

Delta Zeta Sorority
Delta Theta Chapter
University of Houston
By Laws

Revised September 2023

Article I Name and Purpose

Section 1 The name of this college chapter of Delta Zeta Sorority, located at the University of Houston in Houston, Texas, is Delta Theta.

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 guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

Article II Obligations of Membership

Section 1 Membership (Refer to Delta Zeta *Constitution*)

Eligibility. 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. In order to go through recruitment, the University of Houston college panhellenic requires potential new members to have a 2.35 cumulative GPA either from University of Houston (main campus) or previous high school if you have less than 29 hours.

Qualifications. 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

Section 2 Good Standing (Refer to Delta Zeta *Sorority Policies*)

- A. All chapter members must maintain the minimum GPA as established by the University of Houston or be considered in good standing. An undergraduate student with a cumulative GPA of 2.00 or above is considered to be in good academic standing with the university.
- B. All chapter members, new and initiated, must have a zero balance by the 10th of the current month to be considered in good standing.
- C. Discipline of Members (Refer to Delta Zeta Sorority Policies)

Section 3 Dues & Fees (Refer to Delta Zeta Sorority Policies)

- A. Dues and fees shall be set through adoption of the annual budget by the chapter at a meeting to be held no later than March 1st.

Section 4 Special Classifications of Collegiate Members

- A. **Affiliated Members:** This status may be granted through the procedures established by 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.
- B. **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.

Article III Officer, Nominations and Elections

Section 1 Officers (Refer to Delta Zeta *Constitution* and Delta Zeta Nominations and Election Guidebook)

- A. The Executive Board shall be composed of the President, Vice President of Membership, Vice President of New Member Education, Vice President of Programs, Vice President of Philanthropy, Vice President of Finance, Vice President of Administration, Panhellenic Delegate and Risk Management.
- B. **Duties of the Executive Board.** 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.
- C. **Term of Office.** All officers shall serve for a period of twelve months or until their successors are elected and installed.
- D. **Vacancy of Office.** 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. 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. 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.
- E. All members elected or appointed to an office shall have requirements for good standing. No member shall serve as President of her chapter unless she has been initiated member for one college year at the time of installation of the officers, without special permission from the College Chapter Director.

Section 2 Nominations and Elections Process (Refer to Nominations and Elections Guidebook)

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

Section 3 The Duties of Officers.

President (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Set the agenda and preside over all executive board and chapter meetings.
3. Serve as an ex-officio member of every committee except the Nominating Committee.
4. Represent Delta Theta at National Convention and/or Presidents Academy.
5. Oversee all executive board members and make sure they are fulfilling the obligations of their office, including meeting the expectations of their prospective role utilizing the Diamond Excellence Awards program.
6. Enforce a strict compliance with all regulations of the college, chapter, and Sorority.
7. Preside over all ritual ceremonies (new member ceremony, initiation, officer installation).
8. Ensure risk management is being upheld by not consuming alcoholic beverages at Delta Zeta functions.
9. Live in the Delta Zeta house all term.
10. Complete award packets for Local Awards and National Awards or assign and delegate award packets for Local Awards and National Awards and the Fraternal Excellence Program to appropriate officers.
11. Sign and review all contracts and forms for the collegiate chapter as it pertains to event and social functions.
12. Take necessary action, including serving as chapter spokesperson, to protect the interests of the chapter and the Sorority in any emergency.
13. Develop and implement individual chapter support plans in partnership with DOCS (as needed) that warrant extensive support.
14. The President shall serve as one of the top three (3) officers listed under the University's Center for Student Involvement and ensure the chapter is a registered student organization each year.
15. The President shall not be eligible to receive a little sister during her term unless permission is granted by the CCD.

Vice President of Membership (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Oversee all Delta Zeta membership recruitment including all aspects of planning, executing and evaluating formal and informal recruitment activities.
3. Oversee the chapter's efforts to maintain the chapter's membership at total through recruitment and retention.
4. Motivate, coach and lead the chapter during preparation for recruitment, including recruitment techniques, Panhellenic recruitment guidelines and Delta Zeta membership policies and procedures.
5. Select the Assistant Recruitment chair and Recruitment Team.
6. Oversee the Assistant Recruitment chair, COB chair and Recruitment Team.
7. Complete recruitment statistics on Chapter Inc. for national reporting after formal recruitment.
8. Work with the Vice President of New Member Education to retain all new members.

9. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.
10. Serve as a member of the chapter Invitations Committee.
11. Fulfill the duties of the president in her absence, including presiding over meetings, etc.
12. Fulfill all Ritual obligations.
13. The Vice President of Membership shall serve as one of the top three (3) officers listed under the University's Center for Student Involvement.

Vice President New Member Education (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Prepare the new members for initiation.
3. Work with the Vice President of Membership to plan Bid Day activities, including any Bid Day packets, at the completion of formal recruitment.
4. Coordinate Big Sister, rose buddy or other secret sister programs.
5. Educate new members on Delta Zeta's policies including, but not limited to, policies on alcohol and social events, drug usage, anti-hazing, bullying, sexual misconduct, financial, academics and social media use.
6. Educate new members on Delta Zeta's Member Accountability Process.
7. Complete all administrative responsibilities including, but not limited to, Diamond Excellence Awards reporting, required Chapter Inc. actions and reports, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.
8. Work with Vice President of Membership to retain all new members.
9. Plan and lead new member retreat.
10. Ensure risk management is being upheld by not consuming alcoholic beverages at Delta Zeta functions.
11. Oversee the Assistant New Member Education chair(s).
12. Fulfill all Ritual obligations.
13. The Vice President of New Member Education shall not be eligible to receive a little sister during her term unless permission is granted by the CCD.

Vice President of Programs (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Facilitate balance in chapter programming through creation, maintenance and implementation of the chapter calendar.
3. Oversee all chair positions (except Gong Show, External Philanthropy, Assistant New Member Education chair, Social, Content Creation Team, COB chair, Protect your Shell and Assistant Recruitment chair) and make sure all responsibilities are being fulfilled.
4. Fulfill duties of any open chair position.
5. Collaborate with the Sisterhood chair to plan and organize Chapter Retreat each semester
6. Set chair goals and hold chair meetings for all chair positions as needed.
7. Ensure the chapter has 100% involvement by its members in an outside organization.
8. Partner with the Vice President of Administration on updating the master calendar on Chapter Inc.'s Operation Actions with key chapter dates.
9. Using the Chapter Inc. Program Action, enter all chapter and campus meetings/event/activities which involve Delta Zeta and her members.
10. At the conclusion of each academic year, evaluate chapter events, in consultation with the chapter members, to determine programs that need modified, refined or implemented which positively contribute to the member experience.
11. Oversee the management of the chapter calendar on Flare.

12. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.
13. Fulfill all Ritual obligations.

Vice President of Philanthropy (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Organize, oversee and execute the chapter's philanthropic program, which is in compliance with national guidelines.
3. Educate the members on Delta Zeta National philanthropic and service partnerships.
4. Encourage and facilitate opportunities for on-campus participation in philanthropic events and volunteering within the local community.
5. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.
6. Oversee and enforce individual chapter member's community service hour requirements.
7. Oversee the Gong Show chair, Spring Philanthropy Event chair and External Philanthropy chair.
8. Investigate chapter member's interests for philanthropic involvement on campus and in the community.
9. Organize the chapter's events for "Heart for Hearing" week.
10. Fulfill all Ritual obligations.

Vice President of Finance (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Manage chapter finances and keep an accurate account of chapter funds using Billhighway.
3. Distribute and collect dues on Billhighway.
4. Carefully monitor the members on Billhighway to include how to make payments to their accounts.
5. Educate the members on Billhighway, to include how to make payments to their accounts.
6. Carefully review monthly statements from National Headquarters each month on Chapter Inc. and local bills of the chapter and make sure all payments are submitted
7. Make deposits, when necessary, to Billhighway on a regular basis, keeping an accurate account of chapter funds in all accounts.
8. Enforce Delta Zeta financial policies.
9. Work with members on payment plans to keep their bills current.
10. Assist with the chapter audit three times a year as needed.
11. Coordinate development of annual chapter budget and submit online to Billhighway and Chapter Inc.
12. Review and educate the chapter on the annual chapter budget..
13. Work with the chairmen to maintain budget, and coordinate payments as needed.
14. Coder all Prepaid Card transactions, after reviewing officer receipts, within two (2) weeks of the transaction.
15. Communicate with the Vice President of New Member education regarding which new members have not paid New Member and/or Initiation Fees, Badge Fees and monthly.
16. Communicate with the Vice President of Administration or National headquarters staff regarding members that need to be sent to collections and taken off the roster.
17. Process requests for Use of Building or Furnishing Funds Monies and submit requests in Chapter Inc. when applicable.
18. Handle reimbursements in a timely manner according to the chapter financial policy.
19. Complete the fundraising report on Chapter Inc.
20. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.

21. Fulfill all Ritual obligations.
22. The Vice President of Finance shall serve as one of the top three (3) officers listed under the University's Center for Student Involvement.

Vice President of Administration (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Record minutes of chapter meetings including a tentative chapter meeting agenda.
3. Email minutes of chapter meetings to Chapter Collegiate Director and Regional Collegiate Director if requested.
4. Distribute chapter meeting minutes to chapter members by Wednesday following meeting.
5. Create and distribute chapter contact lists.
6. Take attendance (Or delegate another chapter member to take attendance if unable to take attendance) at all events and submit fines to Vice President of Finance.
7. Collect excuses and present them to the executive board for approval.
8. Record all membership transactions with the National Sorority including adding new members and submitting membership status changes.
9. Serve as a member of the By-Laws and Standing Rules committee and oversee annual review of chapter Bylaws and Standing Rules, in accordance with required and recommended changes from the National Sorority.
10. Partner with Vice President of Programs on updating the master calendar on Chapter Inc.'s Operations Actions with key chapter dates.
11. Create, distribute, and manage the chapter mandatory point system.
12. Fulfill ritualistic duties.
13. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.

Panhellenic Delegate (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Be the official representative of Delta Zeta at all Panhellenic meetings and a liaison between Delta Zeta and the Panhellenic Executive Board.
3. Be familiar with the NPC Manual of Information.
4. Attend ALL Panhellenic meetings, gather information on events and proposals and communicate all information and activities to the chapter to promote a good rapport between Delta Zeta and Panhellenic.
5. Encourage chapter members sign up to attend Open Panhellenic meetings and take attendance at each meeting.
6. Report proceedings of Panhellenic meetings to the president and Chapter College Director.
7. Report Panhellenic business to the chapter after each Panhellenic meeting during the Panhellenic delegate report and obtain chapter opinions regarding proposals.
8. Vote on Panhellenic proposals according to chapter recommendations.

Risk Management

1. Uphold the *Constitution*, Sorority Policies, all appropriate Sorority procedures and chapter Bylaws and Standing Rules.
2. Educate the chapter membership on policies and where to find policies within Delta Zeta's governing documents and within the Clutch system.
3. Submit all required information in the Clutch system at least twenty-one (21) days before events with alcohol are scheduled to occur.

4. Work with various officers and chairmen to ensure proper policies are being followed at all Delta Zeta functions.
5. Present at least 4 risk management capsules per school year.
6. Ensure completion and reporting for all risk prevention education programming within the chapter on Chapter Inc. in a timely manner. .
7. Report any individual policy violations to the Member Accountability Chairman or chapter violations to the Chief Safety Officer.
8. Educate the chapter on Delta Zeta crisis management process using the Clutch system alert notification system.
9. Ensure risk management is being upheld by not consuming alcoholic beverages at Delta Zeta functions.
10. Organize the chapter's "I Have a Choice" activities and National Hazing Prevention week activities.
11. Oversee the Social chair and Content Creation Team.
12. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.

Academics

1. Prepare, implement and evaluate the chapter Academic Program. Complete appropriate reports on Chapter Inc and file semester reports after data is received from the University.
2. Give out awards at Scholarship Dinner and Founders Day.
3. Create additional academic benefits by giving capsules on degree plans, tips for studying skills, etc.
4. Maintain contact with a faculty/staff advisor.
5. Complete all administrative responsibilities of your office including, but not limited to, Diamond Excellence Awards, required Chapter Inc. reporting, budgeting and expenses, officer transition and keeping a detailed record of events, activities and ideas.

Alumnae Relations Chair

1. Create and maintain an updated database for area alumnae mailing addresses and email.
2. Create and distribute at least one newsletter per semester to alumnae.
3. Submit reports and pictures to Delta Zeta National Headquarters for publication in "*The Lamp*" or delegate the task to the chapter member selected as the "*Lamp*" Editor.
4. Attend at least two Houston Alumnae Chapter meetings a semester.
5. Host one alumnae networking (career) focused event per school year.

Art Chair

1. Coordinate the design and painting of all chapter banners and wooden letters as needed.
2. Work with Executive Board members, Chairs and Committees as needed.

Assistant Recruitment Chair

1. Assist Vice President of Membership with any duties needed in the planning and preparation for formal recruitment events. This may include chapter practices, purchasing supplies, overseeing party chairmen, overseeing the chapter during set up, etc.
2. See Vice President of Membership for a complete list of potential duties.

Chaplain/Historian (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Lead the prayer / reflection time at the beginning of each meeting.
2. Fulfill all Ritual obligations.
3. Make permanent record of all matters of interest and importance relating to the chapter including taking pictures at chapter events or delegating the task to another chapter member if attendance at an event is not possible.

4. Collaborate with the Risk Management Officer and Content Creation Team on a regular basis to ensure chapter social media is updated.
5. Attend all chapter meetings or arrange for a chapter member to be a substitute if she will be absent.

Choreography Chair

1. Choreograph any and all dances for philanthropy events, University events, etc.
2. Manage and Organize Practices and attendance.
3. Report directly to the Vice President of Programs and applicable chair for the event.

COB Chair

1. Work with the Vice President of Membership to plan and coordinate all COB events in the spring and fall semester.
2. Motivate and lead the chapter during COB events to ensure a successful event.
3. Communicate with potential new members throughout the recruitment process.

Colonnade Chair

1. Create and maintain an updated database for all chapter members' parent mailing addresses and email.
2. Organize, plan, and execute other parent events throughout the year.

Content Creation Team

1. Ensure compliance with Delta Zeta National website policies.
2. Maintain the chapter local website and other social media including twitter, Facebook, and Instagram, during the entire year.
3. Upload recent photos, maintain chapter roster, add events, and keep website current throughout the year.
4. Supervised by the Risk Management chair.

Courtesy Chair

1. Send thank you cards, sympathy cards, etc. to alumnae, parents, organizations at appropriate throughout the year.
2. Acknowledge chapter member birthdays throughout the year and maintain the chapter birthday calendar.

Diversity and Inclusion Chair

1. Responsible for educating the chapter on ways to be more inclusive in their everyday lives and how the chapter and each individual can better diversify themselves.
2. Works with the Vice President of Programs to develop programming for the chapter members and the University of Houston community.

External Philanthropy Chair

1. Collect, complete, and submit required paperwork for campus philanthropy events, Greek philanthropy events, fraternity philanthropy events, and sorority philanthropy events.
2. Organize and encourage chapter participation in events.
3. Plan chapter involvement in activities – coordinate acts, schedule practices, delegate responsibilities, etc.

Feminism Chair

1. The Feminism Chair is responsible for educating the membership on the importance of feminism.
2. Plan 1-2 internal or external events during their term. The events should focus on the history of feminism, what it has achieved, and different things that can be done to keep the goal of feminism alive.

Fiesta Chair

1. Oversee all planning and preparation for Frontier Fiesta for a booth or variety show including collaborating with partner organization(s).

2. Attend UH Fiesta chair meetings.
3. Submit all necessary paperwork to the Fiesta Board.
4. Supervise decorations, costumes, skit content, practices, and performers.
5. Ensure chapter Fiesta budget is adhered to throughout planning process.
6. Order supplies and equipment for booth or variety show.

Gong Show Chair

1. Organize, plan, and execute the chapter's primary philanthropy fundraiser – Gong Show.
2. Recruit judges and an emcee for the event.
3. Create and distribute packets to other organizations on campus.
4. Assign coaches and supervise the preview process.
5. Coordinate fundraising, ad packets, ad book, and t-shirt sales.
6. Organize trophies, collect entry fees, and create line up for event.

Greek Relations Chair

1. Send well wishes and cards to other Greek organizations at appropriate times throughout the year.
2. Inform chapter of important dates and events for other Greek organizations.
3. Encourage chapter participation and/or attendance in other Greek organization's events.

Homecoming Chair

1. Collect, complete, and submit required paperwork for Delta Zeta's participation in Homecoming week.
2. Organize and encourage chapter participation in events.
3. Attend UH Homecoming meetings.
4. Plan chapter involvement in activities – coordinate acts, schedule practices, delegate responsibilities, etc.

House Manager

1. Uphold and enforce chapter housing policies and regulations.
2. Address house violations as needed and report violations to the Chapter College Director.
3. Attend Bayou Oaks House Manager meetings throughout the year.
4. Create and distribute a chore list and follow up on assignments.
5. Maintain the chapter's house supplies and make purchases as needed.
6. Prepare house for hosting functions such as Bayou Oaks House Manager meetings.
7. Responsible for ensuring the chapter house is at 100% occupancy for each new lease term.

Intramurals Chair

1. Organize chapter's involvement in selected intramural sports.
2. Collect and submit intramural paperwork.
3. Distribute game schedules to chapter members.

Member Accountability Chair

1. Attend all chapter and officer meetings.
2. Maintain up-to-date copies of the Constitution, Sorority Policies as well as local Chapter Bylaws and Standing Rules.
3. Educate on the membership obligations of Delta Zeta and how to navigate interpersonal conflict to foster a culture of individual and group accountability.
4. Educate members on the purpose and function of the Member Accountability Process as well as the difference between a Mediation and Alternative Resolution.
5. Follow the procedure outlined in the Member Accountability Manual carefully if individual accountability issues arise.
6. Schedule and conduct all informal meetings with members in need of accountability or personal wellness conversations, not related to policy violations.

7. Schedule and assist the Member Accountability Advisor in all local level mediation of allegations of policy violations.
8. Keep a detailed and accurate account of all mediations.
9. Ensure all informal meetings and mediations are conducted in a fair and timely manner for both new members and initiated members.
10. Serve as the liaison between the local chapter and the National Member Accountability Committee when an incident occurs to determine the appropriate next steps.
11. Report any allegations of individual policy violations to Delta Zeta's Accountability database system to generate a case file.
12. Create an Incident Report to submit to Delta Zeta's Accountability database system in the event an Alternative Resolution process has been initiated.
13. Serve as a voting member for any alternative resolution meetings involving chapter members.
14. Remain unbiased in all accountability matters that arise.
15. Ensure all matters related to the Member Accountability Process remain confidential.
16. Follow all Delta Zeta policies and procedures.
17. Fulfill any other duties or responsibilities that may arise.
18. Work with newly elected chairman to pass along manual and any other information pertaining to the office, and support the training and onboarding of the new chairman.

Parliamentarian / Guard (Refer to *Constitution* and Delta Zeta Sorority Policies)

1. Ensure meetings run smoothly by enforcing time limits and Parliamentary procedure.
2. Arrive early to all meetings to assist with set up of the meeting space and entry of the chapter members.
3. Attend all chapter meetings or arrange for a chapter member to be a substitute if she will be absent.
4. Collect and distribute correspondence and handouts during meeting.
5. Answer door, greet guests, and obtain President's permission for their entry.
6. Parliamentarian serves as a member of the Bylaws and Standing Rules committee, and coordinates with the Vice President of Administration to submit all proposed amendments to the College Chapter Director before final adoption by the chapter.

Peer Mentor(s)

1. Position will be determined by the President, the College Chapter Director and the Vice President of New Member Education at the beginning of each semester.
2. The number of Peer Mentors will be based on the size of the new member class and determined by the Vice President of New Member Education and the President.
3. Assist Vice President of New Member Education with any duties as needed.
4. See Vice President of New Member Education for a complete list of potential duties.
5. Help motivate and retain new members.
6. Set a positive example for the new members and develop a positive personal relationship with each new member.
7. In charge of keeping track of new member's academic packets.
8. The Peer Mentor(s) shall not be eligible to receive a little sister during her term unless permission is granted by the CCD.

Pink Goes Green Chair

1. Organize, plan, and execute activities to support Delta Zeta's Pink Goes Green initiative.
2. Plan recycling activities for the Delta Zeta house in conjunction with the House Manager.

Protect your Shell Chair

1. Hold check-ins as needed for anyone who feels comfortable.
2. Understand and relay the resources for mental health crises and tips for how to cope as well as where to go for professional help.

3. Create a safe, welcoming environment without judgement.
4. Maintain confidentiality at all times.
5. She will be nominated by the Nominating Committee and then elected by the chapter during elections each year.
6. Should a vacancy occur mid-term, she will be elected by the members at the next regular chapter meeting.
7. Risk Management chair oversees the Protect your Shell chair.

Ritual / Guard

1. Educate the chapter on ritual and ensure proper compliance with National standards.
2. Arrive early to all meetings to set up the meeting space and entry of the chapter members.
3. Attend all chapter meetings or arrange for a chapter member to be a substitute if she will be absent.
4. Assist Parliamentarian with set up for meeting and ritual ceremonies.
5. Work with Parliamentarian / Guard to answer door, greet visitors, etc.
6. Ensure chapter members enter chapter meeting and sit according to Delta Zeta ritual.
7. Maintain the ritual materials including ordering new supplies and cleaning/washing supplies as needed.

Senior Activities Chair

1. Plan a senior photoshoot each semester (if desired).
2. Plan, coordinate and execute Senior Ceremony.
3. Plan at least one (1) senior activity each semester.

Sisterhood Chair

1. Organize, plan, and execute sisterhood events and opportunities for chapter members.
2. Encourage chapter participation in sisterhood events.
3. Collaborate with the Vice President of Programs to plan and organize Chapter Retreat each semester.

Social Chair

1. Organize, plan, and execute all social events including fall social, spring social, mixers, date parties, etc.
2. Set dates and secure locations for events.
3. Submit all third party vendor paperwork through Clutch for events in which alcohol will be served.
4. Plan chapter social activities that are in compliance with Delta Zeta and University policies.
5. Work with other organizations as appropriate in planning joint social events.
6. Abstain from consuming alcohol at social events.
7. Risk Management chair oversees the Social Chair position.

Song Leader

1. Lead the chapter in songs and chants during meeting and during recruitment.

Spring Philanthropy Event Chair

1. Organize, plan, and execute the chapter's spring philanthropy fundraiser.
2. Create and distribute packets to other organizations on campus.
3. Coordinate fundraising, ad packets, ad book, and t-shirt sales if applicable.
4. Collect entry fees or payment as needed.
5. Work with the Vice President of Philanthropy as needed.

Merchandise Chair

1. Work with the Vice President of Membership, Vice President of Programs, Vice President of Philanthropy, Social Chair(s), and any other applicable chair positions to design t-shirts as needed.
2. Coordinate the ordering and delivery of the t-shirts, regardless of who designs T-shirt.
3. Obtain at least two quotes for each t-shirt order to present to the Executive Board and CCD.
4. Create a design and forward it to the Executive Board and CCD for approval prior to finalizing the order.

Section 4 Filling Vacancies (Refer to *Constitution*, Term of Office)

Section 5 Removal from Office (Refer to *Constitution*, Term of Office)

Article IV Meetings

Section 1 Meeting Day, Time and Procedure

- A. The regular meeting shall be held on Monday of each week at 7:00 P.M. during the college year, unless otherwise provided for by the Executive Board.
- B. A special meeting may be called by the president or upon written request by any five members of the chapter. Only business for which the meeting was called can be transacted.
- C. The regular meeting shall be conducted according to the agenda adopted by the chapter and included in the Standing Rules.
- D. Two-thirds of the members in good standing shall constitute a quorum at any meeting of the chapter.
- E. Dates for initiation shall be scheduled at least one month in advance of the initiation service to provide ample time for all required routine arrangements.

Article V Anti-Hazing Clause

- A. Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the University of Houston Student Handbook.

Article VI Non-Discrimination Clause

- A. The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.
- B. Federal law exempts fraternity and sorority organizations from Title IX regulations concerning discrimination on the basis of sex.

Article VII Parliamentary Authority

Section 1 Robert's Rules of Order

- 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 VIII Amendments

Section 1 By Laws

- A. These bylaws may be amended at any regular meeting by a two-thirds vote of those present and eligible to vote by good standing, provided the proposed amendment has been submitted in writing and read at the previous meeting and has been approved by the CCD. Final acceptance of these bylaws is subject to the approval of the RCD and the national organization. A member or chapter should refer to the Delta Zeta Sorority *Constitution*, Delta Zeta Sorority Policies or other appropriate documents for clarification of the rules, regulations and policies of this sorority and her designated chapters