

Phi Beta Sigma Fraternity Incorporated Delta Omicron Chapter Constitution

Preamble

WHEREAS, the objects for which this Fraternity is formed are to develop the ideals of Service, Brotherhood and Scholarship; to promote the general welfare of all concerned; to carry out in an effective and systematic manner the particular programs of, and to efficiently perform the duties and responsibilities mandated by the Fraternity;
NOW THEREFORE, we bind ourselves to carry out these objects and agree to abide by the following Constitution, Bylaws and Rules of Procedure.

The Constitution

Article I-Name

Section 1. The name of this chapter shall be The Delta Omicron Chapter of The Phi Beta Sigma Fraternity, Incorporated; hereinafter referred to as "The Chapter. "

Article II-Membership

Section 1. The Chapter shall accept for membership all duly qualified men who attend The Ohio State University; *hereinafter referred to as "The Institution,"* and who at the time of their application are in good standing with The Institution; provided that they are not and have never been a member of another intercollegiate fraternity other than a professional or an honorary

fraternity, and that they meet any and all additional requirements established by The Institution. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 2. Membership or non-membership in a particular race or religion or being of a particular national origin shall not be a requirement for membership in The Chapter.

Section 3. The financial roster as prepared by the financial secretary shall at all times designate the membership of The Chapter.

Section 4. The Chapter may remove any member for misfeasance, malfeasance, or nonfeasance for conduct which tends to hold The Chapter or The Fraternity up to ridicule or contempt, or which tends to bring discredit upon The Fraternity or The Chapter; provided that written charges shall have been served upon such member by registered or certified mail at his last known address, and provided further that he shall have been given at least thirty days to answer such charges prior to any such removal. Charges may include but are not limited to student or academic misconduct.

**Article III-Officers, Terms of
Office,
Removal of Officers**

Section 1. The elected officers of The Chapter shall be The President, The 1st Vice President, The 2nd Vice President, The Recording Secretary,

The Corresponding Secretary, The Financial Secretary, The Treasurer, The Chaplain, and the Sergeant-at-Arms. The elected officers shall be designated members of the Executive Committee.

Section 2. The president shall, with the consent of The Chapter, appoint a parliamentarian.

Section 3. The officers, with the exception of the parliamentarian, shall be elected at the first meeting of The Chapter.

Section 4. No officer, with the exception of the Parliamentarian, may serve more than two successive terms.

Section 5. The president, with the advice and consent of the Executive Board, may appoint such other officers as The Chapter may decide by resolution.

Section 6. The term of office of an elected officer shall begin with the election and installation of such officer and shall end with the election and installation of his successor.

Section 7. The Chapter may remove any officer from the Executive Board for misfeasance, malfeasance, or

nonfeasance in office or for conduct which tends to hold The Chapter or The Fraternity up to ridicule or contempt, or which tends to bring discredit upon The Fraternity or The Chapter; provided that written charges shall have been served upon such member by registered or certified mail at his last known address, and provided further that he shall have been given at least thirty days to answer such charges prior to any such removal.

Section 8. No officer shall be removed under the provisions of this article unless his removal shall have been agreed to by at least two-thirds (2/3) of The Chapter (present and voting) after a personal hearing has been granted.

Section 9. Any officer removed under this article shall thereafter be ineligible to hold office in The Chapter.

Article IV-Duties of Officers

Section 1. The President shall be the chief executive officer of The Chapter and shall preside at all meetings of The Chapter and The Executive Board. He shall explain and decide all questions of order, appoint all chairmen and members of committees provided for in the Constitution, Bylaws, and Rules of Procedure. He shall serve as ex-officio chairman of all committees, with the exception of the nominating committee. He shall see that the meetings be conducted with decorum and discipline and shall exercise due care that his attitude be at all times fair and impartial. He

shall display a good working knowledge of parliamentary procedure and shall carry out all provisions of the Constitution, Bylaws, and Rules of Procedure. He shall sign all official documents of The Chapter.

Section 2. The 1st Vice President shall be prepared to assume the office of President and shall assume such office in the event of the absence, death, disablement, or removal of the President. He shall head or supervise such committees as may be designated by the Bylaws.

Section 3. The 2nd Vice President shall be prepared to assume the office of the 1st Vice President in the event of promotion, death, disablement, or removal of the 1st Vice President. He shall head or supervise such committees as may be designated by the Bylaws.

Section 4. The Recording Secretary shall keep the minutes of the meetings of The Chapter and the Executive Board; taking care to record the maker and the seconding voice of all motions as well as the record of the outcome of all votes. He shall notify all committees of their appointments and the assignment of business. He shall sign all official documents when requested.

Section 5. The Corresponding Secretary shall receive and present to The Chapter all correspondence. He shall be charged to respond to all necessary correspondence and shall seek guidance from The Chapter when the man date of The Chapter

does not cover the text of the correspondence.

Section 6. The Financial Secretary shall receive all funds on behalf of The Chapter. He shall keep a complete record of all funds received, carefully noting under what budget the funds are received. He shall keep a complete record of the budgets and expenditures of the various committees and officers. He shall turn over all funds to the Treasurer for deposit.

Section 7. The Treasurer shall receive all funds from the Financial Secretary and shall deposit such funds in a bank chosen by the Executive Board and agreed to by The Chapter. He shall keep a complete record of all disbursements and shall make such disbursements as designated by The Chapter or the Executive Board after receiving signed vouchers. He shall keep an accurate record of all bills received by The Chapter.

Article V-Executive Board

Section 1. There shall be an Executive Board composed of the elected officers of The Chapter and the chairmen of the standing committees. The term of office of the members of the Executive Board shall be concurrent with the terms of their elected or appointed office.

Section 2. The Executive Board shall meet at the call of the President and shall be responsible for the transaction of routine business between the regular meetings of The

Chapter. The Executive Board shall be empowered to act, on behalf of The Chapter, in situations of emergency; provided that a full and complete report is made to The Chapter of such actions at the next regularly scheduled meeting, and provided further that no action taken by the Executive Board be contrary to any expressed policy of The Chapter.

Article VI-Meetings

Section 1. The Chapter shall hold meetings at such time and place as it shall from time to time determine; provided that any regular meeting may be suspended by majority vote.

Section 2. A special meeting of The Chapter may be called by the president upon five (5) days written notice to the membership. A special meeting shall be called, by the president, in like manner, upon written request of a majority of the members of The Chapter.

Article VII-Programs and Projects

Section 1. The national programs of The Fraternity in which The Chapter shall participate are Bigger and Better Business, Social Action, and Education. The Chapter shall conduct at least one activity designed to highlight each of the national programs during each academic year.

Article VIII-Powers

Section 1. The Chapter, subject in all respects to the authority of the

Conclave and the Region, shall retain the authority, by a two-thirds vote (2/3), to suspend members for a period not to exceed beyond the next Conclave or Regional Conference (which ever occurs first); provided that written charges shall have been served upon the member by The Chapter and the member shall have been given at least thirty days to answer such charges in a full hearing before The Chapter

Section 2. Formal written notice shall be conveyed to both the national office and the regional office indicating the details of any suspension imposed by The Chapter upon one of its members.

Section 3. The Chapter shall have the authority to remove any suspension which it imposes provided that written notice of such action is made to both the national office and the regional office.

Section 4. The Chapter shall maintain good standing within The Fraternity by the consistent execution of the programs of The Fraternity; provided that the chapter submits a formal report both to the regional conference and to the national office when requested, and Provided further that The chapter shall make provision for the attendance of its representative at each National Conclave and Regional Conference. The Chapter shall maintain its financial responsibility to The Fraternity as a prerequisite for its continued operation.

Article IX-Quorum

Section 1. Delta Omicron Phi Beta Sigma financial members of The Chapter shall constitute a quorum for the transaction of business at any regular Or special meeting.

Article X-Parliamentary Authority

Section 1. *Robert's Rules of Order, Newly Revised* shall serve as the parliamentary authority for The Chapter.

Article XI-Conflicts

Section 1. Whenever there exists a conflict between this Constitution and either the Regional Constitution or the National Constitution of The Fraternity, the Provisions of the latter shall prevail.

Article XII-Amendments

Section 1. This Constitution may be amended by a two-thirds (2/3) Vote Of the financial members (present and voting) at a regular meeting of The Chapter, next following the regular meeting at which such amendment has been read and a copy thereof provided for the recording secretary.

Section 2. The president, acting as agent for The Chapter, shall provide written notice of any changes in the body of The Constitution of The Chapter within thirty days to both the regional office and the national office.

Article XII -Financial Status, Transfer to Chapter

Section 1. The financial year within The Chapter shall begin on the first day of classes and shall end concurrently with the last day of the final examination period (undergraduate chapter).

Section 2. The financial year within The Fraternity shall begin on January 1st and shall end on December 31st of each year.

Section 3. The Chapter shall establish whatever payment plan it feels acceptable for the regular collection of chapter dues as established in the Rules of Procedure; and shall have the authority to prohibit any member who is not current, according to that rule, from participation within The Chapter

Section 4. The Chapter shall respect the right of any member who resides within the immediate area of The Chapter and who has satisfied his regional and national dues to participate with The Chapter in general fraternal activities, but shall not extend regular voting privileges to such a member within The Chapter.

Section 5. The Chapter shall not accept an application of transfer unless the applicant can provide evidence of current financial status or unless such dues as may be necessary accompany any transfer request.

Section 6. The chapter shall reserve the right to prohibit any member from

activities within the territory under which it is chartered unless or until it has been established that such a brother is financial and has agreed to abide by this Constitution.

Section 7. The sum of \$60 shall be levied upon each member of The Chapter as chapter dues for each year. In addition to the chapter dues, each member shall be assessed \$60 as national dues and \$10 as regional dues.

Section 8. Members of The Chapter shall transmit to the financial secretary all national and regional dues for the succeeding year on or before November 30th so that the treasurer may transmit all such funds to the national office on or before January 1st of the succeeding year.

Section 9. The Chapter treasurer shall transmit all necessary national chapter dues to the national office not later than January 1st so that The Chapter neither suffers penalty nor loses its right to vote in national or regional meetings.

Section 10. Any member submitting his national and regional dues later than February 15th shall be charged an additional 10% so that the proper dues plus penalty may be transmitted to the national office.

Section 11. The Chapter officers, acting on behalf of The Chapter, shall record the names of all men who visit The Chapter or The Institution professing membership in The Fraternity if they cannot produce a financial card or a fraternity pin.

Article XIV -Committees

Section I. The president, acting on behalf of The Chapter, shall establish the following standing committees on or before the occasion of the first regular chapter meeting of each year:

(a) **The Bigger and Better Business**

Committee

The Bigger and Better Business Committee shall design such programs as may Promote and foster ideas for the effective organization, improvement, and expansion of business and the dissemination and propagation of information for the advancement of sound business principles and practices. The committee shall assist the membership in the preparation and updating of personal resumes.

(b) **Education Committee**

The Education Committee shall design such programs as may promote academic, economic, industrial, and business education. The Sigma-Beta Club shall be a major program of the Education Committee.

(c) **Social Action Committee**

The Social Action Committee shall design such programs as may promote the social welfare and full participation of all persons within the society. The committee shall carry out such programs as may provide needed social services. The committee shall maintain a close working relationship with the appropriate campus and citywide social action organizations.

Section 2. The president, acting on behalf of The Chapter, shall establish the following committees on or before the occasion of the first regular chapter meeting of each year:

(a) **Budget Committee**

The Budget Committee shall be composed of the president, the treasurer, the financial secretary, and two other members of the executive board. This committee shall review the requested budgets of all officers and program directors prior to their submission to the full executive board. The committee shall make such recommendations as it may feel justified in relation to the feasibility of funding any particular program when the program is presented either to the executive board or to the chapter. The committee shall be charged with the development of a working chapter budget based upon the regular participation of The Chapter within The Fraternity and the programs of The Institution.

(b) **Fraternal Relations Committee**

The Fraternal Relations Committee shall foster and maintain a close relationship between The Chapter and the various brother chapters within The Fraternity. The committee shall be charged with the responsibility to assist members of Zeta Phi Beta Sorority and to cooperate, whenever possible, with members of other fraternal organizations.

(c) **Membership Committee**

The Membership Committee shall develop all necessary procedures, in accordance with the rules of the regional conference and the conclave, for the orientation of new members. The committee shall structure all necessary interviews, recommend the appropriate names to the chapter for acceptance, and coordinate the day-to-day scheduling of the intake process.

(d) **Social Affairs Committee**

The Social Affairs Committee shall coordinate all social affairs within The Chapter, taking special care to involve the various members in social activities designed to foster a greater feeling of brotherhood in the fraternity.

Section 1. The president, acting on behalf of The Chapter, shall establish the following committees at least six weeks before the beginning of final examinations (undergraduate chapters).

(a) **Nominating Committee**

The Nominating Committee shall interview all candidates for elective office within The Chapter; taking special care that each candidate is aware of the duties of the office to which he aspires. The committee shall make a recommendation to The Chapter at least four weeks before the beginning of the final examination period and shall, upon modification or acceptance by The Chapter, supervise the election as well as certify and install all new officers.

(b) **Special Contact Committee**

The Special Contact committee shall maintain a complete list of the names, addresses, and telephone numbers of all members during the summer vacation. It shall be charged with the responsibility of assisting the intercommunication between members of The Chapter during the summer vacation.

Article XV -Membership Intake

Section 1. The Chapter shall, in accordance with national and regional rules, and acting through its membership committee, provide for the logical orientation of prospective members.

Article XVI -Delegates

Section 1. The president shall attend or see that a representative attends all official regional and national conferences at which representation is required.

Section 2. The chapter delegate shall be required to prepare a full report of each meeting attended. The report, which shall be in writing, shall be entered on the minutes and made available to the appropriate committees.

Article XVII -Responsibilities of Vice Presidents

Section 1. The First Vice President shall be responsible for the supervision, as executive

coordinator, of all committees within The Chapter which relate to general fraternity programs. He shall be specifically responsible for the committees on Bigger and Better Business, Education, and Social Action.

Section 2. The Second Vice President shall be responsible, as executive coordinator, of all committees within The Chapter which relate to the business of The Chapter itself. He shall be specifically responsible for the committees on the budget, the fraternal relations committee, the membership committee, and the social affairs committee.

Section 3. The First Vice President and the Second Vice President shall assume supervision, as executive coordinators, of such other committees as the president may designate from time to time.

Section 4. The presence of either the First Vice President or the Second Vice President shall in no way limit or prohibit the designated committee or its chairmen from the full exercise of their respective duties.

Article XVIII -Affiliate Organizations

Section 1. The Chapter shall establish the following affiliate organizations under its charter:

(a) **Sigma-Beta Club**

The Sigma-Beta Club shall be designated as the official high school affiliate organization under the authority of The Chapter.

The Sigma-Beta Club shall seek to identify young men of high school age, and through consistent association with members of The Chapter, develop both their academic and their social adjustment within society.

(a) Zeta Phi Beta Sorority, Incorporated

The members of Zeta Phi Beta Sorority, Incorporated shall be given a place of high.

(c) The National Pan-Hellenic Council

The Chapter shall at all times seek to support the activities and the programs of The National Pan-Hellenic Council. The Chapter shall maintain its financial responsibility to the National Pan-Hellenic Council.

Article XIX -Appointed Chairmen

Section 1. The president shall appoint the following coordinators, liaison officers, and special designates at or before the first meeting of The Chapter:

(a) The Step Coordinator

The Step Coordinator shall plan and organize all necessary performances for The Chapter. He shall schedule all practice sessions and designate those whom he feels, based upon his experience, will best represent

The Chapter in public performance.

(b) Public Relations Coordinator

The Public Relations Coordinator shall maintain a regular and close relationship with the administrative officers of The Institution; taking care to see that The Chapter is continually informed of the policies of The Institution which relate to Greek-lettered organizations. He shall regularly prepare, in consultation with the president, such statements of policy as The Chapter may desire to present to the public.

(c) Liaison to the Graduate Chapter

The Liaison to the graduate chapter shall serve as the principal contact person between The Chapter and its sponsoring graduate chapter. He shall attend all regular meetings of the graduate chapter and shall see that the interests and views of The Chapter is well represented.

(d) Liaison to Zeta Phi Beta

The Liaison to Zeta Phi Beta Sorority, Incorporated shall maintain a close working relationship with both his counterpart and the general membership of the sister chapter of Zeta Phi Beta Sorority, Incorporated. He shall attend such meetings of Zeta Phi Beta Sorority, Incorporated as may be desirable to the sister organization.

(e) Historian

The Historian shall prepare a narrative record of The Chapter which when adopted shall

become the official written history of
The Chapter.

(g) The Librarian

The Librarian shall maintain such objects as The Chapter may from time to time designate. He shall maintain control of all trophies, pictures, scrapbooks, and other items as require special care and preservation.

Article XX-Fund Transfers

Section 1. All fund transfers within The Chapter shall be documented by signed voucher; The Financial Secretary shall receive all funds from members and committee chairmen and shall transfer such funds, in return for a signed voucher, to the treasurer; after noting under which budget the funds are received.

(b) The Treasurer shall issue checks to cover such bills as are authorized by The Financial Secretary. In all cases he shall receive from the financial Secretary a signed voucher debiting the proper chapter budget account prior to the issuance of any check.

Article XXI -Rules of Procedure

Section 1. The Rules of Procedure shall stand amended by a simple majority vote taken at a regular meeting of The Chapter.

Article XXII -Amendments and Revision

Section 1. These Bylaws may be amended by a two-thirds majority of the financial members of The Chapter, without prior notice provided that subsequent notice of the change is registered with the regional office.

Section 2. The Chapter shall automatically review these Bylaws at the beginning of each semester or quarter to ascertain whether there is a need for revision.

ARTICLE XXII - Non-Discrimination

Section 1. 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.

Rules of Procedure

Rule 1. The following agenda shall stand adopted:

- Call to Order by the President
- Opening Devotions
- Minutes of the Previous Meeting
- Officer Reports (Elected)
- Committee Reports
- Affiliate Organizations Report

- Unfinished Business
- New Business
- Informal Discussion (Good and Welfare)
- Closing and Fraternity Hymn
- Benediction

Rule 2. Any member who offers a motion shall be permitted to speak in favor of that motion before any concurring or opposing position is heard.

Rule 3. No member shall be permitted to speak more than once on a particular motion.

Rule 4. The Chair shall entertain, as much as is possible, alternating views on any particular question.

Rule 5. The Secretary shall produce a typed copy of the minutes within one week of each meeting and shall, within budget limitations, provide as many copies as may be necessary for each primary officer.

Rule 6. All committee chairmen shall make their reports in writing.

Rule 7. All officers shall remain responsible for duties assigned to them and accepted by them in the presence of The Chapter regardless of whether they are able to attend the meeting at which their report is due. Officers who anticipate absence shall provide the secretary with their report prior to the meeting.