Zeta Phi Beta Sorority, Incorporated
State of South Carolina
BYLAWS



Ninth Edition

Adopted March 7, 2026

ARTICLE I – NAME

The name of the organization is Zeta Phi Beta Sorority, Incorporated - State of South Carolina.

ARTICLE II – STATE AREAS

The State is divided into areas that replicate the regions of South Carolina: Upstate, Midlands, Pee Dee, and Lowcountry. These areas may be subdivided as needed. Area chapters and Auxiliaries are encouraged to collaborate to further the objectives of the Sorority.

ARTICLE III – OBJECTIVES

Section 1. Objectives

a. The objectives of this organization are fostering the ideals of scholarship, service, charity, civic and cultural endeavors, sisterhood, and finer womanhood.
b. To further the objectives of the State, we encourage the formation of auxiliaries of the organization: Zeta Amicae, Zeta Male Network, and Youth Groups.

Section 2. State Programs

The following programs will be implemented as prescribed:

a. The Barbara C. Moore Scholarship is given annually to an undergraduate Soror in a chapter in South Carolina.
b. The South Carolina Day of Service is held annually during Finer Womanhood Observation to conduct collaborative community service activities and to promote camaraderie among Zeta chapters and affiliates.
c. The Statewide Founders' Day Church Service is held annually on the third Sunday of January at a church in South Carolina. This program is to celebrate Founders' Day as a State and give a donation to the sponsoring church to further their service to youth and their surrounding community.
d. The South Carolina Zeta Day at the Capitol is held annually while legislators are in session to promote Zeta's social action platform and make Sorors and affiliates aware of pertinent statewide concerns and how we can serve as advocates.

e. The South Carolina License Tag Program collects funds as members purchase and renew their Zeta license tag from the Department of Motor Vehicles. At minimum, fifty percent of these funds are sent to the National Educational Foundation for the Barbara C. Moore Endowment and remaining funds are used for the South Carolina Barbara C. Moore Scholarship.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

a. This organization is composed of Sorors who are members of chapters in South Carolina and are considered a member in good standing as defined by the International Constitution and Bylaws.
b. All members must maintain current Membership Intake Process (MIP) certification in accordance with Sorority policy.

Section 2. Dues and Assessments

a. Chapter Assessments

All chapters must pay an annual assessment as specified by the state body. Graduate chapters must pay an undergraduate support fee. This fee is used to offset state-sponsored undergraduate activities.

b. Dues

Members must pay annual state dues. Members are also responsible for international, regional, and chapter dues, as applicable. Changes to the amount of state dues shall be recommended by the Executive Board and approved by the voting delegation.

c. Late Fees

Chapter assessments and member dues paid after the deadline prescribed by the national body are subject to late fees as specified by the state body.

ARTICLE V – OFFICERS

Section 1. Officers

The State Officers of Zeta Phi Beta Sorority, Incorporated are members of the Executive Board, which consists of:

- State Director
- Chair of the Executive Board
- Grammateus
- Tamias
- Tamias-Grammateus
- Assistant Grammateus
- Phylacter
- Antapokritis
- Trustee
- Historian

No officer may serve in two positions at the same time.

Section 2. Nominations and Elections

a. Election of Officers

Officers are elected annually, with staggered terms, at the South Carolina State Leadership Conference. Nominations of officers are made by the Nominating Committee.

b. Method of Election

Elections are conducted by secret ballot.

c. Vote Requirement

Officers shall be elected by majority vote. If only one candidate is nominated for a position, that candidate shall be elected by acclamation.

d. Chapter Representation Limit

No more than three elected State Officers, excluding the State Director, from the same chapter may serve on the Executive Board at any one time. An officer who transfers to another chapter within the State during her term may continue to serve in their respective office.

Section 3. Eligibility

All candidates for election to the Executive Board must meet the following requirements:

a. Be current members in good standing with no disciplinary actions that restrict their basic membership rights.
b. Maintain current Membership Intake Process (MIP) certification in accordance with Sorority policy.
c. Have successfully completed Zeta Organizational Leadership (ZOL) certification prior to election.
d. Appointed officers must receive ZOL certification during the next available ZOL cycle in order to remain in the appointed office.

e. Candidates for Chair of the Executive Board shall have at least two years of State elected or appointed experience and one year of State Executive Board experience prior to holding the office.
f. Candidates for State Director shall be graduate members in good standing affiliated with a chapter within the State and shall meet the qualifications established in the International Constitution and Bylaws.

Section 4. Term of Office

a. State Officers may serve for no more than two (2) consecutive terms in the same office. They may serve for no more than four (4) consecutive terms on the Executive Board.
b. The term for incoming officers begins at the close of the South Carolina State Leadership Conference except for the office of Tamias and Tamias-Grammateus. The office of Tamias and Tamias-Grammateus will begin at the start of the next Sorority year.
c. Installation of newly elected officers will take place before the close of the South Carolina State Leadership Conference.
d. In years when the Grand Boule is held, the State Director-Elect takes office the day after the Grand Boule concludes.

Section 5. Vacancies

a. State Director
In the event of a vacancy in the office of State Director, the Chair of the Executive Board shall temporarily perform the duties of the office until a special election is conducted by the membership.
b. Special Election
A special election shall be held by the membership to fill the vacancy.
c. Elected Officers
In the event of a vacancy of an elected officer, the State Director has the authority to appoint the vacant position. The appointed officer will remain in the position until the next election cycle.
d. Appointed Officers
Vacancies of appointed officers will be filled by the State Director.

Section 6. Resignation and Removal of Officers

a. Resignation of Officers (excluding the State Director)
All State Officers shall submit their resignation in writing to the Chair of the Executive Board and Grammateus. If the resigning officer is the Chair of the Executive Board, the resignation shall be submitted to the State Director and the Grammateus.
b. State Director
The State Director shall submit her resignation in writing to the Chair of the Executive Board and Grammateus.

c. **Effective Date**
A resignation shall take effect on the date specified in the notice or at the meeting of the Executive Board at which it is accepted.

d. **Removal**
The Executive Board has the authority to remove any State Officer, including the State Director, for misfeasance, malfeasance, or nonfeasance in office, or for conduct that will hold the Sorority up to ridicule, contempt, or bring discredit upon the Sorority. Any removal shall be conducted as outlined in the International Constitution and Bylaws.

ARTICLE VI – APPOINTEES

Section 1. Authority

The State Director may appoint Sorors to serve in positions necessary to carry out the programs and administrative functions of the State. All appointees serve at the discretion of the State Director and may be reassigned or removed at any time.

Section 2. Board Participation

Appointees serving on the Executive Board may have voting rights or serve in a non-voting, advisory capacity, as designated in Article VIII, Section 1 (Board Composition). Appointees not serving on the Executive Board do not have voting rights or Board authority.

ARTICLE VII – MEETINGS

Section 1. South Carolina State Leadership Conferences

a. The South Carolina State Leadership Conference shall be held at least annually, in March or April, at locations within the State of South Carolina or other established jurisdictions. The Executive Board may change the date due to unusual circumstances.
b. It shall be planned and organized by a designated Conference Planning Committee and hosted by local chapters of the host city.
c. The South Carolina State Leadership Conference is open to all Sorors and chapters in good standing, at the time of registration.
d. Members-at-Large may register and attend designated State Conference events as specified on the conference schedule.

Section 2. Postponement

a. In the event of an emergency, the Executive Board, by a two-thirds vote, may postpone a South Carolina State Leadership Conference, or a special meeting.
b. All members will be notified in a manner the Executive Board deems fair and reasonable under the circumstances.

c. The Executive Board must provide at least thirty (30) days' and not more than one hundred twenty (120) days' notice to the membership of the reconvening of a postponed South Carolina State Leadership Conference.

Section 3. Electronic Meetings

Deliberative assemblies across the State are authorized to conduct meetings by means of the internet, telephone, and/or other electronic communications technology so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Authorization for electronic meetings extends to the State, conferences, board meetings, chapter meetings, special meetings, committee meetings or any other meetings for the purpose of conducting business.

Section 4. Special Meetings

a. Special meetings of the State membership may be called by the State Director, Executive Board, or by a written request of at least ten (10) chapters in good standing.
b. The call for the special meeting shall be given at least ten (10) days prior to the date of the meeting.

Section 5. Quorum

The voting members in attendance shall constitute a quorum.

Section 6. Voting

a. The Executive Board members entitled to vote, Past State Directors, Life Members, and chapter delegates shall have voting privileges at the South Carolina State Leadership Conference.
b. The number of chapter delegates shall be determined in accordance with the International Constitution & Bylaws apportionment guidelines, based on the number of members in good standing.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. Board Composition

a. The South Carolina Executive Board shall consist of elected officers and appointed coordinators. The elected Executive Board for the State of South Carolina includes:

- State Director
- Chair of the Executive Board
- Grammateus
- Assistant Grammateus
- Tamias
- Tamias-Grammateus
- Phylacter
- Antapokritis
- Trustee
- Historian

b. Appointed coordinators serving as voting members include:
   - Undergraduate
   - Membership
   - Life Member/Crystal Dove

c. Appointed coordinators serving as non-voting members include:
   - Budget Coordinator

d. The Executive Board may allow non-voting members or guests to attend meetings at its discretion. They shall not have voting privileges.

Section 2. Executive Board Authority

a. The Executive Board shall have the authority to make decisions on behalf of Zeta Phi Beta Sorority, Incorporated – State of South Carolina between South Carolina State Leadership Conferences.
b. The Executive Board may make budget adjustments between South Carolina State Leadership Conferences.

Section 3. Meetings

a. Regular meetings of the Executive Board shall be held quarterly.
b. Special meetings may be called by the State Director, Chair of the Board, or upon written request of at least five voting members.
c. Six voting members of the Executive Board shall constitute a quorum.

ARTICLE IX – DUTIES OF ELECTED OFFICERS

Section 1. State Director

a. The State Director serves as the official head of the State, providing leadership, administrative guidance, and direction for programming.
b. She serves a term of two years for no more than two consecutive terms at a time.

c. She serves as the official spokesperson of the State.
d. She serves as signatory of official Sorority documents, including financial instruments, contracts, and other legally binding documents.
e. She appoints coordinators, committee chairs, and other roles as necessary to carry out the responsibilities of the State.
f. She remains informed about current activities of the State, disseminates information from International leadership, and provides guidance and support as needed.

Section 2. Chair of the Executive Board

a. The Chair of the Executive Board presides over all meetings of the Executive Board.
b. She is the authorized approver of expenditures for members of the Executive Board, in accordance with the budget to carry out the responsibilities of their roles.

Section 3. Grammateus

a. The Grammateus serves as the recording officer of the State and is responsible for taking minutes of all State and Executive Board meetings.
b. She serves as the custodian of the State's records except those assigned to other officers.
c. She keeps a record of Sorors' attendance by recording the names of those present in the minutes.
d. She assists the State Director and Chair of the Executive Board with board operations that support efficient meetings.

Section 4. Assistant Grammateus

a. The Assistant Grammateus assists the Grammateus with her duties.
b. She administers Executive Board correspondence as directed by the State Director.
c. She tracks attendance and provides clerical support to the Executive Board for all meetings.
d. She shall perform additional duties assigned by the State Director.

Section 5. Tamias

a. The Tamias serves as custodian of all monies of the South Carolina chapters of Zeta Phi Beta Sorority, Incorporated.
b. She provides oversight of the State's fiscal policy, management, reporting, controls, and risk.
c. She presents a financial report to the State Director and the Executive Board, at minimum, quarterly.

Section 6. Tamias-Grammateus

a. The Tamias-Grammateus serves as the financial secretary of the State.
b. She presents a financial report to the State Director and the Executive Board, at minimum, quarterly.
c. She tracks and reports membership statistics to the State Director and the Executive Board as requested.

Section 7. Phylacter

a. The Phylacter is responsible for providing advice to the State regarding the adoption, interpretation, and adherence to its governing documents, including the latest edition of Robert's Rules of Order Newly Revised.
b. She serves at meetings of the State and the Executive Board, ensuring meetings are conducted in accordance with governing documents.
c. She interprets the International Constitution and Bylaws, Regional Bylaws, and State Bylaws when needed.

Section 8. Antapokritis

a. The Antapokritis captures and submits news and photos of major state events for publication in The Archon, regional publications, and other approved outlets.
b. She produces and distributes The Zeta Pipeline, a quarterly newsletter, to chapters and affiliates in the State, highlighting and showcasing State, chapter, and affiliate accomplishments and activities.
c. She collaborates with the chapters and affiliates to develop and share engaging, high-quality digital and print content that showcases the organization's mission, values, and impact.

Section 9. Trustee

a. The Trustee maintains a record of all real property purchased by the State of South Carolina.
b. She oversees all real property in possession of the State of South Carolina.
c. She provides an annual inventory report to the State of South Carolina.

Section 10. Historian

a. The Historian keeps the history of the State of South Carolina updated.
b. She chronicles yearly events and activities of the State of South Carolina.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1. Composition

a. The Executive Committee shall consist of all elected State Officers:
   - State Director
   - Chair of the Executive Board
   - Grammateus
   - Assistant Grammateus
   - Tamias
   - Tamias-Grammateus
   - Phylacter
   - Antapokritis
   - Trustee
   - Historian

b. The State Director is the chair of the Executive Committee.

Section 2. Authority

a. The Executive Committee is authorized to act on behalf of the Executive Board between scheduled board meetings.
b. The committee may respond immediately on matters of expediency, crisis circumstances, or as authorized by the bylaws.
c. No action of the Executive Committee can alter or conflict with any decision made by the Executive Board.

Section 3. Communications

The Executive Committee shall facilitate timely communications to the membership when the results of its actions or decisions need to be shared.

Section 4. Meetings

a. Special meetings of the Executive Committee may be called by the State Director or by the written request of three committee members.

Section 5. Quorum

A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE XI – COMMITTEES

Section 1. Standing Committees

a. The State shall have the following standing committees:
    - Bylaws
    - March of Dimes
    - Scholarship
    - Marketing & Communications (MarCom)
    - Undergraduate
    - Zetas Helping Other People Excel (Z-HOPE)

b. Standing committees are comprised of members in good standing. The committees will have representation that mirrors the diverse views of the State's membership.
c. The chair of the committee must report activities to the State Director and the Executive Board as directed.
d. Standing committees must meet frequently to ensure they are fulfilling their duties.
e. All committee documents and products are property of the State and must be transferred to their successor or designee when a committee member's term ends.
f. The State Director shall be an ex officio member of all committees except the Nominating Committee.
g. Committee members shall be appointed by the State Director, or by the respective Committee Chair with the approval of the State Director.

Section 2. Ad Hoc Committees

a. Ad hoc committees may be established by the State Director, the Executive Board, or the State membership for the purpose of advancing Sorority initiatives or as needed.
b. Ad hoc committees are comprised of members in good standing. The committees must have representation that mirrors the diverse views of the State's membership and are qualified to carry out the objectives of the committee.

Section 3. Committee Descriptions

a. **Bylaws Committee** - Makes recommendations for amendments and revisions to the State Bylaws and assists with oversight of State governing documents. The committee drafts the Standing Rules for the South Carolina State Leadership Conference and is responsible for publishing and maintaining an up-to-date version of the Bylaws. The Phylacter serves as chair of the Bylaws Committee.
b. **March of Dimes Committee -** Provides guidance, support, and oversight for the implementation and administration of March of Dimes throughout the State of South Carolina.
c. **Scholarship Committee** - Administers state scholarships, including designing and distributing applications and appointing recipients.

d. **MarCom Committee -** Manages the state website, social media platforms, and other technology-related platforms as directed by the State Director.
e. **Undergraduate Committee -** Advocates for the interests of undergraduate members. It is comprised of undergraduate members and advised by the Undergraduate Coordinator.
f. **Zetas Helping Other People Excel (Z-HOPE) Committee -** Provides guidance and oversight for the execution and administration of Z-HOPE™ service initiatives across the State.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XIII – AMENDMENT OF BYLAWS

Section 1. Submission of Amendments

a. Amendments to the bylaws may be submitted by chapters in good standing, the Executive Board, or the Bylaws Committee.

Section 2. Timeline

a. Proposed amendments must be submitted, in writing, to the Phylacter at least sixty (60) days prior to the South Carolina State Leadership Conference.

Section 3. Distribution

a. The State Director or designee shall send copies of the proposed amendments to each chapter at least thirty (30) days before the South Carolina State Leadership Conference.

Section 4. Adoption

a. Amendments to these Bylaws shall be adopted by a two-thirds (⅔) vote of the members present and eligible to vote at the South Carolina State Leadership Conference.

Section 5. **Conflict**

a. Any provision of these Bylaws that conflicts with the International Constitution and Bylaws or other Sorority governing documents shall be null and void.

REVISION HISTORY

Ninth Edition - Adopted March 7, 2026
Bylaws Committee
Ex Officio Member-Dr. Reathea Nesbitt, South Carolina State Director
Anna L. Mack - South Carolina State Phylacter
Vernell Watson, Lisa McClease, Megan Holmes,
Shannon Murray, Maxine Moses-Adams,
Debra LJ Grant, and Tresha Jeter

Eighth Edition - Adopted March 15, 2025
Bylaws Committee
Ex Officio Member-Dr. Reathea Nesbitt, South Carolina State Director
Anna L. Mack - South Carolina State Phylacter
Vernell Watson, Lisa McClease, Megan Holmes,
Linda Jackson, Samaria Edmonds, and
Sheliah Perkins McElveen

Seventh Edition - Adopted July 13, 2024(Special Called meeting)
Bylaws Committee
Ex Officio Member-Dr. Reathea Nesbitt, South Carolina State Director
Anna L. Mack - South Carolina State Phylacter
Vernell Watson, Lisa McClease, Yolanda Cohen,
Megan Holmes, Linda Jackson
Samaria Edmonds, and Sheliah Perkins McElveen

Sixth Edition - Adopted March 23, 2024
Bylaws Committee
Ex Officio -Dr. Reathea Nesbitt, South Carolina State Director
Chair – Andrea S. Jenkins – South Carolina State Phylacter
Shenya Smith
Iris Cousar

Fifth Edition - Adopted April 14, 2023
Bylaws Committee
Dr. Reathea Nesbitt, South Carolina State Director
Chair - Latorsha Murray – 11th South Carolina State Director
Andrea S. Jenkins - South Carolina State Phylacter
Gianna S. Gardner - 10th South Carolina State Director
Lynette Giles-Bostick

Fourth Edition - Published July 2020
Bylaws Committee
Maxine R. Moses-Adams, South Carolina State Director
Tina L. Johnson, South Carolina Executive Board Chair
Dr. JacQueline E. Lawton, South Carolina State Phylacter
Lanita C. Jones, South Carolina Grammateus
Andrea S. Jenkins, Assistant Grammateus

Adopted March 30, 2019
Amendment Revision
Maxine R. Moses-Adams, South Carolina State Director
Dr. JacQueline E. Lawton, South Carolina State Phylacter

Third Edition - Adopted April 2, 2016
Committee
Latorsha M. Murray – South Carolina State Director
Gianna S. Gardner – Immediate Past South Carolina State Director
Dr. JacQueline Lawton – South Carolina Executive Board Chair
Maxine R. Moses-Adams – South Carolina State Phylacter
Tina Johnson – South Carolina State Membership Coordinator
Sylvia Rogers – Past South Carolina State Phylacter

April 26-27, 1991*
Barbara C. Moore – South Carolina State Director

1972 – 1974*
Henrietta Floyd Massey - South Carolina State Director*
(Palmetto Zetas History Book)