



Zeta Phi Beta Sorority, Incorporated

Valerie Hollingsworth Baker
International Centennial Grand Basileus

Greetings Chapter Basilei and all members:

Over the last several weeks, we have been closely monitoring COVID-19 and its impact. First and foremost, I hope all of you are doing what you can to protect yourself, your family, friends and your community. I continue to pray for all those affected and am grateful for our health care workers and all who are working to ensure our safety.

The Centers for Disease Control (CDC) has provided updated guidance for large community events and mass gatherings, and the President has urged us to do our part to slow the spread of the virus by avoiding social gatherings of more than 10 persons. Please review the most recent White House and CDC guidance at the following links:

https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

As leaders, we must act responsibly to ensure the health of our members and all stakeholders. Based on the current information and out of an abundance of caution, I am issuing the following **directives for all chapters and auxiliaries**:

- **Until further notice, all in-person chapter (grad and undergrad) and auxiliary events must be cancelled.** This directive applies to monthly meetings. Consistent with the Sorority's Risk Management mitigation practices, **meetings in private homes are prohibited.**
- The coronavirus pandemic is an emergency outside of the normal course of business. Because of this emergency, **I encourage you to hold virtual meetings and events.** Suggested platforms include ZOOM and GotoWebinar. Please work with your parliamentarian to review your governing documents and Robert's Rules of Order Newly Revised (11th Edition) and use your meeting minutes to note the extenuating circumstances and record member consent as necessary.
- In preparation for future circumstances where the use of virtual meetings would be helpful, consider bylaw amendments to permit electronic meetings. Be sure to consider all applicable laws.
- **If voting is required, consider using *Election Runner*, *MyVote* or a similar voting app to transact business.**
- All chapters and auxiliaries must comply with all local state and federal mandates issued by authorities related to quarantines and other precautions that are in place.
- **Effective close of business today Tuesday, March 17, 2020, International Headquarters will be closed until further notice, and our employees will work from home.** Additional information regarding IHQ operations and member services is forthcoming.
- **Please be reminded that intake for Undergraduate Chapters was previously suspended and that suspension remains in place.**

➤ **Effective today Tuesday, March 17, 2020, Membership Intake for all Graduate Chapters and auxiliaries is suspended.** All MIP packets received on or after today March 17th will be returned. All Graduate Chapter MIP packets which are currently at International Headquarters will be processed, however:

- Course of Study Sessions must be conducted virtually.
- The Induction Ceremony must be held with the smallest number of necessary personnel and the inductees in the shortest time period as possible, and “social distancing” and other preventative measures must be implemented.
 - Elbow and fist bumps have replaced hugging, handshakes and holding hands. Let’s use these gestures to continue our sisterly interaction!!
 - Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
 - Stay home if you’re sick and encourage others to do the same.
- New Member Receptions are to be held on a date after the MIP suspension is lifted.

Your leadership remains committed to keeping all our members and families healthy and safe. I appreciate your patience and understanding as we continue to monitor the most current guidance and make the best decisions for our beloved Sorority. Please know you can reach out to me at any time because I am here for the membership and can be reached at 202-257-5597 round the clock.

God Bless and stay safe,

Grand Val