Sigma Epsilon Phi Constitution

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Sigma Epsilon Phi

The Orthodox Students of The Ohio State University

Constitution(Updated February 10, 2019)

**Preamble:**

We, the students of the Orthodox faith and the Philorthodox of The Ohio State University, are here in order to establish a social Fratority organization to promote the principles of brotherhood; to create an outlet for social activities and to stimulate a sincere interest in the Orthodox faith, culture, and community affairs, do hereby ordain and establish this Constitution for The Ohio State University chapter of the Sigma Epsilon Phi Fratority.

**Article I – Organization Name**

The name of this organization shall be the Sigma Epsilon Phi Fratority.

**Article II – Organization Purpose**

The purpose of this Fratority shall be:

1. To unite its members in a close bond of friendship, seeking to instill in them a spirit of mutual love and helpfulness, to the end that each member and the fratority as a whole may attain social, moral, and intellectual excellence.
2. To cooperate with the administrative official and faculties of The Ohio State University and other organizations.
3. To give financial assistance to deserving members through annual scholarships in order to enable them to complete their educational work.
4. To promote the Orthodox faith and the Hellenic culture in its relation to campus life and activities.

**Article III – General Membersip Guidelines**

**Section 1 – Membership**

1. A newcomer shall be defined as any individual who demonstrates a sincere and consistent interest in becoming a member but has not yet been formally initiated.
2. All persons applying for membership are subject to a review by the Judicial Committee for the purpose of determining the qualifications of each newcomer as defined by the by-laws.
3. A newcomer’s admission shall not be based on age, color, disability, gender identity or expression, national origin, race, creed, sex, sexual orientation, or veteran status
4. Only students of The Ohio State University and its satellite campuses shall be allowed to become a member or to maintain membership.

**Section 2 – New Member Eligibility and Initiation**

1. Newcomers become eligible for the formal initiation ceremony only after fulfillment of the requirements of active participation as a newcomer in this Fratority and the obligation of the newcomer fee, which shall fulfill the dues requirement of the first year.
2. Membership and its privileges shall be instated only after full participation in the formal initiation ceremony. It is the obligation of every newly inducted member to sign the membership book.
3. The formal initiation ceremony shall be performed every Spring Semester, in February, as long as there is at least one newcomer who is to be formally initiated.

**Section 3 – Expulsion from the Fratority**

1. Failure to observe this constitution or any attempts to frustrate its goals shall be cause for expulsion from this Fratority. Such members may be removed from membership by using the impeachment procedure. Such persons shall be readmitted to the Fratority only upon a 2/3 majority vote of the membership present.

**Article IV – Government Structure**

**Government**

1. All powers granted by the Constitution and By-laws of this Fratority shall be vested in three departments: Legislative, Executive, and Judicial. Each of the aforementioned shall be independent and shall function within its appropriate framework as stated in this document.

**Article V – Leadership Structure**

**Executive Department**

**Section 1 – Election of Officers and Slating**

1. Election of new officers will take place by slating
2. The details of slating and its process will be compiled into a binder that will be passed from president to president during transition periods between executive boards
3. The selection committee will slate applicants into executive board positions
4. The selection committee will consist of the current president, one Sigma advisor, and three general body members (juniors that aren’t running for a position or seniors)who are elected to the committee by popular vote
5. The selection committee will accept applications, interview those who applied, and then create their slate
6. The slate will be presented to general body and needs a simple majority vote to pass
   1. If the slate does not pass, a popular election will take place
   2. If a popular election is necessary, those running for positions on executive board can only be considered for positions that they applied for before being interviewed by the selection committee

**Section 2 – Executive Board**

President

* 1. Oversee and manage all Fratority positions and committees.
  2. Lead all general body and executive board meetings and will meet with our faculty advisors as needed. It is the president’s responsibility to actively move Sigma Epsilon Phi towards our long term goals.
  3. Responsible for submitting all required paperwork for student organization renewal and reserving meeting rooms.
  4. Will have no vote except to break a tie and may call special meetings if needed.

Vice President of Hellenism

* 1. Oversee OCMC chair
  2. Shall reside over the meetings upon the President’s request and/or absence, shall succeed the President upon the latter’s resignations or inability to discharge their duties.
     1. The office of Vice-President of Hellenism will remain vacant until the next regularly scheduled election or upon offices of both the President and Vice-President of Hellenism being vacant.
  3. Promote any and all Greek Orthodox Christian events
     1. This includes but is not limited to Real Break, OCF, Church attendance and fellowship, Olympic Society correspondence, GOYA, sunday school, Greek dance and festival assistance, etc.
  4. Shall provide opportunities for memberes to obtain necessary GOCEP credits each semester and monitor each member’s GOCEP points

Vice President of Finance

1. Oversee fundraising and ski trip chairs
   * 1. This includes managing the fundraising chair and ensuring success of any fundraising campaigns.
     2. He or she will work regularly with the fundraising chair and sweethearts chairs to fundraise apporpiately to maintain the budget.
2. Works with President and Vice President of Outreach to approve contract for Sweethearts Ball venue for the upcoming year.
3. Shall oversee the budget of Sigma Epsilon Phi and collect dues from membership
   1. This includes meeting individudally with each member of executive board to discuss their respective budgets. He or she will also present the budget plan by the second executive board meeting each semester.
4. Proposes any changes in membership dues to President and Vice Presidents, and must be voted upon before presenting to entire executive board.
5. Presents annual budget to executive board for approval each year.

Vice President of Administration

1. Oversee Parliamentarian and Brand Management Chair
2. Record the topics of both the executive board meetings and general body meetings, send out weekly emails, record attendance, post reminders and notifications in any relevant platforms, manage the Carmen page as necessary, coordinate rides to events
3. Maintains updated list to keep track of members in good standing.

Vice President of Membership

1. Oversee the recruitment chair, seargeant at arms, and social chairs
2. Along with the President, Vice President of Membership shall monitor and oversee members including but not limited to participation in general body meetings, recruitment, and risk management
   1. Serves on standards board for risk management
3. Will assist in organizing a table at the involvement fair and creating engagement opportunities for membership
4. Plans end of the year membership event at church
5. Will oversee initiation led by recruitment chair
6. Responsible for new member information meetings and keeping in contact with potential new members

Vice President of Outreach

1. Oversee Sweetheart’s chairs
2. Responsible for all communication and networking outside of Sigma.
   * 1. This includes planning the Alumni Tailgate, communicating with alumni, encouraging alumni and external support for Sweethearts attendance, conducting a regular census of past and present Sigma members

Vice President of Service

1. Provide an adequate number of service opportunities each semester, initiate any service activities with the church, and manage the service committee
2. Shall track membership’s participation in service events

**Section 3 – Chair Positions**

The Recruitment Chair

1. Recruit new members into Sigma Epsilon Phi, implement new member programming, and ensure potential new members have completed their requirements to be initiated into Sigma Epsilon Phi
2. Make poster board for involvement fair in the fall and be at involvement fair all day
3. Plan ski trip initiation, informal initiation in spring and formal initiation
4. Plan 3 big/little mixers and big/little reveal with VP of Membership
5. Plan and host a new member retreat during fall semester with VP Membership
6. Plan formal initiation at the church (inform the priests!!) with VP Membership

The Social Chairs

1. Shall plan fellowship events for Sigma Epsilon Phi
   1. Events include but are not limited to formal, B week events, Greek night

The Sweetheart’s Co-Chairs

1. Shall plan the annual Sweetheart’s Ball
2. Book venue for the next year in February following the event
3. Select food, book a band, and reserve all security
4. Plan pre-party
5. Work with Brand Management for marketing and fundraising chair for donations

Fundrasing Chair

1. Plan fundrasing events for Sigma Epsilon Phi
2. Plan at least 2 fundraising events a semester
3. Correspond with Sweethearts chairs about fundraising for Sweethearts. This includes reaching out to previous years sponsors as well as looking for new sponsors
4. Creating an Ad book for Sweetheart's with all of the sponsors and emailing out to all attendees as well as posting it on the Sweetheart's Facebook page

Brand Management Chair

1. Shall design apparel and maintain Sigma Epsilon Phi’s social media presence
2. Assist sweethearts with marketing of the event and the creation of the ad booklet.

Parliamentarian

1. Will uphold the consitution of Sigma Epsilon Phi
2. Update the Constitution when necessary
3. Present during any voting scenarios to break ties if necessary
4. Responsible for running all general body member voting scenarios
   1. Responsible for counting final votes along with Vice President of Administration
   2. Responsible for ensuring final count of votes is recorded in meeting minutes

OCMC Chair

1. Shall maintain a partnership between Sigma Epsilon Phi and OCMC: the Orthodox Christian Mission Center. This includes holding annual fundraisers and organizing/promoting mission trips.
2. Shall partner with the Annunciation Columbus Greek Orthodox Church to further a relationship with the community. Also will work with the GOYA (Greek Orthodox Youth of America) to foster a bond between the two organizations.

Sergeant at Arms

1. Shall call meetings to order
2. Advise the organization on matters of risk management
3. Sit on Judicial Board along with the President and Vice President of Membership
4. Organize fratority fantasy sports leagues

Ski Trip Chair

1. Create requirements to attend ski trip including dues, ski trip cost, complete all requirements of fall semester before attending, attend minimum 4 general body meetings.
2. Plan daytime activities
3. Reserve venue in August or September
4. Buy food, beverages, utensils and cleaning supplies for ski trip
5. Organize rides to and from ski trip
6. Absolutely no one outside of current undergraduate Sigma membership may attend ski trip

**Section 4 – Vacancies**

1. When both the Presidential and Vice-Presidential offices become vacant, the Parliamentarian shall preside over meetings until a special election to fill the vacancies of the President and Vice President for the remainder of the original term of office is held.
2. Vacancies in any office other that the President or Vice-President shall be filled by appointment by the President and confirmed by a majority vote of all members present.

**Section 5 – All officers shall begin their new terms with this oath:**

1. “I \_\_\_\_\_(name)\_\_\_\_\_ do solemnly swear to faithfully execute the responsibilities of the office of \_\_\_\_(office)\_\_\_\_, and to preserve, protect, and defend the Constitution of the Sigma Epsilon Phi Fratority of The Ohio State University to the best of my ability, so help me God.”

**Section 6 – Term length**

1. All terms will begin simultaneously and will run from the last meeting of Spring Semester, when the oath is taken, until the following year when the next oath is taken.

**Article VI – Impeachment**

**Section 1 – Impeachment**

Impeachment proceeding against any officer shall be carried out according to the following procedure:

1. A written request for impeachment signed by at least three members in good standing stating the reason for impeachment must be filed with the President and the Secretary
2. The vote for removing an officer shall be announced one week before the actual vote.
3. The charges must be read as written on the request for impeachment
4. A majority vote is required of the membership to start debate and force a vote on removal.
5. The officer accused will have the right to be the final speaker of the debate before a secret ballot vote on their removal.
6. A ¾ majority vote shall be necessary for removal of the officer accused.
7. The member who was removed from the office shall not be permitted to hold that office again or be permitted to hold the offices of President, Vice-President, or Treasurer.

**Article VII – Judicial Department**

**Section 1 – There shall be no permanent Judicial Body**

1. At such times as judicial advice becomes necessary, the President shall appoint a three member special council. The Parliamentarian shall be a member of this council.
2. The membership has the right to challenge the appointment of a member to the Judicial committee and may vote to remove a member from the committee. At that time, the President may appoint another member.

**Article VIII – Legislative Department**

Legislative Department

The Legislative Department composed of all members in good standing shall govern this Fratority. Meetings shall be held after due notice to the membership. Votes on a motion shall only be accepted if a quorum is met.

**Article IX – Quorum and Procedure**

Quorum and Procedure

Section 1 – The procedure of meeting of the Fratority shall be in accordance with

Robert’s Rules of Order, except when otherwise noted in this Constitution.

Section 2 – Questions of procedure shall be referred to the parliamentarian.

Section 3 – A quorum shall be 3/5 of the membership in good standing.

Section 4 – All Fratority business shall be enacted by members present at meeting

with the option reserved to any three members present to postpone any decision until a quorum of 3/5’s of the membership is assembled at a following meeting.

**Article X – Advisors**

Advisors

1. At least one advisor must be a faculty member of The Ohio State University. Advisors shall be appointed by the President and confirmed by a majority vote of all officers. The term of all advisors shall be the same as the elected officers.

**Article XI – Amendments**

**Section 1** – Amendment proceeding shall be carried out according to the

following procedure:

1. A written request for an amendment signed by at least three members in good standing stating the actual wording to the amendment must be filed with the President and the Recording Secretary
2. Such proposals shall be read to quorum assemblies for two consecutive meetings before a vote is taken.

**Section 2** – A ¾ majority vote is required for an amendment to the Constitution.

**Section 3** – If an amendment is ratified, the amendment will be listed after this

Constitution. It shall not rewrite this document.

**Articles of Amendment**

Amendment 1 – Risk Management Procedures

**Purpose**

To establish a Judicial Board (hereafter referred to as “the Board”) to handle cases relating to Risk Management and Discipline within the organization of Sigma Epsilon Phi

**Membership**

1. The Board will be comprised of the Sergeant at Arms, the President and the VP of Membership of Sigma Epsilon Phi
   1. In the event that a member of the Board cannot attend a meeting, the succession shall be,
      1. The VP of Hellenism
      2. The VP of Finance
      3. The VP of Administration
      4. The VP of Outreach
      5. The VP of Service
   2. In the event that a member of the Board is the offending member, the succession shall be,
      1. The VP of Hellenism
      2. The VP of Finance
      3. The VP of Administration
      4. The VP of Outreach
      5. The VP of Service
2. In extreme cases, to be determined at the discretion of the Board, the faculty advisor of Sigma Epsilon Phi may be asked to sit on the Board

**General Procedure**

1. Member(s) will be summoned in the event that the actions of said member causes,
   1. A violation of the Constitution of Sigma Epsilon Phi,
   2. Any action that causes damage to property,
      1. Of a fellow member,
      2. Of university property during a Sigma event,
      3. Of venue property during a Sigma event
   3. Any action that causes or threatens harm to a fellow member
   4. Any action not specified that could lead to Sigma losing its status as a student organization with the University
2. In the event that other members were present and witnessed the event take place, they shall also be summoned to meet with the Board
3. Member(s) will receive a formal notice of summons at least one week prior to a meeting with the Board, formal notices include but are not limited to:
   1. An email from the Board,
   2. A phone call or voicemail from the Board
4. The members of the Board shall meet with the summoned member(s) to:
   1. Discuss the that incident that took place
   2. Determine possible discipline including but not limited to:
      1. Temporary suspension from social events
      2. Temporary suspension from Sigma
      3. Expulsion from Sigma
      4. Payment for damages caused

**Sigma Action Policy**

After the Board has met with the member(s), the Board shall determine a course of action consistent with the event that transpired. The Board shall inform involved parties of their decision no later than two weeks after the initial meeting.

**Expulsion**

1. In the event that an offense merits member expulsion, the Board shall vote on the case before moving forward and a ⅔ vote is necessary for a member to be considered for expulsion
2. If the Board has determined that expulsion is merited, the Board will bring the case to the VPs and Sigma Faculty Advisor,
   1. The Board, VPs and Sigma Faculty Advisor will vote to determine whether the member will be expelled
      1. A ⅔ majority in favor of expulsion is required for it to pass
      2. If the vote does not pass, another form of discipline will be considered
   2. The Sigma Faculty Advisor makes the final decision in matters of expulsion
3. In the event a member is expelled, that member will not be allowed to attend Sigma events including but not limited to:
   1. Meetings
   2. Social events
4. The expelled member can appeal their expulsion to the Board one semester after the incident occured