

Constitution of Ohio State Alpha Delta Phi

Article 1: Organization

The name of this organization shall be Ohio State Alpha Delta Phi

This organization shall be a self governing organization in which the laws and duties of the Fraternity shall be passed by student brothers in the fraternity; it shall answer to the Alpha Delta Phi International.

Article 2: Purpose

This organization shall be conducted as a brotherhood under the policies, principles, and provisions set forth in these documents, the policies and rules of:

- a. The Ohio State University,
- b. Alpha Delta Phi International.

This fraternity's objectives set forth by its founding fathers, is for the cultivation of character, learning, and enduring friendships of all Alpha Delta Phi brothers and chapters. Past, present, and future.

Article 3: Membership

Section 1: Membership Qualifications

Membership in the Ohio State Chapter shall be open to male students of all races, colors, creeds, national origins, handicaps, and religions, irrespective of their course of study, veteran status, sexual orientation, or other affiliations. This organization and its members shall not discriminate against any individual for reasons of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status. Membership in the organization shall be granted only upon approval of the applicant by the Brotherhood of the Ohio State Chapter of the Alpha Delta Phi and after the applicant has fulfilled the membership requirements as prescribed herein. 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.

Section 2: General Requirements

General requirements for undergraduate membership in The Ohio State Chapter of Alpha Delta Phi shall be in accordance with the constitution and bylaws of the Ohio State University as well as Alpha Delta Phi International, as well as the general undergraduate requirements which are passed by a vote by the founding fathers of this chapter of the Fraternity.

Section 3: Pledge Membership

Pledge membership shall be defined as any person who has been granted pledge membership by an affirmative vote of 3/4 of the active voting members present at a regular meeting in which a quorum prevails. Pledges shall not have the right to wear the Greek letters of this Fraternity.

Section 4: Candidate Membership

Candidate Membership shall be defined as all pledge members who have completed all pledging requirements to the satisfaction of the brotherhood, paid all the necessary fees, and been accepted into the Fraternity by the affirmative vote of 4/5 of the active voting members present at a regular meeting in which a quorum prevails, but have not yet participated in the formal initiation ritual of the Fraternity.

Section 5: Active Membership

Active Membership in The Ohio State Chapter of Alpha Delta Phi shall be defined as all members who have participated in the formal initiation ritual, are currently students at the main campus of the Ohio State University, and are currently listed on the Fraternity roster as active. All active members shall be expected to fulfill the requirements of active membership as set forth in the membership policy. The Membership Policy shall also define penalties for inadequate completion of these requirements. All members, to remain active, shall pay the assessment and Fraternal dues annually on or before the date set by the Executive Council. For just cause – violation of a Federal, State, Local, and/or University law, policy, rule, etc. – and after recommendation and review by the Executive Council, a member may be suspended from the Chapter by the affirmative vote of 3/4 of the active membership present at a regular meeting in which a quorum prevails, and may be expelled from the Fraternity by the affirmative vote of 4/5 of the active voting membership present at a regular meeting in which a quorum prevails.

Section 6: Revocation

Membership can be revoked on the motion of a member in good standing followed by an affirmative vote by 3/4 of all chapter members. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 7: Appeals

Appeal Process Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and must include any relevant information that has not already been presented. The President will then submit the appeal to the executive board. The officers of the executive board will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article 4: Officers and Chairmen

Section 1: Elected Executive Positions

The Fraternity shall elect the following officers to serve a term of two semesters or until their successors have been elected, qualified and sworn into office: President, Vice-President and Treasurer.

Section 2: Executive Council

The Executive Council shall consist of the President, Vice-President, Treasurer, Social Chair, Membership Chair and Internal Operations Chair. Social Chair, Membership Chair and Internal Operations Chair shall be appointed to those 3 who have passed a majority vote by the current active brothers (the Executive Officers shall not participate in the vote) at a regular meeting in which a quorum prevails. The Executive Council will be the first step in initiation, suspension or expulsion of a brother. Upon recommendation by the Council the matter will then be voted on by the active brothers of Alpha Delta Phi at a regular meeting in which a quorum prevails. It shall be the purpose of the Executive Council to provide guidance and leadership to the Brotherhood at large.

Any inactive brother who has returned to active membership shall not serve on Executive Council for a period of one semester

Section 3: Appointed Positions

The succeeding Literary Chair shall be an appointed position which is granted by the former Chairman.

Section 4: Term Limits (If a current officer has to resign the E-Board can appoint a temporary replacement) term limits (no more than 2 consecutive full terms)

No officer or chairman, elected or appointed, may serve more than two consecutive full terms except the Treasurer.

Section 5: Associate Members

No Associate Member may hold an office or position. Associate Members shall not serve on the Executive Council in this Brotherhood until after they have been a brother for at least one full semester.

Section 6: Multiple Offices

No elected officer may hold more than one executive office or more than two chair positions. Effort should be made so that offices and chairs positions are distributed to the maximum number of brothers in order to increase participation. These restrictions may be breached should the number of offices and chair positions outnumber the active members.

Section 7: Nominations

Nominations shall be opened in the spring and fall on or near the second week of April or the third week of November, respectively. Nominations shall remain open for one full week. Any members in good standing with the Fraternity are eligible for nomination provided they have been a brother for one full semester. That is, newly initiated members are ineligible for nomination until after one full semester of Brotherhood. For nominations it is presumed that all members will have active status the following semester. However, if a member declares that he will not have active status during the term of office he is ineligible for nomination.

Section 8: Elections

Elections will be held the following week after the nomination procedure as described above. The Vice President shall introduce positions and candidates, maintain relevancy and integrity of discussion, and enforce time limits. After nominations have been closed candidates for the current office or chair shall leave the room. Each candidate, one at a time, is entitled to address the Brotherhood in a four (4) minute speech. A two (2) minute question-and-answer session will immediately follow the speech. Then the candidate shall leave the room again at which time the Brotherhood has two (2) minutes to discuss only the current candidate. This process shall be repeated until all the candidates for the given office or chair position have spoken, questioned, and discussed. At this time all the candidates shall stay outside of the room and a vote shall be taken. The aforementioned process shall be repeated for the remaining offices and chair positions. The order of elections will be as follows: President, Vice President, Treasurer, Social Chair, Internal Operations Chair and Membership Chair. These elections must be conducted during a regular or special meeting of the Brotherhood where quorum prevails. In all cases the election is decided by one candidate attaining a simple majority. In a case where there are three or more candidates and the first ballot fails to produce a majority, the candidate receiving the lowest number of votes is dropped from future ballots. All elections shall be held by secret ballot, except in cases where there is only one candidate for office. However there must be at least two candidates for the office of President. No voting by mail or proxy shall be allowed. All ballots shall be distributed, collected, and counted by the Vice President and any assistants he appoints. After each vote the ballots should be saved and presented to the Vice President, who will hold them for a period of one week for the sole purpose of auditing or recounting. All members elected to an office or chair position shall assume the power of that office or chair position of the first day of the following semester.

Section 9: Impeachment and Succession

Any Executive Officer or Chairman may be impeached from office or chair position for just cause, and/or misconduct or neglect of duty. To do so a proper motion must be passed by 3/4 vote at a regular or special meeting where a quorum prevails. If the motion passes, an interim officer or chairman will immediately be appointed by the President and nominations will be taken at the same meetings. Elections to fill the vacancy will be taken at the next regular meeting in accordance to the election procedure outlined above. If, for any reason, an officer or chairman resigns or is removed, he will be replaced in the following order: (1) succession to the Presidency will follow the order of elections; (2) other offices will be filled in the interim by

someone appointed by the President until elections are held. Anyone so elected shall serve the remainder of the term, and will be eligible for reelection as described in Article 4 Sections 4 through 8.

Article 5: Duties of Officers and Chairmen

Section 1: General Responsibilities

All officers and chairmen must be full-time students of the Ohio State University, and must remain active voting members. If, for any reason, an officer or chairmen ceases to fulfill any of these requirements, he will forfeit his office or chair position.

Section 2: Titles and Duties

The Executive Council will determine routine house policies and operations. The council will meet weekly or as deemed necessary to prepare council reports and recommendations on major proposals for presentation at chapter meetings. The President (Vice President) will act as chair of the Executive Council meetings. Quorum for these meetings will consist of the President (Vice President) plus no less than two other Executive Council members.

Section 3: President

The president will act as Chief Executive Officer and organize the operations of the house. He will be responsible for making sure that the rest of the executive officers know, understand and execute their duties. He is the primary liaison between the chapter and the international fraternity. He is also responsible for attending all IFC meetings and any other important meetings where the house is represented. Other duties will be outlined in further sections.

Section 4: Vice President

The Vice President shall: be directly responsible to the President; perform all Presidential functions in the absence of the President; set the Fraternal Membership Policy with the approval of the Brotherhood; be responsible for the enforcement of all membership requirements using the help of the academics chair; be responsible for the Brotherhood roster and phone chain; assist the Head Pledge Warden with the pledge program; serve as a member of the Executive Council; fully inform the successor; keep a record of both chapter meetings and Executive Officer meetings; provide minutes for brothers to read at every chapter meeting; attest to the validity of any duly voted action of the chapter as required; keep an updated binder of all activities performed as the Vice President, which will be used in future successions. Perform other such duties as the office may require.

In addition, the Vice President shall serve as Sergeant-at-Arms or, at their sole discretion, may appoint any active member of the Brotherhood who does not already hold an office or chair position to serve as Sergeant-at-Arms. The Sergeant-at-Arms shall: perform such disciplinary and parliamentary procedures as are deemed necessary; update Bylaws, attendance policy and standing rules as needed or required; act as parliamentary reference at meetings; fully inform

the successor; perform other such duties as the office may require. The Sergeant-at-Arms will insure the proper procedure is followed in chapter meetings and is called upon to settle matters pertaining to the bylaws. He will be an active brother for a minimum of three terms to qualify for this office.

Section 5: Treasurer

The Treasurer is responsible for all house funds. This includes but is not limited to collection of social dues and funds owed from brothers for special events. He will also distribute funds as he sees fit and be responsible for the payment of all bills. He will remain in contact with the alumni president and the property manager regarding finances. He will oversee the creation and adherence to the house budget.

Section 6: Internal Operations Chair

The Internal Operations Chair is responsible for overlooking all internal affairs. This includes but is not limited to house management, the planning and execution of brotherhood events and risk management. He will also strive to be a positive influence on the brotherhood as a whole. He will be aided in fulfilling his duties by his appointed assistants who are confirmed into office through a majority vote at a regular meeting where a quorum prevails.

Internal Operation Chair assistants will aid the social chairs throughout the semester. Duties will be delegated by the Internal Operations Chair.

Section 7: Social Chair

The Social Chair will be responsible for scheduling all social events of the fraternity with sororities, other fraternities, third party vendors, and Greek Week. He will be responsible for registering parties with the Office of Greek Life. He will also be responsible for working with the Risk Manger to make sure parties are safe and in accordance with the Greek Social Policy. He and his assistant(s) will develop themes for parties at the house. He will be in charge of decorations and making sure the house is in proper conditions for the parties. He will organize all setup and cleanup of such social events. He will be responsible for the operations of all special events as advised by the traditions committees and other officers. He will be aided in fulfilling his duties by his appointed assistants who are confirmed into office through majority vote at a regular meeting where a quorum prevails.

Social Chair assistants will aid the social chairs throughout the semester. Duties will be delegated by the Social Chair which may include coordinating outside activities, providing music for parties, and purchasing decorations.

Section 8: Membership Chair

The Membership Chair is responsible for coordinating the pledges including all relevant activities. He will serve as the chairman at pledge activities which will include but are not limited

to pledge meetings, pledge walk-out, and pledge pranks. He is also responsible for the instruction of pledges regarding fraternity and chapter history. He will provide pledges with pledge manuals, pledge pins, songbooks, and other various tokens such as mugs and paddles. May appoint assistant(s) who are confirmed into office through a majority vote at a regular meeting where a quorum prevails. Membership Chair assistants will aid the social chairs throughout the semester. Duties will be delegated by the Membership Chair.

Section 9: Literary Chair

Each successive Literary Chair shall be chosen by the former Literary Chair. All active members excluding the Executive Council shall be eligible. The Literary Chair shall: recite a brief piece of literature of his choice, such as newspaper or magazine articles, poems, short stories, jokes, etc. during each regular chapter meeting; promote any literary competitions sponsored by Alpha Delta Phi or other organizations, and be responsible for submitting entries to such competitions; fully inform the successor; perform other such duties as the office may require.

Article 6: Meetings

Section 1: Regular Meetings

This Fraternity shall meet on a weekly basis during each semester. Meetings will not occur during such times that the University is not in regular session. Content and form of these meetings is to be established by general consensus of the Brotherhood.

Section 2: Special Meetings

Special meetings of the Fraternity may be called by the President on his own initiative or upon request of 50% of the Brotherhood. The President shall call a special meeting of the Fraternity to be held at the time stated in the written request or within seven (7) days of the request if no time is stated. In the case that the President does not comply with the request within the desired time, a request in writing of 50% of the active voting membership may be presented to the Vice President, who shall call and preside over a special meeting of the Fraternity to be held at the time stated in the request, or within seven (7) days of the request if no time is stated. A notice of all special meetings shall contain a statement of purpose of the meeting and of business to be transacted. No business other than that in the notice shall be conducted.

Section 3: Quorum

No business shall be transacted at a meeting unless a quorum is present. A quorum at all regular and special meetings of the Chapter shall be two thirds (2/3) of the active voting membership.

Article 7: Due, Fees, and Assessments

Section 1: Pledge Fees

Each person becoming a pledge member of this Chapter shall be required to pay a fee of three hundred fifty dollars (\$350.00) prior to initiation. Payment dates are to be set by the Treasurer.

Section 2: Dues

National dues for this Fraternity shall be one hundred seventy-five dollars per year. National dues are subject to change each year at the national convention. The change is voted on by the delegates at the convention. The Treasurer shall set the date by which payment must be made. If dues are not paid by this date, a surcharge set by the Treasurer with the approval of the Executive Council, shall be levied.

Section 3:

All payments shall be made to the Treasurer who shall deposit such payments into the Alpha Delta Phi account. A statement of dues, fees, and assessments shall be issued one week prior to the payment deadline.

Any members delinquent in paying dues, fees, or assessments shall be suspended from all functions as defined in Article 7 Section 2 until such time as the account is brought up to date. Statements shall be issued monthly of accounts in arrears.

Section 4: Assessment

The membership may assess any members for damages incurred at official functions. The membership also reserves the right to assess any member for unauthorized or excess expenditures made in the name of Alpha Delta Phi. Such assessments must be paid within thirty (30) days of issue or the member(s) shall be considered delinquent under Article 7 Section 3.

Article 8: Conduct

Section 1: Conduct

All members shall be in accordance with all applicable local, State and Federal laws when participating at any function. No member shall condone or allow any conduct at any function, which would be in conflict with local, State or Federal laws. All members shall abide by the Ohio State University Code of Conduct while participating at any function.

Section 2: Functions

A functions shall be defined as any and all of the following: service projects, fellowship events, rituals, pledge functions, any activity financed by the fraternity, and activity publicized by the Brotherhood, and any other events as deemed by the Executive Council.

Section 3: Disciplinary Measures

Any member may be subjected to expulsion from any event where they are found to be in violation of Article 7, Section 1. Said violation shall also be grounds for censure, suspension or expulsion as defined in Article 3, Section 5.

Article 9: Amendments

These Bylaws may be amended at any regular or special meeting of this Fraternity upon the affirmative vote of 3/4 of the active membership present where a quorum consisting of 2/3 of the active voting membership prevails, provided the amendment or amendments have received the consideration of the Executive Council and have been submitted in writing to the membership of the Fraternity at least seven days before the meeting. Every four semesters the Bylaws shall be reviewed beginning with the 2019 Fall semester. At this time the Fraternity may revise the Bylaws in their entirety. The intent of their revisions shall only be to further clarify the Bylaws or update the Bylaws to reflect current Chapter policies.