

DELTA ZETA

Kappa Mu Chapter of the Delta Zeta Sorority Bylaws

Article I. Name and Objects

Section I.

The name of this college chapter of the Delta Zeta Sorority, located at Shepherd University in Shepherdstown, West Virginia, is Kappa Mu.

Section II.

The object of this sorority shall be to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of the associated effort.

Article II. Terms of Membership

Section I.

- A. In accordance with the Delta Zeta Sorority National Standing Rules, all undergraduate, initiated Delta Zetas shall remain active members in their collegiate chapters, regardless of the number of credit hours taken, until such time as their status with the institution or chapter changes.
- B. However, any undergraduate member in good standing, 1) who has completed four years of post-secondary education, regardless of class standing or credit hours earned; 2) who marries; 3) who is enrolled in an off-campus academic program for at least a full academic year affiliated with their program of study and/or the university that prevents her from actively participating in chapter meetings and activities due to geographical limitations; or 4) who incurs an extreme personal emergency and is granted either off-campus collegiate or alumna status (depending on the reasoning) through the procedures established by the National Council has the option of either remaining a collegiate chapter member with all the privileges and obligations pertaining thereto or she may elect off-campus/alumna status two weeks prior to the beginning of the academic term. There is no inactive status in Delta Zeta.
- C. To serve as an elected officer in a collegiate chapter, the undergraduate initiated members shall be enrolled for a minimum of six credit hours per semester at the host institution of the chapter and be in good standing.
- D. An alumna returning to campus as an undergraduate after an absence of twelve months or more may return to collegiate chapter status in her chapter if such is mutually agreeable and approved by the CCD. An alumna returning to campus within a shorter period of time must immediately return to collegiate status with her chapter.

Section II.

- A. A member, whether an alumna or collegian, is identified as a Delta Zeta wherever she goes. Therefore, the following are inevitable conclusions as specified by college, state, and/or federal laws.

1. Pre-party and post-party functions are associated in the minds of the observers with the functions themselves; therefore, exercise of the same high standards of good taste is necessary.
2. Each initiated member, collegian, and alumna or new member is responsible to herself, her family, her college or university, her Sorority, and to her community for the upholding of high standards.
3. There shall be no smoking or drinking of alcoholic beverages at official Delta Zeta functions. Where there is a printed program, the following statement shall be included: "Out of respect for our Founders, it is requested that there be no smoking or drinking of alcoholic beverages."

Section III.

A. Special Classifications of Collegiate Members.

1. **Affiliated Members:** This status may be granted through the procedures established by the National Council to an initiated member in good standing who transfers to a college or university where there is a chapter of Delta Zeta. She may become an affiliated member upon invitation of the chapter. A written statement of good standing must be received from National Headquarters. When she becomes an alumna, her records show her as a member of the chapter into which she was initiated.
2. **Off-Campus Collegiate Status:** This status may be granted through the procedures established by National Council to a member in good standing who is enrolled in an off campus academic program for less than one academic year affiliated with their program of study and/or the university that prevents her from actively participating in chapter meetings and activities due to geographical limitations. University verification is required. In compliance with National Panhellenic Council's Memorandum Of Understanding, the member will remain on the chapter's roster and be included in the calculation of chapter total. At the completion of the program she shall assume full active chapter status. If she graduates, she may assume alumna status only if she is in good standing during the temporary absence. Women on this status shall pay the national dues, building fund, furnishing fund and any additional amount prescribed by the chapter for the duration. Women on this status may not hold chapter offices, may not attend chapter meetings, may not have voice or vote in chapter function and are not entitled to chapter social privileges.

Article III. Responsibilities and Expectations of Members

Section I.

A. Membership

1. Membership in Delta Zeta may be obtained only by initiation into a college chapter and is open only to women who are matriculated students, former students and faculty of colleges and universities of recognized standing, or by the consent of the National Council upon presentation of equivalent qualifications.
2. The local Panhellenic and college scholastic requirement for initiation is 2.5.

B. Eligibility

1. Eligibility in Delta Zeta may be obtained only by initiation into a college chapter and is open only to women who are matriculated students, former students and faculty of colleges and universities of recognized standing, or by the consent of the National Council upon presentation of equivalent qualifications.

C. Qualifications

1. All members of Delta Zeta shall be chosen solely for moral, social and intellectual worth. Discrimination in any fashion for any reason other than limiting membership to women is strictly prohibited and will not be tolerated. Membership shall not be denied because of race, religion, national origin, disability status, sexual orientation, or for any reason inconsistent with applicable law. It shall be the duty of each member to exemplify in her daily conduct the noble principles of this Sorority, to promote the welfare of the whole by every means consistent with a high sense of honor, to obey its laws, to avoid all conduct which may be criticized among acquaintances or be offensive to her fellow members and to exert herself to promote and maintain harmony and prosperity of the Sorority

D. Good Standing

1. Any member who has satisfied all financial obligations to the chapter.
2. Any member who holds the Fraternity and Sorority Life and University Average.
3. Any member who has not been placed on probation for any reason.
4. Any member who has satisfied all community service obligations.
 - a. 18 community service hours by the end of the semester. 13 individual community service hours and 5 Philanthropy service hours.

E. Discipline of Members

1. All alleged policy violations for any member, regardless of severity, must be reported to the [Guardian](#) software system. All documentation related to any accountability cases must be uploaded to the appropriate case file within Guardian per the advisement of the Director of Accountability.

Section II.

A. Dues

1. The new member fee shall be paid 48 hours before the New Member Pinning.
2. The total new member fee shall include the initiation fee, new member fee, badge fee and any other dues that may occur during their new member period.
3. All fee amounts will be determined by the act of adopting the annual budget.
4. The fiscal year shall begin July 1 each year and continue until June 30 of the successive year. Dues will be collected ten months of the year, from August through May.
5. A digital statement can be viewed on Billhighway by the last meeting day of the month preceding the month due. The bill includes regular monthly charges plus any items currently due. All bills must be paid by the tenth day of the same month. On the eleventh of the same month, the Vice President of Finance gives a list of members with outstanding bills to the CCD.

B. New Members

1. First semester freshman coming from High School must have a 2.75 grade point average per the Office of Student Activities and Leadership to become a New Member of Delta Zeta. The minimum cumulative GPA in order to associate with a chapter is 2.75 on a 4.00 scale on all high school coursework for new and entering students and is a minimum 2.5 on a 4.00 scale on all undergraduate coursework for returning Shepherd students.
2. The New Member period shall last six-to-eight weeks from the date of their New Member Pinning Service.
3. New Members will be initiated within the same semester of their New Member period, provided they are in good standing.
4. Each New Member is encouraged to attend at least one Panhellenic meeting before initiation if there is no class or work conflict. Must provide proof to VP New Member Educator.

Article IV. Officers, Nominations, and Elections

Section I.

- A. Slated Elections- For election procedures, the chapter will refer to the Nominations and Elections Guidebook
- B. Slate Committee
 1. The slate committee must be composed of five members including the Chairperson, a New Member, Sophomore, Junior, and Senior Member.

Section II.

- A. Duties of the Officers.
 1. President
 - a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules.
 - b. To preside at all meetings of her chapter.
 - c. To conduct ritualistic services or cause them to be performed by a former or visiting chapter president or national visitor.
 - d. To have the power to call special meetings.
 - e. To appoint all committees not otherwise provided.
 - f. To enforce strict compliance to all regulations of the college, chapter, and sorority.
 - g. To require each officer a full performance of her duties.
 - h. To take necessary action to protect the interests of the chapter and sorority in any emergency which may arise between meetings.
 - i. To represent her chapter at National Convention and Presidents Academy if it falls during her term of office.
 - j. She shall serve as an ex-officio member of all committees except the nomination committee.
 2. Vice President of Membership.
 - a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules.

- b. Have the chapter maintain maximum membership at all times.
 - c. Plan for and supervise the chapter's selection of new members.
 - d. Act as an aide to the chapter President.
 - e. Assume the chapter President responsibilities in her absence.
 - f. Perform all other such duties as the chapter may require or her charge implies.
 - g. Completes appropriate reports and provides them in a timely manner to the College Chapter Director and the National Recruitment Chairman.
 - h. To plan and execute all aspects of formal and informal recruitment including preference ceremony and back to school workshop.
3. Vice President of New Member Education
- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules.
 - b. Develop and instruct the new member program in accordance with National Handbook.
 - c. Coordinate the new member period so that it is completed within eight weeks following pinning.
 - d. To maintain chapter total at all times throughout the year.
 - e. Required to plan retreats with active sisters and new members, big sis reveal, new member meetings, and rose buddies.
4. Vice President of Philanthropy
- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
 - b. Vice President of Philanthropy is responsible for educating chapter members with knowledge of Delta Zeta's philanthropies, promoting the philanthropy program for the moral and social upbringing of members, recognizing chapter members for philanthropic efforts, and the coordination, delegation, execution, and reporting of philanthropy events, projects, and programs.
5. Vice President of Programs
- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
 - b. Coordinate and organize a master calendar of events of all chapter and campus meetings/events/activities which involve Delta Zeta and her members.
 - c. Coordinate organization involvement.
 - d. To oversee other chairs below her and guide them in their duties and planning and to implement all programs with the National Handbook.
6. Vice President of Administration
- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
 - b. Keep a complete and accurate record of every regular or special meeting.
 - c. Keep a current copy of the *Constitution*, approved chapter bylaws and standing rules.

- d. Inspect and record results of all balloting.
 - e. Record all invitations to membership issued by the chapter.
 - f. Keep a record of all members added to the chapter by initiation, including dates of initiation.
 - g. Notify National Headquarters immediately of the newly elected officers.
 - h. Write all communications, reports and forms required of her by National and chapter bylaws.
 - i. File and preserve all important correspondence.
 - j. Keep a correct file of the members of her chapter.
 - k. Maintain copies of all reports and official documents.
 - l. Uphold the *Constitution* and the Standing Rules & Policies of Delta Zeta Sorority and the chapter bylaws and standing rules.
 - m. Consult and advise on rules of procedure at each business meeting using Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not consistent with the laws of the sorority.
 - o. Submit all proposed amendments to the CCD and RCD before adoption by the chapter.
7. Vice President of Finance
- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
 - b. Collect and have custody of all funds of the chapter and keep an accurate account thereof in accordance with the accounting system of the sorority.
 - c. Be responsible for payment of all international and local bills of the chapter.
 - d. Submit her records and submit an annual budget to the CCD for approval and to forward the approved copy to Delta Zeta National headquarters.
 - e. Notify new members immediately following bid acceptance of financial obligations of the sorority.
 - f. Deliver her successor the audited books and all records belonging to the chapter.
 - g. All checks shall be signed by the Treasurer and be co-signed by the CCD or chapter advisor.
 - h. In the absence of the CCD, the President of the chapter may co-sign the checks with CCD consent.
8. Head Guard
- a. Uphold Delta Zeta's *Constitution* and *Sorority Policies*, sorority procedures and local chapter Bylaws and Standing Rules. Enforce strict compliance with Delta Zeta Sorority Policies.
 - b. Serve as an ambassador for Delta Zeta Sorority on campus, within the chapter and within the community.
 - c. Attend all chapter and officer meetings.

- d. Complete all administrative responsibilities of your office including, but not limited to, required Chapter Inc. actions and reports, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.
- e. Set up, and manage Ritual ceremonies and practices.
- f. Educate members on Ritual significance.
- g. Keep Ritual materials in order and secure.

9. Historian

- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
- b. Care for the archives.
- c. Make a permanent record for all matters of interest and importance relating to the chapter and its alumnae
- d. Act as correspondent from her chapter to “The Lamp of Delta Zeta.”
- e. A Lamp Editor may be appointed to work with the submitting of articles.

10. Panhellenic Delegate

- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
- b. Represent the college chapter at all regular and special college Panhellenic meetings.
- c. Report all Panhellenic business to the chapter after each meeting.
- d. Consult the International Panhellenic Conference Delegate on all matters, which involve college Panhellenic changes.
- e. She shall submit the material to be published in the college Panhellenic yearbook to the International Panhellenic Conference Delegate for approval.
- f. Provide any reports requested by the International Panhellenic Conference Delegate.

11. Guards

- a. Uphold the *Constitution* and *National Sorority Policies* of Delta Zeta Sorority and the chapter bylaws and standing rules
- b. Outside guard will be preferred as the head guard for the following semester.
- c. Take charge of safeguarding and concealing all equipment used for ritualistic services.
- d. Prepare the room for these services and for meetings of the chapter.
- e. Leave them in order at the close of such services or meetings and prevent interruptions or intrusions at services or chapter meetings.
- f. It shall be the responsibility of the guards to keep all ritualistic paraphernalia in good condition.
- g. The chapter shall have two guards and one Head guard for formal meetings of the chapter.

12. College Chapter Director and Duties

- a. The College Chapter Director shall be appointed annually by the Regional

Collegiate Director or official chapter visitor, subject to the approval of the National Council.

b. A College Chapter director shall appoint an advisory board of alumnae to assist her with the college chapter.

C. She shall work with the Regional Collegiate director to aid the college chapter to maintain high achievement in all phases of the sorority program.

13. Executive Members are required to attend all executive and chapter meetings.

Section III.

A. Executive Board

1. The Executive Board shall include the Chapter President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Vice President of Philanthropy, Vice President of Administration, Vice President of Finance, and a non- voting College Chapter Director. In her absence, the College Chapter Director may appoint a representative from the advisory board as her proxy. Additional members may be added depending on size and housing of the chapter.

2. The Executive Board shall act for the chapter between meetings; recommend chapter policies and necessary action; consider qualifications for chapter awards; and act in accordance with procedures adopted by National Council to hold the chapter accountable in following campus, National Sorority and chapter rules, policies and standards.

Section IV.

A. Term of Office

1. All officers shall serve for a period of twelve months or until their successors are elected and installed.

Section IV.

A. Standing Committee Chairpeople/Officers.

1. Each college chapter shall elect a President, a Vice President of Membership, a Vice President of New Member Education, a Vice President of Programs, a Vice President of Philanthropy, a Vice President of Administration, a Vice President of Finance, a Historian/Chaplain, a Panhellenic Delegate, and the chairmen of all standing committees in accordance with the procedures established by National Council, including: Ways and Means, SGA Delegate, Community Service, Alumnae Liaison, Diversity, Inclusion, and Belonging, Sunshine, Sisterhood Activities, New Member Education Assistant, Membership Assistant, Publicity, Social, Sunshine, Image and T-Shirt. Subject to the approval of the newly elected Executive Board, the President shall appoint a, Inside Guard, Outside Guard and chairman of each of the offices not filled by regular election.

2. All officers elected or appointed shall meet the requirements for good standing.

Section V.

A. Special Committee Chairpeople.

1. Subject to the approval of the newly elected Executive Board officers, the chapter shall vote on any special committee chairpeople that may be needed by the chapter.

Section VI.

A. Duties of Committees.

1. The duties shall be those prescribed by the Delta Zeta Sorority *Constitution*, National Manuals, Newly Revised, or those established by the Chapter Executive Board.

Section VII.

A. Filling Vacancies.

1. A vacancy occurring in any office including that of the President shall be filled by nomination and general election at the first regular meeting thereafter.
2. If a vacancy occurs while the school is not in regular session or when time does not permit for elections, an appointment may be made by the College Chapter Director in consultation with the Executive Board or any designated national representative.
3. For cause, any officer or chairman may, by two-thirds vote of the college chapter, be requested to resign. If she fails to resign as requested, the College Chapter Director shall declare such office vacant, and shall report such action to the Regional Collegiate Director.
4. Should a vacancy occur in the office of the President, the Vice President of Membership serves as President until an election can be held.

Section VIII.

A. Removal of Office

1. If a member does not fulfill the duties of her office, she will be brought to an Executive Board meeting and issued a warning.
2. If improvement is not immediately evident, the Executive Board and CCD will discuss the future outcome of the member and their position.

Article V. Meetings.

Section I.

A. Meetings

1. Meetings of the Kappa Mu Chapter are held every Tuesday at 8:50pm. Lineup will begin at 8:40pm. Entry will begin at 8:50pm.
2. All sisters holding office on the floor, on a committee, or having reports, should submit an electronic form with a brief outline of her report to the Vice President of Programs to call on her. All reports should be given to the Vice President of Programs by the date and time she specifies. The Executive Board members should give their report to the Vice President of Programs. Executive Board members should have their reports to the Vice President of Programs by the beginning of the scheduled Executive Board Meeting. Excluding the reports of the Executive Board members, all reports shall be limited to two minutes. If

report is expected to precede two minutes, it must be approved by the President beforehand.

Section II.

- A. Special Meetings may be called by the President, CCD, or upon written request of any five members of the chapter.

Section III.

- A. The regular chapter meetings shall be conducted according to the agenda established in the Chapter Standing Rules.

Section IV.

- A. Two-thirds of the members in good standing on the current chapter roster shall constitute quorum.

Article VI. Senior Ceremony

Section I.

- A. Any member who is graduating, going on status, or transferring schools has the option to speak at the senior ceremony the semester that they are leaving.

Article VIII. Parliamentary Authority

Section I.

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Sorority in all cases to which they are applicable and in which they are not inconsistent with National Council and with this *Constitution*.

Article IX. Amendments

Section I.

- A. These Bylaws may be amended at any regular meeting by a two-thirds vote of members in good standing, provided the proposed amendment has been submitted in writing and read at the previous meeting and has been approved by the CCD and/or the RCD.

Signed 10/15/2025

Ava Biafore
Ava Biafore, President

Dei'Ja Taylor-Mallory
Dei'Ja Taylor-Mallory, VP Administration

Alyssa Roush
Alyssa Roush, CCD