

**2018**  
***Constitution & Bylaws of Zeta Tau Alpha***  
***Gamma Gamma Chapter***

Article I: Named

This association shall be known as the Gamma Gamma Chapter of Zeta Tau Alpha Fraternity.

Article II: Object

The purpose of this organization shall be to promote the purposes and programs of the Fraternity; to function as a constructive, vital force in the lives of its members; to cooperate with local alumnae and to serve as a cooperative, active part of the college programs.

Article III: Procedure

The organization shall exercise all powers vested in the Constitution and Bylaws provided these do not conflict with the provisions set forth by the National Constitution, Bylaws and Manuals of the Fraternity. All matters of procedure not covered by these Bylaws shall be governed by *Robert's Rules of Order Revised*. These Bylaws may be amended by a 2/3 vote of active membership present providing the proposed amendments have been presented at the previous general meeting.

Article IV: Membership

Section 1. Membership in the Gamma Gamma Chapter may be extended to college women who meet the requirements set forth in the National Bylaws, Article III, Section 1 and 2, and the National Bylaws, Article II, Section 1.

Section 2. All members will conform to the Academic Achievement Program set by the Academic Achievement Chairman. If the policies of the program are not followed, members or new members will be brought before the Judicial Committee.

- A. A potential member seeking membership and reinstatement must have a cumulative 2.5 GPA.
- B. A member must maintain a 2.5 semester GPA or will be placed on AACH Probation until a 2.5 semester GPA is attained.
  - 1. Members on AACH probation may not attend socials including but not limited to mixers, fall casual/crush and/or spring Formal
  - 2. A member on AACH probation may not hold any offices or positions otherwise while on AACH. Exceptions may be made on a case by case basis by the General Advisor or Province President.
  - 3. A member on AACH probation shall not be eligible to be a Big Sister. Exceptions may be made on a case by case basis by the VP2 Advisor, General Advisor, or Province President.

4. A member on AACH probation for two consecutive semesters is subject to membership revocation. During the second semester of AACH probation, the member will be brought to the judicial board to determine any further actions necessary.

Section 3. All members must be regularly enrolled at The University of Texas at El Paso, and maintain at least 12 hours a semester. In the event that a member's enrollment drops down to less than 9 hours, an approval can only be submitted by the Province President in order for the member to remain in the chapter. This is only in the circumstance that a member is a graduating senior, graduating in the semester when she is taking less than 9 hours because she has completed all other hours required for graduation.

Section 4. All members are required to meet financial obligations set forth by the chapter and the *National Guide to Finances*.

Section 5. All members are required to attend formal and non-formal recruitment functions.

- A. Should a member not attend, she will be subject to fines, unless approved by the general advisor and providence president.

Section 6. All members are required to attend all rituals.

- A. Should a member not attend she will be subject to fines, unless approved by the general advisor and providence president.

Section 7. Transfers from other chapters may be voted into this chapter's membership by a 2/3 affirmative vote of membership and must be cleared by her chapter and the National Secretary-Treasurer. Until the transfer of membership has been finalized and the member is accepted for affiliation, she may attend chapter meetings but has no voting privileges.

Section 8. 100 percent participation by all individual members must participate in at least one other organization, with 20 percent of the chapter serving in leadership capacities.

- A. Selected campus or community organizations must be approved by the Activities Chairperson.
- B. Full participation in majority of the Panhellenic Council pre-programmed events, that had been scheduled without a quick notice, will count towards approval upon Activities Chairperson discretion.
- C. Failure of a member to participate in another campus or community organization will result in penalties being assessed according to the Secretary's discretion.

Section 9. Repledge – A member may not Repledge for a second semester without the written permission of the Vice President Collegiate, a 2/3 affirmative vote of the membership, and compliance with the National Policies as set forth in the *General Manual*, 2017 Edition pg. 41

Article V: Officers

Section 1. The Executive Officers shall be: President, First Vice President-Coordinator of Committees, Second Vice President-New Member Coordinator, Third Vice President-Membership Chairman, Secretary, Treasurer, Historian-Reporter, Risk Reduction and Education Chairman, Ritual, Academic Chairman, and Campus Greek Delegate (Panhellenic).

- A. Assistant Officers: Throughout the course of the Executive Committee's term, any officer may request an Assistant Officer (AO). AO's will not be considered part of the Executive Committee (EC) as communication will be handled with direct EC Officer only. An AO will assist in the completion for EC officer duties throughout the duration of the EC officer term. Shall an EC officer be asked to step down from her position, AO may fulfill EC position ONLY with the full approval from the Advisory Board or Province President.
- B. AO's will not be granted no automatic EC position at the end of each term.
- C. An application process will open fifteen days of the the Executive Committee selection, and will be conducted by EC officer in charge, and Advisory Board or Province President. No requisites are needed to apply for such position. If at any point during the duration of the term, an EC officer asks for an AO to step down, an application process may reopen within 3 days of AO's release.

Section 2. All Executive Officers shall have a 2.5 GPA for the semester previous to their appointment and shall maintain a 2.5 GPA while in office. All Executive Officers shall be a member of the Fraternity, be enrolled in at least 12 school credit hours at The University of Texas at El Paso during the regular semester, and must be in good financial standing with the chapter. If an officer fails to meet the grade requirement after a semester and that officer has a cumulative GPA of 2.5 or greater, it is only with the permission of the Province President that an exception can be made for the officer to keep her office. This exception can only be made once for the same officer throughout her membership in the Gamma Gamma Chapter.

Section 3. If there is a possibility an officer may have a grade changed that will be used for the one-time exception or to keep their office after the one-time exception, university proof must be submitted to the General Advisor before officer training takes place in the Spring semester or by June 1<sup>st</sup> following Spring semester. If officer training in February has passed, any grade changes after this date will not reverse the decision. The exception will remain as having been taken, and the officer must make the required GPA for her office or relinquish her position if the requirement has not been met.

#### Section 5. Eligibility Requirements

- A. The President shall have been an initiated member of the Fraternity no less than one year prior to her election; and must have been an active EC member of the chapter at least one year immediately prior to her election unless approved by Advisory Board or Province President (*General Manual*, 2017 Edition pg. 31 and *Guide for Chapter Officer, Nominations and Elections*, 2015 Edition pg. 2).
- B. The Third Vice President-Membership Chairman shall have been an initiated member of the Fraternity at least one year and shall have experienced one recruitment season as a member of the Gamma Gamma Chapter, unless approved by the Province President or Advisory Board.

- C. Any chairman or officer who did not fulfill the duties and responsibilities of her office, or was asked to step down from her position in any office, cannot be eligible to run for any Executive Office, unless approved by the Province President or Advisory Board.

Section 6. Election of Officers – Selection of the Nominating Committee as set forth in the *General Manual, 2017 Edition* pgs. 31 and *Guide for Chapter Officers, Nominations and Elections 2015 Edition* pg.1.)

- A. The membership of the Nominating Committee shall be chosen three weeks prior to the date set for election date by the President. The Nominating Committee shall be comprised of a representative from each pledge class, and/or a member at large. Members receive nomination applications and descriptions for each office (*Guide for Chapter Officers, Nominations and Elections 2015 Edition* pg. 1).
- B. The Nominating Committee is appointed by the President with the approval from EC and the Advisory Board or Province President.
  - 1. Chapter Bylaws outline specific procedures for selecting the Nominating Committee. The General Advisor and President serve on the committee as ex-officio members. The committee elects a chairperson to facilitate the election process.
- B. Two weeks before the election date, applications are due to the Nominating Committee. Interviews are scheduled and conducted. The Nominating Committee meets with the General Advisor and composes a slate of nominees. Only those who complete applications and interviews should be considered for nomination. Members are encouraged to apply for all positions in which they have an interest (*Guide for Chapter Officers, Nominations and Elections 2015 Edition* pg. 1).
  - 1. The Nominating Committee meets with the General Advisor and prepares a recommended slate of elected officers. If it is necessary to consider a member who does not meet eligibility requirements for an office, the approval of the Vice President Collegiate and the Province President must be obtained before submitting her name to the chapter.
- A. Two weeks before the election date, applications are due to the Nominating Committee. Interviews are scheduled and conducted. The Nominating Committee meets with the General Advisor and composes a slate of nominees. Only those who complete applications and interviews should be considered for nomination. Members are encouraged to apply for all positions in which they have an interest (*Guide for Chapter Officers, Nominations and Elections 2015 Edition* pg. 1).
- C. Voting Procedure: Voting procedures can be found in the *Guide for Chapter Officers, Nominations and Elections* pg. 1.
  - 1. All members shall be seated in alphabetical order.
  - 2. A quorum of members shall be present to vote (2/3 of the eligible voting members).
    - a. A simple majority of the quorum carries the vote.
  - 3. The President calls on the Nominating Committee Chairperson to read the slate of nominees presented the previous week. The Nominating Committee Chairperson presents slate of nominees one more time as in stated in Section D, beginning with the office of President and proceeding in officer order. At the conclusion, she makes a motion to accept slate as presented. The President then asks for a second and, if seconded, the motion is voted on. If the motion is defeated, the President will ask for other nominations. This shall be done beginning with the office of the

President and continuing in officer order. If there are no additional nominations, the slate candidate is elected.

4. If there are additional nominations, each member who made a nomination will be called forward to address the chapter with a short presentation of the reasons she believes her nominee is the most qualified person for the position. The Nominating Committee Chairman or committee member will speak on behalf of the slated candidate.
5. The Treasurer and Academic Chairman must verify that the nominees meet the requirements to hold office as stated in the Chapter Bylaws and are in good financial standing. They should also verify member eligibility to vote so that a quorum can be determined. The chapter then votes by secret ballot. Ballots are counted by the President and the General Advisor and the winners are announced to the chapter. The President then proceeds to the next officer position.
6. Voting is by secret ballot.
7. In the case of a tie, the President casts the deciding ballot as she cannot vote with the rest of the chapter.

Section 7. The duties of the officers shall be those specified in the *General Manual 2017* Edition and the *Guide for Chapter Officers 2015* Edition.

Section 8. If a vacancy in the office of President occurs, the First Vice President-Coordinator of Committees assumes the office unless specified by the Province President. If there is no First Vice President then the Executive Committee, with the approval of the Advisory Board and the Province President, appoints a new President.

Section 9. If a vacancy in any other office or chairmanship occurs, the President, with the approval of the Executive Committee by a simple majority, and Advisory Board and Province President, makes the appointment.

Section 10. If an Executive Officer has missed two Executive meetings and the absences have not been excused by the President and the General Advisor, that officer will be considered for the removal of office.

## Article VI: Meetings

### Section 1: General Meetings:

- A. There shall be a general meeting of the chapter each week except during final examination week, holidays, spring vacation, and summer sessions.
  1. If a holiday falls on a Monday, the meeting will be held on the following Tuesday, however, this is not mandatory.
    - a. When a National Officer is visiting the chapter, a general meeting will be scheduled as necessary.
- B. A majority of the membership shall constitute a quorum (51% of membership) necessary for a general meeting.

- C. The right to vote shall be accorded to every member and new member who are not financially delinquent or have been placed on AACH Probation.
- D. The only recognized excuses for missing a general meeting or function are:
  - 1. A night class essential for a member's graduation.
  - 2. An extended or serious illness.
  - 3. A death or serious injury in the immediate family.
  - 4. Other valid excuses that are approved by the Secretary, President, and General Advisor.
  - 5. Excusal vouchers are to be turned in 24 hours prior to the general meeting to the Secretary in order for the excusal to be considered.
  - 6. All absences will be factored into the member's point values.
- E. Unexcused absences for missing a mandatory event include but are not limited to:
  - 1. Work: may be allowed to be excused so long as it is sent 24 hours prior and with proper documentation.
  - 1. Studying/homework
  - 2. Dates/boyfriends/
  - 3. Family dinners/birthdays
  - 4. Forgetting
- F. Any person who arrives 15 minutes late or leaves before meeting will be considered absent, unless a valid excuse has been submitted 24 hours prior to the general meeting. Members must send their excuse via email to the Secretary, President and General Advisor (utepztaexcuses@gmail.com). Emergency excuses have to be sent through email and exceptions can only be made by Province President or Advisory Board.
- G. Absences will result in loss of participation points which will further hinder the ability to attend social events as stated in Article XII.
- H. Members shall wear badge attire to general meetings as approved by the chapter through the Assistant to the Secretary.
- I. If proper attire is not worn during meeting, the member will be given a verbal warning. If proper attire is not worn at any meeting after the verbal warning, a pink slip for not dressing appropriately will be issued. The pink slip will equal an absence for the meeting, ending in loss of points through the Point System, and after two pink slips a Judicial hearing will be held.

## Section 2. New Member Meetings

- A. There shall be a regular New Member meeting each week except during final examination week, holidays, spring vacation, and summer sessions as required by the New Member Program. Meetings will be held depending on the availability of the New Member class and the VPPII.

## Section 3. Special Meetings

- A. Special meetings may be called by the President and Executive Committee after the General Advisor and all members have been notified.
- B. A majority of the membership may compose a quorum of 51% at any special meeting.

## Article VII: Program Council

Section 1. Program Council Officers shall be those in the *General Manual* and others approved by the Executive Committee. The President, with the approval of the Executive Committee and the Advisory Board or Province President, appoints the following chairpersons: Corresponding Secretary, Director of Activities, Director of Fraternity Education, Director of Member Enrichment, Director of Philanthropy, Director of Sisterhood, Director of Social Events, Alumnae Collegiate Relations Chairman, Apparel Chairman, External Social Chairman, Greek Philanthropy Chairman, Intramural Chairman, Judicial Chairman, Links Chairman: Second Year, Links Chairman: Third Year, Links Chairman: Fourth Year, Music Chairman, Parent Events Chairman, Service Chairman, Signs Chairman, Special Events Chairman, Spirit/Sunshine Chairman, Think Pink Chairman, and other chairmen as needed (*General Manual*, ~~2015~~-2017 Edition pg. 30).

Section 2. Unless otherwise stated, Program Council Officers shall be appointed by the President and First Vice President, with the approval of the Executive Committee and the Advisory Board or Province President. Appointments will be made within one week of the Executive Committee Elections. Vacancies will be filled when necessary.

Section 3. Duties of the Program Council Officers and Committees

- A. **Duties of the Committees shall be those usually assigned which are specifically stated in the *Guide to Chapter Officers* and the resources of the chapter Program Council Officers. Failure to return any item that is given to the chairperson from the Chapter for the PC Officer to use for their position, will result in a fine in the amount necessary to purchase any new materials. All Program Council Officers shall be responsible for returning all items they have rented or borrowed and shall be responsible for making sure that everything is cleaned and put back in order after the function is over.**
- B. Each Program Council Officer and committee chairperson shall clear with the Treasurer the amount she may spend for individual functions.
- C. Any Program Council Officer and committee chairperson not showing sufficient interest in her position can be replaced by the President with the approval of the Executive Committee and the Advisory Board or Province President (*General Manual*, 2017 Edition pg. 31).
- D. All Program Council Officers must have a 2.5 GPA for the semester previous to their appointment and shall maintain a 2.5 GPA while in office.
  1. Any member applying to a Program Council position must be an initiated member of the Fraternity during the semester prior to their appointment.
  2. If a Program Council Officer fails to meet the grade requirement after a semester and that officer has a cumulative GPA of 2.5 or greater, it is only with the permission of the Province President that an exception can be made for the officer to keep her office. This exception can be made only once for the same officer throughout her membership in the Gamma Gamma Chapter.

- E. Two unexcused absences from a Program Council Meeting as determined by the First Vice President and the Program Council Advisor will result in a loss of office. This requires approval from the President and General Advisor.

#### Article VIII: Chapter Advisors

Section 1. A minimum of four alumnae advisors are required:: General, New Member, Membership, and Financial advisors.

Section 2. The duties for the advisors shall be those outlined in the *Guide for Advisors*.

Section 3. The selection of advisors shall be those outlined in the *General Manual, 2017* Edition pg. 30.

- A. Each chapter should have an Advisory Board, wherever possible, that is approved by the Province President. The Alumnae Advisory Board should consist of a General Advisor who serves as a chairman, a Membership Advisor, a New Member Advisor, and a Financial Advisor. There may be additional advisors such as: Program Council Advisor, AACH Advisor, Judicial Advisor, Ritual Advisor, and Social Advisor. Terms of office for the members of the Advisory Board coincide with the collegiate chapter officers.

Section 4. The replacement of alumnae advisors shall be as stated in the *General Manual 2017* Edition, pg. 30.

#### Article IX: Finances

Section 1. The Budget

- A. The chapter shall operate on a budget approved by the Nation Secretary-Treasurer and by the chapter at the first general meeting of the Fall semester. Approval for the chapter to exceed this budget must be received by the National Auditor before the funds are expended. The Treasurer will be responsible for contacting the National Auditor to obtain this approval.
- B. In order to ensure that the chapter operates within its budget, the Treasurer must first take the budgeted amount for each category and subtract 15%. The remainder of the budget must then be divided in half to obtain the total spending amount for each semester. If the activity occurs only in one semester of the year (i.e. Formal Recruitment), the division of funds may be done unequally.

Section 2. Financial Responsibilities

- A. The Chapter Treasurer shall collect the following:
  1. A new Member Fee established in the chapter's budget for the year.
  2. Initiation Fees as established in the chapter's budget for the year
  3. House Reserve Fund as established by the local housing corporation annually.
  4. Campus Greek Organization (Panhellenic) fee as determined by Panhellenic Council annually.
  5. Other expenses assessed by International Office.

- B. Semester dues shall be charged to each member approximately 30 days prior to the start of each semester. Bills shall be sent to the members at such a time to allow members to pay their dues on the first day they return to campus for the semester.

Section 3. A payment plan approved by the Fraternity may be offered to members. Payments shall be collected according to the schedule in the payment plan.

Section 4. Fines will be assessed for absences to the following Mandatory events:

A. Rituals:

1. Rededication Service - \$50
2. Founder's Day Service - \$50
3. Installation of Officers - \$50
4. Formal Pledging - \$50
5. Big & Little Service - \$50
6. Alumnae World - \$50
7. Initiation - \$100

B. Recruitment Workshops - \$50.00 per workshop

C. Panhellenic Recruitment Workshops -(Fine to be distributed amongst unexcused members).

D. Formal Recruitment - \$75.00 per day missed during each day of Formal Recruitment

E. Bid Day Celebration - \$50 for both Fall and Spring

F. Philanthropy Events:

1. Making Strides Against Breast Cancer - \$100.00
2. Pink Week - \$15 For every shift signed up for and missed.
3. Major Semester Philanthropy event (Fall & Spring) - \$100 each.
4. Major Semester Pink Out Game (Football in Fall & Basketball in Spring) - \$20
5. Minor Semester Pink Out Games (Soccer, volleyball, and any other sport) - \$20
6. Mandated community service event - (Fine to be distributed amongst unexcused members).

G. Academic Study hours (mandatory) - \$3 per hour missed

H. Arriving late or leaving early will result in losing points based on the point system unless approved by Secretary.

Section 5. All unexcused absences from any of the above stated events, will result in a fine. Members will be notified of the fine being assessed. Members must send in an excuse through the excuses email in order to be considered excused from an event at least three (3) days prior to the event taking place. Emergency excuses must also be sent to the excuses email. Texting may count as a valid excuse notification, if and only if it is followed up by an excuse email, otherwise it may not be considered. Only the Province President or Advisory Board has the authority to excuse a fine. Financial excuses must be submitted in writing directly to the Province President or Advisory Board. Official University events are automatically excused for those obligated to attend those events, but notification email must still be submitted prior to any event to be missed and no fines will be assessed.

Section 6. Failure to pay fines will result in Financial Expulsion.

Section 7. Please refer to the letter attached to your payment agreement form for the stipulations that occur with late semester bill payments.

Section 8. The Treasurer is the only person authorized to spend chapter money. Other members are not permitted to purchase articles and charge them to the chapter without first securing specific permission from the Treasurer. Members may be reimbursed for expenses approved by the Treasurer only if they submit a receipt for that expense.

#### Article X: Recruitment

##### Section 1. Voting

- A. All members in good standing have a vote in Formal and Informal Recruitment.
  - 1. Members not in good standing may be granted an exception by Province President and Advisory Board.
- B. 51% of the membership constitutes a quorum. In order to vote, a quorum must be present.
- C. When voting on a Potential New Member, a member must have met her at least once in order to be able to vote on her.
- D. On each night of Formal Recruitment preceding Preference Night, an affirmative vote of 2/3 of the membership is necessary to strike a Potential New Member from the list. On Preference Night, the point system will be used to determine the recruitment list. Continue Recruiting Outstanding Women Now (CROWN)
- E. Continue Recruiting Outstanding Women Now (CROWN)
  - 1. During CROWN, a member is required to have met the Potential New Member twice in order to be able to vote on her.
  - 2. A majority of the members, who have met the Potential New Member, must have voted in favor of her in order for the Potential New Member to become a member.
  - 3. Members may still vote on a Potential New Member during CROWN without a positive recommendation from an alumna, but a bid may not be extended to the Potential New Member until such a recommendation is received.
  - 4. Voting by phone is acceptable during CROWN when approved by the VP III and President.

#### Article XI: New Member Program

Section 1. Each new member shall have a Big Sister. The matching of Big and Little Sisters shall be done by the President, Vice President II-New Member Coordinator and/or New Member Advisor according to the New Member Program Guidelines.

Section 2. New member standards shall be the same as members. Any new member failing to meet the standards of Zeta Tau Alpha and the Gamma Gamma Chapter will be called before the chapter Judicial Committee.

Section 3. The fines for new members will be the same as for members.

#### Section 4. Initiation Requirements

- A. Each new member shall complete a New Member Program consisting of at least four weeks in length during a normal semester.
- B. Be regularly enrolled in the college with which her chapter is associated with.
- C. Read and sign the Member Expectations and Obligations Agreement and Risk Management forms.
- D. Complete the New Member Program with 90% attendance to all new member meetings. The chapter must hold initiation within two weeks after the New Member Program concludes. The procedure for extending the program is in the *General Manual* under Expiration of New Member Period.
- E. Complete the New Member Evaluation.
- F. Score a 90% or higher on the New Member final exam.
- G. Each new member must have the Creed of Zeta Tau Alpha memorized prior to Initiation and recite the Creed to the New Member Advisor or General Advisor in order to qualify for Initiation.
- H. Clear all financial obligations to the chapter and the Fraternity.
  1. Paying Initiation Fees 20 days prior to Initiation
  2. Purchase a Badge online and submit the online Badge Ordering Agreement.
- I. Complete an approved Alcohol Education course (part I and II).
- J. New members not meeting these requirements shall not be initiated.

Section 5. New members of the Gamma Gamma Chapter shall be judged on merit for initiation into membership and the awards shall be given as determined at the beginning of each semester by the chapter.

Section 6. Best New Member Award shall be considered as follows:

- A. Dependability
- B. Scholarship – maintain at least a 3.0 GPA and maintain a minimum of twelve enrollment hours
- C. Possession of outstanding qualities of leadership, personality, etc.
- D. Sustained interest in the Fraternity
- E. An attitude of wholehearted acceptance towards members and new members
- F. Any new member who has received disciplinary action from the University or Chapter Judicial Committee will not be eligible for Best New Member.
- G. Recommendations will be made by the Vice President II-New Member Coordinator and the New Member Advisor, and must be voted on by chapter members.

Section 7. Post-Initiate Education will be conducted for each post-initiate class. If the work is not completed the semester following, procedures for expulsion from the chapter will be considered in the event that there is a Judicial hearing and the sanctions for the hearing are not complied with.

## Article XII: The Point System

Section 1. The purpose of the activities point system is to encourage attendance at all Chapter activities and participation in other campus organizations by allowing the individual member to choose those meetings and functions that best fit into her scheduling. This system eliminates most fines and puts the responsibility for active participation back on the individual. The point system is to keep members accountable to themselves and the Gamma Gamma Chapter. Failure to meet the required points will result in social probation and possibly a Judicial hearing. Constructive penalties should be used to encourage involvement such as individual volunteer work, presenting a FRED program, etc.

- A. Points will be accumulated and totaled on a semester basis or when necessary before a social event. Since it is easier to keep a running tally of points on a semester basis, charts showing each members' points will be posted in a visible spot (i.e. the GIN System) so that members who have not already made their points can learn about secondary point opportunities.
  - 1. Secondary points are designed to allow a member to make up points for primary events.
- B. Each member is responsible for checking in through the GIN System, or with the corresponding officer in charge of the event.
  - 1. If she is more than 15 minutes late to an event or leaves early from an event, she will be considered absent.
  - 2. If she fails to submit an excuse via email, she must notify the Recording Secretary prior to the event in order to possibly get credit for attending.
- C. To remain in good standing, a member must accumulate 90% of all primary points each semester.
  - 1. If a member fails to earn the required points by mid-semester, she will be asked to appear before the Executive Committee and the General Advisor.
  - 2. A member who fails to complete 90% of points by the end of the semester, she will be brought before the Judicial Committee.
- D. Although some activities may be excused, no points will be allotted for not attending activities and chapter events.
  - 1. The only exception is when a member must attend a function of a major outside organization in order to remain in good standing with the organization. The member will receive half points for that event if the Secretary receives excuse email by deadline set for all members.
  - 2. If there are cases where the Secretary is given an excuse at least 24 hours in advance for a reason other than that of a major outside organization and the member is excused from the event, she will receive no points for the missed event but may be excused from receiving any fine as stated in the Bylaws under Article VI, Section 1. E. These excuses must be approved by the Secretary, President, and General Advisor.
  - 3. Consideration for exemption of any fine for an unexcused absence must be submitted in writing to the Province President.
- E. You have one week after the event in order to appeal points. After a week has gone by, you are no longer able to appeal points.

Attendance at all primary events is mandatory. The secondary point opportunities will be given to allow a member to accumulate her necessary points if she misses primary point activities.

### **Personal Points Base**

#### **Cumulative GPA**

- 3.5-4.0 = 5 points
- 3.0-3.49 = 4 points
- 2.5-2.99 = 3 points

### **Chapter Offices/Committees Held**

- EC Officer = 5 points
- PC Officer = 3 points
- AO = 2 points
- Committee Chair = 2 points

### **Primary Points (all mandatory events)**

Chapter Meetings	10 points
Initiation	20 points per service
Rededication	15 points
New Member Pinning	15 points
Big Sister Ritual	15 points
Formal Recruitment (per day)	10 points per day
Recruitment Workshop (per day)	10 points per day
Bid Day	20 points
National Officer Held Workshops (ASTP, PhiredUp, LC Workshops, Bright Pink)	6 points
Major Philanthropy Events	15 points
Milestone Anniversary Events	20 points
Alumnae World	15 points
Project Move	15 points

\*No points will be given for rituals or meetings if not dressed appropriately

\*Points will not be given if you attend an event 15 minutes late or leave early (without previous notification) resulting in an absence even if you were present for a short period of time.

\* Any Panhellenic or SELC mandated event planned within a 2 weeks notice will count as a Primary Event, otherwise it will be considered a Secondary points event.

### **Secondary Points**

\*Are added to total, they are not added in on the gin\*

Formal Entry 5 points per entry

Crown Event	5 points
Service Event	5 points
Sisterhood Events	5 points
Minerpalooza	5 points
Homecoming	5 points per shift or supporting
Greek Games/Olympics	5 points per event participating or supporting
Minor Philanthropy Events	5 points
Attending or participating in a ZTA sister Intramural Game	5 points
Attending a campus or community event (OBD, Tabling)	3 points
Volunteer Work	5 points per event (1 hr min)

\*As other events not listed may happen, the Chapter will determine the point value for these events.

\* Events must be planned 2 weeks in advance in order for them to be considered mandatory.

\*It is the responsibility of the officer in charge of the event to take attendance and turn this into the secretary within one week.

### Article XIII: Definitions

Section 1. For most purposes, definitions of these Bylaws will be the generally accepted definitions of the Chapter.

Section 2. For the purpose of these Bylaws, the following shall be defined:

- A. Fraternity—an organization whose members have banded together for reasons of common interest and mutual benefit.
- B. Member—a member of the Zeta Tau Alpha, Gamma Gamma Chapter who has met the requirements of membership.
- C. New Member—a member of Zeta Tau Alpha, Gamma Gamma Chapter who has not yet been initiated into the Chapter.
- D. Voting Member—a member or new member who is not financially delinquent, and has not been suspended or had their voting privileges revoked
- E. Academic Probation—a restriction placed on members who have not maintained a 2.5 GPA
- F. Functions—any compulsory function where two or more Zetas are in attendance
- G. Social Privileges—Fall Casual, Spring Formal, Crush Party, Dash for a Date, and all Greek Mixers/Socials
- H. Regular Meeting—member and new member meeting held every Monday night during the regular semester
- I. Fine—a penalty assessed by the Chapter for failure to attend a function or perform a chapter duty (Rush, Rituals, House Duties, Etc.)
- J. Regular Semester—either the Fall or Spring semester at the University of Texas at El Paso.
- K. University Event—any official activity sponsored by the university for athletics, or any of their supporting teams or any major UTEP organization.

### Article X: Non-Discrimination Clause Section 1.

The University of Texas at El Paso is an Equal Opportunity/ Affirmative Action Employer. The University is committed to providing equal opportunity to all employees and individuals seeking employment or access to its programs, facilities or services, and will not discriminate against these persons on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran's status, sexual orientation, or gender

identity. In addition to this commitment, the University will take affirmative steps to insure that applicants are employed, and employees are treated, during all aspects of employment, in a non-discriminatory manner. The University shall maintain and annually update its Affirmative Action Plan and will make good faith efforts to achieve established goals, to the extent permitted by applicable law.

An institutional commitment to these policies provides for selection procedures based upon objective, defensible qualifications like promotions based upon documented performance, merit, and potential achievement as well as evaluations which are accurate and unbiased. In addition, the University commits itself to increased recruitment efforts to assure that qualified minorities, women, veterans, and individuals with a disability are represented in the applicant pool and are evaluated equitably by search committees and administrative personnel.

The Equal Opportunity Policy and Affirmative Action Plan shall be implemented throughout the University.

Section 1. All regulations, programs, and documents required by these regulations are available for inspection by employees, applicants for employment, and the general public in the University Equal Opportunity/Affirmative Action Office on any workday.

Any member of the University community who engages in discrimination or other conduct in violation of University policy is subject to the full range of disciplinary action, up to and including separation from the University.

This policy applies to students, staff, faculty, job applicants, applicants for admission, and other beneficiaries of the programs, services, and activities of the University.

As a recognized student organization at The University of Texas at El Paso, Zeta Tau Alpha hereby agrees to adhere to the Non-Discrimination Policy as detailed above. All members of Zeta Tau Alpha hereby fully understand that if found in violation of said policy, the organization and its members will be subject to disciplinary actions from including but not limited to: The Office of the Dean of Students, The Office of Student Conduct and Conflict Resolution, The Student Engagement & Leadership Center, etc., and will be required to halt all activities in relation to the student organization immediately.

#### Article XV: Non-Hazing

Section 1. The University regards any form of hazing as a major violation, and any individual and/or registered student organization participating in such activities will be held responsible for those actions. According to the law, a person can commit a hazing offense both by engaging in a hazing activity and by soliciting, directing, encouraging, aiding, or attempting to aid another engaging in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the Dean of Students or other appropriate university officials first-hand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

An organization can commit a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code Sections 51.936 and Sections 37.151-37.157). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

- i. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- ii. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
- iii. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
- iv. Any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- v. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Student Engagement and Leadership Center or other appropriate university officials, and it immunizes a person from participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.

The penalty for failure to report is a fine up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

Section 2. As a recognized student organization at The University of Texas at El Paso, Zeta Tau Alpha hereby agrees to adhere to the Non-Hazing Policy as detailed above. All members of Zeta Tau Alpha hereby fully understand that if found in violation of said policy, the organization and its members will be subject to disciplinary actions from including but not limited to: The Office of the Dean of Students, The Office of Student Conduct and Conflict Resolution, The Student Engagement & Leadership Center, etc., and will be required to halt all activities in relation to the student organization immediately.

#### Article XVII: Title IX

Section 1. The University of Texas at El Paso is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities that are federally funded. Sexual misconduct is a form of sex discrimination and will not be tolerated; sexual misconduct includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence.

The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex. It protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. Title IX also applies to issues of program equity such as in athletics and sexual harassment and sexual.

Section 2. As a recognized student organization at The University of Texas at El Paso, Zeta Tau Alpha hereby agrees to adhere to the Title IX Policy as detailed above. All members are aware that concerns regarding Title IX violations must be made to one of the following: the Title IX Coordinator, a Deputy Title IX Coordinator, or the Dean of Students. Additionally, all members of Zeta Tau Alpha hereby fully understand that if found in violation of said policy, the organization and its members will be subject to disciplinary actions from including but not limited to: The Office of the Dean of Students, The Office of Student Conduct and Conflict Resolution, The Student Engagement & Leadership Center, etc., and will be required to halt all activities in relation to the student organization immediately.

#### Article XVIII. Risk Management

Section 1. Alcohol (Adapted from the Handbook of Operating Procedures 1.2.15 Sale or Use of Alcoholic Beverages)

- i. The University enforces all State and Federal laws and regulations that control the sale or use of alcohol on campus, including those pertaining to the possession of alcohol by minors.
- ii. University regulations prohibit the possession and/or consumption of alcoholic beverages on University property without prior written authorization by appropriate administrative.
- iii. All requests for consumption of alcohol at a student activity must be submitted initially to the Director of The Student Engagement & Leadership Center.
- iv. Customers of legal age under State law may purchase and consume alcoholic beverages in areas on campus specifically designated for the public sale and consumption of beer and wine.
- v. RSOs in violation of these policies will be subject to University discipline as well as possible prosecution by civil authorities.

Section 2. Illegal Drugs (Adapted from the Handbook of Operating Procedures 1.2.3 Drugs)

- i. The University of Texas at El Paso enforces State and Federal laws that prohibit the sale or possession of illegal drugs or drug paraphernalia and complies with the Drug Free Schools and Communities Act of 1990.
- ii. Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic, including any amount of marijuana, on the campus is subject to University discipline in addition to possible criminal prosecution by civil authorities.
- iii. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum disciplinary penalty shall be suspension from enrollment or attendance for a specified period of time and/or suspension of rights and privileges for a specified period of time.

Section 3. Firearms/Weapons (Adapted from the Handbook of Operating Procedures 1.2.13 Use of Explosives, Weapons, or Hazardous Chemicals)

- i. It is a felony violation of State law to carry, or possess a weapon at any school or educational institution, regardless if the person is or is not licensed to carry a concealed weapon.
- ii. The possession of a firearm, illegal knife, or prohibited weapon on the grounds of an educational institution is a third-degree felony in Texas.
- iii. In addition to State law, The University of Texas System's Institutional rules prohibit the possession, display, or use of facsimile/fake firearms on the campus without the written permission of the Dean of Students' Office.
- iv. Types of illegal weapons include but are not limited to:
  - a. Handgun
  - b. Knife w/ blade longer than 5 1/2 inches
  - c. Armor-piercing ammunition
  - d. Chemical dispensing device
  - e. Zip gun
  - f. Club or night stick
  - g. Sword or spear
  - h. Brass knuckles

Section 4. Concealed License Carry (Adapter from Subchapter H, Chapter 411 of the Texas Government Code) the voting membership) vote to pass.

Individuals with a License to carry concealed firearms, may carry a concealed handgun in approved areas on the University Campus. The following restrictions will apply:

- i. The University has identified exclusionary areas based on applicable laws and regulations, the general makeup of the University population in those areas, safety considerations, and any unique and material characteristics of those areas.
- ii. Certain events throughout the year prohibited concealed handguns due to the unique nature of the activity.

Call the University Police at 747-5611 or dial 911 if you see any individual on campus with a handgun or other type of weapon. University Police will respond and resolve the situation appropriately. Violations of the concealed carry policy will be adjudicated through the campus conduct process and/or the legal system.

Section 5. Accommodations (Adapted from 29 C.F.R. § 1630.2(o)(1)(i-iii) (1997) | 42 U.S.C. § 12111(10) (1994); 29 C.F.R. § 1630.2(p) (1997); 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997).)

- i. All student organizations at The University of Texas at El Paso are required to make reasonable accommodations for students with disabilities at all events, including general body meetings.

ii. Reasonable Accommodations is defined as modifications or adjustments that enable an RSOs member with a disability to enjoy equal benefits and privileges of membership as are enjoyed by its other similarly situated members without disabilities.

a. The RSO must inquire whether any students need special accommodations.

b. It is the student-with-the-disabilities' responsibility to inform the RSO of any special accommodations needed

c. Then it is the RSOs responsibility to provide reasonable accommodations for students with disabilities so long as it does not cause undue hardship for the RSO.

iii. Undue circumstances of the particular RSO in relationship to the cost or difficulty of providing a specific accommodation. hardship means significant difficulty or expense and focuses on the resources and

iv. Undue hardship refers not only to financial difficulty, but also to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business.

v. A person with a disability is defined as a person who has any physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment.

vi. Key statement from the American with Disabilities Act of 1990: No otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

Section 6. As a recognized student organization at the University of Texas at El Paso, Zeta Tau Alpha hereby agrees to adhere to the Risk Management Policies as detailed above. All members of Zeta Tau Alpha hereby fully understand that if found in violation of said policies, the organization and its members will be subject to disciplinary actions from including but not limited to: The Office of the Dean of Students, The Office of Student Conduct and Conflict Resolution, The Student Engagement & Leadership Center, etc., and will be required to halt all activities in relation to the student organization immediately.

#### Article XIV: Amendments

Section 1. These Bylaws may be amended by a 2/3 affirmative vote of the membership provided the proposed amendments were presented at the previous meeting and that they have previously been approved by the Province President.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Province President Approval: \_\_\_\_\_

Date: \_\_\_\_\_