



Zeta Phi Beta Sorority, Inc.

Ohio State Organization

2020 Leadership Conference Packet

“WE will get through this *together*, even if we are apart!”

Valerie Hollingsworth-Baker
International Grand Basileus

Elnor B. Taylor
Director, Great Lakes Region

Isi I. Green
Director, State of Ohio

Zeta Phi Beta Sorority, Inc.
Ohio State Organization
62nd Ohio State Leadership Conference
October 30-31, 2020
One Zeta: Unified, Mobilized, ZetariZed

Greetings Sorors and Amicae!

On behalf of the Ohio State Organization (OSO), we invite you to the 62nd Ohio State Leadership Conference. This year's conference will be virtual! Our **Centennial Year** has seen many challenges. Our country is in the middle of a pandemic, black men continue to be gunned down by police officers, natural disasters have destroyed homes, and we are facing one of the most important elections of our lives!

As we journey through this new abnormal, we invite you to explore new opportunities. The OSO Executive Board and planning committee are working hard to plan this conference for you. We ask for your patience as we navigate this new experience.

It is an honor to serve you under the leadership of International Grand Basileus Valerie Hollingsworth-Baker and our new Great Lakes Regional Director Elnor B. Taylor in the Member's Administration!

In this packet you will find everything you need to register and prepare for the conference. Please review the materials carefully and adhere to the submission deadlines.

This process to complete registration, nominations, and reports is virtual. Please follow the links in the forms to submit the information needed. If you find an issue with any of the links, please contact your Basileus immediately.

We look forward to seeing you!

"WE will get through this **together**, even if we are apart!"

Yours in Sisterhood,

Isi Ikharebha Green

Isi Ikharebha Green
Director, State of Ohio

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TENTATIVE AGENDA

<i>OCTOBER 30, 2020</i>		
3:00 P.M. – 5:00 P.M.	Membership Intake Training (tentative)	
5:00 P.M. – 8:30 P.M.	Zeta Amicae Business Session and Elections	
6:00 P.M. – 7:30 P.M.	Executive Board Meeting	
7:30 P.M. – 8:30 P.M.	Workshop: TBD	
7:30 P.M. – 8:30 P.M.	Workshop: TBD	
7:30 P.M. – 8:30 P.M.	Workshop: TBD	
8:30 P.M. – 9:00 P.M.	<i>Vendor Showcase #1</i>	
9:00 P.M. – 11:00 P.M.	State Fundraising Activity	
9:00 P.M. – 11:00 P.M.	Undergraduate Social	
9:00 A.M. – 12:00P.M.	Zeta Business Session I <ul style="list-style-type: none"> • National Hymn • National Prayer • Roll Call of Chapters • Credentials • Rules of the Day • Adoption of Agenda • Disposition of 2019 Minutes • State of the State • State of the Region • Tamias Grammateus Report • Tamias Report • Budget Committee • Nominations • Nominations from the Floor • Candidate Forum • Election (Electronic Voting) 	

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11:45 A.M. – 12:00 PM	Voting	
12:00 P.M. – 12:45P.M.	Lunch/ <i>Vendor Showcase #2</i>	
12:45PM – 1:45PM	Plenary: International First Vice President, Tamara Manning Gordon	
1:50 P.M.-2:55 P.M.	<i>Workshop: TBD</i> <i>Workshop: TBD</i> <i>Workshop: TBD</i> <i>Workshop: TBD</i> <i>Workshop: TBD</i>	
3:00 P.M. – 4:30 P.M.	Zeta Business Session II <ul style="list-style-type: none"> • Roll Call of Chapters • Credentials • Bylaws • Old Business • New Business Election Results <i>Vendor Showcase #3</i>	
4:45 P.M. – 5:15 P.M.	Closing Session <ul style="list-style-type: none"> • Awards <ul style="list-style-type: none"> ○ Scholarship ○ Digital Chapter Report/Scrapbook ○ Zeta/Amicae of the Year • Installation of Officers • 2021 Centennial State Conference Evaluations	
5:15 P.M. – 5:45 P.M.	Transitional Board Meeting	

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REGISTRATION INFORMATION

The cost of conference:

Registration – September 8, 2020 – October 9, 2020

\$25.00	Graduate & Amicae
\$15.00	Undergraduate
\$15.00	Membership Intake Certification Training – Friday, October 30, 2020 <i>(must be registered for the conference, fee must be included with conference fee)</i>

ONLINE REGISTRATION: INSERT EVENTBRITE LINK: https://62nd_osoleadership_conference.eventbrite.com

CONFERENCE INFORMATION

Conference Attire: To commemorate our Centennial and honor our 5 Pearls, I am asking you to wear a strand of pearls with the outfit of your choice during the conference! While you will be participating with our virtual conference from the comforts of your own home, we are still *FINER WOMEN* of Zeta Phi Beta Sorority, Inc.

Committees: The following committees need graduate & undergraduate committee members/chairs* where applicable:

Chapter Report and Scrapbook	Bylaws
Scholarship	Election
Nominations	Evaluation
*Audit/Finance	Chapter Awards & Merits

If you would like to serve on a committee for the state meeting, please inform OSO Executive Assistant, **Shayla Cothran**, at ohexecutiveassistant13@gmail.com by October 2, 2020.

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OHIO STATE ORGANIZATION SCHOLARSHIP

Would you like FREE MONEY to help with your scholastic endeavors?? If your answer is yes, please apply for one of our competitive scholarships! The Evelyn J. Robinson Scholarship is for Undergraduate Sorors and the Legacy/Trailblazer Scholarship is for Graduate Sorors. Click the link below and submit your application by **October 9, 2020**. If you have any questions, please contact our scholarship chair, **Soror Sharina Armstrong at ohscholarshipchair@gmail.com**.

SCHOLARSHIP APPLICATION LINK:

https://docs.google.com/forms/d/e/1FAIpQLSftCafG_xz6QTcVZ_OoJzBLunEojuPpcqr06oNeH3RCLQjicQ/viewform?usp=sf_link

VACANT OFFICES

Graduate Member At Large

Tamias

Undergraduate Member At Large

Nominating Chair

Epistoleus

Please note that the above positions are two-year commitments, and THIS IS A WORKING BOARD, meaning you will be volunteering to serve, contribute and function on some level year round. Please review the OFFICER QUALIFICATIONS below from our bylaws and note that for all levels of the sorority, electronic communication and documentation are the norm and required. Qualifications each office are on page 15.

If you would like to run for an office, please fill out the **Nomination Form (page 9)** and email to Soror **Chanell Elston at ohnominationchair@gmail.com**, State Nominating Committee Chair, no later than **October 9, 2020**.

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QUALIFICATIONS FOR STATE OFFICES TO BE ELECTED

Section 2. **Qualifications:** In order to hold an office within the State of Ohio Organization of Zeta Phi Beta Sorority, Inc., the following shall apply:

- A. For all offices except the office of Graduate Member at Large/State Representative, graduate members must reside in the state of Ohio for a period of two (2) years preceding her election. The Graduate Member at Large/State Representative must have resided in the State of Ohio for a period of five (5) years preceding her election.
- B. For all offices except the office of Graduate Member at Large/State Representative, graduate members must have been financial and active in chapter for two (2) years preceding her election. The Graduate Member at Large/State Representative must have been financial and active in a chapter for a period of five (5) years preceding her election. Undergraduate members must have been financial and active in a chapter for one (1) year preceding her election. (regional by-laws, Art II, sec. 3.)
- C. All offices except the Graduate Member at Large/State Representative, must have attended at least one (1) Regional and one (1) State meeting within the last two (2) years, preceding her election. The Graduate Member at large/State Representative must have the above qualifications and two (2) Boules. (*Regional by-laws, Art II, sec 3.*)

Section 3 **Term of Office - Elected Officers:**

- A. Term of office is two (2) years.
- B. Shall assume their duties at the end of the annual State Meeting at which they are elected, except for the Graduate Member at Large/State Representative.
- C. May serve in only one office at a time.
- D. May not serve more than (2) consecutive terms in the same office.
- E. Shall serve until their successors are elected.
- F. Graduate Member at Large/State Representative shall be selected at their respective State Meetings. They will be elected and installed at the Regional Conference, immediately following their election.
- G. No more than two (2) representatives per chapter may serve on the Executive Board during the same term.

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Section 4. Vacancies:

- A. A vacancy in any office shall be filled by the Chair of the Executive Board and approved by the Executive Board.
- B. Should an elected officer find it necessary to vacate her office, she must submit a letter of resignation to the Chair of the Executive Board. Upon acceptance of the resignation by the Chair of the Executive Board, Article V Officers Section 4 Vacancies Paragraph A will be followed.

Section 5. Duties: Duties of the State Officers shall parallel the duties of said offices in Zeta Phi Beta Sorority, Inc., Constitutions and By-laws.

A. The Graduate Member at Large/State Representative shall:

- 1. Preside at State meetings in the absence of the State Director.
- 2. Assist the State Director in preparing reports for the Regional Director.
- 3. Fulfill other duties as may be assigned by the State Director or the Executive Board.
- 4. Assist the State Director in resolving conflicts that may arise between chapters.
- 5. Submit an annual report of her activities at the State Meeting.

B. The Tamias shall:

- 1. Chair the Budget and Finance Committee.
- 2. Be the custodian of all funds.
- 3. Receipt all funds received from the Tamias-Grammateus.
- 4. Deposit all funds in a bank approved by the Executive Board.
- 5. Pay out funds on receipt of a voucher prepared by the Tamias-Grammateus and signed by the State Director.
- 6. Make a financial report for the State of Ohio organization and the executive Board when requested.
- 7. Submit all financial records to the Audit Committee by September 15th of each year.
- 8. Upon receipt of proper vouchers, pay all State meeting bills, transfer all funds, and financial records to the succeeding Tamias within thirty (30) fays following the close of the State Meeting.
- 9. Fulfill other duties as may be assigned by the State Director or the Executive Board.
- 10. Be the authorized signer on checks.
- 11. Be bonded.
- 12. Submit an annual report of her activities at the State Meeting.

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C. The Undergraduate Member at Large shall:

1. Be the Ambassador of Goodwill for the State of Ohio Organization and use her persuasion in promoting good will, sisterly love, service and Finer Womanhood among undergraduate members.
2. Assist in implementing the programmatic thrust, national programs and issues to all Undergraduate Chapters.
3. Fulfill other duties as may be assigned by the State Director or the Executive Board.
4. Shall submit an annual report of her activities at the State Meeting.

D. The State Nominating Chair shall:

1. Chair the Nominating committee.
2. Verify all nominee credentials.
3. Present the nominating committees report at the State meeting.
4. Conduct the nominations from the floor at State Meeting.
5. Maintain a list of all nominees to present to the Executive Board or the State Director if requested.

F. The Epistoleus shall:

1. Chair the Public Relations committee.
2. Send notices of all meetings to members of the Executive Board and Basileus of all active chapters.
3. Send related data to the regional Antapokritis.
4. Keep up-to-date roster of all active chapter members.
5. Fulfill other duties a may be assigned by the State Director or the Executive Board.
6. Submit an annual report of her activities at the State Meeting.

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OSO NOMINATION FORM

Candidate's qualifications and consent

All sorors who wish to run for office must complete this form, including incumbents and write-ins. Please include Zeta resume.

Name of Nominee _____
Chapter _____ **Initiation Year** _____
City _____ **Position Seeking** _____

List conferences attended over the past two (2) years (National, Regional, State):

List Zeta leadership positions held:

List non-Zeta leadership positions held:

List education, skill development training/experience relevant to this purpose:

My signature denotes my consent to serve, if elected:

Candidate _____ **Date** _____

We hereby attest by signature that the candidate meets the minimum qualifications for the office of

Chapter Basileus _____

Nominating Committee Chair _____

Please submit form to State Nominating Committee Chair on or before October 9, 2020
Chanell Elston, ohnominationchair@gmail.com

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BYLAW AMENDMENT SUBMISSION

Please submit ALL bylaw amendments by Saturday, September 19, 2020. Please note you can submit bylaws anytime during the year. You do not need to wait for a call for amendments to submit. When submitting bylaw amendments, please be sure to submit them in the format below. ***To encourage focused deliberations, if proposed revisions overlap several lines or sections of an existing bylaw, please be sure to submit a separate form for each section.***

Article, Section

Current Wording	Proposed Wording	If Approved, Amendment will read

Rationale:

Soror's Name:

Soror's Chapter:

Phone Number:

For your convenience, an electronic submission form has been created to collect bylaw amendments.

BYLAW SUBMISSION LINK:

https://docs.google.com/forms/d/e/1FAIpQLSc1da6vrRpC05E_xFWJGzWOUeTR1TwRiklkmA4Z3EH11tzTkQ/vi/ewform?usp=sf_link

If you have any questions regarding bylaw amendments, please contact OSO Phylacter, Soror **Rose Nelson** at ohsophylacter@gmail.com

AWARDS

Zeta of the Year & Amicae of the Year: Each chapter/auxiliary should take time to nominate a Soror and Amica you feel has been outstanding and has worked hard for our precious sorority. Three awards (Graduate, Undergraduate, Amicae) will be awarded in the Closing Session. Now is the time to reward them for the work they have done in Ohio. Please follow the link below to submit a nomination. The deadline to nominate is October 9, 2020.

AWARDS NOMINATION LINK -

https://docs.google.com/forms/d/e/1FAIpQLSeJIVgGwLJfS0AMwpCX2CSRrtXBKkAZZWNEeWfp_KtdATLxrQ/vi/ewform?usp=sf_link

Send any questions regarding award nominations to **Samantha Binion** at ohiougm@gmail.com.

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2020 DOMESTIC VIOLENCE INITIATIVE

October is Domestic Violence Awareness month. Even though our national challenge will be complete, the Ohio State Organization would like to focus our efforts on this challenging problem in our community. In alignment with our International effort around Domestic Violence, we will choose another local organization to support with a monetary donation.



26% of women and 15% of men who were victims of contact sexual violence, physical violence, and/or stalking by an intimate partner in their lifetime first experienced these or other forms of violence by that partner before age 18; and nearly 1 in 11 female and approximately 1 in 15 male high school students report having experienced physical dating violence in the last year. -CDC

How Chapters Can Help and Earn Z-Points

1. Monetary Donation—Chapters that donate \$25 will receive **25 Z-Points**
(25 Z-Points will be maximum points earned)

Please make your chapter donation payable to: **Zeta Phi Beta Sorority, Inc. — OSO paypal account:**
zphibohio@gmail.com, please include your chapter name on the donation and use **FAMILY AND FRIENDS**
OPTION to donate

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2020 Z HOPE COMMUNITY INITIATIVE

Please print clearly

Chapter/Auxiliary Name: _____

of Members: _____

Address: _____

Undergraduate Chapter: _____

(Name of Institution)

Community Partner— TBD

Chapter Basileus: _____

Z-HOPE Chair: _____

Z-HOPE Chair's email _____

DO NOT WRITE BELOW THIS LINE

Date Received: _____ Amount \$/# items _____

Z-POINTS: _____ Category: Meeting Basic Needs—Youth/Spirit (YS20)

Please complete this form:

Danita R. Taylor
ohzhopecoordinator@gmail.com
Ohio State Z-HOPE Coordinator

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SCRAPBOOK AND CHAPTER REPORT AWARDS JUDGING CRITERION

Scrapbooks and chapter support submissions will be virtual this year!

Chapter Reports: Chapter reports should be submitted in a PDF format. Each submission should be accompanied by the sheet below to indicate your chapter and the name of the person uploading the submission. Chapter reports should be sent to Soror **Quiana Few** at **ohchapterreportscrapbookchair@gmail.com**.

Scrapbooks: Scrapbooks maybe submitted in a PDF format, MP4, MOV, or via a Scrapbooking website application. Please coordinate your submissions with Soror **Quiana Few** at **ohchapterreportscrapbookchair@gmail.com**.

This is the first time that we will be collecting scrapbook and chapter reports in this way. Please be flexible and patient as we navigate this new process. The most important aspect of these reports is that Soror Few and her committee will be able to view your submission for judging. If you have any question, please contact her, so you can work through them.

Scrapbooks and chapter reports will be categorized based on your chapter size. The judging criteria are based on creativity, clarity, originality and alignment with our national service thrusts and/or community service impact. If you have any questions about Scrapbooks or Chapter Reports, please contact Soror **Quiana Few** at **ohchapterreportscrapbookchair@gmail.com**.

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SCRAPBOOK AND CHAPTER REPORT AWARDS JUDGING CRITERION

Chapter Report Rubrics

Total possible points: 100

CRITERIA AND GUIDELINES Grading category	Possible points
Organization and Overall Presentation (includes grammar, creativity, and judge's perception)	10 pts.
Exemplifying Zeta Principles	10 pts.
National Programs	10 pts.
National Observances	10 pts.
Community service activities	10 pts.
Conferences	10 pts.
Awards/Honors/Recognitions on all levels	10 pts.
Greek Unity (graduate and undergraduate chapters only)	10 pts.
Sponsorship of Undergraduate chapters and/or Auxiliaries (graduate chapters only)	10 pts.
Campus Activities (undergraduate chapters only)	10 pts.
Collaboration and coordination with other Greek auxiliaries, youth groups, schools and community organizations (Amicae and youth groups only)	10 pts.
Total	

Scrapbooks rubrics

Criteria: Each section will be judged in two areas: Content and Creativity

Total possible points 100

	Content	Creativity
Finer womanhood	10pts	10pts
Scholarship	10pts	10pts
Community service	10pts	10pts
Sisterly love	10pts	10pts
Greek unity (Zeta's Only)	10pts	10pts
Total		

Chapter Name _____

Submission Signature _____

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BASILEI CHECKLIST:

- ✓ This conference is virtual and will require everyone to have access to an electronic device (cell phone, laptop, tablet, etc.). All voting will be done electronically. Please assess the technologies needs of your chapter members and auxiliaries.
 - ✓ Encourage members to attend the pre-conference webinars
 - ✓ Forward all appropriate state meeting materials to undergraduate advisors, undergraduate basilei, and amicae auxiliaries.
 - ✓ Document interest regarding State Meeting committees and chairs
 - ✓ Confirm your levels of participation for scrapbook / journal / awards / scholarship/ community service
 - ✓ Discuss OSO Executive Board vacancies and job responsibilities [same as chapter level, except the GMAL which is also the Regional Board State Representative]
 - ✓ Discuss workshop topics and track number of attendees planning to attend
-
-