

Phi Delta Epsilon
The Ohio State University
OH Zeta Chapter Bylaws

Last Updated February 21st, 2018

Article I. Date of Adoption

The OH Zeta Chapter follows all rules and regulations of the International Fraternity and The Ohio State University.

Article II. Statement of Objectives

- A. To further the purpose and objectives of the Phi Delta Epsilon fraternity.
- B. To promote and facilitate cooperation and communication between student members and medical professionals in the area.
- C. To conduct, sponsor, and participate in such activities as it deems necessary or desirable in accomplishing the foregoing purposes of the organization.
- D. To sustain its membership annually by organizing and conducting an annual membership campaign.
- E. To provide ample opportunity for members to develop leadership skills by participating in the planning and execution of its activities.

Article III. Membership

Section 1: Student Access

Membership is open to all full time, degree seeking students at The Ohio State University and is non-discriminatory. Active members include those who have been initiated and are current in all financial obligations to the fraternity.

Section 2: Equal Opportunity Clause

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 Requirements

- a. All members are required to attend 75% of all events including, but not limited to: chapter meetings, recruitment events, volunteer events, educational events, professional events, and social events. Member attendance will be reviewed at the end of each semester and those who do not meet this requirement will have their membership terminated.
- b. Each member must volunteer for a minimum of 10 hours per semester through Phi Delta Epsilon service events, or 30 total hours with outside

organizations. Volunteer hours should be documented and turned in to the executive board by the end of each semester.

- c. Members are expected to maintain good academic standing
- d. Each executive board member, excluding the president, will head a committee consisting of five members including their chair. All other members not serving on a committee will be assigned to small groups in which they will be responsible for organizing and executing an educational, volunteering, professional, or social event.
- e. Members are required to attend at least one social event each semester
- f. Members are required to attend at least one educational workshop each semester
- g. Members are required to participate in one of the six offered committees

Section 4: Privileges of Membership

- a. Any member of the Fraternity may voluntarily withdraw from the Fraternity in writing to the Vice President of Recruitment of the Fraternity.
- b. The executive board may, by two-thirds vote at any meeting, after a hearing, suspend any member or affiliate until the next meeting for violations of any provisions of the Constitution and Bylaws of this Fraternity.
- c. The Review Board of the Fraternity may, by three-fourths vote at any meeting to expel any member for willful or negligent violations of any provisions of the Constitution and Bylaws of this Fraternity. Before a member may be expelled from membership in this Fraternity, the Vice President of Recruitment shall send to the said member due notice thereof, in writing. This said notice should contain a statement of the alleged violations and the advice that the member is on suspension pending official action after a hearing thereon at the next scheduled meeting of the Review Board.
- d. Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to current The Ohio State University students.

Article IV. Elections and Duties of Premedical Chapter Officers and Advisor

Section 1: Official Positions

Each Chapter must have a Chapter Coordinator, approved by the International Convention. This student is a peer advisor responsible for assuring the success of the group and maintaining records and communication between the local group and the Phi Delta Epsilon executive office. The Chapter Coordinator also oversees the executive board officers.

The Officers of this Fraternity Chapter shall be a President, Vice President of Recruitment, Vice President of Programming, Secretary, and Vice President Finance. These officers comprise the Executive Board. The Executive Board may hold meetings to conduct Fraternity business. In the interim between meetings, business coming before the Executive Board may be conducted via regular mail, facsimile, electronic mail, telephone, or any other method accepted by a simple majority of the Board.

The Review Board shall consist of the executive board members and two general members chosen at random, per case, and shall be referred to as the jury. The jury shall deliberate on whether or not punitive measure must be taken, and if so will assign the measure to be taken. Measures can range from a fine to expulsion from the Fraternity.

Section 2. Duties. The duties of the chapter officers will include but not be limited to the following:

a. The President shall:

- i. Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items
- ii. Act as the official representative for of the chapter.
- iii. Be responsible for carrying out the decisions of the chapter.
- iv. Appoint and disband committees with the aid of the officers.

b. The Vice President of Programming shall:

- i. Perform the duties of the President in his absence
- ii. Assist in coordination of programming activities

c. The Vice President of Recruitment shall:

- i. Plan all recruitment events
- ii. Lead all membership voting procedures

d. The Vice President of Finance shall:

- i. Preside over all billing of members.
- ii. Prepare an annual budget for approval of the officers no later than the second meeting of the term.
- iii. Regulate the expenditures of the chapter in accordance with the budget.
- iv. Prepare and distribute a monthly written statement of the finances to the officers.

e. The Secretary shall:

- i. Record all attendance and take minutes at all officer and chapter

meetings.

- ii. Maintain and distribute current phone and email lists of members and officers
- iii. Be Responsible for all chapter correspondence and property.
- iv. Prepare agendas for all meetings
- v. Review the Constitution and Bylaws annually with the officers.
- vi. Maintain an archive of all minutes

Section 3. Officer Accountability. Officers shall be elected annually to serve a one-year term. The term of office shall begin at the close of the business meeting when elections take place.

Section 4. Eligibility. . To be eligible for a Chapter officer nomination, the candidates must be classified as sophomores or upperclassman and meet all membership requirements. To be eligible for a chapter officer nomination, the candidates shall have been members of chapter for at least six months. No member shall hold more than one office at a time. A member having served more than half a term shall be deemed to have served a term. All officers are required to have a GPA of 3.2 or higher.

Section 5. Elections. On or before November 21 of each year (after the chartering date), the Executive Officer shall invite each member to submit nominees for the offices of President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance, Secretary, and Academic Counselor. Each member in good standing shall have one vote per office, except for the President. Ballots shall be counted by the President and Advisor. In the event of a tie vote, the President shall cast a vote. Elected officers will shadow current officers until February after officer training through the Ohio State University.

Section 6. Officer Vacancy. Should the office of President become vacant, the Vice President of Programming shall take the responsibilities of Presidency, to serve for the unexpired term until which time new elections can take place. Should any other office become vacant, it shall be filled by election at the earliest possible time. These new officers shall hold the position until the next annual election.

Section 7. Resignation. Any elected officer may resign by submitting that resignation in writing to the Executive Board. If any officer is unable or unwilling to perform the duties of office, or if a Vice-President is absent from the chapter represented for thirty days or more, he or she shall be deemed to have resigned, and the vacancy shall be filled as specified above.

Section 8. Officer and Member Removal. Any elected officer may be removed for just cause. Sufficient cause for such removal may be violation of this Constitution or any lawful rule, practice, or procedure adopted by the Fraternity or

other conduct deemed by the Fraternity to be prejudicial to the best interests of PhiDE. For removal of an elected officer for cause, it shall be necessary for the Executive Board to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days' notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Chapter shall adopt such rules as may be necessary to assure due process to the officer. The decision for removal shall be by a two-thirds vote of the chapter.

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 9: Officer Qualifications

- a. Minimum Academic Qualifications: The officers must be matriculated and enrolled at The Ohio State University with a minimum overall 3.2 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.
- b. Incumbent Unit Load: Undergraduate students in officer roles are required to earn at least nine 9 semester units per term while holding office.

Section 10: Advisor

A change in or selection of a The Ohio State University faculty or staff advisor will be made at the last meeting of the fiscal year. The standing advisor may choose to decline to remain as chapter advisor and will announce his/her decision at said meeting.

- a. Selection of an advisor will be made in a two step process in which all active members will be given the opportunity to nominate a The Ohio State University faculty or staff member. Nominations will be followed by a vote on the nominees. The nominee with the majority vote shall be asked to be the Chapter advisor.
- b. A change in advisor must first be motioned for by an active member and seconded by another active member at a meeting prior to the last meeting of the fiscal year. The motion to change advisors will then be voted on at the last meeting of the fiscal year. The motion will require a 2/3 vote of the total voting membership present at the meeting where quorum must be met to pass. In the event that a motion to change advisors passes, a new advisor shall be selected using the fore mentioned selection procedure.

The responsibilities of the advisor are to advise the chapter leaders on keeping with the campus policies and procedures.

Article V: Committees and other positions

The following standing committees may be appointed by the Executive Board:

- (1) **Membership (Recruitment):** Will work with VP Membership on coordinating and staffing Rush events. Will also help in creating a member education program for the following semester. Will be responsible for helping to recognize members for outstanding service through awards and recognition.
- (2) **Programming:** Will be responsible for coordinating the required community service, social, professional, and culture events for the chapter. Afterwards, creating and coordinating all community service and school service events as requested by the chapter. This is a great way to work first hand with academic departments on school service or big non-profit organizations on community service projects.
- (3) **PR/Marketing:** Will be responsible for all public relations and creating an image for Phi Delta Epsilon on campus. Public relations will include other organizations & faculty, including interaction with Associated Students, *Daily Sundial*, and the Matador Involvement Center. Will also be responsible for creating and coordinating advertising for all PhiDE events, including RUSH.
- (4) **Finance (Fundraising):** Will be responsible for creating and planning fundraisers both within and outside the university community. Will work with the VP Finance to determine how much money needs to be raised for the semester's budget.
- (5) **Historian:** He/She shall also keep an accurate written and photographic log of all events during the chapter period including events, accomplishments, memorable moments, and important guests. Will be responsible for writing a summary of the chapter activities at the end of the year.
- (6) **Webmaster (Optional):** Will be responsible for designing and keeping web the Fraternity's web page current.

These chairs will co-lead with their executive member counterparts to form six committees:

Fundraising
Service
Medical
Social
Membership
Marketing

Participation in these committees by general members is required.

Article VI: Meetings

Section 1: Logistics

The day and time of regular meetings shall be determined by the majority of the membership at the first meeting of the term. Day and time may change as needed.

Section 2: Frequency

Meetings will be held every other week beginning with the first week of each semester. More meetings may occur more frequently if needed. The Executive Board at the weekly executive board meeting shall determine the time, length of meeting, and place.

Executive board meetings will be held weekly beginning with the first week of the semester.

Section 3: Special Meetings

The President or any officer with the President's permission shall call special meetings. The membership shall be notified by electronic mail no later than five days prior to the schedule of the meeting.

Section 4: Quorum

Quorum for a regular meetings and special meetings shall be 50%, consisting of Executive Board and active members.

Section 5: Rules of Procedure

Robert's Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of the Fraternity.

Article VII: Finances**Section 1: Account**

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conducting of University Business.

Section 2: Usage

All monies of this organization shall be deposited in, and dispersed from, this account following procedures outlined by the Associated Students, Inc.

Section 3: Dispersal of funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accuracy with the procedures of the Associated Students.

Section 4: Fiscal Year

The fiscal year shall be from January 1 through December 31, inclusive.

Section 5: Dues

Annual dues, payable to the Fraternity, shall be determined on an annual basis by the Executive Board.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Fraternity may adopt.

Article IX: Example The Ohio State University Rules

1. All members are required to attend at least 75% of all meetings and activities per semester.
2. Participation in all fundraisers is mandatory. Every member shall be responsible for contributing at least on form of donation per fundraising event as specified by event coordinator.
3. Dress code for all general meetings is business casual.
4. No talking out of turn during general meetings.
5. Cell phone ringers must be turned off. Should a vibrating ringer be cause for distraction during a general meeting, it shall be considered a violation of the rule.
6. There shall be no cell phone usage of any kind during a general meeting. This includes text messaging.
7. Tardiness to a general meeting is unacceptable. One fourth of a point will be assigned for every 7 minutes of tardiness to a general meeting.

Article X: Ratification

Upon ratification by a $\frac{3}{4}$ vote of the membership, and approval from the Northwestern Student Center and the Phi Delta Epsilon Executive Office, this constitution shall become the official governing document of the organization.

Article XI: Amendment of the Chapter Bylaws

Section 1. Amendments to this Constitution may be proposed by the chapter in writing to the President.

Section 2. The amendment must be approved by the chapter by a $\frac{2}{3}$ vote.

Section 3. Any member of PhiDE may write in support of or in opposition to the proposed amendment. These views as presented or as edited by the Executive Officer shall be announced in the next chapter meeting.

Section 4. Any amendment of this Constitution shall become the law of the chapter without further notice.