

The CHAPTER BYLAWS of the **The Ohio State University**
chapter of **PGN**- Professional Development Organization, hereby
known as the **EPSILON GAMMA** Chapter.

*Ratified on the
4th of February, 2021*



TABLE of CONTENTS

Article I. Epsilon Gamma Chapter Overview

- Name
- Mission Statement
- Values
- Purpose
- Pillars

Article II. Chapter Organization

- Executive Board and Officers
- Executive Board Authority
- Chapter Representation
- Veto Power
- Leadership Position Requirements
- Nomination and Election of Officers
- Removal of Officers
- Teams/Auxiliary Members

Article III. Members

- Active Members
- Qualifications for Membership
- Members in Good Standing
- Removal of Active Members
- Faculty Members
- Alumni Members
- Inactive Status
- Senior Status
- Deactivation

Article IV. Recruiting Process

- Overview
- Member Selection

Article V. New Member Process

- Overview
- New Member Review
- Night of Commitment
- Initiation
- New Initiates

Article VI. Meetings

- Regular Meetings

Executive Meetings

Special Meetings

Meeting Attire

Article VII. Voting

Policy

Quorum

Procedures

Article VIII. Fiscal Policy

Dues

Budget

Article IX. Standards

Voting

Active Review

Article VIII. Amendments to Chapter Bylaws

Process

Appendix A. Chapter Officer Elections

Appendix B. Diversity and Title IX Clause

ARTICLE I. Epsilon Gamma Chapter Overview

Section A. Name. The name of this chapter shall be officially known as the Epsilon Gamma Chapter of PGN- A Professional Development Organization, PGN for short, here at the Ohio State University. The acronym “PGN” is the modern adaptation of what has historically been Phi Gamma Nu.

Section B. Mission Statement. To empower diverse individuals to pursue their passions, foster growth, and invest in each other’s success.

Section C. Values.

- 1) We are supportive.
- 2) We are passionate.
- 3) We are innovative.
- 4) We are bold.

Section D. Purpose. To invest in our members’ professional and personal development. We are creating leaders of tomorrow.

Section E. Pillars. PGN operates under three pillars: Professionalism, Philanthropy, and Social.

- 1) The Professionalism pillar develops our members to be responsible, capable, and qualified professionals.
- 2) The Philanthropy pillar encourages compassion and altruism within our community and throughout our members’ professional careers and social lives.
- 3) The Social pillar focuses on developing and cultivating brotherhood among our members to create bonds that last lifetimes.

ARTICLE II. Chapter Organization

Section A. Executive Board and Officers. The Ohio State University chapter of PGN is led by a six-member executive board. The six positions are President, External Vice President, Internal Vice President, Vice President of Membership, Vice President of Finance, and Vice President of Communications. The term begins with the chapter officer initiation ceremony during the last chapter of the fall semester and lasts until the next year’s executive turnover. Director-level positions are held semesterly and may be adjusted on a semesterly basis as deemed necessary by the executive board; each semester, these changes will reset to what follows. Permanent changes must be approved as a change to the bylaws.

- A. **The President** acts as the chief executive of the chapter and is responsible for the day to day management of the executive board and the chapter as a whole. The President's main objective is to determine, execute, and subsequently evaluate the Epsilon Gamma vision. He or she will preside over and advise the executive board, consisting of the External Vice President, the Internal Vice President, the Vice President of Finance, the Vice President of Membership, and the Vice President of Communication. The President will hold accountable all Vice Presidents for their respective duties and serve as the main avenue of communication between the Epsilon Gamma chapter and the National Council of PGN.

- B. **The External Vice President** manages all external operations and committees. The External Vice President will preside over the Director of Corporate Relations, Director of Professionalism, Director of Philanthropy, and the Recruitment Team Lead, as well as their respective team members. The External VP's two objectives are to further the professional and philanthropic development of our brothers.

- C. **The Internal Vice President** manages all internal operations and committees. The Internal Vice President will oversee the Director of Excellence, Social Director, Director of Academics and Director of Risk as well as its respective team members. The Internal VP's two main objectives are to assess regularly the strength of the bond of our brotherhood and to see that the standards of our chapter are properly upheld.

- D. **The Vice President of Membership** instructs new members throughout their new member semester in the chapter and is responsible for their transition to becoming an active member of the organization. The Vice President of Membership (VP Membership) will preside over the New Member Educator(s). The VP Membership's main objective is to educate and assist our new member members with completing their new member semester and helping them eventually become knowledgeable brothers.

- E. **The Vice President of Finance** manages all fiscal operations, maintains the chapter treasury and the fiscal committees. The Vice President of Finance (VP Finance) will preside over the Director of Fundraising, Director of Financial Wellness, and Director of Apparel

- F. **The Vice President of Communications** tracks chapter attendance requirements, distributes chapter notes, as well as the Head of Bylaws for yearly review and

amendments, and enforces chapter policies and procedures. The VP Communication's two objectives are to facilitate clear communication throughout the chapter, executive board, and all chairs; and to serve as the main recorder and keeper of records for the chapter's activities. The VP Communications can call a Bylaws committee together at their discretion to amend and present necessary adjustment to the chapter. The Vice President of Communications will preside over the Director of Marketing and the Director of Digital Technologies.

- G. **The Recruitment Team Lead** was created to handle all inner workings of recruitment. The Recruitment Team Lead will preside over the Recruitment Team, managing and creating the semesterly recruitment.
- H. **Director of Excellence.** The Director will be considered a non-affiliate of the executive board nor at the assistant/chair level. This position serves as third-party liaison to assist the President with external relations and serve as the Head of Standards. Under the Director of will consist of a Standards review board, consisting of one member from each class (sophomore, junior, senior).
- I. **Director of Professionalism.** The Director of Professionalism will lead the Professional Team, and will be charged with planning the following, including, but not limited to professional events and helpful ideas during chapter, Professional speakers, and Internal events to assist brothers with their professional development.
- J. **Director of Corporate Relations.** The Director of Corporate Relations is responsible for being the line of communication between the Epsilon Gamma chapter and local businesses in the community. He or she will be responsible for bringing in speakers, organizing company visits and other company sponsored events that will benefit the chapter.
- K. **Director of Philanthropy.** The Philanthropy Chair will lead the Philanthropy Team, and will be charged with planning the following, including, but not limited to philanthropy events such as school-wide philanthropies, off-campus trips and events.
- L. **Director of Social Events.** The Social Director will lead the planning the following, including, but not limited to brotherhood events for active members, A beginning and end of the semester event, and off-campus trips and events.

- M. **Director of Academia.** The Director of Academia will lead initiatives within the chapter such as setting the required amount of study hours, organizing study tables, keeping track of members in good academic standing. This Chair will be responsible for collaborating with the executive board to detail academic probations and regulations.
- N. **Director of Risk.** The Director of Risk is tasked with oversight and management of chapter safety at all events.
- O. **Director of Fundraising.** The Director of Fundraising will lead the Fundraising Committee, and will be charged with planning Chapter and school-wide fundraising events for the Epsilon Gamma Chapter.
- P. **Directors of New Member Education.** The New Member Educators (3) are responsible for the education and preparation of candidates for membership, in collaboration with the VP of Membership. It is the duty of the New Member Educators to guide the candidates through their education program and keep true principles of PGN.
- Q. **Director of Marketing.** The Director of Marketing is responsible for maintaining all of the organization's social media accounts, maintaining the social media presence at Ohio State University, and aid in recruitment and chapter events before the designs are sent to the VP of Communications for final approval.
- R. **Director of Digital Technologies.** The Technology chair will be responsible for maintaining current status and events within the Ohio State PGN website.
- S. **Director of Apparel.** The Apparel chair will be tasked with creating appropriate and representative apparel for the chapter ad hoc.
- T. **Director of Fisher Relations.** FRC will collaborate with the overarching Fisher Relations Committee, responsible for communicating cross-fraternal events and deeper connections with other Fisher Business Fraternities.

Section B. Executive Board Authority. The Executive Board shall have full authority over the Epsilon Gamma Chapter, and shall be responsible for approval of all chapter activities.

Section C. Chapter Representation. The Chapter President shall be considered the official representative of the organization. In case the President is unable to represent the organization, the External Vice President shall preside.

Section D. Veto Power. If a presiding VP says no to a director the director can overrule the VP with the approval from 4 of the 6 executive board members. If a President says no to a VP, the VP can overrule the President with veto from the other 4 executive board members.

Section E. Leadership Position Requirements. Must be an initiated member of the The Ohio State University Chapter and shall be in good standing with the chapter. A member in good standing

- 1) regularly pays dues in accordance with financial policies of chapter,
- 2) should be in good academic standing with the University.
- 3) A member can serve on the executive board no more than two full terms.

Section F. Nomination and Election of the Executive Board. Elections will annually take place during a chapter in the fall semester, preferably before the Thanksgiving Holiday. To be eligible to run, a member must be initiated prior to the beginning of the semester in which elections will take place. A member who is initiated in that current semester is eligible to apply for a Director Level position after the executive board has been elected. It is the responsibility of the current executive board to ensure that the proper election process is followed (Appendix A).

Section G. Removal of Executive Board. A member of the executive board can choose to resign by submitting their signed, formal resignation letter at the next executive board meeting. If any VP besides the president resigns, it is the responsibility of the president to delegate the responsibilities of the resigning VP. If the president resigns, it is the responsibility of the Vice President of Communications to act as the interim president and delegate responsibilities until further action is taken.

An executive board member's dismissal begins with a unanimous vote by the other executive board members. Grounds for dismissal include failure to pay dues, failure to make points in any category or negligence of duties. The chapter then holds a vote on dismissing the executive member, where a $\frac{2}{3}$ majority vote is needed of all present active members in good standing.

Section H. Teams/Auxiliary Members. Committees are selected at the end of each semester, for the upcoming semester, by the current executive board in the Fall by the newly elected executive board. Each team will be headed by a director or team lead, of whom will report to a member of the executive board. It is the responsibility of this individual to manage the day to day functions of their team, and communicate with their respective executive leader whose responsibility is oversight for the productivity of the team.

ARTICLE III. Members

Section A. Active Members. The membership of this organization shall consist of those persons of good moral character who have been initiated into this organization by the procedure set out by the Epsilon Gamma Chapter Bylaws. Each semester members shall sign and submit the Active Renewal Form within one week of the class start date to continue their membership within the chapter.

Section B. Qualifications for Membership. Those students regularly enrolled in an undergraduate curriculum at the Ohio State University who are interested in business shall be eligible for initiation into this organization as a collegiate member. The minimum required GPA for membership in the organization is 3.0 cumulative over all semesters. In addition, prospective members must not be members of any other Business fraternity and they must be able to attend all required weekly new member meetings to qualify for membership unless exceptional circumstances arise. No undergraduates in their senior and/or final year of college will be approved for membership.

Section C. Members in Good Standing. A member is in good standing when they have met the point requirement and criteria associated with their status in the organization defining good attendance. Members who wish to remain in good standing must have a minimum academic GPA of 3.0, be a University student or have been approved for a voluntary leave of absence, and they have paid dues in a timely manner. The executive board will provide expectations and standards in order to meet “good standing” at the beginning of each semester. The executive board reserves the right to modify, edit, or addend the semesterly contract at any time, but must notify the chapter.

No member on academic probation with the Ohio State University or the Fisher College of Business shall be considered anymore a member in good standing. Consequently, no student may be considered eligible for membership into the brotherhood who is on academic probation.

Section D. Removal of Active Members. Any active member is forbidden from engaging in romantic or inappropriate behavior with a new member. Failure to comply with this rule will result in automatic probation and further evaluation by the Standards Board. Penalties may include permanent dismissal from the organization. Certain exceptions regarding pre-existing relationships will be made at the discretion of the executive board.

Section E. Faculty Members. Nomination of a faculty advisor may come from any brother but must be approved by a quorum of all brothers (including absentee votes). Faculty advisors do not have to be alumni of Phi Gamma Nu. Faculty advisors have no voting privileges but may be asked to moderate discussions or voting.

Section F. Alumni Members. To be considered an alum of the Epsilon Gamma chapter, a Brother must have received an undergraduate degree from The Ohio State University and be formally initiated into the Epsilon Gamma chapter. Deactivated members or new members may not be considered alumni. Alumni may attend chapter and current PGN affiliated events, both formal and informal, but do not have any voting rights; Alumni do not pay any dues.

Section G. Inactive Status. Any active member of this chapter may request inactive member status meeting these responsibilities:

- 1) Contacting the Chapter President as soon as the decision to request "inactive" status is made. This initial contact must be made by person. This communication must be made no later than thirty days after dues are announced.
- 2) Indicate the reason for leaving, their expected return date, and a request for waiver of semester dues.
- 3) Acceptable reasons for a voluntary leave of absence include but are not limited to study abroad, internship, personal hardship, and personal leave.
- 4) Brothers must fulfill any outstanding financial obligations to the chapter prior to obtaining inactive status.
- 5) A member who takes a voluntary leave of absence forfeits their opportunity to regularly participate in weekly chapter meetings, the recruitment process, votes for new member review, night of commitment, social events, and bylaws amendments during the absent semester.

The status of “inactive brother” will be granted to each brother only once, though exceptions may include back-to-back study abroad, full time internships or extenuating personal circumstances. Final discretion will be left to the executive board.

Section H. Senior Status. Any active member in good standing who will complete their undergraduate degree within two semesters shall be granted Senior Status for one semester if requested. However, members who have previously been granted inactive status, or have been considered an active member for less than two semesters are not eligible to receive Senior Status privileges. Senior Status members will be considered an active member with voting privileges. Members must attend 2/3 of all Chapter meetings and 2/3 of all committee meetings, and must pay the full amount of all local and national dues.

Senior Status members shall still participate in recruitment, selections, new member interviews, retreat, and the rituals. Those granted senior status must attend a minimum of one philanthropy event or one professional development event. While a Senior Status member may attend any other event and participate in all fraternity activities, those beyond the requirements listed above are optional, and non-participation shall not affect membership status. Requesting Senior Status must be done within the first two weeks of the first day of classes of the new semester.

Section I. Deactivation. An active may voluntarily deactivate from the chapter by submitting an email to the executive board indicating desire to leave the chapter. Any active who voluntarily deactivates from the chapter waives their right to join the national and chapter alumni networks. Restrictions for those who choose to deactivate include

- 1) Deactivated brothers are prohibited from affiliating themselves with the organization, including but not limited to wearing PGN letters, publicly displaying PGN paraphernalia, or referencing PGN on any forms of social media.
- 2) Deactivated brothers may not list PGN in their resumes, cover letters, LinkedIn or use the organization in any matter that furthers their professional goals. They will be removed from any PGN exclusive benefits, including LinkedIn groups, websites, etc.
- 3) Deactivated brothers may not attend or participate in any PGN-affiliated event, with the exception of those open to the general public.
- 4) Deactivated brothers may not request reinstatement into the chapter, or any other chapter of PGN, even in the face of extenuating circumstances, any

active that voluntarily deactivates is not allowed to return to the chapter in the future.

ARTICLE IV. Recruiting Process

Section A. Overview. The recruiting process aims to expand the membership of the The Ohio State University chapter by inviting qualified, passionate candidates to become new members of our organization. For the stages of recruiting please refer to the recruiting folder, which should be updated semi-annually by the Recruitment Team.

Section B. Member Selection. Membership Selection is the process for determining which candidates are given invitations to become a new member of PGN. This process includes determining cutoffs based on criteria developed throughout the recruitment process. Inactive members are not eligible to vote, but may be present for new member selections if they desire. Absentee ballots will be provided for those who cannot attend.

ARTICLE V. New Member Process

Section A. Overview. The new member process begins when a new member accepts their bid: once they sign the new member contract provided by the Vice President of Membership. The new member semester is probationary meaning acceptance into the organization is not guaranteed. An individual may only be a new member of PGN for one semester. Any active or new member who leaves the chapter cannot go through the new member process a second time.

Section B. New Member Review. At the midpoint of their new member semester, all new members will go through review. New Member review is an opportunity for the actives to provide feedback on the new member's performance thus far. The chapter will hold a vote for each new member to determine if they are allowed to continue their new member semester. All new members must participate in review to continue with the new member process. Individual votes will be anonymous with only the President and Vice President of Communications evaluating the results. If the new member is deemed unworthy of continuing the new member process, the new member may be revoked if less than $\frac{2}{3}$ of voting active members vote for the new member to continue the process.

Section C. Night of Commitment. Night of Commitment is the concluding step of the new member process. A new member may be present at Night of Commitment only if

they have satisfied all the requirements set forth by the Vice President of Membership and the rest of the executive board. A new member must go before the chapter and affirm their loyalty and commitment to PGN. The chapter then has the opportunity to discuss each new member and vote on their acceptance into the chapter. If the new member is deemed unworthy of initiation, the new member may be revoked if less than 2/3 of voting active members vote for the new member to be initiated.

Section D. Initiation. To be eligible for initiation a new member must successfully complete the entire new member process (exception granted to members of the founding class), including

- 1) ratification of membership by the brothers at Night of Commitment.
- 2) Active brothers must pay all chapter and national dues in a timely manner.
- 3) An active brother must complete the minimum required points.
- 4) An active brother may not be involved with the recruitment process or be a new member of another business organization that is a part of FFC.
- 5) have passed the National requirements and those set by the New Member Educators due to extenuating circumstances.
- 6) An active brother can automatically be dismissed from the chapter with a written notice from the President, but without a formal hearing with the executive board or the standards committee, for any of the following reasons: Failing to be in good academic standing with university including probation, suspension, or expulsion, including removal from The Ohio State

If a new member's physical or mental health puts him/her or any other person in danger, the executive board reserves the right to withdraw the new member from Night of Commitment eligibility and thus initiation into the chapter. If a new member's physical or mental health comes into question by ANY member of the Epsilon Gamma chapter, said member will need to inform the executive board at least 6 hours before Night of Commitment with a written statement and signature with reasons of said concern. If a new member's physical or mental health puts him/her or any other person in danger, the executive board has the right to gather information and make an informed decision before Night of Commitment. New Members are not permitted to wear or display membership to the organization (clothing, social media bios, etc.) until proven worthy through formal initiation.

Section E. **New Initiates.** After a new member has been voted into the chapter at Night of Commitment and has gone through initiation they become a new initiate of the organization.

ARTICLE VI. Meetings

Section A. **Regular Meetings.** Chapter meetings shall be held on the same day of each week during the academic year, unless otherwise stated by the executive board. A quorum of members shall be present to transact official business. Notice shall be given in the official calendar of events.

Section B. **Executive Meetings.** Executive meetings shall be held weekly based on common availability. Additionally, as needed determined by the President.

Section C. **Special Meetings.** Special meetings of each chapter may be called by the President, or by petition with ten members in good standing as sponsors. Once the petition has been received by the Chapter President, a special meeting must be called within three days. Chapter members shall be notified at least twenty-four hours in advance of such special meetings.

Section D. **Meeting Attire.** Meeting attire will be communicated via the description on the official PGN Google Calendar. This is determined by any executive board member or team lead. Failure to abide by the determined dress code may result in disciplinary actions.

ARTICLE VII. Voting

Section A. **Policy.** Only active members in good standing shall be allowed to vote at all regular, professional, recruitment and special meetings.

Section B. **Quorum.** Quorum at all regular, professional, and special meetings shall be 2/3 of all active members in good standing.

Section C. **Procedures- Voting for Bids.** First, the Brothers who interviewed the potential new member shall give their recommendation, and this is followed by an open discussion. In the discussion, each Brother shall be limited to 45 seconds of speech, before the moderator will cut off the Brother, and allow another Brother to speak. There shall be no overall time limit to the entire discussion process in order to ensure a thorough deliberation. The bid shall be offered through a 2/3 yes vote, but at least 50% of Brothers present must have voted yes.

Procedures- Voting for Officers. See Appendix A for information regarding executive elections and voting.

ARTICLE VIII. Fiscal Policy

Section A. Dues. The chapter will levy and collect dues to pay for national dues, administrative costs, and subsidies. The executive board reserves the right to increase dues to afford the increasing costs of national dues and administrative expenses. Members who have been approved for a voluntary leave of absence are not required to pay dues for the semester. All members, including new members, shall be required to pay the entirety of their dues at the beginning of each semester.

Active members must notify the Vice President of Finance prior to the first debt day of the semester if they plan on graduating at any semester before the second semester of their senior year. Actives forfeit the advance payment if they leave the organization – whether by voluntary leave, deactivation or dismissal.

Section B. Budget. At the first chapter meeting of every semester, the Vice President of Finance is required to list the planned percentage of subsidization for the major events of the semester out of the total subsidization amount.

At the end of the semester, the Vice President of Finance is required to list the events that were subsidized during the semester, the amount of money allocated to each event, and the final cost of the event. Should a budget be called into question, the Vice President of Finance must discuss potential changes, impacts, and reasoning to the exec board before bringing said changes to chapter. Changes to a budget during the fiscal year must be voted on and approved by majority.

ARTICLE IX. STANDARDS

The purpose of standards guidelines is to ensure that all decisions made by the Standards Board are made fairly, and with as much transparency as possible. The process will however, maintain discretion with personal information and will not disclose the identity of concerned parties without consent and necessity. No information will be shared with those outside of the standards and executive boards. Decisions will be made with the upmost professionalism and communicated clearly to involved parties. These guidelines are meant to encourage active participation in PGN, and fair and just treatment for all, and not meant to punish harshly or unnecessarily.

Any violation will fall on a scale from level 1 to 6, with level 6 being the harshest. All violations can warrant a standards meeting, and standards meetings with violations above level 4 may warrant

including a contact from Nationals. Examples of violations and possible consequences per level are not inclusive. The brother in question and the Standards Board must agree upon all consequences in writing, with the exception of those violations that can warrant an automatic dismissal, as outlined in Article VI (Active Status).

Section A. Standards Voting. The Standards board will be made up of a Standards review board, consisting of one member from each class (sophomore, junior, senior) and the Director of Excellence. A majority vote is required to move forward with a decision. If no majority can be found between the four, the President will be the deciding vote.

Section B. Active Review. At the end-of-semester, the Standards Board may choose to hold Active Review, where brothers who have not met point requirements or other obligations, have been seen violating chapter proper conduct policy or failed to pay debt or participated in destructive behavior towards the organization are all grounds for attendance at active review.

At active review the active in question has the right to explain themselves before the executive board. The executive board can then hand down decisions as they see fit: probation, dismissal, or acquittal. Probation, dismissal, or acquittal must be discussed and agreed by a majority within the executive board.

*The standards committee and executive board reserve the right to determine what is “major” or “minor” inappropriate behavior.

| Level | Examples of violations per each level | Examples of minimum possible consequences | Examples of maximum possible consequences |
|-------|---|--|--|
| 1 | Failing to make point requirements in one category; failing to pay dues in a timely manner | Additional point requirements to be completed by the end of the semester, up to 5. Unable to run for any chair position. | Payment of late fine in addition to regular dues, up to \$20 |
| 2 | Minor inappropriate behavior* at an informal PGN event or in public; minor inappropriate behavior in the presence of members of another business fraternity, a PGN alumni, or PGN faculty advisor | Additional point requirements to be completed by the end of the semester, up to 5 | Formal apology made to offended parties; fines of up to \$100 |
| 3 | Failing to make point requirements in multiple categories or not meeting the point requirement in totality; failing to fulfill one’s responsibilities in a leadership role; repeatedly failing to pay dues in a timely manner | Additional point requirements to be completed by the end of the semester, up to 9 | Payment of multiple late fines in addition to regular dues, up to \$20 each time; restriction from running for future leadership positions |
| 4 | Minor inappropriate behavior involving the use of alcohol, especially the abuse of alcohol on multiple occasions; known violations of university judicial code or any specific school’s judicial code (such as the Student Code of Conduct) | Formal apology to the chapter or involved parties; social probation for the duration of the semester or the following semester | Suspension from the chapter; restriction from running for future leadership positions |

| | | | |
|---|---|--|--|
| 5 | Major inappropriate behavior* at a formal PGN event, including recruitment or professional events; failing to meet the minimum GPA requirement; blatant or repeated drug use in affiliation with PGN, academic integrity violations; refusing to fulfill financial obligations; known violations of the university judicial code or any specific school's judicial code (such as the Student Code of Conduct) | Public apology to offended parties; social probation for the duration of the semester or the following semester; restrictions from running for future leadership positions | Dismissal from the chapter |
| 6 | Expulsion, suspension, probation, or removal from Ohio State, failing to be in good academic standing; charged with committing a crime; failing to comply with a previous chapter probationary requirement; strong evidence of hazing or bullying of another PGN member, a PGN new member, or another OSU student. | A public apology to the chapter; dismissal from chapter following a standards meeting | Possible automatic dismissal from the chapter with a written notice from the President |

ARTICLE X. Changes to Bylaws

Section A. Process. Any active members in good chapter standing may propose a formalized, typed amendment by submitting it to the VP of Communications to be brought forward to the chapter. Proposals must be submitted by the second official chapter of every semester. Due to said timeline, new members may not submit proposals to change Bylaws, nor vote on the proposed changes of bylaws.

After a proposal is submitted, the VP of Communications must present these changes to the executive board. It is up to the discretion of the VPC to call a Bylaws Committee. The VPC will present the amendment to the entire chapter at the third chapter meeting after receiving the submitted proposals. The group that submitted the proposals will have the opportunity for one representative to speak at chapter for up to 10 minutes on the benefits of the proposals. The Vice President of Communications will indicate when the 10 minutes is nearing end. The President has the right, at any time during the speech to stop the representative if they are representing the Epsilon Gamma values in a poor manor.

A vote will be held the following the third official chapter after the formal proposal is presented. A brief time for discussion is allowed prior to the vote, administered by the exec board. All amendments require a minimum of 75% of chapter voting yes to for approval. At least 75% of the chapter roster must be present for a quorum to be established. If quorum is not established, voting will be postponed until the next chapter meeting where a minimum of 75% of the chapter roster is met. If an active has another academic obligation or interview that limits their ability to be present for the vote, they may submit their vote to the Vice President of Communications at the latest 2 hours prior to the chapter meeting being held.

If a president vetoes an amendment an immediate vote will be held to overturn the veto. At least 90% of chapter must vote yes to overturn a veto.

Appendix A: Chapter Executive Board Elections

1. Qualifying chapter members who intend to run for an executive position must notify the current corresponding chapter officer at least one week prior to the elections, or in the time between nominations and elections. This ensures all members running have an accurate depiction of the roles and responsibilities of the executive position they are running for.
 - a. Members on a voluntary leave of absence may still run for a chapter position if prior arrangements are made and all requirements are fulfilled. Members must be present to run for a chapter position unless otherwise discussed and approved with the executive board.
 - b. The order of elections for chapter officer positions are as follows: President, External Vice President, Internal Vice President, Vice President of Membership, Vice President of Finance, Vice President of Communications.
2. In a time determined appropriate by the chapter (usually one week before elections), nominations will be held.
 - a. All contestants must be nominated by an active chapter member.
 - b. They must accept or deny the nomination.
3. At chapter elections, the nominees will be asked to step out of the room. The current member holding the position will then explain the qualifications and qualities necessary for the respective position.
4. Candidates will be called into the room one at a time.
 - a. The candidate will provide a short statement or speech declaring their intention to hold office.
 - b. The candidate will exit the room while members gather questions to be asked of the candidate.
 - c. Once again, the candidate will be called into the room to answer chapter's questions.
5. This process is then repeated for each candidate.
6. Chapter will have the opportunity to vote via closed ballot for their preferred candidate.
 - a. Active members who are on a voluntary leave of absence are allowed to submit an absentee ballot sent in an email to both the President and Vice President of Communications at phigammanuosu@gmail.com at least 24 hours prior to the election. All voting on the absentee ballots will be in write-in format.
 - b. Absentee ballots may be submitted by active members who are unable to attend elections 24 hours in advance of an excused absence, 3 hours prior in case of illness.
 - c. All candidates forfeit their vote in the election for the position for which they are running.
7. If there are more than two candidates running for a position, the winning candidate must have a majority vote to be elected.
 - a. If no majority exists, the candidate with the least votes will be eliminated until a runoff occurs. The runoff elections will continue until a majority exists.

- b. The current executive board including the President will vote if a tie still exists between the runoff candidates.

Appendix B: Diversity and Title IX Clause

All student organizations desiring to benefit from active, registered student organization status with Ohio State University must include in their constitution a non-discrimination policy statement that accords with and is at least as broad as the University's Non-Discrimination policy statement. The University's non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) is as follows:

“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State 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.”

An example of an acceptable non-discrimination policy statement for a student organization is as follows:

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.

Additionally, your organization is also encouraged to include the following statement regarding the University's Sexual Misconduct Policy:

As a student organization at The Ohio State University, Phi Gamma Nu- Epsilon Gamma chapter expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.