

ZETA PHI ETA:
ALPHA PHI CHAPTER
BYLAWS



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ARTICLE I - NAME

1-01 **Zeta Phi Eta** This organization is duly recognized as being an official chapter of Zeta Phi Eta, a National Professional Fraternity in the Communication Arts and Sciences.

1-02 **Alpha Phi** The designated name of this chapter is Alpha Phi.

1-03 **National Constitution** This chapter shall sponsor, support and/or participate in only those programs and activities consistent with the National Council.

ARTICLE II - PURPOSES

2-01 The purposes of this fraternity shall be:

- a. To band together groups of selected college students interested in maintaining high standards in communication arts and sciences,
- b. To make the fraternity a professional aid and stimulus after graduation,
- c. To build a professional philosophy for members engaged in the communication profession, and
- d. To stimulate and encourage all worthy enterprises in the communication fields.

ARTICLE III - MEMBERSHIP AND VOTING

Classifications: There shall be three classifications of membership in the Alpha Phi chapter: Campus, Professional, and Honorary as described in the National Bylaws of Zeta Phi Eta.

3-01 **ELIGIBILITY** A member must be a graduate or undergraduate student in communication arts and sciences at the University of Wisconsin-Whitewater. The student must be pursuing a course of study in the communication arts and sciences, have a recommended GPA of 3.0 or better in communication arts and sciences, and have at least a 2.50 GPA in all other courses. A member must be elected by a three-fourths vote of the members in good standing, present, and voting. An undergraduate member who changes their area of study after initiation shall retain his/her status as a member and shall be responsible for all membership obligations to the chapter and to the National Council.

3-02 **DUTIES OF THE MEMBERS** Each member shall be present at all meetings. If you are not able to attend a meeting, you must contact the Secretary within 12 hours of the meeting. Excuses shall be granted by the secretary in cases of illness and extenuating circumstances. In such cases, that the member is absent for two (2) consecutive meetings or three (3) total for the semester, the member will be considered inactive by the Alpha Phi chapter. Any member who is considered inactive by the Alpha Phi chapter will lose all voting privileges; the member will surrender their Zeta Phi Eta badge, and must submit a letter to the Executive Board explaining the reason(s) behind their inactive status.

3-03 **FINANCIAL REQUIREMENTS OF MEMBERS** Each member shall pay annually the sum of \$40.00 (\$20.00 for National Dues and \$20.00 for local dues). An additional \$20.00 will be collected from new members for initiation fees, which will include: a new member handbook, the Zeta Phi Eta Pin and an official membership certificate from the national Headquarters. The Treasurer shall be responsible for sending national dues for each member to the Central Office of Zeta Phi Eta no later than

November 1 of each year, and initiation dues from new members to the Central office no later than four weeks before initiation. Only members' fees that are paid will be considered in good standing and entitled to vote.

3-04 CHANGES IN MEMBERSHIP A graduate student following initiation into a campus chapter, may elect to remain a member of the campus chapter; may join the local professional chapter; or may become a member-at-large by paying professional dues of \$25.00 directly to the central office.

3-05 MEMBERSHIP POINT SYSTEM The Secretary will be responsible for keeping track of points. All members will start the semester with a clean slate, having zero (0) points. Each time that a member misses the weekly meeting, they will be given one (1) point. Each time a member does not attend an event that they signed up for without contacting the appropriate person with a VALID reason why they are unable to attend, they will be given one (1) point. The Executive Board holds the authority to distribute points as they deem necessary. Once a member receives three (3) points, they will be required to have a meeting with the members of the Executive Board. If a member receives four (4) points, they will be required to write a letter to the National office to explain their reason(s). If a member receives all five (5) points and remains at that level for more than two weeks, they will be considered inactive for the remainder of the semester. Members may earn a maximum of one (1) point back by:

- a. Completing extra shifts at events,, or
- b. Making an agreement with the members of the Executive Board as to what will count as a valid way to earn back a point.

If you are at five (5) points and earn back one (1) point within the two week period, you will go back down to 4 and remain there for the rest of the semester so long as you do not do anything else to earn another point. Points do NOT carry over the next semester.

3-06 LETTERS No member shall wear fraternity letters until after they are initiated with the exception of Homecoming activities.

3-07 ALCOHOL There will be no consuming of alcoholic beverages while wearing fraternity letters. If a member is caught wearing letters while consuming alcoholic beverages, he/she will be given a warning and a consultation with the Executive Board. If a member consumes alcohol while wearing fraternity letters a second time, the member will be granted dishonorable inactive fraternity status.

3-08 ALCOHOL-RELATED ACTIVITIES Zeta Phi Eta will not sponsor or promote any alcohol-related activities.

3-09 MEMBER REQUIREMENT All members are required (unless acceptable excuse) to help in at least one (1) event/activity during Homecoming. If you are signed up for an activity, but have failed to attend the activity, you will receive one (1) point for that particular event/activity. If you signed up to participate in an event/activity, but you are unable to attend, contact the appropriate chair member concerning the activity within 48 hours in order to be excused.

3-10 **NEW MEMBER REQUIREMENT** All new members are required to help out with a community service project or have scheduled a time to participate in one prior to initiation in the fall or formal in the spring. All duties that are assigned by the New Member Mentor must also be completed within this amount of time. New members are **required** to participate in at least one (1) Homecoming activity.

3-11 **INITIATION TEST** All new members must obtain an 85% to pass the exam.

3-12 **NSF CHARGE** Zeta Phi Eta will charge \$30.00 for returned checks and any member who writes a bad check will be unable to write checks to the fraternity in the future.

3-13 **CONFIDENTIALITY** It is expected that all fraternity information be voted on or used in parliamentary procedure at Executive Board meetings and new member elective meetings remain confidential. Any Executive Board member, committee chair, or active member breaking confidence will be removed and declared inactive to the fraternity.

3-14 **PAYMENT FOR ACTIVITIES** The monetary price of an event you have agreed to participate in (after the final count) and are absent from, you are still responsible for payment (*extenuating circumstances may apply)

3-15 **ATTENDANCE OF INITIATION SERVICES** It is MANDATORY for **all** members to attend Initiation activities unless proper advance notice is given of extenuating circumstances. (*See above for payment of such activities) New members must speak with the Co-Presidents within two (2) weeks of Initiation activities if they are unable to attend. Current members must notify the Co-Presidents within one (1) week of Initiation if they are unable to attend.

3-16 **COMMUNICATION CONDUCT GOSSIP** in the organization is unacceptable. If any member is caught conducting this type of behavior, the member will first be given a warning and a consultation with the Executive Board. The second time the member is caught he/she will be put on probation and receive one (1) point. If a member is caught a third time, he/she will be asked to leave the organization. If any member has a problem with anything concerning Zeta Phi Eta, and has a problem approaching one of the Co-Presidents, the member can also confront other Executive Board members or the Organization's advisor.

ARTICLE IV - OFFICERS AND ELECTIONS

4-01 Co-Presidents

- a. To preside over each executive and chapter meeting.
- b. To plan the agenda for each meeting.
- c. To conduct the Initiation service.
- d. To consult with the advisor about all meetings and activities.
- e. To see that all officers of the chapter fulfill duties faithfully, impartially, accurately, and promptly.
- f. To call special meetings when deemed necessary.
- g. To assist with the recruitment of new members.
- h. To submit article to the national newsletter, and the cameo.
- i. To collaborate and develop ideas to continually strengthen the Alpha Phi Chapter.
- j. To act with integrity, enthusiasm, and to be supportive of all Alpha Phi Chapter events.
- k. To maintain consistent manner of communication with all Zeta Phi Eta members.
- l. To attend a mandatory study day each semester.

4-02 Secretary

- a. To keep the chapter directory.
- b. To keep chapter roll.
- c. To record and distribute minutes within 3 days after the chapter meeting.
- d. To record all votes.
- e. To record all attendance and participation points, and report them to the Co-Presidents.
- f. To enforce all bylaws and inform Executive Board of any documentation of any bylaw violations.
- g. To conduct chair evaluations when deemed necessary.
- h. To oversee member eligibility.
- i. To be an impartial contact for members in matters concerning bylaw violations.
- j. To keep track of and update members in regards to the points system.
- k. To attend a mandatory study day each semester.

4-03 Treasurer

- a. To keep accurate the account of incoming money and expenditures.
- b. To pay bills promptly.
- c. To keep the Alpha Phi Chapter's financial records according to the budget.
- d. To collect, track, and submit national dues each semester.
- e. To establish and/or maintain an account for the chapter.
- f. To have chapter expenditures approved by the Co-Presidents.
- g. To send changes of contact information and new member applications to Central Office.
- h. To attend a mandatory study day each semester.

4-04 **Co-Presidents-Elect** (to be elected for the spring semester prior to installation)

- a. To assist the Co-Presidents in all duties.
- b. To supervise chairs, along with Co-Presidents.
- c. To help the Co-Presidents preside over meetings, on at least two occasions.
- d. To assist with recruitment of new members.
- e. To become Co-Presidents the following semester after being voted in.
- f. To attend a mandatory study day each semester.

4-06 **NOMINATIONS** Nominations may be made from the floor during the two week nomination period. Once a candidate is nominated, they must give consent before being placed on the ballot. **Nominees must give their consent before voting.**

4-07 **VOTING** Officers shall be elected by a majority vote of members in good standing who are present and voting. In case of a tie, the vote will be recast.

4-08 **TIMING OF ELECTION AND INSTALLATION OF OFFICERS** Elections shall take place no later than November in the fall semester and April in the spring semester. The Installation of these officers shall take place no later than two weeks after the election. The newly elected officers shall assume their duties immediately after installation.

4-09 **TERM OF OFFICE** Officers shall serve for a term of one semester from the Installation, or until a successor has been duly elected and qualified.

4-10 **VACANCIES IN OFFICE** If an elected officer resigns, that officer must present his/her resignation to the assembly at a chapter meeting. In case of a vacancy in the office of Co-Presidents, the remaining Co President will hold the position on their own with help from the Executive Board. In case of a vacancy in another office, nominations will be taken from the floor and the Executive Board shall elect a successor.

4-11 **REMOVAL FROM OFFICE** The Alpha Phi chapter shall, by a two-thirds vote of total membership of said chapter, taken by a written vote of members present and in good standing, have the power and the authority to remove any officer who is found to be in violation of the aims and objectives of the fraternity, of failure to perform the duties of the office, or of conduct unbecoming to the office and/or the profession. Any Zeta Phi Eta member in good standing may submit in writing a request to call a vote.

4-12 **OFFICE OF THE CO-PRESIDENTS** A Zeta Phi Eta member who has been a full-time member for at least one full semester has the opportunity to fulfill the office of the Co-Presidents.

4-13 **EXECUTIVE BOARD RESPONSIBILITIES** Members of the Executive Board include the Co-Presidents, Secretary and Treasurer. Any Executive Board member who fails to perform his/her responsibilities will result in an evaluation with the Secretary. Continual failure will result in removal from office and dishonorable inactivity fraternity status.

ARTICLE V - MEETINGS

5-01 **MEETING TIME** The chapter shall hold its meetings every Tuesday at 5:30pm. If for any reason meetings cannot be held at the regular day and hour, all active members shall be notified verbally and/or by email.

5-02 **QUORUM** Two-thirds of the members in good standing constitutes quorum.

5-03 **SCHEDULE** A complete schedule of the meetings for the semester shall be presented to the members at the beginning of the term.

5-04 **SPECIAL MEETINGS** Special meetings of the chapter may be called at any time deemed necessary by the Executive Board.

5-05 **BUDGET** The budget for the Alpha Phi chapter shall be adopted annually by October 15 at a meeting of the chapter.

5-06 **MEETING PROCEDURE** Each meeting shall follow correct parliamentary procedures as outlined in the Zeta Phi Eta Handbook for Campus Chapter Officers as a guide.

ARTICLE VI - EXECUTIVE BOARD

6-01 **COMPOSITION** The Executive Board shall be composed of the elected officers and the faculty advisor.

6-02 **FREQUENCY OF MEETINGS** The Executive Board shall meet weekly, preferably between regular meetings of the membership. The Co-Presidents shall chair the meetings, although any member of the Executive Board may call special meetings.

6-03 **DUTIES** The duties of the Executive Board shall be as stated in the Zeta Phi Eta Handbook for Campus Chapter Officers.

6-04 **QUORUM** Two-thirds of the total Executive Board members shall be present to comprise a valid meeting.

6-05 **RATIFICATION OF ACTIONS** Actions taken by the Executive Board must be ratified at the next meeting of the chapter; quorum must be present to ratify.

6-06 **REIMBURSEMENT** All Executive Board members shall be reimbursed for any expenses that they may incur throughout the semester. The reimbursement is subject to approval by the general membership.

ARTICLE VII - APPOINTED OFFICERS AND COMMITTEES

7-01 **APPOINTED OFFICERS** The newly elected Executive Board shall appoint the following officers: New Member Mentor, Community Service Chair, Fundraising Chair, Professional Development Chair, Recruitment and Retention Co-Chairs, Technology Chair, and the Special Events Co-Chairs.

7-02 **CHAIR POSITIONS** The Special Events chair and the New Member mentor Chair should attend every Executive Board meeting until their scheduled event. If an excused absence is necessary, a written report must be submitted prior to the meeting.

7-03 Professional Development

- a. To coordinate speaker events for the chapter with a minimum of two per semester.
- b. To contact speaker(s) to confirm.
- c. To introduce the speaker(s).
- d. To write thank you letters to the speaker(s).
- e. To attend a mandatory study day each semester.
- f. Approval on all ideas/proposals prior to general member meetings.

7-04 New Member Mentor

- a. To coordinate special projects for the new members.
- b. To act as the chapter contact of the mentor program.
- c. To assist all study sessions.
- d. To be present to all activities prior to and including initiation.
- e. To oversee Big Siblings program.
- f. To attend all Executive Board meetings prior to initiation in the fall, and formal in the spring.
- g. To make the study of the manual informational, interesting, and inspiring for the prospective members. Make them feel the spirit of Zeta Phi Eta's history.
- h. To create and distribute the initiation test.
- i. To create new member applications.
- j. To attend a mandatory study day each semester.

7-05 Community Service

- a. To coordinate a total of at least 4 hours worth of community service projects for each semester.
- b. To regularly inform members of all possible community service opportunities via e-mail and meetings.
- c. To attend a mandatory study day each semester.

7-06 Fundraising

- a. To coordinate at least one fundraising project in the fall and spring semester.
- b. To follow through with the setup, implementation, and direction of the project.
- c. To submit an analysis of the project; including methodology, involvement of all members, effectiveness, and outcome.
- d. Report attendance to fundraising events, if necessary, to the Secretary.
- e. To attend a mandatory study day each semester.

7-07 Recruitment and Retention

- a. To publicize the chapter through posters, butcher blocks, smoker boards, display cases, mailers, chalking, etc.
- b. To oversee and plan the recruitment of new members by creating campus media and organizing campus wide recruitment projects.
- c. To set up and maintain the bulletin board in the 3rd floor of Heide Hall.
- d. To uphold and/or create an Alumni Database and keep them informed of upcoming events that the chapter is participating in through mailings, phone calls, or by other means.
- e. To attend a mandatory study day each semester.

7-08 Technology

- a. To create and maintain the chapter Web site and all other Alpha Phi chapter online media.
- b. To post pictures and update the schedule of events.
- c. To attend a mandatory study day each semester.

7-09 Special Events

- a. To plan and coordinate a semi-formal in the fall semester and a formal in the spring semester.
- b. To attend all general Homecoming meetings in the fall semester.
- c. To oversee all Homecoming events Zeta Phi Eta participates in.
- d. To attend a mandatory study day each semester.

ARTICLE VIII - CONVENTION

8-01 **ELECTION OF DELEGATE** The newly elected Co-Presidents in the spring semester of the year of national convention shall automatically become the chapter's delegates to that convention. If the Co-Presidents are unable to attend the convention, an alternative delegate shall be elected by a two-thirds vote of the chapter members present and voting. Only members who expect to remain for at least one year following convention will be considered for election.

8-02 **CONVENTION ATTENDANCE** Any and all members of the chapter are encouraged to attend convention, although there will be only one voting delegate.

8-03 **CONVENTION EXPENSES** The chapter will plan ahead and raise the necessary funds to pay transportation, registration, and lodging fees for the official delegate, not to exceed \$300.00, unless the delegate wished to pay his/her own way.

8-04 **REPORT** The convention delegate shall read a written report on convention to the chapter within one month of the start of the fall semester.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

9-01 **PROCEDURE** These bylaws may be amended by a two-thirds vote of chapter members present and voting at a meeting following the meeting when the amendment was proposed. Alternately, members may be notified in writing of the proposal to amend if such notice is received two (2) weeks before a vote will be taken. The proposed amendment(s) shall be in writing and presented to the chapter by the Co-Presidents.

9-02 **EFFECTIVE** Provided the amendment(s) is (are) accepted and passed, it shall be enforced immediately.

9-03 **DISTRIBUTION** A copy of the most recent bylaws shall be available to each member.

ARTICLE X - ADVISOR'S ROLES AND EXPECTATIONS

10-01 Meet with the Co-Presidents weekly or bi-weekly to discuss matters at hand.

10-02 Attend two (2) general member meetings per month.

10-03 Get to know new members through different types of interactions. (For example, speaker meetings)

10-04 Meet to discuss giving money to an organization if the amount exceeds \$100.00.

10-05 Attend one of two rush meetings at the beginning of each semester, most preferably the second rush meeting.

10-06 Initiation and formal require mandatory attendance.

10-07 Attend the installation of new officers. It is optional to attend senior send off and the last meeting of the year.

10-08 If necessary, step in and help with an issue that arises and brings concern to the organization.

10-09 Reappoint/continuation of the role on a yearly basis.

10-10 Include information on a survey about the advisor and discuss findings with the Executive Board.