

## THE CONSTITUTION OF ZETA PHI RHO FRATERNITY, IOTA CHAPTER

Written by: 2018 - 2019 Executive Board

### Article I. Chapter:

Section 1. The name of this chapter shall be Zeta Phi Rho, Iota Chapter.

Section 2. All new crossovers shall receive their Letters in the official and traditional colors of Zeta Phi Rho Fraternity: A navy blue sweatshirt with the Greek letters of Zeta Phi Rho also in navy blue with a white outline around the letters.

### Article II. Statement of Purpose:

Section 1. The functions and intentions of Zeta Phi Rho, Iota Chapter is to enhance each individual member through the development of leadership skills, academic achievement, and attaining a higher standard of life, happiness, and integrity by uniting its members in a close bond of kinship and brotherly love.

### Article III. Membership:

Section 1. Membership in the organization shall be open to all those regularly enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges. 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.

Section 2. As mandated by **California State University, Fullerton Chancellor's Office Per Executive Order 1068** states the following:

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

### Section 3. Alumni

#### **(i.) Requirements:**

1. Must have been a graduate of California State University, Fullerton.

2. Must have obtained a Bachelor's or its equivalent from California State University, Fullerton.

3. Must have been inducted by Executive Board.

**(ii.) Rights and Privileges:**

1. To wear the official Letters of Zeta Phi Rho Fraternity.

2. To be nominated for, and inducted to any elected or appointed position.

3. To vote on issues brought up by Executive Board.

4. To access all historical Zeta Phi Rho Fraternity materials.

5. To attend and participate in sanctioned functions and events.

Active

**(i.) Requirements:**

1. Must be a full-time student.

2. Must obtain the minimum grade point average of 2.5.

3. Must comply with all financial obligations presented by the Treasure.

4. Must actively attend to 80% of all scheduled calendar events.

5. Must be the head or a member of at least one committee.

6. Must, if applicable, follow all big bro duties.

**(ii.) Rights and Privileges:**

1. To wear the official Letters of Zeta Phi Rho Fraternity.

2. To be nominated for, and inducted to any elected or appointed position.

3. To vote on issues brought up by Executive Board.

4. To access all historical Zeta Phi Rho Fraternity materials.

5. To attend and participate in sanctioned functions and events.

Senior Affiliate

**(i.) Requirements:**

1. Must be an Active member entering his senior year and graduating within the next year.

2. Must petition for Senior Affiliate status, and inducted by Executive Board.

3. Must comply with all financial obligations presented by the Treasure.

4. Must actively attend to 60% of all scheduled calendar events.

5. Must, if applicable, follow all big bro duties.

**(ii.) Rights and Privileges:**

1. To wear the official Letters of Zeta Phi Rho Fraternity.
2. To be allowed to be nominated for, but not inducted to any elected or appointed position.
3. To vote on issues brought up by Executive Board.
4. To access all historical Zeta Phi Rho Fraternity materials.
5. To attend and participate in sanctioned functions and events.

Inactive

**(i.) Requirements:**

1. Must, after attaining Active status, petition for Inactive status, and inducted by Executive Board due to family problems, financial difficulties, or time needed for the betterment of self.
2. Must, if applicable, have a cumulative grade point average lower than 2.5.
3. Must have the intention of obtaining the status of Active or Senior Affiliate within two semesters.

**(ii.) Rights and Privileges:**

1. To wear the official Letters of Zeta Phi Rho Fraternity.
2. To not be allowed to be nominated for, or inducted to any elected or appointed position.
3. To not be allowed to vote on issues brought up by Executive Board.
4. To access all historical Zeta Phi Rho Fraternity materials.
5. To not be allowed to attend and participate in sanctioned functions and events.

Associate

**(i.) Requirements:**

1. Must attend California State University, Fullerton.
2. Must be invited to be an Associate for Zeta Phi Rho Fraternity after being deemed acceptable according to Zeta Phi Rho, Iota Chapter and Multicultural Greek Council.
3. Must be elected by an open simple majority of the properly established Zeta Phi Rho Fraternity chapter of his respective university or college.

4. Must adhere to the rules and traditions of Zeta Phi Rho Fraternity, Iota Chapter.

#### Article IV. Officers:

Section 1. The elected officers of Zeta Phi Rho Fraternity, Iota Chapter shall be: President, Vice-President, Secretary, Treasurer, Associate Educator and the Distinguished Council Representative(s).

1. Terms for the President, Vice President, Secretary, and Treasurer shall be for one school year.
2. Terms for Associate Educator shall be for one semester, and must be reelected by the Active body for a consecutive semester.
3. Terms for Distinguished Council Representative(s) shall be for two school years.
4. All board officers shall be elected or reelected by the Active body.
5. In the event of a vacancy by permanent incapacitation, resignation, or removal, the line of successions for the Presidency for the remainder of the former President's term will be as follows: Vice-President, Secretary, Treasurer, and Associate Educator. In the event of a vacancy by permanent incapacitation, resignation, or removal in the offices of Vice-President, Secretary, Treasurer, Associate Educator, and Distinguished Council Representatives, those vacant offices shall be filled by election at the next general assembly meeting.
6. Members may not run for nor hold more than one elected position unless deemed necessary.

Section 2. As mandated by **California State University, Fullerton Chancellor's Office Per Executive Order 1068** states the following:

- 1) Officer qualifications (President and Treasurer only):
  - a. 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.
  - b. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
  - 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. Duties of the elected offices are as follows:

1. President:

- a. The President shall be the principal executive officer of the organization and shall preside at all meetings of the General Body and Executive Board.
- b. The President shall be ultimately responsible for all actions taken by the members of the organization.
- c. The President shall hold officer evaluations at the end of each semester during his term.
- d. The President shall appoint all positions and Cabinet members.

2. Vice-President:

- a. The Vice-President is responsible for all actions taken by all appointed Cabinet members and Committees.

3. Secretary:

- a. The Secretary shall keep the minutes of all organizational meetings, keep them on file, and submit the required copies to the Active Body.
- b. The Secretary must keep all records and information with regards to each member.
- c. The Secretary shall be responsible for issuing fines and recording excused or unexcused absence.
- d. The Secretary shall provide a compiled list of all members of their respective chapter denoting each member's current status.

4. Treasurer:

- a. The Treasurer shall have responsibility for all financial and budgeting situations.
- b. The Treasurer shall receive and give receipts for all moneys due and payable.
- c. The treasurer shall maintain bank accounts in the name of the organization, requiring signatures of both the Treasurer and the President for authorized disbursements.
- d. The Treasurer shall be in charge of collecting dues and payments from members and other outside agencies.
- e. The Treasurer shall keep an updated balance sheet for all accounts.

5. Associate Educator:

- a. The Associate Educator shall be responsible for the all actions taken by Associate members.
- b. The Associate Educator shall be the main instructor for new Associate members, and oversee all programs involving Associate members.

- c. The Associate Educator, along with all other officers, will ensure that the Iota Chapter complies with all University regulations including the prohibition against hazing.
- d. The Associate Educator shall be responsible for Associate evaluations.
- e. The Associate Educator shall be responsible for presentation of Associates during the installation ceremonies.

#### Article V. Cabinet:

##### 1. Academic Advisor:

- a. The Academic Advisor shall be responsible for keeping track of the academic status of all members.
- b. The Academic Advisor shall be responsible for reporting all members who are on academic probation to the Executive Board.
- c. The Academic Advisor shall be responsible for weekly study sessions.
- d. The Academic Advisor shall be responsible for grade checks every five weeks.
- e. The Academic Advisor shall be responsible for setting up a scholarship and academic program acknowledging good academics.

##### 2. Alumni Relations Director:

- a. The Alumni Relations Director shall be responsible for keeping records of all alumni information.
- b. The Alumni Relations Director shall be responsible for informing all Alumni of present and future events.
- c. The Alumni Relations Director shall be responsible for alumni workshops three times per semester.
- d. The Alumni Relations Director shall be responsible for the creation of graduation stoles.

##### 3. Athletic Director:

- a. The Athletic Director shall be in charge of the formation and attendance of the chapter sports teams.

##### 4. External Relations Director:

- a. The External Relations Director shall be in charge of a Zeta Sister recruitment week.
- b. The External Relations Director shall be responsible of creating a budget and schedule of a Zeta Sister recruitment week.
- c. The External Relations Director shall be in charge of the reservation of rush tables and rooms for Zeta Sister recruitment week.

- d. The External Relations Director shall be in charge of the interviewing process for all prospective Zeta Sisters.
- e. The External Relations Director shall assign each Zeta Sister to an Iota Chapter Family and Brother.
- f. The External Relations Director shall be responsible of informing Zeta Sisters about upcoming Iota Chapter events.

5. Fundraising Coordinator:

- a. The Fundraising Coordinator shall be in charge of three fundraisers per semester.

6. Historian:

- a. The Historian shall be responsible for taking, developing, and cataloguing all photographs at all scheduled events.
- b. The Historian shall be required to compile a photo album containing events from the beginning to the end of his term.

7. Internal Relations Director:

- a. The Internal Relations Director shall be in charge of all brotherhood development activities three times per semester.
- b. The Internal Relations Director shall be in charge of the Big Brother/Little Brother program.
- c. The Internal Relations Director shall be in charge of chapter retreats once per semester.

8. MCGC Representative:

- a. The MCGC Representative shall be in charge of preparing the chapter for the fall semester Culture Show.
- b. The MCGC Representative shall be in charge of preparing the chapter for the spring semester Battle of the Greeks.
- c. The MCGC Representative shall be in charge of notifying the Active Body of all MCGC information, decisions, and events.

9. Philanthropy Coordinator:

- a. The Philanthropy Coordinator shall be responsible for all community service events on or around campus.
- b. The Philanthropy Coordinator shall maintain community service events that exist; if none exist shall create and maintain one.
- c. The Philanthropy Coordinator shall be responsible for three philanthropies per semester.

10. Public Relations Director:

- a. The Public Relations Director shall be responsible for all social functions in public and with other sororities and fraternities.
- b. The Public Relations Director shall be responsible for two social events with another organization per semester.
- c. The Public Relations Director shall be responsible for providing gifts at presentations.
- d. The Public Relations Director shall be responsible for the setup of etiquette dinner.
- e. The Public Relations Director shall be responsible for informing other organizations of chapter events.
- f. The Public Relations Director shall be responsible for informing the Active Body of upcoming events and events of other organizations.

11. Recruitment Coordinator:

- a. The Recruitment Coordinator shall provide informational pamphlets or flyers for distribution to prospective Associate members.
- b. The Recruitment Coordinator shall provide a budget and schedule an itinerary for all rush events during all rush periods.
- c. The Recruitment Coordinator shall be in charge of the reservation of rush tables and rooms for rush events.
- d. The Recruitment Coordinator shall be in charge of the interviewing process for all prospective Associate members.
- e. The Recruitment Coordinator shall present the list of prospective Associate members to the Active Body at the next general meeting after completion of the interview process.
- f. The Recruitment Coordinator shall create a rush theme, promotional material, and rush t-shirts depicting the theme.

12. Sergeant at Arms:

- a. The Sergeant at Arms shall be responsible for keeping order at all meetings.
- b. The Sergeant at Arms shall be responsible for counting all votes during any voting process.
- c. The Sergeant at Arms shall not have the right to vote during any voting process unless noted otherwise.

13. Special Events Coordinator:

- a. The Special Events Coordinator shall be in charge of the venue, food selection, budgeting, itinerary, and setup of an Associate crossover banquet.
- b. The Special Events Coordinator shall be in charge of a chapter end of the school year banquet.

c. The Special Events Coordinator shall be responsible for all events not listed in the Constitution.

14. Webmaster:

a. The Webmaster shall be in charge of updating the website of the chapter.

A. These duties are general descriptions and do not limit responsibilities delegated by the President and Vice-President as needed.

B. All Cabinet members are required to attend all meetings.

C. All Cabinet members are to report all events to the Executive Board.

D. All Cabinet members are required to delegate work to their respective committees.

E. All Cabinet members are required to get approval of all events by the Multicultural Greek Council advisors.

F. All Cabinet members are responsible for a one-year term.

Article VI. Committees:

Section 1. Membership to a minimum of one Committee shall be mandatory to all Actives and Senior Affiliates who do not hold an elected or appointed position.

Section 2. Once an Active or Senior Affiliate has become a Committee member, he is required to fulfill his Committee membership for one school calendar year.

Article VII. Meetings:

Section 1. The General Meeting shall consist of all Active, Affiliate, Inactive, and Alumni members of any given chapter of Zeta Phi Rho Fraternity.

1. The General Assembly meetings shall be held weekly.

Section 2. The Cabinet shall consist of the Executive Board.

1. Cabinet meetings shall be held once a week.

2. The Cabinet will discuss and address the issues concerning the status, issues concerning administration, and overall welfare of Iota Chapter.

Article VIII. Voting Rights:

Section 1. The Active Body shall have open votes of simple majority to all proposals concerning funds, activities, events, and any other issues excluding:

- Bids Need be open and of strong majority.
- Associate crossovers Need be closed and unanimous.
- Election Need be closed and of strong majority.

- Petition for Affiliate Status Need be open and unanimous by the Executive Board
- Petition for Alumni Status Need be open and unanimous by the Executive Board
- Petition of Inactive Status Need be open and unanimous by the Executive Board

Section 2. The Sergeant at Arms shall count all votes during the General Assembly Meetings and shall not vote.

#### Article IX. Amendments:

Section 1. Proposed amendments shall be submitted in writing to the Executive Board at the General Assembly meetings.

Section 2. An open vote of strong majority by the Active Body shall be necessary to pass the General Assembly meetings.

Section 3. As mandated by **California State University, Fullerton Chancellor's Office Per Executive Order 1068** states the following:

- a. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life and Leadership every 2 years or within 90 days after any substantive change or amendment.

#### Article X. Impeachment:

Section 1. For each Officer or Appointed Position of Iota Chapter, a closed vote of strong majority by the Active body is necessary.