

**BY-LAWS OF THE ZETA PSI CHAPTER
TAU BETA SIGMA**

4/2/2024

Table of Contents

Article I. General

1- General

Article II. Membership

1- General

2- Membership Statuses

Article III. Officers

1- General

2- Elections

3- Officers

Article IV. Committees

1- General

2- Standing Committees

3- Special Committees

Article V. Chapter Operations

1. General

2. Meetings

3. Attendance

4. Decorum

5. Monetary Obligations

6. Convention Delegates

7. Discipline

Article I. General

Section 1. General

- 1.1 The By-Laws of Zeta Psi establish and prescribe the Chapter policies pertaining to the functions and operations of the chapter not specifically provided in the Zeta Psi Constitution.
- 1.2 These By-Laws shall in no way conflict with or receive priority over the rules and regulations of the United States of America, the state of Florida, University of Central Florida, and the National Constitution of Tau Beta Sigma.
- 1.3 Any amendments to the By-Laws shall be written and presented to the chapter one (1) week prior to voting. The proposed amendment shall be adopted by two-thirds (2/3) approval of the total active membership and become operative immediately unless otherwise stated.

Article II. Membership

Section 1. General

- 1.1 Membership policies shall be as stated in Chapter Constitution.

Section 2. Membership Statuses

- 2.1 Candidacy Program
 - 2.1.1 New members shall be admitted to the chapter upon invitation by the chapter's active membership and the successful completion of the Membership Education Program. (National Constitution 6.609 to 6.612)
 - a) Bids must be returned within the same semester in which they were extended.
 - 2.1.2 Each Membership Candidate will be given a big sister who shall be in good standing with the chapter. In the event the sister goes on probation, indefinite suspension, or becomes inactive, the Membership Candidate will pick a new big sister.
 - 2.1.3 Must pay all initiation fees to the chapter Treasurer prior to Initiation unless another plan is agreed upon. If this requirement is not fulfilled, the Membership Candidate will not be initiated with the class.
 - 2.1.4 Before initiation, the Membership Candidate are strongly encouraged to:
 - a) Complete one (1) hour of Service to each of the following: The Director of Bands and The Chapter Sponsor.
 - b) Complete a Membership Candidate book in accordance with the following:
 - 1) Identification Page

- 2) Big Sister Information
 - 3) Sister Information or Sister Visit
 - 4) Sister Questions
 - 5) Membership Candidate Information (Tau Beta Sigma)
 - 6) Brother Information
 - 7) Membership Candidate Information (Kappa Kappa Psi)
 - 8) Alumni/Visiting Sister/ Brother Information
- c) Attend Membership candidate functions unless excused by the Vice President of Membership and Assistant Membership Educator.
 - d) Attend at least two (2) chapter meetings during the Membership Candidate process (exceptions are class conflict, or any excuse, which will be approved by the Vice President of Membership.
 - e) Participate in the Membership Education Class fundraiser.
 - f) Complete any other beneficial material deemed necessary by the Vice President of Membership.
- 2.1.5 Requirements of a Big Sister shall include the following:
- 1) Shall not be eligible to take a little sister if in their final semester of undergraduate study without Executive Board approval.
 - 2) Must have attended each of the following rituals the semester prior before being a big: An Acceptance of Opportunity, Affirmation of Integrity, A Celebration of Excellence, Pursuit of Sisterhood, and Test of Scholarship.
 - 1) If not, they must have approval from Executive Board.
 - 3) Must complete all requirements of an active Sister.
 - 4) Must be able to provide items traditional to respective subfamily.
 - 5) Must have all schedules and dues turned in by set deadline.
- 2.1.6 Sister Questions should pertain only to Tau Beta Sigma, the band, or to personal information about herself/himself or another member of the Tau Beta Sigma/Kappa Kappa Psi organization.
- 2.1.7 Each Membership Candidate shall attend a chapter operations workshop prior to their first official Zeta Psi meeting.
- 2.2 Active Membership
- 2.2.1 Requirements of Active Membership
- a) Shall be enrolled/actively participating in at least one band class a year.
 - b) If unable to enroll/actively participate in band a member may continue as an active member for an academic term provided the chapter, Director of Bands and sponsor approves. Further, these exceptions must be approved by the National President (as stated in the National Constitution 6.602).
 - c) Active members that do not participate in marching band shall attend and provide service to supplement marching sisters at all football games as deemed necessary by the Vice President of Special Projects.
 - d) Any sister who does not meet the required amount set forth by the Vice President of Special Projects shall be put on probation at the start of the following spring semester, following the disciplinary

procedure stated in these Bylaws article V, section 7 and the Zeta Psi Constitution Article V, Section 4.

- e) Sisters can be given service projects to make up for any absences due to extenuating circumstances that prevented them from serving at football games at the discretion of the Vice President of Special Projects.
- f) Shall participate in duties assigned by the Vice President of Special Projects for all concerts.
- g) Shall participate in all duties assigned by the Treasurer for fundraisers.
- h) Pay National and Chapter dues by the third official meeting of the semester.
- i) Turn in previous semester's grades to the chapter Sponsor two (2) full business days prior to the third official meeting of the semester.
- j) Must turn in an official schedule to the Recording Secretary prior to the third official meeting of the semester, and again before the second official chapter meeting after the UCF withdrawal deadline to ensure registration in UCF classes and active participation in a band class.
- k) Shall submit schedules and dues by the set deadline or that member shall not be a big sister to a little sister.

2.2.2 Privileges of Active Membership

- a. Shall be a voting member of the chapter.
- b. Shall be eligible to hold an office.
- c. Shall be eligible to chair and serve on a committee.
- d. Shall be eligible to have a little sister after one (1) semester active membership, excluding summer and Membership Candidate period.
- e. Shall be eligible to participate in all social affairs of the chapter.
- f. Senior, Active members shall be entitled to Life Membership privilege.
- g. Shall be eligible to have a little brother after one (1) semester of active membership, excluding summer and Membership Candidate period.

2.3 Conditional Membership

2.3.1 Requirements of Conditional Membership

- a) Must be formerly active member.
- b) Must be requested in writing when conflicts arise from work or class schedules, and must be approved by the sponsor and director.
- c) Approved letter for Conditional Status must be presented to the Chapter by the first (1st) official meeting of each fall and spring semester.
- d) Pay National dues and fifty (50) percent of Chapter dues by the third (3rd) official meeting of the fall semester, or fifty (50) percent of Chapter dues by the third (3rd) official meeting of the spring semester, depending on when Conditional Status is requested.
- e) If request for Conditional status is not made by the deadline, Active dues must be paid in full, and no refund will be issued if dues were

- paid prior to a Sister becoming Conditional.
- f) Grades shall be turned in to the chapter Sponsor by two (2) business days before the third official meeting of each fall and spring semester.
- 2.3.2 Privileges and Restrictions of Conditional Membership
 - a) May not hold an office or be eligible to vote.
 - b) May only hold conditional status for one (1) year.
 - c) May attend all chapter meetings and functions
- 2.4 Inactive Membership
 - 2.4.1 Restrictions of Inactive Membership
 - a) May not have privileges of Active or Conditional members.
 - b) Inactive status is not considered in good standing.
 - 2.4.2 Requirements to Return from Inactive Status
 - a) May become Active by submitting a written request to the Chapter Sponsor and Director of bands.
 - b) Pay National and Chapter dues for the current school year.
 - c) Submit previous semester's grades to the Chapter Sponsor.
 - d) Attend three (3) consecutive chapter meetings on a probationary status.
 - e) Submit written request for Active status to the Chapter, to be approved by a nine-tenths (9/10) vote of the total active membership.
- 2.5 Associate Membership
 - 2.5.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.606.
- 2.6 Honorary Membership
 - 2.6.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.607.
 - 2.6.2 All honorary bids must be approved by the chapter sponsor before being delivered, unless decided by the chapter with a unanimous vote.
- 2.7 Alumni Membership
 - 2.7.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.608.
- 2.8 Life Membership
 - 2.8.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.616.

Article III. Officers

Section 1. General

- 1.1 Each officer must submit a proposed itemized budget to the Treasurer no later than ten (10) days prior to the first (1st) official meeting of each semester.
 - 1) The Treasurer should then share the proposed budgets to the Officers of the Executive Board for review and approval or to send back for revisions prior to consideration by the full

chapter.

- 2) Itemized budgets approved by the Executive Board and forwarded for consideration by the full chapter must be voted on at the first (1st) official chapter meeting of each semester.
 - 3) No chapter funds shall be expended without prior approval of the appropriate budget. Any officer expending funds without prior approval may not be reimbursed.
 - 4) Any expenditure not included in a previously approved budget must go through an extended budget approval process whereby the proposed expenditure(s) and justification(s) are presented to the full chapter for consideration and vote before being executed.
 - 5) If an officer position or committee chair is not filled by the officer first (1st) official meeting of a semester, the Executive Board must set and/or extend a budget for that position. Once the position is filled, that officer may make a motion in a future meeting of the full chapter to extend the budget.
- 1.2 Each officer shall compile and update an officer folder each year and complete all officer duties before the end of their term.
 - 1.3 Officer Reviews shall be done two (2) times in an academic year.
 - 1.3.1 One (1) officer review will be held in the fall semester and one (1) officer review shall be held in the spring semester.
 - 1.3.2 The officer of internal affairs shall be in charge of conducting officer reviews.
 - 1.3.3 If there is no officer of internal affairs, the executive board will appoint a non-officer to conduct officer reviews.
 - 1.3.4 The president may request for additional officer reviews if they feel it is necessary.
 - 1.4 An Executive board meeting shall be held at least two (2) times a month during the fall and spring semesters.
 - 1.5 A board meeting shall be held at least once a semester during the fall and spring semesters.
 - 1.6 All committee chairs shall submit committee reports online before the start of the next chapter meeting.
 - 1.7 Officers shall maintain the minimum GPA required for a UCF Registered Student Organization (RSO) officer.

Section 2. Elections

- 2.1 Elections shall be as stated in the Chapter Constitution.

Section 3. Elected Officers

- 3.1 President
 - 3.1.1 Shall preside at all meetings of the chapter.
 - 3.1.2 Shall appoint all committees and be member ex-officio of all committees.

- 3.1.3 Shall countersign all monies and business of the chapter.
 - 3.1.4 Shall be responsible for filing all associated paperwork to Nationals and the University
 - 3.1.5 Shall be the official representative whenever such representation is required.
 - 3.1.6 Must have held a previous office or committee chair in the sisterhood.
 - 3.1.7 Must have retained membership in the sisterhood for at least three (3) consecutive semesters (excluding summers and membership candidacy period) OR have previously held a position within the Executive Board.
- 3.2 Vice President of Membership
- 3.2.1 Shall preside at chapter meetings in the absence of the President.
 - 3.2.2 Shall assume the office of President, if the office has become vacant, and if the Vice President of Membership chooses to accept the position.
 - 3.2.3 Shall be responsible for educating and training the membership candidates, initiating the Sorority, and the membership education of all members.
 - 3.2.4 Shall coordinate rituals.
 - 3.2.5 Shall recommend the Assistant Membership Educator(s), with the final appointment by the Executive Board.
 - 3.2.6 Shall chair the Membership committee.
 - 3.2.7 Shall present a written Membership Education Program to the chapter and sponsor for approval two (2) weeks before Acceptance of Opportunity . It shall include, but not be limited to: weekly tests, weekly requirements, and proposed dates for Jay Blanchard, Acceptance of Opportunity, Affirmation of Integrity, Celebration of Excellence, and any other ceremonies.
 - a) An electronic copy must be distributed to the sisterhood prior to approval.
 - 3.2.8 Must have retained membership in the sisterhood for at least two (2) consecutive semesters (excluding summers and membership candidacy period).
 - 3.2.9 Shall be responsible for the preparation of recruitment events.
 - 3.2.10 Shall administer the membership candidate final exam in the fall semester to all active sisters.
 - 3.2.11 The Vice President of Membership shall not be eligible to take a little sister during their term in office.
- 3.3 Vice President of Special Projects
- 3.3.1 Shall chair the service committee.
 - 3.3.2 Shall report on all special projects that arise in the sisterhood.
 - 3.3.3 Shall serve as liaison between the chapter, the sponsor, and the director of bands concerning all things service related.
 - 3.3.4 Shall serve as liaison to the Special Projects committee of Kappa Kappa Psi.
 - 3.3.5 Shall be responsible for planning and executing at least two (2) service workshops per fall/spring semester
 - 3.3.6 Shall be responsible for organizing and executing concert receptions.

- a) Concerts include wind ensemble, concert band and Symphonic band.
- 3.3.7 Must have retained membership in the sisterhood for at least two (2) consecutive semesters (excluding summers and memberships candidacy period).
- 3.4 Recording Secretary
 - 3.4.1 Shall record the minutes of all chapter meetings, executive board meetings, and officer meetings.
 - 3.4.2 Shall have one (1) hand-written or typed copy of minutes from each meeting.
 - 3.4.3 Shall provide one (1) electronic copy of the chapter meeting minutes to all members of the sisterhood forty-eight (48) hours after that meeting adjourns.
 - 3.4.4 Shall keep a typed copy of the chapter minutes in the Recording Secretary notebook as a permanent record.
 - 3.4.5 Shall keep an accurate records book which is to include:
 - a) Attendance
 - b) Member directory with the following information for all active and conditional members
 - 1) Phone Numbers
 - 2) Email addresses
 - 3) Birthdays
 - c) Contact Sheet which is to be distributed at the beginning of each semester
 - 3.4.6 Shall take attendance at all Tau Beta Sigma events including football games.
 - 3.4.7 Shall appoint someone to record the minutes upon absence from a meeting.
 - 3.4.8 Shall collect schedules from active membership for the upcoming semester. All schedules collected must be an official copy from my.ucf.edu and no other form of schedule or calendar shall be accepted.
 - 3.4.9 Shall collect all active members schedules for the current semester as according to the by-laws.
 - 3.4.10 Must inform people of a notes status (excused or unexcused) by 24 hours after the executive board meeting at which that note was voted on.
- 3.5 Treasurer
 - 3.5.1 Shall co-sign all checks for monies disbursed.
 - 3.5.2 Shall organize receipts and regulate disbursements of the chapter.
 - a) Shall deposit all monies within five (5) working business days of receiving them.
 - b) Shall issue a receipt for transactions between members and the chapter immediately upon receiving monies (e.g. dues).
 - c) All requests for electronic payment must be verified and include an appropriate itemized invoice.
 - d) Any requests for payment or transfer of funds not included in chapter-approved budgets must be authenticated and approved by

- the Executive Board and Chapter Sponsor and reported to the chapter membership at or before the next chapter meeting.
- 3.5.3 Shall be responsible for keeping records of all chapter finances.
 - a) Shall provide all officers and committee chairs with a ledger each semester for all transactions.
 - 3.5.4 Shall retain a copy of every financial transaction.
 - 3.5.5 Shall provide a chapter financial report at each meeting, to include all transactions incurred since the previous report.
 - 3.5.6 Shall chair the Ways and Means Committee.
 - 3.5.7 Shall collect original store receipts from sisters to be considered for reimbursement.
 - a) Receipts must be received by the second meeting following the date of purchase.
 - b) Shall reimburse the member by the second official meeting following the day that the receipt was given to the treasurer.
 - 3.5.8 Shall be responsible for developing and executing at least two (2) fundraisers per semester (excluding summer semesters).
 - 3.5.9 Shall hold a fundraiser with all proceeds going to Troy Drigger's Scholarship in fall/spring semesters in which a class is not taken
- 3.6 Parliamentarian
- 3.6.1 Shall be responsible for maintaining order at all chapter meetings.
 - 3.6.2 Shall be responsible for enforcing chapter discipline by:
 - a) Notifying members who are not upholding their obligations.
 - b) Explain the actions members will face for neglecting their obligations.
 - c) Reviewing the discipline procedures with those members, as outlined in Article V of the by-laws.
 - 3.6.3 Shall implement and use the National, District, and Zeta Psi Chapter Constitutions.
 - 3.6.4 Shall be responsible for conducting a complete constitutional review every year.
 - 3.6.5 Shall chair the jurisdiction committee.
 - 3.6.6 Must have retained membership for at least three (3) semesters OR held a previous office/committee chair in the sisterhood.
- 3.7 Historian
- 3.7.1 Shall be responsible for completion of the chapter scrapbook whether it is digital or physical.
 - 3.7.2 Shall submit chapter pictures to the Southeast District scrapbook.
 - 3.7.3 Shall construct and present a slideshow for the Marching Knight Banquet.
 - 3.7.4 Shall continuously update the chapter board in the Music Building
 - 3.7.5 Shall chair the History and Traditions Committee.
 - 3.7.6 Shall research and make a proposal for a chapter composite picture once a year during the spring semester.
 - 3.7.7 Shall take pictures at all mandatory chapter events or shall designate a proxy to take pictures in their place if necessary
 - 3.7.8 Shall upload photos taken at mandatory events to an accessible platform

- within a week of an event.
 - 3.7.9 Shall regularly update the Zeta Psi social media accounts including, but not limited to, Facebook, Instagram, and Twitter.
- 3.8 Corresponding Secretary
 - 3.8.1 Shall be responsible for the maintenance of corresponding records.
 - 3.8.2 Shall be responsible for submitting content to the Podium and District publications.
 - 3.8.3 Shall be responsible for checking the chapter mailbox and e-mail.
 - 3.8.4 Shall inform the chapter of any upcoming National or District events.
 - 3.8.5 Shall inform other chapters about Zeta Psi's events via e-mail, list serves, mail, etc.
 - 3.8.6 Shall Chair the Public Relations Committee
 - 3.8.7 Shall implement any National and District service programs on the chapter level
- 3.9 Alumni Secretary
 - 3.9.1 Shall promote alumni activities as well as holding an alumni event each academic year
 - 3.9.2 Shall keep alumni informed of all rush and membership events by means of chapter email
 - 3.9.3 Shall distribute an electronic copy of the Pig Pen to all alumni.
 - 3.9.4 Shall compile alumni jars for all graduating sisters consisting of notes from active sisters

Section 4. Appointed Positions

- 4.1 Webmaster
 - 4.1.1 Shall maintain a current and functional Chapter website.
 - 4.1.2 Shall update the chapter website within one (1) week of any decided changes
 - 4.1.3- Shall maintain and renew subscriptions for the Chapter website and Google Admin as needed.
 - 4.1.4 Shall maintain and update sister roster spreadsheet
 - 4.1.5- Shall update the family trees by the end of each semester
 - 4.1.6- Shall be responsible for maintaining backups of all officer email accounts, officer handbooks, and digital materials associated with the Zeta Psi Chapter.
- 4.2 Lyre Guard
 - 4.2.1 Shall be responsible for conducting the Chapter in any Sisterhood related musical endeavors.
 - 4.2.2 Shall use her/his musical knowledge to aid the Chapter in performing to the best of its musical ability.
 - 4.2.3 Shall be responsible for providing music folders for Membership Candidates at time of initiation
 - 4.2.4 Plan Four Way Musical Greek recital with other chapters when it occurs
- 4.3 Assistant Membership Educator
 - 4.3.1 Shall be responsible for assisting the Vice President of Membership with membership education of the Membership Candidates and the Sorority.

- 4.3.2 Shall be responsible for the preparation of rush events.
- 4.3.3 Shall compile a directory of each Membership Candidate class consisting of name, email, phone number, and birthday to be delivered to all active members and membership candidates prior to Acceptance of Opportunity.
- 4.3.4 Shall attend all Membership Candidate Meetings.
- 4.3.5 Shall be appointed by the Vice President of Membership.
- 4.4 Special Projects Assistant
 - 4.4.1 Shall be responsible for assisting the Vice President of Special Projects in delegating duties, organization, and execution of special projects and events.
 - 4.4.2 Shall coordinate everyday duties (example: water coolers at practice.)
 - 4.4.3 Shall act as the Vice President of Special Projects in her or his absence.
 - 4.4.4 Shall be appointed by the Vice President of Special Projects.
- 4.5 Florida Day Chair
 - 4.5.1 Shall be responsible for coordinating Florida day events on behalf of the sisterhood.
 - 4.5.2 Shall work with the Florida day chair from Kappa Kappa Psi.
 - 4.5.3 Shall report all information to the sisterhood.
 - 4.5.4 Shall be appointed by the president with exec board and social chair approval.
- 4.5 Social Chair
 - 4.5.1 Shall chair the social committee.
 - 4.5.2 In the event that a Florida Day Chair can not be selected the social chair will assume all responsibilities of the Florida Day Chair.
 - 4.5.3 Shall organize and plan all chapter social activities
 - 4.5.4 Shall organize and plan Marching Knights Band Banquet
- 4.6 Ritual Chair
 - 4.6.1 Shall chair the Ritual & Regalia committee.
- 4.7 Officer of Internal Affairs
 - 4.7.1 Shall conduct officer reviews.
 - 4.7.2 Shall be appointed by the Parliamentarian.
 - 4.7.3 Shall not hold any other position or office while serving.

Article IV. Committees

Section 1. General

- 1.1 Standing committees shall meet at least once a month.
 - 1.1.1 Attendance shall be taken at each committee meeting.
 - 1.1.2 If absent from a meeting, a committee member must submit an excuse to the Recording Secretary by the next chapter meeting.
- 1.2 Traditional chapter committees shall meet at the chair's discretion.

- 1.3 Committee chairs shall submit an itemized budget to the Treasurer by the first (1st) official meeting of the semester.
- 1.4 Chairs must submit an electronic report to the exec board prior to the start of the next official chapter meeting, including attendance and discussions/decisions.
- 1.5 Committee Chairs must decide their meeting times prior to committee assignments, so that members may choose committees appropriate to their schedules.

Section 2. Standing Committees

- 2.1 Membership Committee
 - 2.1.1 The Vice President of Membership shall chair the Membership Committee.
 - 2.1.2 Responsibilities of this committee shall be:
 - a) Plan activities for recruitment, the membership candidate period, and membership education classes.
 - b) Help prepare membership education programs for the candidates and chapter.
 - c) Meet regularly during the Membership Education period to review and evaluate the process.
- 2.2 Ways and Means Committee
 - 2.2.1 The Treasurer shall chair the Ways and Means Committee.
 - 2.2.2 The responsibilities of this committee shall be to plan and implement fundraisers.
- 2.3 History and Traditions Committee
 - 2.3.1 The Historian(s) shall chair the History and Traditions Committee.
 - 2.3.2 Responsibilities of this committee shall be to:
 - a) Assist in the design and completion of the scrapbook.
 - b) Assist in the preservation of the scrapbooks.
 - c) Assist in the production and presentation of slide shows.
 - d) Assist in the design and completion of a Convention Display in conjunction with the Eta Sigma Chapter of Kappa Kappa Psi (if voted on to do so).
 - e) Assist in the preservation of all slides and photographs that are property of the chapter.
- 2.4 Service Committee
 - 2.4.1 The Vice President of Special Projects shall chair the Service committee.
 - 2.4.2 Responsibilities of this committee shall be:
 - a) To create, organize, and implement all service projects done by the Sorority or in conjunction with Kappa Kappa Psi.
 - b) To organize the care and maintenance of the Marching Knight uniforms.
- 2.5 Ritual and Regalia
 - 2.5.1 The President shall appoint the chair of the Ritual and Regalia Committee.

- 2.5.2 The responsibilities of this committee shall be:
- a) To ensure safekeeping over all ritual objects.
 - b) To update and repair ritual objects as necessary.
 - c) To prepare each ritual.
 - d) To keep the chapter educated on the rituals of Tau Beta Sigma.

Section 3. Traditional Chapter Committees

3.1 Social Committee

3.1.1 The President shall appoint the chair of the Social committee.

3.1.2 The responsibilities of this committee shall be:

- a) To plan and organize the following social events of the chapter, including, but not limited to:
 - 1) Jay Blanchard Day (fall/spring)
 - 2) Retreat (fall/spring)
 - 3) Sisterhood Week (spring)
 - 4) Holiday Party
 - 5) Annual Canoe trip in conjunction with Kappa Kappa Psi
- b) To organize the Marching Knights Banquet each fall.
- c) To help organize the Tau Beta Sigma / Kappa Kappa Psi Banquet each spring.

3.2 Jurisdiction Committee

3.2.1 The Parliamentarian shall chair the Jurisdiction committee.

3.2.2 The responsibilities of this committee shall be:

- a) To review and research proposed amendments to the Chapter Constitution and By-Laws and to report on findings to the sisterhood before they shall be voted on.
- b) To assist the Parliamentarian with the education and re-education of proper parliamentary and chapter procedures.
- c) Review the Officer Review process and recommend changes as necessary.

3.3 Public Relations Committee

3.3.1 The Corresponding Secretary Shall Chair the Public Relations Committee.

3.3.2 Responsibilities of this Committee Shall be:

- a) Shall assist in creating the Chapter newsletter, the Pig Pen.
- b) Shall assist in the completion of an article for submission to both the *Podium* and District publications.
- c) Shall assist in implementing any National and District service programs on the chapter level.

3.4 Music Committee

3.4.1 The Lyre Guard shall chair the Music Committee.

3.4.2 Responsibilities for this committee shall be:

- a) Improve the chapter's musical experience and execution.
- b) Help the Lyre Guard plan Four Way Music Greek recital when it occurs.

Article V. Chapter Operations

Section 1. General

- 1.1 The chapter shall operate under the Zeta Psi Constitution and By-Laws.

Section 2. Meetings

- 2.1 Meeting times shall be voted on and passed by a two-thirds (2/3) majority vote. They must be voted on for each new semester. Voting shall take place when the chapter feels is necessary.
- 2.2 Quorum consists of fifty (50) percent of total active membership with at least two (2) elected officers, one (1) of which must be a member of the Executive Board.
- 2.3 The Executive Board may call emergency, mandatory meetings when it is deemed necessary with no less than twenty-four (24) hours notice.
- 2.4 If absent from a meeting, an active member must give a written proxy to the Recording Secretary. This proxy shall state the name of its holder and must be turned in prior to that meeting. Any proxy not turned in before that meeting will be void.
- 2.5 Excusal notes for missing a formal chapter event must be turned in to the Recording Secretary no later than twenty-four (24) hours prior to the event.
 - 2.5.1 Absences due to homework and other unforeseen circumstances (emergencies, mental health, etc) can still be excused with less than 24 hours notice, as long as the note is submitted before the event.
 - 2.5.2 Notes that are submitted after the start of an event will be reviewed by the E-Board for possible excusal due to serious extenuating circumstances.
- 2.6 The Executive Board shall determine if an absence is excused or unexcused. Decisions made by the Executive Board must be made with a two-thirds (2/3) majority vote.

Section 3. Attendance

- 3.1 Members must attend chapter meetings for all business of the Executive Board.
- 3.2 Officers in charge of mandatory events will determine the time requirements for members to be considered as attended.
- 3.3 Members must submit a note if they will be more than 15 minutes late to an event.

Section 4. Decorum

- 4.1 Use of electronic devices shall be permitted at the discretion of the executive board.
- 4.2 Consumption of any intoxicating substance (e.g. alcohol, any type of illegal drug) shall be prohibited at any official chapter event.

Section 5. Monetary Obligations

5.1 Dues

- 5.1.1 All dues are due by the third official chapter meeting, if a member does not pay by this deadline, probation, until dues are paid.
- 5.1.2 The absolute final deadline of dues is ten (10) days prior to the national deadline, if dues are still not paid, the member will be registered as inactive.

Section 6. Convention Delegates

- 6.1 As stated in the National Constitution, delegates shall be elected thirty (30) days prior to District Convention and sixty (60) days prior to National Convention.
- 6.2 If the Chapter President is attending District and/or National Convention the President will automatically be appointed as the chapter delegate to that convention
 - 6.2.1 Should the Chapter President not be attending the convention in question, the chapter will duly elect a delegate in accordance with 6.1

Section 7. Discipline

- 7.1 A member will be given the opportunity to be advised by the Executive Board no later than one (1) week prior to being placed on probation, suspension, or EXPULSION in order to discuss and/or correct the issue. Refer to the National Constitution 6.617-6.619.
- 7.2 Probationary Status
 - 7.2.1 The Executive Board shall inform the member of the probationary status and prescribe the terms and conditions necessary to remove the probationary status, if not already stated in this constitution.
 - 7.2.2 While on Probation said sister(s) are still expected to uphold all requirements of an active sister.
 - 7.2.3 Probationary Status may be attained through:
 - a. A majority vote by the Executive Board.
 - b. Automatically...
 - i. Through violation of attendance policies.
 - ii. Failing to submit dues and schedules by the deadline by the respective officers
 - iii. Failure to maintain a minimum of a 2.0 UCF GPA
 - 7.2.4 While on probation, a member:
 - a) Loses all voting privileges.
 - b) Loses any privileges of office.
 - c) Loses the privilege of receiving a little sister.
 - d) Loses the privilege of receiving a little brother.
 - e) May attend all official meetings.

7.2.5 Probationary status will not expire at the end of any semester and will remain in effect until the member has made restitution.

7.3 Suspension Status

7.3.1 A member may be put on suspension if the member in question:

- a. Is on probation and has not successfully made restitution.
- b. Displays conduct unbecoming of a sister including but not limited to:
 - i. Leaking of Ritual
 - ii. Hazing
 - iii. Inappropriate conduct while in letters or in a service setting
 - iv. Any other action deemed inappropriate by the chapter

7.3.2 While on suspension a member:

- a) Loses all voting privileges.
- b) Loses any privileges of office.
- c) Loses the privilege of having a little sister/brother.
- d) Loses the privilege of attending any social event the chapter sponsors or is associated with.
- e) Loses the privilege of attending rituals.
- f) Loses the privilege of wearing letters.

7.3.3 When on suspension a member must fulfill all obligations or requirements asked of them within a specified time period, which must be given to the member in writing. The suspension may be lifted by three-fourths (3/4) total active membership after the requirements have been fulfilled.

7.3.4 The chapter sponsor and District Counselor must be informed prior to a member being placed on suspension. The District Counselor and National Headquarters must be informed within ten (10) days of placement and lifting of suspension.

7.3.5 A suspended member who does not successfully meet the obligations specified, or any member who repeatedly violates the National, District, or Chapter policies or procedures, may be expelled by three-fourths (3/4) total active membership, by secret ballot. This disciplinary action is not reversible; expulsion will be noted on the master roster at National Headquarters.

7.10 Any member who may be expelled has a right to a hearing in front of the active chapter membership and Chapter Sponsor. At least one (1) week prior to this hearing the chapter membership, Chapter Sponsor, District Counselor, and National Headquarters will be notified.

7.11 Any expelled member shall lose all rights and privileges of a member, including wearing letters and attending any chapter-sponsored events, will be in bad standing, and must return any regalia and property of the Sorority.