

APPROVED BY CCD

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**BYLAWS OF THE IOTA UPSILON CHAPTER OF THE
DELTA ZETA SORORITY**

Article I Name and Purpose

**Section 1: The name of the college chapter of Delta Zeta Sorority,
located at**

California State University Fullerton, is Iota Upsilon.

**Section 2: The purpose 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 to develop plans for guidelines and
unity in action: objects worthy of the highest aim and purpose of
associated effort.**

Article II Members

Section 1

- A. Requirements for collegiate membership shall be to
matriculate as a college student, receive an invitation to pledge,
fulfill all obligations of initiation, and satisfy all local
Panhellenic and National Panhellenic Conference
Requirements. Admission into Delta Zeta shall be by vote of its
members in good standing in the chapter, or a committee
thereof, in which the candidate is proposed for membership.
The College Chapter Director, with the approval of the
National Council, shall provide directions for presentation of
candidates for voting on these candidates. Refer to *Code of
Regulations, Regulation I, Sections 1-3***

- B. Good standing is the fulfillment of all moral, financial, academic or other obligations required of a Delta Zeta member or chapter. Refer to *Code of Regulations*, Regulation II, Sections 1**

- C. The new member period shall continue until the new member has satisfied all local Panhellenic and National Panhellenic requirements for initiation and any additional obligations adopted by Delta Zeta or until her membership has been terminated for cause and her new member pin returned to the chapter. New members are subject to the same requirements for good standing as the initiated members. Refer to *Code of Regulations*, Regulation I, Sections 4**

- D. To be eligible for initiation, a new member shall satisfy the scholastic requirements established by Delta Zeta, she shall complete the new member program and comply with all requirements as designated; she shall pay her new member fee, total initiation fee, total building fund, the cost of her badge, as well as current dues to the current treasurer prior to initiation. New member meetings may held on the same night as chapter meetings or otherwise designated by VP New Member Ed. During the New Member program new members must attend all new member meetings, complete Greeklife edu, participate in at least one outside organization, and pass the new member exam with a 100% in order to be eligible for initiation. Refer to *Code of Regulations*, Regulation I, Sections 5**

- E. A minimum of a 2.7 cumulative GPA in classes totaling at least nine (9) units must be completed during the new member period. Refer to *Code of Regulations*, Regulation II, Sections 3**

Section 2:

A. Dues: The college chapter shall be responsible for collecting all fees due to the national treasury and shall levy and collect dues for chapter purposes.

Refer to *Constitution*, Article XII, Section 3.

Section 3:

A. Discipline of the Iota Upsilon Chapter of the Delta Zeta Sorority will follow all National policies and procedures in regards to the discipline of its members.

Refer to *Code of Regulations*, Regulation III, Sections 1-6

Section 4: A. Collegians will be eligible for alumnae status if they graduate, leave school, or are fifth year seniors, and are in good standing.

Article III: Officer and Chairmen Nominations, Elections and appointments

Section 1:

A. Iota Upsilon shall elect a President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Vice President of Philanthropy, Treasurer, Secretary, Academics, Risk Manager, First Panhellenic delegate, Social chair, Public Relations, Chaplin/Historian, Inside Guard, Greek Week Chairman, and Chairmen of all standing committees. Refer to *Constitution*, Article XII, Sections 4

B. All offices elected or appointed shall meet the requirements for good standing. President shall have been an initiated member for a minimum of one year. Refer to *Constitution*, Article XII, Sections 4

C. A nomination committee shall be elected at least two (2) weeks

before the election of officers and the chairman shall be elected by the chapter as a whole and one member of each undergraduate class shall be elected by the members of her class. Each member shall canvas all members of her class and from the names proposed; the committee shall prepare the slate and present the report at least one week before the election. Nominations may be made from the floor following the nomination committee report, provided the candidates have given their consent, have all the necessary qualifications and their names have been submitted to the nomination committee forty-eight hours prior to the election. Refer to *Constitution*, Article XII, Sections 5

- D. All chapter officers and the chairman of all major committees will be elected no later than at the last regular meeting in November 30, unless the campus or chapter situation requires an exception to be made. Names of officers and committee chairman will be sent to National Headquarters immediately after elections. Refer to *Constitution*, Article XII, Sections 5**
- E. Election will be by written ballot only. Before the vote is taken the names of all ineligible to vote will be read by the secretary. Refer to *Constitution*, Article XII, Sections 5**
- F. The retiring President according to the prescribed ritual will install the newly elected officers by the last meeting in December.**
- G. All officers will serve for a period of twelve months or until their successors are elected and installed. A vacancy occurring in any office including that of the President shall be filled by the nomination and general election at the first meeting thereafter. If a vacancy occurs while school is not in session, the College Chapter Director may appoint a member to fill the**

office.

Refer to *Constitution*, Article XII, Sections 6

Section 2: Duties of Chapter Officers

- A. President:** It shall be the duty of the chapter President to preside at all meetings of her chapter; conduct ritualistic services or cause them to be performed by a former or visiting Chapter Presidents or national visitors; have power to call special meetings; appoint all committees, not otherwise provided; enforce a strict compliance of all regulations of college, chapter, and sorority; oversee the Vice President of Membership, the Vice President of New Member Education, Vice President of Programs and the Vice President of Philanthropy. Require each officer's full performance of her duties; take necessary action to protect the interests of the chapter and the sorority in any emergency which may arise between meetings; represent her chapter at National Convention; perform such duties as the sorority may require; and complete appropriate written reports and provide them in a timely manner to CCD and National Headquarters. She shall serve as an unofficial member of all committees except the nominating committee and standards board. She shall also serve as house manager assuming all duties and responsibilities of the house, if there is no house manager appointed. She must live in the sorority house while school is in session and have seven (7) official office hours per week. Refer to *Code of Regulations*, Regulation XII, Sections 1
- B. Vice Presidents:** The Vice Presidents are in charge of Membership, New Member Education, Programming and Philanthropy, respectively. The Vice President of Membership is responsible to maintain the maximum membership of the chapter; plan for and supervise the chapter's selection of new

members; act as aide to the President in case of the President's absence or inability to serve; and oversee assistants and recruitment day chairs. The Vice President of New Member Education shall be responsible for the development and implementation of the program for the new members; communicate all information about new members to chapter and vice versa; prepare new members for initiation; and oversee assistants. The Vice President of Programs is responsible to coordinate and organize a master calendar of events of all chapter and campus meetings/events/activities which involve Delta Zeta and her members; enhance each member's college experience through education and skill development utilizing program and material offerings from the national organization; coordinate chapter involvement; and oversee all designated chairmen. The Vice President of Philanthropy is responsible it shall be the duty of Philanthropy chairman to define the philanthropy program goals and objectives to the chapter, coordinate chapter programming on philanthropy and service projects; schedule, coordinate, and plan chapter philanthropy activities; publicize all philanthropy and service efforts; oversees all designated chairmen; and complete appropriate reports and provide them in a timely manner to the CCD and the National Collegiate Philanthropy Chairmen. All Vice Presidents shall be responsible for completing appropriate reports and providing them in a timely manner to the CCD and designated National Chairmen. Refer to *Code of Regulations*, Regulation XII, Sections

- C. **Treasurer:** It shall be the duty of the Treasurer to 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; be responsible for payment of all national and local bills of the chapter; report regularly to her chapter a statement of accounts; submit required documentation to an official collection agency as necessary; submit her records for

an audit as instructed by the National Treasurer; submit an annual chapter budget to the CCD for approval and forward an approved copy to National Headquarters; shall oversee all designated chairmen; and deliver to her successor the audited books and all records belonging to the chapter.

Refer to *Code of Regulations*, Regulation XII, Sections 1

- D. Secretary: It shall be the duty of the secretary to keep a complete and accurate record of every regular and special meeting; keep a copy of the *Constitution, Code of Regulations*, and approved chapter bylaws and standing rules; inspect and record results of balloting by the chapter; keep a record of all members added to the chapter by initiation; notify immediately National Headquarters of the newly elected officers; write all communications, reports and forms required by her national and chapter bylaws; file and preserve all important correspondence; keep a corrected file of all members of the chapter; distribute phone lists of all members and new members; track attendance; oversee all designated chairmen; and communicate national statistical changes each month as required. Refer to *Code of Regulations*, Regulation XII, Sections 1**
- E. Academics: It shall be the duty of the academics chairman to define the academic program goals and objectives to the chapter; coordinate chapter programming on academics with the Vice President of Programs' schedule, plan and coordinate an academic event in which academic achievements are recognized each semester; oversee individually all members on academic probation; and complete appropriate reports and provides them in a timely manner to the CCD and the National Academics Chairman.**
- F. Risk Manager: The Risk Manager chairman shall define risk management program goals and objectives to the chapter;**

educate all members on policies pertaining to financial, alcohol, and hazing; coordinate chapter programming on risk management with the Vice President of Programs; help schedule and coordinate chapter social activities to ensure they are in compliance with Delta Zeta and university policies; facilitate a sober sister program for all alcohol related events members participate in; oversee all designated chairmen; and complete appropriate reports and provide them in a timely manner to the CCD and National Risk Management Chairman.

- G. Panhellenic Delegate: It shall be the duty of the Panhellenic Delegate to represent the chapter at all regular and special college Panhellenic meetings; report all Panhellenic business to the chapter after each meeting; consult the NPC delegate on all matters, which involve college Panhellenic changes; submit the material to be published in the college Panhellenic yearbook to the NPC delegate for approval; provide reports requested by the NPC Delegate; maintain the NPC guidelines, CSUF Constitution and Greek Code of Conduct; ensure chapter's participation at all mandatory Panhellenic events; be knowledgeable of local Panhellenic bylaws, standing rules, operating procedures; oversee Panhellenic second delegate and designated chairmen; and complete appropriate reports and provide them in a timely manner to the CCD and the National PanHellenic Delegate. Refer to *Code of Regulations*, Regulation XII, Sections 1**
- H. Marketing Director: It shall be the duty of the Marketing Director to handle all fraternity relations, sorority relations, and CSUF relations; work with the Daily Titan and Greek newsletter to ensure the chapter is getting all possible PR; work with the Vice President of Membership to ensure positive PR during COB and recruitment; ensure that Delta Zeta**

participates in all Greek events (philanthropic and social); and oversee all announcing to fraternities and sororities. She shall also organize and execute PR campaigns on campus, social media, or other relevant platforms. She will promote the best image of the chapter, following the National brand.

- I. Historian/Chaplain: It shall be the duty of the Historian/Chaplain to care for chapter archives; make permanent records of all matters of interest and importance relating to the chapter and alumnae; keep a corrected file of all alumnae members; provide the historical component of chapter programming; conduct the chapter meditations; oversee all designated chairmen; submit The Lamp report when appropriate; and document all events towards Pursuit of Excellence. Refer to *Code of Regulations*, Regulation XII, Sections 1**

- J. Guards: The guards shall take charge of, safeguard and conceal all equipment used in ritualistic services; prepare the rooms for ritualistic services in accordance to the *Ritual*; prepare for formal meetings of the chapter in accordance to the *Ritual*; preserve order in all meetings; prevent interruption or intrusion at services or chapter meetings; provide the Ritual component of chapter programming and conduct other ritual related education needs of the chapter membership; have a knowledge of all ritualistic services; and complete appropriate reports and provide them in a timely manner to the CCD and National Headquarters. Refer to *Code of Regulations*, Regulation XII, Sections 1**

- K. Social Chairman: It shall be the duty of the Social chairman to Coordinate Delta Zeta social functions, and Risk Management Chairman to ensure proper policy is followed regarding social events. She will also submit an Event Application to the**

University at least 30 days prior to an event, register all chapter events in Clutch and ensure chapter is notified of upcoming social events in a timely manner. Report to Vice President of Programs and work with her to schedule events on the calendar.

- L. Greek Week Chair: It shall be the duty of the Greek Week Chairs to Coordinate all aspects of Delta Zeta participation in Greek Week. She will also oversee all designated chairmen.**

Section 3: Duties of the Executive Board

All members of executive board shall maintain the requirements for good standing. The executive board shall be composed of eight elected officers and the College Chapter Director. It shall include the chapter President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Vice President of Philanthropy, Treasurer, Secretary, and Academics. It shall act for the chapter between meetings; recommend chapter policies and necessary actions; consider qualifications for awards; and act as disciplinary for the chapter in enforcing campus, national sorority, chapter rules, policies and standards.

Refer to *Code of Regulations*, Regulation XII, Section 2

Section 4: Standing Committee Chairmen

- A. Chairman of all standing committees shall be elected namely: Nominations committee, Invitation Committee, and Executive Boards. Advisors are not elected. Advisors are appointed by the College Chapter Director when feasible in order to assist her in helping the collegiate chapter.**

Refer to *Constitution*, Article XII, Section 7

Section 5: Appointed Committee Chairmen

A. Subject to the approval of the elected executive board and the CCD, the President shall appoint a chairman for the following positions: formal, sisterhood, alum relations, greeter, sunshine, song, and parliamentarian. An Assistant to Membership, recruitment day chairs, two Assistants to New Member Education, two assistants to Academics, second guard and second Panhellenic Delegate.

Section 6: Standards Board

A. The Standards Board shall be headed by the Member at Large and one member from each academic class in good standing. Standards Board shall never be convened without the CCD or appropriate designees.

Section 7: Removal of Officer

A. For cause, any officer may by a 2/3 vote of the college chapter, be requested to resign. Upon her failure to resign as requested, the College Chapter Director shall declare such office vacant and shall report such action to the Regional Collegiate Director. CCD has authority to remove officer without a vote from the chapter. Refer to *Constitution*, Article XII, Section 6

Article IV Meetings

Section 1: Chapter Meetings

A. The regular chapter meetings shall be each week during the college year, unless otherwise provided by the Executive Board. The first and last two meetings of each semester are required and no excuses will be approved unless excused by CCD or designated advisor.

B. Formal meetings shall be conducted according to ritual.

Section 2: Special Meetings

Special meetings may be called by the President or upon written request of any five members of the chapter, with approval of CCD. Only business for which the meeting was called may be transacted.

Section 3: Quorum

A. Two-thirds of the entire chapter in good standing will constitute a quorum. A quorum must be present to vote.

Section 4: Initiation

A. Dates for initiation shall be scheduled at least two weeks in advance, so to provide ample time for all required routine arrangements.

Article V Insignia

Section 1: Refer to the *Constitution* Article XVI Sections 1-8 and the *Code of Regulations* Article XXI, Section 1-6.

Article VI Parliamentary Authority

Section 1: Robert's Rules

A. Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or with the *Constitution* and *Code of Regulations* of the Delta Zeta Sorority.

Article VII Amendments

Section 1:

A. These Bylaws may be amended at any regular meeting by a two-thirds vote of those present and voting, provided the proposed amendment has been submitted in writing and read at the previous meeting and has been approved by the College Chapter Director.

ARTICLE VIII. MANDATORY REQUIREMENTS FOR ALL CAMPUS ORGANIZATIONS AS PER CALIFORNIA STATE UNIVERSITY AT FULLERTON

Section 1. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

A. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership.

B. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation or disability.

C. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students. Delta Zeta reserves the right to determine active status/ membership in the Chapter and all the rights associated with that status/membership

D. Voting membership is limited to regularly enrolled (non-extended education) students California State University, Fullerton.

Section 2. OFFICERS

A. Officer Qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**
- b. Officers must maintain a minimum cumulative 2.7 grade point average each term.**
- c. Officers must be in good standing and must not be on probation of any kind.**
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

Section 3. METHOD TO AMEND THE CONSTITUTION

- A. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.**