



ZETA PHI BETA
SORORITY, INCORPORATED

GUIDE FOR CAMPUS PROFESSIONALS

7/2025

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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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SOUTH CENTRAL REGION | Kenya L. Washington , Regional Director | SCRD@ZPhiBHQ.org
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States: Florida, Georgia, South Carolina, U.S Virgin Islands. Bahamas, and Trinidad and Tobago



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States: Louisiana and Texas



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, race, 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, Incorporated 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.

All members of the Sorority have a duty to immediately report any hazing activities or suspected MIP violations as soon as they become aware of them. Failure to report such incidents may result in disciplinary action. Reports of hazing or suspected MIP violations will be treated with confidentiality to the fullest extent possible.

Retaliation against anyone who reports hazing activities or suspected MIP violations is prohibited. Anyone who retaliates against such an individual will be subject to disciplinary action.

Methods of Reporting:

- International Headquarters: 202.387.3107; After Hours/Weekend: 800.368.5772
- Email: reporthazing@zphib1920.org
- Incident Report Form Link: <https://zphib1920.org/discipline-incident-report-form/>



ZETA PHI BETA
SORORITY, INCORPORATED

RISK MANAGEMENT PROCESSES AND PROCEDURES SUMMARY

This Risk Management Processes and Procedures policy (“Policy”) of Zeta Phi Beta Sorority, Incorporated (“Sorority”) is intended to reduce the Sorority’s exposures to risk 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.

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 member, guests, and the community. Members must take personal responsibility for their actions to help ensure the safety of others.

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 2.75 cumulative GPA or the average required by the college or university (whichever is higher) in violation of the "Undergraduate Academic Probation/GPA Requirement."

Risk Management- A Condition of Membership

All members of the Sorority must be in full compliance with the Sorority's Constitution and 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 member 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 action from these individuals are not endorsed by the organization.

Areas and Mitigation Procedures and Processes

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

Education, Certification, and Training

All members are encouraged to continue to learn the Sorority's history and processes. The following programs have been sanctioned by the International Board of Directors:

- 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
- Membership Intake Certification- In order to participate in MIP, a member must be certified by the International 1st Vice President, Regional or State MIP Train the Trainer
- 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 Office of Training and Development
- Undergraduate Advisor Certification- In order to serve as an Undergraduate Advisor or Regional or State Undergraduate Coordinator (or member of a Undergraduate Advisory Committee), a member must be certified as a Undergraduate Advisor by the Office of Training and Development
- Amicae Sponsor Certification- In order to serve as an Amicae Advisor or Regional or State Amicae Coordinator (or member of a sponsoring Committee), a member must be certified as a Amicae Advisor by the Office of Training and Development
- Anti-Hazing Training- Separate from the MIP Certification, an Anti- Hazing Training Program shall be administered per the direction of the International President.
- Risk Management Training- Training on this Policy shall be administered per the direction of the International President.

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



ZETA PHI BETA
SORORITY, INCORPORATED

Membership Intake Process Summary

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

1. Currently enrolled at an accredited four-year college or university.
2. Must have earned at least twelve (12) Credit Hours at the college or university of the Prospective Member where MIP is to take place.
3. 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.
4. 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.

NEW MEMBER PRESENTATION 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:

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.

1. 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 Pledgees," and any other titles used in an illegal pledge process are expressly prohibited.
2. 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.
3. 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.

4. 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.).
5. 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."
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 President

TimeLine at a Glance

Chapters are required to meet the timelines for each step.

1. Informational Interest Meeting	120 minutes or less
2. Formal Observation	Recommended 90 days
3. Interview	Interviews for 9 candidates or less must occur in the same day 10-19 Candidates: two days 20 or more: three days Each interview should last no more than 25 minutes.

4. Invitation for Membership Intake	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.
5. Introduction Meeting	Within 7 days of receiving approval from International First Vice President
6. Course of Study	Must be completed within 4 weeks (28 total days) of the Introduction Meeting (In-class & E-learning COS). 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. 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.
7. The Induction Ceremony	Must take place no later than four weeks from the day of the approved Introduction Meeting date.
8. Presentation to the Community	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. All presentations must comply with the New Member Presentation Guidelines.
9. MIP Evaluations	At the conclusion of MIP the First Vice President reviews surveys completed by the new members, including opportunities to address improper implementation, MIP Violations, and/ or hazing. This is a mandatory step in the MIP Process. To be completed within 14 days of Induction Ceremony.
10. Onboarding/ Embellishment	Within 2 months of the induction ceremony chapters are required to hold at least 4 in person educational/ training sessions using programs provided in members. This is to properly prepare the new members to function as fully contributing and educated members of the organization.



ZETA PHI BETA
SORORITY, INCORPORATED

Complaints and Discipline Policy Summary

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.

Failure of members to follow the international policies and procedures, including but not limited to the Constitution & Bylaws, Handbook, Code of Conduct, Policy Against Hazing, Risk Management Policy, and federal, state, or local laws (“Governing Documents”) may result in disciplinary action taken by the Sorority.

Disciplinary actions and, or Sanctions for members may include:

- Financial Penalties
- Warning
- Reprimand
- Probation
- Suspension
- Expulsion

Women who are involved in the Membership Intake Process (“MIP”) (“Potential Members”) may be barred from membership or prohibited from membership for a period of time if they provided false information to the Sorority as part of the intake process or engaged in activities which are contrary to the Governing Documents or principles of the Sorority.

The determination to take action is made by the Sorority in its sole discretion and may not be appealed.

FILING A COMPLAINT:

Any graduate or undergraduate member of the Sorority, Amicae, Collegiate Professional or member of the community may submit a report against a member via the Complaint Incident form available on the Sorority’s international website. All Complaints must be made as soon as discovered. Complaints filed after ninety (90) calendar days of discovery of the alleged wrongdoing will be time barred.

Complaints from members shall include the following information:

- a. Anonymity preference;
 - b. complainant's information;
 - c. reference to specific violation of the applicable Sorority governing document(s);
 - d. parties involved in the incident;
 - e. relevant facts regarding the alleged violations, including dates and times;
1. supporting documentation; and,
 2. 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.

CEASE AND DESIST

"Cease-and-Desist" (C&D) is a notice authorized by the International President and issued by International Headquarters (IHQ) to notify all parties that a complaint has been received, that an investigation will commence, and that a member or members, and/or a chapter are prohibited from engaging in specified activities until such time as the C&D Notice is lifted. A C&D Notice does not constitute Disciplinary Action.

1. The International President determines whether a C&D Notice will be issued. The determination to issue a C&D may be based on various factors, including the potential for harm to any individual or entity because of the alleged activity, IHQ shall issue notices to individuals and/or entities (e.g., chapter, auxiliary) against whom the allegations are made with a copy to leadership.
2. Shall include the following:
 - a. delineation of the provision(s) of the Governing Document(s) that were allegedly Violated;
 - b. listing of prohibited activities;
 - c. statement notifying the recipient that failure to abide by the terms of the C&D Notice may result in additional Disciplinary Action

Investigation

The purpose of the Investigation is to determine whether any of the Sorority's Governing Documents were violated.

1. The Investigation commences within 7 days of the assignment of the matter to an investigator.
2. The Investigator must make every effort to complete the investigation process within thirty (30) calendar days, involving all parties in the investigation. The Investigator must provide the necessary details of the complaint to each accused party. The undergraduate Advisor must be interviewed for all undergraduate matters.
3. The Investigator will evaluate the information acquired during the investigation and submit a report of the findings including a determination of whether there has been a violation of the Sorority's Governing Documents to the Chair
4. An investigation report that includes the investigative findings, recommendations and all evidence collected during the investigation will be submitted.

5. The International Disciplinary Committee will review the investigation report and submit the committee's recommendations to the International President within twenty (20) calendar days for final disposition. Regarding investigations initiated by the Board of Directors (BOD), upon receipt of findings from the Investigator, the BOD will make a determination within fourteen (14) calendar days.

NOTICE OF DISCIPLINE

- a. Once the International President or the BOD as applicable, has reviewed the findings/recommendation(s) and made a decision, a formal notice of the decision must be provided by IHQ via email and by a traceable method (e.g., Certified Mail, FedEx, or UPS) within ten (10) calendar days.
- b. Findings: The notice shall outline the findings of the investigation as it relates to the accused member or chapter, including specific references to the Code of Conduct, policy(ies) or rule(s) that were violated, if any.
- c. Disciplinary Action or Sanctions: The notice shall state the sanction(s) to be imposed.
- d. Term: The Notice shall detail the commencement and end date of any discipline as applicable.
- e. Appeals Process: The Notice shall outline the appeals process, forms required to make an effective appeal, the deadline for the appeal, amount of appeal fees and method of payment. The amount of fees for appeals is subject to change from time to time.

RECIPIENTS OF THE NOTICE.

Notice may only be distributed by IHQ as described below unless express prior written consent of the IGB has been granted to distribute the Notice in another manner. All members who provide an email address to the Sorority have consented to receiving notices by email unless the permission is specifically revoked.

APPEALS & HEARING PROCESS

- Filing an Appeal: Any disciplinary decision can be appealed by the disciplined member or disciplined chapter. A valid appeal consists of (1) completion of the forms and (2) payment of applicable appeal fees, both of which must be received by the deadline described in the Notice.
- Who Can Appeal: Only the member or chapter that has been disciplined can file an appeal.
- Waiver of Appeal Rights: Failure to request an appeal within 30 days and pay the applicable appeal fees will result in waiver of the right to appeal and the disciplinary action determined by the International President or BOD, as applicable, as indicated in the Notice will become final.

PETITIONS OF REINSTATEMENT

Except for members who are expelled and therefore ineligible for reinstatement, members who were subject to discipline must petition for reinstatement. The member or chapter seeking reinstatement must follow the process set forth below.

In order to be reinstated after the implementation of any form of discipline, except for expulsion, the disciplined member or chapter must submit a petition for reinstatement to the Sorority through IHQ within seven (7) years of the expiration of the discipline.

- Substance of Petition: The petition for reinstatement shall contain: (i) a narrative history of the member or chapter's history with the Sorority; (ii) a copy of the Notice, (iii) circumstances of the discipline; (iv) evidence that the terms of the discipline are satisfied; and (v) realistic plans to ensure compliance with all rules of the Sorority and that the disciplined member or chapter will be a productive member/chapter of the Sorority.
- The petition must be submitted to IHQ with copies to the current Regional and State Directors. The petition and copies of all supporting documentation must be submitted electronically using the Petition for Reinstatement form.
- Each petition must include the reinstatement fee, which are separate from any fines that were imposed.
- The disciplined member or chapter has the burden of submitting clear evidence that the terms of the discipline have been satisfied in full.
- The reinstatement plan must be approved by the IDC's Reinstatement Subcommittee; state Director or Regional Director, where the member resides; and, International First Vice President.

STATEMENT AGAINST NON-RETALIATION

Members who report concerns in good faith or participate in an investigation shall not be subject to retaliation. The Sorority considers reporting and/or participating in an investigation, a protected activity which members may engage in freely. The Sorority does not condone and strictly forbids harassment, retribution, or retaliation of any kind by any member in response to a complaint or investigation. Members who engage in harassment, retribution, or retaliation shall be subject to disciplinary action.

ALL ACTIONS TAKEN MUST BE BASED ON A PROBABLE VIOLATION OF ONE OR MORE OF THE SORORITY'S GOVERNING DOCUMENTS, POLICIES, AND PROCEDURES, WHICH INCLUDES, BUT IS NOT LIMITED TO, THE CODE OF CONDUCT, MEMBERSHIP INTAKE PROCESS, POLICY AGAINST HAZING, RISK MANAGEMENT POLICY, AND EXPULSION POLICY. A SOROR THAT KNOWINGLY SUBMITS A FALSE COMPLAINT MAY BE SUBJECT TO DISCIPLINE.



ZETA PHI BETA
SORORITY, INCORPORATED

Academic Probation Policy

Effective July 2024

WHEREAS, consistent with the current edition of the International Constitution and Bylaws, Undergraduate Members must maintain the minimum cumulative average grade point average (“GPA”) required for Sorority membership or required by the school, whichever is higher, and they must be in good standing with their school and meet the requirements for participation in sorority activities (the “Minimum Undergraduate GPA Requirement”); and

WHEREAS, it is in the best interest of the Sorority that a uniform policy regarding Undergraduate Members who have not maintained the minimum GPA established in the International Constitution and Bylaws be adopted by the International Board of Directors;

NOW, THEREFORE, BE IT RESOLVED, that the International Board of Directors hereby approves and adopts the Academic Probation Policy as a policy of the Sorority.

RESOLVED FURTHER, that any and all actions heretofore taken or accomplished by any and all of the officers, agents and representatives of the Sorority in connection with any of the foregoing resolutions be, and the same hereby are, authorized, approved, ratified and affirmed in all respects.

UNDERGRADUATE GPA REQUIREMENT

Pursuant to the current Edition of the International Constitution and Bylaws of Zeta Phi Beta Sorority, Incorporated and the above resolutions, all Undergraduate Members must submit up-to-date transcripts to the sponsoring Graduate Chapter Advisor at the end of each semester/academic session within ten (10) calendar days following the official end of classes.

If an Undergraduate member has a cumulative GPA below the Minimum Undergraduate GPA Requirement in any term, that Undergraduate Member is not permitted to be active in the Sorority, and she will be considered on Academic Probation consistent with the terms below. The Academic Probation will last until she graduates or achieves the minimum cumulative GPA established in the International Constitution and Bylaws, whichever comes first.

Section 1: Undergraduate Chapters

The goal of the Academic Probation policy is to provide our Undergraduate Members with the opportunity to focus on improving their grades. While subject to the prohibitions below, Sorors on Academic Probation may attend public events. Sorors on Academic Probation may wear Zeta paraphernalia.

- 1) While on Academic Probation, the Undergraduate Soror is:
 - a) Prohibited from representing Zeta Phi Beta Sorority. The Soror can have no role in the preparation for and/or implementation of any Zeta event, or act or appear on behalf of the Sorority or chapter.
 - b) Prohibited from participating in any of the seven steps of the Membership Intake Process activity, including all votes and the new member presentation or reception; For chapters of 5 or less members, the State Director may grant an exception that allows a member that is on Academic Probation to attend the Informational Interest Meeting Step 1 of MIP only.
 - c) Prohibited from holding chapter office or representing Zeta Phi Beta in any other organization.
 - d) Prohibited from planning, participating in, and hosting social activities, including but not limited to step shows, yard shows, stroll-off, New Member Presentations, etc.

Additionally, any member placed on academic probation by the institution will not be allowed to participate in any of the above events.

- 2) If financial while on Academic Probation, the Undergraduate Member may:
 - a) Participate in Chapter Meetings and retain her vote as long as she is financial, except for votes that occur as part of the MIP.
 - b) Attend scholarship and service chapter events.
 - c) Attend National, Regional, and/or State meetings as a non-voting member and Z- HOPE Programs.
- 3) Mandatory (All forms can be accessed via the Academic Probation Toolkit):
 - a) Check-ins with the advisors of her sponsoring Graduate Chapter at least two times each month.
 - b) Tracking of Study Hall attendance (study hours include self-tracking study hours, chapter scholarship events, tutoring hours, and office hours with professors).
 - c) Attendance at two sessions offered through the University Center of Academic Excellence (or equivalent).
 - d) Midterm grade report to be submitted to Undergraduate Advisor during one of the monthly check ins.

Section 2: Sponsoring Graduate Chapter

1) Undergraduate Advisors will:

- a) Collect and confirm cumulative GPA's for all Undergraduate Members at the beginning of each term within ten (10) calendar days following the official start of classes.
- b) Submit names of all Undergraduate Members with cumulative GPA below the minimum requirements to the State Directors, Sponsoring Graduate Chapter Basileus and UG Advisor and Office of Greek/Fraternity-Sorority Life for the College/University.
- c) Meet individually with the Undergraduate Member to:
 - Understand what caused her grades to drop.
 - Develop an Academic Accountability Agreement and Success Plan as outlined in the toolkit.
 - Discuss the terms of Academic Probation Policy.
- d) Email the Academic Probation letter to the Undergraduate Member with a copy to the Regional Director, State Director, Sponsoring Graduate Chapter Basileus and UG Advisor, and the Office of Greek Fraternity-Sorority Life for the College/University.
- e) The Academic Probation letter should be sent out as stated with the dates and names adjusted to circumstance.
- f) At the start of each term provide the Undergraduate Chapter Basileus and Graduate Chapter Basileus and UG advisor with a list of Undergraduate Members whose cumulative GPA is below the minimum requirements.
- g) Communicate with all Undergraduate Members with a cumulative GPA below the minimum requirements at least two times each month to encourage and show support for the Sorors as they strive to improve.
- h) Upon completion of Academic Probation, when Undergraduate Member/s GPA is within policy, send out Academic Probation Ending letter to remove Academic Probation status and courtesy copy Regional Director, State Director, Sponsoring Graduate Chapter Basileus and UG Advisor, and the Office of Greek/Fraternity- Sorority Life for the College/University.
- i) The Academic Probation Ending letter should be sent out as stated with the dates and names adjusted to circumstance.

2) Who should receive Academic Information on the Undergraduates:

- Regional Director
- State Director
- Sponsoring Graduate Chapter Basileus
- Undergraduate Advisor

- Office of Greek/Fraternity-Sorority Life for the College/University
 - All of these individuals should be copied upon the notification of Undergraduate Member being placed on or removed from Academic Probation via the Academic Probation Letter and the Academic Probation Ending Letter.
 - The transcripts and other academic information should not be shared by anyone other than the Undergraduate Member to whom it pertains. The only information to be sent to all involved are the official letters and Academic Probation Documentation in the Academic Probation Toolkit.

FAQ'S

What should a Soror do if she disagrees with being placed on academic probation?	She is to follow the protocol chain, starting with the State Director, submitting all necessary documentation to dispute being placed on academic probation.
Is there a mandatory number of credit hours in which a Soror must be enrolled?	Undergraduate Sorors must be matriculating full-time to be a member in Good Standing. Part time Sorors must transfer to a graduate chapter as an Associate Member.
Does this policy apply to those attending graduate school as well?	No. This policy applies to those seeking undergraduate degrees.
Where are the forms needed to implement the Academic Probation Policy?	All documentation and forms necessary for this policy's implementation are included in the Academic Probation Policy Toolkit provided to all graduate chapters by the State Directors.
What type of transcript needs to be submitted?	A <u>current</u> unofficial transcript can be sent at the end of the semester as documentation of GPA and enrollment verification.
What if my school GPA is not on a 4.0 scale?	The minimum GPA established in the International Constitution and Bylaws is based on a 4.0 scale. Please follow the protocol chain for assistance for institutions that do not use the 4.0 scale.
Will there be a grace period for implementation of this policy?	There was a one-year grace period after the 11 th Edition of the International Constitution and Bylaws were passed in 2022. No additional grace periods were authorized by the body.

What if transcripts or enrollment verification are not available within ten days?	Sorors should follow the protocol chain to get a time extension to receive the proper documentation.
What International support will be offered to Undergraduate Advisors/Councils to assist with these added responsibilities?	As this is a membership issue, any inquiries should be referred to the Office of the First Vice President
Why is a Soror on Academic Probation allowed to attend chapter meetings and vote?	Attendance at chapter meeting allows a financial Soror on Academic Probation to exercise her rights at a meeting as a member in Good Standing and return to Zeta business once the probation is removed.
Please define "representing Zeta Phi Beta Sorority".	A Soror on Academic Probation may not attend any events, meetings, or programs <u>on behalf of</u> the chapter or sorority.
Can the advisor work with the institution to support Sorors on Academic Probation?	Sorors are encouraged to utilize the resources at their academic institutions.
Why are undergraduates allowed to wear paraphernalia if they are on Academic Probation?	The goal of the policy is to ensure that a Soror on Academic Probation has the time to improve her grades. Wearing paraphernalia does not impact this goal. Unlike a Soror whose rights have been restricted as a consequence of disciplinary proceedings or by operation of specific provision of the Sorority's bylaws, a Soror on Academic Probation remains a Soror in Good Standing as that term is defined in the International Constitution and Bylaws.
What if a member on Academic Probation is noncompliant?	Please report noncompliance to the Office of the First Vice President



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