



ZETA TAU ALPHA

— Seek the Noblest —

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GENERAL MANUAL

*Updated Aug. 2022*



# ZETA TAU ALPHA GENERAL MANUAL

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Zeta Tau Alpha, a social and philanthropic organization for women, consists of three entities: Zeta Tau Alpha Fraternity (for general purposes referred to as Zeta Tau Alpha or ZTA), Zeta Tau Alpha Foundation Inc. (for general purposes referred to as the Foundation or ZTAF) and Zeta Tau Alpha Fraternity Housing Corporation (for general purposes referred to as the Fraternity Housing Corporation or FHC). For general purposes, the names Zeta Tau Alpha, ZTA and the Fraternity are often used when referring to the three organizations as a whole.

This manual is designed to promote a better understanding of the policies, procedures and guidelines of Zeta Tau Alpha. This manual is not to be shared with non-members. The International Convention of the Fraternity has the right to amend the *Constitution & Bylaws of Zeta Tau Alpha*. National Council may adopt, amend and implement policies of the Fraternity when the International Convention is not in session. National Council expressly reserves the right to modify, delete or add to the policies, procedures and guidelines contained in this manual with or without notice.

## OBJECT

From the charter granted to Zeta Tau Alpha by the State of Virginia, March 15, 1902:

The object of said association shall be to intensify friendship, to promote happiness among its members, and in every way to create such sentiments, perform such deeds and to mould such opinions as will conduce to the building up of a nobler and purer womanhood in the world.

## THE CREED OF ZETA TAU ALPHA

by Shirley Kreasan Strout

To realize that within our grasp, in Zeta Tau Alpha, lies the opportunity to learn those things which will ever enrich and ennoble our lives; to be true to ourselves, to those within and without our circle; to think in terms of all mankind and our service in the world; to be steadfast, strong, and clean of heart and mind, remembering that since the thought is father to the deed, only that which we would have manifested in our experience should be entertained in thought; to find satisfaction in being, rather than seeming, thus strengthening in us the higher qualities of the spirit; to prepare for service and learn the nobility of serving, thereby earning the right to be served; to seek understanding that we might gain true wisdom; to look for the good in everyone; to see beauty, with its enriching influence; to be humble in success, and without bitterness in defeat; to have the welfare and harmony of the Fraternity at heart, striving ever to make our lives a symphony of high ideals, devotion to the Right, the Good, and the True, without a discordant note; remembering always that the foundation precept of Zeta Tau Alpha was Love, "the greatest of all things."

## MISSION STATEMENT

To make a difference in the lives of our members by developing the potential of each individual through innovative programming, which emphasizes leadership development, service to others, academic achievement and continued personal growth for women, with a commitment to friendship and the future based on the sisterhood, values and traditions of the past.

## PURPOSE

The purpose of Zeta Tau Alpha is the intensifying of friendship, the fostering of a spirit of love, the creating of such sentiments, the performing of such deeds, and the moulding of such opinions as will be conducive to the building up of a purer and nobler womanhood in the world.

## OPEN MOTTO

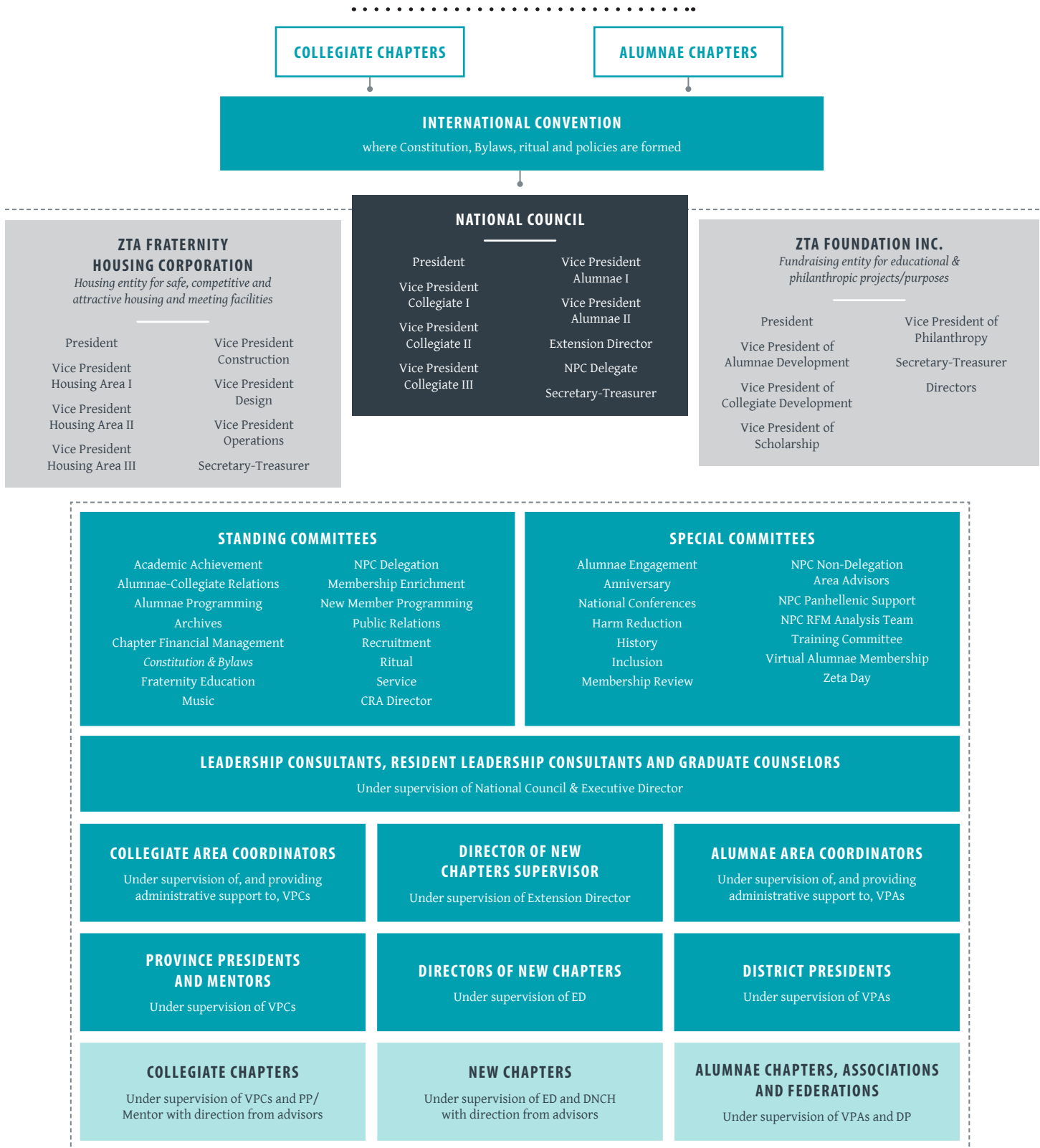
"Seek the Noblest"

# TABLE OF CONTENTS

.....

Object.....	2	ZTA National Procedures.....	27
<i>The Creed of Zeta Tau Alpha</i> .....	2	Alumnae Organizations: Operation Of.....	27
Mission Statement.....	2	Alumnae Organizations: Operation Of, Financial.....	29
Purpose.....	2	Collegiate Chapters: Operation Of.....	29
Open Motto.....	2	Confidential Fraternity Information.....	32
Organizational Diagram.....	4	Discipline.....	32
<b>Zeta Tau Alpha Fraternity</b> .....	<b>5</b>	Financial: Collegiate Chapters.....	32
Awards.....	6	Financial: Collegiate Chapters with Housing.....	34
Alumnae Individual Awards: Annual.....	6	Housing.....	35
Alumnae Individual Awards: Convention.....	6	Housing: Hiring of House Directors.....	36
Honor Ring Points.....	7	Initiations: Alumnae.....	36
Alumnae Chapter Awards: Convention.....	7	Initiations: Collegiate.....	37
Collegiate Individual Award: Convention.....	9	Membership Selection.....	39
Collegiate Chapter Awards: Annual.....	9	Membership Status.....	39
Collegiate Chapter Awards: Convention.....	11	New Member Status.....	41
Housing Awards: Convention.....	13	Academic Achievement.....	42
Conferences.....	14	National Policies of Zeta Tau Alpha.....	43
Convention.....	14	Follow the Law.....	43
Leadership Academies & Conferences.....	15	Event Planning Policies.....	44
Zeta Day.....	15	Procedures for Events with Alcohol.....	45
<i>Constitution &amp; Bylaws of Zeta Tau Alpha</i> .....	16	Hazing Policies.....	45
Extension: The Establishment of New Chapters.....	17	Digital Media Policy.....	46
Alumnae Extension.....	17	Additional Policies.....	46
Collegiate Extension.....	17	Publications and Multimedia.....	49
Methods of Establishment.....	18	Ritual Services.....	50
Naming New Chapters.....	18	Traditions of Zeta Tau Alpha.....	51
Fraternity Finances.....	19	Correct ZTA Terminology.....	51
Receipts.....	19	<b>Zeta Tau Alpha Foundation Inc. ....</b>	<b>53</b>
Disbursements.....	19	Fundraising Campaigns.....	54
Insignia & Symbols.....	21	Foundation Recognition.....	54
International Office.....	23	Service and Philanthropy.....	55
National Offices.....	24	Scholarships and Grants.....	55
National Council.....	24	Leadership Development.....	56
National Council: Meetings.....	24	Educational Programs.....	56
Fraternity Compensated Appointments.....	24	<b>Zeta Tau Alpha Fraternity Housing Corporation.....</b>	<b>58</b>
Special Appointments.....	25	Local House Corporation.....	59
District and Province System.....	26		

# ZTA ORGANIZATIONAL DIAGRAM



## INTERNATIONAL OFFICE

10 Staff offers support to membership and volunteers.

Executive Director  
Operations/Personnel

Communication  
Education & Programs

Financial Services  
Foundation

Housing  
Membership Services

Harm Reduction &  
University Relations



# ZETA TAU ALPHA FRATERNITY

Since its founding in 1898, Zeta Tau Alpha has provided the opportunity of membership to over 290,000\* outstanding young women. Approximately 8,911\* new members are initiated yearly (\*as of Aug. 2022).

The Fraternity's goal is to unite its members in a close bond of friendship and to instill in them a spirit of mutual love and helpfulness. In so doing, each member and the Fraternity at large must strive to achieve social, moral and intellectual excellence.

With the purpose of establishing lifelong friendship, Zeta Tau Alpha advocates the highest attributes of womanhood and teaches its members from the time of their pledging to value and exemplify loyalty, responsibility, service, leadership and commitment.

A strong foundation and purpose have characterized Zeta Tau Alpha since its founding. The development of strong chapters ensures the continuation of the growth and development of the Fraternity. A heightened sense of commitment to the Fraternity unites alumnae and collegiate chapters to its ideals and policies, its standards of excellence and its responsibility to contribute to the community.

To aid each chapter in reaching its goals, this *General Manual* informs the membership and officers of the procedures and policies that govern the operation of Zeta Tau Alpha.

To understand the business and organizational structure of our Fraternity, members should carefully study the organizational diagram on page 4. The role of each member of a collegiate or alumnae chapter is of prime importance. Cooperation of members at local and national levels maintains the strength of the Fraternity.

# AWARDS

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All Zetas eagerly look forward to the presentation of awards during Zeta Day, National Leadership Conference and Convention. ZTA recognizes both chapters and individuals for their achievements. National Council may decide at Convention to give additional awards to deserving recipients.

## ALUMNAE INDIVIDUAL AWARDS: ANNUAL

**Alumnae Certificate of Merit** – This certificate is a national award presented at Zeta Day or other special event. Names and qualifications of those recommended for the Alumnae Certificate of Merit are presented to National Council for consideration at its fall meeting. The vote of National Council is required for approval. In order to be considered, an alumna must have been out of school for seven years and have a minimum of seven years of significant post-collegiate service. Alumnae may qualify in any of the following ways:

1. Serve as a collegiate chapter advisor over an extended period of time in a major advisory position or other significant service on behalf of a collegiate chapter as determined by National Council.
2. Make outstanding contributions to a collegiate chapter housing project (i.e., serving as a House Corporation/ Association Officer).
3. Establish and/or sustain an alumnae chartered chapter as an Executive Officer (President, Vice President I, Vice President II, Vice President III, Secretary, Treasurer or Historian-Reporter).
4. Identify with ZTA while rendering outstanding service to Panhellenic or the community (i.e., service as an alumnae chapter's Panhellenic Delegate or on a community board) on behalf of ZTA.
5. Render service to the Fraternity beyond what is expected of loyal alumnae.

**Order of the Shield** – This award honors those who have completed 50 years of Fraternity membership. In commemoration, these members receive a certificate and a White Violet pin as a gift from the Fraternity. These are traditionally presented at Zeta Day or a local alumnae function. The Order of the Shield Recognition Service should be held at that time. In addition, 75-year members receive a certificate and a White Violet charm from the Fraternity.

**25-year Certificate and Pin** – This certificate and pin honors those celebrating 25 years of membership in the Fraternity and is presented to the member at Zeta Day.

## ALUMNAE INDIVIDUAL AWARDS: CONVENTION

**Louise Kettler Helper Memorial Award** – Established by the family of a beloved former National President to perpetuate and honor her memory, this award is given to one alumna and one collegian whose services and achievements are notable contributions to the progress of the Fraternity and the interfraternal world. It was first presented at the Convention 1946. National Council chooses the recipients and awards mounted certificates. (See also Collegiate Individual Awards: Convention.)

**Vivian Ulmer Smith Recruitment Award** – Given in loving and enduring memory of Vivian Ulmer Smith (Alpha Xi Chapter, Indiana University) and established by the Northern New Jersey Alumnae Chapter, this award is given to the alumna who has made the greatest contribution toward increasing membership in the Fraternity during the biennium. National Council selects the recipient.

**Outstanding Advisor Awards** – National Council selects an Outstanding Advisor for each of the three collegiate areas. Collegiate chapters submit nominations and the recipients are chosen for their outstanding service to the chapter and ZTA.

**Honor Ring** – *The Honor Ring is the highest individual honor granted by the Fraternity.* It is presented to alumnae who have rendered sustained and outstanding service to the Fraternity. Representing devotion to the Fraternity, the Honor Ring bears symbols dear to every Zeta Tau Alpha. A point system has been devised to assist National Council in determining recipients. To be eligible to be considered to receive the Honor Ring, an alumna must accumulate at least 20 points, of which 50 percent must be for service at the national level. Names of alumnae who have accumulated the required number of points for the ring, with offices held and terms served, must be submitted to the Vice Presidents Alumnae by Jan. 1 of the Convention year. Points are not guaranteed, and the final decision on all candidates is made by vote of National Council. National Council may vote approval for the Honor Ring by assigning points for services not listed on the next page.

## HONOR RING POINTS

### National Offices

*Points are based on a completed two-year term of office, unless otherwise specified.*

National Council Member.....	20
Chapter Financial Management Chair.....	5
Chapter Financial Management Committee.....	5
Constitution and Bylaws Chair .....	5
Convention Social Chair.....	5
Director of New Chapters Supervisor .....	5
Director of New Chapters.....	3/year
Mentor.....	3/year
Standing Committee Chair .....	5
Standing Committee Member .....	3
Special Committee Chair .....	5
Special Committee Member .....	3

### Province/District Offices

*Points are based on a completed two-year term.*

District President .....	10
Province President.....	10

### Facilitators

*Point given based on facilitation of a national program within one fiscal year.*

Facilitator .....	1
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### ZTA Fraternity Housing Corporation

*Points are based on a completed two-year term.*

President .....	20
Board Member .....	10
Area Housing Coordinator .....	6

### ZTA Foundation Inc.

*Points are based on a completed two-year term.*

President .....	20
Other Officers and Board Members.....	10
Committee Members .....	6

### Local Offices

*Points are based on a one-year term.*

Alumnae Assoc./Federation/Chapter President.....	2
Alumnae Chapter Major Officer.....	1
Vice President	
Secretary	
Treasurer	
Historian-Reporter	
Alumnae Panhellenic President .....	2
Alumnae Panhellenic Representative.....	1
Collegiate Recruitment Ambassador ....	1/year, maximum 3
Zeta Day Chair .....	1
General Advisor .....	2
All other Advisors .....	1

## ALUMNAE CHAPTER AWARDS: CONVENTION

**Crown Chapter Award (Alumnae)\*** – This award is given for attaining the standard of chapter excellence for each year of the biennium. The National Vice Presidents Alumnae recommend chapters to National Council, which selects the recipients. A chapter may receive a Crown Chapter Award by meeting all but two of the criteria listed below, providing the two missed are not in the same category. To be considered for Crown Chapter, an alumnae chapter must have sent operating dues for 15 dues-paying members to the Fraternity by May 1 for both years of the biennium. National Council has adopted the following alumnae Crown Chapter criteria for the 2022–2024 biennium.

### 1. Programming

- Sponsor a minimum of one activity per year to increase the public's awareness of our goals and purposes, and to build a favorable attitude toward Zeta Tau Alpha. These activities could be in one or more of the following areas: leadership, service, community project, etc.
- Offer relevant and coordinated chapter programming.
- Offer at least one inclusion program during the biennium (*My Sister, My Responsibility*® workshop, partnered program with a collegiate chapter, community/campus partnership, member expert presentation, etc.)

### 2. Fraternity Operations

- Meet all requirements of a chapter or association as listed in the General Manual.
- Maintain cooperative and regular contact with the District President.
- Exhibit a positive attitude of cooperation with the Fraternity.
- Submit complete, accurate and timely reports, including chapter bylaws.



- Abide by all policies of the Fraternity as stated in the *General Manual, Constitution & Bylaws of Zeta Tau Alpha* and updates as distributed by International Office.
  - Assist with Zeta Day when hosted in the area and provide support with attendance and publicity.
3. Membership
- In addition to meeting the 15-member requirement, the group will focus on retention and maintain or increase membership over the biennium.
  - Maintain active membership and representation in the local alumnae Panhellenic.
4. Finances
- Meet all financial responsibilities to the Fraternity by May 1.
  - Contribute to the Zeta Tau Alpha Foundation with a significant gift at or above \$300 for each year of the biennium or \$600 or more in one year of the biennium.
5. Collegiate Support
- When there is a local collegiate chapter:
    - Provide a functioning and cooperative Advisory Board.
    - Provide assistance with membership recruitment and other collegiate activities.
    - Hold a minimum of three alumnae-collegiate activities per year.
    - Actively promote Zeta Tau Alpha and the sorority experience by supporting and assisting collegiate chapters and/or Panhellenic associations in marketing and public relations.
  - When there is not a local collegiate chapter:
    - Support a collegiate chapter through gifts, notes and visits.
    - Provide a minimum of one alumnae-collegiate activity with a collegiate chapter or with local collegiate members and/or their mothers or parents.
    - Actively promote Zeta Tau Alpha and the sorority experience by supporting and assisting collegiate chapters and/or Panhellenic associations in marketing and public relations.

*\*National Council reviews Crown Chapter criteria after each Convention. These criteria are current as of Aug. 25, 2020. Check the ZTA website for updated criteria.*

## ALUMNAE CHAPTER AWARDS: CONVENTION

The following awards are based on outstanding achievement within the circumstances in which each group must operate, as well as its support of and contribution to the Fraternity. They include (listed alphabetically):

**Alumnae Chapter Improvement Award** – This award, represented by a silver tray and given for the first time at Convention 2006, honors the alumnae chapter that has shown the greatest commitment to improve and to attain success.

**Alumnae Chapter Programming Award** – This rotating award, represented by a silver tray, is given to the alumnae organization that has achieved excellence in programming during the biennium. Awards are also presented to a first and second runner-up.

**Alumnae-Collegiate Relations Award** – This award, represented by a silver tray, is given to an alumnae chapter that has, through communication and joint activities, service projects, recruitment support, social gatherings and emphasis on sisterhood, developed and/or maintained a strong commitment to connecting collegians and alumnae. This is a rotating award presented to one alumnae chapter and one collegiate chapter. It is possible for an alumnae chapter and a collegiate chapter in the same town to be recognized, but it is not necessary. (See also Collegiate Awards: Convention.)

**Alumnae Public Relations Award** – This rotating award, represented by a silver tray, is presented to the alumnae organization that has made the most outstanding contributions in the area of public relations. Awards are also presented to a first and second runner-up.

**Attendance Awards** – These certificates are presented to the collegiate and alumnae chapters representing the greatest mileage traveled to Convention. Figures are based on the number of members present for full-time attendance multiplied by the number of miles from the location of the chapters to the site of Convention. (See also Collegiate Awards: Convention.)

**Betty McGehee Schuessler Award** – *This award is one of the two highest awards presented to an alumnae chapter.* It was established to honor Betty McGehee Schuessler, who served as Vice President Alumnae from 1964–1970. This rotating award, a large silver tray, was presented for the first time at Convention 1974. During the years Mrs. Schuessler served as Vice President Alumnae, she placed great emphasis on the importance of alumnae supporting the collegiate chapter. This award is given to the alumnae chapter that has given the greatest support to a collegiate chapter and has achieved excellence in all areas of Fraternity life throughout the biennium. Awards are also presented to a first and second runner-up.

**Membership Award** – This rotating award, represented by a silver tray, is presented to the alumnae chapter that has achieved the greatest growth in membership from the end of the last biennium to the end of the current biennium. Awards are also presented to a first and second runner-up.

**Nan Barkley Boettcher Award** – *This award is one of the two highest awards presented to an alumnae chapter.* It was established in 1999 in honor of Nan Barkley Boettcher, who served as Vice President Alumnae from 1992–1994 and National President from 1994–1998. This rotating award, a large silver tray, is presented to the alumnae chapter with no collegiate chapter in the community that has achieved excellence in all areas of Fraternity life throughout the biennium. Awards are also presented to a first and second runner-up.

**National Council Special Recognition Awards** – These rotating awards, represented by silver trays, are given only if there are qualified recipients. These awards were first presented at Convention 1966 to individuals or chapters that National Council wishes to recognize for outstanding contributions to the Fraternity. Areas of excellence for which the awards are given may be different at each Convention.

**Panhellenic Award** – This rotating award, represented by a silver tray, is presented to the alumnae chapter that has made the greatest contribution in the area of Panhellenic service. Awards are also presented to a first and second runner-up.

**Service Award** – This rotating award, represented by a silver tray, is presented to the alumnae organization that has made the most outstanding contributions in the area of service. Awards are also presented to a first and second runner-up.

## COLLEGIATE INDIVIDUAL AWARD: CONVENTION

**Louise Kettler Helper Memorial Award** – Established by the family of a beloved former National President to perpetuate and honor her memory, this award is given to one alumna and one collegian whose service and achievements are notable contributions to the progress of the Fraternity and the fraternity world. It was first presented at Convention 1946. National Council chooses the recipients. (See Alumnae Convention Awards: Individuals.)

## COLLEGIATE CHAPTER AWARDS: ANNUAL

**Crown Chapter Award (Collegiate)\*** – Zeta Tau Alpha presents the Crown Chapter to collegiate chapters for attaining a standard of chapter excellence each year. The Vice Presidents Collegiate and Extension Director recommend eligible chapters to National Council, which selects the recipients. A chapter may receive Crown Chapter by meeting all but two of the criteria listed below, provided the two missed are not in the same category. National Council has adopted the following collegiate Crown Chapter criteria for the 2022–2024 biennium as it relates to the Nine Key Values.

1. Membership
  - Attain and maintain maximum chapter size for the majority of each quarter or semester.
  - Fill Quota during the Primary Recruitment period.
  - Initiate a minimum of 95% of those pledged.
2. Operations
  - Meet all financial responsibilities to the Fraternity, Zeta Tau Alpha Fraternity Housing Corporation or Local House Corporation, and Zeta Tau Alpha Foundation in a timely manner.
  - Operate within budget adopted by chapter, maintaining fiscal strength without a loss.
  - Clear accounts receivable as of May 31.
  - Maintain maximum capacity for ZTA housing each semester/quarter.
  - Abide by all policies of the Fraternity as stated in the *General Manual, Constitution & Bylaws of Zeta Tau Alpha* and updates distributed by International Office.
  - Cooperate with the national Fraternity, including alumnae, advisors and the Province President/Mentor/DNCH.

### 3. Programming

- Maintain an academic achievement level of Commendable status (3.0 or higher) for each semester / quarter of the preceding calendar year.
- Complete one membership enrichment workshop per year for the entire chapter that addresses a topic of the chapter's choosing.
- Complete *My Sister, My Responsibility®: Teaching Social Responsibility AND Preventing and Confronting Hazing* workshop with the entire chapter (members and new members) the same semester as Primary Recruitment unless similar programming is required by university and approved by VPC/ED.
- Conduct all required ritual services as outlined:
  - Rededication Service (required once per academic year in the non-initiating semester/quarter; if the chapter holds Initiation in multiple semesters/quarters, the additional Initiation service satisfies this requirement)
  - Founders' Day Service (during October)
  - Formal Entry (at least three times per year)
  - Installation of Officers (after elections)
  - Formal Pledging (each semester/quarter a new member class is recruited)
  - Big Sister Service (each semester/quarter a new member class is recruited)
  - Initiation (each semester/quarter a new member class is recruited)
  - Post-Initiation Lessons
- Demonstrate a positive contribution to fraternity/sorority life on campus through chapter reporting.
- Take part in at least one local or national service project per academic year.
- Contribute to the Zeta Tau Alpha Foundation with a gift at or above \$1,000.

### 4. Leadership

- Majority of the chapter participates in at least one other campus organization or consistent community service or professional development opportunity.
- Achieve 20% of the chapter serving in campus leadership roles.
- At least 75% of members must complete the Membership Survey.

\*National Council reviews Crown Chapter criteria after each Convention. These criteria are current as of Aug. 2020. National Council also reviews required programming annually. Check Z-Learning on the ZTA website for updated criteria and requirements.

**Financial Improvement Awards** – These awards are certificates presented to chapters that have made significant improvements in the area of finances. The basis of the yearly evaluation is: operating within a balanced budget, fulfillment of financial obligations, prompt collection of members' and new members' bills, adherence to and support of ZTA financial policies, cooperation with auditors and, where applicable, the Chapter Financial Management Committee.

**Helping Hands Awards** – These awards are certificates given to recognize those chapters and individuals that have assisted the Fraternity or another chapter in some significant manner during the year.

**Quota/Total Awards** – These awards are presented to chapters who pledged Quota during the Primary Recruitment period and maintained maximum chapter Total each semester or quarter during the school year.

## COLLEGIATE CHAPTER AWARDS: CONVENTION

These awards are only presented at Convention and represent achievements during the biennium. They include (listed alphabetically):

**Academic Achievement Plaques** – These plaques are awarded to those chapters that have attained Highly Commendable status for all grading periods (semester, trimesters, quarters) based on reports received since the preceding Convention. Those qualifying chapters that already have plaques are honored at Convention with brass date-plates to place on their plaques.

**Activities Awards** – These rotating awards were first presented at the Convention 1952. Silver trays are given to three chapters on three different-sized campuses for outstanding leadership in activities for the biennium.

**Alumnae-Collegiate Relations Award** – This award is given to a collegiate chapter that has, through communication and joint activities, service projects, recruitment support, social gatherings and emphasis on sisterhood, developed and/or maintained a strong commitment to connecting collegians and alumnae. This is a rotating award presented to one alumnae chapter and one collegiate chapter. It is possible for an alumnae chapter and a collegiate chapter in the same town to be recognized, but it is not necessary. (See also Alumnae Awards: Convention.)

**Anne Winnes Redmond Service Awards** – These rotating awards, represented by silver trays, are awarded to the outstanding chapter in each of these three divisions: Large Panhellenic system (nine or more groups), Medium Panhellenic system (five to eight groups), and Small Panhellenic system (two to four groups). This set of awards was named at Convention 1998 to honor Anne Winnes Redmond for her many years of service to ZTA, including serving as National Service Chair for more than 50 years. The awards recognize chapter philanthropic efforts. Consideration of volunteer hours to service and fundraising for a variety of campus and community efforts comprise the criteria.

**Attendance Awards** – These awards are presented to the collegiate and alumnae chapters representing the greatest mileage traveled to Convention. Figures are based on the number of members present for full-time attendance multiplied by the number of miles from the location of the chapters to the site of Convention. (See also Alumnae Awards: Convention.)

**Becky Hainsworth Kirwan Chapter Improvement Award** – This rotating award, represented by a silver tray, was established and first presented in 1992 to honor the outstanding service to the Fraternity by former National President Becky Hainsworth Kirwan. It recognizes the chapter that has shown courage and commitment to improve and achieve success. Attainment of the Crown Chapter Award is not required for consideration for this award.

**Collegiate Public Relations Award** – This rotating award, represented by a silver tray, is presented to the collegiate chapter that has made the most outstanding contributions in the area of public relations. Awards are also presented to a first and second runner-up.

**Golden Anniversary Academic Achievement Award** – This rotating award, represented by a silver tray, was first presented at Convention 1948. It is awarded for excellence in academic achievement and is presented to the chapter with the highest academic average for the biennium.

**Helen Margaret Harrison Award** – *This is the highest award presented to a collegiate chapter.* It is a rotating award and is represented by a beautiful silver tray. Helen Margaret Harrison, former National President, gave this award to the Fraternity and it was presented for the first time at Convention 1954. The award is given in recognition of a chapter's success in having consistently attained a high level of superiority in every phase of chapter effort, including activities, academic achievement, membership recruitment and financial management. Specific requirements that must be met by any chapter receiving this award are:

1. Fill to Quota during the Primary Recruitment period, reach and maintain maximum chapter size.
2. Achieve and maintain a Highly Commendable rating in chapter academic achievement.
3. Maintain a record of good financial management.
4. Receive honors and recognition while participating in major activities.
5. Attain Crown Chapter.

**Margaret Dunkle Hardy Most Improved Academic Achievement Award** – This rotating award, represented by a silver tray, is given to the chapter with the most improved academic average during the biennium. It was established in 1982 to honor Nora Nell Hardy Jackson upon her retirement as National President and is named for Nora Nell's mother, who served over 20 years as the National Academic Achievement Chair.

**Martha C. Edens New Chapter Award** – This rotating award, represented by a silver tray, recognizes an outstanding new chapter. It was established in 1979 by Beta Omicron Chapter at University of South Carolina in recognition of its 50th Anniversary and in

honor of former National President Martha C. Edens. It is awarded to an installed chapter that is no more than four years old and that has:

1. Pledged Quota and reached chapter Total at least once in the four-year period.
2. Maintained a positive campus image.
3. Maintained good scholarship.
4. Maintained good chapter programming.
5. Maintained financial stability.

**Membership Enrichment Award** – This rotating award, represented by a silver tray, is awarded to a chapter exemplifying those ideals and often intangible qualities that are the spirit of Zeta Tau Alpha. Fraternity standards are defined as those modes of conduct that each new member, initiated member and alumna alike should develop and practice in her everyday living. The Membership Enrichment Award is based on standards of character, personal conduct, social competence and cultural attainment, developed through programs that benefit the chapter and its members. The chapter receiving the award is judged on the following percentage basis: 30 percent standards of character and personal conduct, 20 percent cultural development, 20 percent social competence and 30 percent planned programs. Awards are also presented to a first and second runner-up.

**Membership Selection Awards** – These rotating awards, represented by silver trays, are awarded to the outstanding chapters in each of these three divisions: Large Panhellenic system (nine or more groups), Medium Panhellenic system (five to eight groups), and Small Panhellenic system (two to four groups). The awards are based on the following membership selection procedures and results for both years of the biennium:

1. Setting goals by the chapter for their membership needs.
2. Reaching Quota and Total during the school year.
3. Achieving a high percentage of new members initiated.
4. Maintaining standards of membership selection, including careful evaluation and consideration of all Membership Information Sheets.
5. Maintaining good alumnae relations in all matters pertaining to membership recruitment and expressing appreciation for all help given to the chapter.

**Merit Award** – *This award is the third highest award presented to a collegiate chapter.* It is a rotating award, represented by a silver tray, and was presented for the first time at the Golden Anniversary Convention in 1948. It is given to a chapter in recognition of outstanding and sustained achievement and leadership (within the chapter and on the campus) maintained over a period of two years. The purpose of the Merit Award is to develop chapter teamwork. This award reflects an attempt to instill a sense of responsibility on the part of individual members and to promote the desire of officers to maintain outstanding progress. The Merit Award is given to the chapter that has maintained and sustained excellent officer and campus leadership, academic achievement, chapter attitude and cooperation. Runner-up Merit Award silver trays are awarded to chapters ranking second and third.

**National Council Special Recognition Awards** – These rotating awards, represented by silver trays, are given only if there are qualified recipients. These awards were first presented at Convention 1966 to individuals or chapters that National Council wishes to recognize for outstanding contributions to the Fraternity. Areas of excellence for which the awards are given may be different at each Convention.

**Nelly Galloway Shearer Achievement Award** – *This award is the second highest honor presented to a collegiate chapter.* It is a rotating award, represented by a beautiful silver bowl. The original silver bowl was given to the Fraternity in 1939 by then National President Dorothy Hillix, to be used as the Grand Chapter Award. In 1941, the name was changed to the Achievement Award. The original award was placed in the Fraternity archives in celebration of its 50th Anniversary. At the 1988 Convention, the award was renamed in honor of former National President Nelly Galloway Shearer upon her retirement as Secretary-Treasurer. This award is given to the chapter that has, in the judgment of National Council, made the greatest progress or continued to maintain its high degree of excellence during the biennium. The percentage basis of the award is: 40 percent academic achievement, 30 percent activities and 30 percent good Fraternity programming. Runner-up Achievement Awards, which are represented by silver trays, are awarded on the same criteria as the silver bowl to chapters ranking second and third.

**New Member Programming Award** – This rotating award, represented by a silver tray, is given to the chapter whose program not only meets the requirements, but also exhibits the spirit of involvement. The following criteria are used in the selection:

1. Program developed as outlined in the *Guide to the New Member Experience*
2. Adaptability of program to chapter needs
3. Recognition of areas that need strengthening

4. High percentage of new members initiated
5. Program flexible to allow for variations within the new member class
6. New member/initiated member involvement
7. Positive Zeta Week program
8. Completion of Post-Initiation Lessons
9. New member class academic achievement

**Sherry Server Tilley Leadership Award** – This rotating award, represented by a silver tray, was first presented at Convention 1998 to honor Sherry Server Tilley, former National President, for her sustained service to the Fraternity. It is awarded to a chapter that has developed or shown sustained excellence in leadership training. The chapter must have offered challenging and ongoing motivational training for its membership and have recognized outstanding leadership performance. As a result, the leadership will have had a positive influence in the well-being and success of the chapter. Any chapter having experienced a marked improvement as a result of leadership development is eligible without being a recipient of the Crown Chapter Award.

**Vallera Clough Ross Panhellenic Award** – This rotating award, represented by a silver tray, honors former National Panhellenic Conference Delegate Vallera Clough Ross. It is given to the chapter that excels in Panhellenic leadership and involvement on its campus.

## HOUSING AWARDS: CONVENTION

**Nora Nell Hardy Jackson Outstanding House Director Award** – Since 2002, National Council has selected an Outstanding House Director and honored her at Convention. Chapters with residential housing nominate candidates for this award, which is based on management of staff and budget, care of the chapter facility and relationship with the chapter members. Since most house directors are not Zeta Tau Alphas, this is the only Convention award given to a non-member. The award was named after former National President and former ZTA Fraternity Housing Corporation President Nora Nell Hardy Jackson after her retirement from the FHC in 2006.

**Outstanding Housing Advisor Award** – The FHC selects Outstanding Housing Advisor(s). Recipients are chosen for their outstanding service to the chapter facility and to the FHC.

**Julia Marthaler Hill Award for Excellence in Housing Leadership** – this award was established at Convention 2022 and honors a member whose dedication sustains the quality of ZTA facilities and the tradition of ZTA's leadership in fraternity/sorority housing.



# CONFERENCES

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Zeta Tau Alpha has three conferences that unite chapters, National Officers and membership for sisterhood, education, idea sharing and training. Convention and National Leadership Conference convene once every two years on alternating years and have an international scope. Zeta Day is held within each state or region on an annual basis.

## CONVENTION

The legislative power of the Fraternity is vested in the Convention, which meets biennially in a location selected by National Council.

Each collegiate chapter is required to have an Official Delegate present who has one vote, provided the chapter is in good standing. Only one voting delegate may officially represent each alumnae chapter in good standing. In addition, the right to vote will be accorded members of National Council, National Standing Committee Chairs, Province Presidents, District Presidents, Former National Presidents, five officers of the Zeta Tau Alpha Foundation, four officers of the Zeta Tau Alpha Fraternity Housing Corporation, former National Presidents (provided the former National President does not have another voting role), and the Executive Director (provided that the Executive Director is a member of the Fraternity).

The voting members assemble at Convention to consider necessary revisions to the *Constitution & Bylaws of Zeta Tau Alpha* and to adopt recommendations and policies that will be binding upon the membership. The voting members also elect the members of the National Council and transact other important business. When not in session, National Council may create, alter or implement policy.

*Robert's Rules of Order Newly Revised* and the *Constitution & Bylaws of Zeta Tau Alpha* govern the procedure of the business meetings of Convention. A professional recorder takes verbatim minutes of all official business meetings.

Any Zeta in good standing may attend Convention and must pay her own registration fee. The biennial event consists of many social and educational opportunities in addition to the official business sessions. The program includes workshops for collegians and alumnae to present and to share new ideas in chapter programming and activities, and seminars to discuss topics that are relevant for all attendees. Meals are festive affairs with speakers, songs, programs and many opportunities for Fraternity exchange. The most exciting aspect of Convention, however, is the association with Zetas of all ages from all areas of the United States and Canada. Attending a Convention is always an unforgettable experience.

**Convention Committees** – The National President is the Convention Chair and, with the assistance of National Council, is responsible for the planning and implementation of the entire program. The Secretary-Treasurer serves as the business manager of Convention. The Convention Committee will be comprised of the Executive Director; National Ritual Chair; an appointed Meeting Planner, Social Chair, Transportation Coordinator, Awards Chair and anyone else deemed necessary by National Council.

Other standing Convention Committees, as outlined in the *Constitution & Bylaws of Zeta Tau Alpha*, are Credentials, Resolutions, Recommendations and Nominating.

**Convention Delegate Requirements: Alumnae Chapters** – Each chartered alumnae chapter may send (at the chapter's or the individual's expense) an Official Delegate and an Alternate Delegate, as well as visitors, to Convention. To be eligible for a Convention vote, the alumnae chapter must:

1. File all reports for the biennium with appropriate National Officers and International Office.
2. File tax information annually.
3. Be current in all financial obligations to the Fraternity and the Zeta Tau Alpha Foundation.
4. Have met all requirements as set forth in the *Constitution & Bylaws of Zeta Tau Alpha*, the *General Manual*, and the *Guide for Alumnae*.
5. Have as a delegate a member who is in good standing with the chapter and with the Fraternity.
6. Have a delegate attend all Convention business meetings.

**Convention Delegate Requirements: Collegiate Chapters** – Each collegiate chapter is required to send an Official Delegate to Convention and should send an alternate if possible (and if the budget permits). The Official Delegate is usually the chapter President. Failure to send an Official Delegate to Convention automatically places a collegiate chapter on probation. For each Collegiate Official Delegate, the round-trip transportation and the basic hotel bill, as approved by the Secretary-Treasurer, are paid from the General Fund of the Fraternity.

To be eligible for a Convention vote, the collegiate chapter must:

1. File all reports for the biennium with appropriate National Officers and International Office.
2. Be current in all financial obligations to the Fraternity, the Zeta Tau Alpha Foundation and the Zeta Tau Alpha Fraternity Housing Corporation or Local House Corporation.
3. Have a full-time Official Delegate who is in good standing with the chapter and with the Fraternity.
4. Submit to International Office prior to Convention a statement, signed by the Official Delegate and witnessed by chapter officers and an advisor that stipulates: if the delegate fails to return to the chapter for the entire ensuing term, she will refund the amount of the Convention allowance provided her by the Fraternity.

Since it is customary for collegiate chapters to allocate funds for Alternate Delegates/visitors to assist with Convention expense, it is required that any person receiving such assistance sign an agreement with the chapter similar to the one filed by the Official Delegate.

It is the responsibility of the Collegiate Official Delegate to take notes throughout the Convention and prepare a report for her chapter.

**Financing Convention** – Convention expenses are financed from the General Fund of the Fraternity. Income is derived from annual fees from the collegiate chapters and Convention registration fees. Disbursements include National, District and Province officers' expenses; travel or transportation allowance and the basic hotel bill for the Official Delegate from each collegiate chapter; and general Convention expenses. When approved by National Council, National Committee Chair and special appointment expenses are also paid.

Collegiate chapters pay annual fees into the General Fund and, in turn, receive transportation allowances. This equalizes the Convention expenses for the chapters. By this method, the chapter located several thousand miles from the site of the Convention is not penalized by a large transportation bill while the chapter close by has a small transportation expense. Since the Convention site is in a different location each biennium, amounts that chapters contribute and receive are equalized over the years.

**Visitors** – Any Zeta is eligible to attend Convention, provided she is in good standing as a Fraternity member with no outstanding dues and fees owed to her collegiate or alumnae chapter and has paid her Convention registration fee.

## LEADERSHIP ACADEMIES & CONFERENCES

Officer Leadership Academies are held regionally every year to train select chapter officers and alumnae advisors. Additionally, an Emerging Leaders Academy is held during years alternate to Convention for the training of rising collegiate leaders. During that time, separate training is held for National Officers, including District Presidents, Province Presidents, Mentors and Directors of New Chapters.

## ZETA DAY

Zeta Day is held annually for each District or state. Attended by both collegiate and alumnae members, Zeta Day is a one- or two-day event that is educational and social in nature. Programs are held to stimulate and inspire interest in the Fraternity and to promote alumnae support and sisterhood. Zeta Day is the responsibility of District Presidents and Province Presidents/Mentors/DNCHs. The District President appoints a chair to organize and coordinate the activities. Generally, the geographical location and host responsibilities of Zeta Day are rotated among the alumnae groups in the District or state.



# CONSTITUTION & BYLAWS OF ZETA TAU ALPHA

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As adopted at Convention, the *Constitution & Bylaws of Zeta Tau Alpha* are binding upon all members and chapters of the Fraternity. They may be amended by a two-thirds vote of the voting members of the Convention. The membership-at-large should submit proposed amendments to National Council by April of the Convention year for discussion and suggestions prior to submitting them to the Constitution Committee. By May 1, the Constitution Committee sends to all National Officers, collegiate and chartered alumnae chapters of the Fraternity all proposed amendments it considers advisable.

The Constitution Council, which consists of National Council, District Presidents, Province Presidents and members of the Constitution Committee present at Convention, meets prior to Convention to consider all proposed amendments and to decide upon the ones to be brought to the Convention floor. The Constitution Committee presents these recommendations to the Convention.

Following Convention, a list of corrections or a revised *Constitution & Bylaws of Zeta Tau Alpha*, is mailed to National Officers and to each chartered alumnae chapter, or federation, and collegiate chapter. Each chapter may have ONLY ONE COPY of the *Constitution & Bylaws of Zeta Tau Alpha*. No member is permitted to give a copy of the *Constitution & Bylaws of Zeta Tau Alpha* to any non-member, any other organization or any college administrative officer without the written permission of the National President.

# EXTENSION: THE ESTABLISHMENT OF NEW CHAPTERS

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Extension, the activity that increases the number of collegiate and alumnae chapters, is the lifeline of the Fraternity. It links the past with the future and is necessary for the maintenance of a healthy and balanced National Fraternity. Growth is dependent upon the cooperative efforts of Zetas, both collegiate and alumnae.

## ALUMNAE EXTENSION

Alumnae extension is the establishment of new alumnae organizations. The purpose of an alumnae organization is to further the interests of Zeta Tau Alpha locally and internationally through:

1. Promotion of closer bonds among all alumnae in the locality regardless of collegiate chapter affiliation.
2. Cooperation with collegiate chapters.
3. Cooperation and assistance to the Fraternity in all Fraternity projects.
4. Public relations efforts to increase the public's awareness of Zeta Tau Alpha.
5. Membership and representation in the alumnae Panhellenic.
6. Education of alumnae members about all aspects of the Fraternity, Panhellenic and the fraternity world.

Alumnae extension is the responsibility of the District President. She provides assistance and guidance to alumnae in her District in building interest among area members and in planning the beginning organization of each new group. She seeks travel approval from the Vice President Alumnae, and whenever possible, attends organizational meetings.

**Alumnae Chapter** – As soon as a group of alumnae reaches a stable membership of 10 or more members in good standing and passes through a brief organizational stage, it may apply for chartered status. An alumnae chapter receives its charter in a special ceremony. Requirements for chartering are listed under the ZTA Fraternity National Procedures section “Alumnae Organizations, Operation” of on page 27.

## COLLEGIATE EXTENSION

The Extension Director is continually monitoring desirable campuses on which to reestablish ZTA chapters or establish new ZTA chapters. Factors that contribute to such desirability are: favorable administrative attitude toward fraternity/sorority life, student-body stability, full accreditation and acceptable academic standards, socially acceptable campus atmosphere, sufficient number of interested students to support a ZTA chapter, and adequate support from the ZTA alumnae in the area. An invitation to establish a new chapter usually comes in one of three ways:

1. A college campus with existing National Panhellenic Conference (NPC) groups notifies the NPC Extension Chair that its local Collegiate Panhellenic (CPH) has voted to open for extension. The CPH announces its timeline for applications, presentation, selection and extension for the campus in the NPC Extension Bulletin. ZTA's Extension Director reviews these opportunities and National Council votes on which extension opportunities to pursue.
2. The administration of an accredited college or university, which has local sororities established, may permit the groups to seek national status or may grant permission for groups to organize with nationalization as their goal.
3. A new campus may receive full accreditation, and NPC groups are given the opportunity to establish chapters.

It is imperative for the membership to understand that ZTA does not extend at the expense of present collegiate chapters. Zeta Tau Alpha also has an extension philosophy that states the reactivation of a chapter will be considered over the establishment of a new chapter.

If a member desires to suggest a college or university for possible extension, she should send a letter to the Extension Director providing as much information as possible about the campus. At such time as the campus opens to extension, and the NPC policies governing extension have been followed, Zeta Tau Alpha may then proceed. Letters or contact with a college or university to express interest in the possibility of establishing a collegiate chapter, or to reaffirm ZTA's interest, may only be sent by the National President or the Extension Director, or as the result of specific instructions from one of these officers. Letters do not commit Zeta Tau Alpha to a definite course of action. In many cases, however, interest must be a matter of record when the need to add another group develops or when permission is granted for national groups to establish for the first time.

## METHODS OF COLLEGIATE CHAPTER ESTABLISHMENT

There are two methods by which new chapters may be established: Absorption and Extension.

**Absorption** – When the Extension Director learns of the existence of an established club or local sorority on a prospective campus and NPC guidelines have been followed, she sends a letter of interest to the administration. After an invitation is extended, a ZTA representative visits the campus. The representative conducts an extension presentation to the members of the group and to college administrators. The group and the campus are evaluated according to ZTA standards and, if conditions are favorable, the group is encouraged to petition Zeta Tau Alpha. A petition is a simple statement indicating the members' desire to become a chapter of Zeta Tau Alpha. Each member of the group signs the petition. When a petition is received, National Council must first vote upon it. If that vote is favorable, the collegiate and alumnae chapters in the state are asked to vote. Upon a favorable vote of these groups, the petitioning group is pledged and becomes a new chapter.

**Extension** – After Zeta Tau Alpha has been invited by the local College Panhellenic and the university to extend on their campus, the Extension Director is responsible for conducting membership recruitment for women interested in forming a ZTA chapter. At the end of the membership recruitment period, the women who pledge become a Zeta Tau Alpha new chapter.

A ZTA new chapter consists of a group of women who have been pledged to Zeta Tau Alpha and desire to become charter members of a new ZTA chapter. Each group remains a new chapter until it has attained the goals established by National Council.

The Director of New Chapters, who is a special appointment by National Council, will supervise a new chapter for a period of three to five years, until the chapter is well established and may be released into the Province. It is the responsibility of the Extension Director to guide the Director of New Chapters in the planning and implementation of an organizational and educational program for each new chapter as approved by National Council.

During this period, the new chapter is organized according to ZTA's structure, becomes educated about ZTA and learns to adhere to ZTA policy. Leadership Consultants and local alumnae advisors conduct a new member education program and assist the new chapter in any area in which help is needed. Supplies needed for offices, rituals and the new member program are sent from International Office. National Council establishes goals for each individual new chapter. When the Extension Director determines that a new chapter has achieved these goals, she will recommend to National Council the approval of a new chapter for chartering. Some of the general goals include, but are not limited to, the following:

1. Officers function efficiently according to ZTA procedures
2. Financial obligations of the group and individual members are current
3. New member program is completed
4. Ability to compete and maintain the group on campus is established
5. Adequate alumnae assistance is present

When National Council believes the new chapter has made sufficient progress and is ready to accept full responsibility of being a chartered chapter, plans are made for an installation weekend filled with meaningful and inspirational ritual services, as well as social festivities. Initiation Services for charter chapter members and alumnae installation initiates are held prior to the installation of the chapter and officers. The Installation Banquet is the highlight of the weekend, often followed by a reception for the campus community. National representatives and area alumnae gather for the Installation, and a nearby collegiate chapter assists with the Initiation.

It is a tradition of the Fraternity that all Zetas wear turquoise and gray ribbons on the day a new chapter is installed. Also, all collegiate chapters may send greetings to the new chapter.

## NAMING NEW COLLEGIATE CHAPTERS

Upon Installation, the new chapter is given a Greek name, denoted in Greek alphabetical order as the next link in ZTA's *Chain of Chapters*. For example, "Alpha" is the first link, "Beta" is the second link, and so on.

# FRATERNITY FINANCES

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The careful management of national funds determines the growth and progress of the entire Fraternity. Every member supports the national funds of the Fraternity through collegiate and alumnae fees.

Zeta Tau Alpha Fraternity operates on a budget that is prepared annually by the Secretary-Treasurer and approved by National Council. International Office receives and disburses the national funds in accordance with the budget. At the end of each fiscal year, an audit of the financial records is made by an independent certified public accountant. The accountant performs interim work throughout the year.

## RECEIPTS

All receipts for the General Fund of the Fraternity are sent to International Office. Sources of receipts are as follows:

- Audit Fees (from collegiate chapters)
- Initiation Fees
- Insurance Fees (from collegiate chapters)
- New Member Fees
- Operating Fees (from alumnae chapters, includes insurance)
- Payments for supplies and merchandise purchased from Crown & Co.
- Chapter Per Capita Fees
- Province Dues
- Technology Fee

## DISBURSEMENTS

Disbursements of Fraternity funds are made in several categories:

**Convention/National Leadership Conference** – ZTA pays the travel, hotel and meal expenses for all collegiate chapter Official Delegates and approved Fraternity officers. ZTA also pays for other Convention and NLC expenses, including meeting rooms, awards, programs and flowers.

**Installations** – The Fraternity pays the expenses of chartering a new chapter (i.e., Initiation, banquet, reception).

**Insurance** – Collegiate and alumnae chapters are covered under the Fraternity group liability policy. Property insurance is handled in one of three ways: the Fraternity Housing Corporation purchases the coverage for the properties it owns or manages; a Local House Corporation handles the property insurance for its property; the Fraternity oversees the coverage of chapters with no organized housing assistance.

**International Office** – A professional staff is required to maintain the records of the increasing membership of collegiate chapters and alumnae groups. In addition to staff expenses, disbursements for office rent, maintenance and operating supplies are required.

**New Chapters** – Expenses incurred to establish a new chapter are paid by the Fraternity.

**Office Expense of National Officers** – Although no National Officers are salaried, an approved budgeted amount for their supplies is paid by ZTA funds.

**Chapter Reporting Materials** – Fraternity information and necessary reporting forms for all officers are updated twice each year and made available online at [www.zetataualpha.org](http://www.zetataualpha.org).

**Publications** – A lifetime subscription to *Themis* is included in the Initiation Fee as a part of Zeta Tau Alpha membership. A portion of the Initiation Fee defrays the cost of publishing. All manuals, programs and brochures used by ZTA chapters are prepared or selected under the direction of National Council or the National Panhellenic Conference. Some brochures and booklets are provided at no charge, while others are sold to chapters at the cost of publishing and shipping.

**Recruitment** – The Fraternity pays membership recruitment expenses incurred while helping other chapters that are in need of special assistance with recruitment as approved by National Council.

**Travel** – ZTA National Officers visit chapters each year to work on various areas of chapter programming and leadership development. Travel is financed from the Fraternity’s General Fund. Chapters do not have to pay any of the expenses incurred by a Leadership Consultant, Province President, District President, Mentor, Director of New Chapters or National Officer visit, except when scheduled because of a risk management violation.

**Archives** – Expenses incurred to preserve the history of Zeta Tau Alpha are covered by the Fraternity.

**Technology** – Expenses incurred to maintain and upgrade technology are covered by the Fraternity.

**Special Projects** – Expenses to support special projects as determined by National Council are covered by the Fraternity.

## INSIGNIA & SYMBOLS

See pages 21-22 for additional explanation.



Badge



Corporate Logo



Coat of Arms  
(Crest)



Crown



Flag, Fraternity



Flower



Guard,  
National Council



Honor Ring



Mother's Pin



Official Seal



Pledge Pin



The Purple of  
the Fraternity



Recognition Pins



Strawberry



25-Year Pin



White Violet Pin



White Violet Charm

# INSIGNIA & SYMBOLS

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The insignia of the Fraternity are symbols of great meaning. They are a heritage from the past, significant because of what Zetas believe. Insignia that have secret meanings have their meanings revealed during the Initiation Service. Others are explained below (listed alphabetically):

**Authorized Jewelers** – In order that the insignia of the Fraternity may be protected from imitation and only those who have the right to wear them may have access to them, the Fraternity selects authorized jewelers to handle orders for all official Fraternity jewelry.

**Badge** – The badge of the Fraternity is a small, black enameled shield super-imposed upon a gold shield, bearing a five-pointed crown with the letters ZTA arranged around it, and below it the word “Themis” in Greek. The proper placement is over the heart. No other pins or jewelry may be placed above the badge (including the chapter guard). Members may wear the badge on all occasions except when very casual or informal clothes are worn. Zetas must always be conscious of their behavior and the image they project as members of the Fraternity.

The badge is to be worn only as a badge and is not to be altered as other types of jewelry or manipulated. The badge may be plain or jeweled, depending on the member’s preference. The border of the badge may be composed of one kind of stone or a combination of two kinds of stones. The combination of more than two varieties of stones is not permitted.

Prices of badges are listed in the authorized jewelers’ annual price list. The only official die of the badge is filed with authorized jewelers and may not be made by any other companies.

Each member is required by the *Constitution & Bylaws of Zeta Tau Alpha* to purchase a badge. This is true even for a legacy who desires to wear the badge of a sister, mother or grandmother. (Zetas are expected to retain their badges for life.) It is understood by a signed agreement that each member’s badge is the property of the Fraternity. The price paid for it by the member represents the consideration for a life-leasehold of the badge. In the case of an expelled member, or one who withdraws her membership, the Fraternity has the right to recall the badge. When a member of the Fraternity dies, the member’s badge should be returned to IO.

No fraternity pin or any other insignia, other than the Greek letters indicating the chapter of the initiate (chapter guard), may be attached to the badge except the White Violet Pin, the Executive Director guard and the National Council guard. If a member wishes to wear the symbols indicating her past or current offices or achievements in the chapter, they may be hung on the chain that attaches the chapter guard to the badge.

**Badge, National President’s** – The National President’s badge is diamond-jeweled and reflects the size of the Founders’ badge that is larger than the standard badge in use today. The design of the National President’s badge, although larger, is the same as that adopted by the Convention 1912 body and worn by all Zetas. The Fraternity presents this badge to each National President as she takes office, and it is her lifetime possession.

**Banner** – The banner of the Fraternity is rectangular and made of turquoise and gray satin. It bears the letter “A,” the word “Themis” in Greek and a burning torch. The meaning of the banner is secret, but it may be hung in a place that is visible to anyone entering a chapter house, suite, etc.

**Chain of Chapters** – A gold link inscribed “Alpha” begins Zeta Tau Alpha’s *Chain of Chapters*. Each time a new chapter is installed, a silver link, etched with the chapter’s Greek name and installation date, is added to the chain. This is a prized possession of the Fraternity and is housed at International Office.

**Colors** – The colors of Zeta Tau Alpha are turquoise blue (PMS 320) and steel gray (PMS 430). The significance of these colors is explained in the Initiation Service.

**Corporate Logo** – Zeta Tau Alpha’s corporate logo features the official colors of the Fraternity, as well as its most notable symbol, the five-point crown.

**Coat of Arms (Crest)** – Only initiated members may use this in any manner that is dignified and in good taste. The ritualistic meaning of the Coat of Arms is secret and is revealed to each member at the time of her Initiation.

**Crown** – The five-pointed crown is an official symbol of the Fraternity. The significance of the five points is revealed to each member upon her Initiation. Many examples of crown artwork can be found within ZTA, and all are acceptable as long as the crown contains exactly five points.



**Flag, Chapter** – In honor of ZTA’s Centennial (1998), a flag was designed to honor each chapter. The flags are gray and turquoise with the chapter name in Greek letters. A flag will be made for each successive chapter upon its Installation. The flags are housed at International Office. They are used during the processional of the opening Convention business meeting.

**Flag, Fraternity** – The official flag of the Fraternity was adopted at Convention 1950. It is in the Fraternity colors with a Coat of Arms surrounded by the words “Zeta Tau Alpha.”

**Flower** – The flower of the Fraternity is the white violet. Its symbolic meaning is explained in the Initiation Service.

**Guard, Chapter** – An initiated member may wear the letter(s) indicating her chapter of Initiation, attached to the badge and hung lower and to the side of the badge. The chapter guard may be plain or jeweled.

**Guard, Executive Director** – Any initiated member who has served as Executive Director of the Fraternity is distinguishable by the pillar guard attached to her badge.

**Guard, National Council** – Members of National Council are distinguishable by the torch guard attached to their badges. The present National Council Guard, redesigned in 1978, emulates the burning torch depicted in the banner of the Fraternity. The torch guards are the lifetime possession of those qualified to wear them as current or former members of the National Council.

**Honor Ring** – Adopted at Convention 1915, the Honor Ring is silver with the Coat of Arms superimposed upon a turquoise stone, flanked on either side by an open Bible and the crown. The Fraternity, upon approval of National Council, shall award the Honor Ring. Presentation of the Honor Ring is based upon the provisions previously outlined.

**Legacy** - This term recognizes the special relationship between a legacy and a ZTA mother, sister or grandmother. Many alumnae chapters host social events with legacies of all ages. Current members can celebrate with their legacies who join ZTA at Initiation and during other events throughout both of their lifetime memberships.

**Mother’s Pin** – A turquoise and silver crown with a White Violet embossed upon it, this pin may be presented to mothers of initiated members and to ZTA house directors. Even though this is called a Mother’s Pin, we encourage you to invite the person who best fits the role for you. This could be a stepparent, guardian, grandmother, aunt, etc.

**Official Seal** – The official seal of the Fraternity is circular with fluted edges bearing the name of the Fraternity and the date of ZTA’s founding. It is used on official documents of the Fraternity. Replicas of the official seal may be used for decorative purposes.

**Patron Goddess** – In keeping with traditions of other Greek organizations, the Founders chose Themis to represent the Fraternity. In Greek mythology, Themis is one of the Titans, daughter of Gaea (Earth) and Uranus (Heaven), and the mother of the three Fates and the Seasons. The goddess of divine justice and law, Themis was the constant companion of the god Zeus and sat beside him on Olympus. In ancient art, she is represented holding aloft a pair of scales on which she weighs the claims of opposing parties.

**New Member Pin** – This pin, a silver carpenter’s square enameled in turquoise, to be worn by all duly pledged new members of the Fraternity. When a new member is initiated, leaves college or ceases to be a new member, she must return her pledge pin to the Fraternity. The pin is the property of the Fraternity and is presented to the new member only for the term of her new member period. Should the new member lose her pin, it is her responsibility to pay for the purchase of another. New member pins must be purchased from IO.

**The Purple of the Fraternity** – The Purple of the Fraternity is the purple regalia, adorned with the torch and Coat of Arms, worn by the National President as a symbol of her office. It is worn at all official Zeta Tau Alpha functions, such as Convention business meetings and chapter Installations.

**Recognition Pins** – A recognition pin consisting of the Greek letters “ZTA” in gold may be worn by new and initiated members. The official crown recognition pin should be worn by initiated members only.

**Strawberry** – In the late 1890s, an admirer of one of ZTA’s Founders sent a gift basket of strawberries. The present prompted the group of nine friends to host its first purely social gathering and to become officially recognized as a campus organization at the Virginia State Female Normal School (now Longwood University).

**25-Year Pin** – To commemorate a quarter-century of membership, Zetas who have been initiated for 25 years may purchase this special piece of jewelry from the Fraternity’s authorized jeweler.

**White Violet Pin** (50-year pin) – Only those who have been members of the Fraternity for 50 or more years, and thus are recipients of the Order of the Shield, may wear this pin, which is in the shape of the White Violet. It may be worn as a recognition pin or as a guard to the badge.

**White Violet Charm** (75-year charm) – Those who have been members for 75 years receive this charm, which is in the shape of the White Violet with 75 superimposed upon it. It may be worn as a recognition charm.

# INTERNATIONAL OFFICE (IO)

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The President and Secretary-Treasurer supervise International Office with daily direction coming from the Executive Director. The duties of the office staff are many and varied. Included in the functions of the International Office are:

1. Auditing collegiate chapters' financial records
2. Processing new member information, Initiation and membership records; maintaining ZetaBase
3. Producing *Themis*, Fraternity manuals and officer notebook materials; managing the website
4. Processing orders and sending supplies to collegiate chapters, alumnae groups, officers and individual members
5. Corresponding with chapters, officers and individuals on a day-to-day basis
6. Keeping the financial records of individual members and the Fraternity
7. Handling the daily business and storing the records of the Zeta Tau Alpha Fraternity Housing Corporation and local House Corporations
8. Handling the daily business and storing the records of the Zeta Tau Alpha Foundation
9. Coordinating the Leadership Consultant program
10. Maintaining ZTA's information technology, including the website and online reporting processes
11. Creating educational programming and resources
12. Assisting National Council with chapter risk management issue
13. Coordinating harm reduction programming for collegiate chapters
14. Assisting with extension activities, collateral creation and events.

Every Zeta is welcome to visit International Office. The national archives, historical files, the first issue of *Themis* and even the Founders' Initiation Forms are kept there.

The efficient functioning of International Office depends largely on the proper reporting by all Zetas. It is important for collegiate and alumnae groups to process reports as outlined in the collegiate and alumnae master calendars, and it is especially important for all Zetas to keep International Office informed of any change in name and/or address.



# NATIONAL OFFICES

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## NATIONAL COUNCIL

The Convention elects from the alumnae membership a nine-member National Council composed of the following: National President, three Vice Presidents Collegiate, two Vice Presidents Alumnae, Secretary-Treasurer, Extension Director and National Panhellenic Conference Delegate. National Council formulates the policies by which the Fraternity functions and coordinates the activities of the entire Fraternity. Names and addresses of current National Council members may be found on the Sisters Only portion of [www.zetataualpha.org](http://www.zetataualpha.org).

## NATIONAL COUNCIL: MEETINGS

As set forth in the *Constitution & Bylaws of Zeta Tau Alpha*, National Council meets annually. Notice of such meetings must be sent to all chartered collegiate and alumnae chapters at least four weeks prior to the meeting. If necessary, special meetings may be called by the National President or by the majority vote of National Council, provided two-weeks notice of date and place is given in writing to the members of National Council.

When Convention so directs, three **collegiate observers** will be chosen by a collegiate vote to attend the annual meeting of National Council as non-voting observers. National Council will determine the method of voting.

At meetings, National Council reviews in detail the activities and progress of the Fraternity including:

1. Collegiate chapters
2. Alumnae chapters
3. Financial operations of the Fraternity
4. Extension developments
5. National Panhellenic Conference matters
6. Program planning
7. Issues pertaining to the ZTA Fraternity Housing Corporation and the ZTA Foundation
8. Any other matters brought to its attention by officers or individual members
9. Special projects

## FRATERNITY COMPENSATED APPOINTMENTS

The Fraternity offers compensated appointments, as listed below. National Council can also appoint other paid positions as needed.

**Graduate Counselors** – A Graduate Counselor (GC) is a Zeta who has been appointed by National Council to live with a chapter throughout a school year while pursuing her graduate studies. Her duties and responsibilities are similar to those of a Leadership Consultant, except she works with only one chapter.

If there is a chapter house, the Graduate Counselor is expected to live in the house. The local house corporation or the ZTA Fraternity Housing Corporation may provide for this expense. The Zeta Tau Alpha Foundation partially funds the Graduate Counselor program.

Qualifications for a Graduate Counselor include chapter officer experience, leadership ability, management skills, membership recruitment capability, enthusiasm, creativity, the ability to work with different types of people and loyalty to ZTA. Information and applications pertaining to Graduate Counselor assignments may be obtained from International Office.

**Leadership Consultants** – A Leadership Consultant (LC) is a recent graduate who devotes full time to ZTA responsibilities. She visits with collegiate chapters throughout the school year. Her duties include officer education, leadership development and organizational management. She may also supervise membership recruitment and assist with new chapters. Sometimes, a Leadership Consultant is asked to investigate the possibility of establishing a new ZTA chapter and to join an extension presentation.

Qualifications for a Leadership Consultant include collegiate chapter officer experience, membership recruitment ability, enthusiasm, creativity, the ability to work with different types of people and loyalty to the Fraternity. These ZTA ambassadors are seasonal employees who work throughout the school year with periodic vacation breaks. Duties usually begin in early August and are preceded by a period of job orientation and education. The Fraternity pays for expenses incurred in traveling and in

performance of the job; in addition, a Leadership Consultant receives a salary for her services to the Fraternity. The Zeta Tau Alpha Foundation funds the portion of LC expenses allowed by the Internal Revenue Service. This special funding includes leadership training and personal development.

Information and applications pertaining to LC positions may be obtained from International Office. Applications and reference letters are sent to International Office in accordance with the deadline noted on materials sent in the fall.

## SPECIAL APPOINTMENTS

National Council also makes a number of special appointments for the purpose of carrying out specific assignments. Current appointments may be found in the National Officer Directory.

**Mentors** – As need arises, National Council may appoint a Mentor to a collegiate chapter. This alumna volunteer works closely with the chapter to accomplish the goals set by National Council. The length of time established for this relationship is based upon the requirements and needs of the particular chapter.

**Director of New Chapters Supervisor** – The Director of New Chapters Supervisor (DNCHS) is an appointed volunteer who coordinates the activities of the Directors of New Chapters and serves as a direct liaison to the Extension Director and National Council.

**Membership Area Coordinator** – The Membership Area Coordinator is an appointed volunteer who coordinates the recruitment and retention initiatives of Province Presidents/Mentors in her designated collegiate area and serves as a direct liaison to the Vice President Collegiate and National Council on all issues regarding the recruitment and retention of collegiate members.

**Alumnae Area Coordinator** – The Alumnae Area Coordinator is an appointed volunteer who coordinates the activities of District Presidents in her designated alumnae area and serves as a direct liaison to the Vice President Alumnae and National Council.

**Collegiate Area Coordinator** – The Collegiate Area Coordinator is an appointed volunteer who coordinates the activities of Province Presidents/Mentors in her designated collegiate area and serves as a direct liaison to the Vice President Collegiate and National Council.

**Director of New Chapters** – A Director of New Chapters (DNCH) is an appointed volunteer who works closely with a new chapter following its installation. The length of time established for this relationship is based upon the requirements and needs of the particular chapter. She works under the direction of the Director of New Chapters Supervisor, Extension Director and National Council.

**Standing Committees** – National Council appoints the Standing Committees of the Fraternity by June 1 of the year following Convention. Members serve for a period of two years or until a successor is appointed. The Standing Committees provided by the *Constitution & Bylaws of Zeta Tau Alpha* are:

- Academic Achievement
- Alumnae-Collegiate Relations
- Alumnae Programming
- Archives
- Chapter Financial Management
- Collegiate Recruitment Ambassador Director
- Constitution and Bylaws
- Fraternity Education
- Membership Enrichment
- Music
- National Panhellenic Conference Delegation
- New Member Programming
- Public Relations
- Recruitment
- Ritual
- Service

**Special Committees** – Special committees shall be made when deemed necessary by the National Council. Terms shall end May 31 of the alternate year to Convention to fulfill specific duties as determined by National Council, unless the need for the special committee no longer exists. Special committees may include, but not be limited to:

- Alumnae Engagement
- Anniversary
- Harm Reduction
- History
- Inclusion
- Membership Enrichment
- Membership Review
- NPC Non-Delegation Area Advisors
- NPC RFM Analysis
- Training
- Virtual Alumnae Membership
- Zeta Day

Membership qualifications and duties of the various Standing Committees are specified in Article III of the *Constitution & Bylaws of Zeta Tau Alpha*. Under the direction of National Council, each committee member contributes to the development of national programs and works closely with the National Officer who serves as a member or ex-officio member of the committee. Each committee chair is required to render to the International Convention a full and complete written report of the official acts of her committee.

## DISTRICT AND PROVINCE AREA SYSTEM

To maintain the Fraternity as a closely knit, functioning unit and to provide each chapter with the supervision and assistance necessary to achieve the highest standards of chapter life, Zeta Tau Alpha is divided geographically into Districts and Provinces. It is the duty of National Council to determine the names and the boundaries of the Districts and Provinces and to make changes when necessary to keep an appropriate balance in the number of chapters within the Provinces and Districts. The collegiate chapters are grouped into three geographic areas and the alumnae chapters into two geographic areas. A Vice President supervises each area. The Vice President Collegiate or Alumnae is a chapter's direct link to National Council.

**Vice Presidents Collegiate** supervise the **Province Presidents/Mentors/DNCHs** and the college chapters within their designated areas. (Map at right, top.) **Vice Presidents Alumnae** supervise the **District Presidents** and the alumnae organizations within their designated areas. (Map at right, bottom.)

**District and Province Presidents** – Directing each of these smaller administrative units is a District President and a Province President. The District President works with the alumnae chapters, associations and federations on alumnae extension under the guidance of the Vice President Alumnae and National Council. Each year she visits alumnae chapters, associations and federations as approved by the Vice President Alumnae. The District President accepts an appointment for a two-year term and is responsible for issuing periodic reports on her work to National Council.

The Province President works directly with collegiate chapters under the guidance of a Vice President Collegiate and National Council. She makes an official visit to the chapters in her province once each year and at other times as deemed necessary by the National President and/or Vice President Collegiate. She also approves advisor nominations. The Province President accepts an appointment for a two-year term and is responsible for issuing periodic reports on her work to National Council.

**Province Treasury Funds** – International Office annually collects Province dues from each collegiate chapter. This fund is used to help defray the cost of Province Officer Training, awards, gifts to new chapters within the Province, anniversary gifts to chapters and any other unusual expenses of the Province. Permission to spend Province treasury funds is given by the Vice President Collegiate and Secretary-Treasurer.

COLLEGIATE AREAS



ALUMNAE AREAS



# ZTA FRATERNITY NATIONAL PROCEDURES

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## ALUMNAE ORGANIZATIONS: OPERATION OF

1. Alumnae organizations shall abide by the *Constitution & Bylaws of Zeta Tau Alpha* and the policies of ZTA.
2. Alumnae organizations shall be designated by geographic names, not collegiate chapter names. Members shall be alumnae of all collegiate chapters who reside in that geographic area.
3. Alumnae organizations shall be grouped into geographical regions called Districts.
4. Alumnae organizations shall adopt and amend, as necessary, bylaws for their own government subject to the approval of the District President. The bylaws shall not conflict with the *Constitution & Bylaws of Zeta Tau Alpha*, *General Manual* or other official guides or policies of the National Fraternity. Bylaws shall be reviewed by the alumnae organization and the District President at least once every two years. Once voted on, the updated copy of the bylaws should be uploaded to ZetaBase.
5. An individual alumna should hold only one Fraternity responsibility at a time. Therefore, in filling the membership of Advisory Boards, House Corporation or Association Boards, Reference Boards and Alumnae Organization Executive Boards, alumnae chapters should not allow duplication of personnel without approval of National Council.

**Alumnae Chapter** – An alumnae chapter has been granted a charter by National Council. To retain its charter, an alumnae chapter must remain in good standing. Alumnae chapters are required to:

1. Maintain membership of at least 10 alumnae in good standing, which includes good financial standing
2. Have a minimum of five officers: President, Vice President, Secretary, Treasurer and Historian-Reporter (all officers must be in good standing)
3. Hold a minimum of five meetings each year, which may include business, philanthropic or social events
4. Send an Officer List to International Office immediately following the election of officers each year
5. Send the Second Century Fund contribution to the Zeta Tau Alpha Foundation each fall
6. Pay an Operating Fee to International Office by Nov. 1 for all who have paid dues by that date; by March 1 for all who paid dues after Nov. 1; and immediately for members added after March 1
7. Make an annual contribution to the Zeta Tau Alpha Foundation
8. Comply with federal tax exemption requirements
9. Send an Annual Report to International Office each year
10. Submit proposed bylaws changes to the District President for approval

**Alumnae Association** – An alumnae association holds one charter and is composed of two or more member groups, each of which meets regularly. Alumnae associations are required to:

1. Meet all requirements of chartered alumnae chapters
2. Hold at least two meetings each year for the entire association membership
3. Have an Executive Committee composed of a President, Vice President, Secretary, Treasurer, Historian-Reporter and the chair of each member group
4. Have the Executive Committee meet regularly to enact the business of the association

**Alumnae Federation** – An alumnae federation may be composed of two or more chartered chapters. Alumnae federations are required to:

1. Hold at least two meetings each year for the entire federation membership
2. Have an Executive Committee composed of at least one representative from each member group
3. Have the Executive Committee meet at least five times each year
4. Allow each member group one vote
5. Make an annual contribution to the Zeta Tau Alpha Foundation
6. Send an Officer List to International Office immediately following the election of officers each year
7. Comply with federal tax exemption requirements
8. Have bylaws of the federation on file with the District President and the Vice President Alumnae that do not conflict with the *Constitution & Bylaws of Zeta Tau Alpha, General Manual* or other official guides and that are subject to District President approval (they should be reviewed every two years)
9. Send an Annual Report to International Office

**Procedure for Chartering** – A group of alumnae may apply for and may be granted an alumnae charter upon meeting the following requirements:

1. Complete an Application for Alumnae Charter and mail it to the District President with a copy to the Vice President Alumnae at least six weeks prior to the charter presentation date
2. Have International Office file for Chapter Federal Tax ID number
3. Prepare bylaws that will not conflict with the *Constitution & Bylaws of Zeta Tau Alpha, General Manual* or other official guides and send copies to the Vice President Alumnae and the District President; receive approval from the District President
4. Have a membership of 10 or more alumnae in good standing. Send a list of members to the International Office, which includes the members' married name, maiden name, collegiate chapter affiliation and current address.
5. Send a current and correct list of officers to International Office
6. Have District President fill out the Alumnae Organizational Status Report stating chapter is a new chapter
7. Pay the Operating Fees for each member to International Office
8. Charter by April 15 in a Convention year to be eligible for Convention vote

**Withdrawal of Alumnae Chapter Charters** – National Council may withdraw an alumnae chapter charter when the membership of the chapter has remained below minimum requirements for two years or when the continued existence of the chapter is detrimental to the interest of the Fraternity.

**Withdrawal of Federation and Association Recognition** – National Council may withdraw recognition of federations and associations when they do not meet the minimum requirements, or when the continued existence of the federation or association is detrimental to the interest of the Fraternity.

**Surrender of Alumnae Chapter Charter** – Should surrender of the alumnae charter become necessary, the alumnae chapter President should notify the Vice President Alumnae and District President for direction.

**Disposition of Funds** – In the event an alumnae chapter, association or federation shall cease to function, any funds held in the treasury must be forwarded to the Fraternity or donated to the Zeta Tau Alpha Foundation.

## ALUMNAE ORGANIZATIONS: OPERATION OF FINANCIAL

1. Each member of an alumnae organization must be in good standing within the Fraternity.
2. Alumnae chapters, associations and federations must send Operating Fees to International Office annually for each member who has paid alumnae dues.
3. Alumnae chapters, associations and federations must make an annual contribution to the ZTA Foundation.
4. Alumnae chapters, associations and federations should send the Second Century Fund contribution each year to the ZTA Foundation.
5. Alumnae should be encouraged to make individual donations to ZTA's tax-deductible entity, the ZTA Foundation.

## COLLEGIATE CHAPTERS: OPERATION OF

**Chapter Charters** – The granting of a charter obligates the chapter and its members to abide by the *Constitution & Bylaws of Zeta Tau Alpha* and the policies of Zeta Tau Alpha Fraternity.

**Warning Status and National Supervision** – National Council may choose to place a collegiate chapter on Warning Status or under National Supervision for failure to adequately maintain the standards of Zeta Tau Alpha in any of the following categories: academic achievement, risk management (social or hazing), ritual, finances, membership and general.

**National Probation** – Any chapter may be placed on National Probation for failure to comply with the policies of the Fraternity. The power to place chapters on National Probation is vested in National Council as outlined in the *Constitution & Bylaws of Zeta Tau Alpha*, Article II, Section 3. Collegiate chapters will automatically be placed on National Probation for the following reasons:

1. The academic average of a chapter falls below 2.5 for two consecutive semesters or three consecutive quarters.
2. The failure of a chapter to send an Official Delegate to Convention or to Emerging Leaders Academy.

National Council also may place any collegiate chapter on National Probation for the following reasons:

1. Failure to receive written permission to initiate from International Office.
2. Failure to comply with Fraternity policies.
3. Failure to meet its financial commitments or perform its obligations as a chapter of Zeta Tau Alpha.
4. Failure to maintain an acceptable membership size.
5. Failure to meet the Fraternity's standards of conduct so as to damage the reputation and prestige of Zeta Tau Alpha or interfere with the internal operations and functions of the organization.

**Charter Revocation** – When any charges have been made against a chapter, National Council may perform one of the following actions:

1. Immediately suspend the chapter's charter.
2. Place the chapter on probation, supervision or temporary suspension until an investigation is completed. Probation, supervision or temporary suspension period for the purpose of investigation shall not exceed 90 days. A temporary period shall require a majority vote of National Council. A regular probation, supervision or charter revocation shall require the affirmative unanimous vote of National Council.

If the chapter charter is revoked or the chapter ceases to exist for any reason, all funds and all real and personal property owned and/or used by the chapter will be transferred to the Fraternity to be administered in accordance with the procedures specified in the *Constitution & Bylaws of Zeta Tau Alpha*.

**Membership Review**—A membership review may be initiated as an alternative to, or in conjunction with, a charter revocation or chapter reorganization when National Council determines by a unanimous vote that one or more reasons for charter revocation may exist. The procedures for Membership Review are outlined in Article II, Section 4, of the *Constitution & Bylaws of Zeta Tau Alpha*.

**Chapter Bylaws** – Each chapter shall establish bylaws for its own government which will not conflict with the *Constitution & Bylaws of Zeta Tau Alpha*, the *General Manual* or other guides of the national organization and which will have the approval of the Province President/Mentor/DNCH.

### Chapter Responsibilities

1. The chapter is required to have a locked file cabinet for maintaining chapter minutes, financial data and confidential Fraternity publications such as *Constitution & Bylaws of Zeta Tau Alpha*, *Judicial Procedures Handbook* and other important



records. Chapter minutes and bylaws must be retained for seven years.

2. The chapter must maintain a locked chest or closet for storage of ritual robes, equipment, and the *College Service Book* and the *Guide to Post-Initiation Lessons*. (Each CSB is numbered, starting with 0001, and will be assigned to each chapter accordingly. International Office keeps records and monitors them to ensure that each chapter has only one copy of the CSB.)
3. The chapter will be responsible for its officers performing their duties as stated in the *Constitution & Bylaws of Zeta Tau Alpha* and the guide for each office.

**Chapter Officers, Elected** – It is required that the following officers be elected: President, VP I/Coordinator of Committees, VP II/New Member Coordinator, VP III/Membership Chair, Recording Secretary, Treasurer, Historian-Reporter, Panhellenic Delegate, Ritual Chair and Risk Reduction and Education Chair. The chapter will be responsible for its officers performing their duties as stated in the *Constitution & Bylaws of Zeta Tau Alpha* and the guide for each office.

The Executive Committee is made up of the elected officers of the chapter. The President has no vote, unless there is a tie. Chapters that have a house, lodge, suite, apartment or room must have a House Manager, either elected or appointed. Chapters may also elect a VP IV/Philanthropy, Service & Fundraising and Academic Achievement Chair to Executive Committee based on need. With the approval of the Province President, Mentor or Director of New Chapters, other officers may be elected to serve on the Executive Committee.

It is the responsibility of the Executive Committee to review matters that should be brought to the attention of the entire chapter and to take the lead in establishing chapter policy. There are instances when the Executive Committee must make decisions for the chapter, and these procedures are noted in *Guide for the Collegiate President*.

**Chapter Officers, Appointed** – The Program Council is composed of appointed directors and committee chairs, as outlined in *Guide for the Collegiate VP I*. The purpose of this council is to plan and direct the programming of the chapter. The chair of the Program Council is the elected VP I/Coordinator of Committees.

Within one week of the election, the President appoints, with the approval of the Executive Committee and Advisory Board, the following directors and chair:

- House Manager (if not elected)
- Director of Academic Achievement (if not elected)
- Corresponding Secretary
- Director of Activities
- Director of Membership Enrichment
- Director of Philanthropy, Service & Fundraising
- Director of Sisterhood
- Director of Social Events
- Alumnae-Collegiate Relations Chair
- Apparel Chair
- External Social Chair
- Fraternity Education Chair
- Fundraising Chair
- Intramural Chair
- Inclusion Chair
- Judicial Chair
- Music Chair
- Parent Events Chair
- Special Events Chair
- Other chair as needed

**Chapter Advisors** – Each chapter should have an Alumnae Advisory Board, wherever possible, that has been approved by the Province President, Mentor or Director of New Chapters. The Alumnae Advisory Board should consist of a General Advisor who serves as chair, a Membership Advisor, a New Member Advisor, a Program Council Advisor and a Financial Advisor. There may be additional advisors, such as Academic Achievement Advisor, Judicial Advisor, Ritual Advisor, Risk Reduction Advisor, Panhellenic Advisor, Housing Advisor and Philanthropy Advisor. Terms of office for members of the Advisory Board coincide with those of the chapter officers.

**Selection of Advisors** – Province Presidents/Mentors/DNCHs should present names for advisors for local collegiate chapters under the guidance of National Council.

**Replacement of Advisors** – If an advisor resigns or becomes inactive, the Province President/Mentor/DNCH notifies the alumnae group and suggests names of candidates, giving qualifications. From this list, the collegiate chapter selects the advisor it desires and presents her name to the Province President, Mentor or Director of New Chapters for approval and appointment.

**Chapter Officer Eligibility Requirements** – To be eligible to hold office in a collegiate chapter, each member should be qualified for the office to which she is nominated. Qualifications are outlined in the *Guide for the Collegiate President* and the local chapter

bylaws. All Executive Committee members must be initiated members. Chapters must obtain approval from the Vice President Collegiate and Province President, Mentor or Director of New Chapters as outlined in the *Constitution & Bylaws of Zeta Tau Alpha* before deviating from this policy. In addition:

1. The President must have been an initiated member of the Fraternity no less than one year prior to her election, except in the case of new chapters. (Exceptions must be approved as stated above.)
2. The VP III/Membership Chair must have been an initiated member of the Fraternity at least a year and have experienced one membership recruitment season as a member, except in the case of new chapters. (Exceptions must be approved as stated above.)
3. No person may be nominated for office when she has not fulfilled the responsibilities of a previous office to which she has been elected or appointed.

**Election and Training** – The chapter bylaws outline specific procedures for selecting the Nominating Committee to be chosen three weeks prior to the date set for the election. The chapter selects the Nominating Committee that consists of one representative from each class and/or a member at large by either: an election within each class or appointment by the President with the approval of the Executive Committee and the Advisory Board. The outgoing President does not automatically serve on the committee. She may serve as a representative of her class or not at all. The General Advisor serves on the committee as an ex-officio member. The committee elects a chair who is responsible for running the interview process.

The Nominating Committee meets with the General Advisor and prepares a recommended slate of elected officers. If it is necessary to consider for office a member who does not meet the eligibility requirements, the approval of the Vice President Collegiate/Extension Director and the Province President, Mentor or Director of New Chapters must be obtained before submitting her name to the chapter.

One week prior to the election date, the Nominating Committee presents its slate. The slate is read again at the time of election and nominations may be made from the floor. A quorum must vote, and the motion passes if two-thirds of the eligible voting members in attendance are in favor of the motion.

Collegiate chapter elections must be held one month prior to the officer installation date. During the month following the election of officers, the outgoing officers remain in office and are responsible for conducting a thorough course of officer education for the new officers. It is the outgoing President's responsibility to guide officer training and to utilize the *Guide for the Collegiate President*.

**Vacancy in Office: President** – If a vacancy in the office of President occurs, the VP I/Coordinator of Committees assumes the office unless, at the discretion of the Advisors and Province President/Mentor/DNCH, there is a more qualified candidate. If there is no VP I/Coordinator of Committees, the Executive Committee, with the approval of the Advisory Board and the Province President, Mentor or Director of New Chapters appoints a new President.

Please note: When a vacancy occurs in any of the installed offices and a new officer is appointed, the chapter must perform the Installation of Chapter Officers Service in the *College Service Book*. Installed offices are the President, VP II/New Member Coordinator, Recording Secretary, Treasurer, Historian-Reporter and Ritual Chair.

**Vacancy in Office: Other Officer** – If a vacancy in any other office or chairship occurs, the President appoints a new officer with the approval of the Executive Committee, Advisory Board, and Province President, Mentor or Director of New Chapters.

**Removal from Office** – Any chapter officer, chair or advisor who is not performing her duties, hinders the progress of the chapter and causes failure to reach its potential, can be removed from office by the Province President, Mentor or Director of New Chapters; the Executive Committee; or the Advisory Board.

Whenever National Council is aware of delinquency of performance on the part of a chapter officer or advisor, that body has the power to remove the officer and appoint another member to complete the term.

**Required Meetings** – Collegiate chapters are required to have regular meetings during the school year.

All members are expected to attend all chapter meetings unless excused. Chapter bylaws should state what constitutes an excused absence and should provide penalties for unexcused meeting absences and tardiness.

**Required Programming** – Collegiate chapters are required to conduct specific programs during each semester or quarter. National Council determines those requirements on an annual basis. The Required Programs document for each academic year is posted on the ZTA website on Z-Learning.



## CONFIDENTIAL FRATERNITY INFORMATION

Each National Council member, District and Province President, Mentor, Director of New Chapters and National Committee Chair may have one copy of the *Constitution & Bylaws of Zeta Tau Alpha*, *College Service Book*, *Guide to the Post-Initiation Lessons* and *Judicial Procedures Handbook*. Each alumnae chapter may have a copy of the *Alumnae Service Book* and the *Constitution & Bylaws of Zeta Tau Alpha*. Each collegiate chapter may have a copy of the *College Service Book*, *Constitution & Bylaws of Zeta Tau Alpha*, *Judicial Procedures Handbook* and *Guide to the Post-Initiation Lessons*. Each of these has access to the *General Manual*, which is posted online on the ZTA website on Z-Learning.

No member is permitted to give a copy of the *Constitution & Bylaws of Zeta Tau Alpha*, *General Manual*, *Judicial Procedures Handbook*, *College Service Book*, *Alumnae Service Book* or *Guide to the Post-Initiation Lessons* to any non-member, any other organization or any college administrative officer without the written permission of the National President.

**Surveys, Questionnaires or Statements** – All written or verbal requests for information or opinions for surveys, questionnaires or statements received by a collegiate chapter, alumnae chapter or an individual member that pertain to Fraternity policies, internal operations of ZTA chapters or any matters relating to the Greek system must be referred directly to the National President for approval prior to being answered, filed or signed.

In addition, any requests for ZTA publications and manuals for someone other than a Zeta must be referred directly to the National President for approval prior to being supplied.

**Printed and Digital Media** – Any requests for information received by a collegiate chapter, alumnae chapter or an individual member that pertain to ZTA for use in a non-ZTA chapter website, video, commercial or other form of media, including printed materials, must be referred directly to the National President for approval prior to being supplied.

## DISCIPLINE

If it should be necessary to discipline a member for any violation, the procedure outlined in the *Constitution & Bylaws of Zeta Tau Alpha* and *Judicial Procedures Handbook* must be followed.

A member or new member may be expelled from the Fraternity for the following reasons as set forth in the *Constitution & Bylaws of Zeta Tau Alpha* and outlined in the *Judicial Procedures Handbook*:

1. Violating the *Constitution & Bylaws of Zeta Tau Alpha* or established policies or procedures of the Fraternity.
2. Failing to fulfill the duties and obligations of membership.
3. Failing to cooperate in the best interest of the Fraternity.
4. Being found guilty of conduct detrimental to her chapter and/or members of the Fraternity.

## FINANCIAL: COLLEGIATE CHAPTERS

1. Chapter dues for new and initiated members must be equal. (The Internal Revenue Service requires this.)
2. Any member who has not paid her bill in full by the last day of the school term will be automatically processed by the chapter for financial expulsion.
3. Each member is required to pay the House Reserve Fund. The amount of the House Reserve Fund and the method of collection vary depending upon the type of housing. The amount is recommended by the Fraternity Housing Corporation or the Local House Corporation and approved by the Secretary-Treasurer.
4. Collegiate chapter dues may not be utilized to provide scholarships to chapter members directly or through reduction of financial commitment to the chapter. Additionally, collegiate chapter dues may not be utilized as contributions to the Zeta Tau Alpha Foundation unless specifically identified as such, including Second Century Fees, Scholarship Fees or locally designated fundraising efforts.
5. Before new members may be initiated, the following financial requirements must be met:
  - a. Each new member must be current in her financial obligations.
  - b. Each new member must purchase a badge through the online ordering process.
  - c. Twenty days prior to Initiation, the chapter Treasurer cooperates with the chapter Secretary in completing the Request for Permission to Initiate that is sent to International Office. The Treasurer provides a chapter check made payable to the Fraternity to cover the National Initiation Fee for each prospective initiate.

- d. Any chapter that is delinquent in any of its financial responsibilities will be denied permission to hold Initiation. This includes any financial obligations to the ZTA Fraternity (New Member Fees, Initiation Fees, Chapter Supplies and all other fees due by the date of Initiation according to the Chapter Annual Calendar), ZTA Fraternity Housing Corporation or Local Housing Corporation, if applicable, (Rent, House Reserve Fund, Surplus and housing contracts) and ZTA Foundation.
  - e. Permission to initiate must be received from International Office before new members may be initiated. Any chapter that initiates without approval is subject to disciplinary action.
5. If permission from the Vice President Collegiate is granted to re-pledge a new member who has not been initiated within one calendar year, the individual must again pay the National New Member Fee to the Fraternity.
6. Members will be billed fees for insufficient funds (NSF) checks presented to the chapter. This includes e-check payments made through Billhighway.
7. National Per Capita, Insurance, Second Century Fund, Technology and Scholarship Contributions must be charged to each member. These fees may not be included as a part of semester dues.
8. Chapters must charge local New Member and Initiation Fees in addition to national New Member and Initiation Fees.
9. Immediately after pledging, a letter stating the charges and financial policies of the chapter should be sent to the parents of new members. The letter should be sent under the signatures of both the Treasurer and New Member Coordinator as a joint letter.
10. Before the beginning of each college year, the chapter Treasurer should send a letter stating the charges and financial policies of the chapter to the parents of all returning members. If the member is self-supporting (notification of this fact must be in writing and on file with the chapter Treasurer), the letter will be sent to the student, not the parent.
11. Statements for dues and other charges will be issued no later than the first day of each quarter/semester in which they are due. The statement dates will be determined by the National Secretary-Treasurer. All other installments will be posted and received on the day indicated on the statement. Ten days after the statement is sent, the account is delinquent, and a late fee is charged. Listed below are the procedures that must be followed in handling delinquent accounts:
  - a. Day 5 after the account is delinquent – Treasurer contacts delinquent members requesting immediate payment.
  - b. Day 30 after the account is delinquent – Member appears before Advisory Board and Treasurer.
  - c. Day 45 after the account is delinquent – A letter is sent to the member's parents, unless she has notified the chapter she is self-supporting; then it is sent to the member, with a copy to International Office, the Financial Advisor, and the Province President, Mentor or Director of New Chapters. The member loses her voting and social privileges.
  - d. Day 60 after the account is delinquent – Member is expelled, provided permission has been received from the National Secretary-Treasurer. The member's life membership card and badge are collected, and where there is a chapter house, the expelled member will move out immediately.
12. Members must be current on all financial obligations before being allowed to purchase favors, T-shirts, etc., for social functions.
13. Members not in good financial standing lose their voting privileges and are not allowed to attend social functions.
14. Sufficient income should be provided in the budget by dues, room, board, social fees, etc., to cover all necessary expenses. It is recommended that there be no "special assessments" to the members throughout the year.
15. Members authorized by the Treasurer to make purchases for the chapter must pay for these purchases from their own funds and submit a receipt to the Treasurer for reimbursement.
16. The chapter Treasurer is the only member authorized to spend chapter money. Her expenditures are limited to those items provided in the budget, which has been voted on by the chapter. The Treasurer and Financial Advisor should make all committee chairs and officers whose activities involve expenditures aware of their budgeted allowances. No one is permitted to purchase articles and charge them to the chapter without securing the specific permission of the Treasurer beforehand.
17. The Treasurer or Fundraising Treasurer must properly classify chapter fundraising project receipts and expenses in the chapter's separate fundraising Billhighway account. Fundraising receipts and expenses should not go through the operating account, unless a member needs to be billed. Fundraising profits may be used only for philanthropic projects.
18. Should the chapter's operations result in a surplus that the chapter desires to use for expenditures not included in the budget, the surplus may be so used only after written consent of the Secretary-Treasurer with consultation of the Vice President Collegiate. Request for such permission is to be signed by the Treasurer and Financial Advisor. All requests should be received no later than July 31.
19. Annually, by direction of National Council, surplus funds are transferred to the Fraternity Housing Corporation, the local House Corporation or the chapter's investment account.

20. The chapter Treasurer is responsible for transferring all House Reserve Fund receipts to the Local Housing Corporation, Zeta Tau Alpha Fraternity Housing Corporation or chapter's investment account by the due date established for each semester or quarter.
21. All chapter financial records must be kept for seven years and the chapter must provide storage.
22. Any notice from the Internal Revenue Service must be sent immediately to International Office.
23. All bills from previous terms must be paid prior to returning for the next term.
24. National Fees will not be refunded to any members who leave the chapter.
25. Refunds are only given to a member of Zeta Tau Alpha when membership is interrupted and the member does not receive the services or goods for which fees were paid and based on the approval of National Council.
26. If a new member is pledged within the last month of the semester/quarter, only New Member Fees, insurance, Second Century fees (fall) and scholarship fees (spring) are to be charged.

## FINANCIAL: COLLEGIATE CHAPTERS WITH HOUSING

National Council has adopted the following policies and procedures that apply to all chapters that provide room and meals for their members or have a chapter room:

1. If the chapter operates a house, it is the requirement that the members maintain capacity. It is the responsibility of the chapter to implement this policy. An individual's failure to accept her responsibility will result in her loss of membership.
2. Members not living in the house will pay a Parlor Fee as their contribution to the operation of the house. This fee will be billed on a term basis. These funds remain in the chapter treasury to help pay the rent, utility costs, etc., incurred by the non-residents' use of the house.
3. Fixed charges must be set for guest meals and overnight guests. This includes members not living in the house, parents, alumnae, friends or members of other chapters.
4. Expenses connected with operating the food service, utilities and salaries are to be paid by the chapter Treasurer.
5. Each chapter or Local Housing Corporation with a loan from the Zeta Tau Alpha Fraternity Housing Corporation must make regular monthly payments on that loan. The Zeta Tau Alpha Fraternity Housing Corporation and Fraternity Secretary-Treasurer determine the amount. Each Local Housing Corporation with a loan is placed under National Supervision of the Zeta Tau Alpha Fraternity Housing Corporation for the duration of the loan.
6. All chapters must carry Worker's Compensation insurance on employees.
7. Room and board charges for members will appear on the regular bills issued by the chapter Treasurer.
8. The Fraternity Secretary-Treasurer may approve a reduction in meal plan billing/out-of-house board for an individual member. Members must request this reduction in writing to International Office. Each member is allowed only one such reduction during her collegiate membership.
9. The chapter Treasurer will pay to the Local Housing Corporation or Zeta Tau Alpha Fraternity Housing Corporation the total amount budgeted for rent according to the Housing Agreement between the collegiate chapter and Fraternity Housing Corporation or Local Housing Corporation.
10. The total amount of the House Reserve Fund is to be paid by the chapter Treasurer to the Local House Corporation or Fraternity Housing Corporation by the due date established for each semester or quarter.
11. A sound, well-managed commissary operation should make a profit for the chapter. In any case, the food operation must be self-supporting. The following guidelines have been established:
  - a. Raw food costs will be budgeted at approximately 50 percent of board charges.
  - b. All kitchen supplies, paper products and other supplies necessary for meal service must be covered by the board income.
  - c. Salaries for the House Director and all commissary employees must come from the board income.
  - d. At least one-half of the utility charges should come from board income. A large well-managed food service should pay for most of the facility's utility expenses.
  - e. Permission to hire professional catering service for residential meals must be granted by the Fraternity Secretary-Treasurer.
12. Annually, the Fraternity Secretary-Treasurer and Zeta Tau Alpha Fraternity Housing Corporation do an analysis of rent, board, parlor fees and the House Reserve Fund to determine if an increase is necessary to meet expenses.
13. Every chapter with a commercial kitchen, cook and/or a commissary food budget is required to have a meal plan. All members not living in the house are required to pay out-of-house board as established for the chapter.

## HOUSING

1. Zeta Tau Alpha Fraternity expects all collegiate members, new members, alumnae and guests to abide by all standards of conduct related to chapter housing.
2. Each individual chapter must develop local housing policies to ensure the safety, security, comfort and compatibility of its members.
3. Individual members or new members wishing to visit other chapter facilities must contact the chapter in advance to determine if the time is convenient and room is available. ZTA visitors are expected to pay any charges for room, meals or other items prior to their departure. Visits other than by an individual must be coordinated through the Province President/Mentor/DNCH and Vice President Collegiate.
4. Only chapters with a facility, chapter room or lodge will complete a Fire, Safety and Security Checklist each fall and upload to ZetaBase on the date required.
5. Every chapter that has residential housing or is required by its university or college to fill a required number of spaces in campus housing must include in their bylaws a statement saying that it is the chapter's responsibility to keep the facility filled. A member's failure to fulfill her housing obligation will result in the termination of her membership and can result in legal action if her contract is broken.
6. Every chapter with a commercial kitchen, cook and/or a commissary food budget is required to have a meal plan. All members are required to pay out-of-house board as established for the chapter.
7. A chapter with residential housing or required spaces to fill in university or college housing must include in their bylaws a requirement for the Executive Committee of the chapter to reside in the chapter facility. Only the Province President/Mentor/DNCH or the Vice President Collegiate can give permission for an exception to this rule.
8. A chapter with residential housing or required university or college housing must establish in its bylaws a point system to establish who will live in the facility. The Province President/Mentor/DNCH must approve this point system.
9. Every chapter with residential housing or university/college housing must use the Fraternity-approved Housing Contract or Reimbursement Contract. These contracts are not to be modified without the approval of the Fraternity Secretary-Treasurer.
10. The Fraternity housing contract is for rooms only. It cannot include other dues or fees.
11. It is strongly suggested that a chapter member who breaks her housing contract be taken to small claims court by the chapter to recover lost income. If a contract is broken, no deposits may be refunded.
12. Zeta Tau Alpha no longer allows the establishment of Local House Corporations. Those Local House Corporations in operation on Jan. 1, 1999, may remain local corporations as long as they are in good standing within the state where they are incorporated.
13. Each chapter whose facility is managed by the Zeta Tau Alpha Fraternity Housing Corporation or a Local House Corporation annually signs an agreement that outlines the facility responsibilities of the chapter and the corporation charged with its management.
14. National Council will decide which collegiate chapters with residential housing must have a live-in House Director.
15. Each chapter that has a House Director is charged with the responsibility of hiring and retaining its House Director. With the advice of its Financial Advisor, the chapter sets the salary. Only the Fraternity Secretary-Treasurer can give permission for any additional compensation other than salary for the House Director. The House Director is in charge of the staff including its management, hiring and firing. The staff payroll is determined in the chapter budget.
16. Each spring (check the Master Calendar), a chapter with a required House Director must send her signed contract to International Office.
17. Each spring (check the Master Calendar), chapters with residential housing or required university or college housing must update ZetaBase with the current live-in members for the following academic year.
18. Each chapter with residential housing or required university/college housing must sign an electronic contract through Greekbill. Each member and co-signer must sign as well as chapter President and General Advisor.
19. Each chapter should have a Crisis Management Committee in place at all times. If the chapter has a required House Director, the House Director should be a member of this committee.
20. Zeta Tau Alpha has comprehensive property insurance on each of its facilities and chapter possessions (i.e., ritual equipment, silver, furnishings, etc.). Should a loss occur, a claim should be filed with the insurance carrier within 24 hours.
21. Zeta Tau Alpha does not carry insurance on the personal possessions of individual members or the House Director. Any personal loss should be covered by a homeowners or rental policy.
22. No political endorsements may be affixed to ZTA property.

23. No alcohol, marijuana, illegal drugs or drug paraphernalia are allowed in Zeta Tau Alpha facilities.
24. In ZTA-owned, leased or rented facilities, visitors are not permitted in the rooms of the residents unless approved by the Province President/Mentor/DNCH and Vice President Collegiate. The procedure for approval of open visitation is described in the *National Policies of Zeta Tau Alpha*.
25. House rules must be approved by the Province President/Mentor/DNCH and may be incorporated into the chapter bylaws.
26. No candles, incense or other open flames will be used at any time in any non-public area of the living quarters of Zeta Tau Alpha properties. Use of candles will be restricted in the common areas of the properties to recruitment and Fraternity rituals. During these times, use should be limited and closely supervised. Basic safety precautions should be taken, such as having a fire extinguisher available and people trained in its use. *The use of dripless or battery-operated candles is preferred.* Caution should be given when holding lit candles to ensure that members or guests do not back into a lighted flame. Safety must always be the first consideration when planning these special ceremonies.
27. There are to be no pets in a chapter facility. The Province President/Mentor/DNCH must approve any exceptions to this rule.
28. In those houses owned or managed by the Zeta Tau Alpha Fraternity Housing Corporation, mandatory room changes each term are not permitted.

## HOUSING: HIRING HOUSE DIRECTORS

All Zeta Tau Alpha House Directors are engaged and dismissed by the collegiate chapter with the approval of the General Advisor. In considering applicants for the position of ZTA House Director, special consideration is given to those who have had prior experience in house director management, as well as successful experience in house director work.

## INITIATIONS: ALUMNAE

Occasionally, outstanding non-affiliated women are recommended by Zeta Tau Alpha alumnae as Convention, Installation or Alumnae Initiates. Alumnae of local sororities that have been absorbed by Zeta Tau Alpha are eligible to become Alumnae Initiates.

National Council must unanimously approve the recommendation of an Alumnae Initiate. Since approval is not automatic, no ZTA alumna should extend an invitation to a non-affiliated woman until National Council makes its decision.

**Installation Initiates** – Local alumnae may recommend women as Installation Initiates at the time a new collegiate chapter is to be installed. If a local sorority is initiated into Zeta Tau Alpha, its alumnae may be initiated at the same time. The member must complete the Recommendation for Alumnae Initiate Form (available from the District President) for each Installation Initiate, and send it directly to the Vice President Alumnae. The unanimous approval of National Council is required.

**Convention Initiate** – An outstanding woman may be initiated into Zeta Tau Alpha at Convention. The National President must receive recommendations by April 1 of the Convention year. Unanimous approval by National Council is required for Initiation.

**Alumnae Initiates** – ZTA alumnae may recommend outstanding women (including former ZTA new members and alumnae of local sororities absorbed by Zeta Tau Alpha, but excluding House Directors currently serving a chapter) from their communities for membership in Zeta Tau Alpha. A four-year period must have elapsed between the time any candidate for alumnae Initiation left college and the time she is presented for Initiation. ZTA alumnae should use the *Potential Alumna Initiate Rubric* provided by the Fraternity to aid in determining if someone meets the criteria to become a member of Zeta Tau Alpha.

**Alumnae Initiate Qualifications** – Each woman selected as an Alumna Initiate must be a woman who would bring pride to the membership and should have attained those attributes hoped for in each new member. It is highly desirable that she has attended an institute of higher learning, although it is not a requirement that she be a graduate.

The choice of an Alumnae Initiate candidate depends on local need. If a chapter needs a larger advisory board, the candidate should have shown interest and ability in working with collegians. It should be determined, without direct questioning, whether she would be in agreement with the policies of Zeta Tau Alpha, particularly if she is to work with collegiate women. A request by an alumna to initiate a woman should never be made only because someone is a dear friend or relative.



### **Initiation Requirements to be Fulfilled for Alumnae Initiates:**

1. The *Alumnae Initiate Nomination Form* should be secured from International Office, the Vice President Alumnae or District President.
2. The nomination form should be completed and signed by the Secretary of the alumnae group. This signature denotes approval by the local alumnae group. The form is not accepted without the signature. Electronic signatures are permitted. If there is no alumnae group in the area where the candidate lives, an alumna in good standing may sign the form by hand or electronically.
3. In the case of Installation Initiates, the form is sent directly to the Vice President Alumnae, disregarding step four below.
4. In all other cases, the completed form should be sent to the District President for her signature. The District President forwards the form to the Vice President Alumnae.
5. The Vice President Alumnae will notify the District President of approval or denial.
6. The District President will notify the alumnae group or the alumna who submitted the nomination of the decision.
7. If approval is granted by National Council, the prospective initiate should be approached by the sponsoring alumna or alumnae group about becoming a member. If she accepts, she must be initiated within one calendar year of the date of approval.
8. The alumnae group Secretary or petitioning alumna is to notify International Office of the prospective initiate's decision about Initiation, by completing the *Alumnae Initiation Information Sheet* (available from the District President) and submitting via email to IO.
9. The Collegiate Services Coordinator will send a letter and the following forms to the sponsoring alumnae chapter or sponsoring individual alumna:
  - a. *Membership Expectations and Obligations* form.
    - i. This form must be signed by the Alumna Initiate and returned to IO.
  - b. *Alumna Initiate Request for Permission to Initiate* form.
    - i. This form must be signed by the Alumna Initiate and returned with a \$150 initiation fee.
10. When the Alumnae Initiate is ready to order a Badge, she or her sponsoring alumna should contact the Collegiate Services Coordinator to assist. The Badge is purchased online.
11. After the *Alumna Initiate Request for Permission to Initiate* form and initiation fee are received at IO, and the Alumna Initiate has purchased her badge, she will be cleared for Initiation.
12. The alumnae group or sponsoring alumna is responsible for arranging with the collegiate chapter to hold the Initiation Service.
13. International Office will inform the collegiate chapter and the alumnae group or petitioning alumna when permission to initiate has been granted.
14. At initiation, the collegiate chapter president and secretary complete the Initiation Form for the Alumna Initiate (the same form used for collegiate new members). The completed Initiation Form must be returned to IO immediately following the Initiation service. The Alumna Initiate's badge and Membership Card order will not be released until this form is received.
15. Once initiated, the Collegiate Services Coordinator will send the Alumna Initiate the following items:
  - a. The Biennial Report
  - b. The last 3 issues of *Themis*
  - c. A "Welcome Letter" from their VPA
  - d. The *Alumna Initiate Guide*

**Post-Initiation Education for Alumnae Initiates** – Just as a collegiate chapter conducts Post-Initiate Lessons (PIL) for its new members, an alumnae group provides special instruction for its Alumnae Initiates. It is the responsibility of the District President to provide them guidance in planning this educational program.

### **INITIATIONS: COLLEGIATE**

Written permission to initiate must be received from International Office before any new member may be initiated into Zeta Tau Alpha Fraternity. Any chapter that initiates without approval is subject to disciplinary action by National Council.

#### **Requirements to be Fulfilled by the Chapter**

Initiation must be held within two weeks of the conclusion of the new member program. The procedure for Initiation is found in the "Expiration of New Member Period" section of this *General Manual*. Any exceptions must have approval from the Vice President Collegiate/Extension Director.

Twenty days prior to Initiation, the chapter Secretary, in cooperation with the chapter Treasurer, must send to International Office the Request for Permission to Initiate. The request should include only those who are eligible and plan to be initiated.

A chapter that is delinquent in any of its financial responsibilities will be denied permission to hold Initiation. This includes any financial obligations to the ZTA Fraternity (i.e., New Member Fees, Initiation Fees, Chapter Supplies and all other fees due by the date of Initiation according to the Chapter Annual Calendar), ZTA Fraternity Housing Corporation or Local Housing Corporation, (i.e., rent, House Reserve Fund, surplus and housing contracts), if applicable, and the ZTA Foundation.

Along with the Request for Permission, the following items must be complete:

1. The chapter pays the national Initiation Fee for each prospective initiate.
2. Each new member for whom initiation is requested must order a badge online and complete the online Badge Ordering Agreement. Badges can be purchased through Sisters Only.
3. Each new member for whom initiation is requested must have completed Part 1 of CommunityEdu™.
4. Each new member for whom Initiation is requested must have completed Part 1 of Building an Inclusive Sisterhood.
5. The chapter must be current in its membership reporting.

The following reporting is done in ZetaBase:

- a. Monthly Membership Approval
- b. Primary Recruitment Evaluation
- c. Fall Calendar
- d. Spring Calendar
- e. Officers List
- f. AACH Report

The following forms must also be submitted:

- a. VP I Report Verification
  - b. Chapter Annual Reporting Verification
  - c. Certificate of Compliance
  - d. Risk Management Affidavit
  - e. Fire, Safety, Security Checklist
  - f. New Member Experience Planning
  - g. Preliminary Recruitment Report
6. International Office must have received Membership Information Sheets and New Member Fees for the prospective initiates; otherwise, permission to initiate will be denied.

#### **Requirements to be Fulfilled by New Members**

1. The prospective initiate must be regularly enrolled in the college with which her chapter is associated at the time of Initiation.
2. The new member must sign the Member Expectations and Obligation Agreement and Risk Management forms.
3. The new member must complete the New Member Program with 90 percent attendance at all new member meetings.
4. The new member must complete the new member evaluation.
5. The new member must score 90 percent or better on the new member final exam.
6. The new member must have memorized *The Creed of Zeta Tau Alpha*.
7. The new member must have cleared all financial obligations to the chapter and the Fraternity, including payment of Initiation fees, 20 days prior to the date set for Initiation.
8. Each prospective initiate is required to purchase a badge online and submit the online Badge Ordering Agreement.
9. The new member must complete an approved alcohol education program.

#### **Requirements to be Fulfilled by Initiated Members**

1. The member must be regularly enrolled in the college with which her chapter is associated.
2. The member must sign the Member Expectations and Obligations Agreement and Risk Management forms annually.
3. The member must be current in all financial obligations to the chapter and the Fraternity.

4. The member who is a part of a chapter with residential housing or university/college housing must fulfill all obligations of living in the housing. Failure to fulfill her housing obligation may result in termination of membership and can result in legal action if her contract is broken.
5. The member must meet the requirements set forth in the local chapter bylaws.

## MEMBERSHIP SELECTION

Zeta Tau Alpha is an international women's social fraternity, founded in Christian traditions, that has chosen to adopt membership selection policies that do not discriminate based on race, creed, ethnicity, religion, national origin, sexual orientation or disability. Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women.

ZTA is a private sisterhood organization operating through Nine Key Values, whose object is "to intensify friendship, to promote happiness among its members, and in every way to create such sentiments, perform such deeds and to mould such opinions as will conduce to the building up of a nobler and purer womanhood in the world."

1. Zeta Tau Alpha is a self-perpetuating organization whose members are selected for their compatibility with the values of the Fraternity and its members. Membership in Zeta Tau Alpha is intended to be a lifelong experience.
2. Zeta Tau Alpha seeks members from among those "of proven moral principles" and "with reputation of a refined and stable character."
3. Membership in Zeta Tau Alpha is based upon mutual choice and acceptance between the potential member and the collegiate chapter. Membership is a privilege, not a right. With this privilege, responsible members must make certain that no potential member is hurt or embarrassed during the membership process.
4. No woman who has been initiated into another National Panhellenic Conference member group is eligible for membership in Zeta Tau Alpha. Dual membership shall result in forfeiture of membership in Zeta Tau Alpha.

A legacy is defined as a sister, daughter or granddaughter of an active member. This status is self-reported by a potential new member during recruitment. Zeta Tau Alpha does not have a policy that gives special consideration to potential new members who are legacies.

## MEMBERSHIP STATUS

**Transfer of Collegiate (Initiated) Membership** – Occasionally, a collegian will transfer from the campus where she was initiated into the Fraternity. It may be possible for her to affiliate with the ZTA chapter on her new campus.

Since Zeta Tau Alpha is a lifetime association, a member who transfers to a campus where there is a ZTA chapter is encouraged to seek affiliation with that chapter. However, the Fraternity realizes that personal circumstances prevent this in some cases, and, therefore, affiliation is not a requirement. In the same manner, the chapter has the privilege of voting whether or not to accept the transferring member. If a Zeta transfers to a school where ZTA does not have a chapter, alumnae membership is automatic and she is not eligible to join any other NPC women's organization.

Procedures for processing the transfer of membership are as follows:

1. The collegian desiring to transfer must submit the Application for Transfer of Membership Form. This form is located on Z-Learning.
2. The collegian sends the completed application directly to IO, where it is processed and returned to the transferring member's former chapter.
3. After the chapter President and Treasurer have checked the records to see that the member left the chapter in good financial standing (paid in full) and has met all obligations of membership in good standing, they sign the Transfer of Membership Form and return it to International Office.
4. If the chapter notes that the member did not leave in good financial standing, supporting data should accompany the form and be sent to IO.
5. When the signed transfer form is received at IO and the applicant's good standing with the Fraternity is verified, the form is sent to the transferring member's new chapter.
6. The new chapter will vote to accept or reject this Application for Transfer of Membership. If the new chapter votes to affiliate the transferring member, the Treasurer updates her status in ZetaBase and the chapter conducts the Oath of Allegiance for Transfer Member Service (see the *College Service Book*). This concludes the transfer of membership procedure.



7. No chapter fees will be billed to a transferring member until the transfer process is completed. Until the transfer of membership is finalized and the member is accepted for affiliation, she may not attend chapter meetings and has no voting privileges. However, if invited, she may attend social functions by paying the regular fees for these events. Please refer all questions regarding this transfer procedure to IO.

The National Panhellenic Conference has passed the following resolution on the subject of affiliating transfer members: “Resolved, if a chapter is at Total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put it over Total.” A member who chooses not to affiliate with the local ZTA chapter or transfers to a school where no ZTA chapter exists on the campus cannot be a member of another NPC group.

**Return to Original Campus:** If a member leaves her original campus and is gone for more than two semesters/three quarters, the original chapter must vote to allow the member to return. The member must complete the affiliation paperwork outlined above.

**Withdrawal of Collegiate Membership** – In planning the chapter program for the year, the chapter Executive Committee should take care to meet the needs and expectations of all chapter members. This will help avoid situations in which a member feels a need to relinquish her membership in the Fraternity. Following are some of the reasons often given for withdrawal:

1. Financial difficulties that prohibit payment of Fraternity expenses
2. Lack of interest in or time for chapter activities
3. Conflict with Fraternity procedures
4. Personal conflicts
5. Influence of non-Greek friends

Often, a member will state financial reasons for withdrawal when the actual reason is one of the other concerns mentioned. In these cases, as well as when the actual reasons are given immediately, the chapters should make every effort to correct the problem. Contact the General Advisor and the Province President/Mentor/DNCH for guidance in counseling the member. In many instances, a member really does not want to withdraw, but mounting frustration causes her to consider this action. Knowing that her sisters care and want her because of her special qualities may be enough to change her mind.

In the event of financial difficulties, chapter officers should take action the first month the member finds herself unable to meet her Fraternity bills. Do not wait until a large bill to the chapter has accumulated. If the member refuses to accept any offered assistance, or is disinterested in continuing her Fraternity affiliation, she must withdraw her membership from her chapter and the Fraternity or face financial or judicial expulsion.

If, after all possibilities are exhausted, the member still desires to withdraw her membership, the following procedures must be followed:

1. The Membership Chair reports the withdrawal through ZetaBase, stating the date of and the reason for withdrawal, and sends the member’s badge and lifetime membership card to International Office.
2. The College Panhellenic’s regulation for reporting withdrawal of membership is followed.

Once membership is withdrawn, a former member may no longer attend chapter activities, meetings, social functions, membership recruitment functions or discussions; and she also has no chapter vote. If she resides in a chapter house, she must move out immediately. The reason for withdrawal or expulsion of a member is never given to non-Zetas; members should only make a statement to the effect that “she is no longer a member.”

**Warnings and Penalties** – A majority of Judicial Committee meetings will deal with first and minor offenses. In these cases, the committee may wish to use a “warning system” rather than imposing penalties. A warning gives the committee an opportunity to observe the member’s actions for a certain period. In cases of non-participation, for example, the committee may be able to encourage a member to become more active. At the end of the warning period, the committee should meet with the member again to finalize her case and, if her actions have not improved, decide on the appropriate penalty. Whenever possible, penalties should take a positive form. There are many positive ways to reprimand or discipline a member or new member. Consult the Province President/Mentor/DNCH or Vice President Collegiate/Extension Director for suggestions.

**Expulsion of Membership** – A member, collegian or alumna, may be expelled provided the procedures as stated in the *Constitution & Bylaws of Zeta Tau Alpha* and *Judicial Procedures Handbook* are followed. If the member is a collegian, the Membership Chair should report the expulsion through ZetaBase. Also, the College Panhellenic’s regulations for reporting membership losses must be followed. If there is a chapter house, the expelled member must move out of the house immediately.

**Procedures for Financial Expulsion** – Financial expulsion may occur provided the exact procedures in the *Constitution & Bylaws of Zeta Tau Alpha* and *Guide to Chapter Finances* are followed.

**Reinstatement of Membership** – If a former member desires reinstatement of membership, a written request should be sent to International Office for consideration by National Council. The letter should clearly state the basis of her request for reinstatement. Before reinstatement is considered, all fees from the time of expulsion or withdrawal (and any due prior to that time) to date of reinstatement must be paid. Upon receipt of outstanding fees and the unanimous vote of National Council, the member will be notified of the reinstatement. For collegiate members, her chapter will be notified as well. International Office will provide information as to the amount due. A badge will be returned to her upon reinstatement. Reinstatement is the exception and not the general rule.

**Exceptions in Membership Status** – Zeta Tau Alpha does not recognize inactivity. Any member enrolled in college as an undergraduate pays appropriate fees or surrenders her badge and forfeits her membership in Zeta Tau Alpha.

**Full-Time Students** – Anyone enrolled in school and taking six hours or more, including student teachers, interns and co-op students, is considered a full-time student and is subject to all dues and fees of the chapter.

**Alumna Status** – A member graduating, withdrawing or transferring from school does not need to request alumna status. Alumna status is automatic providing she is current with her financial obligations.

Special alumna status must be requested to the Secretary-Treasurer in care of International Office. The Secretary-Treasurer and Vice President Collegiate/Extension Director will determine if this status is granted. Special alumna status is not automatic. Requirements for eligibility are:

1. **Fifth-Year Member** – Any member who has completed eight semesters or twelve quarters as a Zeta Tau Alpha new member and/or initiate, but who has not graduated, qualifies as a fifth-year member. If the member has not completed eight semesters or twelve quarters, but pledged at the earliest opportunity due to deferred membership recruitment, she may apply. Summer sessions do not count. Should a member wish to remain a member of the collegiate chapter, she may do so by paying full chapter fees.
2. **Marriage** – Any member who is married while attending school may apply for alumna status, effective the date of her marriage. She is expected to participate in chapter activities and pay full chapter fees until that time. If the member so desires after her marriage, she may continue her membership in the collegiate chapter as a participating and dues-paying member.

Special alumna status must be applied for at the earliest opportunity, as it is not retroactive. Collegians must follow these steps when requesting alumna status:

1. Complete the Request for Alumna Status Form available on the ZTA website in Z-Learning and obtain signatures from the General Advisor and chapter Treasurer.
2. Send the request to International Office.
3. The chapter must receive approval from the Secretary-Treasurer before removing a member from its membership and financial records. Until approval is received, the member is liable for all chapter and national fees.

**Reduced Fees** – To be eligible for reduced fees, a member must live approximately one hour's distance or more from the campus community while participating in a college-sponsored program. Examples include: student teachers, interns, co-op students, foreign exchange students. The individual must complete the required reduced fee application and send it to the Secretary-Treasurer, in care of International Office, along with the verification of the college-sponsored program. Approval will be granted by the Secretary-Treasurer with consultation of the Vice President Collegiate.

Reduced fees should be requested at the earliest opportunity, as they are not retroactive. Permission must be received in writing before any fees can be reduced. It is hoped the student teacher/intern will find the time to continue as a participating and dues-paying member of her chapter.

## NEW MEMBER STATUS

**Expiration of New Member Period** – It is expected that each new member will be initiated within two weeks following the completion of the Fraternity's New Member Experience and upon fulfilling the requirements of Initiation. If a woman fails to complete the program and meet the necessary requirements for Initiation, her new member status automatically expires. Permission to extend the new member status beyond the two weeks after completion of the New Member Experience must be requested by submitting a request in writing to the Vice President Collegiate/Extension Director. This request must be received and approved by the Vice President Collegiate/Extension Director prior to the date of Initiation.

**Delayed Initiation** – It is expected that all new members will be initiated during the same semester in which they are formally pledged. If, due to university requirements or unforeseen circumstances, a chapter needs to delay Initiation to the next semester, permission is required from the Vice President Collegiate/Extension Director.

**Re-pledging** – Written permission of the Vice President Collegiate/Extension Director must be secured by the chapter prior to re-pledging within one calendar year of pledging. If permission to re-pledge is granted, the National New Member Fee must be paid again, and written approval from the Vice President Collegiate/Extension Director must be on file at International Office. A new member period extension is valid for one additional term only and is not renewable.

The National Panhellenic Conference has passed the following resolution on the subject of re-pledging: “A new member who has fulfilled the requirements for Initiation before the expiration of the one-year pledge term, but who has not yet been initiated, is not included in the year’s new Quota but is counted in the chapter’s Total.”

**De-pledging: Voluntary** – A new member may voluntarily terminate her new member status for various reasons, such as financial, health, or lack of time or interest. In such situations, the following procedure should be observed:

1. The new member meets with the chapter President, VP II/New Member Coordinator and the New Member Advisor/General Advisor to discuss the reasons for wanting to de-pledge and to seek all assistance the chapter, alumnae or Fraternity might give.
2. If no satisfactory solution can be found, the new member returns her new member pin to the chapter.
3. The VP III/Membership Chair will notify the Treasurer of the de-pledging, who will immediately report it in ZetaBase.
4. The College Panhellenic’s regulation for reporting de-pledgings is followed.

**Terminating Membership: Involuntary** – The status of a new member’s pledge period may be terminated by the chapter provided the procedures as stated in the *Constitution & Bylaws of Zeta Tau Alpha* and *Judicial Procedures Handbook* are followed. The Treasurer reports the termination in ZetaBase. The College Panhellenic’s regulations for reporting terminations must be followed also.

The National Panhellenic Conference states the following concerning broken pledges: “A student who has had her pledge broken by a fraternity or who has broken her pledge to a fraternity may not be asked to join another fraternity on the same campus for one calendar year from the date she was originally pledged. However, the same fraternity chapter may re-pledge her at any time within that calendar year.”

**New Members Transferring Schools** – When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity.

## ACADEMIC ACHIEVEMENT

Zeta Tau Alpha expects its chapters to strive for academic excellence, not to be content with mediocrity. Every undergraduate Zeta is expected to maintain a record of academic accomplishment that is commensurate with her ability and to do academic work that represents her best efforts.

Each chapter should, in consultation with advisors and the Province President/Mentor/DNCH, establish a grade point average requirement for an individual member to remain in good standing and hold a chapter officer position. The chapter bylaws should outline the procedures for denying voting and social privileges for poor grades. Failure to meet the minimum grade point average as determined by the chapter should result in the member being brought before the chapter Judicial Committee.

**Highly Commendable Achievement** – Chapters with a grade point average for both initiates and new members of 3.2 or better in all terms of the biennium are recognized for Highly Commendable Achievement at Convention.

**Commendable Achievement** – A chapter average of 3.0 is the criteria necessary for recognition as Commendable Achievement.

**Good Standing** – A chapter in good academic standing must have a grade point average of 3.0.

**Rating Systems** – Chapters with grading systems other than the 4.0 scale will be rated at the discretion of the National Academic Achievement Chair with approval of the National Council.

**Academic Warning** – Chapters with averages between 2.7 and 3.0 for two consecutive semesters or three consecutive quarters will be automatically placed on Academic Warning. This warning will be lifted when the chapter is in good standing (3.0 or higher) for at least two consecutive semesters or three consecutive quarters. Chapters on this status will be assigned an alumna from the Academic Achievement Committee to mentor them as they work to improve their average.

**Academic Supervision** – Chapters with averages between 2.5 and 2.7 for two consecutive semesters or three consecutive quarters will be automatically placed under the supervision of the National Academic Achievement Chair. This supervision will be lifted when the chapter is in good standing (3.0 or higher) for at least two consecutive semesters or three consecutive quarters. Chapters on this status will work directly with the chair of the Academic Achievement Committee to improve their average.

**Academic Probation** – Chapters with averages below 2.5 for two consecutive semesters or three consecutive quarters will be automatically placed on Academic Probation and will also fall under the supervision of the National Academic Achievement Chair. This probation/supervision will be lifted when the chapter is in good standing (3.0 or higher) for at least two consecutive semesters or three consecutive quarters.

Chapters on any academic status will be expected to take immediate action to improve the average by:

1. Evaluating their entire chapter program to be sure that other activities are not detracting from academic achievement
2. Submitting a detailed academic achievement program to the Province President/Mentor/DNCH and the National Academic Achievement Chair for review and approval.
3. Sending at least one progress report to the Province President/Mentor/DNCH and the National Academic Achievement Chair during each grading period.

# NATIONAL POLICIES OF ZETA TAU ALPHA FRATERNITY

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The National Policies, Procedures and Social Practices of Zeta Tau Alpha Fraternity were crafted to ensure the safety of our members and others. Reducing risk is not just the job of chapter officers; all members are responsible for themselves, their sisters and their guests. Knowing the policies is the first step in reducing risk.

## FOLLOW THE LAW

### Reducing Risks

ZTA prides itself on fostering sisterhood among its members. Part of committing to sisterhood means taking responsibility for yourself and your actions as well as showing care and concern for others. Following ZTA policies and making safety a priority is big part of your personal responsibility. These policies are in place because we believe they are vital to enabling our members and their guests to make safe decisions.

### Alcohol & Drugs Policy

The primary policies ZTA has concerning alcohol and drugs boil down to following local, state and federal laws.

**Alcohol** - The possession, sale, use or consumption of alcoholic beverages while on chapter premises or during a Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be in compliance with any and all applicable policies of the Fraternity and laws of the state, province, county, city and institution of higher education.

**Alcoholic beverages must either be** - (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring-your-own-beverage (BYOB) system. The presence of alcoholic beverages above 15% alcohol by volume (ABV) is prohibited, except when served at an event by a licensed and insured third-party vendor.

**Illegal Drugs and Controlled Substances** - The chapter, members, new members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while in Zeta Tau Alpha facilities or at any activity or event sponsored or endorsed by the chapter.

## EVENT PLANNING POLICIES

**Chapter Funds and Common Source Alcohol** - Alcoholic beverages must not be purchased with chapter/ organizational funds or funds pooled by members or guests (e.g., collecting funds in person, admission fees, cover fees, collecting funds through digital apps, etc.). The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (e.g., kegs, punch or cases) is prohibited.

**Co-sponsorship with Alcohol Distributor** - A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor. However, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.

### Co-Sponsorship with Organizations

**Purchase of Alcohol** - No chapter may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

**Organizational Insurance** - If a Zeta Tau Alpha chapter co-sponsors an event, the co-sponsoring organization must be adequately insured.

**Co-sponsorship with Non-Recognized Organizations** - Zeta Tau Alpha chapters are prohibited from holding events with organizations that are not recognized by the college or university that hosts the charter.

**Defining Period for ZTA Collegiate Chapter Events** - All collegiate chapter ZTA events must occur while classes are in session as designated by the host institution's academic calendar for the respective fall/spring semester or fall/ winter/spring quarter. Events should not be coordinated, planned nor be held seven days prior to nor during, reading/finals week or winter/ spring/summer breaks.

**Dry Recruitment** - All recruitment activities associated with any chapter will be nonalcoholic. No recruitment activities associated with any chapter may be held at or in conjunction with a bar or alcohol distributor.

**Responsible Drinking** - The chapter, members, new members or guests must not coordinate, permit, encourage, coerce, glorify or participate in activities where the focus is solely on drinking or that encourages the rapid consumption of alcohol, such as bar crawls or drinking games.

**New Members & Alcohol** - No alcohol shall be present at any new member program, activity or ritual of the chapter. This includes but is not limited to activities associated with "Bid Day/Night;" "Big Sister/Little Sister" events or activities; "family" events or activities; and Initiation.

**Open Parties and Guests** - For any event where alcohol is present guests may attend by invitation only and the chapter must utilize a guest list system.

At ZTA date functions, members and new members are permitted to invite one individual to attend. At certain functions, ZTA may allow for a maximum of two guests per member at the event. Please note: Any event that exceeds 1:1 ratio of members to invited guests must have approval from the appropriate Collegiate National Officer. At any ZTA event, total number of attendees should not exceed the facility capacity

**Out-of-Town Social Events** - Zeta Tau Alpha does not allow overnight or weekend social events, nor does it condone out-of- town social events. In the event a chapter must hold a social function away from the college or university area, all members and guests attending shall travel to and from the event by bus or commercial transportation within the same day or evening. Exceptions are permitted only with written approval from the Vice President Collegiate or Extension Director.

When commercial transportation is used, no alcohol will be transported in the passenger compartment of the vehicle. No special privileges or boarding times for transportation should be given. This includes but is not limited to assigning a "senior bus" or "seniors to board first."

**Purchasing for Minor** - No members, collectively or individually, shall purchase for, serve to or sell alcoholic beverages to any person under legal drinking age.

**Philanthropic Events** - Zeta Tau Alpha chapters are prohibited from holding philanthropic events and/or fundraisers in bars or in conjunction with any alcoholic beverage company, manufacturer, distributor or retailer. No philanthropy event or fundraiser may include alcohol, even if served legally, per Zeta Tau Alpha guidelines.



## PROCEDURES FOR EVENTS WITH ALCOHOL

Depending on whether alcohol at the event will be served by a Third-Party Vendor or it is BYOB, chapters should take certain precautions before and during the event to minimize risk.

- A cash bar with only per-drink sales are permitted.
- A guest list is required.
- Function monitors are required.
- IDs must be checked, preferably in conjunction with the venue staff, to physically identify those of legal drinking age. A non-removable wristband, non-transferable stamp or marking should be used.
- There shall be no beverages served from a bulk or common source of alcohol, such as a keg, punch bowl or pitcher, at any ZTA social event.
- Shots may not be served
- Ample food and nonalcoholic beverages are required at all ZTA social events with alcohol.
- The service of alcohol must stop by a reasonable amount of time before the ZTA event ends (usually 30 minutes to an hour).

### BYOB-Specific Procedures

- The alcohol that each person may bring and consume at a BYOB event is NO MORE THAN: six 12-ounce beers/hard seltzers or four 10-ounce wine coolers for each person of legal drinking age who will be consuming alcohol at this event.
- No hard liquor or any beverage over 15% alcohol beverage volume (ABV) is allowed.
- Alcohol should not be accessible to the passengers while in the vehicle to the social event.
- There shall be no beverages served from a bulk or common source of alcohol, such as a keg or pitcher, at any ZTA social event.
- Alcohol brought to the event by an individual is for that individual's consumption and is not to be given away, sold or otherwise provided to others.
- An organized check-in and distribution system for alcohol at BYOB events is required. Only one beverage can be distributed to its owner at a time.
- Bottles are prohibited except for wine coolers/premium malt. If the beverage is in a glass bottle, it should be poured into plastic cups by the individual who brought the beverage before leaving the bar area.
- Individuals may not leave with leftover alcoholic beverages. The alcohol should be disposed of prior to departure.

## HAZING POLICIES

Hazing interferes with the values we pledge to uphold as Zeta Tau Alphas. Hazing hurts our sisters, their families, our chapters, our campuses and our organization. It leaves physical and psychological scars, often negatively impacting us more than we understand at the time it occurs. Hazing has no place in Zeta Tau Alpha, and it is the responsibility of each sister—from the chapter President to a new member, from an advisor to a senior member—to prevent and confront hazing within the organization.

### Hazing Policy

No chapter (new or installed) or member (collegian or alumna) shall conduct, participate in or condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created either intentionally or unintentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule."

Zeta Tau Alpha does not condone any form of hazing by any member, new member or alumnae member. Such activities conflict with the Fraternity's ideals and traditions and project a negative image of the organization. ZTA collegiate chapters must develop new member programs that reflect the true meaning and high standards of sisterhood. These programs must not demean, embarrass or endanger members or new members.

**Scavenger Hunts** - No chapter may coordinate or participate in a scavenger hunt or similar activity (i.e., treasure hunt, photo quest, etc.). If a chapter's host institution or a university organization sponsors a scavenger hunt as part of a recognized program, the chapter must contact the Vice President Collegiate or Extension Director through International Office to discuss a possible policy waiver.



## DIGITAL MEDIA POLICY

Any individual or entity who creates or maintains digital media and any individual or entity using the Zeta Tau Alpha name or letters in Internet communications shall comply with the following terms and conditions. Zeta Tau Alpha Fraternity reserves the right to (although it shall be under no obligation to) remove links or access to sites that do not comply with these policies.

Communication may take place in the form of public or private email, newsletters, bulletins, social networking sites and apps, co-sharing, chat rooms, message boards, discussion groups, etc.

### Communication Shall:

1. Comply with any and all appropriate federal, state and local laws; college and university rules and regulations; and *The Constitution & Bylaws of Zeta Tau Alpha* and policies.
2. Be in good taste and promote a positive image of college students, alumnae, the college/university and Zeta Tau Alpha.
3. Be kept as up to date as possible. When possible, each website shall provide the ZTA email address (zetataualpha@zetataualpha.org).

### Communication Shall Not:

1. Defame, abuse, harass or threaten other individual.
2. Contain material that is obscene, pornographic or otherwise offensive to a person of ordinary sensibilities.
3. Include references to alcohol, illegal drugs or hazing with the exception of educational material about these issues
4. Use inappropriate language.
5. Share sensitive Fraternity information (e.g., information revealed to members through ritual services, judicial hearing information, or closed chapter business).
6. Include any copyrighted material from other sources or trademarks owned by third parties without the express written consent of the copyright or trademark owner.
7. Include links to personal/commercial sites that are inconsistent with the values and standards of ZTA, including endorsements or other personal/commercial advertising.

## ADDITIONAL POLICIES

**Canister Solicitations (Canning)** - Canning involves a member standing in a community location holding a container and asking passersby for money to go toward a cause. Chapter members are prohibited from canning more than 30 days prior to the chapter's primary fundraising event each year. For chapters that choose to raise funds through this method, members may only participate in canning in the chapter's university community and must follow city and state laws. If a chapter's host institution or a university organization sponsors canning periods outside of the 30 day window as part of a recognized program, the chapter must contact the Vice President Collegiate or Extension Director through International Office to discuss a possible policy waiver.

**Circularizing** - It is forbidden to circularize the Fraternity membership (i.e., sell, mail or email to canvas opinions or support for any subject, including soliciting for philanthropic causes, business ventures or political campaigns, or to use the mailing list for personal gain or financial gain) without the permission of the National President. Use of the ZTA mailing list for purposes other than approved Fraternity business is strictly forbidden.

**Membership Selection** - Zeta Tau Alpha is an international women's social fraternity, founded in Christian traditions, that has chosen to adopt membership selection policies that do not discriminate based on race, creed, ethnicity, religion, national origin, sexual orientation or disability. Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women.

ZTA is a private sisterhood organization operating through Nine Key Values, whose object is "to intensify friendship, to promote happiness among its members, and in every way to create such sentiments, perform such deeds and to mould such opinions as will conduce to the building up of a nobler and purer womanhood in the world."

**Men's Auxiliary** - Because men's auxiliary organizations are contrary to the mission and purpose of Zeta Tau Alpha and pose a threat to the future of our existence as a single-sex organization, chapters or individual chapter members will not maintain, establish or belong to men's auxiliary organizations.

**Non-Discrimination** - Zeta Tau Alpha is an international women's social fraternity that does not discriminate based on race, creed, ethnicity, religion, national origin, sexual orientation or disability. Zeta Tau Alpha membership is open to individuals who consistently live and self-identify as women.

**Retaliation** - Zeta Tau Alpha will not tolerate retaliation in any form against any member, new member or non- member, who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in a policy violation investigation.

Overt or covert acts of retaliation against an individual or group for exercising rights or responsibilities under this policy will be subject to appropriate and prompt judicial action. Violators will be held accountable through the Fraternity's judicial process and face disciplinary action.

**Sexual Abuse & Harassment** - The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, either in person, virtually or online, that:

1. Is demeaning to any person on the basis of their gender or sexual identity, including verbal or physical harassment
2. Is sexually abusive, physically or emotionally, toward any member, new member, or other individual
3. Contains inappropriate sexual content

This is to include any actions, T-shirts, social themes, activities or events, whether on chapter premises or an off-site location, which are demeaning to any person, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a Fraternity event as defined in this policy is prohibited.

**Trademark & Licensing** - The name "Zeta Tau Alpha," the letters "ZTA," the word "Themis," and the design of our Coat of Arms are registered trademarks of Zeta Tau Alpha Fraternity. The word "Zeta" or "ZETA" is a general brand name for Zeta Tau Alpha. The terms "Think Pink®," "Think Pink. Think Zeta.®" and "Take Charge. Think Pink.®" are registered trademarks of the Zeta Tau Alpha Foundation. ZTA has an approval right over all designs and products that depict any of these trademarks.

Members have the honor of displaying Zeta Tau Alpha trademarks; only initiated members may wear the Coat of Arms or the Crown Recognition Pin. Members do not receive ownership of Zeta Tau Alpha trademarks. Furthermore, members of ZTA do not have the right to authorize vendors to produce trademarked merchandise.

In order to safeguard the appropriate use of our federally registered trademarks and to guarantee quality products, Zeta Tau Alpha is one of many Greek organizations that have entered into a trademark licensing agreement with Affinity Marketing Consultants. All commercial use of Zeta Tau Alpha's trademarks must be administered through a license agreement with Zeta Tau Alpha.

Members of Zeta Tau Alpha shall obtain items of official Zeta Tau Alpha insignia, and any items or products bearing a designation or representation of the name(s) "Zeta Tau Alpha Fraternity" and "Zeta Tau Alpha," Greek letters, Coat of Arms, corporate logo, seal, member badge and other marks determined by the Fraternity from time to time, only from those persons or companies specifically authorized by the National President.

We encourage members of Zeta Tau Alpha to support our organization and buy exclusively from Crown & Co. and officially licensed Zeta Tau Alpha vendors.

The use of any Zeta Tau Alpha trademark on any product or design that attempts to glorify alcohol, hazing, sexism, racism or any other image that conflicts with the ideals and principles of the Fraternity is prohibited.

Zeta Tau Alpha will not license any form of glassware (i.e., wine glass, shot glass, beer mug), even if they are marketed as flutes, collector's glasses, mugs, etc. Zeta Tau Alpha will also not license any form of paddle. No pictures that show alcoholic beverages may display the words Zeta Tau Alpha or ZTA on the printed photograph.

### **My Sister, My Responsibility® Policy**

Members', new members' and guests' health and safety are of primary concern for the Fraternity. As such, in cases of significant intoxication as a result of alcohol or other substances, Zeta Tau Alpha encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought for consumption of alcohol or other substances, a member or new members may be exempt from Fraternity judicial proceedings; however, it is the expectation chapter leadership will meet with the members or new members involved and apply educational measures. Exemption from chapter judicial proceedings will be provided to the member or new member for whom medical attention was sought and any members or new members who were present and assisting in care.

**Assisting requires an individual to:**

- Call 9-1-1 or seek assistance from a campus professional (e.g. Resident Advisor/RA)
- Monitor the intoxicated student's condition until help arrives

**The following are not covered under the My Sister, My Responsibility Policy:**

- Members or new members waiting until the police, chapter leaders or other authorities arrive before seeking assistance, as this is not affirmatively seeking assistance
- Action by police or other law enforcement personnel
- Violations of Zeta Tau Alpha policies other than the alcohol/drugs policy

**Other things to consider:**

- The intoxicated member or new member (and possibly those who were attending to/assisting the student) will be required to meet with the appropriate Executive Committee officer and General Advisor and to discuss
- Educational requirements that may include, but are not limited to, alcohol or other drug prevention, assessment for any damages, or referral to campus wellness office (or similar facility) for screening.
- Serious or repeated incidents may prompt a higher degree of concern/response.
- Failure to complete the educational assignments or referral recommendations may result in additional disciplinary action.

**Application to Chapters:**

In circumstances where a chapter is found to be hosting an event where medical assistance is sought for an intoxicated member, new member or guest, the chapter (depending upon the circumstances) may be held responsible for violations of Fraternity policies. However, the willingness to seek medical assistance for an individual may be considered by National Council as a mitigating factor in determining a sanction for any violations of social practice policies and procedures.

# PUBLICATIONS & MULTIMEDIA

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The Fraternity takes great care in the editing of *Themis* and the writing and updating of all manuals and publications of the Fraternity. Materials for *Themis* and other matters related to publications should be sent to the Communication Department at International Office. Official ZTA publications are as follows (listed alphabetically):

***The History of Zeta Tau Alpha, 2009*** (Three Volumes) – *The History* relates the Fraternity’s founding and early days and continues the story of ZTA’s development in all phases of its organization. Updated periodically, it covers the establishment and growth of the Fraternity’s long *Chain of Chapters*, Conventions and *Constitution & Bylaws* changes.

***Themis*** – The official magazine of the Fraternity is published four times a year and contains news of collegiate and alumnae groups. It is the right of each Zeta Tau Alpha to receive *Themis* for her lifetime; however, members must select that they would like to continue receiving the magazine on the Sister’s Only site seven years after they are initiated. Any member in good standing may request reinstatement to the *Themis* mailing list at any time.

**Other Publications** – Other Fraternity publications are listed alphabetically. All items are available from IO.

*Alumnae Service Book* (Ritual)  
*College Service Book* (Ritual)  
*Constitution & Bylaws of Zeta Tau Alpha*  
*General Manual*  
*Guide for the New Member Advisor*  
*Guide for the Membership Advisor*  
*Guide for Alumnae*  
*Guide for Alumnae Initiates*  
*Guide for District Presidents*  
*Guide for House Directors*  
*Guide to Renewing House Director Contracts*  
*and Hiring New House Directors*  
*House Director Facilitator Guide*  
*Guide for New Member Advisors*  
*Guide for Province Presidents*  
*Guide for Province President Chapter Visits*  
*Guide to Alumnae Finances*  
*Guide to Chapter Finances*  
*Guide to the New Member Experience*  
*Guide to the Post-Initiation Lessons*  
*Judicial Procedures Handbook*  
*Guide for the Collegiate President*  
*Guide for the Collegiate Vice President I*  
*Guide to Recruitment and Retention*  
*Guide for the Alumnae President*  
*Guide for the Alumnae Treasurer*  
*Songs of Zeta Tau Alpha*  
*Zeta Is Forever New Member Workbook*

## **Special Brochures**

*Biennial Report*  
*Crown Chapter Criteria*  
*ZTA Foundation Scholarship*  
*International Office*  
*Welcome to the Zeta Tau Alpha Alumnae World*  
*Outstanding Alumna*

## **Non-ZTA Publications**

*NPC Manual of Information* (The Green Book)

## **Programs**

*Crowning Achievements*  
(Academic Achievement)  
*My Sister, My Responsibility*<sup>®</sup>  
*Behind Happy Faces*  
*Generation Rx*  
*Preventing and Confronting Hazing*  
*Seeking Understanding*  
*Sisterhood, Safety and Support*  
*Teaching Social Responsibility*  
*Seeking Understanding*  
*Generation Rx*  
*Behind Happy Faces* (Mental Health)  
*Philanthropy Party Guide*  
includes *Philanthropy Video*  
*Today & Forever: Living Our Values*  
(Values Exploration)  
*Z-Learning* (e-learning platform)

## **Breast Cancer Education Materials**

*Think Pink*<sup>®</sup> breast cancer awareness ribbons

## **Newsletters**

*FHC Newsletter*  
*District President Newsletter*  
*Alumnae Officer Newsletter*  
*UltraViolet* (Alumnae Programming)  
*VPC/ED Newsletter*  
*Collegiate Officer Digest*

# RITUAL SERVICES

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From its founding in 1898, the innermost meanings of Zeta Tau Alpha Fraternity have remained unchanged through the preservation of and respect for our ritual services—the *one common bond* of all Zetas everywhere. Ritual should be included regularly in both collegiate and alumnae programming to reinforce the purpose and ideals of our Fraternity. These services must be held in locations that afford privacy, unless they are considered open services. All ritual services must be conducted without deviation as directed in the *College Service Book* or *Alumnae Service Book*.

All ritual robes and equipment, the *Guide to the Post-Initiation Lessons*, and the *College Service Book* and/or *Alumnae Service Book* must be kept in a **locked** chest or closet.

The use of the Coat of Arms is reserved for those who have been initiated into the Fraternity. New members may use the Greek letters ZTA.

The following ritual services used by collegiate chapters and contained in the *College Service Book* are all closed services except where indicated: Formal Entry; Ribbon-Pledge Service; Pledge Service; Big Sister Service; Initiation Service; Oath of Allegiance for Transfer Member; Rededication Service; Installation of Officers; Founders' Day Service (open); House, Room or Suite Dedication Service (open); Installation of Chapter; Reactivation of Chapter; and Remembrance Service (open). The Alumnae Initiation Service is conducted by alumnae.

The following ritual services used by alumnae chapters, associations and federations and contained in the *Alumnae Service Book* are all closed services except where indicated: Alumnae Charter Presentation Service; Alumnae Initiation Service; Installation of Alumnae Officers as a Group; Installation of Alumnae Officers Individually; Installation Service for a Federation; Service for Opening Alumnae Meetings; House, Room or Suite Dedication Service (open); Founders' Day Service (open); Order of the Shield Recognition Service (open); and Remembrance Service (open).

The Memorial Service and Installation of National Council are held at Convention.

The ritual services generally used by National Officers on special occasions are: Installation of Chapter; Installation of Officers; Reactivation of Chapter; and House, Room or Suite Dedication.

Initiated members of Zeta Tau Alpha may attend all of the ritual services of the Fraternity. New members and non-member guests of Zeta Tau Alpha may attend the following: Chapter House, Room or Suite Dedication; Convention Memorial Service; Founders' Day Service; Order of the Shield Recognition Service; and Remembrance Service.

**Proper Ritual Attire** – Conformity of ritual dress is an important part of keeping ZTA heritage and ideals for future ZTA members. The attire for ritual services is designated for the aesthetic contribution and for practicality. Ritual attire includes a chalk white dress, shirt/blouse with a skirt or dress pants with only chalk white trim. Any buttons, zippers, etc., must be white. No white jeans, sweatpants, workout wear, slippers, sheets or bathrobes is appropriate. The style of attire should be classy and conservative. You may wear an engagement and/or wedding ring, badge or pledge pin, and Honor Ring only—no other jewelry is permitted. If you have medical-related jewelry or items such as medical bracelets or alert items, those are permitted. Tattoos and visible piercings that cannot be removed should be covered by skin-colored band aids. Hair accessories should be limited and must be white or match the individual's hair color. Non-decorative head coverings must be white and hair accessories must be white or match the individual's hair color. The following indicate proper attire for specific ritual services:

1. **Pledge Service** – Ritual attire with white shoes with no other color included are to be worn.
2. **Big Sister Service** – Ritual attire with white shoes are to be worn.
3. **Formal Entry** – Badge attire may be worn unless another ritual service is conducted that requires ritual attire directly following.
4. **Initiation Service** – This is the most formal of all the services. Ritual attire or white robes with white socks with no other color included are to be worn.
5. **Rededication Service** – This service recalls the beautiful ideals of our Fraternity, and the same attire is required as for the Initiation Service.
6. **Installation or Reactivation of a Chapter** – Ritual attire with white shoes are to be worn. If the Installation of Chapter Service immediately follows the Initiation Service, white socks are permissible.
7. **Installation of Officers** – Ritual attire and white shoes are to be worn.

8. **Founders' Day Service** – Appropriate dress is expected out of respect for our Founders. Since it is an open service and visitors may attend. Ritual attire is permissible.
9. **Memorial Service** – Ritual attire with white shoes are required for this service. This service is conducted at Convention to honor those members deceased since the last biennial meeting.

Ritual attire is not required for the following services: Formal Entry; Ribbon-Pledge Service; Oath of Allegiance for Transfer Members; Alumnae Initiation Service; Remembrance Service; House, Room or Suite Dedication; and all services in the *Alumnae Service Book*.

## TRADITIONS OF ZETA TAU ALPHA

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**Associations** – Zeta Tau Alpha has no “brother” fraternity.

**Blessing** – The “Zeta Prayer” is sung before dinner in chapter houses and at other appropriate times when Zetas are together.

**Correspondence** – The secret signature is used only between initiated members in private correspondence.

**Courtesy** – When an alumna enters a room with a collegian present, the collegian should stand to show respect. The collegian may sit when acknowledged by the alumna.

**Deceased Members or New Members** – Upon the death of a member or new member, members and new members of her chapter will wear a black ribbon below their badges or new member pins for three days. The chapter may conduct the Remembrance Service. The entire Fraternity follows this custom when the deceased is a member of National Council. The Memorial Service is performed at Convention to honor all members deceased during the biennium.

**Founders' Day** – Alumnae and collegiate chapters celebrate the founding of Zeta Tau Alpha with an appropriate function on Founders' Day (Oct. 15). On this day, the Founders' Day Service is given and guests may be invited to attend. The National President issues an annual Founders' Day Proclamation to be read, and turquoise and gray ribbons are to be worn below the badge by all Zetas.

**Image** – There is no stereotype of Zeta Tau Alpha. The goal is for chapters to be made up of women with individual talents and interests. The Founders specified that a member be intelligent, have a sincere interest in spiritual things, be of good moral character and be dedicated.

**Installation Greeting** – Each chapter sends a message of greeting to a new chapter at the time of its installation. All members and new members wear turquoise and gray ribbons below their badges and new member pins on the day of an Installation Service, in recognition of Zeta Tau Alpha's newest chapter. Installation dates are announced through a special mailing and on the Fraternity website.

**Procession of Flags** – A representative from each collegiate chapter carries her chapter's flag at the opening processional of Convention. This tradition of Zeta Tau Alpha began at the Centennial Convention in 1998.

**Recognition Banquet** – Since 1939, a Recognition Banquet has been part of Convention. At this time, recognition is given to chapters and individuals that have attained a record of achievement and service.

**Silver New Chapter Cup** – Each new collegiate chapter is presented with the silver new chapter cup as part of the Installation Banquet. The uniqueness of this new chapter cup tradition is that it is rotated to each subsequent new chapter. Once a new chapter is chartered, its name is added to the cup. This chapter maintains possession of the cup until the next new chapter is installed. Also, each new chapter receives a silver punch bowl and tray as a gift from the Fraternity. At Convention, a keepsake new chapter cup is presented to all new alumnae and collegiate chapters added during the biennium in honor of their installation to our *Chain of Chapters*.

## CORRECT ZTA TERMINOLOGY

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In addition to the customs that have grown into the traditions of the Fraternity, good taste dictates modes of conduct and forms of speech as correct for all up-to-date Zeta Tau Alphas:



**Chapters** – Chapters are referred to as “collegiate chapters” and “alumnae chapters.” Collegiate chapters are designated by letters from the Greek alphabet, and alumnae chapters are designated by a geographical name.

**Disclosure** – Zetas do not discuss chapter business outside of the chapter or in the presence of non-Zetas; Zetas do not criticize their Fraternity or its members in the presence of non-Zetas; Zetas do not speak disparagingly of other fraternities or their members.

**Fraternity** – Zeta Tau Alpha is known as a fraternity, not a sorority. A “fraternity” is an organization whose members have banded together for reasons of common interest and mutual benefit. There is usually some element of secrecy in its design. Some women’s organizations prefer “sorority,” while others designate the use of “fraternity.” It was the intent of the Founders, and confirmed by action at two early Conventions, that Zeta Tau Alpha be designated as a “fraternity.” This was done to distinguish our organization from the sisterhoods organized in connection with men’s fraternities, called “sororities.”

**Introductions** – The titles of National Officers and committee chair are used in formal introductions.

**Members, All** – Members and new members are spoken of as “Zeta Tau Alphas,” as “ZTAs” and as “Zetas.” Never is a member or new member called a “Zeta Tau.” A recently pledged woman is referred to as a “new member” (not a “pledge”) until the time of her Initiation. An initiated member is referred to as a “member.”

**Members, Alumnae** – A female member who is out of college is an “alumna,” not an “alum.” The plural of “alumna” is “alumnae.” This is used when referring to members of women’s organizations. The correct pronunciation of “alumnae” is (a-lum-nee), rhyming with “we.” “Alumnus” is the singular for men; “alumni” is the plural. “Alumni” is used also as the collective term for all college graduates, male and female.

**Members, Collegiate** – Members are called “collegians” or “members” while they are in college. “Collegian” is a noun and “collegiate” is an adjective. Thus, Suzy is a collegian, and her collegiate chapter is Alpha. Use of the term “active” is not proper since it implies “inactivity,” which is not recognized by Zeta Tau Alpha.

**Pronunciation** – The proper pronunciation of “Tau” in our Fraternity’s name is “Tau” as in “paw,” not “tow” as in “cow.”

**Recruitment** – The process formerly known as “rush” is now called “recruitment.” Primary Recruitment may be held in the fall or deferred until the following semester, depending on the campus. It is a time to interest “potential new members” (formerly “rushees”) in Fraternity membership.

### Recruitment Styles

- Fully Structured Recruitment – a recruitment style that is most like the traditional Primary Recruitment designed with an established format of events and rounds that highlight the positive aspects of sorority life. Held in the fall or deferred until the following semester.
- Partially or Minimally Structured Recruitment – recruitment events established within a more loosely defined time frame. Potential new members are required to attend each sorority once so they will become aware of options and afford each sorority the opportunity of making a favorable impression.
- Continuous Open Recruitment – recruitment which has no structure, but allows chapters to offer bids to potential new members through the school year.

*See the most recent edition of the NPC Manual of Information for up-to-date terminology.*



# ZETA TAU ALPHA FOUNDATION INC.

The Zeta Tau Alpha Foundation Inc. is a tax-exempt organization as defined by the Internal Revenue Code, Section 501(c)3, and is determined not to be a private foundation. Donations are tax deductible. The Foundation, in accordance with the Articles of Incorporation and pursuant to the IRS code, provides support for academic, educational, philanthropic and leadership development projects and programs. Through these, the Foundation commits itself to making a difference both on the college campus and within the community at-large.

The Zeta Tau Alpha Foundation Inc. was chartered in 1954, and in 1983 merged with the Crown Development Trust Fund Inc. The fiscal year runs from Aug. 1 to July 31.

The mission of the Zeta Tau Alpha Foundation Inc., through successful fundraising by alumnae and collegians, is to fulfill the founding principles of Zeta Tau Alpha Fraternity by providing, in compliance with IRS guidelines, support for programs which are educational, philanthropic and always responsive to the needs of a changing society, further enhancing Zeta Tau Alpha's leadership position in the Greek community and its influence in the world.

**Meetings** – The Zeta Tau Alpha Foundation Inc. board meets annually.

**Members and Officers** – Membership in the Zeta Tau Alpha Foundation Inc. will consist of the ZTA National President and Secretary-Treasurer, the ZTA Fraternity Housing Corporation President and Treasurer, and other members as appointed by National Council.

The members elect the board of directors, which manages corporation business. The board should not exceed 13 members. The Foundation board of directors elects the officers, which include President, Vice President of Philanthropy, Vice President of Scholarship, Vice President of Collegiate Development, Vice President of Alumnae Development and Secretary-Treasurer.

## FUNDRAISING CAMPAIGNS

The Zeta Tau Alpha Foundation Inc. holds multiple fundraisers throughout the year including direct mail and social media appeals. The Foundation also raises money through matching corporate gifts, estate gifts, scholarship donations, endowed gifts, honorary/memorial donations and giving groups (e.g., Maud Squad) to allow every Zeta, collegian and alumna the opportunity to share in the mission.

**Chapter Donations** – Taking place twice a year, the first chapter donation is the Second Century Fund in October, when collegians and alumnae donate \$2 in celebration of Zeta Tau Alpha's 100th anniversary and its emergence into the second century. In the spring, collegiate members make a donation of \$5 for the General Scholarship Fund to finance the various scholarships and grants given annually to deserving applicants.

**Direct Mail Appeals** – The entire alumnae membership receives a direct mail appeal each fall, with a second appeal to previous donors mailed again in the spring.

**Target Mailings and Special Appeals** – Special mailings may be sent in conjunction with specific events such as chapter anniversaries or house dedications. A parent mailer is also sent out to all collegiate members' parents to educate parents about Zeta Tau Alpha, and a donation opportunity is included.

**Endowed Fund** – With a minimum donation of \$50,000, an individual or a chapter can establish an Endowed Fund. The interest generated by the fund is used by the Foundation as outlined by the donor. Endowed funds provide money for scholarships, breast cancer education, leadership and other qualified programs. The Foundation works with the donor to establish the fund along with the desired designations and requirements for the use of the fund.

**Heritage Society** – Any member who has designated the Foundation as a beneficiary in her will, retirement plan, stock or other type of deferred gift is invited to become a member of the Heritage Society.

**Maud Squad** – This donor level is available to members age 40 and under who commit to a monthly recurring donation of at least \$9 or more.

**Matching Donations** – Many corporations or their foundations match donations made by their employees. Donors are encouraged to contact the development office to determine the policy and criteria for their particular company. Completed matching grant forms should be returned to International Office where the Foundation will verify the donations and submit the required information to the corporation.

**Zeta Day Fundraising** – Statewide Zeta Day functions each spring are a great opportunity for individuals to donate funds directly to the Zeta Tau Alpha Foundation's General Fund.

## FOUNDATION RECOGNITION

Each collegiate and alumnae chapter is encouraged to make an annual donation to one of the five annual giving levels, and when possible, become a member of the Founders Club. These groups have always shown strong support for the Foundation through creative fundraising projects that are exciting and challenging. They continue to practice "the nobility of serving" on campus and within the community. Assistance is available through International Office for any chapter needing aid in the development of a strong fundraising event. The Foundation is appreciative of all donors and recognizes them throughout the year in various ways:

**Annual Donations** – Each fall, donors who have contributed to the Foundation during the past fiscal year above a certain designated amount are listed in *Themis*. A cumulative list of lifetime society donors is also included.

**Founders Club** – Chapters and individuals donating \$10,000 or more during a biennium become members of the prestigious Founders Club. In 2006, the Foundation created new Founders Club giving levels of \$25,000, \$50,000, \$75,000 and \$100,000. In 2010, the Foundation added recognition for the \$125,000, \$175,000 and \$200,000 levels. Membership includes recognition in *Themis* and Convention.

**Annual Giving Levels** – The Foundation has annual giving levels: Link (\$300-\$499), Themis (\$500-\$999), Torch (\$1,000-\$2,499), Shield (\$2,500-\$4,999) and Crown (\$5,000 and above). Chapters and individuals reaching one of the levels with a donation of \$300 or more (amount subject to change) during the year are recognized at local Zeta Day events and again at Convention or Emerging Leaders Academy. Annual giving level buttons are given as recognition. Individual donors who achieve a giving level are also recognized in *Themis* and on the ZTA website.

**Lifetime Giving Societies** – The Foundation has five lifetime giving societies to recognize sisters who have made a continued financial commitment to the Foundation. The societies are: 1898 Society (\$10,000-\$24,999), Creed Society (\$25,000-\$49,999),

Sword and Shield Society (\$50,000-\$74,999), Crest Society (\$75,000-\$99,999) and Founders Society (\$100,000 and above). Members of the lifetime giving societies receive a special gift for each level that they attain as a thank you from the Foundation for the commitment, consistency and longevity of their contributions. The societies are listed in *Themis* every fall and on the ZTA website.

## SERVICE AND PHILANTHROPY

Since 1898, ZTA has supported various causes including medical assistance in **Curran Valley, Easter Seals, The Association for Retarded Citizens** and the **Sunshine Kids**. At Convention 1992, the Fraternity adopted **Susan G. Komen for the Cure® (formerly the Susan G. Komen Breast Cancer Foundation)** as its philanthropy. At Convention 1996, the Fraternity voted to broaden the scope of our philanthropic efforts to promote programs dedicated to **breast cancer education and awareness**.

In 1992, ZTA became the first national sponsor of Komen's **National Breast Cancer Survivor Recognition Program** of the **Race for the Cure®** series. Until March 2015, ZTA served as a national sponsor or co-sponsor of the Survivor Recognition Program. ZTA provided the signature pink T-shirts and caps for participants to wear during the race. As part of the Survivor Program, ZTA also provided pink "In Memory Of" and "In Celebration Of" back signs for participants to wear during the Race for the Cure events so they could race in honor of a friend or loved one.

In February 2004, the ZTA Foundation announced Think Pink® as a registered trademark of ZTA with the United States Patent and Trademark Office. This is now the umbrella for all of our breast cancer education and awareness projects.

While Breast Cancer Awareness Month is in October, many chapters promote Think Pink events throughout the year.

Since 1999, ZTA has partnered with all 32 **National Football League** teams, earning the title of official fan outreach partner for the NFL's **Crucial Catch** campaign. Zeta Tau Alpha has distributed almost 10 million breast cancer awareness ribbons to fans at NFL games.

In 2015, the Foundation entered into Think Pink partnerships with two more organizations. With the **American Cancer Society®**, Zetas volunteer as the National Survivor Ambassador of nearly 300 **Making Strides Against Breast Cancer® Walks** across the country to celebrate and embrace breast cancer survivors. Through a relationship with **Bright Pink®**, a national nonprofit focused on prevention and early detection of breast and ovarian cancer, our chapters work to educate our ZTA and campus communities.

Zeta Tau Alpha has also partnered with **Yoplait® Yogurt, SELF magazine, Lifetime Television, Betsey Johnson Boutiques** and the **Young Survival Coalition** to spread the word about breast cancer.

## SCHOLARSHIPS AND GRANTS

The ZTA Foundation provides more than \$800,000 in scholarships annually to undergraduate and graduate ZTA members. The Scholarship Committee administers the scholarships and grants. The criteria used for selecting recipients include minimum 3.0 GPA (subject to change), involvement in campus and community activities, financial need, recommendations and current class status. Applications are due in the early spring for the following school year.

The scholarships given by the ZTA Foundation are defined as follows:

**Endowed Scholarships** – These scholarships come from permanent endowed funds established by chapters and individuals. These scholarships vary in amount depending on the size of the gift.

**Founders Grants** – Nine grants are given annually to those pursuing post-baccalaureate degrees. These grants are funded through a combination of endowed monies and funds from the General Scholarship Fund.

**Recognition Scholarships** – Established with an annual donation from chapters or individuals, plus a contribution from the ZTA Foundation, these scholarships can be designated by the donor for specific chapters, but must be given each year whether a qualified applicant applies or not.

**Achievement Scholarships** – These scholarships are given to both undergraduates and graduate students from annual contributions to the General Scholarship Fund.

**Service Scholarships** – These scholarships are available for those studying in service-related fields, such as special education, social work or health care. The money for these scholarships comes from the Service Fund.

## LEADERSHIP DEVELOPMENT

The Zeta Tau Alpha Foundation Inc. as allowed by the Internal Revenue Service, promotes the development of leaders with emphasis on young women.

**Events/Conferences** – The ZTA Foundation provides funding for educational and leaderships events such as Emerging Leaders Academy, Panhellenic Conferences, Officer Leadership Academies and other regional seminars, as allowed by IRS funding. Topics presented at these events include leadership, empowerment, risk and harm reduction, conflict resolution, personal wellness, organization and change management, collaboration, positive motivation, and living up to our mission and values.

**Leadership Consultants** - Portions of the Leadership Consultant program dealing with communication skills development, leadership training, risk and harm management, and other educational aspects are supported by the Foundation.

**Outstanding Alumna Award** – At Convention 1982, the ZTA Foundation introduced the Outstanding Alumna Award to recognize an outstanding Zeta Tau Alpha alumna who has made notable contributions in her profession and to society. As featured Convention speakers, these women uniquely serve as role models. Past recipients represent a wide variety of interests including a Pulitzer Prize winner, an award-winning television news reporter/anchor, the first woman Marine Corps General, the founders of the Sunshine Kids Foundation and the SHADE Foundation, a past president of Mothers Against Drunk Driving, the chair of the board of Reading Is Fundamental and the Chair of the Federal Trade Commission. Nominations for the Outstanding Alumna can be submitted to the ZTA Foundation through International Office.

## EDUCATIONAL PROGRAMS

The Zeta Tau Alpha Foundation Inc., funds educational programs. These programs are made available for use by our collegiate and alumnae chapters as well as other Greek organizations, college communities and the general public.

The Foundation has funded the development and publication of ZTA's award-winning risk management program, *My Sister, My Responsibility*. Workshops include:

- *Behind Happy Faces* - designed to better understand mental health, create effective coping mechanisms, approach a friend who may need help and support suicide prevention
- *Generation Rx* – educates on safe medication practices for life and specific educational resources focusing on the dangers of misusing opioid pain medications, prescription stimulants and sedatives
- *Preventing and Confronting Hazing* - empowers chapter members to prevent and confront hazing and other destructive behaviors, while reinforcing friendship, sisterhood and ZTA values
- *Seeking Understanding* - focuses on inclusion and belonging with topics like personal and social identities, genuine conversations, microaggressions, cultural appropriation, power and privilege, and how to support your sisters of all different backgrounds
- *Sisterhood, Safety and Support* – address sexual assault and promotes the development of healthy relationships and supportive social environments for collegians
- *Teaching Social Responsibility* - teaches members how to prevent and confront problematic drinking and hold themselves and others accountable for their actions while showing care and concern for their sisters

Since the 2006–2007 school year, the ZTA Foundation has provided a grant to the Fraternity to provide CommunityEdu™, a web-based educational program on the prevention of alcohol abuse, hazing and sexual assault, for all collegiate members. The program includes a pretest, four hour-long lessons, an exam and three confidential surveys that help ZTA evaluate its effectiveness. A preview version of the program is also available for parents of ZTA collegiate members.

The *Crowning Achievements* academic success program provides online and in-person workshops focused on the individual member and her needs. *Crowning Achievements* assists collegians in the areas of organizational management, study skills, test preparation, stress management and career planning.

Online workshops are housed on Z-Learning, ZTA's online learning platform, which is full of fun workshops and tools.

In an effort to reduce risk associated with alcohol, ZTA launched the Alcohol Skills Training Program that sends expert facilitators to campuses to provide interactive workshops to help students better understand safe consumption and warning signs.

ZTA partnered with Alpha Chi Omega women's fraternity, Pi Kappa Phi men's fraternity and Sigma Nu men's fraternity to create a visually engaging poster series about risk, prevention, leadership and sexual assault that we proudly shared with colleges and universities across the country.

The Foundation also sponsors educational articles in *Themis* on a variety of important topics, including online safety, health and fitness, breast cancer, eating disorders, AIDS, depression, binge drinking, date rape, bereavement and career development.





# ZETA TAU ALPHA FRATERNITY HOUSING CORPORATION

The Zeta Tau Alpha Fraternity Housing Corporation's mission is to provide safe, competitive and attractive facilities by using our resources responsibly and focusing on fostering sisterhood, supporting our members, preparing for our future, and continuing to be the leader in fraternity/sorority housing.

**Organization** – In the organizational structure of Zeta Tau Alpha, the Zeta Tau Alpha Fraternity Housing Corporation is one of the three important entities. This Indiana nonprofit corporation was chartered in 1977 as a title-holding and property management company. The vast majority of ZTA-owned or -operated facilities are members of this corporation. In addition to the properties it owns and/or manages, the Zeta Tau Alpha Fraternity Housing Corporation (generally referred to by Zetas as the Fraternity Housing Corporation or FHC) serves in an advisory capacity to those facilities that are owned or managed by Local House Corporations.

**Members and Officers** – Every FHC member collegiate chapter is a voting member of the Zeta Tau Alpha Fraternity Housing Corporation. Chapters with Local Housing Corporations are not voting members of the FHC. At the biennial meeting of the corporation held in conjunction with Convention, the member collegiate chapters elect a board of directors, slated by position. A nominating committee appointed by the Fraternity Housing Corporation presents the slate for elections. The directors' term of office is two years.

In addition to these elected board members, the National President, Fraternity Secretary-Treasurer and a representative of the Zeta Tau Alpha Foundation serve as members of the board by virtue of their offices. The board of directors consists of a President, Vice President Housing I, Vice President Housing II, Vice President Housing III, Vice President Design, Vice President Construction, Vice President Operations, and Secretary-Treasurer. Each spring, the FHC holds a board meeting. At this time, the corporation acts upon all requests for facility funds from collegiate chapters. At the annual meeting, the board adopts the budget, establishes investment and loan rates, and addresses other facility matters. Member chapters participate in the Wish List process for FHC board consideration of their facility requests each fall semester.

**Funding** – The Zeta Tau Alpha Fraternity Housing Corporation derives its funds from these major sources:

1. Rent paid by collegiate chapters whose facilities are owned or managed by the FHC
2. The House Reserve Fund paid by each collegiate member whose chapter is owned or managed by the FHC

The Zeta Tau Alpha Fraternity Housing Corporation uses its funds to maintain chapter facilities (the FHC pays all maintenance bills above a set amount); to upgrade the facilities; to pay mortgage payments, rent, taxes and insurance; to pay salaries for the International Office staff who handle facility matters; and to cover other costs of operating the FHC. In addition to handling all the fiscal matters, including securing financing for major renovations and new construction, the Fraternity Housing Corporation sees that all required federal, state and local forms are filed promptly.

Each year, in cooperation with the Fraternity Secretary-Treasurer, the FHC establishes chapter rent and House Reserve Fund fees. The International Office staff notifies the collegiate chapter of these fees and sends the chapter a Housing Agreement, which the chapter President and General Advisor must sign. The FHC also establishes dates for the payment of rent and the HRF and invoices the chapter. It is the responsibility of a chapter that has a residential facility to see that the facility is filled to capacity and to collect rent from each resident when it is due. The chapter must pay its rent and the HRF promptly to the FHC. If a chapter operates with a budget surplus, by direction of National Council, it turns over a percentage of the surplus to the FHC for facility use.

## LOCAL HOUSE CORPORATION

Since the formation of the Zeta Tau Alpha Fraternity Housing Corporation, no further Local House Corporations have been, nor will any be, separately incorporated. Those in operation today will remain Local Corporations as long as they remain in good standing within their state, or until they wish to become members of the Zeta Tau Alpha Fraternity Housing Corporation.

**Operations and Bylaws** – The remaining Local House Corporations are separate legal entities chartered as nonprofit organizations under the laws of the particular state, which protect the members from possible personal liability for sorority housing obligations. The corporation owns or holds title to the real estate, leasehold or other property, and manages these for the use and benefit of the collegiate chapter. The Local House Corporation is operated by the directors and officers of the corporation who are normally elected by the members of the corporation. The local bylaws define the members of the corporation, which usually includes all alumnae of the chapter as well as ZTA alumnae who live in the area. Some bylaws require members to pay dues, and only those in good standing are accorded a vote.

Each Local House Corporation must have bylaws that conform to state requirements. It is recommended that these bylaws include a provision for continuity on the board of directors to guard against a complete turnover of officers at one time, and a provision that no term of office be longer than two years. (Directors may succeed themselves.) It is further recommended that the bylaws provide that the collegiate chapter President, House Manager and Financial Advisor attend a portion of each board meeting, present reports and recommendations, and take back a report to the chapter. It is suggested that the entire collegiate chapter be invited to attend the annual meeting of the corporation as non-voting members.

Every legally chartered Local House Corporation must have tax-exempt status (a federal tax identification number) from the IRS; copies of these documents must be on file in International Office along with its articles of incorporation and bylaws. The corporation must file Federal Tax Form 990 annually if it has annual gross receipts of \$25,000 or more. A copy of this tax return must be filed with International Office annually.

**Funding** – If the Local House Corporation anticipates building an addition or undertaking major renovations that involve securing financing, the corporation must contact the ZTA Fraternity Housing Corporation President. If the project is deemed financially sound, funding can come in the form of a loan from the FHC, or the FHC can serve as a guarantor of a loan with a financial institution. If a local corporation has a loan from the FHC, the FHC assigns a board member to serve as a liaison to the Local House Corporation until the loan is repaid.

**Expenditures Needing Approval** – A Local Housing Corporation must obtain the advice and approval of National Council and the Zeta Tau Alpha Fraternity Housing Corporation President in advance of renting or purchasing a house or lot, building a house or adding an addition to an existing house.

**Housing Agreement** – Each spring, the Housing Agreement (provided by International Office) must be signed between the Local House Corporation and the collegiate chapter. The agreement contains the rental amount for the facility and explains the responsibility of the Local House Corporation and the collegiate chapter.

**Local House Corporation: Responsibilities** – Following are the major responsibilities of a Local House Corporation:

1. Set and collect rent and House Reserve Fund fees
2. Maintain a local bank account
3. Provide for chapter facility insurance at its expense
4. Pay all necessary taxes
5. If income is over \$25,000 (including interest income), file a Form 990 with the IRS annually at the close of the corporation's fiscal year; file all local and state tax forms
6. Pay all mortgage and loan payments
7. Borrow money
8. Maintain the chapter facility
9. Pay all major repair bills
10. Supervise all chapter facility renovations
11. Make all decorating decisions
12. Review house rules and make suggestions for changes or updates
13. Serve on the House Director selection committee if asked by the chapter
14. Hold an annual meeting and send minutes of this meeting and all board meetings to International Office
15. Submit all required reports to IO
16. Submit all necessary data to remain in good standing to the Secretary of State in the state where incorporated

**Application for Membership: ZTA Fraternity Housing Corporation** – Circumstances may become such that a Local House Corporation chooses to become a member of the Zeta Tau Alpha Fraternity Housing Corporation. The local corporation must follow this procedure when applying for membership:

1. The Local House Corporation should pass a resolution instructing its board of directors to seek membership in the FHC and allowing the President specific authority to transfer any real property to the FHC.
2. If the corporation owns or has a long-term lease on a facility, it should engage an attorney to prepare the warranty deed and to assist in the transfer of any mortgages or liens on the property to the FHC.
3. The corporation must prepare a statement of the corporation's assets, liabilities and net worth, including any savings, checking accounts, furnishings, any local loans or obligations including mortgages. If the corporation uses a CPA, he or she should prepare this statement. Otherwise, it is the responsibility of the corporation Treasurer.
4. When these items are complete, the local corporation should forward them, along with a copy of the most recent Form 990 filed with the Internal Revenue Service, to the President of the FHC. Upon receipt of these items, the former Local House Corporation becomes a member of the Zeta Tau Alpha FHC.

**Sale of Property** – If a collegiate chapter with residential housing owned by a Local Corporation is closed, and it is the decision of the National Council that the chapter property be sold, it is the responsibility of the Local House Corporation to work in conjunction with the Zeta Tau Alpha Fraternity Housing Corporation to accomplish this task. As outlined in the *Constitution & Bylaws of Zeta Tau Alpha*, the assets from this sale are turned over to the Fraternity. Following the sale and the transfer of assets, the Local House Corporation must be dissolved. The Local House Corporation may not sell a collegiate chapter residential facility without consent of National Council.

# INDEX

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This document is intended to be viewed electronically. To find information quickly, use the Table of Contents or the Find feature (Ctrl + F) within Adobe PDF reader.

