CONSTITUTION AND BY-LAWS

OF

Zeta Phi Beta Sorority, Incorporated

Seventh Edition, Published 2012

Seventh Edition, Re-Published 2013
This Seventh Edition Contains:

Amendments adopted during the 2004 Boulé, Hollywood, California

Material, Compiled and Published, 2012

Material Researched, Revised and Re-Published December 2013

"This Seventh Edition of Zeta Phi Beta Sorority, Inc. Constitution and Bylaws which contains the amendments adopted at the 2004 Boulé held in Hollywood, California is being issued to chapters in electronic form only. We wish the chapters to have the latest resource document when preparing proposed amendments for the 2014 Boulé and want to be cost efficient since this document will most likely change as of Boulé 2014. The amendments adopted at the 2014 Boulé will be in our Eighth Edition and will be produced by our normal process for dissemination of our constitution and bylaws.

Amendments Adopted, 2004 Boulé, Hollywood, California

Sheryl P. Underwood, International Grand Basileus
Emma Faulk, National Phylacter
Seventh Edition Compiled and Published, 2012

Mary Breaux Wright, International Grand Basileus
Brunhilda C. Williams - Curington, National Phylacter
Chair, Constitution and By-Laws Committee
Seventh Edition Researched, Revised and Re-Published, December, 2013

ZETA PHI BETA SORORITY, INCORPORATED
CONSTITUTION AND BY-LAWS

Barbara C. Moore, International Grand Basileus
Alma Washington, Esq., National Phylacter Chair, Constitution and By-Laws Committee
Amendments Adopted, 2004 Boulé, Hollywood, California

Sheryl P. Underwood, International Grand Basileus
Emma Faulk, National Phylacter
Seventh Edition Compiled and Published, 2012

Mary Breaux Wright, International Grand Basileus
Brunhilda C. Williams - Curington, National Phylacter Chair, Constitution and By-Laws Committee
Seventh Edition Researched, Revised and Re-Published, December, 2013
Constitution and By-Laws of
ZETA PHI BETA SORORITY, INCORPORATED

2002 – 2004 National Constitution Committee
Alma Washington, Esq., National Phylacter
Cassandra Black, Southern Region Representative
Keisha Driscoll, Midwestern Region Representative
Keisha Smith, Great Lakes Region Representative
Natasha Stark, National Grammateus
Ex-Officio
Barbara C. Moore, International Grand Basileus
Valerie Hollingsworth Davis, Chairman of the National Executive Board

2012 – 2014 National Constitution Committee
Brunhilda Williams – Curington, National Phylacter
Alexis Maisonet, National Undergraduate Member-at-Large
Cynthia Bell, Midwestern Region Representative
Janet Y. Bivins, Esq., Atlantic Region Representative
Cassandra Black, Southern Region Representative
Nui Brown, Pacific Region Representative
Taniqua Carter, Great Lakes Region Representative
Lawanda Harper, Southeastern Region Representative
Dr. Constance Hendricks, South Central Representative
Bettye A. Murchison, Eastern Region Representative
Ex-Officio
Mary Breaux Wright, International Grand Basileus
Katy S. Campbell, Esq., Chairman of the National Executive Board
# Constitution and By-Laws
## Of
### Zeta Phi Beta Sorority, Incorporated

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword and Acknowledgement</td>
<td>iii</td>
</tr>
<tr>
<td><strong>Constitution:</strong></td>
<td></td>
</tr>
<tr>
<td>Preamble</td>
<td>1</td>
</tr>
<tr>
<td>Articles</td>
<td></td>
</tr>
<tr>
<td>I. Name</td>
<td>1</td>
</tr>
<tr>
<td>II. Authority</td>
<td>1</td>
</tr>
<tr>
<td>III. Objectives</td>
<td>1</td>
</tr>
<tr>
<td>IV. Membership</td>
<td>2</td>
</tr>
<tr>
<td>V. Chapters and Regions</td>
<td>2</td>
</tr>
<tr>
<td>VI. Officers and Elections</td>
<td>3</td>
</tr>
<tr>
<td>VII. National Appointments</td>
<td>3</td>
</tr>
<tr>
<td>VIII. Meetings</td>
<td>4</td>
</tr>
<tr>
<td>IX. Committees</td>
<td>4</td>
</tr>
<tr>
<td>X. National Education Foundation</td>
<td>5</td>
</tr>
<tr>
<td>XI. Amendment of Constitution</td>
<td>6</td>
</tr>
<tr>
<td><strong>By-Laws:</strong></td>
<td>7</td>
</tr>
<tr>
<td>Articles</td>
<td></td>
</tr>
<tr>
<td>I. Motto; Colors; Emblems, Badges</td>
<td>7</td>
</tr>
<tr>
<td>II. Membership</td>
<td>7</td>
</tr>
<tr>
<td>III. National Officers</td>
<td>9</td>
</tr>
<tr>
<td>IV. Duties of National Officers</td>
<td>11</td>
</tr>
<tr>
<td>V. Administrative Powers of National Executive Board</td>
<td>14</td>
</tr>
<tr>
<td>VI. Executive Director</td>
<td>14</td>
</tr>
<tr>
<td>VII. National Appointments-Administrative</td>
<td>14</td>
</tr>
<tr>
<td>VIII. National Appointments-Regional and State Directors</td>
<td>15</td>
</tr>
<tr>
<td>IX. Vacancies-National Officers</td>
<td>16</td>
</tr>
<tr>
<td>X. Elections</td>
<td>17</td>
</tr>
<tr>
<td>XI. Meetings</td>
<td>17</td>
</tr>
<tr>
<td>XII. Organizational Structure</td>
<td>18</td>
</tr>
<tr>
<td>XIII. Charters</td>
<td>19</td>
</tr>
<tr>
<td>XIV. Suspension</td>
<td>19</td>
</tr>
<tr>
<td>XV. Financial Obligations</td>
<td>19</td>
</tr>
<tr>
<td>XVI. Bank Accounts</td>
<td>21</td>
</tr>
<tr>
<td>XVII. Auxiliaries</td>
<td>21</td>
</tr>
<tr>
<td>XVIII. Amendments and Suspension of By-Laws</td>
<td>22</td>
</tr>
</tbody>
</table>
FOREWORD AND ACKNOWLEDGEMENT

There has been a continuous effort under the administration of the Past Grand Basilei and the current 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 this constitution 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 Executive Board and approved Boule' 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.

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

1920  First Constitution and By-Laws of
      Zeta Phi Beta Sorority and Phi Beta Sigma Fraternity
      ARIZONA C. STEMONS
      National President

1924  Constitution and By-Laws
      NELLIE BUCHANAN
      National President

December 28, 1933  Constitution Revised and Adopted In Chicago, Illinois
      VIOLETTE ANDERSON
      Grand Basileus*

1948  BLANCHE THOMPSON completed work, First Revised Edition
      LULELIA W. HARRISON
      Grand Basileus

December 19, 1961  Constitution Revised and Adopted In Winston Salem, North Carolina
      DEBORAH CANNON WOLFE, Ed. D.
      Grand Basileus

1965-1970  Constitution Review and Revised
      MILDRED CATER-BRADHAM
      Grand Basileus

1970-1974  Constitution Review and Revision
      ISABEL M. HERSON
      Grand Basileus

August 1, 1980  Constitution Revised and Adopted In Memphis, Tennessee
      JANICE G. KISSNER
      Grand Basileus
August 4, 1984  Constitution Revised, Edited and Published Adopted in Detroit, Michigan
EDITH V. FRANCIS, Ed. D.
Grand Basileus

July 1990  Constitution Revised and Adopted In St. Louis, Missouri
EUNICE S. THOMAS
Grand Basileus

July, 1996  Constitution Revised and Adopted In Dallas, Texas
JYLLA M. FOSTER
International Grand Basileus**

July, 1998  Constitution Revised and Adopted
In Atlanta, Georgia
BARBARA W. CARPENTER, Ph.D.
International Grand Basileus

BARBARA W. CARPENTER, Ph.D.
International Grand Basileus

January - July, 2001  Researched and Published In Washington D.C.
BARBARA W. CARPENTER, Ph.D.
International Grand Basileus

2004  Constitution Revised and Adopted In Hollywood, California
BARBARA C. MOORE
International Grand Basileus

2012  Compiled and Published In Washington, D. C.
SHERYL P. UNDERWOOD
International Grand Basileus

May - December, 2013  Researched, Revised and Re- Published In Washington D.C.
MARY BREAUX WRIGHT
International Grand Basileus

*The title National President was changed to Grand Basileus in 1926.
**The term “International” was added to the Grand Basileus title in 1996.
Constitution and By-Laws
Of
Zeta Phi Beta Sorority, Incorporated

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 the District of Columbia, the states where Zeta is incorporated and the constitution and by-laws of Zeta Phi Beta Sorority, Incorporated govern the proceedings of Zeta Phi Beta Sorority, Incorporated. The latest edition of Robert's Rules of Order shall be used as a reference for situations not covered in these documents.

ARTICLE III
Objectives

Section 1.
Zeta Phi Beta Sorority, Inc. shall have as its objectives: The fostering of ideals of Service, Charity, Scholarship, Civic and Cultural endeavors. Sisterhood and Finer Womanhood.

Section 2.
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.
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.

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 close proximity of the campus for counseling. Their constitution 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, but where stipulations prevent the establishment of campus chapters. Applicants must be currently matriculating undergraduates.

Section 5. REGIONS
The national constituency shall be divided into nine regions comprised of the representative States and countries.

Section 6. BY-LAWS
Each region, State (where applicable), and local chapter shall adopt by-laws that are consistent with the National Constitution and By-Laws.
ARTICLE VI  
Officers and Elections

Section 1. OFFICERS
The National Officers of Zeta Phi Beta Sorority, Incorporated are the International Grand Basileus; National First Anti-Basileus; National Second Anti-Basileus; National Third Anti-Basileus; National Grammateus; National Tamias; National Phylacter; Chairman of the National Executive Board; National Chairman of Trustees; four National Trustees; National Graduate Member-at-Large; National Undergraduate Member-at-Large; National Graduate Member to the Executive Committee; National Undergraduate Member to the Executive Committee; Undergraduate Representative to the National Nominating Committee; and Regional Directors.

Section 2. ELECTIONS
a. National officers holding elected positions shall be elected at a regular meeting of the Grand Boule’ (National Leadership Conference) by secret ballot, and shall hold office until respective successors qualify and are elected.
b. Each region shall have no more than two (2) elected national officers. The offices of National Graduate Member-at-Large, National Undergraduate Member-at-Large, National Graduate Member to the Executive Committee, and the National Undergraduate Representative to the National Nominating Committee are not included; these offices may be filled from any region.
c. A term is two (2) years.
d. Elected national 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. The International Grand Basileus may serve three (3) terms.

Section 3. EXECUTIVE BOARD/TRUSTEE BOARD/EXECUTIVE COMMITTEE
a. There should be an Executive Board comprised of the national officers and three (3) most recent past International Grand Basileus.
b. There shall be a Board of Trustees, comprised of the National Chairman of the Trustee Board and four (4) National Trustees, three (3) of whom shall be elected during one Boule’ term and two (2) of whom shall be elected during the alternate Boule’ term. Each Trustee shall serve for two (2) consecutive Boule’ terms and shall not be eligible for re-election.
c. There shall be an Executive Committee comprised of the International Grand Basileus, National First Anti-Basileus, National Grammateus, National Tamias, National Phylacter, Chairman of the National Executive Board, Graduate Member to the Executive Committee, and the 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 APPOINTMENT
The International Grand Basileus makes all appointments that are related to the National programs including: national program chairman, legal counsel, resident agents, editor (Antapokritis) and historian (Epistoleus).
ARTICLE VIII
Meetings

Section 1. NATIONAL CONVENTION
a. There shall be a National Convention known as the Zeta Phi Beta Sorority, Incorporated, Grand Boule’ (National Leadership Conference). The Grand Boule’ shall be held at two (2) year intervals or eighteen months when expediency indicates.
b. The Grand Boule’ shall be comprised of financial chapters represented by financial delegates, incumbent National Officers, Life Members, State Directors and Past 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 the purpose of effectuating Sorority policies and programs.

ARTICLE IX
Committees

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

Section 1. 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 Boule’ or to the Regional Conferences.
b. NOMINATING COMMITTEE
The Nominating Committee shall be comprised of one graduate representative elected by each region. One National Undergraduate Member-at-Large to the Nominating Committee shall be elected at the Grand Boule’ (National Leadership Conference) to serve the ensuing Boule’ term. The chairman of the committee shall be responsible for overseeing all nominations of candidates for national office and shall provide guidelines for inherent procedures. No representative shall serve more than two (2) consecutive Boulé terms. The committee shall be responsible for providing profiles of candidates for national offices to all chapters at least sixty (60) days prior to the Grand Boule’.
c. BOULÉ PLANNING COMMITTEE
The Boule’ Planning Committee is comprised of the International Grand Basileus, National First Anti-Basileus, Chairman of the National Executive Board, a Past Grand Basileus, the National Third Anti-Basileus, Boule’ Marshal, the host Regional Director, Director of Publicity, and the Basileus of the Boule’ host chapter.
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 Grand Basileus and the Executive Board.
e. BUDGET AND FINANCE COMMITTEE
The Budget and Finance Committee shall be comprised of the Budget Director, the National Tamias and the immediate past National 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 give consideration to new requests and anticipated/projected activities. The committee shall make a periodic check of expenditures and compare them to the budget accepted by the membership. The committee shall monitor financial investments of the Sorority and make recommendations based on current market trends.

f. CONSTITUTION AND BY-LAWS COMMITTEE
The Constitution and By-Laws Committee shall be comprised of the National Phylacter, National 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 Constitution and By-Laws, prepare amendments for the Constitution and By-Laws approved at Boulé for publishing, and review and approve regional and state by-laws.

g. MEMBERSHIP COMMITTEE
The Membership Committee shall be comprised of the National First Anti-Basileus, the National Directors of Life Members and Reclamations 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 Executive Board/Boulé. It shall be the responsibility of this committee to recommend the site and make all other arrangements as deemed necessary.

Section 2. BOARD COMMITTEES
The Executive Board is empowered to establish committees to carry out certain functions of the Board.

Section 3. 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 Chairman of the National Executive Board and the Regional Directors respectively on the national and regional levels.

ARTICLE X
National Educational Foundation

Section 1. FOUNDATION
The National Educational Foundation is an appendage of and is under the umbrella of Zeta Phi Beta Sorority, Incorporated.

Section 2. PURPOSE
The Sorority shall develop policies that will promote the purposes and activities of the National Educational Foundation, as provided for in the Trust Agreement and By-Laws of the Foundation. The purpose of the Foundation includes encouragement, promotion of education and scholarship, educational research, community service and educational programs.

Section 3. ORGANIZATION
The National Educational Foundation is governed by its own Trust Agreement and By-Laws which was adopted August 23, 1975 and April 9, 1976. This agreement respectively provides for:
a. A Board of Managers comprised of nine (9) trustees; four of which are elected by the Sorority and five (5) of which are appointed by the National Executive Board of the Sorority, preferably past Grand Basilei. The ex-officio members of the Board of Managers consist of the International Grand Basileus, the National Second Anti-Basileus and the National Third Anti-Basileus of the Sorority.
b. The National Educational Foundation must assume its own financial obligation of printing and dissemination of its materials to the constituency as well as all other expenses incurred by it.
c. The Board of Managers shall render accounts of its financial transactions to the Sorority annually for approval by the National Executive Board.
d. The Sorority shall transfer funds annually to the foundation for scholarships from chapter tax received annually from its chapters.

**ARTICLE XI**
Amendment of the Constitution

**Section 1. REVISIONS**
a. Proposed amendments shall be submitted, in writing, by and active chapter. The proposed changes must be set forth in detail and sent to the Executive Board, through the office of the Executive Director, sixty (60) days prior to the Boule' in session.
b. The Executive Director shall immediately send each chapter copies of the proposed changes or changes thirty (30) days before the opening of the Boule'.

**Section 2. ADOPTION**
The proposed amendments or amendments shall be read and voted upon by the assembled delegation at the Boule' in session. A two-thirds (2/3) vote of the Boule' assembled shall be necessary to pass the amendment or amendments.
BY-LAWS
OF
ZETA PHI BETA SORORITY, INCORPORATED

ARTICLE I
Motto, Colors, Emblem, 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 rays, and five stars to represent the Founders.

Section 4. 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 Zeta Bar Pin
The Zeta bar pin is the property of the chapter and must be returned to the chapter after Ritual 2.

d. 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 the tenure, the badge shall be transferred from the retiring International Grand Basileus to the newly elected International Grand Basileus.

ARTICLE II
Membership

Section 1. PREREQUISITES
Intake of prospective members should follow the guidelines as set forth in the handbook under the Membership Selection/Intake Program section.

Section 2. UNDERGRADUATE MEMBERS
Members of undergraduate chapters shall be full-time matriculating students in accredited colleges pursuing courses leading to a baccalaureate degree. They shall have at the time of membership intake a minimum overall average of 2.5 on a 4.0 scale or the average required by the college, whichever is higher.

Section 3. 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. They must be rendering service in their respective communities.
Section 4. 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 per capita fees 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. An undergraduate Soror may be an “associate member” of a graduate chapter and may be permitted to pay undergraduate capita tax, for no longer than five (5) years, after which time she must assume full graduate financial responsibilities. No associate member may serve in any Basilei position in a graduate chapter.

c. A Soror in a graduate chapter may not serve in any Basilei position who does not possess a baccalaureate degree. She must also pay graduate per capita.

Section 5. LIFE MEMBERS
a. A Soror seeking life membership must be a financial member of a chapter for a minimum of five (5) consecutive years immediately preceding her application for life membership, and must be recommended by her chapter.

b. A Life Member is entitled to one full vote which may be exercised either as a life member or as a delegate to the National, Regional, or State (where applicable) leadership conferences or area meetings.

Section 6. INACTIVE MEMBERS
a. Inactive Sorors are those who are not financial with their chapter.

b. All Zeta activities for inactive and/or unfinancial Zetas will be limited to the local chapter's discretion.

Section 7. HONORARY MEMBERS
a. Women who have achieved national or international distinction and honor, and who are accepted by a majority vote at the Boule', 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 Greek Pan-Hellenic Council.

Section 8. 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 National Headquarters that are mailed to the general constituency.

d. She can contribute to the National Education 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 National Headquarters.

Section 9. TRANSFER OF MEMBERSHIP
a. A Soror may not hold membership in more than one chapter at a time. They must transfer.

b. Upon earning the bachelor's degree, an undergraduate member must transfer to a graduate chapter within one year in order 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 a copy of her degree to the membership chair of the graduate chapter into which she is transferred.

c. A transfer will be issued to a Soror upon written request for transfer to a current chapter. Presentation of a Transfer Reference Card from that chapter and the required fee(s) should be mailed to the Office of the Executive Director by the chapter where she seeks affiliation.

d. 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) and Regional Directors where said chapter was located may be used in lieu of a Transfer Reference Card.

e. A Soror must be financial with the National, Regional, State (where applicable) and local levels of the Sorority before she can be transferred to another chapter. If unfinancial, she must reinstate with the national office and pay all financial obligations including transfer fees, before she can transfer.

**ARTICLE III**

**National Officers**

**Section 1. POSITIONAL NAMES OF NATIONAL OFFICERS**

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

**Section 2. QUALIFICATIONS OF NATIONAL OFFICERS**

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

All candidates for national elected positions must take and successfully complete the Zeta Organizational Leadership Training Program, and receive the Zeta Organizational Leadership Certification, prior to being elected to a national position with the exception of the national undergraduate officers who would have one year after their election to complete their training and certification.

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

A member nominated or elected to the office of International Grand Basileus, National First Anti-Basileus, or National 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 regional office. The candidate(s) must be involved in community activities unrelated to Zeta Phi Beta Sorority, Incorporated.

**b. National Third Anti-Basileus**

A member nominated or elected to the office of National Third Anti-Basileus must be a recent graduate of not more than two (2) years since her BA or BS 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 year regional experience. She shall have attended at least one regional and one Boule'.

c. **National Grammateus/National Tamias/National Phylacter/Chairman of the National Executive Board/ National Chairman of the Board of Trustees/National Trustees**
A member nominated or elected to the office of National Grammateus, National Tamias, National Phylacter, Chairman of the National Executive Board, National Chairman of the Board of Trustees, or National Trustee must be an active member of the Sorority for at least five (5) years, and has 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. **National Graduate Member-at-Large**
A member nominated or elected to the office of National Graduate Member-at-Large must have been a financial and active member of the Sorority for at least five (5) years, and has had experience as an officer of her chapter and region and in other leadership roles. She shall remain affiliated with a graduate for the tenure of her office.

e. **National Undergraduate Member-at-Large**
A member nominated for elected to the office of National 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 undergraduate elected national officer graduates during her tenure, she can complete her term of office.

f. **National Graduate Member to the Executive Committee**
A member nominated or elected to the office of National Graduate Member of 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 during the tenure of her office.

g. **National Undergraduate Member to the Executive Committee**
A member nominated or elected to the office of National Undergraduate to the Executive Committee shall have been a financial member of the Sorority for one (1) year. If the undergraduate elected national officer graduates during her tenure, she can complete her term of office.

h. **National Undergraduate Representative to the National Nominating Committee**
A member nominated or elected to the office of National Undergraduate Representative to the National Nominating Committee shall have been a financial and active member of the Sorority for one (1) year. If the elected national officer graduates during her tenure, she can 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 National Officers**
All other National Officers, except the National Third Anti-Basileus, may serve on the Executive board no more than two (2) consecutive terms in the same elected office. The National Third Anti-Basileus may only serve one (1) term in the office. All of national officers can serve only three 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 have been disclosed or known to the Executive Board at the meeting at which he contract is authorized.
b. The 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 National Officers

Section 1. INTERNATIONAL GRAND BASILEUS
The International Grand Basileus shall perform the following duties in addition to those prescribed in Parliamentary Authority adopted by the Sorority and under the laws of Incorporation of Illinois and the District of Columbia. 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 Boule: Boule' Marshal, Project Directors, Resident Agents, representatives to the affiliate National Organizations and State Directors. She shall serve as Chairperson 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. NATIONAL FIRST ANTI-BASILEUS
The National 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 Chairman and disseminate information relative to reclamation of inactive and unfinancial Sorors through the Regional Directors.

Section 3. NATIONAL SECOND ANTI-BASILEUS
The National Second Anti-Basileus shall assume the duties and responsibilities of the International Grand Basileus or National First Anti-Basileus in the event of their absence. 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 carry out all tasks inherent in her position and committee membership.

Section 4. NATIONAL THIRD ANTI-BASILEUS
The National 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, National First Anti-Basileus and National Second Anti-Basileus in promoting the welfare of Zeta Phi Beta Sorority, Inc. She shall be ex-officio member of Zeta Phi Beta Sorority's National Educational Foundation Board of Managers.
Section 5. NATIONAL GRAMMATEUS
The National Grammateus shall be the recorder of the proceedings of the Sorority. She shall take
the minutes at each Boule'. She shall send copies of the minute of the Boule' to all chapters within
ninety (90) days following the close of the Boule'. She shall take minutes at each meeting of the
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. All records shall be filed securely at National Headquarters.

Section 6. NATIONAL TAMIAS
The National 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 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 chapter of Zeta Phi Beta Sorority, Inc.

Section 7. NATIONAL PHYLACTER
The National 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 By-Laws of
Zeta Phi Beta Sorority, Inc., 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 ex-officio
member for all meetings relative to the Constitution, By-Laws and rules of the Executive bodies of the
Sorority (Executive Board/Boule'). 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 Constitution and policy matters.

Section 8. CHAIRMAN OF THE NATIONAL EXECUTIVE BOARD
The Chairman of the National Executive Board shall preside at all meetings of the Executive
Board, unless circumstances prevent such, thereby empowering the Board to select a temporary
Chairman from its members. She shall call meetings of the Board for matters of vital importance
between Boule's. She shall approve all bills of expenditures budgeted to the office of International Grand
Basileus and in conjunction with the Executive Committee, review the budget of the International Grand
Basileus' office as related to program and budget. She shall carry out all other duties 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 National Headquarters in Washington, DC and all other real property heretofore and hereinafter
purchased or otherwise acquired by Zeta Phi Beta Sorority, Incorporated.

Section 10. NATIONAL GRADUATE MEMBER-AT-LARGE
The National Graduate Member-at-Large shall have the responsibility of implementing the
directives from the national office. She shall work with the National Firs Anti-Basileus and graduate
chapters in interpreting the national programs for graduate participation. She shall also work with the
National Third Anti-Basileus and the Undergraduate Member-at-Large to foster consistency and
uniformity between graduate and undergraduate activities. The Graduate Member-at-Large shall have the
responsibility of voicing the concerns of graduate members.
Section 11. NATIONAL UNDERGRADUATE MEMBER-AT-LARGE
The National Undergraduate Member-at-Large shall have the responsibility of implementing the directives from the national office. She shall use creative efforts in working with the National Third Anti-Basileus and undergraduate chapters in interpreting the national programs for undergraduate participation. The Undergraduate Member-at-Large shall the responsibility of voicing the concerns of the undergraduate members.

Section 12. NATIONAL GRADUATE MEMBER TO THE EXECUTIVE COMMITTEE
The National 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, National First Anti-Basileus, National Grammateus, National Tamias, National Phylacter, Chairman of the National Executive Board and the National 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. NATIONAL UNDERGRADUATE MEMBER TO THE EXECUTIVE COMMITTEE
The National 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, National First Anti-Basileus, National Grammateus, National Tamias, National Phylacter, Chairman of the National Executive Board and the National 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. NATIONAL UNDERGRADUATE REPRESENTATIVE TO THE NATIONAL NOMINATING COMMITTEE
The National Undergraduate Representative to the National Nominating Committee shall serve on the National Nominating Committee, which verifies all national nominee credentials.

ARTICLE V
Administrative Powers of the National Executive Board

Section 1. AUTHORITY OF THE NATIONAL EXECUTIVE BOARD
The Executive Board shall be the supreme authority of the Sorority during the interim of a Grand Boulé.

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, three (3) most recent past International Grand Basilei and Regional Directors.

Section 2. DUTIES
a. The Executive Board shall approve the Sorority's annual budget, the budget of all elected officers, project directors, and the office of the Executive Director. 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 National 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.

b. 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 National Executive Committee is empowered to act in matters of expediency where the presence of the whole National Executive Board is not obtainable. The committee shall exercise the
powers and functions of the Board as provided in the resolution, which creates the committee. Delegation of authority to the Executive Committee does not absolve the Board of its responsibilities. The National Executive Committee shall report directly to the National Executive Board.

c. Executive Board may remove any officer for misfeasance, malfeasance, or non-feasance 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 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 in approved by at least two-thirds (2/3) of the elected members.

ARTICLE VI
Executive Director

Section 1. EXECUTIVE DIRECTOR
The Executive Director shall serve as Chief Operating and Administrative Officer of the Sorority. She provides services for the organization in the following area:
a. Total management of office operations at the National Headquarters and other administrative needs of the organization
b. 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
a. She must be a 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
The Executive Director shall coordinate and administrate 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 VII
National Appointments – Administrative

Section 1. RESIDENT AGENTS
Zeta Phi Beta Sorority, Incorporated shall maintain a Resident Agent in the State of Incorporation, in the Washington, District of Columbia 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
There shall be an 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 Board and the constituency has approved it. All accounts are the property of Zeta Phi Beta Sorority, Incorporated.
a. Historians are to serve two (2) full terms (four years) and are to be assigned by the Executive Board.
b. Expenses incurred in the presentation of the historical narrative will be borne by the Zeta Phi Beta Sorority, Incorporated.

ARTICLE VIII
National Appointments-Regional and State Directors

Section 1. REGIONAL DIRECTORS
The International Grand Basileus shall appoint the Regional Directors at the end of the Boulé.
a. QUALIFICATION
i. The Regional Director must be a college/university graduate and have attended three (3) Regional Conferences and two (2) Boule's prior to her appointment. She must take, and 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 and/or State (where applicable) committees and must have been an elected Regional/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
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 dated Regional and State (where applicable) meeting six months to one 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. CHAIRMAN OF THE REGIONAL DIRECTORS
The International Grand Basileus shall select the Chairman of the Regional Directors from within the Regional Directors after Boule'. She shall perform all duties assigned within the perimeters of her position.

a. QUALIFICATIONS
   i. She must have one 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 By-Laws of the Sorority and other regulations and procedures at each level of the Sorority.

b. DUTIES
   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 Boule' session. Consideration shall be given to the recommendations from the Regional Directors and chapters of the particular state.

a. QUALIFICATIONS
   She must have attended at least two (2) Regional Conferences and one (1) Boule' prior to her appointment. Remaining qualifications are the same as those listed under Regional Directors. She must take, and 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
   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 months to one year prior to the event. The State Director shall not implement any projects within the Region without notifying the Regional Director.

   ii. On request of the International Grand Basileus and/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 IX
Vacancies – National Officers

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

Section 1. NATIONAL OFFICERS
Election of National Officers shall be done by secret ballot. All candidates must meet the qualifications so described in the Constitution and By-Laws of Zeta Phi Beta Sorority, Incorporated and must satisfy credential requirements. Names on ballots for persons in abstentia at the Boule' must be eliminated from that ballot and the election.

Section 2. VOTING
All financial chapters are entitled to voting privileges at Boule'. All chapters vote through their delegates. Alternates do not vote unless delegates are absent at the time of casting ballots. All members of the Executive Board and Life Members 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.

Members:
- up to 4 = 1 vote
- 5 to 25 = 2 votes
- 26 to 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 XI
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 Executive Board call for an emergency meeting or receives requests from twenty five (25) financial chapters.

Section 2. EXECUTIVE BOARD MEETINGS
The Executive Board shall meet at least twice (2) between Boule's, six (6) months after and six (6) months before the next Boule'. Five (5) elected members shall constitute a quorum for the Executive Board. All sessions of the 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 Executive Board Meeting at the end of the Boule'. All outgoing Board members must tender all properties belonging to the Sorority to the incoming Board members. Tender or transfer of all properties and records must occur within thirty (30) days of the close of the Boule'. The newly elected and installed officers will begin the new administration at the close of the Transitional Board Meeting.
Section 4. REGIONAL CONFERENCE MEETING
   Regional Conferences shall be held annually. They may be omitted during a Boule' year, if necessary.

Section 5. STATE MEETINGS
   State meetings may be held at least biennially at a time when the Regional 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 or a member of the sponsoring 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 XII
Organizational Structure

Section 1. REGIONS
   Zeta Phi Beta Sorority, Incorporated is divided into the following Regions: Atlantic Region, Eastern Region, Southeastern Region, Mid-Western Region, South Central Region, Great Lakes Region, Southern Region, Pacific Region and the West African Region.

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. An undergraduate metropolitan 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 as long as 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 By-Laws. 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 by-laws 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 National Office of the Sorority for the purpose of 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, should be present at all times for undergraduate chapter activities.

Section 3. GRADUATE CHAPTERS
   a. A graduate chapter may be established when there are two (2) or more Zeta women 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 National Roster
c. Military graduate chapters formed in a province, territory, county or contiguous State may be established when there are two (2) or more Zeta women 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 chapter may not function with less than two (2) financial members on the National Roster.

d. Graduate and military 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 charted. Chapters shall be identified only by the name assigned by National Headquarters.

ARTICLE XIII
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 XIV
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 By-Laws 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 SUSPENSIONS
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 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 Probate 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 XV
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 Chapter suspension. A Chapter must then pay the required reinstatement fee plus National per capita for each Soror on its roster.

a. Delinquent Chapters
Delinquent Chapters are not permitted to vote at the Boule' or Regional and State (where applicable) Conferences.

b. Initial Chapters
Chapters do not pay Chapter tax in the year in which they are organized.

Section 2. PER CAPITA TAX
a. Each Soror must pay National Per Capita tax each year in October (unless she is a Life Member) through her Chapter to be used to defray expenses incurred by the National Headquarters.

b. Failure to pay the per capita tax 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 Boule' as a delegate. She will not be issued a financial card. She may not be appointed to represent Zeta in any State (where applicable), Regional or National meetings of any kind. She will not receive ARCHON.

Section 3. LIFE AND GOLDEN LIFE MEMBERSHIP FEES
a. All Life Members 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 Life Membership by paying the entire additional fee to the National Office through her local chapter

Section 4. NATIONAL FEES
All National financial obligations shall be paid as designated at each Boule' 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 Executive Board and the National Constituency. The standard rate of per capita tax 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 it’s by-laws. The Chapter has a right to classify its members as “active” or “inactive” according to chapter by-laws.
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 Constitution and By-Laws.

Section 8. NATIONAL OFFICERS BUDGETS
All National Officers must submit a proposed budget for their office, subject to approval by the Executive Board.

ARTICLE XVI
Bank Accounts

Section 1. CHECKING AND SAVINGS ACCOUNTS
The National Executive Board is empowered to maintain checking and savings accounts for the National body, and whenever possible, establish investment plan. The Sorority must maintain a voucher system by which all withdrawals is made and all expenditures are paid.

a. Three officers' signatures shall be on file, any two (2) of which shall validate checks.
b. The officers to validate checks shall be the International Grand Basileus, First Anti-Basileus and the Tamias. The primary officers for validating all checks shall be the International Grand Basileus and the Tamias. The First Anti-Basileus validates checks only when the International Grand Basileus is unavailable.
c. 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 Boule' account is to be opened each Boule' year by the National Headquarters, for the 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 Boule'.

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 XVII
Auxiliaries

Section 1. AMICAE
Amicae is the name given to the organized group of women interested in Zeta's ideals and activities. The Amicae, Friends of Zeta, serve as an auxiliary to one 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-degree women who have participate in and contributed to charitable, religious and educational activities

a. Dues
The Amicae shall pay no dues to Zeta Phi Beta Sorority, Incorporated, except special fees established by the Executive Board. They shall establish their own financial system of operation, and can make contributions to the Sorority and its foundations
b. **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 constitution of Amicae according to Robert's Rules of Order.
   ii. They shall formulate and adopt a Local constitution, which shall be in accordance with national regulations and which shall be approved by the sponsoring Zeta chapter.
   iii. There must be at least one Zeta 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 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 meetings of any kind unless by special invitation and for some specific purpose.

c. **National Director**
   i. A National Director of Amicae Affairs shall be appointed each Boule' term by the International Grand Basileus. The Regional Director shall appoint a Regional Director of Amicae Affairs where there are at least five (5) organized groups of Amicae. The Directors 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 in concurrently with a Boulé.

Section 2. **YOUTH GROUPS**

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

a. **Objective**
   The objective of the youth groups 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**
   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, demonstrates potential for good citizenship, scholarship and leadership.

**ARTICLE XVIII**

Amendments and Suspension of By-Laws

**Section 1. AMENDMENT OF BY-LAWS**

The By-laws may be amended at a regular business meeting of the Boule' by a two-thirds (2/3) vote. Notice of amendments shall be submitted in writing to the members through the office of the Executive Director sixty (60) days prior to the regular meeting of the Boule'.

**Section 2. SUSPENSION OF BY-LAWS**

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