

**THE CONSTITUTION OF THE
OHIO STATE EVANS SCHOLARS
The Ohio State University**



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As last revised, April 1, 2018

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Preamble

We, the representative members of Evans Scholars at The Ohio State University, in order to promote a sound and vital framework and to aid in the fulfillment of the ideals of scholarship, leadership, group living, and house maintenance do establish this Constitution to regulate the affairs of the Evans Scholars Scholarship House. The provisions of this Constitution, its Articles and Bylaws, are binding on all Evans Scholars of the Ohio State Scholarship House.

Article I: Name

The name of this organization shall be the Ohio State Evans Scholars at The Ohio State University, hereinafter referred to as Evans Scholars.

Article II: Purpose

- i.** It shall be the purpose of Evans Scholars to:
 - a.** Strive for ideals of community leadership - achieved not necessarily through popularity, but through character.
 - b.** Cherish the ability to set aside pleasurable activities until the necessary ones are accomplished.
 - c.** Strive for group unity and loyalty through an interaction and appreciation of varied backgrounds and personalities.
 - d.** Strive for public esteem based upon the demonstrated ability to achieve and maintain positions of respect in our community.
- ii.** We represent an educational institution seeking to teach men and women to live and work with each other and to instill in them the ability to embrace individual differences and to respect individual freedoms. Personal growth is our goal; group living is our means.

Article III: Non-discrimination Clause

- i.** This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article IV: Affiliation

Section A: The Evans Scholars Foundation

- i.** This Chapter's members are Evans Scholars selected and funded by the Evans Scholars Foundation (ESF) of the Western Golf Association (WGA) of Golf, Illinois. This Chapter is responsible for and enjoys the use of housing facilities provided by the Evans Scholars Foundation of Ohio, a wholly owned unit of the Evans Scholars Foundation. Chapter members shall be subject to all the rules and regulations of the Evans Scholars Foundation.

Section B: Evans Scholars National Committee

- i. This Chapter shall be affiliated with the Evans Scholars National Committee, and shall be subject to its Constitution and all legislation enacted under its authority.
- ii. The representatives to this body shall be the President.

Article V: Membership

Section A: Good Standing Members

- i. The good standing members of the Ohio State Evans Scholars, who meet one of the following requirements, shall be recognized as a current Ohio State Evans Scholars.
 - a. Has successfully completed the New Scholar Program at the Ohio State University.
 - b. Has transferred from another Evans Scholar Scholarship House and has completed the New Scholar Program at that Scholarship House.
 - c. Has been deemed exempt from completing the New Scholar Program by the Evans Scholars Foundation.

Section B: News Scholars and Probationary Members

- i. All residents who are not recognized as Good Standing members of this Chapter shall be recognized as probationary members or New Scholars. All responsibilities and obligations incurred by Good Standing members are equally incurred by probationary members and New Scholars, except where otherwise noted.
- ii. Social Probation
 - a. Any member under probationary status for grades will then be placed on social probation. This meaning that they will not be available to participate in optional house events.
 - b. Any member on social probation will be effectively opted-out of that semesters' social bill. It will be a prorated number per the house's Vice President of Finance.
 - i. Penalties
 - 1. If the probationary member is to show up at an optional house event they will be asked to leave the premises. If they refuse they will be fined to the amount of one

social bill for that semester. If the probationary member continues to be present at future events the same fine will be enforced.

2. Probationary members will have to attend study tables weekly during that semester, allowing them to attend that week's social events. Study tables will be decided upon by the Executive Board and be standardized for all scholars on social probation.

Section C: Rules and Regulations

i. The Good Standing members, probationary members, and New Scholars shall be subject to all rules and regulations of the Evans Scholars Foundation, the Articles and Bylaws of this Constitution, and the Ohio State University.

Section D: House Bill

i. Every member living in the House shall be responsible for the payment of the House Bill in its entirety on or before the date determined by the Vice President of Finance of the Scholarship House. Exceptions will be considered on a personal basis.

ii. House Bills not paid in excess of one week will result in notification of the faculty advisor. House bills not paid in excess of two weeks will result in a ban from all Ohio State Evans Scholars sanctioned events.

iii. If a member leaves for an internship, study abroad, or loses scholarship the remaining percentage of the house bill in terms of the remaining academic term left will be repaid by means of check.

iv. Any special assessment or assessments to the house bill deemed necessary by the Executive Board of this Chapter must be approved by a two-thirds vote of the total chapter membership.

Section E: The Four Pillars

i. Every member is expected to uphold the four pillars of the Evans Scholarship, namely through a contribution of his or her time and effort towards scholarship, leadership, group living, and house upkeep.

Article VI: Executive Board and Executive Officer Responsibilities

Section A: Executive Board Responsibilities

- i.** The executive power of the Chapter shall be vested in the seven-member Executive Board consisting of the executive offices listed in Article VI, Section B. The Executive Board shall:
 - a.** Be responsible for the Scholarship House's compliance with all the policies of the Evans Scholars Foundation, this Articles and Bylaws of this Constitution, and the University rules and regulations as set down in the Student Handbook.
 - b.** Have the power to establish House rules and programs for members as deemed necessary by the Board.
 - c.** Have the authority, in conjunction with the Evans Scholars Foundation and The Ohio State University, to discipline any and all members of the Scholarship House.

Section B: Executive Officer Responsibilities

i. President

- a.** The President shall be the Chief Executive Officer of the Scholarship House with responsibility for overseeing and promoting the growth and cohesiveness of the chapter.
- b.** Shall oversee all other Executive Board and Chair positions.
- c.** Schedule and preside over all Executive Board and Scholarship House Meetings.
- d.** Represent the Chapter to the Evans Scholars Foundation, to the Evans Scholars National Committee, and to the community, to the Ohio State University.
- e.** Administer rooming assignments and the order of room picks and the rooming assignments shall be at the discretion of the President.
- f.** Devise a member move in and move out schedule for a smooth transition.
- g.** Work with the Faculty Advisor and the Graduate Resident Advisor to ensure the best possible living environment for every member of the Chapter.
- h.** Organize committees to assist with various House policies and projects.
- i.** Coordinate travels and all related matters for Winter Outing.

- j.** Coordinate the completion of the Standards of Excellence reports required by the Ohio State Office of Student Activities and Campus Programs.

ii. Vice President of New Scholars

- a.** The Vice President of New Scholars shall be responsible for creating and executing the New Scholar Program to integrate the New Scholars into the membership in the chapter, for overseeing their proper academic and social development, and for advising the new chapter members during their first year in the program.
- b.** Insure that the New Scholar Program is in compliance with the rules and policies of the Evans Scholars Foundation.
- c.** Oversee that the New Scholars are fulfilling the four pillars of the scholarship.
- d.** Periodically report to the Executive Board and the Scholarship House on the progress of the New Scholar Program.
- e.** Select a committee to assist in planning the program and to assist the New Scholars.
- f.** Organize and run the New Scholar Day for newly appointed New Scholars and their parents in the Spring Semester on the date predetermined by the Evans Scholars Foundation.
- g.** Assemble a New Scholar Manual to outline the requirements for New Membership and to set forth the policies of the Scholarship House.
- h.** Organize study tables and to plan other activities to promote class and house unity during the Autumn Semester.
- i.** Organize the New Member Celebration, to be held at the beginning of Spring Semester, for all New Scholars who successfully completed the New Scholar Program, as set forth in the New Scholar Manual.

iii. Executive Vice President

- a.** The Executive Vice President shall assume the responsibilities of President in the event that the President is absent or temporarily incapacitated.

- b.** The EVP shall oversee all philanthropy matters and plan for the distribution of philanthropy funds.
- c.** Maintain the house safety and security operations.
- d.** Supervise the successful running of the house's annual philanthropy event and the funds that it raises.
- e.** Oversee the house's involvement in other charity and philanthropy events, both those of other Greek houses and the rest of the community.
- f.** Ensure the safety and security of the house to include providing the proper keys for each member of the house. Including the programming of all keys and door swipe locks.
- g.** Plan for security access control through doors and windows.
- h.** Manage the house parking lot, including the designation of each space and the regulation of all problems regarding the parking lot.

iv. Administrative Vice Presidents

- a.** The Administrative Vice Presidents shall be responsible for the overall maintenance and integrity of the scholarship house.
- b.** Assign, explain, and check all house jobs. House jobs must be checked no less than 3 times a week.
- c.** A fine will be levied in the case that a house job has not been completed. The AVP is in charge of administering the fine and determining a fine policy.
- d.** Conduct regular work sessions, assigning tasks necessary to maintain the house beyond regular house jobs.
- e.** Have sufficient cleaning supplies available so that house jobs can be completed. Additionally, they are in charge of purchasing toilet paper and detergent for all Scholars.
- f.** Call plumbers, electricians and other service vendors for repairs.
- g.** Provide for trash and waste removal.
- h.** Provide for all furniture needs including beds, desks, chairs, and mattresses.

- i.** In charge of the internet and Spectrum television receivers and its proper functioning at all times.
- j.** In charge of printers and the proper functioning of them.
- k.** Serve as the call persons for the fire system and provide an evacuation plan and have fire drills.
- l.** Work with Evans Scholars Foundation and the Faculty Advisor on facilities improvements projects.
- m.** Devise a member room check in/out.

v. Vice President of Finance

- a.** The Vice President of Finance shall be responsible for overseeing the proper collection, use, and documentation of all house funds.
- b.** Create and enforce an accurate annual budget of Scholarship House funds.
- c.** Collect house dues, fees and fines and levy fines for late payments.
- d.** Have the financial authority to authorize all house expenditures, by means of writing checks or supplying cash.
- e.** Pay all expenses incurred by the Scholarship House.
- f.** Establish and enforce any documentation for any and all funds collected or spent on behalf of the Scholarship House using receipts, checks and checkbook register, or other means of documentation.
- g.** Prepare financial reports for the Evans Scholars Foundation.

vi. Vice President of Communication

- a.** The Vice President of Communication shall be responsible for effective communication strategies in the operation of the Scholarship House.
- b.** Compile and post the minutes from every scholarship house meeting in a professional and timely fashion.
- c.** Send minutes to the appropriate individuals who have requested those documents.

- d. Maintain and publish the Ohio State Constitution Chapter Constitution and Bylaws.
- e. Provide appropriate documentation throughout the house that tells of upcoming events in such a manner that allows for the members to adjust their schedules accordingly.
- f. Take attendance at all house meetings as well as other requested events under the direction of the Executive Board and levy fines for missed meetings.
- g. Compile a phone list every quarter and a list of member information (i.e. address, phone number, e-mail account) in order for individuals from the house to contact each other during the summer months.
- h. Ensure that the mail for the chapter is distributed in the common mailbox and that mail received for people other than current Evans Scholars is returned or forwarded.

Article VII: Additional Leadership and Committees

Section A: Chair Positions

- i. Any number of chair positions may be established from time to time to assist the chapter with programs, project and activities; their duties may be delineated in the Bylaws.
- ii. Chair positions are established by the President agreed to by 2/3 vote of the Executive Board.
- iii. Committees may be assigned Chapter funds to use in carrying out their duties.
- iv. All chair positions shall also be elected in the manner prescribed in Article IX.
- v. To be eligible as a committee chair, a scholar cannot be on probation.

Section B: Committees

- i. Any number of committees may be established from time to time to assist the chapter with programs, projects and activities; their duties may be delineated in the Bylaws.
- ii. Committees are established by the President agreed to by 2/3 vote of the Executive Board.

- iii. Committees may be assigned Chapter funds to use in carrying out their duties.
- iv. Committees are open to all scholars and may be joined voluntarily by any scholar.

Article VIII: Elections and Impeachment

Section A: Executive Board Election Qualifications and Procedures

- i. To be eligible for election to the Executive Board, an Evans Scholar must
 - a. Have achieved good standing status and must be in good standing with respect to academics and Chapter Evaluations.
 - b. Must have completed 3 semesters as an Evans Scholar, 2 of which they must be in good standing.
- ii. Elections are to be held during the Spring Semester prior to the Evans Scholars Foundation Winter Meetings.
- iii. Candidates for all elected offices may be nominated from the floor by a Good Standing Member at the House Meeting before the elections. If an emergency election is being held nominations may be held during elections. Nominations will be reopened at the time of elections. Nominations shall be received by the incumbent President and shall be considered in the following order: President, Vice President of New Scholars, Executive Vice President, Administrative Vice Presidents, Vice President of Finance, and Vice President of Communication.
- iv. Elections shall be administered by the incumbent President in the following manner:
 - a. First, all nominations for the office of President shall be brought forth by the membership, accepted or declined by those nominated, and recorded by the Vice President of Communications.
 - b. The order in which candidates state their qualifications for the said office and make general remarks regarding their opinions on Chapter affairs as they relate to the prospective office, lasting no longer than 10 minutes, shall be determined first by incumbent status, class rank and then within classes by grade point average, with the candidate holding the lowest class rank and having the lowest grade point average speaking first. While one candidate speaks the other candidate(s) should move to another room where the candidate who is speaking cannot be heard. The Good Standing body shall be allowed to ask unlimited worth of questions to each candidate, but the questions shall

be pertinent to the election and the President shall overrule any irrelevant questions.

- c. After all candidates have the opportunity to speak and be questioned by the membership, the Scholarship House shall have an open discussion about the office and the candidates. When the open discussion is complete, the Executive Board shall distribute one ballot to each Good Standing Member present at the elections. When all ballots are completed, the Vice President of Communication shall collect and tabulate the ballots with the help of another Executive Board member. The winner of the election will be determined by the Condorcet voting system.

v. Elections for all offices shall proceed in the manner described above, until all offices are filled. There may be an unlimited number of nominations. Any candidate who runs unsuccessfully for one office may be nominated to any remaining office.

Section B: Impeachment

- i. Any elected official or representative may be impeached for breach of trust, conduct unbecoming of an officer or continual negligence in duties.
- ii. Impeachment may be initiated at a regular House Meeting by the presentation of a written petition containing the signatures of one-quarter of the Good Standing Membership. Discussion and voting on said petition shall occur at the following Chapter meeting which must be held no sooner than one week and no later than two weeks, following the presentation of the petition. The Chairman of the Judicial Board shall preside over the impeachment proceedings. A two-thirds majority of the good standing membership shall be necessary for removal from office.

Article IX: Chair Elections and Impeachment

Section A: Chair Elections

- i. Chair elections will run in a different manner than executive board elections. Each candidate will have 3 minutes to speak with 3 minutes worth of questions. The winner will be determined by a blind raise of the hand vote where the President and Vice President of Communication will count the votes. The winner will be announced once one of the candidates has a simple majority of votes.
- ii. Chair elections will occur on the same day as Executive Board elections.

Section B: Impeachment

- i.** Committee impeachment will follow in the same manner as Executive Board impeachment.

Article X: Judicial System

Section A: Citations and/or Fines

- i.** Every Chapter member shall have the prerogative to issue citations and/or fines for actions which are:
 - a.** Inconsistent with the ideals and obligations of the Evans Scholars as outlined in the Chapter Constitution, set forth by the Executive Board, outlined in the National Manual, or outlined by the Ohio State University Student Code of Conduct.
- ii.** The Executive Board shall consider the citations brought forth by the membership and shall have the power to levy fines for citations deemed to be legitimate, which shall be announced at the next house meeting.
 - a.** Any fines levied by a member of the Executive Board must be removed from the subject's contingency, safety deposit, or in the case of both funds being depleted a check will be written to the chapter. Or appealed within fourteen days of the house meeting at which they were announced.
 - b.** Any fine or work assignment may be appealed by filing with the Executive Board.

Article XI: Bylaws

Section A: Authority of Bylaws

- i.** All rules stated or defined in this constitution may be further defined by the Evans Scholars Bylaws. The Evans Scholars Bylaws receive authority from this constitution.

Section B: Creation of Bylaws

- i.** The Chapter shall adopt such Bylaws as they deem necessary and applicable, which are consistent with the provisions of this constitution.
 - a.** A Bylaw cannot be approved that contradicts any part of this constitution.

ii. A simple majority vote of the Executive Board is required to enact or amend any Bylaw.

iii. A 2/3 vote of the Executive Board is required to repeal any Bylaw.

iv. All proposed Bylaws or amendments thereto shall be submitted to the Council in writing at least one full Executive Board meeting prior to the time they are voted upon by the council.

Article XII: Amendments

Section A: Constitution

- i. This Constitution may be amended by a two-thirds vote of the active members of the Chapter. The proposed amendment shall be posted in a conspicuous place at least a week before the House meeting at which it will be voted upon and read at the Chapter meeting preceding any vote on the measure.

List of Bylaws:

Section A: Chair Positions

i. Social Chair

- a. Shall develop, present and manage a social plan and program for the chapter each semester.

ii. Scrapbook

- a. Shall document events that occurred throughout the year in a scrapbook and present the scrapbook to the House.

iii. Activities

- a. Shall organize recreational events and competitions for the Scholarship House membership.

- b. Run finals breakfast for both Autumn and Spring Semester

iv. Scholarship and Wellness

- a. Shall promote academic success within the House by devising various programs and incentives.

- b. Maintain the house study material for chapter member use.

- c.** Promote the overall health and wellbeing of all Scholars mentally and physically by organizing events for the chapter to participate in.

v. Alumni Relations

- a.** Shall foster a positive relationship between Alumni and the House.
- b.** Create an Autumn and Spring Newsletter.

vi. Intramurals

- a.** Shall interact with the Ohio State Intramural Office to register House intramural sports teams.
- b.** Shall also notify the House of any game cancellations, and post schedules as soon as they are developed.

vii. Home Improvements

- a.** Shall complete minor projects that better the living environment for all Evans Scholars.
- b.** The Chair will work with the Administrative Vice Presidents to determine which projects are within the scope of the position.

viii. Philanthropy

- a.** Shall work with USG and other organizations to involve our house in safety initiatives and other programs to enhance our image.
- b.** Run at least one adopt a street per semester.

ix. Blood Drive

- a.** Shall run at least one blood drive per semester through the Red Cross.

x. Golf Relations Chair

- a.** In charge of contacting country clubs in attempts to get free/discounted golf.
- b.** Set up the inner-chapter golf tournament in the fall and/or spring. (The Hamilton)

xi. Sustainability Chair

- a. Manage and establish sustainable programs and activities for the house
- b. Set-up and promote an efficient recycling program
- c. Work with Philanthropy Chair to help with street cleanup process

Section B: Committees

i. New Scholar Committee

- a. Shall assist the Vice President of New Scholars in training and assisting all New Scholars throughout their first semester.

ii. Knockerball Committee

- a. Shall assist the Executive Vice President and the Philanthropy Chair in hosting the annual Knockerball tournament.

iii. Home Improvement Committee

- a. Shall assist the Home Improvement Chair with any improvements of the house.

iv. Finance Committee

- a. Shall assist the Vice President of Finance in making sound decisions and advisement when it comes to

Section C: Judicial Board

i. The Judicial Board shall have the power to sustain, override, or reduce the fine or work assignment in question.

ii. The Judicial Board shall consist of 5 Good Standing members of the Scholarship House. The Chief Justice shall be the overseeing presider of each case. The chief justice will be elected during regular elections. The other 4 members will consist of one Good Standing Scholar from each class appointed by the other good standing members of that class. Elections for these positions will be held during the scheduled chair elections. Nominations for each class representative will take place immediately following the judicial board election.

iii. Under no circumstances shall a member of the Scholarship House serve on both the Executive Board and the Judicial Board.

iv. A New Scholar will be elected to replace the graduating senior during the New Scholar elections in the fall.

v. Judicial Board Procedure

- a.** The Executive Vice President shall be present at all Judicial Board proceedings to ensure the correct procedure is being followed, and shall be responsible for removing himself from the proceedings before the Judicial Board's final discussion and decision.
- b.** The member appealing the imposed fine or work assignment (defendant) and Executive Board member who levied the fine or work assignment shall both be present for the testimonies of the other party. It is the responsibility of the Judicial Board to ask questions of the two parties in reaching a decision regarding the fine or work assignment in question. Both the defendant and the Executive Board member who imposed the fine or work assignment shall remove themselves from the proceedings before the Judicial Board's final discussion and decision.
- c.** In any case involving a witness or witnesses, testimony shall be heard by the Judicial Board after the defendant and Executive Board member have removed themselves from the proceedings and before the Judicial Board's final discussion and decision.

vi. It is the responsibility of the Judicial Board to arrive at a fair and impartial decision. The vote of each of the five members of the Judicial Board shall count equally. The Chief Justice shall be responsible for reporting all decisions of the Judicial Board to the Executive Board.

Section D: Chapter Meetings

- i.** A majority of the Good Standing body must be present in order to hold a Chapter meeting.
- ii.** All dues-paying House members, including those who have already used their twelve quarters of scholarship but still reside in the House, are required to attend House meetings. A \$10 fine shall be levied in all cases of absence except when a prior excuse has been registered with the Vice President of Communications. The Vice President of Communications shall decide upon the validity of the excuse.
- iii.** A \$50 fine shall be levied in the case of absence to a formal house meeting. In addition, the Evans Scholars Foundation will be informed of all absent scholars.

Section E: Quiet Hours and Study Rooms

- i. Quiet hours are Sunday through Thursday from the hours of 9pm to 9am. They are enforced throughout the entire house.
- ii. During the entirety of Finals week(s) there will be quiet hours all day and night
- iii. The Library is an individual silent study room. The living room and Don Denny Study are group study rooms without excessive noise. The remainder of the house and study areas at the end of the halls are neutral.
- iv. In the first instance of not adhering to either quiet hours or the study room designations a warning will be administered. Each successive instance will result in a \$10 fine for each involved member.

Section F: House Elections

- i. All Good Standing members of the House are required to attend the House elections for both Executive Board and Committee Chairs, including those on probation. Members who are not taking classes Autumn Semester are not required to attend, unless they are living in the House. A \$50 fine will be levied in all cases of absence except when a prior excuse has been registered with the Vice President of Communications. The Vice President of Communications shall decide upon the validity of the excuse.

Section X: Various

- i. There is no propping of exterior doors with the exception of during move in and move out. There is a \$10 fine for each time a scholar does not adhere.
- ii. In the instance that a member intentionally damages the house they will be required to pay for the repairs and as well may be administered up to a \$100 malicious fine based on the severity and damage caused.