chapter's bank account.
- 4) Disburse monies only on the approval of the chapter;
- 5) Maintain receipts of all financial transactions (purchases, payments, reimbursements, etc.)
- 6) Keep an accurate records of all financial transactions of the chapter;
- 7) Provide a monthly financial update to the advisor of the sponsoring graduate chapter;
- 8) Order all chapter materials and supplies and forward all tax and per capita fees to the National, Regional, and State offices;

Section 6 – Tamias Grammateus

The Tamias-Grammateus shall:

- 1) Perform duties in addition to those prescribed by Parliamentary Authority;
- 2) Receive monies on behalf of the chapter (including chapter dues) and turn them over to the Tamias to be deposited;
- 3) Keep an accurate record of all monies received and properly receipt all sources.

Section 7 – Phylacter

The Phylacter shall:

- 1) Perform duties in addition to those prescribed by Parliamentary Authority;
- 2) Be present at all meetings of the body;
- 3) Annually review the Chapter's By-Laws to ensure that they are in accordance with the National Office of Zeta Phi Beta Sorority, Inc. and the university.
- 4) Advise the members of the rules and regulations governing the body according to Robert's Rules of Order, the Constitution and By-Laws of Zeta Phi Beta Sorority, Inc. and the By-Laws of Kappa Sigma Chapter;
- 5) Ensure that order is maintained at all times;
- 6) Be responsible for keeping sorors informed of any Parliamentary changes.

ARTICLE VII

Executive Board

The Executive Board Committee shall be composed of all elected officers and advisor(s).

ARTICLE VIII

Judiciary Committee

Section 1 - Members

This committee shall consist of the Basileus, Phylacter, Graduate Advisor(s), and two appointed sorors.

Section 2 - Review

No committee member shall preside over their own review. If a committee member is up for review, the next available officer in accordance to protocol will fill the vacant position.

ARTICLE IX

Appointments

Section 1 – Committee Chairs

Committee Chairs are appointed by the chapter Basileus when otherwise not designated, recommendations may come from the body. Committee Chairs are directly accountable to the chapter Basileus. The Basileus may appoint duties and responsibilities of vacant offices.

Section 2 – Other Appointments

The Basileus can also appoint Sorors to the following positions:

- 1) Antapokritis (Public Relations)
- 2) Epistoleus (Historian)
- 3) Chairpersons of National Initiatives or local programs
- 4) Representatives for all mandated organizational committees, such as the National Pan-Hellenic Council, etc.

ARTICLE X

Elections

Section 1 - Elections

All candidates must, with no exceptions, meet the qualifications described in the By-Laws of Kappa Sigma Chapter. A soror may be absent for elections for a valid reason, but notify the Basileus. Reasons for absence include class, family emergency, death, birth, or pre-scheduled vacation. The elections will be held during the month of April.

To avoid conflict of interest, the Basileus may not serve as Tamias or Tamias-Grammateus during the same administration.

Section 2 – Voting

All financial chapter members are entitled to voting privileges. Votes are non-transferable, and each chapter member is entitled to one vote. Votes shall be done by secret ballot. Votes will be tallied by the advisor of the sponsoring graduate chapter.

In the case of an excused absence, a Soror should submit their vote in a sealed envelope to the chapter advisor(s) at least one day in advance. Sorors unable to submit a vote to the chapter advisor(s) a day in advance, due to short notice or distance, can call in her vote, if approved by the executive board.

Section 3 – Term of Office

The term of office shall be from July to June. An elected officer may serve a maximum of two consecutive terms in the same office.

Section 4 - Vacancies

Should an elected officer find it necessary to vacate her office or is asked to resign, she must submit a letter of resignation to the Basileus and Grammateus. Upon leaving the office, the soror is required to leave all properties and documents pertaining to that office with the chapter. If there is a vacancy, a new election shall be held for that office. In the event a Soror holding an elected or appointed office is inactive due to academic probation or a cease & desist, the Basileus shall appoint an active member to fill the position vacancy. Upon notification of a change in academic status or the result of the investigation, the Soror shall resume her duties.

ARTICLE XI

General Meeting

Section 1

Meetings of the chapter shall be held at least once a month during the academic year. Special meetings shall be held when needed. Attendance will be taken at all meetings. A quorum shall consist of one third ($\frac{1}{3}$) voting members plus the presiding officer.

Section 2

Decisions made in any general chapter meeting is final, and can only be changed by two-thirds ($\frac{2}{3}$) majority during a general meeting.

Section 3

All members must be physically present at all chapter meetings. No Soror, with the exception of the graduate advisor and members of the sponsoring graduate chapter, may video or audio call into a chapter meeting. Should a Soror be unable to attend, she will be marked absent from the chapter meeting. Three (3) consecutive unexcused absences will deem a Soror as “inactive”. A Soror shall remain inactive for no less than two chapter meetings. To regain an active status, the Soror must submit a type written letter to the Executive Board, detailing the importance of her participation with the chapter. Active status shall be reinstated by a majority vote of members in good standing.

ARTICLE XII

Committees

Section 1

The Basileus shall be ex-officio over all committees except the Nominating and Elections Committee.

Section 2

Committee Chairpersons are appointed by the Basileus, recommendations may come from the body.

Section 3

Mandatory Committees include:

- 1) Founders' Day
- 2) Finer Womanhood Week
- 3) Z-HOPE

Section 4

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

Section 5

An Ad-hoc Committee may be established for a specific need to purpose and shall cease to exist when said need or purpose has been met. These committees are appointed by the Basileus.

ARTICLE XIII

Fees

Section 1

The amount of chapter dues and fees shall be determined upon the installment of the new administration.

Section 2

Chapter members shall be considered non-financial with Kappa Sigma Chapter if the dues and fees from the previous quarter are not paid in full.

Section 3

Officers who miss two consecutive meetings shall pay a fine assessed by the Chapter.

ARTICLE XIV

Bank Accounts

Section 1 –Vouchers

The Chapter must maintain a voucher system by which all withdrawals are made and all expenditures are paid.

Section 2 – Signatures

Two officers' signatures shall be required on all checks and disbursements. The signature shall be of the Basileus and Grammateus. When the Basileus is not available the First Anti-Basileus may sign on her behalf.

When the check is addressed to the designee, she shall not be permitted to endorse the check.

ARTICLE XV

Amendments and Suspension of By-Laws

Section 1 – Amendments of By-Laws

The By-Laws may be amended by two-third ($\frac{2}{3}$) vote of financial chapter members.

These By-Laws must be submitted to Drexel University's Greek Life Coordinator for review and approval. The Coordinator may recommend amendments to these By-Laws.

Section 2 – Suspension of By-Laws

These By-Laws may be suspended by two-third ($\frac{2}{3}$) vote, provided a quorum is present.

ARTICLE XVI

Required by Drexel University

Section I. Dissolution.

- Should the Kappa Sigma Chapter of Zeta Phi Beta Sorority, Incorporated dissolve, all funds shall be forfeited to the sponsoring graduate chapter, after any outstanding bills are paid.

Amendment

- All amendments to the Kappa Sigma Chapter of Zeta Phi Beta Sorority, Incorporated's constitution and by-laws are subject to the approval of the Constitution Committee and the Student Senate.