

The Constitution of Alpha Zeta Partners
The Ohio State University
Columbus, Ohio
Revised 11/9/2020

Article 1
Name

The name of this organization shall be Alpha Zeta Partners.

Article 2
Objectives

Section 1: Purpose

The purpose of the fraternity of Alpha Zeta is to bind together a group of men and women interested in the continued advancement of agriculture and natural resources, and to foster and develop high standards of scholarship, character, leadership and a spirit of fellowship among its members. Alpha Zeta Partners furthers extends this purpose by focusing on the component of leadership development.

Section 2: Goals

- 1) Develop leadership/citizenship skills and knowledge for outstanding food, agricultural and environmental science students.
- 2) Develop a network of learners, professionals, and industry leaders through communications and experience.

Section 3: Mission

The mission of Alpha Zeta Partners is to developing premier leaders for the future of Agriculture and Natural Resources through leadership, scholarship, fellowship and experience.

Section 4: Values

The values of Alpha Zeta Partners are as follows: Leadership, Commitment, Diversity of Member and Experience, Personal Growth, Service, Professional Development, Scholarship, Integrity, Friendship, and Involvement.

Article 3
Membership

Alpha Zeta Partners shall be composed of all regularly initiated students, alumni, associate members and honorary members.

Section 1: Regularly Initiated Student Members

Regularly initiated students are defined by Article 4, Membership Qualifications. They shall be initiated in the Spring Semester of every school year and new membership is only open to first or second-year students.

Section 2: Alumni Members

Alumni members shall consist of dues paid alumni of Alpha Zeta.

Section 3: Associate Members

Associate members are those members that serve as our faculty advisors. New associate members must also go through the initiation process in the Spring Semester prior to the year they will be advising the club.

Section 4: Honorary Members

Honorary members may be chosen at the discretion of the active student membership. Honorary members are members who have provided a significant service to the organization who do not hold membership in the Alpha Zeta Organization.

Article 4 Membership Qualifications

Section 1: Selection Process--Criteria for Alpha Zeta Partners

- 1) Open to students, with at least two remaining years of school in the College of Food, Agricultural, and Environmental Sciences.
- 2) At least a 3.3 cumulative grade point average for students with 30 credits or less. At least a 3.0 grade point average for students with 31 credit hours or more. GPA will be a consideration not just a minimum requirement.
- 3) Leadership potential/accomplishments in department, college, university or community organizations.
- 4) Be of good character.
- 5) Community Service - home community or university community
- 6) Diversity—including, but not limited to, a variety of backgrounds, life experiences, ethnicities, styles, gender, perspectives, personalities, sexual orientation, values, beliefs, race, physical abilities.

There will be an application with a series of small essays for each potential student to fill out. From these applications, selections for interviews will be held and then final selections of new members will be made.

Section 2: Statement of Non-Discrimination

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 3: Membership Eligibility Requirements

An active member missing more than three meetings in a row or four per year without extenuating circumstances (class schedule conflicts, illness, family emergencies, tests, or religious holidays) will be dropped from the program.

If conflicts arise, members should contact the appeals board prior to the meeting. For the Leadership Program Component refer to the By-laws Section 2: Appeals Board.

An active member who cannot attend the international seminar will be dropped from AZP. An alternate member will be selected if time allows.

Article 5

Offices of Alpha Zeta Partners

Section 1: Offices

The offices shall consist of Chancellor, Censor, Scribe, Treasurer, Chronicler, CFAES Student Council Representative, and three Appeals Board Representatives.

Section 2: Duties of the Officers

A. Chancellor - The Chancellor is the chief executive officer of the chapter. It is his/her duty to preside at all meetings. The Chancellor shall also appoint committees when deemed necessary. It is also the duty of the chancellor to uphold all articles of the constitution.

B. Censor - The Censor presides over the chapter in the absence of the Chancellor. The Censor provides critical input and praises the actions of the chapter members and is often responsible for new member education. The Censor is also the head of all committees.

C. Scribe - The Scribe has the duty of keeping the minutes of all meetings and attending to all correspondence of the organization, and submitting reports to the National Office. All reports sent to National Office should be reviewed by the Advisor.

D. Treasurer - The Treasurer receives all funds of the chapter and disburses funds as instructed by the chapter. In addition, they are responsible for collecting chapter dues mentioned in Article 2 Section 8. Treasurer will pay national dues in the Spring.

E. Chronicler - The Chronicler is the historian, recorder, and reporter for the chapter. The Chronicler keeps a complete account of all achievements, addresses, and locations of all members of the chapter as well as provides information to keep the AZP website up-to-date.

F. CFAES Student Council Representative - This person shall represent the organization at all CFAES Student Council meetings. Our representative shall serve as the liaison between the organization and the college. In addition, the Council representative shall provide a full report of all council activities at each organizational meeting.

G. Appeals Board Representatives - review appeals received according to the process described in the By-Laws Section 2: Appeals Board.

Section 3: Fraternity Advisors

1. Fraternity Advisors shall consist of at least one Faculty member of the College of Food, Agricultural, and Environmental Sciences, who shall become an associate member of Alpha Zeta, and one Alpha Zeta alumni.

2. Fraternity Advisors must demonstrate a concern for students, be willing to give time to the organization, and show an interest in leadership.

3. It shall be the responsibility of the active members of Alpha Zeta Partners to recruit replacements for retiring advisors. Prospective advisors must be approached and questioned about serving as a fraternity advisor by an active member.

4. Prospective Fraternity Advisors must be voted on by a majority of active members during Autumn Semester and will be initiated in as associate members during the spring initiation along with the new active members.

Section 4: Leadership Program Advisors

1. There shall be at least one faculty advisor from the College of Food, Agricultural, and Environmental Sciences, who has a leadership development focus, to facilitate the leadership seminar component of the organization.
2. This advisor shall work directly with the planning committee of each of the four seminars to develop and plan the seminar.

Article 6 Election and Removal of Officers

Section 1: Term of Office

Officers shall be elected for 1-year terms. Elections will be held Spring Semester. Initiation of new officers will occur the last meeting of Spring Semester.

Section 2: Order of Elections

The order of electing officers shall be Chancellor, Censor, Scribe, Treasurer, Chroniclers (one from current membership and one from the newly initiated class), CFAES Student Council Representative, and Appeals Board Representatives (one from each class).

Section 3: Nominations

Self-nomination and nominations from the floor by any active member will be accepted. Nominations shall be made two weeks prior to the meeting at which voting will occur. All nominated members, whether self-appointed or peer-appointed, must submit an officer application stating their reasoning and intent for running for office. All members shall be given ample opportunity to review the applications prior to the meeting in which elections will be held. In addition, applicants will be given the opportunity to give an overview speech that shall not exceed two minutes. A candidate is not eligible for election unless he/she is present for the elections.

Section 4: Voting

Officers shall be elected by a majority vote of all those active members present. Only one vote per active member is permitted. A member must be present to vote. A quorum of two-thirds of the membership must be present for officer elections.

Section 5: Officer Removal

Removal of elected and appointed officers shall take place if the officer is not fulfilling his or her duties as outlined in the constitution. The act of officer removal shall be approved by the executive committee with the approval of the advisor. If the decision is contested, it shall be brought before the general body of Alpha Zeta Partners and the officer removal shall require a 2/3 vote.

Article 7
Constitution Amendments

Section 1:

This constitution may be amended by a three-fourths vote of the active members present at any regular meeting of the organization.

Section 2:

Proposed amendments must be presented in writing or print and action thereon can be taken no sooner than the following regular meeting.

Article 8
By-laws

Section 1:

The By-laws shall be laws of current application enacted by the organization based on and subordinate to the Constitution.

Section 2:

The By-laws may be amended by a two-thirds vote of those present at any regular meeting.

Alpha Zeta Partners By-Laws

The Ohio State University

Columbus, Ohio

Article 1

Government

Section 1: Meetings

- 1) Meetings shall be held every two weeks, or twice a month, with days voted upon by the executive team. Meetings are mandatory events.
- 2) Executive meetings, consisting of officers and committee chairs, will take place thirty minutes before each regular meeting.
- 3) Committee meetings will be held after each regular meeting as deemed necessary by committee chairs.

Section 2: Order of Proceedings

Robert's Rules of Order shall govern the organization.

Section 3: Quorum

A quorum shall consist of two-thirds of the active membership.

Article 2

Appeals Board

Section 1: Purpose

To encourage active membership of AZP members during meetings, events, and seminars.

Section 2: Composition

The appeals board will be composed of the AZP advisor and one AZP member from each class.

Section 3: Selection of Appeals Board

The entire board will be elected annually by the membership of AZP during elections of fraternity officers.

Section 4: Reason for Membership Appeals

- a) If a member knows he/she is unavailable to participate in an AZP event, meeting, or seminar.
- b) If a member has fallen below the required 3.0 cumulative grade point average (GPA).
- c) If a member has failed to meet the terms outlined in the AZP membership agreement.

Section 5: What is an Appeal?

An appeal is used when a member is unavailable for an AZP meeting, event, or other activity. An appeal may also be generated automatically by the Scribe on grounds of meeting

attendance, GPA requirements or breach of membership agreement. Appeal must:

- i) Be in written form (fax, letter, memo, or e-mail).
- ii) Must include member name, current date, and date of conflict with AZP activity.
- iii) Reason member will miss the activity.
- iv) Be submitted to the appeals board chair.

Section 6: Process for Appealing

- 1) If a member may miss an AZP seminar an appeal must be submitted one month prior to that seminar.
- 2) If a member may miss an AZP meeting an appeal must be submitted 24 hours prior to that meeting.
- 3) Verifiable illness or death in the family will be accepted without prior appeal. Member must submit an appeal as soon as possible after the seminar. All other appeals must be submitted prior to the seminar, event, or meeting.

Section 7: Decisions and Consequences of Appeal

- 1) In the event the Appeals Board denies an appeal, the AZP member will be put on probation for one calendar year.
- 2) If a member fails to submit an appeal and is not in attendance for an AZP seminar, meeting, or event the AZP member will be put on probation.
 - a) Definition of probation: member will be required to attend all meetings, seminars and events during the term of probation. If the member fails to meet these requirements, GPA requirements or those outlined in the member agreement during the term of probation, the case will be automatically brought before the Appeals Board once more for final decision.
- 3) In the event the Appeals Board approves an appeal, the Appeals Board will generate an activity to be completed by the member in place of the failed requirement.
- 4) If the appeal is brought for a final decision before the Appeals Board a motion may be made to revoke membership. Revocation of membership must be approved by a 2/3 vote of active members during general business meetings.

Section 8: Dues

- 1) Local chapter dues will be \$15.00 per year, paid during Autumn semester upon the start of the school year
- 2) National Dues of \$30.00 will be covered by participation in three Career Fair shifts. If a member does not participate, the member is expected to pay \$30.00 to the Treasurer. The Treasurer will then pay National Dues.
- 3) The Appeals Board can make exceptions to required dues on a case by case basis.

Article 3 Leadership Program

Section 1: Leadership Seminars

- a) Seminar I: Developing a Personal Foundation for Transformational Leadership
- b) Seminar II: Strengthening Diversity through Pluralism
- c) Seminar III: Understanding Organizational Change
- d) Seminar IV: Linking Individual Leadership to Organizational and Societal Change in the Global Community. This study abroad is six weeks in Brazil.

Article 4 Committees

- 1) All active members are required to serve on at least one committee. Members are encouraged to participate on one committee. Members will change committees during officer elections.
- 2) The standing committees in the organization are: Alumni/Mentor, Public Relations/Fundraising, New member development, Community Service, Constitution and By-laws/Career Expo/ Awards/AZ Rep, Special Programs, Diversity Taskforce.

Article 5 Responsibilities of Alumni/Mentor Committee

- 1) This committee shall be the liaison between the alumni organization and the chapter by attending local AZ and AZP Alumni meetings and maintaining contact with the alumni.
 - a) Send out newsletters/emails every semester of AZP events to AZ alumni correspondent.
- 2) Plan events with the alumni to develop a network of past and present members.
 - a) One Summer event
 - b) One Fall event
 - c) One event around banquet
- 3) This committee shall build an AZP alumni database to include contact information and career information.
 - a) The database should be available on the AZP website.
 - b) Compile database through collecting past class roster information
 - c) Send mailing and create a profile on the AZP website of each individual alumni member.

Article 6 Responsibilities of Public Relations/Fundraising Committee

- 1) This committee shall work to promote the organization in the College of Food, Agriculture and Environmental Sciences by working with the CFAES Student Council to provide more information about upcoming programs and events.
- 2) This committee shall be responsible for planning events with AZP alumni and creating press releases for campus area news such as the Lantern, Good News, and the AgriNaturalist.
- 3) This committee shall be responsible for creating a yearly budget and implementing annual fundraisers to raise money for the organization.

Article 7 Responsibilities of New Member Development Committee

- 1) This committee shall secure name of students eligible to apply for membership into the organization.
- 2) This committee shall set a recruitment timeline, prior to the end of Autumn semester and inform the
- 3) organization of important dates associated with the recruitment process.
- 4) This committee shall be responsible for preparing/editing an information letter and application to be sent to eligible students enrolled in the College of Food, Agriculture, and Environmental Sciences. The letter to prospective members should be sent out after the end of autumn semester as soon as information is made available from the college office.
- 5) This committee shall assist in interviewing potential members and/or securing other active members to participate in the interview process. There should be 4 active members present during the interviews of potential members.
- 6) This committee shall sponsor at least two events to recruit new members and meet them at a personal level (i.e. ice cream social).

- 7) This committee shall be in charge of the implementation and assigning of the Big/Little family system.

Article 8

Responsibilities of Community Service Committee

- 1) This committee shall plan and coordinate one community service project per semester.

Article 9

Constitution, Career Fair, & Liaison with National AZ Organization Committee

1. This committee shall review the constitution and by-laws as necessary and propose change to the organization once a year, preferably during autumn semester.
2. This committee shall help the college with the planning of bi-annual career fairs.
 - a) The committee must meet with the college organizer (Adam Cahill presently) to see what additional help is needed, at least one month before the career fair.
 - b) The committee must secure workers for assisting with the set-up and tear-down of the career fair and also help throughout the day. Recruitment for help should begin at least one month prior to career fair.
3. This committee shall review all awards applicable to Alpha Zeta Partners from National Alpha Zeta, The Ohio State University, and the College of Food, Agricultural, and Environmental Sciences.
 - a) The committee must be responsible for delegating the completion of approved applications.
 - b) The committee must be responsible for delegating the completion of activity reports.
4. This committee shall serve as a liaison between the Townshend Chapter and the National Office.
 - a) The committee must monitor the National website and update the members of upcoming events, grants, or scholarships available to the chapter.
5. The committee must suggest and assist with application for available grants and awards as deemed applicable by the executive team.
 - a) Outstanding member award shall be awarded to the member that has demonstrated the greatest commitment to AZP in the last calendar year. This award shall be decided upon by the committee.
 - b) LH Newcomb award shall be awarded to a non-member that has helped to further the cause and ideals of AZP and will be awarded as deemed appropriate by the members of AZP

Article 10

Responsibilities of Special Programs Committee

1. The committee shall plan and execute the recognition banquet for the new initiates and award winners in spring semester. This includes securing catering, venues, decorations, and arranging for speakers as well as setting ticket prices.
 - a) Outstanding member and LH Newcomb awards should be determined at least four weeks prior to the banquet
2. This committee shall plan and coordinate all aspects of the initiation ceremony held prior to the recognition banquet for the new initiates in spring semester.
3. This committee shall arrange for one educational speaker per semester to come speak at meetings to promote professional development.
4. This committee shall welcome guests at meetings.
5. This committee shall plan at least one social event per semester to foster friendships between the members of different classes and to encourage recruitment.
6. This committee shall also gather and prepare refreshments if being served during meetings.

Article 11

Responsibilities of Diversity Taskforce

1. This committee shall organize and execute events on the campus of The Ohio State University as well as the College of Food, Agricultural, and Environmental Sciences in order to foster and promote a climate for cultural, ethnic, religious, sexual, gender, veterans' affairs and disability diversity.
2. This committee shall initiate and maintain relationships with student groups pursuing similar diversity goals at The Ohio State University.
3. This committee shall organize and execute events for furthering comprehension of diversity related issues specifically benefiting members of Alpha Zeta Partners in order to supplement, not detract from or duplicate, the Strengthening Diversity Through Pluralism leadership seminar