

The Constitution of the Beta Xi Chapter of Gamma Phi Beta Sorority

- 1. Name of the organization:** the official name of this organization shall be the Beta Xi Chapter of Gamma Phi Beta
- 2. Mission Statement (Purpose):** Gamma Phi Beta's mission is to inspire the highest type of womanhood. Our vision is to build women of character who celebrate sisterhood and make a difference in the world around us.
- 3. Membership Composition:** This organization shall be comprised of undergraduate students who meet our core values of Love, Labor, Learning and Loyalty, and our mission to inspire the Highest Type of Womanhood, and who maintain a cumulative GPA of 2.5 or higher.
- 4. Nondiscrimination statement:** 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.
- 5. Member selection process:** Potential new members (PNMs) will be recruited through Formal PHA Recruitment in the Spring semester. Members can also be recruited through continuous open bidding recruitment throughout the year. Potential new members will meet with different active members several times before a bid is offered. Those who speak to the PNM will decide if the PNM meets our requirements and upholds our values. If this is approved by the President and Membership Vice President, the PNM will be offered a bid from the chapter.
- 6. Member removal process:** If a member chooses they no longer want to be a part of our organization, they must schedule a meeting with the President. Afterwards, the member must ensure they have paid any outstanding dues to the chapter and complete the paperwork to be sent to the International Headquarters of the Sorority. If a member is suspected to have caused significant harm to the Sorority or its members as determined by the President and Chapter Advisor, they will be summoned to a hearing with the Executive Council to discuss the incident(s). Sanctions will be determined by the Executive Council, which could include expulsion from the Sorority. The documentation of these hearings will be filed with our International Headquarters.
- 7. Officer selection process:** There are elected and appointed positions within the Sorority. Elected positions are determined by a committee and then voted on as a chapter.

Appointed positions are appointed by members of the Executive Council for their respective departments. The specifics of the officer selection process are confidential to Gamma Phi Beta members.

- 8. Officer removal process:** Only collegiate chapter supervisors, regional/new chapter team leader or International Headquarters staff, have the authority to remove officers.

9. Officers:

- a. **President (CVO):** The president's duties will be as follows
 - i. Preside over all executive and membership meetings
 - ii. Supervise the work of executive council
 - iii. Serve as an advocate for the chapter at meetings with Sorority Fraternity Life, Panhellenic Association, Student Activities, Facilities Management Company, and International Headquarters
 - iv. Oversee Belonging, Equity, Diversity, and Inclusion chairwoman and committee
 - v. Manage member resignation and discipline cases
 - vi. Lead the chapter executive board
- b. **Administrative Vice President:** The administrative vice president's duties will be as follows
 - i. Serve as president in case of the temporary absence or interim of the chapter president
 - ii. Plan and coordinate chapter goal setting and officer's retreats, officer elections and transitions, and the chapter calendar
 - iii. Serve as chairwoman on the administrative committee within the chapter
 - iv. Manage the chapter roster, verify the chapter profile and ensure all officers complete their reporting requirements
 - v. Ensure the chapter completes the Order of The Crescent.
 - vi. Coordinate an annual review and revise of the chapter's bylaws and standing rules
 - vii. Serve on the chapter executive board
- c. **Education Vice President:** The education vice president's duties will be as follows
 - i. Plan and coordinate the all-chapter sisterhood retreat within one week of Bid Day
 - ii. Plan and coordinate Senior Celebration week
 - iii. Assist the new member educator and ritual chairwoman in planning Initiation Week and Initiation

- iv. Supervise the work of all Education department officers
 - v. Serve on the chapter executive board
- d. **Financial Vice President (CFO):** The financial vice president's duties will be as follows
- i. Prepare and monitor the chapter budget
 - ii. Inform the chapter about financial obligations
 - iii. Prepare and distribute chapter bills
 - iv. Supervise the work of all Finance department officers
 - v. Serve on the chapter executive board and LFAC board
- e. **Membership Vice President:** The membership vice president's duties will be as follows
- i. Ensure the chapter is at panhellenic total and/or working to increase membership to achieve total
 - ii. Serve as the chairwoman of the recruitment steering committee and membership department
 - iii. Plan and coordinate the chapter's recruitment activities including Panhellenic formal recruitment and any continuous open recruitment (COR) events along with the COR chairwoman
 - iv. Serve as a member of the chapter's executive council, represent the interests of the Membership department at executive council meetings and communicate pertinent information back to the department.
 - v. Supervise the work of Membership department officers: set goals with officers, lead regular department meetings, monitor the department budget and communicate regularly with all department officers and their advisors
 - vi. Plan and coordinate all recruitment preparation activities, including recruitment workshops throughout the year and recruitment school prior to primary recruitment that result in members joining Gamma Phi Beta and staying actively engaged as new and initiated members
 - vii. Implement inclusive recruitment practices for chapter members and potential new members.
- f. **Panhellenic Affairs Vice President:** The Panhellenic Affairs Vice President's duties entail
- i. Serve as the Panhellenic delegate for the Beta Xi chapter of Gamma Phi Beta and attend weekly Panhellenic meetings held by the Ohio State University Panhellenic Executive board.
 - ii. Supervise the work of all Panhellenic Affairs department officers
 - iii. Vote on behalf of the chapter in PHA council meetings
 - iv. Communicate PHA expectations, opportunities, and programming to chapter members

- v. Coordinate and oversee chapter members completion of SFL mandated Standards of Excellence (SOEs)
- vi. Contact the Gamma Phi Beta International Council Panhellenic Affairs Vice President for matters that require consultation with the International sorority before voting on behalf of the chapter
- vii. Oversee chapter member participation in the philanthropy events of other Greek Organizations
- viii. Serve on the chapter executive board
- g. **Public Relations Vice President (Events Coordinator):** The public relations vice president's duties will be as follow
 - i. Develop connections with members, other chapters, alumni, and implement a comprehensive public relations plan for the chapter.
 - ii. Plan, coordinate, and facilitate all chapter publicity, social events, and philanthropy events.
 - iii. Serve as chairwoman of the public relations committee within the chapter
 - iv. Attend risk management meetings and ensure that all members follow safety protocols during social events
 - v. Serve on the chapter executive board
- h. **Recording Secretary (Secretary):**
 - i. Attend and record the proceedings of all executive council and chapter business meetings
 - ii. Attend and record standards and executive hearings
 - iii. Record and document chapter attendance
- i. **Additional Officers**
 - i. The chapter will appoint and elect other officers as detailed in the chapter's bylaws and standing rules

10. Decision Making Model:

- a. In order to vote for any chapter business, a member must be in good financial standing with the chapter
- b. All general business: For general chapter business a majority vote of initiated chapter members must be given in order to pass a vote
 - i. For other business: For chapter business that includes chapter budget, member affiliation, officer election, and membership selection, officers and members are to follow the policies and procedures outlined in the Gamma Phi Beta Collegiate Operations Manual

11. Meetings: Mandatory chapter meetings will be held weekly on Monday evenings. These will be planned and established by the executive board prior to the beginning of each

semester. Meetings will follow Roberts Rules of Order in order to conduct chapter business efficiently and consistently. New member education meetings will be held at a separate time each week for a four week new member education period. An emergency make-up meeting can be called by the president if needed.

12. Advisors: Gamma Phi Beta will utilize an advisory board made up of Gamma Phi Beta alumni that will be responsible for working with one or more chapter officers depending on the nature of the advisory position. Additionally the chapter will have a faculty advisor that is a member of the Ohio State University faculty or staff. The faculty or staff advisor will not have voting rights. Advisors will serve as support to the chapter in areas where they deem necessary.

13. Funding: Our organization will seek funding in the form of dues that will be paid every semester.

14. Constitutional amendments: Amendments to the student organization constitution of Gamma Phi Beta shall be proposed at one regular meeting of the chapter and voted on at the next regular business meeting. Prior to its proposal, it shall be referred to the parliamentarian for the proper wording and for the necessary research to determine that it does not conflict with the International Gamma Phi Beta Bylaws, Rules and Procedures or The Ohio State University regulations. The bylaws and student organization constitutions may be amended by a vote of $\frac{2}{3}$ of the members in good standing of the Beta Xi Chapter.

15. Beneficiary Addendum: Should the organization cease to exist, our funds will be donated to Gamma Phi Beta International Sorority, Inc.

16. Enabling Clause: This constitution was voted on September 13th, 2021.