

# **Alpha Alpha Alpha First-Generation Honor Society**

## **Constitution**

### **ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this organization shall be Alpha Alpha Alpha First-Generation Honor Society, colloquially referred to as Tri-Alpha. The honor society is recognized as the Epsilon Zeta chapter. The organization will function in two components: (1) the Honor Society and (2) the Student Organization.

**Section 2.** The purpose of this organization shall be to recognize academic achievements in first-generation college students, create enthusiasm for scholarship, to promote leadership, and to provide support networks for first-generation students within and across college chapters.

**Section 3.** 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.

As a student organization at The Ohio State University, Alpha Alpha Alpha First-Generation Honor Society 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](mailto:titleIX@osu.edu).

### **ARTICLE II: MEMBERSHIP QUALIFICATIONS AND CATEGORIES**

**Section 1.** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is verified by the advisor(s) and officers.

**Section 2.** Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

**Section 3.** Officers, advisors, and active faculty/staff inductees shall support the institution in creating and sustaining an environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. They shall also help to create a network of support for first-generation students, whether or not those students are eligible for induction.

**Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** A Tri-Alpha member who transfers to another school and brings a letter from the chapter advisor(s) to the new school advisor(s) shall be accepted automatically as a member in the new school's chapter.

**Section 6.** Members who resign or are dismissed are never again eligible for membership or its benefits.

**Section 7.** Any inductee of Alpha Alpha Alpha who is discovered to have lied about their first-generation student status will have their membership permanently revoked. Said persons are instructed to return their pin and certificate of induction to their chapter office. Membership fees are forfeited and will not be returned under such circumstances.

**Section 8.** Members of the Honor Society can apply to join the Student Organization, where they shall be readily equipped with greater access to resources and networking opportunities in exchange for increased involvement in the chapter.

**Section 9.** Members of the Alpha Alpha Alpha Student Organization must be current undergraduate students at The Ohio State University.

### **ARTICLE III: METHODS FOR REMOVING MEMBERS AND EXECUTIVE OFFICERS.**

**Section 1.** If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

**Section 2.** Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

**Section 3.** In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### **ARTICLE IV: ORGANIZATION LEADERSHIP**

**Section 1.** The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

**Section 2.** The officers of each chapter shall normally be the president, vice president, secretary, treasurer, historian, director of operations, director of outreach, director of events, and director of marketing.

**Section 3.** Duties and responsibilities of the officers are as follows.

**Section 3.1:** President

- To open the Honor Society meetings at the time scheduled by taking the chair and calling the members to order; to announce the business before those assembled in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote.
- To prepare the vice president to preside in your absence.
- To meet with the advisor(s) to set goals for the year and to plan induction ceremonies.
- To appoint persons and delegate tasks for the success of your chapter, then to monitor and ensure that the tasks are successfully completed.
- To assist in the recruitment of new members.
- To assist in the recruitment of new officers and in the training of the new officers.
- To work with the chapter advisor(s) and officers on annual reports for the National Office.
- Support and empower other members of the Executive Board in carrying out the duties of their individual roles.
- Be present at all Executive Board meetings.
- Work and collaborate with the Executive Board to set yearly goals for the student organization.

**Section 3.2:** Vice President

- Preside over meetings in the absence of the president.
- Attend all chapter meetings.
- Attend the chapter's officers' directors meetings.
- Become thoroughly acquainted with the president's duties so you can assist the president
- Work with chapter secretary and treasurer to ensure member roster and dues are mailed by the appropriate dates.
- You, as vice president, are as responsible as the president in executing the president's functions and duties properly.
- Lead and coordinate the preparation of the chapter's induction ceremony program.

- Lead and coordinate outreach to Tri-Alpha alumni.
- Be present at all Executive Board meetings
- Work and collaborate with the Executive Board to set yearly goals for the student organization.

### **Section 3.3: Secretary**

- Send out proper notices of all called meetings, and of other meetings when necessary.
- Conduct the correspondence of the society, except as otherwise provided.
- Collate and write the annual report, working with the other officers.
- Circulate approved minutes.
- Keep a record of past and upcoming activities.
- Assist in the preparation of the chapter's induction ceremony program.
- Write a chapter newsletter, on a schedule determined by the officers and advisor(s.)
- Organize and coordinate apparel orders.
- Be present at all Executive Board meetings.

### **Section 3.4: Treasurer**

- Collect member dues.
- In coordination with the secretary, forward dues, the invoice, and your chapter's Membership Roster to the National Office.
- Prepare the chapter's budget, present it to the board for approval, and ensure that chapter activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through a bank or institutional account.
- Inform the chapter of its financial strengths and weaknesses.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit chapter funds.
- Understand school and chapter policies regarding student financial accounts relating to school organizations.
- Govern and coordinate overall fiscal affairs with the student organization.
- Be present at all Executive Board meetings.

### **Section 3.5: Historian**

- Compiling a year-end scrapbook, to include chapter advertisements, newsletters, newspaper articles, event programs, ticket stubs, copies of the induction ceremony program, and photos. The scrapbook can be a simple collection of

material or a professional-level bound book with high-quality scans.

- Take pictures at events, except for the induction ceremony, where the historian will be participating. In this case, the historian works with the advisor(s) to secure a photographer for the event. It all depends on the historian's imagination, technological knowledge and budget.
- The historian creates and maintains the chapter's record book, into which the historian writes all pertinent information in the book, such as the year's officers, programs, and award winners. All information should be double-checked for accuracy. If ever the record book is lost or misplaced, the historian starts a new one.
- Support secretary in the writing and drafting of the newsletter.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

### **Section 3.6:** Director of Operations

- Attend all chapter meetings; take meeting attendance in the case the acting secretary can not perform their duties (ie. absent or vacancy)
- Draft an agenda for any upcoming meetings to be sent to the president/chairperson prior to the start of the meeting
- Assist in the booking of spaces, planning of fundraisers, and establishing the yearly goals of the student organization.
- Be present at all Executive Board meetings.

### **Section 3.7:** Director of Marketing

- Run all Alpha Alpha Alpha social media platforms.
- Manage and oversee updates and changes of the Alpha Alpha Alpha website (if applicable.)
- Lead advertisement of events and fundraising.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

### **Section 3.8** Director of Outreach

- Lead all recruitment initiatives for the honor society, including but not limited to: students, alumni, faculty and staff.
- Lead all involvement fair activities.
- Assist Director of Marketing in the advertisement of Alpha Alpha Alpha events.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

### **Section 3.8** Director of Events

- Plan and execute all chapter events; this must include but is not limited to one (1) social event per semester, three (3) service events, and (1) fundraising event per semester.
- Co-lead the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

**Section 4.** New officers shall be announced and installed at the spring induction ceremony, with their service to begin the summer prior to the next academic year. Officers shall not be elected if they are unable to serve through the entire subsequent academic year after being elected or appointed to office.

**Section 5.** Elected officers will serve as such for the Honor Society and the Student Organization.

**Section 6.** The officers and advisor(s) shall have the authority to develop bylaws for their chapter. Such bylaws may not contradict the national bylaws nor any section of this constitution. Chapter bylaws are not required. If bylaws are created by the chapter, they must be submitted to the national office.

**Section 7.** To be elected as an officer, one must have been a part of Alpha Alpha Alpha for at least one semester prior.

## **ARTICLE V: THE CHAPTER ADVISOR(s)**

**Section 1.** The chapter advisor(s)(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

**Section 2.** The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor(s) shall complete the annual survey and submit it to the national office.

**Section 3.** The chapter advisor(s) shall regularly review each member for compliance with honor society's standards and obligations.

**Section 4.** The chapter advisor(s) shall help the chapter officers understand and carry out their duties.

**Section 5.** The chapter advisor(s) shall be a member of the faculty and/or staff, appointed annually by the provost (or other college/university administrator, in accordance with the normal practices of the institution). There is no term limit for the advisor(s). Ideally, the chapter will have two advisors, one from the faculty and one from the administration, though the local chapter may proceed with a single advisor. Again, ideally, at least one of the advisors was a first-generation college student.

## **ARTICLE VI: MEMBERSHIP**

**Section 1.** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is verified by the advisor(s) and officers.

**Section 2.** Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

**Section 3.** Officers, advisors, and active faculty/staff inductees shall support the institution in creating and sustaining an environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. They shall also help to create a network of support for first-generation students, whether or not those students are eligible for induction.

**Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** A Tri-Alpha member who transfers to another school and brings a letter from the chapter advisor(s) to the new school advisor(s) shall be accepted automatically as a member in the new school's chapter.

**Section 6.** Members who resign or are dismissed are never again eligible for membership or its benefits.

**Section 7.** Any inductee of Alpha Alpha Alpha who is discovered to have lied about their first-generation student status will have their membership permanently revoked. Said persons are instructed to return their pin and certificate of induction to their chapter office. Membership fees are forfeited and will not be returned under such circumstances.

**Section 8.** Membership to the student organization can be applied for by all members of the honor society. Members (not including Executive Board) will be reviewed and selected based on application scores and interviews, by the elected Executive Board.

## **ARTICLE VII: SELECTION OF MEMBERS**

**Section 1.** Eligible students must be enrolled as full-time degree candidates in a program leading to an associate's degree or baccalaureate degree; must have a minimum overall grade point average of 3.2 (on a 4.0 scale); and must have completed the equivalent of two full-time terms of study [normally, a minimum of at least 30 credit hours (=12 courses)] towards an associate's degree or bachelor's degree. A person is eligible if they align with Ohio State's definition of First-Generation.

**Section 2.** For faculty/staff and alumni inductees, the candidate must have completed a baccalaureate degree with neither parents, step-parents, nor guardians having completed a bachelor's degree *or*, in situations where those relatives did complete the baccalaureate degree, the inductee must have completed said degree prior to completion of a baccalaureate degree by parents, step-parents or guardians. As with student inductees, these inductees must fit into Ohio State's definition of

First-Generation. Such inductees must be working at or connected to the institution housing the chapter (through employment, volunteering, serving as a donor or trustee, or having a sibling at the institution). Non-student inductees must be willing to serve as mentors for first-generation college students, if requested. For honorary inductees, the candidate may have been a first-generation student **or** be an advocate, supporter, or mentor for first-generation college students, so long as they are clearly connected to the institution housing the chapter, through activities such as (but not limited to) volunteering, donating, mentoring, or serving as a trustee.

**Section 3.** For institutions with graduate programs, graduate students who are identified as first-generation may be inducted as student members upon completion of the equivalent of one full-time term of study (minimum 9 credit hours), if they have achieved an overall GPA in their graduate program of at least 3.5 (on a 4.0 scale). Graduate students may be enrolled on a full-time or part-time basis. Typically, a graduate student is eligible if they fit into Ohio State's definition of First-Generation.

**Section 4.** Members of the Honor Society who wish to be more active in the student organization can apply to do so. Applicants should be those who wish to increase their involvement in the chapter; this will include a requirement to attend at least three (3) general body meetings per semester and (1) service event per semester. These members will receive increased access to network, leadership building opportunities, and resources from the student organization.

## **ARTICLE VIII: MEETINGS**

**Section 1.** Each chapter shall have regular meetings during the school year on days designated by the officers and in accordance with school policy and regulations.

**Section 2.** The student organization will hold bi-weekly general body meetings. These meetings will be open to all members of the Honor Society, but they are not obligated to attend. Members of the student organization are required to attend at least three (3) meetings per semester.

**Section 3.** The chapter president or other designated student leader may call special meetings approved by the executive committee.

**Section 4.** Chapters shall conduct meetings according to Robert's Rules of Order,

## **ARTICLE IX: ACTIVITIES**

**Section 1.** There will be two induction ceremonies held each year; one in both the fall and spring semesters.

**Section 2.** There will be at least three service events per semester. Members of the Honor Society are not required to attend. Members of the student organization must attend at least one each semester.

**Section 3.** All members of the honor society are not required but strongly encouraged to attend all events.

**Section 4.** Individual members may choose to create an individual service project that reflects his/her/their particular talents and interests. This is in addition to the chapter projects to which all members contribute.

**Section 5.** Each chapter shall publicize its projects in a positive manner, and include summaries of these events in the annual report to the National Executive Committee.

## **ARTICLE X: OFFICIAL INSIGNIA**

**Section 1.** This organization shall have an official emblem (a pin). The emblem shall be uniform and its distribution and rules for its use shall be determined by the National Executive Board of Directors.

**Section 2.** Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem

**Section 3.** All insignia must be procured from the national office of the National Office of Alpha Alpha Alpha, 1200 Main Street, Bethlehem PA 18018. The official emblem/logo is to be used on letters of invitation and induction ceremony programs without alteration.

**Section 4.** The official colors of Alpha Alpha Alpha shall be blue and grey.

**Section 5.** An alumni member may purchase a replacement for a lost emblem (pin) by verifying membership to the national office.

#### **ARTICLE XI: CHAPTER BYLAWS**

**Section 1.** Each chapter is permitted to write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of Alpha Alpha Alpha but must be consistent with this Constitution. Chapters which write their own bylaws must forward a copy to the National Executive Board of Directors within three (3) months of adoption of said bylaws. Amendments or updates to chapter bylaws must also be forwarded to the National Executive Board of Directors within three (3) months of adoption.

**Section 2.** The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

#### **ARTICLE XII: AMENDMENTS**

**Section 1.** This Constitution may be amended by the National Executive Board of Directors based on the recommendations of the chapters, national officers or the officers of the corporation.

## **ARTICLE I: PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

## **ARTICLE II: MEMBERSHIP**

**Section 1.** The induction fee to Tri-Alpha is \$20.00. \$10 will be sent to the national chapter and \$10 will go to the Epsilon Zeta Chapter.

**Section 2.** Once initiated to the National Chapter, individuals are a member for life unless they are removed from the Chapter for violation of the rules listed in this constitution.

**Section 3.** There will be no additional fee to join the Student Organization.

**Section 4.** If granted membership in the Student Organization, individuals may be removed if they do not adhere to the membership requirements in this constitution.

**Section 5.** Rules for joining the student organization are as follows:

**Section 5.1.** To join the student organization, one must complete an application which shall be distributed to all members of the National Chapter; members of the National Chapter should not be required to complete the application.

**Section 5.2.** Members of the elected leadership team should oversee the application process. This includes scoring the essays and conducting the interviews.

**Section 5.3.** The process of joining the student organization should be two steps. First, an application form should be sent; this should include multiple essay responses. Second, an interview shall be conducted with the highest-scoring applicants. After these two steps, members of the leadership team should select members of the student organization.

**Section 5.4.** There should be a limited number of members in the student organization. This number can differ from year to year, and should be determined based on number and strength of applications, as well as the organization's capacity to provide an enriching experience to all members of the Student Organization.

### **ARTICLE III: ELECTION AND APPOINTMENT OF LEADERSHIP**

**Section 1.** Elections should be held each spring semester, and officers shall be inducted during the spring induction ceremony.

**Section 2.** All members of the Epsilon Zeta are eligible to vote in the election, and shall have access to the ballot.

**Section 3.** Candidate Eligibility rules are as follows:

**Section 3.1:** To run for a leadership position, one must have been a member of the National Chapter for at least one semester and not intend on graduating for the following two semesters, as the terms are year-long.

**Section 3.2:** To be a candidate one must be a registered degree-seeking undergraduate student at The Ohio State University and may not be on any form of probation or warning issued by the university from the time nominating petitions are approved and through the first day of the elected term.

- No candidate can have a pending application for graduation prior to the first day of the elected term.
- No candidate may be an individual convicted of sexual assault or sexual misconduct as determined by the Student Board of Conduct.

**Section 4.** To be placed on the ballot, candidates must schedule a meeting with the officer currently in their executive position(s) of interest and submit a thoughtful application to which shall be approved by the current officers.

**Section 5.** Those who have completed the above requirements shall be placed on the ballot. The ballot should include an option for write-ins.

**Section 6.** The candidate who receives the most votes for each position shall become the officer-elect for that position; they would then become the officer at the initiation ceremony.

**Section 7.** If there is a voting tie, the other officers-elect shall, as a group, interview the candidates individually. They then should vote among themselves to determine who will fill the position.

**Section 8.** If an elected officer can no longer fulfill their position, an application shall be sent to all members of Tri-Alpha. The application process shall be the same as that for members of the student organization, with essay and interview portions. The elected officers shall then vote among themselves to fill the position.

#### **ARTICLE IV: COMMITTEES**

**Section 1.** Executive committees may be put in place by the leadership team if they feel they would be beneficial to the Chapter's members,

**Section 2.** Standing Committees may be put in place by the leadership team if they feel they would be beneficial to the Chapter's members.

#### **ARTICLE V: MEETING REQUIREMENTS**

**Section 1.** There shall be no meeting requirements for members of the Epsilon Zeta chapter.

**Section 2.** Members of the student organization must attend (3) general body meetings per semester and (1) service event per semester.

**Section 3.** General Body Meetings shall be held biweekly, with some type of event held on the other weeks.

**Section 4.** Time, day of the week, and place of the general body meetings shall be consistent throughout the school year.

**Section 5.** Time and day of the events can vary, but they shall most often be concurrent with that the general body meetings.

#### **ARTICLE VI: METHOD OF AMENDING BY-LAWS**

**Section 1.** By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a  $2/3$  majority vote of the membership present.