



# Z-Lessons

Monthly Embellishment & Training  
for the Sorors of New Jersey

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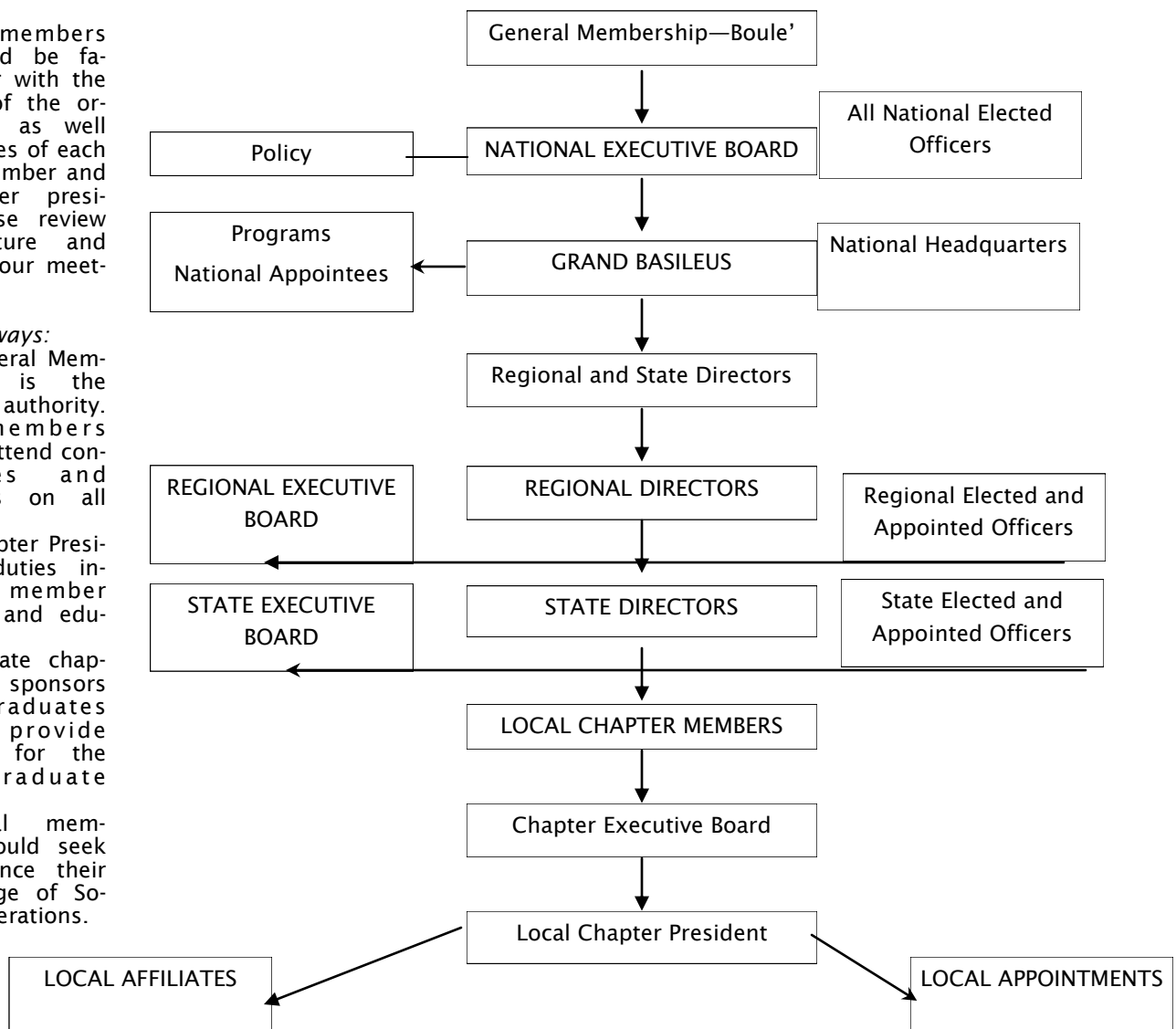
Zeta Phi Beta Sorority, Inc. State of New Jersey  
Soror Gina Merritt-Epps, Esq., New Jersey State Director

## Organizational Structure of Zeta Phi Beta Sorority, Inc./Duties of the President, Sponsoring Chapter and Chapter Members

All members should be familiar with the structure of the organization, as well as the duties of each chapter member and the chapter president. Please review the structure and duties in your meetings.

### Key takeaways:

1. The General Membership is the greatest authority. All members should attend conferences and meetings on all levels!
2. The Chapter President's duties include member training and education.
3. A graduate chapter that sponsors undergraduates must provide training for the undergraduate sorors.
4. Individual members should seek to enhance their knowledge of Sorority operations.



Note: There are some structural variations within some regions.

## Duties of the Chapter President

- To provide executive management services to the chapter.
- To ensure the successful execution of the Sorority's national programs on the local level.
- To serve as the Chapter liaison on all levels of the Sorority.
- To uphold the rules and regulations of the Sorority.
- To be the Chief Spokesperson for the Chapter.
- To stay current with knowledge and skills.
- To develop, educate and train other members of the chapter.

## Duties of the Graduate Sponsoring Chapter

- To provide management supervision and guidance to the Undergraduate Chapter regarding policies, chapter management and programs.
- To ensure the successful execution of the Sorority's national programs on the local level.
- To provide the Undergraduate Chapter with an effective Advisor who is knowledgeable about the Sorority and its practices.
- To serve as a liaison with University Officials.
- To educate and train members of the Chapter.
- To financially support the Chapter when feasible.
- To encourage the Chapter to attend meetings and events on various levels and be actively engaged.

## Duties of Chapter Members

- To support the Chapter in its effort to carry out the Sorority's initiatives at all levels.
- To be a contributing member, i.e., to give of your time, talent, and financial resources.
- To continuously update your knowledge and skills about the organization and the unique skills required for the position you hold.
- To work cooperatively with others at all levels.
- To mentor, support, and encourage one another.
- To be an ambassador for the organization.

*Adapted from the Chapter Management Workshop  
created by Soror Kimberly Smith-Tann, immediate Past Regional Director.*

Are you executing *your* duties?

## Details Regarding the State Executive Board Meeting

The New Jersey State Executive Board Meeting will take place on Friday, April 29 and Saturday, April 30 at the Wyndham Philadelphia–Mount Laurel, located at 1111 Route 73 North, Mount Laurel, NJ. The meeting will begin on Friday, April 29 with registration at 7 p.m. A reception in honor of Past State Directors (Sorors Dr. Kathryn T. Malvern, Geraldine Johnson, Vesta Godwin Clark, Carrie Knotts–Jackson, Pauline E. Gibson and Paquita W. Henderson) will begin at 8 p.m.

Registration deadline is April 3, 2011. Registration fee is \$95 for Graduate Sorors and \$75 for Undergraduate Sorors. Business attire is required for business sessions.

A block of rooms has been reserved at our special rate of \$89 plus tax. In order to take advantage of the rate, please reserve your hotel rooms ASAP online or via telephone as follows:

- *Direct link:* [http://www.wyndham.com/groupevents2010/phlmt\\_zetaphibeta/main.wnt](http://www.wyndham.com/groupevents2010/phlmt_zetaphibeta/main.wnt)
- *Hotel website:* [www.wyndhammtlaurel.com](http://www.wyndhammtlaurel.com) and search the block code "0429FMLZE"
- *Phone:* 866–615–4234

All room reservations must be accompanied by a non-refundable deposit equivalent to one night's room and tax. No individual may reserve more than three rooms. All sorors should attend! There will be workshops and information valuable to all sorors.

## New Jersey State Z-HOPE Initiative: Jersey Cares

The State of New Jersey is pleased to announce its statewide initiative, The Jersey Cares' First Night Kit Program. Jersey Cares' (<http://www.jerseycares.org>) mission is to meet compelling community needs by encouraging civic engagement. With local service agencies, corporations and civic-minded individuals as their partners, they link volunteers with meaningful service projects to improve and enhance our communities.

The *Jersey Cares First Night Kit Program* provides hygiene item kits for domestic violence shelters, transitional housing facilities, runaway safe havens, foster homes and other agencies with transitional populations in need of hygiene items on the "first night" of their stay.

First Night Kits items: shampoo/conditioner, lotion, body soap, toothpaste/brush, deodorant, comb and body puff packed in a one-gallon Ziploc® bag. (*Extra items (note pad/pen, book, crayons, pencils, envelops & stamps) can be added.*)

### Contribution Levels for Chapters and Auxiliaries (Individual Donations are welcomed!)

- Contribution of 20 kits OR \$50 = 50 bonus points
- Contribution of 40 kits OR \$75 = 75 bonus points
- Contribution of 80 kits OR \$100 = 100 bonus points

Chapters/Auxiliaries can also do a combination of Kits and funds for points as well.

### Earn Z-HOPE Points for participating!

1. Z-HOPE Chapter Summary Reporting form must be turned in to NJ State Z-HOPE Coordinator.
2. Make all checks/money orders payable to **Zeta Phi Beta Sorority, Incorporated–State of New Jersey**. The state will present one check to the organization. In the memo section of your check, write ***NJ Z-HOPE Initiative: First Night Kit***.
3. Kits/funds will be collected at the State Executive Board meeting on Friday, April 29 from 7–8 p.m. and Saturday, April 30 from 7–8 a.m. ONLY.

## Chair/Assistant Chair of Undergraduate Council Named

Did you know that our State Constitution and By Laws require the selection of a Chairman of the Undergraduate Council? The undergraduate basilei have elected **Soror Kathy Urbaez** (Rho Theta Chapter) as Chairman of the Undergraduate Council and **Soror Gretchen Torres** (Phi Mu Chapter) as Assistant Chair! Thanks to Soror Salaine Atkins–Little and Soror Erika Lively, Undergraduate Coordinators, for all of their hard work with our undergraduates!

## Graduate Chapter Events—Please Support Each Other!

**Saturday, February 26**

Rho Tau Zeta luncheon

**Saturday, March 5**

Zeta Delta Zeta luncheon

**Saturday, March 12**

Eta Omicron Zeta Luncheon

**Saturday, March 19**

Gamma Nu Zeta luncheon

**Sunday, March 20**

Omicron Omicron Zeta observance

**Saturday, March 26**

Gamma Omicron Zeta luncheon

**Saturday, April 2**

Omicron Omicron Zeta brunch

**Saturday, April 9**

Chi Rho Zeta luncheon

Sigma Zeta Zeta dinner dance

**Saturday, May 7**

Rho Rho Zeta breakfast

We hope you've enjoyed this month's edition!

Watch for a new "Z-Lesson" in March!

Your feedback and suggestions for future topics are welcomed!

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### SAVE THESE DATES!

April 29 and 30, 2011 — New Jersey State

Executive Board Meeting

May 13, 2011—Zeta Day at the United Nations

July 7–10, 2011—Zeta Organizational Leadership Conference

Sept. 21, 2011—Zeta Day on the Hill

Oct. 13–16, 2011—54th Atlantic Regional Conference

July 6–12, 2012—Boule'

*Created by Soror Deseree McFarlane, New Jersey Publicity Coordinator*