



**ZETA PHI BETA**  
SORORITY, INCORPORATED

# GUIDE FOR **CAMPUS** **PROFESSIONALS**

9/2022

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## ZETA PHI BETA SORORITY, INCORPORATED

Zeta Phi Beta Sorority, Incorporated was founded January 16, 1920. at Howard University, Washington, D.C. Since its inception. Zeta has continued its steady climb into the national spotlight with programs designed to demonstrate concern for the human condition both nationally and internationally. The organization has been innovative in that it has chronicled a number of firsts. It was the first National Pan-Hellenic Council organization to centralize its operations in a national headquarters, first to charter a chapter in Africa, first to form auxiliary groups, and first to be constitutionally bound to a fraternity, Phi Beta Sigma Fraternity, Inc. The sorority takes pride in its continued participation in transforming communities through volunteer services from members and its auxiliaries. Zeta Phi Beta has chartered hundreds of chapters worldwide and has a membership of 100,000+.

Zeta's national and local programs include the endowment of its National Educational Foundation community outreach services and support of multiple affiliate organizations. Zeta chapters and auxiliaries have given un-totaled hours of voluntary service to educate the public, assist youth, provide scholarships, support organized charities, and promote legislation for social and civic change.

As the sorority moves toward its centennial, it retains its original zest for excellence. It espouses the highest academic ideals and that has resulted in its members serving in groundbreaking roles in all fields of endeavor. Zeta Phi Beta Sorority, Inc. is poised for perpetual service to mankind into her second century and beyond.

### ZETA PHI BETA SORORITY, INCORPORATED FOUNDERS



ARIZONA CLEAVER  
*Stemons*



PEARL ANNA  
*Neal*



MYRTLE TYLER  
*Faithful*



VIOLA TYLER  
*Goings*



FANNIE PETTIE  
*Watts*

## ZETA PHI BETA SORORITY LEADERSHIP CONTACTS



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**EASTERN REGION** | **Amelia H. Birchette**, Regional Director | ERD@ZPhiBHQ.org  
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**PACIFIC REGION** | **Shonté N. Fuller**, Regional Director | PRD@ZPhiBHQ.org  
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**SOUTH CENTRAL REGION** | **Kenya L. Washington**, Regional Director | SCRd@ZPhiBHQ.org  
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**ZETA PHI BETA**  
SORORITY, INCORPORATED

## **DIVERSITY STATEMENT**

Effective July 2022

Zeta Phi Beta Sorority, Incorporated was founded in 1920 by five women who were students at Howard University. The Founders sought to create a sorority that was more than a social club and established an organization that embraces Scholarship, provides meaningful Service, sets a standard for Sisterhood, and strives to exemplify Finer Womanhood.

Zeta is a community conscious, action-oriented organization committed to uplifting the community through membership comprised of college educated women. In furtherance of the goals set forth by the Founders, Zeta Phi Beta Sorority, Incorporated respects and values all people regardless of race, age, gender, gender expression, ability, disability, creed, religion, sexual orientation, or walk of life.

Membership in Zeta Phi Beta Sorority, Incorporated is limited to women. For membership selection purposes and to hold membership, an individual must be a woman and must meet other requirements, such as a minimum grade point average for matriculating college students and recent graduates. A woman is inclusive of any person who continually and consistently lives and self-identifies as a woman.

No prospective member will be excluded from consideration for membership based on race, color, religion, national origin, sexual orientation, disability, familial status, or marital status. Zeta Phi Beta Sorority, Incorporated will comply with all applicable laws and the intake of prospective members will follow guidelines set forth in its Membership Intake Policy.





**ZETA PHI BETA**  
SORORITY, INCORPORATED

## **POLICY AGAINST HAZING**

Zeta Phi Beta Sorority, Incorporated (the “Sorority”) has designed a process for the selection, intake, and education of women who aspire to membership in the Sorority. The goal of the process is to inform new members of the history, policies and procedures important to membership in the Sorority. Potential members of the Sorority have the right to participate in the process in environments that are not intentionally harmful.

Individuals who engage in hazing activities risk sanctions by the Sorority and criminal sanctions.

Hazing in any form or fashion is contrary to the philosophy and objectives of Zeta Phi Beta Sorority, Incorporated, and as such, the Sorority emphatically prohibits and denounces hazing.

### ***Zeta Phi Beta Sorority defines hazing as any action or activity which:***

- brings about physical, mental, emotional or psychological harm to the potential member or is humiliating in its intent;
- is vulgar, abusive, physically exhausting or dangerous;
- materially disrupts an individual’s academic, professional, and personal endeavors;
- abridges a person’s moral, religious or dietary beliefs;
- compels an individual to break the rules and regulations of her college or university, Zeta Phi Beta Sorority, Incorporated or other entities; or
- is defined as hazing under applicable laws.

Members of the Sorority who become aware of hazing activities have a responsibility to report the activity to the President Basileus, State Director, and Regional Director, as applicable, for further investigation.



# **RISK MANAGEMENT**

## PROCESSES AND PROCEDURES SUMMARY

March 2017

## **I. Risk Management Overview**

### **A. Purpose of the Risk Management Processes and Procedures**

This Risk Management Processes and Procedures policy ("Policy") of Zeta Phi Beta Sorority, Incorporated ("Sorority") is intended to reduce the Sorority's exposures to risks and losses by educating and assisting our Chapters and members, and increasing awareness of the Sorority's stance on activities that increase the Sorority's exposure to liability. The Sorority will provide educational assistance through the National Director of Risk Management to help Regions, States, Chapters and members to establish sound risk management practices.

Each Chapter is a self-sustaining, self-governing organization that is affiliated with Zeta Phi Beta Sorority, Incorporated through a charter and is therefore required to adhere to all of the rules and regulations of the Sorority. This Policy stresses the individual responsibility of each member and collectively our Chapters, and is to be followed in addition to all college/university policies and all applicable laws. Failure to abide by the terms of the Policy may result in the loss of any insurance coverage that may otherwise be available and/or disciplinary action in accordance with all other applicable governing documents.

### **B. Definition of Risk and Risk Management**

Risk is the possibility of suffering loss. Risk Management is the systematic process of managing an organization's risk exposures. Before engaging in any activity, all members of the Sorority are obligated to engage in a process whereby they:

1. Identify the risk(s)
2. Assess the risk(s)
3. Manage the risk(s) using the mitigation tools provided by the Sorority and common sense
4. Monitor and review the risk(s) and the mitigation tools

Stated another way, risk management is conducting Zeta operations in a manner which exhibits care and concern for the safety and well-being of members, guests, and the community. Members must take personal responsibility for their actions to help ensure the safety of others.

### **C. Types of Risk**

When identifying risks, it is important to realize that the Sorority and its Regions, States, and Chapters can be impacted in many ways. While not exhaustive, listed below are the types of risk to which the Sorority and its Regions, States, and Chapters are exposed and examples of each:

1. Operational – hazing, ineffective leadership and failure to adhere to policies threaten the ability of the Sorority to operate on all levels.
2. Credit – failure to implement sound financial practices impacts the Sorority's ability to establish contractual arrangements and other forms of credit with third parties, including hotels and conference centers.
3. Regulatory/Legal – failure to make filings required by governmental agencies could result in non-compliance with applicable laws and regulations (e.g. IRS 990 forms.)
4. Earnings/Financial – failure to obtain the appropriate insurance, ensure safe premises, implement documented financial controls, or implement effective event planning techniques can negatively impact the Sorority's ability to raise funds for scholarship and programs.
5. Image/Reputation – disregard of the Sorority's social media and visual identity standards will harm our image, brand and reputation, further impacting our ability to attract and retain new members, obtain favorable contractual rates for activities and strengthen relationships with community partnerships (among other operational risks).
6. Cash Flow – Zeta is a membership based organization. Failure to implement and adhere to documented financial procedures and any other failure to mitigate operational, credit or image/reputation risk can negatively impact cash flow to the Sorority.



7. Strategic – Any activity that negatively impacts our ability to promote the Sorority’s principles, mission and/or vision is a strategic risk. An example of a circumstance that increases strategic risk is the failure by an Undergraduate Soror to maintain a 2.5 cumulative GPA or the average required by the college or university (whichever is higher) in violation of the “*Undergraduate Academic Probation/GPA Requirement.*”

## II. Risk Management – A Condition of Membership

All members of the Sorority must be in full compliance with the Sorority’s Constitution and Bylaws, the Bylaws of her affiliated Region, State (if applicable) and Chapter, the rules and regulations of the applicable college or university, the Sorority’s policies and procedures, and all applicable laws.

It is the responsibility of each member to ensure that she has the most current version of all Sorority governing documents.

If any duly initiated member fails to maintain financial status with the Sorority, privileges that would typically apply to active members such as insurance protections and related legal representation will not be afforded to that member. Any person or persons who fail to pay required dues, fees, and assessments at each level of the Sorority will be classified as inactive (also referred to as unfinancial), and actions from these individuals are not endorsed by the organization.

## III. Risk Areas and Mitigation Procedures and Processes

The Risk Management Policy delineates all key risk areas and provides guidance to assist chapters and members to mitigate the risks. The risk areas, policies and processes include the Sorority’s insurance programs, membership intake process, anti-hazing policy, event planning guidelines, funds management guidelines, drug and alcohol policy, and sexual misconduct prevention policy.

## IV. Education, Certification and Training

All members are encouraged continue to learn the Sorority’s history and processes. The following programs have been sanctioned by the National Executive Board:

1. Zeta Organizational Leadership – The Zeta Organizational Leadership Program is a future-focused, nationally structured, intense leadership training certification program and a blue print for leadership development and enhancement.
2. Membership Intake Certification – In order to participate in the MIP, a member must be certified by the National First Anti-Basileus, or her Regional or State Director.
3. Youth Advisor Certification – In order to serve as a Youth Advisor or Regional or State Youth Coordinator (or member of a Youth Advisory Committee), a member must be certified as a Youth Advisor by the National Director of Youth Affiliates, the Regional Youth Coordinator or a Regional or State Director.
4. Undergraduate Advisor Certification – In order to serve as an Undergraduate Advisor, Regional or State Undergraduate Coordinator (or member of an Undergraduate Advisory Committee), a member must be certified as an Undergraduate Advisor by National Director of Undergraduate Advisors, Regional Undergraduate Coordinator, or a Regional or State Director.
5. Amicae Sponsor Certification – In order to serve as Amicae Sponsor, Regional or State Amicae Coordinator (or member of a Sponsoring Committee), a member must be certified as an Amicae Sponsor by the National Director of Amicae Affairs, Regional Amicae Coordinator, or Regional or State Director.
6. Anti-Hazing Training – Separate from the MIP Certification, an Anti-Hazing Training Program shall be administered per the direction of the International Grand Basileus.
7. Risk Management Training – Training on this Policy shall be administered per the direction of the International Grand Basileus.

In addition to the above training, the Sorority offers a broad array of webinars throughout each year, and each Region and State offers its own training programs. Members are encouraged to take advantage of these trainings as they become available.



## MEMBERSHIP INTAKE PROCESS

### OVERVIEW FOR CAMPUS PROFESSIONALS

Since 1990, the Zeta Phi Beta Sorority, Incorporated Membership Selection & Intake Process has provided the policy and guidelines governing the selection, education and training of new members. This process will continue to guard against allegations of hazing and pledging while fostering and encouraging a sisterly bond amongst new and existing members. Our principles of Scholarship, Service, Sisterhood and Finer Womanhood are at the center of the process and the process that minimizes risk while furthering the mission of Zeta Phi Beta Sorority, Incorporated.

The process is designed to increase our membership rate and retention by using an intentional targeted approach with emphasis on selectivity, engaging interactions, brand management and continuing to build and understand both membership and organization value.

## MEMBERSHIP ELIGIBILITY

### Educational Standards

- ☐ Currently enrolled at an accredited four-year college or university.
- ☐ Must have earned at least twelve (12) Credit Hours at the college or university of the Prospective Member where MIP is to take place.
- ☐ Has earned the required 2.75 grade point average on a 4.0 scale or the grade point average required by the college or university, whichever is higher.
- ☐ The Prospective Member should maintain at least a 2.75 on a 4.0 scale grade point average after membership intake into the Sorority to maintain active status.

# TIMELINE AT A GLANCE

| STEP                                       | REQUIRED TIMEFRAME   |
|--|--|
| <b>1. Informational Interest Meeting</b>   | 120 minutes or less  |
| <b>2. Formal Observation</b>               | A <b>recommended</b> 90 days   |
| <b>3. Interview</b>                        | Interviews for 9 candidates or less must occur in the same day<br>10-19 Candidates: two days<br>20 or more: three days<br>Each interview should last no more than 25 minutes.  |
| <b>4. Invitation for Membership Intake</b> | Chapter votes to determine which candidates to invite to apply for membership within days 7 of the last Interview. Within 7 business days of chapter vote, those invited to apply for membership will convene with the MIP Coordinator to complete the electronic application in a classroom setting.  |
| <b>5. Introduction Meeting</b>             | Within 7 days of receiving approval from International First Vice President  |
| <b>6. Course of Study</b>                  | <p>Must be completed within 4 weeks (28 total days) of the Introduction Meeting (In-class &amp; E-learning COS)</p> <p>The Course of Study (COS) is a four (4) week E-LEARNING educational course that Aspirants will use to learn the educational components of the sorority. The course must be completed in its entirety and each Aspirant must pass with a score of 80% or better on the final exam to be inducted into the sorority. All group study and project sessions must be held in a public venue with no exceptions, unless held virtually.</p> <p>The classroom reviews are used to foster bonding between the Aspirants as they learn more about the Sorority and to provide the chapter an opportunity to provide sisterly assistance in learning the material. Each week is paired with a class project used to foster sisterhood and bonding amongst the intake class.</p> |
| <b>7. The Induction Ceremony</b>           | Must take place no later than four weeks from the day of the approved Introduction Meeting date.   |
| <b>8. Presentation to the Community</b>    | <p>New Member Presentations are to take place no later than 7 days after the Induction Ceremony or at a time required by college/university. Zeta Phi Beta Sorority, Incorporated does not require any current or newly inducted Sorors to perform in any exhibition/performance showcase (i.e., step shows, new member presentation, etc.). However, there may be instances where an educational institution requires Greek-lettered fraternities or sororities to showcase new or current members in performances, with consequences for not adhering to school policies. If the college or university's requirements are different, the college or university's policies govern.</p> <p>All presentations must comply with the New Member Presentation Guidelines.</p>  |

# NEW MEMBER PRESENTATION GUIDELINES (Undergraduate)

## Standard New Member Presentation Performance Guidelines

Zeta Phi Beta Sorority, Incorporated was founded during an era when the social norms for women were much different than they are today. Our Founders and early members recognized the importance of maintaining the high standards of being finer women.

Despite the many changes in society over the years, it continues to be important to uphold Finer Womanhood at all times. While different people may define Finer Womanhood differently, Zeta women around the world continuously seek to uphold the highest standards of education, elegance, confidence, beauty, leadership, and refinement. In a day where social media provides one of the greatest and quickest ways to access information and images, both positive and negative, all chapters should be mindful at all times of how their actions affect the Zeta brand.

Zeta Phi Beta Sorority, Incorporated does not require any current or newly inducted Sorors to perform in any exhibition/performance showcase (i.e. step shows, new member presentation, etc.). However, there may be instances where an educational institution requires Greek-lettered fraternities or sororities to showcase new or current members in performances, with consequences for not adhering to school policies.

The following serves as a list of standard performance guidelines for all members of Zeta Phi Beta Sorority, Incorporated, with the caveat that if the college or university's requirements are different, the college or university's policies govern:

1. New member presentation performances should be limited to new undergraduate members. It is recommended that Graduate chapters that would like to introduce their new members to the community, host a formal open reception, with a press release to introduce these ladies to the local community.
  - a. During new member presentations, current members of Zeta Phi Beta Sorority, Incorporated, and Phi Beta Sigma Fraternity, Incorporated, should be referred to as respectively "Soror" and "Frat" or "Brother". The use of adjectives such as "Big Sister/Big Brother," "DP," "ADP," "Dean of Pledges," and any other titles used in an illegal pledge process are expressly prohibited.
  - b. New members shall not be referred to as "neophytes" or "neos." Further, use of the words Ship, Sands, and Line Sister are expressly prohibited during the new member presentation.

- c. During new member presentations, the new sorors shall wear tasteful clothing that exemplifies Finer Womanhood. This expressly excludes combat boots and all other masculine attire. At all times, it is the expectation that attire for new member presentations shall be royal blue and/or white, with black being a permitted secondary color if worn with royal blue.
- d. There shall be no derogatory or disrespectful references to other Greek organizations during new member presentations (i.e. ripping up of other organization's letters, "diss"chants, etc.).
- e. No performances held in the name of Zeta Phi Beta Sorority, Incorporated, shall contain lewd behavior, profanity, or obscene gestures. This includes any music used during said performance. Sorors are expressly prohibited from making manly, scowling facial expressions known in some parts of the country as the "grit face."
- f. Undergraduate Advisors from the sponsoring graduate chapter and/or the graduate advisory committee of said sponsoring graduate chapter shall preview and approve all undergraduate showcase performances, attire, and musical selections prior to the date of said show. Additionally, the Undergraduate Advisor (or her designee) is required to attend the official showcase performance, and remain in attendance until the conclusion of the performance.
- g. Only members of Zeta Phi Beta Sorority, Incorporated should be showcased during new member presentations. At no time should animals, children or non-members of Zeta Phi Beta Sorority, Incorporated be included in the new member presentation.
- h. The only Sorors who are permitted to participate in and be involved with membership intake activities, including performance practices, are currently Financial and MIP Certified members of the undergraduate chapter, and currently Financial and MIP Certified members of the graduate chapter's undergraduate advisory committee.
- i. All new member presentations must occur within five (5) consecutive days of the completion of the induction ceremony unless the college or university where the chapter's charter is held requires a later time.
- j. Any performances that fall outside of these guidelines are subject to penalties up to and including fines (which may be imposed by the graduate chapter) and/or recommendation for suspension of individuals and/or the chapter to the International Grand Basileus.

# **Zeta Phi Beta Sorority, Incorporated Complaint & Discipline Policy Summary**



**Updated August 11, 2015**



## **OVERVIEW**

**This document summarizes the reporting, investigation, and potential disciplinary actions for violations of the rules, policies, and/or principles of Zeta Phi Beta Sorority, Incorporated (the “Sorority”) by members and individuals who are seeking membership. This includes, but is not limited to, violations of the Sorority’s anti-hazing policies.**

- A **member’s** failure to follow policies and procedures described in our Constitution & Bylaws, Handbook, Code of Conduct, Policy Against Hazing, and other documents can result in disciplinary action taken by the Sorority.

Disciplinary actions for members may include:

- Reprimand or Warning
  - Probation
  - Suspension
  - Expulsion
  - Revocation of Chapter Charter
  - Financial Penalty
- A **non-member** may lose eligibility for membership if she (1) provides false information to the Sorority as part of the intake process or (2) engages in activities that are contrary to the publically published rules, policies or principles of the Sorority, which includes, but is not limited to, the Sorority’s anti-hazing policies. The determination to take action is made by the Sorority in its sole discretion and may not be appealed.

Non-Members may be subject to:

- “Bar” or permanent loss of eligibility for membership
- “Prohibition”/“Prohibit” or temporary loss of eligibility for membership

## **COMPLAINT INVESTIGATION PROCESS**

A “Complaint” is an allegation that a member or chapter has violated one or more provisions of the Sorority’s governing documents or board approved policies, including, but not limited to the Sorority’s anti-hazing policies, the Code of Conduct, and the Expulsion Policy.

Complaints may be made by a member, chapter, state, region, school official, law officer, or community member concerning members of the Sorority and/or chapters. A brief overview of the procedures for filing a complaint, the Sorority’s investigation and determination process, and appeals follows:

## **I. Filing a Complaint**

- **Members of the Sorority:** Complaints **must** be made to the appropriate officer as soon as possible. In most cases, the appropriate officer is the State Director.
  - All complaints **must** include the following information:
    1. Name of person(s) against whom the complaint is made;
    2. Reference to specific violation of the Sorority policy or governing documents;
    3. Relevant background information regarding the alleged violations; and
    4. Remedy sought.

If a member receives a Complaint from a second-hand source (i.e. anonymously, from community members, or from a college/university), the member must immediately forward the Complaint to the appropriate Sorority Official. The member must not determine validity or credibility of the Complaint.

### **Forwarding information for complaints from second-hand sources:**

- Non-members of the Sorority should forward Complaints to National Headquarters via e-mail at [discipline@zetaphibetasororityhq.org](mailto:discipline@zetaphibetasororityhq.org) or 202-387-3103.

## **II. Cease and Desist**

- A “Cease and Desist Notice” is a notice issued by National Headquarters at the beginning of or during the investigation of a Complaint.
- If the International Grand Basileus has good reason to believe that individual may have violated Sorority policy, the International Grand Basileus may issue a Cease and Desist Notice to applicable to the applicable individual(s) or chapter(s).
- Upon receipt, all recipients of the Cease and Desist Notice must immediately stop all activities associated with or representative of the Sorority. The Cease and Desist Notice remains in place until notice of disciplinary action or notice of removal is sent.

## **III. Investigation**

- Investigation begins within forty-eight (48) hours of receipt of the Complaint. The Investigating Officer will conduct interviews, gather information, report findings, and make recommendations to senior officers within the Sorority.
- The International Grand Basileus or National Executive Board will communicate any applicable discipline determination through the office of the Sorority’s National Headquarters.

## **IV. Notice of Discipline**

- Once a disciplinary determination is made, a Notice will be sent via email to the applicable individual(s) or chapter(s) with a copy sent to the college or university, if applicable.

- The Notice will include:
  - A summary of the findings of the investigation;
  - An explanation of any sanctions imposed;
  - An overview of the appeals process, if applicable.
- ***All individuals who provide an e-mail address to the Sorority have consented to receiving notices by e-mail unless the permission is specifically revoked.***

## **V. Appeals & Hearing Process**

- The decision to Bar a prospective member, or Prohibit a prospective member for a specific period of time is not appealable.
- Any disciplinary decision made regarding member(s) or chapter(s) can be appealed by the disciplined member or chapter. If an appeal is timely and all are fees paid, a hearing will be held to affirm, deny, or modify the disciplinary determination.
- **Waiver of Appeal Rights:** Failure to timely request an appeal and pay applicable appeal fees will result in a waiver of the right to appeal. The disciplinary action imposed by the International Grand Basileus or National Executive Board will be final.

## **VI. Reinstatement**

- Except those Members who are expelled, members and/or chapters who were subject to disciplinary action must petition for reinstatement within the time prescribed in the discipline notice and pay a reinstatement fee.
- **Petitions for Reinstatement**
  - **Substance of Petitions:** Petitions must contain:
    1. A concise narrative history of the member or Chapter's history with the Sorority;
    2. A copy of the Notice of Discipline;
    3. An explanation of the circumstances of the discipline;
    4. Evidence that the terms of the discipline are satisfied; and
    5. An explanation of plans to ensure compliance with all Sorority rules, as well as, a statement that explains that the disciplined member or Chapter will be a productive member/chapter of the Sorority.
  - **Submission:** Petitions must be submitted to the State Director in the state where the disciplined member or chapter is located. Copies of the Petition and all supporting documentation must be sent to the Regional Director and National Headquarters by a traceable method (i.e., certified mail, FedEx, or UPS).
- **Review and Determination**
  - All Petitions will be reviewed within ninety (90) days of receipt. National Headquarters will transmit a notification of the reinstatement decision.



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