

# The Constitution of the Delta Nu Zeta Sorority

## I. Organization Name

- a. The name of this sisterhood shall be Delta Nu Zeta at the Florida State University. The organization may also refer to itself as “Delta Nu” and/or “DNZ”.

## II. Purpose

- a. Delta Nu Zeta will function as a social and service-oriented sorority; it will strive to bring out the best in its members, to promote the welfare of the community, to promote academic excellence, and to forge life-long bonds between sisters. To this end, the following rules shall be followed at all times.

## III. Code of Conduct

- a. Sisters and potential members of Delta Nu Zeta will complete 20 hours of community service every semester.
- b. Potential Members of Delta Nu Zeta will complete 15 hours of community service their first semester.
- c. Sisters and potential members of Delta Nu Zeta will maintain a cumulative 2.75 Grade Point Average.
- d. All sisters and potential members of Delta Nu Zeta will pay their dues, fees, and fines on time, unless otherwise approved by the President and Vice President of Finance.
- e. All sisters and potential members shall keep rituals and secrets strictly confidential, or face expulsion from the sisterhood.
- f. Sisters and potential members of Delta Nu Zeta will conduct themselves appropriately at all times which include:
  - i. No member, or potential member of Delta Nu Zeta sorority shall be intoxicated or unruly in public while wearing her Greek letters (even if of legal age to do so).
    1. Drinking at official events, which include but are not limited to events on the calendar and events organized by the Chairs of Delta Nu Zeta, is against the Code of Conduct unless the event is motioned to be a wet event.
  - ii. No sister or potential member of Delta Nu Zeta will gossip about or spread rumors about fellow members.
  - iii. All sisters and potential members of Delta Nu Zeta will show high moral character in all social aspects including, but not limited to, social media

outlets, shared pictures, public places, professional settings both related to and not related to Delta Nu Zeta.

- iv. All correspondence both electronic and verbal should show respect for all parties included.
- g. All sisters and potential members will be required to attend 3 fundraising events offered each semester.
- h. Big Little process will follow the below guidelines
  - i. No sister shall “puppy-hog” during the Big Little process. Puppy-hogging includes but is not limited to excessively spending time with one Nu (without the opportunity for other sisters of Nu’s to participate) outside of or in route to DNZ events, sharing preference list information, or slandering other potential Bigs.
  - ii. Adoptions, specifically adopting a new little than the one given at induction, are official under the following circumstances:
    - 1. Your big drops/ transfers schools (not just graduates).
    - 2. Your big was a graduating senior the semester you were taken, and you have more than three semesters left as an active sister.
    - 3. You email an explanation to the official Delta Nu Zeta email account by a deadline set by E-Board explaining:
      - a. Who your new little is
      - b. Why you want the adoption
      - c. What your family tree is, starting with you.
    - 4. It passes with a 51% E-Board vote.
  - iii. Sisters will be ineligible to take a little during their graduating semester unless it is their first opportunity to do so.

#### IV. Membership

##### a. Membership Statement

- i. Membership is limited to all students of Florida State University. No hazing or discrimination will be used as a condition of membership with this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>. This organization agrees to adhere to the University

non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

b. New Member In-take

- i. Each semester Delta Nu Zeta shall conduct a new member in-take process.
- ii. Potential members will have the opportunity to rush Delta Nu Zeta during a week of events sponsored for this purpose by the sisterhood.
  1. No potential new member of Delta Nu Zeta sorority may be eligible for membership in a Panhellenic or MDC sanctioned organization.
- iii. Delta Nu Zeta should not take in more than 1/3 of the amount of current active/associate Sisters in Delta Nu Zeta.
- iv. After this week of events, any girls wishing to be considered for possible membership must wait until the next recruitment period.
- v. Invitations to become new members will be extended to the girls voted in by the current sisters of Delta Nu Zeta. Each potential new member must have 51% approval rating after the vote.
- vi. The new member education period will last at least six weeks, during which potential members will learn about Delta Nu Zeta and Greek life.
- vii. During the second week of the new member education process, the potential new members will be inducted as such.
- viii. There will be a mid-semester vote to evaluate Nu members
  1. There must be 51% vote on whether or not a Nu will be retained based on their personality, their current progression regarding Nu member requirements and or how successful they are in their Nu member period at half way through the Nu process.
  2. If the motion to retain a Nu does not pass, there will be an automatic motion proposed to offer mediation that will require a 2/3-majority vote. If this motion does not pass, the Nu member will not be retained.
- ix. Nu members who are suspected of engaging in activities that violate the Florida State Academic Honor Policy, such as cheating on Nu member education quizzes or tests, or fabrication/falsification of signatures from sister interviews shall undergo a hearing by a Standards Committee.

- x. In order for the new members to be initiated into the sisterhood, all members must pass the class administered by the New Member Education Chair by 70%, and complete both a service and fundraising project.
  - 1. The Nu Member Process will be based on a class average scale that has to be passed with a 70% based on the grading rubric presented by the Nu Member educator, which shall include quizzes, sister interviews and the Final Exam.
- xi. Before initiation, all potential new members will be voted on by the current sisters, and must have a 75% approval rating to be initiated as a sister. Sisters will be allowed to vote on personality at the final vote for Nu members

c. Membership as a Graduate Student

- i. Any sister who enrolls in the University for Graduate/Law/Medical school after their undergraduate studies and wishes to remain active may do so under the following provisions:
  - 1. They must submit a written request to the President and Vice-President of Membership stating that they wish to remain active instead of claiming Alumni Status.
  - 2. The Vice President of Standards and her Committee will review the sister wishing to remain active to evaluate the sister's dedication and participation as an undergrad.

The sister wishing to remain active may not hold an official position and join committees.

- 3. If it is decided that a graduate student should not be an active sister, she will then gain Alumni Status.

d. Membership as an Associate Sister

- i. Any sister who would like to change their status from active sister to associate sister may do so under the following provisions:
  - 1. They must submit a written request to the President and Vice-President of Membership stating that they wish to become an associate member by the third scheduled chapter.
  - 2. The Executive Board will then review the sister wishing to become Associate to evaluate her dedication and participation as a member. A two-thirds vote must be met for the sister to become Associate.

- a. A sister may not gain associate status twice in a row if they are not in good standing with the sorority or if they haven't finished the semesterly requirements.
  - 3. The sister wishing to become Associate may not hold a position, vote during chapter, or take a little.
  - 4. The Associate sister may come to events, including ritual events, and come to chapter meetings.
  - 5. All associate sisters will pay dues in full at the beginning of each semester. If sisters are Unable to Pay they may contact the VP of Finance for a possible solution
  - 6. All associate sister will be required to complete the following:
    - a. 10 hours of community service
    - b. Participate in one fundraiser
    - c. Earn 50% of the points per given semester
    - d. Attend at least one rush event
    - e. Attend either induction or initiation
  - ii. If it is decided that a sister should not be an Associate sister, she will then need to decide if she will remain active or go inactive for that semester.
- e. Disabled Members
  - i. Any sister who claims to have a disability must submit a Disability Clause and Acceptance Form to the President and Vice-President of Membership for approval before the second week of classes to allow the sorority to make the necessary accommodations.
    - 1. This should be the signed note from a licensed doctor, physician, psychologist, or psychiatrist that is submitted to FSU's SDRC.
- f. Members Who Transfer
  - i. Sisters who must transfer to another college during their membership may continue their membership upon returning to the Florida State University.
    - 1. The Standard's Committee will evaluate the sister's standing.
    - 2. A sister may not continue to hold her position that she was elected into prior to the semester that she transfers.

- ii. Sisters who transfer to a non-local school and do not plan to return within one semester will enter alumni status.

g. Members Who Wish to Become Inactive

- i. Sisters may decide to become inactive in the sorority.
- ii. Sisters can only have one university unexcused semester of being inactive during the duration of their membership. Sisters are allowed additional inactive semesters on an individual basis. University excused reasons for withdrawal include:
  - 1. unforeseen circumstances (personal, family, medical or mental health reasons, and/or other crisis)
  - 2. financial crisis.
  - 3. Deactivation includes but is not limited to, returning all merchandise bearing "Delta Nu Zeta" in any form.
- iii. Inactive Sisters will have no say or participation in all chapter activities.
- iv. Sisters can only be inactive for one semester for the duration of their membership.
- v. Sisters who have taken an inactive status due to transfer of schools, and left with good standing may reapply for membership without completing another Nu process.

h. Revocation of Membership

- i. Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified of the possible revocation prior to the vote and will be allowed to address the Standards Committee in order to relate to its members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 100% vote of the Standards Committee. The sisters whose membership is revoked will have the opportunity to appeal the decision. Revocation of membership will be indefinite.
- ii. Any sister who is called to a standards board that results in a punishment for unsisterly conduct three times at any point after their initiation will be faced with automatic and immediate dismissal from the delta nu zeta sorority on the third offense beginning and effective spring 2018.
- iii. A sister who decides to appeal the revocation of membership decision must submit her intention to do so in writing within five school days to the

President and Vice President of Standards. A new standards committee will reevaluate the decision and take a final vote on the revocation will review the appeal. A 100% vote to overturn the ruling is required of the Standards Committee.

## V. Officers and Chairs of Delta Nu Zeta

- a. All officers of Delta Nu Zeta shall be enrolled at least 6 credit hours at the Florida State University. They must also possess at least a 3.0 Grade Point Average. The following descriptions of each Officer include but are not limited to the duties posted below.
  - i. President- shall chair all chapter meetings, be responsible for creating the agenda for each chapter, keep order during chapter, and notify the Vice President of Membership of excused absences from chapter and events. She shall also represent the sorority to the best of her ability around other Greeks, and hear and attempt to address the concerns of all sisters. The President will have the power to suggest judiciary action to the Standards Committee but will not have voting power on the committee. The President, along with the Vice President of Finance will have access to the sorority bank account and will create a budget for sorority expenses. The President will also contact all prospective members who will not receive a bid. The President shall conduct ritual ceremonies. The president will conduct big and little pairings alongside the Nu Member Educator. If the President is not able to be present at any event, the Vice President of Standards shall take her place.
  - ii. Vice-President of Standards- shall be responsible for enforcing the code of conduct, and will be available to help the President in her duties. The Vice-President of Standards shall chair all standards meetings and be the contact person for all members who wish to recommend a sister or potential new member for judiciary action. She will appoint four people to serve on her committee, based on circumstances of the situation presented to the Standards Committee. She will notify the Vice President of finance of any fines set forth by the standard's committee within a week's time. The Vice President of Standards will be responsible for educating the chapter on Standards Procedures including, what is an acceptable situation, the decision process, and the appeal process by the third chapter to sisters and Nu members. The Vice President of Standards will, along with the President, conduct ritual ceremonies. The Vice President of Standards will serve on the Executive Committee.
  - iii. Vice President of Finance- shall be responsible for collecting all dues, fines, and fees from sisters and potential members. The Vice President of Finance may recommend an individual for judiciary action to the Standards Committee if they have failed to pay any money owed. Her

signature is required on all purchase orders and, with the exception of the President, will be the only sister with access to the sorority bank account. Along with the President, she will create a semester budget for all sorority expenses. The Vice President of Finance will ensure that all financial obligations of the chapter are fulfilled, maintain accurate financial records on chapter account ensure that all the chapter's financial transactions are properly conducted and provide a receipt for all funds collected. The Vice President of Finance will also deposit all checks and cash paid to the chapter within ten days of receipt. She will provide each sister with a monthly finance report, outlining how much they owe to the sorority. She will serve on the Executive Committee and chair the Sorority Events Committee.

- iv. Vice President of Communications- shall be responsible for taking minutes at all chapters and for e-mailing said minutes to the all sisters. She will also compile information sheets for all sisters with info such as family, major, Tallahassee address, phone number, and email, year in college, expected graduation, and t-shirt size. The Vice President of Communication will also be responsible for producing, maintaining, and distributing an accurate chapter email and telephone list. She will be a moderator on the Canvas site and ensure information is up to date. She will serve on the Executive Committee and chair the Sisterhood Relations Committee.
- v. Vice President of Membership – shall preside over the membership of all sisters. The Vice President of Membership shall compile a roster of all active sisters and Nu members and manage membership points. She will provide each sister with a points report every month. She shall notify the Vice President of Finance of any fines set forth by the membership committee. She shall supervise all Rush and Recruitment events. She will serve on the Executive Committee and chair the Membership Committee.
- vi. Vice President of Community Activities – shall be responsible for the overall planning and execution of all service projects conducted by the chapter and keep accurate record and evaluation for each service project conducted. The Vice President of Community Activities will record the number of hours served by each sister and provide her with a monthly report. She should be able to attend all volunteer opportunities as well as coordinate them throughout the city of Tallahassee. The Vice President of Community Activities shall serve on the Executive Committee and chair the Service Committee.
- vii. New Member Educator- shall be responsible for the education of all potential new members during the in-take process. She will be in charge of teaching new members about Delta Nu Zeta and Greek life. She will supply new members with the constitution and by-laws of the sorority at

their first chapter, and with the family trees upon initiation. She will also administer tests on materials leading to the Final Exam. The New Member Educator must be the primary contact for Nu members, and will attempt to resolve all conflicts without the use of the Standards Committee, however, they may recommend a potential new member for judiciary action. New Member Educator may not take any litters while in office. She shall attend at least two Nu Member chapters other than her own. She will conduct big and little pairings alongside the President. The Nu Member Educator will inform the sorority of the additional executive board member that will be attending Nu chapter every week. She shall serve on the Executive Committee.

viii. Parliamentarian- shall advise the chapter on the proper use of Parliamentary procedure according to the abridged version of the Robert's Rules of Order. Parliamentarian will be responsible for taking and recording minutes at executive board meetings. She will ensure that all meetings run both efficiently and effectively. She will attend Standards meeting for the sole purpose of maintaining order. The parliamentarian will bear no voting right in the final decision made by the Standards Committee. She will also monitor all motions during Chapter as well as maintain the Constitution. Parliamentarian Shall serve on the Executive, Membership, and Standards Committees

- b. All Chairs must possess at least a 2.75 Grade Point Average. The following descriptions of each Chair include but are not limited to the duties posted below.
- i. Alumni Relations Chair – shall produce and distribute a newsletter twice a semester to interested Alumni and coordinate any Alumni activities put on by the semester. She shall also create and maintain an up-to-date roster of all Delta Nu Zeta Alumni. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Membership Committee.
  - ii. Beta Chapter Liaison – shall receive and provide the Alpha chapter with monthly updates and be the main contact with the Alpha Chapter Liaison. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Sisterhood Relations Committee.
  - iii. Creative Chair: shall provide ideas for Delta Nu Zeta merchandise and plan gifts to be given to new sisters for Initiation. She will design several different ideas for optional merchandise and present proofs to chapter for voting. She shall also work with event chairs to help with shirt designs and banner ideas. This chair is responsible for the artistic renditions for merchandise. This position is a single-semester position with elections

happening during the Fall and Spring elections chapter. She shall serve on the Sorority Events Committee.

- iv. Development Chair: shall be responsible for communicating with the merchandise company. She shall send final proofs from creative chair to t-shirt company and collect shirts when ready. She shall work closely with the VP of Finance to ensure sisters are paying and collecting merchandise. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Sorority Events Committee.
  1. All merchandise must be picked up within a month, or it will become Delta Nu Zeta property, to resell.
- v. Dance Marathon Chair - shall be a representative for Delta Nu Zeta at all team captain meetings and delegate information from captain meetings to sisters and Nu members during chapters. She shall coordinate fundraising events with the fundraising chair and record all service hours for each sister to the Vice President of Community Activities. This position is chosen in accordance with the delegate application/selection process of Dance Marathon at Florida State University. She shall serve on the Service Committee.
- vi. Date Function Chair- shall be responsible for planning date functions during the semester. This is a semester position with elections happening during the Fall and Spring at election chapter. She shall serve on the Sorority Events Committee.
- vii. Formal Chair– shall be responsible for planning Semi-Formal in the fall semester and Formal in the spring semester. This position is a yearlong position with elections happening during the Spring at elections chapter. She shall serve on the Sorority Events Committee.
  1. Formal committee- shall be responsibility for assisting the Formal Chair. After being elected, the Formal Chair will elect a number of people to serve on their committee and will appoint duties to them. This will comprise of sisters who express interest to E-Board and will be elected by a 3/4th E-Board vote. The committee is single-semester with selection happening after Fall and Spring chair elections. They have to sign a chair contract.
- viii. Fundraising Chair- shall be responsible for planning fundraisers as needed to help fund events, to raise money for Delta Nu Zeta’s philanthropy, Dance Marathon, Relay for Life, Light the Night and Night to Shine. The Fundraising Chair shall be responsible for recording sisters’ participation in fundraisers throughout the semester. This position is a single-semester

position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Sorority Events Committee.

- ix. Hayride – shall be responsible for planning the Hayride event in the Fall semester. This position is a yearlong position with elections happening during the Spring at elections chapter. She shall serve on the Membership Committee.
- x. Historian- shall produce a digital scrapbook to record the chapter's activities for the semester. She shall be responsible for updating Delta Nu Zeta's webpage and other media outlets as needed. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Sisterhood Relations Committee.
- xi. Homecoming Chair - shall be a representative for Delta Nu Zeta at all team captain meetings and delegate information from captain meetings to sisters and nu members during chapters. She shall coordinate fundraising events with the fundraising chair and record all service hours for each sister and nu member to the Vice President of Community Activities. This position is a yearlong position with elections happening during the Fall at elections chapter. She shall serve on the Service Committee.
- xii. Inner-Social Chair- shall be responsible for planning Nu Week, Big/Little Week, Daddy/Daughter Week (Fall), Mother/Daughter Week (Spring), and Big Appreciation Week. During Big/Little Week, she shall arrange deliveries made by sisters to new members. She will also be responsible for the Senior Fly-up event, including but not limited to purchasing gifts and planning the event. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall serve on the Sisterhood Relations Committee.
- xiii. Light the Night Chair – shall be a representative for Delta Nu Zeta at all team captain meetings and delegate information from captain meetings to sisters and nu members during chapters. She shall coordinate fundraising events with the fundraising chair and record all service hours for each sister to the Vice President of Community Activities. This position is a year long position with elections happening during the Fall at elections chapter. She shall serve on the Service Committee.
- xiv. Shine Chair - Shall be responsible for communicating all relevant information relating to events put forth by Shine Tallahassee, including, but not limited to, monthly volunteer opportunities and the annual Night to Shine Event. She shall coordinate fundraising events with the fundraising chair and record all service hours performed at such events for each sister to the Vice President of Community Activities. This position is a yearlong

position with elections happening during the Spring at elections chapter. She shall serve on the Service Committee.

- xv. Philanthropy Chair – shall be responsible for being the main contact with Delta Nu Zeta’s philanthropy and coordinate any volunteer opportunities as needed. She shall record all hours conducted by each sister at philanthropy events and provide those hours to the Vice President of Community Activities. This position is a yearlong position with elections happening during the Spring at elections chapter. She shall serve on the Service Committee.
- xvi. Reindeer Run Chair – shall be responsible for organizing the Reindeer Run 5k in the fall semester. This includes finding sponsors, coordinating with FSU PD, raising funds through the 5k for Delta Nu Zeta’s philanthropy. The Reindeer Run Chair will be allowed to appoint a committee of 3 sisters for help in planning the event; this committee must be approved by the VP of Finance. This position is a yearly position, with elections happening in the fall at elections chapter. She shall serve on the Service Committee.
- xvii. Relay for Life Chair – shall be a representative for Delta Nu Zeta at all team captain meetings and delegate information from captain meetings to sisters and nu members during chapters. She shall coordinate fundraising events with the fundraising chair and record all service hours for each sister to the Vice President of Community Activities. This position is a yearlong position with elections happening during the Spring at elections chapter. She shall serve on the Service Committee.
- xviii. Retreat Chair – shall be responsible for planning Sisterhood Retreat for the fall and spring semesters. This position is a semester long position with elections happening during the Spring at elections chapter. She shall serve on the Sorority Events Committee.
- xix. Ritual and Sorority Appreciation Chair – shall be responsible for the quality and execution of all official Delta Nu Zeta ceremonies, including Bid Day, Induction, and Initiation. She shall organize and conduct said ceremonies along with the President and Vice President of Standards. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. They will perform rituals based on what is outlined in the Rituals Rules and Procedure guide. She shall serve under the Nu Member Educator.
- xx. Rush and Recruitment Chair- shall be in charge of promoting Delta Nu Zeta before and during the new member in-take process, through fliers, chalking, e-mails, and word of mouth. She will be responsible for the implementation of Union tables when necessary. She will also create and distribute bids. The Rush and Recruitment chair shall be in charge of

coordinating all rush activities including but not limited to, updating Rush information, presenting Rush requirements for prospective and relay event information to sisters. She will also be responsible for coordinating and planning Info nights during tabling week. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. The Spring Rush and Recruitment chair nominations and elections will take place during the middle of the fall semester. The Rush and Recruitment Chair shall also serve on the Membership Committee.

1. Rush and Recruitment committee- shall be responsibility for assisting the Rush and Recruitment Chair. After being elected, the Rush and Recruitment chair will elect a number of people to serve on their committee and will appoint duties to them. This will comprise of sisters who express interest to E-Board and will be elected by a 3/4th E-Board vote. The committee is single-semester with selection happening after Fall and Spring chair elections. They have to sign a chair contract.
- xxi. Sister Dates Chair – shall be responsible for creating matched groups of sisters at regular intervals. She shall communicate these groups as well as potential activities to participating sisters. This is a single-semester position, with elections happening during fall and spring semesters at election chapter. She shall serve on the Sisterhood Relations Committee.
  - xxii. Sisterhood Bonding Chair – shall prepare bonding activities at Delta Nu Zeta events, including, but not limited to, chapter, retreats, semi-formal and formal, monthly sister dates, and other events put on throughout the semester. This position is a single-semester position with elections happening during the Fall and the Spring at elections chapter. She shall also serve on the Membership Committee.
  - xxiii. Social Life Chair – shall be responsible for communicating the details of social events hosted by other campus organizations to sisters. Her goal should be to increase Delta Nu Zeta’s presence on campus. This is a single-semester position, with elections happening during the fall and spring semesters at election chapter.
  - xxiv. Sports chair – shall inform sisters of intramural sports opportunities at FSU that Delta Nu Zeta may participate in. This chair includes completing sign-up paperwork, serving as the team captain, and maintaining Sports Contracts. This is a single-semester position, with elections happening during the Fall and Spring semesters at election chapter. She shall serve on the Sisterhood Relations Committee.

- a. Intramural Team: responsible for prompt attendance at games, communicating weekly with the Sports Chair, and finding a replacement player in the event of an absence. Team members have to sign a sports contract for each intramural sport.
- c. All Officers and Chairs that make announcements, verbal or written, must refrain from using offensive language that deems any person's dress inappropriate without just cause i.e. using the terms 'hooker heels, stripper heels' or pertaining to one's undergarments or dress length

Committees

Finance	Community Act.	Communications	Membership
Retreat	Dance Marathon	Beta Liaison	Alumni Relations
Formal	Homecoming	Historian	Hayride
Fundraising	Light the Night	Inner Social	Rush and recruitment
Creative	Philanthropy	Sports	Sisterhood Bonding
Development	Relay for Life	Sister Dates	
Date Function	Reindeer Run		
	Shine		

VI. The Standards Committee

- a. The Vice-President of Standards will head the Standards Committee and run all hearings, as well as be responsible for notifying sisters and new members of hearings.
- b. The Vice President of Standards will appoint a committee of four unbiased third parties to serve on an individual case basis.
- c. All members of the committee will have an equal vote. The President will have the power to suggest judiciary action to the Standards Committee but will not have voting power on the committee. The Parliamentarian will attend Standards meetings for the sole purpose of maintaining order. The Parliamentarian will bear no voting right in the final decision made by the Committee.

- d. The committee will enforce all sorority rules in an unbiased manner.
- e. All sanctions levied by the committee are final, including the decision to expel a member from the sisterhood or to drop a potential new member, unless an appeal is made.
- f. Appeal Process
  - i. If the accused sister can show that the Standards process was conducted unconstitutionally, she may apply to the Vice President of Standards for an appeal process within one calendar week.
  - ii. If an appeal is approved, a new Standards Committee will be called to reevaluate the situation.
  - iii. The decision made by the new Committee will be final and no other appeal can be made.
- g. The Vice-President of Standards will be the contact person for all members of the sorority who wish to recommend a sister or potential member for judiciary action.

## VII. Meetings

- a. The quorum required to conduct business is 51% of the Executive Officers and 51% of the sorority's active members. The President will be in charge of calling all meetings and the President or Vice President of Communication will be responsible to notify all members. Members must be notified of unscheduled meetings at least 48 hours in advance via e-mail or telephone. The President shall preside over all meetings and shall follow Roberts Rules of Order in conducting meetings.
- b. Sisters shall be dressed appropriately for each chapter and sorority event.
- c. All chapter meetings will be conducted under the Parliamentary Procedure as outlined by the abridged version of Robert's Rules of Order.
- d. Formal meetings, including but not limited to, executive board meetings, scheduled weekly meetings, post-rush meetings, and rush workshop shall be considered chapter meetings, in which parliamentary procedures are in effect.
- e. Voting during chapter meetings (not election of officers)
  - i. An eligible voting member must make a motion to vote on the request. Then another eligible voting member must second the previous motion. If no eligible voting member seconds the request, the motion fails. The motion then goes up for open discussion with a time limit set by the

President. After the time has been called at the conclusion of open discussion, the president will initiate voting.

1. Open Discussion:

- a. People are only allowed to give their opinion when recognized by the Parliamentarian.
- b. The President will watch time.

2. Voting:

- a. All voting will be done officially, in person, either by hand raise or secret ballot based on the case. Any active voting member can request any item to be a secret ballot
- b. When voting one of the following three responses must be given:
  - i. Yes-in favor of the motion
  - ii. No- not in favor of the motion
  - iii. Abstaining-have a conflict with the motion. These voters are not counted in “voting members.”
- c. At any point, any voting member may ask for the vote to be clarified.
- d. The President may not vote unless there is a tie. The President will then vote as the tiebreaker.
- e. The motion will either be approved or denied by the majority, 51% voting members.
- f. Three-fourths of the executive board must be present for voting to ensue at executive board meetings.

## VIII. Community Service

a. Required Hours

- i. Each active sister and potential new member is required to complete 20 hours of community service per semester.
- ii. The Vice President of Community Activities must provide at least 20 hours per semester.

- iii. A sister may complete no more than 8 hours of community service outside of those offered by the sorority. The Vice President of Community Activities must approve community service not offered by Delta Nu Zeta.
- iv. If a sister signs up for an event and is not able to attend, she must find a replacement to take her shift.

b. Penalty

- i. The penalties for not completing the required 20 hours of community service are as follows:
  - 1. A sister will be fined \$1 for every incomplete hour to be donated to Delta Nu Zeta's Scholarship Fund.
  - 2. If 20 hours of community service are not completed, the sister will receive one of two options:
    - a. If less than 10 hours were completed, she will be called to Standards. The board will determine if she must complete the typical first offense consequences with any additions or substitutions.
    - b. If more than 10 hours were completed, the sister will be called to mediation by the VP of Community Activities. In extenuating circumstances, the President, VP of Standards and VP of Community Activities, and Parliamentarian can excuse or modify the consequences.
  - c. Consequences:
    - i. First Offense: Sisters must complete half of their uncompleted hours in the semester immediately following the semester in which she did not complete the full 20 service hours.
    - ii. Second Offense: If they do not complete their 20 hours plus the added hours, the sister will be once again called to Standards. This second Standards Board will be to evaluate if the sister should retain her membership in the sorority. If the sister retains her membership, she will be fined \$50.

IX. Pre-Set Fines and Dues

a. Dues

- i. Dues for all active sisters will be \$270 per semester.

1. Active sisters must pay their dues in full by the date set by the Vice President of Finance.
  2. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
  3. If a payment plan is required, the sister must submit a request to the Vice President of Finance by the second chapter of the semester.
  4. The sister, the President, and the Vice President of Finance must agree upon a payment plan.
- ii. New Member dues will be \$345 for the first semester. This includes a \$75 new member fee and semester dues of \$270.
1. New members will pay their dues in several increments.
    - a. The \$75 new member fee will be paid at the first pledge chapter.
    - b. The remaining \$250 must be paid by the date determined by the VP of Finance.
    - c. If a payment plan is required, the sister must submit a request to the VP of Finance by the 2nd pledge chapter of the semester.
    - d. The sister, the President, and the VP of Finance must agree upon a payment plan.
    - e. If a new member drops, is expelled, or is not voted to become an Initiated Sister she is still responsible for any applicable dues and fines. No repayment of dues will be made- all payments are final.

b. Fines

- i. Missing Chapter (unexcused) - \$10
  1. Each sister may miss one chapter, per semester, without penalty.
  2. Sisters will be granted excused absences in accordance with University guidelines and unavoidable work conflicts.
- ii. Arriving to chapter five minutes late will result in a \$1 fine for every 5 minutes missed. Upon arriving to chapter fifteen or more minutes late, you

will be marked absent, charged a \$10 fine, and will be asked to stay for the remainder of chapter.

- iii. Missing a fundraising event or mandatory social (unexcused) - \$2
    - 1. An excusal form must be submitted 24 hours in advance to the Delta Nu Zeta email account or at the chapter prior to the event in order for an event to be excused.
  - iv. Missing a community service event that a sister has signed up for, did not attend, and did not find a replacement for, will result in a \$10 fine. All fines collected will be donated to the charity for which the event was missed.
  - v. Missing any new member in-take event (unexcused) - \$10
  - vi. Missing induction or initiation - \$50
    - 1. Missing induction or initiation will only be excused on an emergency basis, with documented proof. Missing induction or initiation will result in a meeting with the Standards Committee and possible further punishment.
  - vii. Late payment of dues - \$10 per week
  - viii. Missing an event previously signed up for that requires a reservation in advance under the name of Delta Nu Zeta or under the name of an elected chair unless excused on an emergency basis with documented proof when possible- \$20
  - ix. Arriving to a ritual event fifteen minutes late will result in a \$25 fine.
- c. Suggested Fine
- i. Unruly behavior (going against any majority decision or violating a rule of conduct) - up to \$50
    - 1. The Standards Committee may levy additional punishment as deemed necessary.

## X. Finances

### a. Financial Report

- i. Each month, sisters will be provided with a monthly report of all monies due to the chapter. This includes, but is not limited to, dues and fines.

### b. Spending of Sorority Money

- i. For the protection of the sorority and its members, two authorized signatures are required for all monetary transactions. Only the President and the Vice President of Finance can be signers on the sorority's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.
    - ii. A Request for Expenditure must be signed by both the President and the Vice President of Finance prior to spending. The Request for Expenditure must be filled out and signed even if the sorority account is used to pay for the items.
    - iii. After the Request for Expenditure is approved, the transaction may be processed. If a sister pays for items/events for the sorority out of her personal bank account, she must fill out a Request for Reimbursement. The maximum amount of reimbursement guaranteed is the amount approved through a Request for Expenditure. A receipt must be attached to the Request for Reimbursement.
  - c. Officer Transition
    - i. It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the sorority's financial institution. In addition, the Vice President of Finance will be responsible to pass along all information from previous year's budget and current budget.
  - d. Delta Nu Zeta Scholarship Fund
    - i. Fines collected throughout the semester will exist as the Delta Nu Zeta Scholarship Fund for helping at least one sister per semester pay her dues.

## XI. Election of Officers and Chairs

- a. Elections will be held during the last chapter of Fall for semester chair positions. Elections will then be held in the middle of Spring semester for Executive Board positions and the last chapter of Spring for all applicable chair positions.
  - i. If a position becomes open unexpectedly, a revised nomination and election process will occur together in one designated chapter meeting.
  - ii. A detailed draft of the calendar must be drafted and voted on the same day chair nominations take place.
- b. In order to run for President or Vice President of Standards a sister must be at least a junior and never had judicial action taken against them. If a sister has had judiciary action taken against them and would like to run for President or Vice

President of Standards, they may call a standards board to determine if their offense is minor enough to be eligible to run for either position. During the standards board, the sister's name will remain anonymous but will have an opportunity to have a written statement read by the Vice President of Standards. Additionally, they must be an initiated member for at least one-year (two semesters), which does not include their Nu member period.

- c. In order to run for an Executive Board Position, a sister must be an initiated member for at least one semester by the time she takes office.
- d. Eligibility for Chair positions:
  - i. Any sister wanting to hold a position must be in good standing with the sorority. This includes but is not limited to outstanding finds, unfulfilled sister hours or probation. A sister may request a Standards Board to explain her situation and become eligible.
  - ii. To be eligible to run for Rush and Recruitment Chair, Ritual and Sorority Appreciation Chair, Alumni Relations Chair, Formal Chair and Retreat Chair the sister must be active for one semester in addition to their Nu Member period.
  - iii. Sisters are eligible for all other chair positions by being an initiated, active sister.
- e. In order to hold an Officer position, a sister must have a 3.0 Grade Point Average for the entire duration of her term. In order to hold a Chair position, a sister must have a 2.75 Grade Point Average for the entire duration of her term. All officers and chairs must be enrolled at least 6 credit hours at the Florida State University.
- f. Voting Process
  - i. During a designated chapter, nominations will take place. Each open position will be announced and sisters will have the opportunity to nominate as many sisters as they wish.
  - ii. After this chapter, sisters will have five days to decline a nomination, by email. No additional nominations will be made after this chapter; only the decision to turn down a nomination can be made.
  - iii. During elections, every candidate for the position at hand will leave the chapter room. Candidates will be called in one at a time to make speeches and answer any questions. They will then wait outside while the sisters discuss the pros and cons of the potential of the candidate in the position. These discussions will follow the time limits set in Robert's Rules for debates. Once every candidate has had time to speak, a secret ballot will be placed by voting members and collected by the President. However, these ballots will not be looked at until the final position has been voted for.

- iv. Each candidate has two minutes to make a speech. Executive Officers and Rush and Recruitment chair will have four minutes.
  - 1. During election speeches, no sister should promise unattainable ideas as a result of a limited budget, time restrictions or technology. A sister can be called to Standards for promising something and failing to deliver.
- v. Once every position has been attended to, votes will take place by secret ballot.
- vi. The President and a senior Executive Officer will count ballots.
- vii. If a tie occurs, the President will have the final, tie-breaking vote.
- viii. After announcing the results of the election, the President will ask if any eligible sisters would like to request a re-count. A re-count must be requested within 24 hours of the announcement. If a re-count is requested, all current Executive Members must be present for the re-count. If any results change, sisters will be notified by email.

g. Term of Office

- i. The length of office shall be no longer than one calendar year. Newly elected officers and chairs shall take office after the last day of the Spring semester, and will hold the office until the last day of the Spring semester the following year.
- ii. If an election takes place due to a sister going inactive, dropping, or graduating at the end of the Fall semester, the newly elected officer and chair will take over the office after the last day of the Fall semester. The newly elected officer will end their term with all officers on the last day of the Spring semester.
- iii. If an election takes place in the middle of a semester due to a sister becoming inactive or dropping, the newly elected officer will take over the office the day results are announced. The newly elected officer will end their term with all officers on the last day of the Spring semester.

h. Removal of Officers and Chairs

- i. Any officers and chairs who fail to maintain their GPA requirements will be placed on academic probation. Their school grades will be checked half way through the semester and if no improvement is seen, then they will face the loss of their position.

- ii. The Standards Committee may remove an officer or chair from office upon a 100% vote. The officer or chair will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the Standards Committee in order to relate any defense or significant information.
- iii. Any vote to remove an officer or chair will be final.
- i. Officer and Chair Resignation
  - i. Officers or Chairs no longer wishing to hold the position must submit their resignation to the President in writing at least two weeks in advance. Prior to the officer's or chair's final week, she shall provide all documents relating to the organization and brief her replacement of current projects in her care.

## XII. Merchandise Etiquette

- a. The public is allowed to purchase and wear any event shirt with letters. No one wearing our letters should be intoxicated or unruly in public while wearing Greek letters (even if of legal age to do so).
- b. The recruitment shirt must not be sold or gifted to any potential nu member or the public.
  - i. It is the responsibility of the sister to return the merchandise if these rules are violated. Failure to do so will result in mediation by the VP of Standards.

## XIII. Advertisements and Publications

- a. All advertisements of the organization must comply with the University Posting Policy. (<http://posting.fsu.edu>).
- b. The President and Vice President of Communications must approve all advertisements before duplication and distribution.

## XIV. Advisor

- a. Nomination and Role
  - i. The advisor shall be selected by the Executive Officers of Delta Nu Zeta and must be approved by a majority vote of all active sisters. This advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

b. Removal and Replacement of Advisor

- i. The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the sisters in order to relate any defense or important information prior to the voting for removal. Upon a 2/3-majority vote of all active sisters, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

XV. Dissolution of Organization

- a. In the event that Delta Nu Zeta ceases to exist, any funds remaining in the sorority's bank account shall be donated to the sorority's philanthropy- "Companion Animal Rescue Endeavor – CARE Tallahassee"

XVI. Amendments to the Constitution

- a. Excluding sections outlined by Florida State University's non-discrimination and publication statements, all sections may be amended by a 2/3 vote in chapter meetings.
- b. In the event of a semester characterized by remote learning, the requirements for all active sisters will be adjusted to the following, with these requirements returning to those as previously outlined when returning to a standard, on campus learning environment:
  - i. A vote to suspend rush and recruitment can be conducted, with the previously elected rush chair retaining their position, if eligible, until the next active semester in which a rush can be conducted.
  - ii. Active sisters will forego the 20-service-hour requirement, although optional service opportunities will be presented by the VP of Community Activities and her respective chairs. The VP of Community Activities will still record and maintain service hours for the sisters who choose to participate with the purpose of recording such hours on ServScript.
  - iii. The typically required 3 fundraising points will be increased to 5 points for the remote semester, with opportunities for fundraising being presented by the elected fundraising chair. Associate sisters will be required to earn 3 fundraising points.
  - iv. Sisters will be given until the end of the remote semester to sign up to take a little in the following semester in which rush will be conducted, to provide opportunity to adequately prepare for the Nu member intake process.

- v. Chapter meetings will be held weekly in accordance with the academic calendar, conducted remotely via Zoom, Mondays at 8 PM.
- vi. Dues will be adjusted to an amount determined by the VP of Finance and the President to cover the reduced cost of events and needs of the remote semester.
- vii. Upon the return to on-campus activities after a remote semester, the Nu member intake cap, as outlined in Section IV, subsection b iii, will be lifted to allow more potential new members to be invited into the sorority and to offset the lack of recruitment during a remote semester.
- viii. The chair positions that will still be elected in the fall for a remote semester are: Alumni Relations, Beta Chapter Liaison, Creative, Fundraising, Historian, Inner-Social, Night to Shine, Philanthropy, Relay for Life, Retreat, Sister Dates, and Sisterhood Bonding.