

# The Constitution of the OH Alpha Epsilon Chapter of Pi Lambda Phi

## Preamble

“We, students pursuing courses at **The Ohio State University**, appreciating the need for a fraternity which shall eliminate all prejudice and sectarianism, and desirous of affiliating ourselves in spirit, in feeling, and in action, do hereby associate ourselves in Pi Lambda Phi Fraternity.”

## Article I

### Name and purpose

Section 1: Pursuant to and by virtue of the **recognition** granted by the International Council of Pi Lambda Phi Fraternity bearing the date **November 17th, 2018** this chapter shall be known as the **OH Alpha Epsilon** chapter of Pi Lambda Phi Fraternity.

Section 2: The aims of this fraternity are:

- A. To foster and develop among its members the true spirit of the fraternity and the ideals of democracy.
- B. To maintain in the living area of the fraternity an atmosphere in which good scholarship and good conduct may thrive.
- C. To instill in its members a sense of responsibility to **The Ohio State University** and the community.
- D. To uphold the policies and programs of the institution at which this chapter is established.
- E. To establish scholarships and to aid the Elimination of Prejudice.
- F. To create funds and foundations for the support of activities in furtherance of the foregoing.
- G. To develop Brotherhood, friendship, and respect amongst a select group of peers.

Section 3: Non-Discrimination Policy

- A. In accordance with The Ohio State University policy 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, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## Article II

### Membership

Section 1: Types of Membership

- A. An active brother is a male student attending **The Ohio State University** who had been duly elected and initiated into this chapter and remains in good standing with the chapter. His standing shall depend on his ability to meet the individual standards for

- all members and based on his connection with the chapter. Active brothers shall be in compliance with chapter and campus standards related to scholarship, campus involvement, chapter involvement, and community service. The institution, local chapter or IHQ may implement additional standards; compliance with these standards shall be the basis for active membership within the chapter.
- B. A fratre who has entered **The Ohio State University** from another institution may become an active member provided that he was in good standing at his last chapter and with IHQ and has been approved by the chapter.
    - a. A transfer brother can be approved by the chapter by receiving  $\frac{3}{4}$  vote by active brothers to join the chapter. If he does not receive  $\frac{3}{4}$  vote, he will have to go through the new member education process, and receive  $\frac{3}{4}$  vote of brother after the New Member Education process to join the chapter.
  - C. An alumni brother is a fratre who is no longer attending a university or college on an undergraduate level.
  - D. There shall be no Social Brothers admitted to this chapter (i.e. those who have not undergone the standard initiation and are not on the International roster)

#### Section 2: Duration of Brotherhood

- A. Any man duly initiated into brotherhood in this fraternity shall be a member for life unless he is expelled in accordance with the provisions of the International Constitution and Bylaws.

### Article III Privileges of Brotherhood

Section 1: There are three classifications that exist that can describe the status of an undergraduate brother – “active,” “probation,” or “suspended.”

- A. An active brother is defined as a brother who has met chapter, campus, and international standards; has paid all his dues or is on a payment plan with the Vice President of Finance (K.O.E.); is considered a fulltime student at the institution; and is in good standing with the chapter and institution.
  - a. A brother on “probation” has not met chapter, campus or international standards.
  - b. These brothers lose the privilege of attending external social fraternity events including but not limited to Greek mixers, date functions, and formals.
  - c. These brothers are unable to participate on fraternity organized intramural teams or any event that requires formal fraternity practice; and lose the ability to hold any formal position of leadership within the chapter.
  - d. Brothers on probation are encouraged to attend brotherhood events, alumni events, rituals, service events, and all informal social outings.
- B. A suspended brother is defined as a brother who has not paid his dues and is not on a payment plan with the Vice President of Finance (K.O.E.); is not in good standing with the chapter, institution or IHQ; or has not fulfilled required sanctions from the chapter’s Judicial Board.

- a. Suspended brothers lose the same privileges of a brother on probation, lose the right to vote, and lose the ability to participate in all functions funded by or for the fraternity.

Section 2: Active and Probation brothers may be heard on all questions discussed at regular meetings and shall be entitled to one vote each on such matters.

- A. Suspended brothers shall not be entitled a vote on chapter topics. President (Rex) may use discretion to determine if suspended brothers may be heard on topics discussed at regular meetings.

Section 3: Alumni brothers may be heard on all questions but shall not be entitled to vote.

Section 4: Honorary brothers shall be accorded the same privileges as alumni brothers.

Section 5: A member in good standing will enter alumni status once he graduates from the institution, or leaves the institution in good standing.

Section 6: Active brotherhood can be petitioned for termination if a brother's actions jeopardize the good and welfare of the fraternity. Actions could include but are not limited to: failure to meet financial obligations to the chapter; continued failure to meet chapter, institution or IHQ standards and/or sanctions from the Judicial Board; frequent unexcused absence from mandatory fraternity functions; conviction of criminal charges; illegal drug usage; general behavior that is detrimental to the fraternity.

#### Article IV

##### Religion

Section 1: Creed, difference of creed, or lack of creed shall be at all times utterly disregarded in the consideration of any question, but due deference and respect be hereby granted to the religious convictions of every brother.

#### Article V

##### International Constitution, Bylaws, and Ritual

Section 1: The provisions of the chapter constitution and bylaws shall not be construed to deny or abridge or in any way be repugnant to the provisions of the international constitution, bylaws, or ritual.

#### Article VI

##### Amendments

Section 1: A proposed amendment to the constitution shall be in written form and a notice of the motion to amend must be made and seconded at a regular meeting at least one week before the motion is voted upon.

Section 2: A  $\frac{3}{4}$  affirmative vote of the brotherhood is required for an amendment to be made to the constitution.

Section 3: Where such a motion has been defeated, it may be brought up for consideration again at the second brotherhood meeting following its defeat, provided, however, that at the time of its original submission, it received a simple majority in its favor. If such a vote is not obtained, the proposed amendment must be dropped.

Section 4: Any article or any section of the bylaws may be suspended, amended, or repealed by a  $\frac{2}{3}$ -majority vote of the brotherhood at any regular meeting.

Section 5: The Chapter Advisor or International Headquarters (in accordance with the Alumni Association) must approve any changes to the chapter constitution or bylaws.

#### Article VII Ratification

Section 1: Upon a majority (1 greater than 50%) vote of the chapter at a regular meeting, this constitution shall become law and the President (Rex) shall have full power to enforce it.

Section 2: All questions of interpretation of this constitution shall be referred to the Executive Board and their decision presented at the following meeting is final.

Section 3: The procedure of the chapter in all cases not provided for in the constitution or bylaws shall conform to the rules laid down in Robert's Rules of Order.

Section 4: This constitution was adopted on **01/20/2019**.

President (Rex)  
**Basit Malik**

Vice President of Communications (Scribe)  
**Dylan Beam**

Section 5: Dates of revision:



## Bylaws

### **Section A – Membership**

For an undergraduate to be eligible for initiation into the chapter he must complete the New Member Process. The following steps must be followed:

1. To receive a bid and begin the New Member process, a potential new member must pass an initial evaluation held in the presence of the entire brotherhood. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
2. A second evaluation will occur right before New Members are assigned Big Brothers. To continue on with the New Member process, a New Member must pass this evaluation which is to be held in the presence of the entire brotherhood. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
3. A third and final evaluation will occur prior to the New Member initiation week. To be moved through to initiation, a New Member must pass this evaluation which is to be held in the presence of the entire brotherhood. The requirements to pass this final evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
4. The Vice President of Education & Development (Archon) will lead the New Members through their education period. The Vice President of Education & Development (Archon) will lead the New Member Class through the New Member educational courses located within Pi Lambda Phi University and educate them on local and international history, values and traditions.

### **Section B – Standards for Active Membership**

To remain in active status with the chapter, members must meet standards set for academics, community service, campus involvement and internal involvement.

1. Any undergraduate male student who is a regularly matriculated student at **The Ohio State University** shall be eligible for adoption into brotherhood by the chapter, providing that he has attained the minimum grade requirement of the Inter-fraternity Council, institution, and **OH Alpha Epsilon**.
2. Individual standards that all members must adhere to in order to remain active members within the **OH Alpha Epsilon** chapter:
  - a) Achieve and maintain a minimum cumulative GPA of **3.0** or higher
    - i. Brothers must also complete study hall hours requirement as determined by the Academics Chairman in consultation with the Executive Board.
  - b) Volunteer a minimum of **15** hours of community service per semester
  - c) Maintain active involvement in at least one other student organization on campus.
    - i. New Members are to be held to the same standards as brothers.

- ii. All brothers (except “inactive”) will serve on a minimum of one fraternity committee per semester or as coordinator.
- 3. Any male member of the faculty or staff of **The Ohio State University** shall be eligible for adoption into honorary brotherhood by the chapter.
- 4. Any man who has merited and achieved distinction in any walk of life and whose brotherhood will add to the honor and prestige of Pi Lambda Phi, or any man who has performed signal service to Pi Lambda Phi, shall be eligible to adoption to honorary brotherhood. However, the consent of International Executive Council is first obtained as provided for in our International Constitution.

### **Section C – Government**

#### Officers of the Chapter

1. Officers of the chapter shall be President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).
2. Term of office shall be 1 year, terminating three weeks after the election of new officers. Elections shall take place between the months of November and December and the Inauguration Ceremony shall take place in December or January. Brothers shall only be allowed a maximum of 2 years in a single executive position. This term limit refers to holding the same position, brothers are welcomed to hold a different executive position.
3. Method of Election
  - a) Nominations shall be held one week prior to elections.
  - b) All nominees must submit a resume prior to the election to be considered eligible to run.
  - c) All officers shall be elected by a majority (1 *greater* than 50%) of the eligible voting brothers present at the election meeting. To hold the election, at least  $\frac{3}{4}$  of eligible voting brothers must be present.
    - i. Eligible voting brothers are those who are “active” undergraduate members in good standing
  - d) Elections are formal meetings that require formal badge attire (slacks, button shirt, tie, and brotherhood badge).
  - e) Nominees shall be voted upon by secret ballot, and counted by the current President (Rex) and Vice President Education & Development (Archon) unless they are running for a position in which case, the next two highest officers (or previous officers) will tally the votes with the Chapter Advisor observing.
  - f) If after the first ballot no candidate has received the necessary majority, there shall be a second ballot cast. The only candidates on the second ballot shall be the two candidates, and any ties, who received the most votes after the first ballot.

- g) Ballots shall continue to be cast until a candidate receives the necessary majority. Successive ballots should again only involve the top two vote getters from the previous ballot.
  - h) Due to their inexperience and unfamiliarity with the brotherhood and operations of the chapter, although they may attend to view the election if the chapter sees fit, New Members are not eligible to vote.
4. The newly elected officers of the chapter shall be sworn in during the month of December or January following the election of the President (Rex). This period should be used by the incumbent officers and officers elect to acquaint themselves with procedures, systems, and policies. During this period the incumbent officers shall serve in their capacities.
5. Removal of Officers
- a) A petition for recall of any of the officers must be made to the Executive Board.
  - b) The petition shall be considered at the next regularly scheduled meeting of the chapter.
  - c) Recall shall necessitate a  $\frac{3}{4}$  vote of the active brotherhood. Recall, in itself, shall only necessitate removal from office. Any further judicial action may be initiated by the Judicial Board.

#### **Section D – *Duties of the Officers***

1. President (Rex) Duties: Overseeing chapter meetings, liaison between chapter and key partners, ensuring procedures are followed, setting goals for the chapter
- a) The President (Rex) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b) It shall be the duty of the President (Rex) to preside at all meetings of the active chapter; to enforce the due observance of the constitution; to make final determinations on questions; to offer for consideration all motions duly made and seconded.
  - c) The President (Rex) shall set the vision and direction of the local chapter in compliance with all FIPG, IEC/IHQ and institutional guidelines and regulations.
  - d) The President (Rex) shall conduct weekly Executive Board meetings where updates from all Executive Board Members, committees and Coordinators are covered and plans for executing chapter goals and mission are discussed.
  - e) The President (Rex) shall conduct an application process and will appoint Coordinators in collaboration with the Vice President of each respective committee.
  - f) The President (Rex) shall be a non-voting member of all committees. He shall have the power to call a special meeting at any time he may feel fit.
  - g) The President (Rex) shall be responsible to and for the chapter and shall be the



liaison between the International Executive Council/International Headquarters, Local Alumni Association and the active undergraduate chapter.

- h) The President (Rex) shall be responsible for ensuring all local, IEC/IHQ and Institution Student Code of Conduct guidelines are enforced.
- i) The President (Rex) shall aid the chapter in establishing yearly and semester/quarterly goals and communicate these goals to the IHQ.
- j) The President (Rex) shall meet regularly with IHQ to address current needs of the chapter and continual plans for chapter improvement.
- k) The President (Rex) shall represent the chapter whenever possible at all International Conventions, regional gatherings, and functions.
- l) The President (Rex) shall serve as the main representative for the chapter to the IFC and to the Office of Greek Life.

2. Vice President Education & Development (Archon) Duties: Development of New Members, IHQ Approved New Member Education Program, Hazing prevention, Judicial Board, Education & Development Committee Director, Ensure chapter involvement with The Elimination of Prejudice, Rituals, Filling in for the President (Rex) when needed

- a) The Vice President Education & Development (Archon) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Vice President Education & Development (Archon) shall fulfill the office of President (Rex) in the latter's absence. The Vice President Education & Development (Archon) shall be familiar with all duties of the President (Rex) in case the President (Rex) resigns or is removed from office. The Vice President Education & Development (Archon) shall act as President (Rex) until a new President (Rex) is elected.
- c) The Vice President of Education & Development (Archon) shall be responsible for the education and development of all the New Members.
- d) The Vice President of Education & Development (Archon) shall oversee weekly new member meetings and lead all New Members through discussions about the values, history, traditions, organizational structure, standards and mission of Pi Lambda Phi and the local chapter.
- e) The Vice President of Education & Development (Archon) shall lead all New Members through the IHQ approved New Member Education.
- f) The Vice President of Education & Development (Archon) shall aid in the development of positive relationships between the New Member Class and active Brothers. He shall do so through team builders, interviews and social events all in accordance with the FIPG Risk Management Guidelines and Institution Student Code of Conduct. See addendum 3.
- g) The Vice President of Education & Development (Archon) shall submit an outline of all additional local New Member Educational events and activities to the Chapter Advisor and IHQ prior to the start of each semester/quarter.

- h) The Vice President of Education & Development (Archon) shall directly oversee the Education and Development Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
  - i) The Vice President of Education & Development (Archon) shall have regular occurring calls with the IHQ to discuss New Member development and any questions or concerns regarding the use of Pi Lambda Phi University.
  - j) The Vice President of Education & Development (Archon) shall communicate Pi Lam's "Anti-Hazing" stance and report any allegations of hazing to Chapter President (Rex), Chapter Advisor and IHQ.
  - k) The Vice President of Education & Development (Archon) shall provide to the Brotherhood during chapter meetings updates including but not limited to New Member progress relating to completion of the New Member program, participation during New Member meetings, completion of Brother-New Member Interviews, grades on weekly quizzes and attendance at Brotherhood Events.
  - l) The Vice President of Education & Development (Archon) shall ensure the New Member evaluation process is completed as in accordance with IHQ suggested best practices and the chapter's Constitution and Bylaws.
  - m) The Vice President Education & Development (Archon) shall be the chairman for the Judicial Board and be responsible for ensuring that the Board carries out its duties and upholds all FIPG, IEC/IHQ and local Alumni Association and undergraduate chapter Risk Management Policies.
  - n) The Vice President Education & Development (Archon) shall oversee the running and planning for all Rituals. With the aid of the chapter Ritualist the Vice President Education & Development (Archon) shall ensure all materials, location and details of all Rituals are present and prepared for proper execution.
3. Vice President of Programming, Risk Management & Housing (Marshal) Duties: FIPG observance and education, Brotherhood Programming, Judicial Board, House Manager, Programming Committee Director
- a) The Vice President of Programming, Risk Management & Housing (Marshal) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b) The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as the chapter expert on FIPG, Institution Student Code of Conduct guidelines and local chapter Risk Management practices. On all questionable topics the Vice President of Programming, Risk Management & Housing (Marshal) shall consult the IHQ.
  - c) The Vice President of Programming, Risk Management & Housing (Marshal) shall advise the chapter on Risk Management accommodations as events are planned.
  - d) The Vice President of Programming, Risk Management & Housing (Marshal)

shall ensure FIPG regulations and Institution Student Code of Conduct guidelines are being observed at all fraternity functions.

- e) The Vice President of Programming, Risk Management & Housing (Marshal) shall work directly with the Vice President of Recruitment and Vice President of Education & Development (Archon) to ensure no Hazing or other Risk Management Violations occurs during the Recruitment and New Member Educational processes.
  - f) The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure the entire chapter reviews the FIPG Risk Management regulations and Institution Student Code of Conduct guidelines within the first three weeks of each semester at a chapter meeting.
  - g) The Vice President of Programming, Risk Management & Housing shall ensure all New Members complete the IHQ FIPG Risk Management Certification
  - h) The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as “House” Manager and enforce all house rules, in accordance with the FIPG regulations and Institution Student Code of Conduct guidelines.
  - i) The Vice President of Programming, Risk Management & Housing (Marshal) shall have full charge of all matters pertaining to the care and maintenance of the shared living space.
  - j) The Vice President of Programming, Risk Management & Housing (Marshal) shall make all purchases deemed necessary for the maintenance of the shared living space subject to prior approval of the Vice President of Finance (K.O.E.).
  - k) The Vice President of Programming, Risk Management & Housing (Marshal) shall submit all shared living space rules on semester basis to the active Chapter Advisor and IHQ for approval.
  - l) The Vice President of Programming, Risk Management & Housing (Marshal) shall directly oversee the Programming & Risk Management Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
  - m) The Vice President of Programming, Risk Management & Housing (Marshal) shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
  - n) The Vice President of Programming, Risk Management & Housing (Marshal) shall work with the campus, student organizations or local law enforcement to provide a Risk Management Educational presentation a minimum of once per semester. Possible topics for a Risk Management Educational Presentation include; hazing awareness, conflict resolutions, signs of alcohol poisoning, safe sex, etc.
4. Vice President of Recruitment (Prolocutor) Duties: Names List, FIPG Compliance During Recruitment, Brotherhood Education on Recruitment, 365 Recruitment, Values Based Evaluation

- a) The Vice President of Recruitment (Prolocutor) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b) The Vice President of Recruitment (Prolocutor) shall oversee the development and execution of a 365 day Recruitment Strategy.
  - c) The Vice President of Recruitment (Prolocutor) shall maintain and actively update and review the chapter names list on a regular basis with all brothers during chapter meetings.
  - d) The Vice President of Recruitment (Prolocutor) shall provide continual recruitment training for all members. IHQ suggested best practice is to utilize PLPU “Phired-Up Training” or facilitation of ideas and questions provided by “Good Guys” book by Phired-Up. Your IHQ Regional Representative can provide training or other suggestions.
  - e) The Vice President of Recruitment (Prolocutor) shall encourage and motivate all Brothers to actively participate in the recruitment process by meeting people, building relationships and inviting them to fraternity events.
  - f) The Vice President of Recruitment (Prolocutor) shall give regular recruitment training presentations to the entire chapter.
  - g) The Vice President of Recruitment (Prolocutor) shall ensure the Values Based Evaluation process is followed prior to the extension of bids in ordinance with IHQ suggested Best Practices and the chapter’s Constitution and Bylaws.
  - h) The Vice President of Recruitment (Prolocutor) shall plan events during campus “Recruitment Week” these events will be in compliance with the FIPG Risk Management Policies and Institution Student Code of Conduct guidelines.
  - i) The Vice President of Recruitment (Prolocutor) shall have regular occurring calls with the IHQ to discuss the chapter’s Dynamic Recruitment strategy and any questions or concerns regarding the recruitment process.
5. Vice President of Finance (Keeper of the Exchequer) Duties: Collections, Budgeting, Record Keeping, Finance Committee Director, Fundraising, Judicial Board
- a) The Vice President of Finance (K.O.E.) shall set the example for all Brothers by being in compliance with all local, campus, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b) The Vice President of Finance (K.O.E.) shall be responsible for all financial matters pertaining to the chapter.
  - c) The Vice President of Finance (K.O.E.) shall be responsible for establishing a semester/quarterly and yearly budget. The budget shall be submitted to the IHQ for review.
  - d) The Vice President of Finance (K.O.E.) shall be responsible for the collection of Brotherhood Dues, New Member Fees and Initiation Fees from all undergraduate members.
  - e) The Vice President of Finance (K.O.E.) shall be responsible for making all

payments to the IHQ on time and staying in financial compliance as in accordance with The Pi Lambda Phi International Collection Policy.

- f) The Vice President of Finance (K.O.E.) shall ensure the chapter completes and submits all IRS required tax information forms (990 Form) prior to October 31<sup>st</sup> each year. Depending on chapter income the required form will either be the 990 Form, 990EZ or 990N form.
  - g) The Vice President of Finance (K.O.E.) shall directly oversee the Finance Committee and meet regularly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
  - h) The Vice President of Finance (K.O.E.) shall be responsible for having all New Members sign Brotherhood Contracts prior to Initiation.
  - i) The Vice President of Finance (K.O.E.) shall be responsible for working with all delinquent Brothers to set up payment plans for outstanding debt to the chapter.
  - j) The Vice President of Finance (K.O.E.) shall be responsible for keeping an accurate and up-to-date record of all chapter funds, accounts receivable and accounts payable.
  - k) The Vice President of Finance (K.O.E.) shall be responsible for keeping all receipts for chapter expenses for a minimum of 7 years.
  - l) The Vice President of Finance (K.O.E.) shall make regular occurring reports at chapter meetings covering recent and upcoming expenses as well as current chapter funds.
  - m) The Vice President of Finance (K.O.E.) shall make annual reports to both the chapter and the IHQ. These annual reports must include the chapter budget, current chapter funds and list of Brothers with outstanding debt to the local chapter.
  - n) The Vice President of Finance (K.O.E.) shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
6. Vice President of Communication (Scribe) Duties: Meeting Minutes, Expert on Constitution & Bylaws, Communications Committee Director
- a) The Vice President of Communication (Scribe) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b) The Vice President of Communication (Scribe) shall keep an accurate record of the meetings and proceedings of the chapter and Executive Board. All chapter-meeting minutes shall be available for review and sent to the general brotherhood prior to the following meeting.
  - c) The Vice President of Communication (Scribe) shall provide weekly chapter-meeting minutes to Chapter Advisor and IHQ.
  - d) The Vice President of Communication (Scribe) shall have available at all times an up-to-date version of the chapter's constitution, bylaws, and chapter procedures.

- e) The Vice President of Communication (Scribe) shall ensure all procedures for changes to the chapter constitution are followed in accordance to the procedure written within the constitution.
- f) The Vice President of Communication (Scribe) shall provide the Chapter Adviser and IHQ with a current copy of the chapter's constitution at the beginning of each Fall Semester/Quarter.
- g) The Vice President of Communication (Scribe) shall advise the President (Rex) of the constitutionality of chapter procedure, bylaws and bring to his attention any invalid legislation or procedure.
- h) The Vice President of Communication (Scribe) shall ensure all Newly Initiated Brothers read the ritual, international constitution and bylaws, local chapter constitution and bylaws and completed the Pi Lambda Phi IHQ approved New Member Education program prior to the opening of the second regular chapter meeting following their initiation.
- i) The Vice President of Communication (Scribe) shall directly oversee the Communications Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- j) The Vice President of Communication (Scribe) shall maintain chapter communication structure through the use of online calendar, brotherhood contact sheets, email, etc.

### **Section E – *Disabilities of Officers***

1. Any officer other than the President (Rex), wishing to resign, must hand in a written statement of the reasons to the President (Rex), who, in conjunction with the Executive Board shall decide whether or not to accept his resignation.
2. If the President (Rex) wishes to resign, he must give the Vice President Education & Development (Archon) written reasons and it shall be the duty of the Vice President Education & Development (Archon) to confer with the Chapter Advisor and with the Executive Board. These shall decide whether or not to accept his resignation. In case of disability of the President (Rex), the Vice President Education & Development (Archon) shall preside at the new election.
3. Should any officer be deemed incapable of holding further office for any good or substantial reason, the chapter shall hold a vote, and that officer will be recalled if the brotherhood approves it by a  $\frac{3}{4}$  majority vote. If the motion passes, a new election shall be held in accordance with the bylaws.
4. Nothing contained herein shall in any way attempt to limit or abridge the right of the International Executive Council to remove any officer from office and to appoint his successor whenever the International Executive Council deems such action advisable for the best interests and welfare of the chapter.

5. If a member of Pi Lambda Phi Ohio Alpha Epsilon serving in any position within the chapter is found in violation from the judicial board of rules pertaining to embezzlement, skimming, and other similarly nefarious financial misconducts related to chapter funds, the minimum punishment is removal from the committee or position. This punishment shall supersede Section C Article 5 *Removal Of Officers*. Upon removal of an executive board member for this reason, a special election shall be held which adheres to the election procedures outlined in the Section C Article 3 *Method Of Election*.

## **Section F – Committees**

1. The Executive Board
  - a) The board shall consist of the President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).
  - b) The Executive Board shall decide upon the general financial policy of the chapter and shall present the budget to the chapter at the beginning of each academic semester/term.
  - c) The Executive Board shall be the supreme voice on rules not determined by the Judicial Board.
    - i. It shall have the power to interpret this constitution in periods of controversy.
    - ii. It shall have the power to rule on the membership status of any brother.
    - iii. It shall vote to break a tie when the President (Rex) deems it necessary.
    - iv. It shall enforce the rules of not only this constitution but all other accepted chapter policies and procedures.
  - d) The Executive Board shall have the power to define any particular standards of obligations of the brotherhood and enforce those standards appropriately, utilizing the Judicial Board when necessary.
  - e) The Executive Board shall have the power to suspend all brothers who fail to meet their current obligations to the chapter after the brothers in question have been communicated with and given a reasonable amount of time to defend their inability to meet their obligations.
  - f) A decision or interpretation made by the Executive Board may be overruled by a two-thirds vote of the active brotherhood at any chapter meeting.
  - g) Powers not herein, not designated nor denied to the Executive Board, shall be reserved for the Executive Board.
2. The Judicial Board
  - a) The Judicial Board shall be a permanent committee chaired by the Vice President Education & Development (Archon).

- b) The membership, election procedures, duties, and responsibilities of the Judicial Board are defined in the “Judicial Document” (Addendum 2), a set of policies duly written and voted into chapter law by the brotherhood.
  - c) Any brother may petition a case to the Judicial Board.
3. The President (Rex), in consultation with the Executive Board, shall have the power to create, modify, or dissolve any other committees as he sees fit.
  4. All Coordinators shall submit a budget request to the Vice President of Finance (K.O.E.) before the beginning of each semester. The Vice President of Finance (K.O.E) then will use these proposals to formulate the budget of the chapter in conjunction with the Executive Board.
  5. All officers and Coordinators shall submit reports and accounts each regular meeting.
  6. At the end of each academic semester/term, a written summary of each committee’s accomplishments should be presented to the Executive Board and the chapter.

**Section G – *International Executive Council Stipulations***

1. Any chartered organization, affiliate group, or constituent group which has derived assets as a result of its affiliation with an undergraduate chapter shall upon the dissolution of that chapter turn over those assets to a trustee appointed by the International Executive Council. Assets will be held in trust for a period of no less than five years, to be used to reactivate that chapter or until such time as determined by the International Executive Council that reactivation is unlikely. At such time, those funds shall be used in such a way as to promote the aims of the Fraternity.



## Addendum 1

### OH Alpha Epsilon New Member Values Based Evaluation Process

*The New Member Bid Extension evaluation is based on the content of one's character. To receive a bid to become a New Member, the Potential New Member must be spoken for by a brother for each of the three fits. If a brother in good standing feels the New Member does not meet one of these fits, he may cast a Blackball which would eliminate the Potential New Member. The President (Rex) can overturn Blackballs during only this evaluation if he feels they are unfairly cast.*

#### 1. Attitudinal Fit

- Is his attitude right for Pi Lambda Phi? Is there potential for personal growth with this man?
  - Is he interested in further development as a leader within our group or on campus?
  - What examples could you provide to verify that this man is:
    - Coachable; Enthusiastic; Optimistic; Motivated; Team-minded; Ambitious; Positive; Adaptable; Courageous; Mature; Organized; Respectful; Reflective; Sincere

#### 2. Value Fit

- Does this man understand the values represented in our Creed?
- Is this man diversity conscious and supportive/tolerant/accepting of differences?
- Do they exhibit high morals?
- Is this man law abiding?
- Does this man exhibit personal integrity?

#### 3. Membership Fit

- High-Involvement Leader/Member (current or potential)
- High Responsibility/Accountability
- Does this man meet our Brotherhood Criteria
  - Cumulative GPA of **3.0** or higher
  - Involved on campus or seeking involvement (at least one other student organization)
  - Involved with/willing to do Community Service (**5 hrs/semester**)

#### ***To pass the second evaluation the New Member must:***

1. Have the Vice President of Education and Development's (Archon) endorsement
2. New Member can be spoken for in regards to
  - a. The three areas (fits)
  - b. Their progress on interviews, quiz scores, and New Member Education
  - c. Their progress with understanding expectations, obligations, and the Creed
3. Have a brother in good standing agree to sponsor that New Member as s big brother
4. Should have no major dissention against one of the three fits (from first evaluation)
5. Must have one more than 50% Yes votes from the eligible voting members of the brotherhood
  - a. Blackballs can only be cast if a New Member no longer meets one of the three fits.

#### ***To pass the third and final evaluation to become a brother, the New Member must:***

1. Complete the New Member program

2. Shown an understanding of the expectations, obligations, and the Creed
3. Maintain the endorsement from their Big Brother and the Vice President of Education and Developments (Archon)
4. Receive 4/5<sup>th</sup> (80%) Yes votes during Brotherhood vote (from eligible voting brothers)
5. Receive no more than 10% blackballs during Brotherhood vote
  - a. The President (Rex) may not overturn a Blackball at this point, but the Blackball must be justified by the brother casting it.

## Addendum 2

### JUDICIAL DOCUMENT

#### Judicial Board

##### Section A. Purpose & Jurisdiction

1. The purpose of the **OH Alpha Epsilon** Judicial Board is to educate and correct. This board is charged with promoting high standards of conduct that are in line with the Creed of Pi Lambda Phi. It is the expectation that this Board will uphold the standards of membership outlined in this Judicial Document to ensure member development, accountability and the continued values promoted by Pi Lambda Phi.
2. The Judicial Board holds jurisdiction over all active members of the **OH Alpha Epsilon** chapter of Pi Lambda Phi.
3. The Judicial Board holds no jurisdiction over alumni Brothers. In the case that an alumnus has violated standards it is the expectation that the Executive Board of the Fraternity will first address the alumni involved. If further violations occur, however, the brotherhood will be forced to turn the incident over to the attention of the institution or IHQ.
4. Violations by members of Pi Lambda Phi will result in disciplinary action in accordance with the actions as stated in Section D of this article.
5. The Judicial Board shall have the power to interpret all parts of the Pi Lambda Phi Constitution and Bylaws.
6. The Judicial Board will preside over any investigations concerning any alleged violation(s).
7. The active members of the chapter reserve the right at any time to make recommendations to the Judicial Board regarding amendments to this Judicial document. It is then the responsibility of the Judicial Board to review the recommendation and decide whether to recommend the amendment to the Chapter. If recommended the Active Members of the chapter would then vote on the amendment. Any amendments must receive two-thirds affirmative vote to be passed.

##### Section B. Judicial Board Members

1. Vice President of Education and Development (Archon): This position is responsible for overseeing and maintaining the Judicial Board. This individual leads the meetings and hearings and is responsible for informing the President (Rex) if he feels another member of the Judicial Board cannot fulfill his duties for any reason.
2. The Vice President of Programming, Risk Management & Housing (Marshal) and the Vice President of Finance (K.O.E.) shall also serve as members of the Judicial Board.
3. Two other Brothers will serve as delegates to the Judicial Board. These two individuals cannot hold Executive level positions within the Fraternity and will be voted on according to the same election regulations set forth in the constitution and confirmed by the Executive Board.

4. In the case of an open position or a conflict of interest the Vice President of Communications (Scribe) will fill the open position.
  - a. If more than one conflict of interest or open position is present, a member of the most relevant committee, as determined by the Archon, will fill said spot. If the Director of said committee is available, he will serve as the delegate, however if the Director position is not filled or unavailable due to a conflict of interest, a committee member will be selected by the Archon to fill this position.
5. In the case that a member of the Judicial Board must go before the Judicial Board, they will relinquish their position on said board pending disciplinary action(s), if necessary. The Vice President of Communications (Scribe) will fill the relinquished position until completion and conclusion of Board Member's hearing.
6. If the Vice President of Education and Development (Archon) must come before the Judicial Board the Vice President of Programming, Risk Management & Housing (Marshal) will run the meeting.
7. The delegate's term of office will follow the same voting cycle as the Executive Board.
8. The Judicial Board shall meet during the second and fourth weeks of the month, regardless of whether any cases are to be heard. A regular meeting schedule shall contribute to its credibility and its organization, and shall lend strength to the chapter's infrastructure as an organization.

**Section C.**     Hearing Procedures

1. In order for a case to be heard in front of the Judicial Board it must be presented to the Vice President of Education and Development (Archon) within the appropriate time frame. Any Brother or New Member of Pi Lambda Phi can bring a case to the Judicial Board.
2. All alleged infractions must be presented to the Vice President of Education and Development (Archon) within seven (7) business days of the date of the alleged infraction.
3. At the time the alleged infraction is presented to the Vice President of Education and Development (Archon), it is the responsibility of the Vice President of Education and Development (Archon) to obtain a written and signed statement from the accuser as to the specifics of the alleged incident or violations.
4. The accused party(s) shall be notified in writing by the Archon within five business days of receiving a written statement of the alleged infraction(s) and infractions will be reviewed at the proceeding Judicial Board meeting. This print written notification shall include:
  - A) Alleged violations.
  - B) The right to question witnesses.
  - C) The right to review all evidence.
  - D) The right to a just and fair hearing.
  - E) The right to appeal the decision.
  - F) Time and date of the judicial hearing.
5. All Judicial Board hearings will occur within fifteen (15) business days of the date of the notification of the accused.

6. All five members of the Judicial Board must be present at the hearing. The Vice President of Education and Development (Archon) or acting Judicial chair will run the meeting and will have the deciding vote in the case of a tie.
7. The Board shall decide in private, whether or not there is responsibility of infraction, and then deem whether or not sanctions need to be instated.
8. The jurisdiction of the Judicial Board is not necessarily limited to the original violation; it may include other offenses discovered during the hearing. If a new violation is discovered, the Judicial Board shall decide whether or not to add the violation to the current list of offenses, or if it would be more appropriate to bring the accused before the Judicial Board at a later date as a part of a separate hearing.
9. The individual(s) involved shall be informed within one business day of the results of the hearing. The decision letter shall include:
  - a. Results of the Hearing.
  - b. Sanctions, if appropriate.
  - c. The process to appeal.
10. It is the expectation of a Brother documented for violating campus policy to bring his documentation to the attention of the Vice President of Education and Development (Archon) who will obtain a written statement from the documented Brother. Failure to report campus documentation within one (1) business day will result in further disciplinary action.

**Section D.**     Sanctions

1. The sanctions are under the discretion of the Judicial Board and include, but are not limited to those stated below.
2. The Brothers of Pi Lambda Phi must also be aware that they are responsible for the guests that they bring to the house and/or to Fraternity functions. Violations caused by a guest may result in disciplinary action against the Brother(s) whose guest is involved.

Tier 1 Sanctions

1. Tier 1 Sanctions relate to, but are not limited to tardiness, absence, failure to complete service, study table or chapter service hours, or upsetting **The Ohio State University** or Fraternity community in a negative way.
  - a. Two tardies will be equivalent to an absence. A brother will be considered tardy if he arrives after roll has been called.
  - b. Three unexcused absences in one academic semester will result in a referral to the Judicial Board.
2. Community service violations will be handled as such: Brothers that fail to meet their 15 hour service requirement will be given the opportunity to make up their owed hours during the following semester. However, the following will be imposed:
  - a. Inactive status until all previously owed hours are met, beginning on the first day of the following semester.
  - b. A fine of \$10.

Additionally, graduating Brothers in bad community service standing will submit to a \$25 fine.

3. Tardiness will be a Tier 1 Sanction handled as follows:
  - a. 1<sup>st</sup> Offense: Written Warning from Vice President of Education and Development (Archon)
  - b. 2<sup>nd</sup> Offense: Sanction
4. If a brother is going to be late to a Fraternity function he may avoid disciplinary actions by notifying the Scribe in writing at least 24 hours before the beginning of an event.
5. Disciplinary Action: Tier One Offenses will be followed swiftly with a fine or additional Chapter Hours, and may require a letter of apology.
6. Disciplinary actions will be levied as Judicial Board deems appropriate and are not limited to the above description.
7. Continued Tier 1 Offenses may result in further disciplinary action.
8. Failure to complete sanctions will result in further disciplinary action.

### Tier 2 Sanctions

1. Tier 2 Sanctions relate to, but are not limited to delinquency in dues, campus, city, state, or federal alcohol violations, destruction of campus or chapter property, misuse of the Pi Lambda Phi fraternity house or other behavior deemed detrimental to the Colony by the Judicial Board.
2. Disciplinary Action: Tier 2 Offenses will be followed swiftly with increased service hours, a fine, social probation and/or suspension.
3. Disciplinary actions will be levied as Judicial Board deems appropriate and are not limited to the above description.
4. Continued Tier 2 Offenses may result in further disciplinary action.
5. Failure to complete sanctions will result in further disciplinary action.

### Tier 3 Sanctions

1. Tier 3 Sanctions relate to, but are not limited to hazing infractions, assault charges, sexual assault charges, drug charges, reckless endangerment to self or others, or any action deemed so severe by the Judicial Board.
2. Tier 3 Sanctions will be followed immediately by temporary suspension until a complete and thorough investigation is completed regarding the accusation.
3. A review of the Brother's status will be completed within seven (7) business days of the imposed temporary suspension.
4. A predetermined alumnus from the Chapter Advisory Board will be included on the Brother's status review and will act as a consultant to the review, acting without a vote.
5. Disciplinary Action: Tier 3 Offenses will be followed swiftly with suspension or removal from Pi Lambda Phi Fraternity.
6. Disciplinary actions will be levied as the Judicial Board deems appropriate and are not limited to the above description.

### **Section E.** Appeals

1. All Appeals shall be brought to the attention of the President (Rex) within five (5) business days of the Judicial Boards decision.

- a. The President (Rex) will hear the appeal and reach a decision.
  - b. The President (Rex) will inform the Judicial Board of his decision and will inform the individual(s) involved in the hearing of the decision within one (1) business day in written notification.
  - c. If deemed necessary by the President (Rex), the Chapter Advisory Board and/or Chapter Advisor will be involved in the appeal process.
2. The President (Rex) and/or Vice President of Education and Development (Archon) will implement the sanctions in accordance with the decision of the appeal.

## **Addendum 3**

### **New Member Event Standards**

The goal of this document is to prepare a list of standards to help future members of the Pi Lambda Phi Fraternity build brotherhood throughout the new member process in a safe and respectful way. All standards will fall in accordance with the rules/laws set by the state of Ohio, The Ohio State University (OSU), the council on Sorority and Fraternity Life at OSU (SFL), the Inter-fraternal Council at OSU (IFC), and Pi Lambda Phi International Headquarters (IHQ).

For the purposes of this document a New Member event is defined as any gathering of two or more new members organized by brothers of the fraternity with the purpose of connecting New Members to each other or New Members with brothers of the fraternity. New Member Education sessions where we educate New Members about the values and history of our fraternity is included in this definition but are excluded from rule number 3 as they are audited and sanctioned every semester by IFC and OSU (see IFC bylaws Article Two, Section 2).

The following standards shall be enforced by the fraternity for each New Member event. Individuals who refuse to follow these standards shall immediately be sent to the Judicial Board and Tier 3 Sanctions\* will be requested.

1. Every New Member event must not infract the University's definition of hazing. This includes, but is not limited to:
  - a. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation
  - b. Providing alcohol to minors
  - c. Use of alcohol or drugs during the new member education/intake process or other membership events
  - d. Scavenger hunts
  - e. Sleep deprivation
  - f. Creation of excessive fatigue
  - g. Please see the University's definition of hazing and examples that we have attached at the end of this document for more examples
2. For additional protection of the well-being of New Members, the maximum length of an event is set to be four hours. Events will have clear start and end times along with defined locations that will be communicated to the fraternity and the New Members. (This is Excluding Initiation: IFC Bylaws Article 2 Section 2)
3. The fact that these events are completely optional, and attendance will not be held against any New Member regarding their eligibility for Initiation shall be clearly communicated to the New Members before each event. (New Member Education sessions do not follow this rule as they are sanctioned by IFC and OSU, see IFC bylaws Article Two, Section 2)
4. The Education and Development Committee will be in charge of creating and planning each New Member event. The Education and Development Committee shall present their plan for each New Member event for the semester to the Risk Management Committee at least two weeks before Pinning (Pinning is the start to the New Member Process). Upon approval from the Risk



Management Committee, the Education and Development Committee shall present their plan to the chapter at the chapter meeting prior to Pinning for discussion.

5. Each semester, the Education and Development Committee will be required to give a presentation on OSU's hazing policy and this document on New Member event standards to the New Members and the Chapter. During this presentation, the Education and Development Committee will encourage anyone to speak to the Vice President of Education and Development and/or the Director of New Member Education if they are uncomfortable about any New Member event or if they feel any event violates this document or OSU's hazing policy.
6. Given IHQ and IFC approval the above rules superseded for individual events.

\* Tier 3 Sanctions according to the Constitution of OH Alpha Epsilon at The Ohio State University:

1. Tier 3 Sanctions relate to, but are not limited to hazing infractions, assault charges, sexual assault charges, drug charges, reckless endangerment to self or others, or any action deemed so severe by the Judicial Board.
2. Tier 3 Sanctions will be followed immediately by temporary suspension until a complete and thorough investigation is completed regarding the accusation.
3. A review of the Brother's status will be completed within seven (7) business days of the imposed temporary suspension.
4. A predetermined alumnus from the Chapter Advisory Board will be included on the Brother's status review and will act as a consultant to the review, acting without a vote.
5. Disciplinary Action: Tier 3 Offenses will be followed swiftly with suspension or removal from Pi Lambda Phi Fraternity.
6. Disciplinary actions will be levied as the Judicial Board deems appropriate and are not limited to the above description.

## Hazing

[Section 3335-23-04 \(L\) of the Code of Student Conduct](#) prohibits hazing, which is defined as:

Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section

Examples of activities that could be considered hazing include:

- forced cleaning
- running errands/mailed tasks
- forced interviews
- scavenger hunts
- mental and/or psychological abuse
- public or private displays of humiliation
- forced use of alcohol or drugs
- providing alcohol to minors
- use of alcohol or drugs during the new member education/intake process or other membership events
- line-ups
- forced eating or drinking of items
- being yelled at or cursed at by other members of the team or group
- sleep deprivation
- public nudity
- forced wearing of embarrassing clothing
- depriving you of regular hygiene practices (brushing teeth, bathing)
- making you steal or destroy property
- "drop-offs" or "dumps" in unfamiliar locations
- lock-ups or being confined to small spaces
- being duct taped or some other physical restraints
- violence
- sexual assault
- beating
- kicking
- calisthenics
- creation of excessive fatigue
- any activity which seriously endangers the health or safety of another individual.

To help you identify whether something is hazing or not, ask yourself the questions below. If you answer "yes" to any of these questions, the activity is probably hazing.

- Would active, current members of the group refuse to participate in this activity with the new members and do exactly the same activity?
- Does the activity risk emotional or physical harm/abuse?
- Would I object to this activity being photographed for the school newspaper or filmed by the local TV news crew?
- Would I feel comfortable participating in this activity if my parents, professor, coach or university official were watching?
- Would we get in trouble if the Director of Student Conduct walked by?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation violate my values or those of my organization?
- Is this activity causing emotional distress or stress of any kind to myself or others?
- If someone were injured, would I feel comfortable being investigated by the police or insurance carrier?