

Constitution

Article I: Statement of Purpose

Phi Alpha Theta is a national history honor society that maintains a presence at the Ohio State University by means of the Zeta chapter. The purpose of the Zeta chapter of Phi Alpha Theta is to recognize outstanding historical scholarship among Ohio State University students who have demonstrated a clear interest in studying history. In addition to honoring fine historical work, Phi Alpha Theta offers activities to the OSU community meant to foster enthusiasm for history among all students and faculty. This includes the programming of History Club, an informal organization led by Phi Alpha Theta members that brings Ohio State University students interested in history together for extracurricular activities. Our purpose and objectives have been aptly defined by the Society's website:

“We are a professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. We seek to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.”

Phi Alpha Theta adheres to a strict non-discrimination policy: *Phi Alpha Theta and its members do 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.*

Article II: General Membership

The national Phi Alpha Theta organization sets membership requirements. In addition to the key demonstration of an academic interest in history, the following membership requirements have been adapted from the national by-laws for use by the Ohio State University:

An undergraduate student may become a member of Phi Alpha Theta when he or she has completed fifteen semester hours of college-level history, with a minimum grade point average of 3.1 in his or her history courses. In addition, the student must have earned a cumulative grade point average of 3.0 overall, and rank in the top 35% of his or her class.

Phi Alpha Theta requires one-time dues to join. This sum includes a lifetime membership in the honor society and the Zeta chapter. It also includes a one-year subscription to *The Historian*, a prominent historical journal. The Zeta chapter conducts an initiation ceremony according to the guidelines of the national organization.

Expulsion from the organization must be made by a formal request from the chapter to the national honorary under regulations presented in the national by-laws. Any member of the society may be

expelled by formal action of the Phi Alpha Theta national organization, after the opportunity for due process. Grounds for such expulsion might be plagiarism, malfeasance, etc.

Membership in History Club shall be open to all undergraduate students at the Ohio State University regardless of Phi Alpha Theta qualifications or membership.

Article III: Officers

There are five permanent leadership positions among the undergraduate population of the Zeta chapter: President, Vice President, Treasurer, Secretary, and Social Chair. Together, these five officer positions constitute the organizational Executive Committee.

The President: will act as the diplomat of the chapter and oversee the Executive Committee. The president will be responsible for organizing meetings, delegating organizational duties, and serving as the liaison between Phi Alpha Theta and the faculty. The president will complete training as mandated by the Ohio State University Office of Student Life and will fulfill all designated obligations necessary for the organization to maintain active status.

The Vice President: will assist the president and other members of the Executive Committee as needed. In addition, the vice president will assume the president's responsibilities when the president is not able to be present.

The Treasurer: is entrusted to handle the organization's finances, complete transactions in a timely fashion, and report on all financial matters to the Executive Committee. Additionally, the treasurer will complete training as mandated by the Ohio State University Office of Student Life and will fulfill all designated obligations necessary for the organization to maintain active status.

The Secretary: will accurately keep a record of all Executive Committee meetings, general body meeting attendance, and organization decisions and is responsible for making these records accessible to all chapter officers to ensure that all remain aware of organization business.

The Social Chair: is responsible for membership engagement through communicating important items and marketing organization events to active members and the Ohio State University campus community. These duties include maintaining the organization's social media pages and email account.

All officers will assist in the planning and production of events for the year. All officer position terms are for one academic year, beginning Summer Term. Current leaders must reapply for positions at the end of each academic year to be eligible for continued leadership.

The selection process for officer positions will be through application and subsequent vote by a quorum of active members of the organization. Applications are typically due in late April,

after Phi Alpha Theta initiation. Candidates for officer positions must have demonstrated an active interest and attendance at Phi Alpha Theta events to be eligible. Candidates for the office of President must be a member of Phi Alpha Theta for at least one year. Only the President and Treasurer must be members of Phi Alpha Theta.

An elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. Removal of officers will be done through a vote of the Executive Committee in consultation with the faculty advisor.

If an officer should be unable to complete a term of office, the Executive Committee in consultation with the faculty advisor will determine whether to divide the given officer's responsibilities among themselves or seek a replacement officer. If a replacement is deemed necessary, the vacancy in office shall be filled by special election, through application and voting by a quorum of active members.

Article IV: Faculty Advisor

Phi Alpha Theta's advisor must be a full-time member of the University faculty or administrative and professional staff. There may be more than one advisor, but one of them must meet the requirements listed above. Advisors are expected to maintain close communication with the chapter's Executive Committee and to fulfill all designated obligations necessary for the organization to maintain active status.

Article V: Meetings

Meetings of the Executive Committee should be held at least once per month and may be additionally held ad hoc to plan activities or address other organization business (Clio Awards, initiation preparation, History Club events, etc.).

The Executive Committee shall be responsible for organizing and hosting general body meetings of History Club regularly. In addition to facilitating extracurricular activities to promote historical interest, these general meetings shall serve as a venue to conduct Phi Alpha Theta business requiring the participation of active members, such as the election of officers and amendment of the constitution.

Article VI: Amendments and Constitutional Review

Amendments to this constitution can be proposed by any member of the Zeta chapter, but they must be proposed in writing. Proposed amendments must be presented to the Executive Committee, who will then be responsible for working with the author to refine the amendment as needed and presenting it to both the faculty advisor and members of the organization. A two-thirds majority of the students present at a meeting should be required to pass amendments.

In accordance with the student organization requirements of the Ohio State University Office of Student Life, the president will be responsible for reviewing and approving the constitution on an annual basis. During this review process, the constitution will be updated to reflect new Ohio State University standards and any organizational changes that may have taken place during the prior year. The president will be responsible for presenting an updated version of the constitution to be approved by the Executive Committee and faculty advisor.

Article VII: Dissolution

If for any reason the organization must be dissolved, the faculty advisor or president must work with the Ohio State University and the national Phi Alpha Theta organization to learn and follow the proper procedure.