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# ZETA BETA TAU FRATERNITY

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## ALPHA MU CHAPTER CONSTITUTION

### *ARTICLE I: PREAMBLE*

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We, the brothers of the Alpha Mu Chapter of the Zeta Beta Tau Fraternity, in order to promote scholarship, leadership, integrity, and brotherhood at the University of Washington, have adopted this Constitution.

### ARTICLE II: NAME

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#### SECTION I: NAME OF THE FRATERNITY

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The name of this organization shall be Alpha Mu Chapter of the Zeta Beta Tau Fraternity, hereafter known as "ZBT" or "the Fraternity".

#### SECTION II: NAME OF THE IFC

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The name of the Inter Fraternity Council hereafter shall be known as the "IFC".

### ARTICLE III: COMPLIANCE

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#### SECTION I: WASHINGTON STATE / FEDERAL LAW

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ZBT will remain in compliance with all Federal and Washington State Laws.

#### SECTION II: UNIVERSITY OF WASHINGTON

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ZBT will remain in compliance with all rules set forth by the University of Washington.

### SECTION III: IFC

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ZBT will remain in compliance with the University of Washington IFC's Constitution and Bylaws.

### SECTION IV: ZBT NATIONALS

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ZBT will remain in compliance with all rules set forth in the Zeta Beta Tau National Constitution.

### SECTION IV: COMPLIANCE CONFLICT

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In the event of a conflict between two or more documents stated in Article III, precedence will be given in the following order:

1. Federal and Washington State Laws (Article III, Section 1)
2. University of Washington regulations (Article III, Section 2)
3. IFC Constitution and Bylaws (Article III, Section 3)
4. Zeta Beta Tau National Constitution (Article III, Section 5)
5. ZBT Constitution (This Document)

## ARTICLE IV: MEMBERSHIP

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### SECTION I: LIVE IN STATUS

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- A. Live-in status will be defined during the academic year as any brother who currently has a signed lease for the current academic year and pays rent as defined under said lease.
- B. During the summer quarter, all brothers will be deemed to possess live in status.

### SECTION II: GOOD STANDING

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- A. A brother in good standing with the fraternity will have all the rights, privileges, and responsibilities as outline in the "Introduction to Our Brotherhood" manual.
- B. The determination of whether a brother is in good standing will be based on comparing his credentials to those outlined in the Brotherhood Quality Standards (Appendix B)
- C. Any brother who is not in good standing with the fraternity will not be allowed to attend meetings, vote, make motions, hold office, propose amendments, or attend ZBT functions depending on the severity of his good standing violation (as determined by the Disciplinary Board).

### SECTION III: VOTING PRIVILEGES

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- A. All brothers who have live-in status as defined in Section 1 below shall be eligible to vote in all matters during the time that they maintain such status provided said brother is a brother in good standing with the fraternity as defined herein.
- B. All brothers who do not possess live-in status shall be eligible to vote in all matters not pertaining to the upkeep of the house during the time that they maintain such status provided said brother is a brother in good standing as defined herein.

### SECTION IV: HONORARY MEMBERSHIP

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Honorary membership may be conferred by any chapter or the ZBT Supreme Council upon persons who have contributed significantly to the ideals and purposes of the Fraternity. Persons so honored shall have all the rights and privileges of active membership; except those of voting and holding office. Such membership may not be bestowed upon undergraduate students.

### SECTION V: ALUMNI MEMBERSHIP

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Alumni membership may be conferred upon any member who continues to be in good standing with the fraternity, but has ceased to be a student in attendance in school, or continues to be in attendance in school after graduating with a Bachelor's Degree, and who has been regularly initiated into the chapter.

## ARTICLE IV: EXECUTIVE BOARD

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### SECTION I: PURPOSE

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The purpose of the Executive Board will be to carry out the operations of the Chapter. They shall meet and keep informed about issues pertaining to the Chapter and make decisions regarding these issues.

### SECTION II: COMPOSITION

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A. The Executive Board will be made up of the President, Vice President - Exterior, Vice President - Interior, Treasurer, Secretary, Recruitment Executive, and Brotherhood Development Director.

B. Privileges of the Past President

1. The immediate past President will have the ability serve as an ex-officio member of the Executive Board. This includes being able to be present at both open
2. The standing President and Executive Board members may regulate his participation and presence at these meetings.

### SECTION III: PRESIDENT

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A. Purpose

The purpose of the ZBT President shall be to serve as the Chief Executive of the Alpha Mu Chapter.

B. Duties

The duties of the President shall be (non-exhaustive list):

- A. Create agendas for both Executive Board and General Chapter Meetings
- B. Serve as the meeting leader and chairman during Executive Board and Chapter Meetings
- C. Oversee the operations of the Executive Board and its officers.
- D. Attend President Meetings as mandated by the IFC.
- E. Act as official representative of the Alpha Mu Chapter and maintain working relationships with the IFC, Zeta Beta Tau National headquarters, ASUW, and any organizations associated with the Chapter.
- F. Facilitate an evaluation of the Executive Board and its officers at the end of each quarter.
- G. Act as an ex-officio member of all ZBT committees.
- H. Compile a President's Transition Report at the end of the official term.

- I. Notify the Secretary of any upcoming absences from Chapter or Executive Board meetings.
- J. Maintain an updated and accurate file of all important ZBT documents.
  - a. Brotherhood roster
  - b. Initiation forms
  - c. IFC correspondence
  - d. ZBT National Correspondence
  - e. Any other important documents.

## SECTION IV: VICE PRESIDENT EXTERIOR AND INTERIOR

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### A. Duties

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The duties of the Vice Presidents shall be (non-exhaustive list):

- A. Assist the President
- B. Hold weekly meetings with all officers under his jurisdiction.
- C. Oversee any meetings scheduled by the officers under his jurisdiction.
- D. Announce committee openings at the beginning of each quarter.
- E. Compile the official Fraternity calendar for each quarter.
- F. Compile a transition report to be included in the ZBT record at the end of each term.
- G. Notify the Secretary of any upcoming absences from Chapter Meeting or Executive Board meetings.
- H. Support programming conducted or supported by ZBT.

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### B. Chairmen

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- 1. The Vice President – Interior will oversee the following chairmen:
  - a. Sargent at Arms
  - b. Parking
  - c. House Steward
  - d. House Manager
  - e. Academics
- 2. The Vice President – Exterior will oversee the following chairmen:
  - a. Public Relations
  - b. Social
  - c. Philanthropy
  - d. Alumni and Heritage
  - e. Athletics

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### C. Presidential Removal

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In the event that the President should be forced to relinquish his control over the Fraternity, a special election will be held by the brotherhood to determine which of the two Vice Presidents will become the new President

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## SECTION V: SECRETARY

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### A. Purpose

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The purpose of the Secretary shall be to perform all clerical duties.

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### B. Duties

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The duties of the Secretary shall be to:

- A. Keep a permanent record of all proceedings of Chapter and Executive Board meetings in typewritten form.
- B. Maintain a complete roster of the chapter with:
  1. Home addresses
  2. E-mail addresses
  3. Phone Numbers
- C. Keep the chapter's files in order and up-to-date on the Constitution, by-laws, archives, traditions, house rules, and all other pertinent materials.
- D. Attend to all Fraternity correspondence.
- E. Appoint an assistant, with the approval of the Executive Board.
- F. Send out the appropriate minutes from Chapter and Executive Board Meetings no more than 2 days after the meeting.
- G. E-mail notice of upcoming chapter events to all Brothers.
- H. Complete chapter awards applications.
- I. Ensure the completion of the necessary paperwork for ZBT's good standing, following the procedures of IFC.
- J. Maintain and keep a record of house points.
- K. Make sure all provisions in the Constitution are followed.
- L. Notify the President of any upcoming absences from Chapter Meetings or Executive Board meetings.
- M. Compile a transition report to be included in the ZBT records at the end of the term.
- N. Support programming conducted or supported by ZBT.

## SECTION VI: TREASURER

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### A. Purpose

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The purpose of the ZBT Treasurer shall be to oversee financial matters of ZBT.

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### B. Duties

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The duties of the Treasurer shall be to:

- A. Collect all monies due to the chapter and pay bills owed by the chapter.
- B. Keep an accurate and true account of all financial transactions.
- C. Prepare the chapter budget and present it to the chapter in writing at the first meetings of each quarter or with such a frequency as requested by the Executive Board or Alumni Advisor.
- D. Assist the chapter trustees or other individuals in the determining of chapter dues.
- E. Present a financial statement at the end of each quarter.
- F. Restrict spending within the proposed budget to be altered only by the Executive Board.
- G. Inform the Executive Board as to the status of the budget bi-weekly or as frequently as requested by the Executive Board or Alumni Advisor
- H. Report on ZBT financial status as requested by brothers.
- I. Appoint an assistant with the approval of the Executive Board.
- J. Apply for and report to the National Office, an Employ Identification Number (group tax exemption) and open and maintain checking accounts as appropriate.
- K. Assist the President and Executive Board in all fiscal tasks.
- L. Record income and expenditures of ZBT.
- M. Communicate with officers concerning the status of their fiscal situation no less frequently than monthly.
- N. Make a proposal to the Executive Board as to whether or not a program still has merit to receive funds if it differs from the original funding purpose.
- O. Ensure that all funded programs meet funding guidelines.
- P. Establish deadlines for funding proposals.
- Q. After receiving reimbursement requests, reimburse the money within ten business days to the purchaser.
- R. Compile a transition report to be included in the ZBT records at the end of the year.
- S. Notify the Secretary of any upcoming absences from Chapter Meeting or Executive Board meetings.
- T. Support programming conducted or supported by ZBT.
- U. Facilitate the filing of any and all State and Federal tax returns or other governmental reporting or filings as it relates to the financial dealings of the Fraternity.

## SECTION VII: RECRUITMENT EXECUTIVE

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### A. Purpose

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The purpose of the ZBT Recruitment Executive shall be to oversee recruitment for ZBT.

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### B. Duties

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1. The Recruitment Executive shall be responsible for the coordination and production of all Rush events through the initiation of new brothers.
2. The Recruitment Executive shall have the ability to appoint an assistant.

The Duties of the Recruitment Executive shall be to:

- A. Take charge of all recruiting affairs during the summer and school year.
- B. Correspond with all potential recruits for the upcoming academic quarter.
- C. Report and recommend recruits to the chapter.
- D. Arrange recruitment meetings for the chapter, prepare all necessary materials, and make recruiting assignments to Brothers.
- E. Annually conduct a recruitment seminar explaining recruitment techniques and rules.
- F. Coordinate recruitment activities at the beginning of each quarter.
- G. Continue to maintain and update the potential recruit list.
- H. Create a membership recruitment program that allows for year-round selection of new Brothers who meet the chapter's and the National Fraternity's membership standings.



## SECTION VIII: BROTHERHOOD DEVELOPMENT DIRECTOR

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### A. Purpose

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The purpose of The Brotherhood Development Director (BDD) shall be for the coordination of all events that are intended to promote brotherhood and friendship amongst brothers. He shall also be responsible for overseeing the Fraternity education of new brothers, as well the continuing education of existing brothers.

### B. Duties

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The Duties of the BDD shall be to:

- A. Conduct the new Brothers' pre-initiation meeting in accordance with the information in the Zeta Beta Tau Brotherhood Program Manual.
- B. Implement and monitor the Big Brother Program.
- C. Participate in the planning and execution of the initiation ritual.
- D. Plan and implement the Brotherhood Program in accordance with the information in the Zeta Beta Tau Brotherhood Program Manual.
- E. Plan and execute educational programs for all chapter brothers.
- F. Encourage the participation of all brothers in all of the chapter's activities.
- G. Plan and execute bonding activities for all chapter brothers.
- H. Assist the President in planning and executing the annual chapter retreat.
- I. At the beginning of each quarter, present to the Executive Board and the chapter a proposal of the Brotherhood Program.
- J. Compile a transition report to be included in the ZBT record at the end of each year.
- K. Support programming conducted or supported by ZBT.

## SECTION IX: OFFICER TERM LENGTH

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### A. Full Year

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The following officers will hold their positions for one full calendar year:

President, Vice President Exterior, Vice President Interior, Treasurer, Secretary, Brotherhood Development Director, Recruitment Executive, Social Chairman, Philanthropy Chairman, Alumni and Heritage, House Manager, Sergeant at Arms, Risk Manager, House Steward, Public Relations

### B. Six Months

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The following officers will hold their positions for six months.

Athletics Chairman, Academics Chairman, Parking Chairman

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#### C. Summer Live-In Chairman

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Appointed by Executive Board at the beginning of winter quarter. Term lasts through the following summer.

### SECTION X: COMPENSATION

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#### A. President

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The President will have 25% of his rent compensated for 3 academic quarters.

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#### B. Recruitment Executive.

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The Recruitment Executive will receive 50% off rent for 3 academic quarters.

The Executive Board will set a recruitment goal for the Recruitment Executive and if met or exceeded the Recruitment Executive will receive another 65% off.

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#### C. Parking Spots

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All members of the Executive Board will receive a complimentary parking spot if desired.

## ARTICLE V: DISCIPLINARY BOARD

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### SECTION I: PURPOSE

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The purpose of the Disciplinary Board will be to oversee all matters referred to the Disciplinary Board under the House Rules (Appendix A).

### SECTION II: COMPOSITION

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The Disciplinary Board shall consist of the Sargent at Arms, a Judicial Secretary, and Three additional Judicial Board members. These positions will be assigned via Executive Board appointment. The Disciplinary Board shall be led by the Sargent at Arms.

### SECTION II: PROCESS

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For proper procedure and forms please see Appendix C.

## ARTICLE VI: SUMMER LIVE-IN

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### SECTION I: REQUIRED PERSONNEL

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The following positions must remain in the chapter house throughout Summer Live-In: President, Recruitment Executive, Treasurer, and Summer Live-In Chairmen.

In order to compensate brothers for this mandatory requirement, their rent for the summer will be compensated. This payment is contingent on completing and fulfilling each positions responsibilities throughout the duration of summer.

## ARTICLE VII: ELECTIONS

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### SECTION I: POSITIONS

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Formal elections will be held to elect members for the Disciplinary Board and Executive Board .

### SECTION II: RULES

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#### A. Announcements

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Elections must be announced three weeks prior to occurring.

#### B. Nominations

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During the Chapter two weeks prior to elections, Brothers can announce their candidacy for up to two positions.

The Vice-President Interior and Vice-President Exterior will count as one position.

Any Brother in Good Standing is allowed to nominate another brother.

If a brother wishes to accept a nomination he will respond with "I accept."

If a brother wishes to decline a nomination he will respond with "I respectfully decline."

After this nomination period in chapter, the Secretary will immediately after post a list of all candidates and their desired positions.

Brothers are allowed to submit their name for nomination by writing their name on this list up to 5 days before the start of the election.

Brothers are allowed to retract their nomination any time up to the start of the election.

## SECTION III: PROCESS

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### A. Order

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Nominations will take place in the following order: President, Vice Presidents, Treasurer, Recruitment Executive, Brotherhood Development Director, Secretary, Disciplinary Board

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### B. Speech

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Any brother running for a position will be given his chance to speak in front of the brotherhood during the election.

Any candidate running for President will be allotted 8 minutes to speak.

Any candidate running for any of the other Executive Board positions will be allotted 5 minutes to speak.

The current Secretary will monitor the length of each speech and inform each candidate when they have 1 minute left, and 30 seconds remaining.

All brothers running for the position currently being spoken for must remain outside of the election room.

Following the conclusion of each speech, all brothers in attendance that are not running for that specific Executive Board position will be allowed up to 5 minutes to ask questions to the candidates.

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### C. Voting

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Following the conclusion of the final question session for each position, voting will take place by secret ballot.

Ballots will be printed by the Secretary prior to beginning of elections and will be distributed for every vote.

Winning candidates must receive over 50% of the number of votes.

Should they not receive over 50% of the votes; a special runoff elections will be held until a winner is identifies.

In the event a candidate is unopposed, the voting brothers may either vote for the candidate or submit a vote of no confidence.

The candidate must receive over 50% of the votes in his favor to be elected into the position.

If the brother running for the position does not receive 50% of the vote, a special election will take place for that position one week after the initial election.

The current President, Secretary, and Sergeant at Arms will oversee the ballot/hand counting.

All candidates are guaranteed a vote in the same manner as the general body.

## RUN OFF ELECTION

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Between each vote, the candidate receiving the lowest number of votes will be removed from the ballot and voting brothers will re-cast their vote for one of the remaining candidates.

This process will be repeated until one candidate receives over 50% of the votes.

In the event there is a tie for votes among the lowest group of candidates, a special vote will be held among those candidates to determine which one will be removed from the ballot.

This vote may be done by show of hands.

## VICE PRESIDENT

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In voting for Vice President – Interior, and Vice President – Exterior. All VP candidates will make speeches in one group. Following the final question session all voting brothers will cast one vote for their top candidate.

Once one candidate has received over 50% of the number of votes, a second voting process will begin with the remaining candidates.

# ARTICLE VII: OFFICER APPOINTMENTS

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## SECTION I: APPLICATION

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All brothers wishing to be appointed to a non-Executive Board position will have to submit the appropriate written application to the newly elected Executive Board. These applications will be made available to the brotherhood within one week prior of the Executive Board election.

There is no limit to the number of applications a brother may submit. However, brothers may only submit one application for each position.

## SECTION II: APPOINTMENT

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Following the application process and any necessary interviews the Executive Board will appoint brothers to the following open positions:

Alumni and Heritage Chairman, Social Chairman (2), House Manager, House Steward, Academics Chairman, Athletics Chairman, Public Relations / Historian Chairman, Parking Chairman, and Philanthropy / Service Chairman

Brothers will only be allowed to hold one appointed position during each term.

## ARTICLE VII: TRANSITIONS AND VACANCIES

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### SECTION I: PROCESS

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The transition process will be overseen and facilitated by the President and appropriate Vice President.

#### A. Transitional Material

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Any Brother who held an elected or appointed position during the previous term is fully responsible for transferring all necessary materials and information onto his successor immediately following elections.

### SECTION II: VACANCIES

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In the case of a vacancy in any office, the Chapter President shall organize a special nomination and election process in order to elect a brother into the vacant position one week following the date of the vacancy.

## ARTICLE VIII: RESIGNATIONS AND REMOVALS

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### SECTION I: RESIGNATIONS

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#### A. Acceptance

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The Chapter may accept the resignation of any chapter officer when it appears that such resignation would be in the best interest of the Fraternity.

#### B. Course of Action

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The Executive Board will approve the resignation by majority vote and call for a special nomination and election process to be held within one week in order to fill the vacant position.

If the resigning officer's term is at least halfway over, the Executive Board will unanimously propose an alternate course of action in order to facilitate a smooth and quick transition for the new officer(s)

In the event of an Executive Board member resignation, the Sergeant at Arms will sit in as the seventh voting member of the Executive Board. In this situation, a unanimous vote will be required in order for the resignation to be accepted.

## SECTION II: REMOVALS

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### A. Executive Board Recommendation for Removal

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If any non-Executive Board officer neglects his duties to an extent deemed unacceptable by the Executive Board members, any Executive Board member may call for a removal vote concerning the negligent officer.

In the event of an officer removal, a special election will be organized by the Chapter President.

### SUB- SECTION I: PROCESS

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If the officer in question receives a unanimous Executive Board vote against his continued participation in his current position, that officer will be removed from office immediately.

If the officer in question fails to receive a unanimous vote by the Executive Board against the continuance of his term, but he still fails to receive 1/2 in his favor at the Executive Board meeting, a general brotherhood removal vote will take place at the next brotherhood Chapter Meeting.

If the officer fails to receive more than 1/2 of the present brotherhood's vote in his favor, the officer in question is henceforth removed from his position.

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### B. Brother Recommendation for Removal

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If any officer neglects his duties to an extent deemed unacceptable by a brother of the Fraternity, the brother may request for a removal vote to be held during the following Executive Board meeting.

If two of the Executive Board members determine that this is a valid claim, the vote will be passed on to the entire brotherhood at the subsequent Chapter Meeting.

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### C. Executive Board Removals during the Academic Year

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If any Executive Board member neglects his duties to an extent deemed unacceptable by a brother of the Fraternity, the brother may motion to hold a formal Brotherhood Hearing to review the situation at any normal Chapter Meeting

If another brother seconds this motion, a vote will be held to determine whether the hearing will occur. 50% of the present brothers must vote in favor of holding the hearing in order for it to occur.



If more than 50% of the present brothers vote in favor of holding the hearing, it will be scheduled for the earliest possible time.

If more than 50% of the present brothers do not vote in favor of holding the hearing, no hearing will be scheduled and the brotherhood must wait until the subsequent Chapter Meeting to make another motion for a Brotherhood Hearing for the same Executive Board member.

At this scheduled Brotherhood Hearing, more than 50% of the voting brothers must vote in favor of removal in order for the Executive Board member in question to be formally removed from office.

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#### D. Executive Board Removals during Summer Live-In

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If any Executive Board member neglects his duties to an extent deemed unacceptable by a brother of the Fraternity during the summer, that brother may write up an e-mail to be distributed to the entire brotherhood describing why, in detail, the Executive Board member in question should be removed from office.

The brother submitting this e-mail may receive support/endorsement signatures to be included on this e-mail before sending it out to the brotherhood.

Once this e-mail has been distributed, brothers will be allowed to submit response e-mails to the brotherhood ("Reply to All" Only) for one week following the initial date of distribution to take the place of a formal discussion or hearing.

Following this one-week period, an anonymous online vote will be held to determine whether the Executive Board member in question should be removed from office.

2/3 of the voting members must vote in favor of removing the Executive Board officer from their position in order for the impeachment to be official.

If 2/3 of the voting brothers do not vote in favor of removal, then another e-mail, as described in Section C:i above, may not be sent out for two weeks following the release of the voting results.

In the event that 2/3 of the voting brothers do vote in favor of removing an Executive Board member, the Executive Board will appoint a temporary replacement (with the Sergeant at Arms sitting in as the seventh voting member) until the beginning of the subsequent academic year at such a time a special election would be held to fill the vacant position (Article VII, Section 5).

This appointment must be approved by the brotherhood by ½ majority vote of the voting brothers (to be completed anonymously online).

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#### E. Presidential Removal

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In the event that any brother believes that the President has neglected his duties to an extent worthy of removal from office, that brother may, at any time, submit a written letter/e-mail to one or both of the Chapter Alumni Advisors.

If the Chapter Advisor(s) agrees that a removal is in order, an immediate removal vote would be held .

If the Chapter Advisor(s) does not agree that a removal is in order, the brother submitting the letter/e-mail may then call for a brotherhood vote to determine whether a formal removal process should begin.

If this motion is seconded, and if 2/3 of the voting brothers (during summer or the academic year) vote in favor of beginning the removal process, then the procedures outlined in Article VII, Section 4: B & C will be undertaken depending on the time of year.

If this motion is not seconded, or if 2/3 of the voting brothers do not vote in favor of beginning the removal process, then the brother making the initial motion must wait three weeks before making another motion to remove the President from office.

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#### F. Simultaneous Removal of Executive Board Positions

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In the event that any brother believes that any combination of officers listed below have neglected their duties to an extent worthy of removal from office, that brother must contact the National Fraternity Office to seek assistance in the restructuring of the Alpha Mu Executive Board.

President and VP 1

President and VP 2

President and VP 1 and VP 2

VP 1 and VP 2

For any other combination of Executive Board member removals (excl. the President), the standard procedures outlined in Article VII, Section 4, B & C will be followed depending on the time of year.

## ARTICLE XI: SPECIAL ELECTIONS

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A special election shall be defined as any election and associated voting that will be scheduled in the event of an Executive Board, or officer vacancy, resignation, or removal.

### SECTION I: PROCEDURE

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The Secretary will call for nominations for the open position either by e-mail or in person at a scheduled Chapter Meeting.

Brothers nominated will have the opportunity to decline or accept their nomination.

The election will be scheduled for the soonest possible date, during which each candidate will be allowed to speak for an amount of time predetermined by the current Executive Board based on the position up for election.

The same voting process as standard elections will be used.



## ARTICLE X: BROTHERHOOD HEARINGS

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In the event that a Brotherhood Hearing is required, the following process will be followed

### SECTION I: PROCCESS

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The hearing will begin with the accusing/motioning brother stating his reasoning for the desired removal of the Executive Board member in question.

Following this, the Executive Board member up for removal will be allowed to respond.

Next, any member of the brotherhood may speak in moderation with regards to their opinion on the issue.

The President shall serve as moderator to these proceedings.

However, if the President should be up for removal, the Secretary will serve as moderator.

After all parties have been given a chance to speak and discuss the issue at hand, a formal vote will be held.

Decisions will be rendered based upon the criteria listed in the appropriate sections above.

## ARTICLE XI: MEETINGS

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Meeting format will be under the discussion of the presiding leader of the meeting.

HOWEVER, all brothers in good standing will be able to attend all meetings provided they are not a disruption to said meeting.

The Executive Board is allowed to meet exclusively with itself for "Confidential Business" which entails voting or making deliberating over sensitive information.

### SECTION I: EXECUTIVE BOARD

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Executive Board meetings shall be held at least once per week or at any time deemed necessary by the President.

All Executive Board members are required to attend all meetings unless proper notification has been given to the President at least 24 hours beforehand.

All members of the Executive Board, except for the President, will have the right to cast one equal vote on any matter presented to the Board.

Only in the event of a tie (3-3 vote) will the President cast the tie-breaking vote.

For all other decisions, a simple 4 out of 6 votes is required to pass any decision.

The President may still participate in the deliberations of any decision prior to the initial vote

## SECTION II: CHAPTER MEETINGS

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Regular Chapter Meeting meetings shall be held at least once a week

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### A. Quorum

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A quorum for the conduct of ZBT business shall consist of at least 50% of the current brothers in good standing.

In the absence of quorum, no votes shall take place and any motions presented will be tabled until the following week's Chapter Meeting.

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### B. Obstructive Behavior

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Any brother may be removed by the President or Secretary from the Chapter Meeting for repeatedly obstructive behavior.

Obstructive behavior will be defined as any behavior or action that interrupts another brother when speaking, slows down meeting progress, or distracts other brothers from the issue on hand.

## ARTICLE XII VOTING PROCEDURE

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### SECTION I: RIGHT TO MOTION

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Any brother in good standing with the fraternity that is present at Chapter meetings shall have the right to vote, make motions, or second motions.

### SECTION II: PROCEDURE

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In order for a vote to take place, the following procedure must be followed:

A brother must motion to discuss the topic.

The primary motion must be seconded.

A discussion on the topic in question must have occurred and all brothers in attendance must have the opportunity to speak without interruption.

A brother must motion for a vote.

A brother must second the call for the vote.

All brothers in attendance will be asked for their vote by the acting chair

Brothers in favor of the vote will respond with “I” or raise their hands.

Brothers against will say “Nay” or keep their hands lowered.

The acting chairman will then ask for the number of abstentions by requesting those abstaining brothers to raise their hands.

The President or acting chairman will determine the result of the vote.

50% +1 vote of the tallied votes is required for a decision to be passed.

If a majority is reached, the decision will be official.

The Secretary will record the voting results in the minutes for the meeting.

### SECTION III: RE-VOTING

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Any brother may call for a re-vote on any issue voted on within the same academic quarter if, and only if, he writes a petition and receives 30% of the brotherhood’s signatures in support of the re-vote.

Any re-vote will be held at the Chapter Meeting following the completion of the petition.

The voting procedures outlined in Article XI, Section II will be followed.

## ARTICLE XIII: MANDATORY FUNCTIONS

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### SECTION I: MEETINGS

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All regularly scheduled chapter meetings, Executive Board meetings, and Disciplinary Board meetings shall be mandatory for the appropriate officers.

### SECTION II: OTHER EVENTS

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The Chapter may designate any other chapter function as mandatory as long as it has been announced to the brotherhood at least two weeks in advance.

### SECTION III: FAILURE TO ATTEND

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Failure of any brother to attend a mandatory Fraternity function will result in the punishments outlined in the ZBT House Rules.

## ARTICLE XIV: SEMI-ANNUAL BROTHERHOOD REVIEW VOTE (SBRV)

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### SECTION I: FREQUENCY

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The SBRV is to be conducted twice during the academic year in six-month intervals.

### SECTION II: PROCESS

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The vote will be organized and executed in the manner designated by ZBT National Headquarters and as is described in the related documentation.

## ARTICLE XV: STUDYING ABROAD

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Brothers will be required to inform the Executive Board of their decision to go abroad at least one quarter in advance of departure.

## ARTICLE XVI: FINES AND PUNISHMENTS

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This Section