

Delta Zeta Delta, Inc.

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Bylaws of Delta Zeta Delta, Inc. Sorority

Rev. December 1, 2021

ARTICLE I. NAME.

The name of this organization is the Delta Zeta Delta, Inc. Sorority. Alternatively known as “DZD Sisters” or “DZD Sorors.”

ARTICLE II. PURPOSE.

The outward purpose of the Delta Zeta Delta, Inc. Sorority is “to provide service to youth and families throughout the world. As a cohesive sisterhood of professional, honest, and ambitious women, we strive to work together to increase philanthropic efforts in all communities.”

Delta Zeta Delta, Inc. offers a unique sorority experience to students and alumni attending "non-traditional" and traditional colleges, universities, and other higher education programs. Delta Zeta Delta, Inc. does not discriminate and openly welcomes members from all backgrounds and lifestyles as long as eligibility is met.

The internal purpose of the Delta Zeta Delta, Inc. Sorority is “to create a real sisterhood environment through working together and social events. The cohesive bond that will grow through our entire lifetime is like none other found in other organizations. We will be proud to say that DZD sisters are truly honest with each other, always lend a helping hand, and are dedicated to each other and our SororSHIP WITH LEADERSHIP.

Section 1 – Delta Zeta Delta, Inc. Standards Board

The DZD Board ensures that Delta Zeta Delta, Inc.'s activities and transactions are advancing its mission. The Delta Zeta Delta Inc. board is made up of three (3) Appointees. Each member will serve at the discretion of the Director, Any vity.”

ARTICLE III. RELATION

Vacancies will be appointed by the Director and Co-director. The Delta Zeta Delta Inc. Board will recognize and disclose any conflicts of interest. They are the next to the last resort for dissolving disputes. The board should make decisions that are in the best interest of the organization and not in the best interest of the individual board member (or any other individual or for-profit entity). The Delta Zeta Delta Inc. Board will also ensure that the organization obeys applicable laws and regulations including HIPAA, and follows its own bylaws; and that the organization adheres to its stated purposes/mission.

Section 2 - Founding Director and staff

The Founder and Director have day-to-day responsibility for the organization, including hiring other staff. Any relationship by blood, marriage or domestic partnership between the founding director and any board member or advisory board member are prohibited.

Co-Director

- Assist in developing and implementing plans and goals for the department
- Work with the director to coordinate and supervise daily operations
- Ensure compliance with regulations and internal policies
- Monitor attainment of objectives
- Undertake staffing responsibilities (hiring, training, evaluating etc.)
- Assist in budgeting and monitoring expenses
- Maintain scheduling of events and represent the company when needed
- Create reports and submit them to the director or other executives
- Fulfill duties as assigned by the director.

Legal Liaison

Ensures that Delta Zeta Delta, Inc.'s activities and transactions are advancing its mission. Has monthly meetings with the Regional Liaisons to discuss Sorority and Chapter issues. DZD's Legal Liaison is the ONLY person that has the authority to handle any legal issues with the sorority other than the Director and Co-Director. Any violation of this will result in immediate termination from the organization.

Section 2 – National President

All members of Delta Zeta Delta, Inc. Sorority and State Presidents report to and obtain important communications from the National President. The National President receives information directly from the Founder. They will serve a term of two (2) years with one additional election term, unless changed by the Founder (**This is subject to change only by the discretion of the Founder**).

Any member found not adhering to the bylaws enforced by the **National President** or the Founder or showing disrespect to these leaders are subject to termination from Delta Zeta Delta, Inc. at the **Founders, National President or Board discretion**. The **National President** also must adhere strictly to the duties provided and any violations will result in disciplinary action and/or up to immediate termination from the organization.

Section 3 – State Chapter Presidents and Cabinet

The Delta Zeta Delta, Inc. Sorority State **Chapter Presidents** will report to and obtain important communications from the National President. Presidents will meet once a month with the National President and/or Founder. Any other meetings are at the discretion of the Founder and/or National President only. No one else can call a meeting with the Founder with getting authorization from the National President. Your National President is your **immediate point of contact** for concerns related to Delta Zeta Delta, Inc. Only emergency issues should be directed to Headquarters. If you are having any issues with communication with your Chapter President, try to work it out if you are still not satisfied please alert the DZD National President immediately. Any member found not adhering to the bylaws enforced by the Chapter President/Vice President or an appointed Cabinet member, showing disrespect to the President or any appointed Cabinet member is subject to termination from Delta Zeta Delta, Inc. at the Founders, National President discretion. Any President, Vice President or appointed Cabinet member that does not adhere to the bylaws or violates HIPAA guidelines or does not respect their members is also subject to termination from Delta Zeta Delta, Inc. at the discretion of the Founder, National President or Board of Directors.

Presidents are to prepare an agenda for each meeting delegating work to the rest of the cabinet. Once the agenda is set a copy should go to the National President. Also a copy of the agenda needs to be sent to the Sergeant at Arms (if your state chapter has one) because their duty is to maintain the order of the meeting. The President will chair all meetings only voting when there is a tie. The President, Vice President and all appointed Cabinet members will serve a term of two (2) years with a one term reelection; they must then wait at least four (4) years before they run for that office again. **(This is subject to change only by the discretion of the Founder)**. All presidents are to make sure that all minutes are forward to the National President as well as making sure the minutes are posted in your Chapter Band for review for all active members. At no time should your minutes be forward to another chapter. All presidents are responsible to know each member's status and make contact with each active member weekly. This document is required to be accessible at all times, in the event of any questions, concerns or comments in reference to all members listed on your active roster.

Section 3-1- President's Cabinet

The Vice President will report to and take direction from the Chapter President and the National President. The VP adheres to the State and National Bylaws. They will preside over any meeting that the President can not attend. All Vice Presidents are to stay in communication with the Chapter President at all times.. The VP Roster should match the Chapter President roster. The Chapter President and the Vice President should meet once a week or biweekly depending on what meeting, events, community outreach etc... is occurring in your chapter. Communication is the key and without communication you will not be able to be productive. At no time should a Vice President make any decision on behalf of the Chapter President or the chapter without previous discussion with the Chapter President. Vice Presidents will serve a term of two (2) years and can be elected to one (1) additional term then they must wait four (4) years before they can run for the office again.**(This is subject to change only by the discretion of the Founder).**

Sergeant At Arms ensures that Delta Zeta Delta, Inc.'s activities and transactions are advancing its mission. Should monitor chapter Band for inappropriate posts. Make sure that all meetings are conducted according to Robert's Rules Of Order. Ensure there is a Quorum of members before the meeting begins. Ensure that all motions are properly brought to the floor and then disposed of according to Robert's Rules Of Order.

Chapter Secretary will report to the Chapter President. They must agree to adhere to the national and their state bylaws. They will record the minutes of all meetings in the chapter. Mandatory meeting minutes must be sent to all members by the next meeting. The Secretary is to assist the Chapter President with setting up all meetings through Zoom or Google Meets. All meetings are required to be recorded for record keeping. A copy of all meetings should be typed and emailed to the chapter President as well as cc theNational President via email within 24 hours.

Chapter Treasurer must adhere to the National and State bylaws. They can get all paperwork and forms needed for Chapter events. Once all information is complete it must be sent to Headquarters/National President. All events must be sent in ninety days(90) prior to your event. Once your information is received the National President will let you know if your event is approved and if any money is requested. Headquarters will let you know when it will be on your State card. All receipts must be turned in to your headquarters twenty four (24) hours after your event has ended. All events committees are one time. They must have a start and end date. They must be

more than one person. All event suggestions must be brought to the Chapter for a motion and vote.

Chapter Event Coordinator:

The Event Coordinator of Delta Zeta Delta Inc., sorority serves as the advisor to the various sorority chapter, community outreach events, meet and greets, ideas for fundraisers, chapter activities, plan, organize, and ensure events go successful. Plan, organize, coordinate, and direct special events. Bring ideas, suggestions to the cabinet as well as the chapter as a whole. Responsible for sending all events to dzdchaptercalendar@gmail.com to receive approval for all events, projects, etc..... All events must have been discussed and agreed upon with the Chapter President, Vice President and members within each individual chapter. All event coordinators are required to be in attendance for all events, meetings, projects, outreach community service etc..... unless discussed and approved by the Chapter President prior to the event. Ability to work effectively as part of a team and also take initiatives when the need arises. Demonstrated consistent high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet, and ability to maintain confidential information; knowledge of correct protocol for specific situations. Experience and comfort in facilitating committee meetings. Following all policy and procedures that have been set in place by headquarters of Delta Zeta Delta Inc.

ARTICLE IV. LEVELS OF MEMBERSHIP

Founding Member Membership: To remain an active member of Delta Zeta Delta Inc., you must be in good standing at all times with your membership. Any outstanding balances must be communicated with Headquarters Only. If there is a balance on your account regardless if it is from previous year or current please be advised this can place your membership in jeopardy and will be subject to being placed as **Inactive** or **Terminated** from the organization. At **NO TIME** should there be any discussion or financial obligation discussed in any meeting, text message, emails, social media, phone calls between members etc... among active or non active members.

VERY IMPORTANT

ALL FINANCIAL BUSINESS WILL ONLY BE DISCUSSED THROUGH HEADQUARTERS ONLY

At no time should individual financial obligation be discussed within the cabinet bands of Delta Zeta Delta Inc., To be active in all areas of your membership you must have completed all

requirements and headquarters have advised you that you have met all requirements. As an active member you are obligated to respond to all emails, text messages and phone calls that you may receive from the founder, National President, Chapter President and all appointees that have been put in place for communication purposes within a 24 to 36 hour time frame. Being active also includes but is not limited to checking the Main Delta Zeta Delta Inc., Band, your State Band, Chapter Meeting, Wide Sorority Meetings, Events (Per Chapter), Community Outreach (Per Chapter). Being Active means **(STAYING INVOLVED)**.

*****FYI***: BEING ACTIVE IS MANDATORY AND REQUIRED BY ALL MEMBERS OF DELTA ZETA DELTA INC., NO EXCEPTION.**

New Member Eligibility: To be eligible to become a member of Delta Zeta Delta, Inc., you must be currently enrolled in a higher education program, graduated, or have an intent to enroll within the next six months. While enrolled, you must maintain a GPA of at least a 2.50. The **DZD Verification Department** will verify all education documents that's presented by a potential member. DZD Verification Department has the right to request proof of eligibility at any time from any member. During open recruitment, Nationals is looking for at least one letter of recommendation from a teacher, a peer or an employer. A social resume, proof of enrollment, and permission to look at all social media. Falsifying documents or the inability to provide proof of eligibility may result in dismissal from Delta Zeta Delta, Inc. at the discretion of the Founder, National President and Board of Directors.

ARTICLE V. RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 1 – Bylaws. All members in the Delta Zeta Delta, Inc. are responsible for reading the National bylaws and your state bylaws when completed, signing a confidential signature form stating that you have read and understand all sections of the Delta Zeta Delta Inc. Bylaws. There is no exception to this policy. All members are required to have a signed **Confidential Signature Form** on file with headquarters NO EXCEPTION. The purpose of this document is to maintain consistency, order, quality, and professionalism and confidentiality within our Delta Zeta Delta Inc., Sorority. At no time should Delta Zeta Delta Inc. organization information should be discussed outside of the organization. Any information that is related and or discussed is **CONFIDENTIAL** and should never be discussed on an open platform that has not previously been approved by headquarters. any member found to be in violation of any of these bylaws will be subject to disciplinary action and/or up to immediate termination.

Section 2 – Delta Zeta Delta Dues

Section 2.1 - Annual Dues Member: Annual Members pay their dues once per year and are provided with special perks and advanced opportunities throughout the year.

Section 2.2 – Monthly Dues Member: Members have the option to pay their DZD dues monthly if you cannot pay for the entire year up front. This is a courtesy to you. Monthly members that default on their payment for over 30 days are subject to dismissal from Delta Zeta Delta, Inc.

Section 2.3 State Chapter Monthly dues are \$10 per month and payable to National Headquarters. Any dues amounts will not exceed the amount sanctioned by Nationals, any changes will come from National Headquarters only. **At no time will the Chapter President, Vice President or appointed cabinet members will make decisions on state membership fees.**

Section 3 – Required Participation

All active members of Delta Zeta Delta Inc., are required to attend all events labeled as mandatory. All chapter events and meetings are labeled as mandatory except for social events. If for any reason, you cannot attend it is the member responsibility to provide information to your Chapter President **PRIOR** to the event regarding your absence. All meetings held must follow all State By-laws and be conducted following Robert's Rules of Order, adhering to HIPAA guidelines.

Section 5 – Social Media: Delta Zeta Delta Inc. members are expected to uphold the organization's standards on social media at all times. All posts, pictures, comments, etc.... should be appropriate and any posts using the Delta Zeta Delta, Inc. logo should be approved by headquarters **PRIOR** to posting. Any member caught on social media discussing Delta Zeta Delta Inc., will be immediately terminated (**NO EXCEPTIONS**). **At No Time will Delta Zeta Delta permit or participate in Hazing. Any member or chapter found violating anyone in such a manner will be immediately dismissed and subject to legal action.**

ARTICLE VI. AUTHORITY OF THE STANDARDS BOARD

Following the organization's policies and procedures, the standards Board has the authority to:

- Release a new member prior to initiation
(**Founder/National President and/or Board of Directors**)
- Discipline a chapter member
(**Founder/National President and/or Board of Directors**)
- Remove a chapter member from membership
(**Founder/National President and/or Board of Directors**)
- Remove an officer from her position
(**Founder/National President and/or Board of Directors**)
- Accept member resignations : If a member resigns they must send in their resignation to headquarters via email at hello@deltazetadelta.org or dzdnationalpresident@gmail.com only. If a Chapter president or Vice President receives a resignation they are to forward to the National President and advise the member that is resigning to send their resignation to the proper department.
- Ask member resignations
- Change/interpret these bylaws to fit their purpose

Article VII - Meetings

Sorority wide meetings are held monthly. Chapter meetings are held once a month or more often as needed. All meetings are mandatory, if for some reason you cannot attend a meeting, please notify your Chapter President as soon as possible prior to the meeting being held. Sorority information discussed during meetings should **NEVER** be discussed or made available to the public or non-members! **Failure to comply or discussing or releasing confidential information will result in immediate dismissal.**

Article VIII: Records, Reports, and Privacy

Confidential records and reports will be stored and filed at headquarters only. Any digital information will be protected. Founder, National President, Board of directors, and all leadership and members are always expected and obligated to keep member information

confidential. (NO EXCEPTION)

Article IX: Use of logo and merchandise

No one should **NEVER** use the Delta Zeta Delta, Inc. logo to create their own merchandise, graphics, or order outside of the official Delta Zeta Delta, Inc. LICENSE VENDORS or verified and approved stores without permission from Delta Zeta Delta Inc. headquarters. Any violation of this policy will result in **IMMEDIATE** termination as a member of Delta Zeta Delta Inc. by the Founder, National President and/or Board of Directors. Only licensed Delta Zeta Delta Vendors will be allowed to create and/or advertise DZD merchandise. At any time if a member or non-contract vendor violates the policy and procedures will be subject to immediate dismissal and/or legal action.

Article X: Membership Cancellation & Refund Policy Delta Zeta Delta, Inc. (DZD) reserves the right to refuse/cancel a membership for violating any bylaws with no refund.

During the renewal process each year, members must attest to continued eligibility for membership based on Delta Zeta Delta Inc., criteria. Regular auditing/verification of membership records will be conducted to make sure all members of Delta Zeta Delta Inc., continue to remain in compliance with all policy, procedures and bylaws that are mandated by Delta Zeta Delta Inc.

Membership Cancellation by Members

Membership cancellations received within 14 days of registration may be eligible to receive a full refund less \$50 service fee. Cancellations received after the stated deadline will not be eligible for a refund. **Cancellations** will be accepted via e-mail and must be received by the stated cancellation deadline. In addition:

- All refund requests must be made by the member or credit card holder.
- Refund requests must include the name of the member and/or transaction number.
- Refunds will be credited back to the original payment method credit card used for

payment. **(NO EXCEPTION)**

- All benefits and incentives received by the member must be immediately cancelled/returned to the DZD.

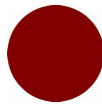
The above policies apply to all DZD memberships unless otherwise noted in the corresponding program materials. Please read all individual program information thoroughly. Any questions or cancellation requests may be directed to Delta Zeta Delta Inc., **Headquarters at [Hello@DeltaZetaDelta.org](mailto>Hello@DeltaZetaDelta.org)**.

AMENDED BYLAWS: DELTA ZETA DELTA INC., BYLAWS ARE SUBJECT TO CHANGE TO MEET THE NEEDS OF THE ORGANIZATION AS A WHOLE. WHEN THE BYLAWS ARE AMENDED ALL MEMBERS WILL RECEIVE NOTIFICATION FOR THEIR RECORDS.

Important Information to Remember

DZD Sorority Colors:

Burgundy (Power)



Gold (Courage)



Black (Power & Sophistication)



DZD Sorority Flower: Amaryllis (Determination and Love)



Animal: Owl (Fierce intelligence)



Delta Zeta Delta Inc. Slogan:

“Everyday is a great day with my Delta Zeta Delta Sisters by my side.”

Hand Sign: Revised see Band App.

Call: TBD

Meaning of Greek letters

(<https://greece.greekreporter.com/2013/10/12/decoding-hidden-meanings-of-ancient-greek-alpha-beta-letters/#:~:text=According%20to%20the%20Greek%20Alphabet,continue%20to%20%E2%80%9Ccarry%E2%80%9D%20meanings.>)

The letter Δ (Delta) is created, which, according to the Code, expresses Δ = Power-Force that constructs and creates

Z (Zeta), by shape, describes the power of thunderbolt that is charging earth and according to Dr Simaioforos' Code, Z is Life and Heat-Warmth

Other Helpful Information:

A Greek Glossary:

<http://osl.sa.ucsb.edu/fraternities-sororities/browse/greek-alphabet-and-glossary>