

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.

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.
- Transact business through a bank or institutional account.
- Deposit chapter funds.
- Govern and coordinate overall fiscal affairs with 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.
- Transact business through a bank or institutional account.
- Deposit chapter funds.
- Govern and coordinate overall fiscal affairs with 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) 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.

Organization Bylaws of Alpha Alpha Alpha First Generation Honors Society, Epsilon Zeta Chapter at The Ohio State University

ADOPTED: April 2023 AMENDED: April 2023

Article I: Membership

1. Membership eligibility of Alpha Alpha Alpha First Generation Honors Society shall be enforced according to the national chapter membership criteria:
 - 1.1. Enrolled as full-time degree candidates in a program leading to an associate's degree or baccalaureate degree.
 - 1.1.1. Enrolled at least half-time; at Ohio State University this means you must be enrolled in at least six credit hours a semester.
 - 1.1.2. Has completed at least 30 credits of study, at least one of which must have been at the institution where they are being inducted (for transfer students).
 - 1.1.3. Has an overall GPA of at least 3.2 in all coursework
 - 1.1.4. Graduate students may be inducted after completing the equivalent of one full-time term of study.
 - 1.1.4.1. Maintaining an overall GPA in graduate courses of at least 3.5 on a 4.0 scale.
2. Requirments
 - 2.1. Members, active and aspiring, must attend at least three general body meetings.
 - 2.1.1. Members can meet this requirement with a combination of: one service event, one informational session, and one meeting of the member's choice.
 - 2.1.1.1. Service event, general body, and/or social event
 - 2.2. Aspiring members must have submitted a completed application by the due date set by the acting Executive Board.
 - 2.3. Members granted to opportunity to be inducted into the honors society must submit chapter payments to the acting Treasurer by the predetermined date set.
 - 2.3.1. Chapter dues shall be set at \$25.
 - 2.3.1.1. Dues are subject to amendment as laid out in Article V of the Organization Bylaws
 - 2.4. Any eligible member seeking out executive board positions must attend at least one executive board information session.
 - 2.4.1. The acting executive board is required to host at least two in the spring semester prior to elections.
 - 2.5. Standing Members
 - 2.5.1. Standing members who fail to attend less than three required meetings a semester shall have their membership restricted from attending "Member Only" meetings
 - 2.5.1.1. "Member Only" meetings shall be preset and determined by the existing executive board once the semester schedule has been finalized.

Article II: The Executive Board

1. Executive Board members shall serve for one academic year and should be elected in spring and during or subsequent to the spring induction ceremony.
2. The Executive Board shall be comprised of:
 - 2.1. President
 - 2.2. Vice President
 - 2.3. Secretary
 - 2.4. Treasurer
 - 2.5. Historian
 - 2.6. Director of Operations
 - 2.7. Director of Outreach
 - 2.8. Director of Marketing
3. All Executive Board members will be required to attend set General Body Meetings and Executive Board Meetings.
4. President
 - 4.1. Opens all meetings at the time scheduled; to announce the business before those assembled in the order in which it is to be acted upon
 - 4.2. States and to put to vote all necessary motions required for a vote, or events that necessarily arise in the course of the proceedings, and to announce the result of the vote
 - 4.3. To prepare the vice president to preside in your absence
 - 4.4. Meets with the advisor(s) to set goals for the year and to plan induction ceremonies
 - 4.5. Appoint persons and delegate tasks for the success of your chapter, then to monitor and ensure that the tasks are appropriately completed
 - 4.6. Assist in the recruitment of new members
 - 4.7. Assist in the recruitment of new officers and the training of the new officers
 - 4.8. Work with the chapter advisor(s) on necessary tasks and matters for the progress of the chapter.
5. Vice President
 - 5.1. Presides over meetings in the absence of the president.
 - 5.2. Gathers material for and helps edit a chapter newsletter, on a schedule determined by the officers and advisor(s)
 - 5.3. Attends all chapter meetings; takes attendance if the secretary is not available.
 - 5.4. Attend the chapter's executive board meetings.
 - 5.5. Works with the chapter secretary and treasurer to ensure the member roster and dues are mailed by the appropriate dates.
6. Secretary
 - 6.1. Keeps the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers of their appointment.
 - 6.2. Sends out proper notices of all called meetings, and other meetings when necessary
 - 6.3. Make an agenda for meetings, which the president/chairperson will use as a guide
 - 6.4. Circulate approved minutes

- 6.5. Keep a record of past and upcoming activities
- 6.6. Assist in the preparation of the chapter's induction ceremony program
7. Treasurer
 - 7.1. Collects member dues.
 - 7.2. Coordinates with the secretary, forward dues, the invoice, and your chapter's Membership Roster to the National Office.
 - 7.3. Prepares the chapter's annual, semester, and/or monthly budget, presents it to the board for approval, and ensure that chapter activities adhere to the budget.
 - 7.4. Maintains accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
 - 7.5. Transacts business through a bank or institutional account.
 - 7.6. Informs the chapter of its financial strengths and weaknesses.
 - 7.7. Reconcile bank statements.
 - 7.8. Deposit chapter funds.
 - 7.9. Understand school and chapter policies regarding student financial accounts relating to school Organizations.
8. Historian
 - 8.1. 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.
 - 8.2. Work and collaborate with the Director of Marketing to take pictures at events
 - 8.3. 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.
9. Director of Operations
 - 9.1. Works closely with other members of the executive board to develop and implement strategic plans regarding general body meetings.
 - 9.2. Collaborate heavily with President and Vice President for drafting the semester's general body goals for informational sessions, service events, and regular general body meetings.
 - 9.3. Lead weekly general body meeting topics being discussed.
 - 9.4. Collaborate with the Director of Outreach to plan to join events of external organizations and/or university administrators, staff, or faculty.
10. Director of Outreach
 - 10.1. Develop and implement an outreach strategy that promotes the organization's mission, vision, and values to external audiences.
 - 10.2. Identify and cultivate relationships with key stakeholders, including student organizations, administrative partners, and funders, to support the organization's goals and objectives.
 - 10.3. Reach out to other organizations, faculty, staff, and administrators to plan collaborations and membership recruitment.
 - 10.4. Align strategies with the Director of Marketing for membership recruitment and retainment of the honors society.

11. Director of Marketing
 - 11.1. Manage the organization's brand, ensuring consistency across all marketing channels.
 - 11.2. Develop and manage the organization's marketing budget, allocating resources effectively and monitoring expenditures.
 - 11.3. Develop and implement the organization's overall marketing strategy, aligning it with the organization's goals and objectives.
 - 11.4. Head and collaborate with Treasurer on all merchandise inquiries.

Article III: Elections

1. Elections for the new Executive Board shall take place no earlier, but no more than two (2) weeks after the Spring Induction Ceremony.
2. Eligibility
 - 2.1. President and Vice President
 - 2.1.1. The President and Vice President executive board positions can only be sought out by a current or previous member of the Executive Board.
 - 2.1.2. The announcement of a member's interest in the President and/or Vice President positions shall be confirmed no later than one week prior to the elections meeting.
 - 2.1.2.1. The method for members to declare their candidacy shall be up to the discretion of the current Executive Board.
 - 2.2. Non-Presidential Candidates
 - 2.2.1. The only requirement to qualify for placement on the ballot for Executive Board positions, not including President or Vice-President, is to be an inducted member of Tri-Alpha.
 - 2.2.2. The announcement of a member's interest in Executive Board positions, not including President or Vice-President positions, shall be confirmed no later than one week prior to the elections meeting.
 - 2.2.2.1. The method for members to declare their candidacy shall be up to the discretion of the current Executive Board.
3. Election Procedure
 - 3.1. Ballot
 - 3.1.1. An electronic ballot shall be created by the acting Secretary
 - 3.1.1.1. Results validated by the current President, Vice President, and Advisor(s)
 - 3.1.2. Absentee ballots will be sent out to all members succeeding elections to any members not present.
 - 3.1.2.1. Members filling out absentee ballots will be twenty-four (72) hours upon receiving the absentee ballot to cast their votes in order for their votes to be counted and validated.
 - 3.1.3. The results of all Executive positions shall be determined by a majority vote ruling.

3.1.3.1. Results of the election shall be announced at the following general body meeting.

3.2. Campaigning

3.2.1. Campaigning shall be consistent with, but not limited to, a period of presentation for each eligible candidate to convince the body to attain their vote and a period of questioning.

3.2.2. Order of elections shall commence in the order as follows:

3.2.2.1. President

3.2.2.2. Vice President

3.2.2.3. Secretary

3.2.2.4. Treasurer

3.2.2.5. Historian

3.2.2.6. Director of Operations

3.2.2.7. Director of Outreach

3.2.2.8. Director of Marketing

3.2.3. Speeches and Presentations

3.2.3.1. Candidates shall take up no more than two minutes to present themselves to the general body.

3.2.3.1.1. This time period is subject to change by a ruling of two-thirds.

3.2.3.2. Members are permitted to campaign for up to three Executive Board positions as long as the member meets the set eligibility requirements of the sought-out role.

3.2.3.3. If a member chooses to be placed on the ballot for more than one position, they are required to provide a speech or presentation for each inquired role.

3.2.4. Contested Elections

3.2.4.1. Members running for the same (contested) seat shall not be in the meeting room while the opposing candidate is giving their presentation and questioning periods

3.2.4.1.1. The order of presentation shall be determined alphabetically by last name.

3.2.4.2. All individuals seeking the same position will be asked the same questions in nature and quantity.

3.2.4.2.1. Content and quantity of questions shall be determined by the non-campaigning members of the position being tried.

3.2.4.2.1.1. No campaigning member shall be present during this time.

3.2.5. Uncontested Elections/ Unfilled Elections

- 3.2.5.1. All uncontested positions are still subject to campaign for their position as laid out in Article III Section 3.2.4
- 3.2.5.2. In the event of an uncontested President and/or Vice President position, the candidate will still undergo the process of voting.
 - 3.2.5.2.1. Position shall be determined by popular vote of voting members
 - 3.2.5.2.1.1. If the popular vote is “no” a new, eligible, candidate can be nominated by any member of the honors society.
- 3.2.5.3. Vacant positions can be nominated by any member of the honors society
 - 3.2.5.3.1. The position shall be determined by the popular vote of voting members
 - 3.2.5.3.1.1. If the popular vote is “no” a new, eligible, candidate can be nominated by any member of the honors society.
- 3.2.6. Tied Election
 - 3.2.6.1. In the event of a tied election result, the newly elected executive board members shall conduct an internal voting procedure to decide the tie.
 - 3.2.6.2. In this instance, the president shall not be a voting member.
 - 3.2.6.2.1. The president shall vote in the case of another tie amongst the executive board’s decision.
 - 3.2.6.3. Votes shall be conducted through the method of secret ballot.
 - 3.2.6.3.1. Votes shall be verified by the president.

Article IV: Nondiscrimination Policy

- 1. The Epsilon Zeta Chapter is committed to providing an inclusive and welcoming environment for all members, volunteers, staff, and participants, and does not discriminate on the basis of race, color, national origin, ethnicity, religion, age, sex, gender identity, sexual orientation, marital status, pregnancy, disability, or veteran status.
- 2. The organization shall comply with all applicable Ohio State University codes of student conduct and regulations prohibiting discrimination and harassment.
 - 2.1. The organization shall provide equal opportunities for participation and advancement in all programs, services, and activities, and shall ensure that no individual is excluded or discriminated against in any aspect of the organization's operations.
 - 2.1.1. The organization shall provide reasonable accommodations to individuals with disabilities in accordance with the university’s ADA compliances.

3. Any individual who believes they have been subjected to discrimination, harassment, or retaliation in violation of this policy may file a complaint to an active member of the Executive Board
 - 3.1. The organization shall maintain the confidentiality of any complaints or investigations to the extent possible and shall take appropriate corrective action when necessary.

Article V: Amending Bylaws

1. These bylaws may be amended or repealed, in whole or in part, by a two-thirds vote of the members of the organization present at a meeting.
 - 1.1. No quorum of members is required for amendment hearings to occur.
 - 1.2. Recommendations for amendments to the organizational bylaws can be submitted by any active member of the honors society.
2. Any proposed amendment to these bylaws must be submitted and approved by the Board of Directors before it can be presented to the membership for a vote.
 - 2.1. Notice of any proposed amendment to these bylaws must be given to all members in writing at least one week prior to the meeting at which the amendment will be voted upon.
3. Any amendment to these bylaws shall become effective immediately upon adoption unless a specific effective date is provided in the amendment.