

Constitution

Name

The name of this organization shall be Delta Lambda Zeta.

Statement of Purpose

The purpose of this organization shall be to establish bonds of sisterhood that last generations.

Officers

The officers for the organization Delta Lambda Zeta are: President, Vice President, Communications Chair, Recruitment Chair, Event Chair(s), Secretary, Treasurer, Philanthropy Chair, and Merchandise Chair. To qualify to be an officer of Delta Lambda Zeta, a person must be a member of the sorority for at least a year. A person must also have at least a 2.2 GPA. A person must also show interest and active member participation for that year (see membership section). All elections for office must be held in a majority vote and be in good standing with the organization (see elections).

The President of the organization is responsible for calling and chairing all meetings, ensuring executive board members are upholding their responsibilities, overseeing any disciplinary actions, approving all content (minutes, budget, social media posts, emails sent out, designs of anything with name and/or image of the sorority) and being the face of the sorority.

The Vice President of the organization is responsible for enforcing the rules and standards for general members, and providing quarterly mental health care check-ins and resources for all the members of Delta Lambda Zeta. The Vice President is responsible for stepping in whenever the President cannot fulfill their responsibilities.

The Communication Chair is responsible for managing the social media pages, creating and approving media and advertising, and making sure the sorority maintains a positive public image, documents events through pictures. The Communication Chair will be the liaison between Delta Lambda Zeta and Park University. This Chair will reach out to Legacy Members.

The Recruitment Chair engages with potential new members through various sources of media (see Appendix A), assists event chair(s) in coordinating rush week and other recruitment events, and creates and approves recruitment advertisements and documents.

The Event Chair(s) is responsible for planning all events (including the Legacy Social), creating a list of necessities for events, creating a document to show the President for approval of events, creating a budget and getting it approved through the Treasurer, getting events approved through Park, securing location of events, and creating media to advertise events. All events must be approved at least 30 days before the event and finalized no later than 14 days prior to the event.

The Philanthropy Chair is in charge of working with the Event Chair(s) to plan and coordinate service events, getting events approved through the President and Park. They are also in charge

of communicating with non-profit organizations. This chair is in charge of managing the organization's service hours.

The Treasurer of the organization is responsible for collecting all member dues, overseeing fundraising, and making and keeping record of all purchases. This chair is in charge of approving all budgets for events.

The Secretary is responsible for taking minutes, taking attendance, creating and sending out scheduled monthly update emails, and managing sorority records.

The Merchandise Chair's job is to create merchandise that accurately reflects the brand and values of Delta Lambda Zeta, and coordinate with vendors to create the merchandise. They will get all merchandise designs approved through the Presidents, and get the budget of merchandise approved through the Treasurer. If merchandise is needed for an event they will coordinate with the Event Chair(s).

Officer Vacancy

In the event of a vacancy, an emergency meeting will be held to appoint new officers, with all general members. This emergency meeting will be held within a week of the incident.

Elections

Elections should be held yearly in February. Nominations shall open a month in advance of the election. Nominees shall accept or deny nomination a week prior to election. Elections will be held anonymously.

Membership

To be a member of Delta Lambda Zeta, a person must be a female or non-binary member of Park University's undergraduate student body. A person must obtain a minimum of a cumulative 2.2 GPA, go through the recruitment process (See Appendix A), and be initiated.

The three categories of membership include the executive board, general members, and legacy. All active members have the right to voice their opinions, wear the sorority letters, run and vote for the executive board, attend meetings, and participate in big/little. All members are responsible for maintaining the professional image of Delta Lambda Zeta. All members are not to post online of them drinking or doing drugs while in DLZ letters. All members are to follow Park University's guidelines on academic integrity which can be found in the current Park University catalog.

Executive board members are responsible for fulfilling their duties as listed in the Officer section. These members are expected to be at least 16 meetings a year, 4 days of rush, big/little reveal, sisterhood dinner, initiation. If a member of the executive board cannot attend an event or meeting they are responsible for notifying the rest of the board of their absence as soon as possible.

General members are responsible for attending 7 meetings, 3 rush events, big/little reveal, sisterhood dinner, and initiation. If a general member cannot attend an event or meeting they are responsible for notifying the executive board of their absence as soon as possible.

In the event that a member, executive or general, does not uphold their responsibilities as listed above an executive meeting will be called to discuss an appropriate plan of action (See Appendix B).

Finances

Dues will be \$50 per semester. Dues will be paid to the organization by the big/little reveal for the fall semester and by initiation for the spring semester. Dues can be paid through a payment plan if needed. Payments can be made through cash, card, or check. If any member has any issues paying dues they need to reach out to the executive board as soon as possible.

The treasurer will collect all dues and they will go into the organization's bank account. All withdrawals will go through either the treasurer or president. The treasurer is responsible for managing the sorority's bank account.

Meetings

Meetings for all members will be held once every month. Members will be given a calendar with dates for each semester. Meetings for executive board members will meet two weeks before the general meetings.

Amendments to the Constitution and Bylaws

Amendments will be proposed and voted on at executive board meetings. If amendments receive a majority vote in favor then they will be added to the constitution.

Ratification

When a member goes through the rush process they must follow the rules laid out in the constitution.

Parliamentary Procedures

If the procedure for a specific instance is not laid out in the constitution then it will be a group decision and an amendment will be made to the constitution.

Advisor(s)

The advisor(s) will assist with major decisions, bank account management, event space rental, making sure everyone keeps the GPA requirements, and provide guidance to all members. They are selected on a volunteer basis.

Appendix A - Recruitment

Rush Week Recruitment (Traditional Members)

- Students interested in following the traditional path to becoming a member must sign up and attend rush week during the fall.
- Recruitment of potential new members begins early in the spring semester through the beginning of rush week.
- Rush week will be advertised through various forms of communication.
- Engagement with potential members will occur through various forms of communication.
- Potential new members will be invited to sign up to rush Delta Lambda Zeta through various forms of communication.
- Questions, concerns, ect potential new members have will be responded to in a timely manner.
- DLZ will attend the Activity Fair in the fall semester to further recruit and engage with potential new members.
- DLZ will keep up contact with potential new members from the time they sign up for rush until rush week starts.
- Potential new members will be required to attend at least two rush week events, unless otherwise discussed with the executive board.
- Potential new members will receive a bid to become new members of Delta Lambda Zeta.

Rush Week Recruitment (Nontraditional/Continuous Open Bidding)

- Delta Lambda Zeta participates in continuous open bidding, meaning people can become members of the organization at any given time without having to participate in a rush week.
- Potential new members are recruited year around, this option is mostly for the students who come in later in the semester or school year, or were not aware of the organization at the time of rush week.
- Potential new members reach out to Delta Lambda Zeta or are reached out to by Delta Lambda Zeta.
- If an individual is interested in joining the organization, the executive board will meet and vote on their membership.

Appendix B - Disciplinary Action

Following any problems with a member of the organization, the following steps will be taken:

1. The Executive Board will hold a meeting to discuss the member in question.
2. The Executive board will alert the member in question of what they are being accused of through written communication. The content of the written communication will depend on what number violation the member is on.
 - a. For all members (general and executive):
 - i. 1st Offense - Written warning of offense
 - ii. 2nd Offense - Probation
 - iii. 3rd Offense - Removed from the organization
 1. A second need for probation is an automatic removal from the organization
 - b. For offense(s) pertaining to executive responsibilities:
 - i. 1st Offense - Written warning of offense and placed on probation
 - ii. 2nd Offense - Removed from executive board
 1. A second need for probation is an automatic removal from the executive board
3. The member in question will be allowed to meet with the executive board to discuss their offense(s).

If the member in question is an officer who has reached their second offense, there will be an emergency meeting for all members to elect a new officer to that position.

If the offense includes discrimination, harassment, bullying, and/or criminal activity will result in immediate probation if not removal from the organization pending the discussion with executive board.