

**ARTICLE I: NAME**

The organization shall be called Kappa Zeta Phi at UC San Diego.

**ARTICLE II: PURPOSE AND RESPONSIBILITIES**

Section A.

Purpose:

- 1) The sorority is a non-profit student organization whose purpose is:
  - a) To provide an opportunity for lasting friendship and sisterhood.
  - b) To develop the individual in the areas of wholesome attitudes and ideals.
  - c) To participate in charitable activities.
  - d) To enhance the social life of its members.
  - e) To initiate in projects of cultural and intellectual value.
  - f) To support college-wide student programs whenever this sorority can offer distinctive services.

Section B.

Responsibilities:

- 1) To uphold and maintain the tradition and history of Kappa Zeta Phi.
- 2) To educate the new members of the fundamentals of being a sister of Kappa Zeta Phi and being respectful of them.

**ARTICLE III: NONPROFIT STATEMENT**

Kappa Zeta Phi at UC San Diego is a non-profit student organization.

**ARTICLE IV: REQUIREMENTS FOR MEMBERSHIP**

Section A.

Hazing Prevention:

Kappa Zeta Phi is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former,

or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

#### Section B.

##### New Member Requirements:

- 1.) Each new member is required to attend all community service events in hopes of enhancing and improving our community.
- 2.) Each new member must maintain at least a 2.0 GPA.
- 3.) Each new member must complete at least 3 study hours per week.
- 4.) New members are encouraged to attend social functions in order to attain social poise.

### **ARTICLE IV. MEETINGS**

#### Meetings:

- 1.) General body meetings will be held on Monday evenings.
- 2.) Every member of the house shall wear business casual attire for the first meeting of each month.
- 3.) New members will have their own meetings another day of the week in order to strengthen sisterhood amongst new members.

### **ARTICLE V. OFFICERS**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

#### Section A.

The Kappa Zeta Phi Sorority, Gamma Chapter, at the University of California, San Diego shall be governed by the Executive Cabinet which shall consist of:

- 1) President
- 2) Vice-President Internal/ Sisterhood

- 3) Vice-President Service
- 4) Vice-President New Member Director
- 5) Vice-President External/ Social
- 6) Controller
- 7) Fundraiser(s)
- 8) Recording Secretary
- 9) Academic Chairperson
- 10) Kappa Zeta Phi Liaison
- 11) Corresponding Alumnae Secretary
- 12) AGC/All-Campus Representative
- 13) Rush Chairperson(s)/ Publicity
- 14) Historian(s)
- 15) Web Mistress

**Section B.**

Qualifications of an Executive Officer are:

- 1) The President shall be at least a second-year Active of good standing in the sorority and a member of the Cabinet for a minimum of one year.
- 2) The Vice-President Internal/Sisterhood shall be at least a second-year Active of good standing in the sorority.
- 3) The Vice-President Service shall be at least a second-year Active of good standing in the sorority.
- 4) The Vice-President New Member Director shall be at least a second-year Active of good standing in the sorority.
- 5) The Vice-President External/Social shall be at least a second-year Active of good standing in the sorority.
- 6) All other officers with the exception of Kappa Zeta Phi Liaison shall be at least a first-year Active of good standing in the sorority.
  - a) The Kappa Zeta Phi Liaison can be an Associate Member.

**Section C.**

Responsibilities of the Executive Cabinet:

- 1) President
  - a) Shall represent the sorority in a responsible manner.
  - b) Shall serve as chief executive of the sorority.
- 2) Vice-President Internal/Sisterhood
  - a) Shall serve in the absence of the President.
  - b) Shall be responsible for the initiation and organization of all internal matters and sisterhood events.
- 3) Vice-President Service
  - a) Shall serve in absence of the President and Vice-President

Internal/Sisterhood.

- b) Shall be responsible for the initiation and organization of all service events.
- 4) Vice-President New Member Director
  - a) Shall serve in absence of the President, Vice-President Internal/Sisterhood, and Vice-President Service.
  - b) Shall preside over all activities and duties pertaining to becoming a new member.
- 5) Vice-President External/Social
  - a) Shall serve in absence of the President, Vice-President Internal/Sisterhood, Vice-President Service, and Vice-President New Member Director.
  - b) Shall coordinate all social activities of this sorority.

#### Section D.

Elections:

- 1) The Executive Officers of this sorority shall be elected annually during the Spring Quarter and shall take office upon Installations.
- 2) Nominations shall be conducted prior to the Election meeting.
- 3) A quorum must be present for an election to be held.
- 4) Elections shall be conducted by secret ballot.
- 5) A majority of the total votes of this sorority's membership shall be necessary for the election of any officer.
- 6) The President cannot vote in an election unless it is to break a tie.
- 7) All votes will be counted by the Co-Advisor and the President of the Sorority.

#### Section E.

Voting and Removal Process:

- 1) Any active shall have the power to initiate any sorority proposition to the members of the sorority for discussion and for a vote as long as it is seconded by another Active. Removal of an officer may be brought up for discussion.
- 2) Upon a motion for a vote following a sorority discussion, the members will vote by voice, hand, or secret ballot if requested and seconded by another member of the sorority.
- 3) For a proposition to pass, three-fourths of the total active sorority membership must be present and a quorum agreement must be reached. In the case that quorum is reached for officer impeachment, re-election must occur following standard procedure unless the removed officer is the President, in which case standard vacancy procedures will take place.
- 4) Absentee Ballots
  - a) In the event that an Active is unable to attend an Election Meeting or an Amendment Meeting, she may vote by absentee ballot provided it is submitted

in a sealed envelope with her signature across the seal.

- b) The absentee ballot must be submitted to the President prior to the meeting along with a reason excusable by the sorority as stated in the Constitution, Article V, Section A.
- 5) In the absence of Advisor, Co-Advisor, and with attendance at exactly three-fourths of the total active sorority membership, the President may review the votes alone provided that the votes are retained should questions arise.

#### Section F.

Term:

- 1) All Executive Officers shall serve throughout their term of one year in office.
- 2) All Executive Officers may serve a maximum of two terms in the same office.

#### Section G.

Vacancies:

- 1) In the event of a vacancy in the office of President, the chain of command shall be as follows:
  - (1) Vice-President Internal/Sisterhood, (2) Vice-President New Member Director, (3) Vice-President External/Social
- 2) In the event that all Vice-Presidents decline the office of Presidency, elections will be held as specified in Article IV, Section D of the Constitution.
- 3) If any other vacancies occur, Article IV, Section D of the Constitution shall be followed under these circumstances:
  - (a) The officer resigns.
  - (b) The officer has been removed from office by an impeachment.
  - (c) The officer's membership has been withdrawn.

### **ARTICLE VI. RISK MANAGEMENT**

Kappa Zeta Phi at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Kappa Zeta Phi at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

- 1) Alcohol and Illegal Substances
  - a) Members of Kappa Zeta Phi are not permitted to consume any illegal substances during a Kappa Zeta Phi sponsored event.
  - b) Underage drinking is prohibited at all times.
- 2) Hazing

a) Any act that falls into the category of hazing will not be permitted. Kappa Zeta Phi abides by UCSD's conduct regarding hazing and thus will take disciplinary action if any members are to be found practicing such activities.

**3) Sexual Assault**

a) In the occurrence of a sexual assault case, members of Kappa Zeta Phi will create a supportive and positive environment. Kappa Zeta Phi will also encourage members to reach out to SARC in case of said event or to become more aware about sexual assault and violence.

**4) Damages**

a) All members of Kappa Zeta Phi are responsible for property present in any Zeta Phi sponsored event. In the case where damages are present, proper compensation by the members may be necessary.

**5) Emergencies**

a) In the case of an emergency, the President, or highest ranking officer will be in charge of handling the situation.

**ADOPTED: May 30, 1995**

**LAST UPDATED: September 12, 2025**