

PHI CHI THETA



ZETA NU CHAPTER BYLAWS

Constitution

Article 1 - Name, Classification, Purpose, Official Insignia, and Non-Discrimination Policy of the Organization:

Section 1: NAME:

Phi Chi Theta Zeta Nu Chapter

Section 3 - CLASSIFICATION:

Phi Chi Theta shall be classed as a professional fraternity and shall at all times be referred to as, and confine its activities to, a fraternity of that classification.

Section 2 - PURPOSE:

Purpose Statement

The purpose of this Fraternity shall be to promote the cause of higher business education and training for all individuals; to foster high ideals for everyone pursuing a career in business; to encourage fraternity and cooperation among people preparing for such careers; and to stimulate the spirit of sacrifice and unselfish devotion to the attainment of such ends.

Mission

This organization is committed to the following mission:

Be it known that the mission of Phi Chi Theta, a national professional fraternity, is to:

Provide an opportunity to develop and practice those professional leadership skills and abilities necessary to succeed in the business community;

Provide a local and national network to share resources, ideas and concepts;

Instill in its membership those values, codes and creeds which will enable participation in a rapidly changing world;

and Enable members to develop the business astuteness necessary to achieve high esteem and success in their chosen fields.

Section 4 - OFFICIAL INSIGNIA, EMBLEMS, ETC.:

4a. Badge – The original badge of the Fraternity shall consist of yellow gold forming the Greek letters, Phi, Chi, and Theta, with the Chi jeweled in pearls.

4b. Pledge Pin – The official pledge pin of the Fraternity shall be of yellow gold, rectangular in shape, with the Greek letters raised in a vertical line.

4c. Coat-of-Arms – The official coat of arms of the Fraternity shall conform to the established design. It shall appear on all charters and certificates of membership, and may be used for decoration of stationery, jewelry, and other articles under the direction of the Executive Council.

4d. Key Award – The National Key Award shall conform to the established design.

4e. Official Colors and Flower – The official colors of the Fraternity shall be lavender and gold. The official flower of the Fraternity shall be the iris.

Section 5 - NON-DISCRIMINATION 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, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Sexual Misconduct Policy:

As a student organization at The Ohio State University, Phi Chi Theta Zeta Nu Chapter expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Classes of Membership, Limitation, Election of Membership, Exclusions, Transfers Between Chapters:

Section 1 – CLASSES OF MEMBERSHIP:

The following classes of membership shall be permitted within Phi Chi Theta Zeta Nu Chapter:

1a. Initiated Membership. A Collegiate Member is an initiated undergraduate working on a Bachelor's degree or graduate student enrolled in a course of study in the College of Business or specializing in Business and/or Economics in a department other than Business. A Collegiate Member may also be in a non-business field of study so long that they have a strong interest in the business field. A faculty member specializing in Business or Economics is eligible for initiated membership at the discretion of the Collegiate chapter.

1b. A Life Member is either a collegiate member (senior only) or an alumni member who has attained life membership. A Life Member is either a Collegiate Member (senior only) or an Alumni Member who has obtained Life Membership. A Life Member may also be a National Founder or other member to whom Life Membership was conferred. A Life Member is exempt from the payment of National dues but shall pay Local Chapter dues and assessments to be an active member of the Local Chapter.

1c. Local Honorary Membership. This membership shall be composed of individuals who have been chosen by the Zeta Nu Collegiate Chapter because they are of professional standing and will make a definite contribution to the Fraternity.

1i. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Board are able to make decisions regarding the membership of

community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Board. Every class of member should be making at least the Grade Point Average required for their major

Section 2 - LIMITATION:

No other classification of membership may be permitted within this chapter.

Section 3 - ELECTION OF MEMBERSHIP:

Persons qualified for membership in this chapter shall be elected by the ballots of the members thereof, which shall be strictly secret, and a two-thirds vote of all members of the chapter shall be necessary to elect the candidate. This election will occur following an interview process with the qualified persons.

The name of any candidate rejected by the Collegiate Chapter members in an election shall not be proposed again for a period of three months after the rejection. Any rejected candidate's name shall not be proposed more than three times.

Section 4 – EXCLUSIONS:

This chapter shall not elect to membership or initiate into Phi Chi Theta any member or former member of another national professional fraternity in the field of Business or Commerce and Economics, which is a member of the Professional Fraternity Association. Any Phi Chi Theta who joins another such fraternity in competition with Phi Chi Theta shall be dropped from the membership rolls and be requested by the Executive Director to return the Phi Chi Theta Badge.

Section 5 - TRANSFERS BETWEEN CHAPTERS:

Members, upon request, may transfer from one Chapter to another, provided evidence in the form of a Certificate of Release is furnished to the Chapter to which transfer is sought that the member has fulfilled all obligations to the old Chapter.

No chapter shall take a member into the chapter without a Certificate of Release being presented from the last chapter in which the member held active membership. The chapter shall notify the National Headquarters of the transfer.

Article III – Methods for Removing Members and Executive Officers:

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed from the chapter through a majority vote of the Executive Council. Violations, or first-time offenses that are severe enough, are grounds for immediate removal from the chapter by majority vote of the Executive Council.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Council may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive council, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership:

Section 1 - OFFICERS:

- a. Must be active members attending the school of their local chapter.
- b. The officers shall be, but not limited to: President, Vice President, VP Finance, VP Membership, VP Operations, and VP Outreach. They shall be elected at the option of the chapter, but no later than December 1 of semester prior to term of office. The term of office shall be effective on the date of installation.
- c. The President shall represent the chapter as Delegate at the National Meeting. The Vice President, VP Finance, VP Membership, VP Operations, or VP Outreach may serve in the Delegate capacity. Exception to this will only be made upon approval of the National President upon recommendation of the chapter's Regional Director.
- d. The chapter shall elect officers for a term of a minimum of one year. The officer shall hold their position for one full calendar year beginning Spring semester and ending upon completion of the following Autumn semester. Therefore, an officer may serve no less than one year, but may serve more than one year if re-elected or if they are elected mid-term. The chapter determines the manner of the election, and the duties of the officers; all however, in agreement with the Bylaws and Standing Rules of the Fraternity.

Section 2 - FORFEITURE OF OFFICE:

Upon absence from three consecutive regular business meetings, an officer may, at the discretion of the Executive Council, forfeit the office.

Section 3 - VACANCIES IN OFFICE:

If a vacancy occurs in any office except in the office of President, such vacancies shall be filled for the unexpired term by a majority vote of the remaining members of the Executive Council. Members interested in being selected for the position shall submit an application to the Executive Council for consideration.

In the event that the office of President shall become vacant, the Vice President shall become President.

Section 4 - POWERS AND DUTIES.

The powers and duties of the officers shall be those usually endowed to the respective offices (See Standing Rules), and shall include responsibility for submission of all required reports to the Executive Director and/or Regional Director.

Section 5 - EXECUTIVE BOARD TITLES AND DUTIES.

5a. President (Primary Leader) – The duties of the Zeta Nu Chapter Executive Board President shall be to preside at all meetings of the Executive Board and to ensure that the articles, bylaws

and rules adopted by the Executive Board are faithfully executed. The President shall, in general, perform all duties customary to the office of President and such other duties as may be requested by the Executive Board. The President may designate another Officer to act in their behalf. In the event of the President's inability or refusal to act, the Executive Board shall appoint an Officer to assume the duties of President. The responsibilities of the Executive Board President also include the assurance that agenda and additional meeting materials are prepared and distributed to Executive Board members in a timely manner, the delegation projects, duties and tasks to the members of Phi Chi Theta as necessary, officially representing Zeta Nu at the annual meeting and other organizational meetings as appropriate and the review, revision and updating of the purpose, goals and policies and procedures of Phi Chi Theta Zeta Nu Chapter in collaboration with the Executive Board every year.

- Assigned Committee: Standards Board
- Oversees: All Leadership Positions

5b. Vice President (Secondary Leader) – The duties of Executive Board Vice President shall be to participate in all meetings of the Executive Board and fulfill the responsibilities of the President, should the President be absent and such other duties as may be assigned by the President of the Executive Board. The term of office is for one year. The duties of Vice President shall be to plan, schedule, organize, and coordinate professional activities with companies and professionals in order to increase professionalism in a business setting. As the Vice President, in addition to the responsibilities of each Executive Board Officer and Member, they will lead a group of students, the Corporate Relations Committee, in planning presentations from guest speakers and establishing and maintaining company relations and partnerships through sponsorship, and any other duty as assigned by the President.

- Assigned Committee: Corporate Relations
- Oversees: Professionalism Chair

5c. VP Finance (Treasurer) – The duty of the Executive Board VP Finance shall be to serve as financial officer of the association, reviewing revenue and expenditures of Phi Chi Theta, ensuring that financial records are maintained and archived for future review, making recommendations pertaining to changes which may affect the financial status of the association and, in general, perform all duties customarily incident to the office of Treasurer and such other duties as may be assigned by the President. The responsibilities of the VP Finance, in addition to the responsibilities of each Executive Board Officer and Member, include managing the association's cash flow, collection of dues, preparing and filing required regulatory reports as needed, securing and maintaining appropriate banking services, updating account authorizations in keeping with the Executive Board policy on internal controls, and collaborating with the President to prepare a recommended annual budget for consideration by the Executive Board. The VP Finance shall submit timely written reports of the financial status to the Executive Board for review when needed and answer the board's questions about those reports. The duties of the VP Finance are inclusive of raising funds to support the operations of the Zeta Nu Chapter. The VP of Finance will lead a group of students, the Finance Committee, in planning fundraising events and achieving financial analysis and management.

- Assigned Committee: Finance

5d. VP Operations – The duty of the Executive Board VP Operations shall be to maintain written records of all meetings, events and other appropriate information relevant to the proceedings of Phi Chi Theta and, in general, perform all duties customarily incident to the office of Secretary and such other duties as may be assigned by the President. The VP Operations shall work with the Executive Board and Chair Leaders to compile year-end reports of committee activities and progress in meeting chapter priorities. The VP Operations shall also record and prepare minutes

of general meetings, Executive Board meetings, and any special meetings called in accordance with the bylaws. The general meeting minutes shall be uploaded to a chapter-wide platform within a reasonable amount of time. The VP Operations is responsible for maintaining historical data of the Zeta Nu Chapter; keeping record history, documenting important chapter happenings, and maintaining traditions.

- Oversees: Philanthropy Chair | Diversity, Equity, & Inclusion Chair

5e. VP Membership – The duties of the Executive Board VP Membership shall be to educate new members of the requirements and expectations of being a member of the Phi Chi Theta Zeta Nu Chapter. The VP Membership shall also organize and assign mentors to the new members to facilitate a smooth transition into the Zeta Nu Chapter. The VP Membership shall attend all Executive Board meetings to share ideas and plans for pledge education class and workshops. It is the responsibility of the VP Membership to uphold a safe and professionally focused new member development program that ensures pledge wellness and infrastructure of communication. The responsibilities of the VP Membership, in addition to the responsibilities of each Executive Board Officer and Member, include overseeing the New Member Professional committee.

- Oversees: New Member Professional Chair | Wellness & Risk Prevention Chair
- Assigned Committee in partnership with New Member Professional: New Member Education

5f. VP Outreach – The duties of the Executive Board VP Outreach, in addition to the responsibilities of each Executive Board Officer and Member, include overseeing the Recruitment chair and committee, and leading the Outreach committee and any other duty as assigned by the President. The duties of the VP Outreach shall be to develop and execute an outreach plan that involves communicating with external parties, managing tools such as the Phi Chi Theta's website, social media sites, and other marketing platforms. The VP Outreach will create and execute the communication strategies necessary to increase awareness of Phi Chi Theta and publicize special events hosted by Phi Chi Theta. The VP Outreach shall maintain relationships and communication with Zeta Nu alumni. The VP Outreach in partnership with the Brotherhood Chair shall plan and implement events for members and alumni to reconnect each semester.

- Assigned Committee: Outreach
- Oversees: Recruitment Chair | Brotherhood Chair

Section 6 - STANDING CHAIRS AND RESPONSIBILITIES.

6a. Professionalism Chair – The duties of the Professionalism Chair shall be to plan, schedule, organize, and coordinate professional activities within the Zeta Nu Chapter in order to increase professionalism in a business setting. As the Chair holder, they will lead a group of students, the Professionalism Committee, and be responsible for ensuring member professional growth. The Professionalism Chair shall report to the Vice President and share ideas and plans for future professional events.

- Assigned Committee: Professionalism

6b. Brotherhood Chair – The duties of the Brotherhood Chair shall be to plan, schedule, organize, and coordinate social activities within Phi Chi Theta in order to promote brotherhood and to create a large network of friends and peers. As the Chair holder, they will lead a group of students, the Brotherhood Committee, in coordinating social activities for the fraternity to participate in. The Brotherhood Chair shall report to the VP Outreach in order to share ideas and plans for future social events.

- Assigned Committee: Brotherhood

6c. Philanthropy Chair – The duties of the Philanthropy Chair shall be to plan, schedule, organize, and coordinate community service activities for the Zeta Nu Chapter to participate in. As the Chair holder, they will lead a group of students, the Philanthropy Committee, in coordinating philanthropic activities to benefit the community. The Philanthropy Chair shall report to the VP Operations in order to share ideas and plans for future community service events.

- Assigned Committee: Philanthropy

6d. Diversity, Equity, & Inclusion Chair – The duties of the Diversity, Equity, & Inclusion Chair shall be to host events that further the cause of Diversity, Equity, & Inclusion in Phi Chi Theta. The D.E.I. Chair is responsible for furthering infrastructure to uphold a safe and inclusive environment where members can speak about their experiences without judgement, continuously improving our approach of addressing and learning about DE&I, and uplifting underrepresented communities by creating an equitable path to PCT.

- Assigned Committee: Diversity, Equity & Inclusion

6e. Recruitment Chair – The duties of the Recruitment Chair shall be to organize and plan recruitment events for Zeta Nu at both Autumn and Spring recruitments. The Recruitment Chair shall also organize the selection of new members. The Recruitment Chair shall report to the VP Outreach in order to share ideas and plans for future recruitment events and continuously innovate on recruitment strategies during the off-season of recruitment.

- Assigned Committee: Recruitment

6f. New Member Professional Chair – The duties of the New Member Professional Chair are to work alongside the VP Membership to ensure that new members receive an enriching professional development experience by developing pledge programming centered around career readiness, industry immersion, networking etiquette, and interview preparation. The New Member Professional Chair will also work alongside the New Member Educator and the Wellness & Risk Prevention Chair to ensure the seven dimensions of wellness are upheld above all else within the pledge class.

- Assigned Committee in partnership with VP Membership: New Member Development

6g. Wellness & Risk Prevention Chair – The duties of the Wellness & Risk Prevention Chair are to support the seven dimensions of wellness; mental, physical, social, financial, spiritual, environmental, and vocational. The Wellness & Risk Prevention Chair will also be responsible for collaborating with other chairs to ensure a culture of wellness is upheld throughout all aspects of the chapter. Lastly, they will be responsible for working in tandem with the Standards Board to mitigate risks and guarantee the chapter's adherence to the organization's code of conduct.

- Assigned Committee: Wellness & Risk Prevention

Section 7 – STANDARDS BOARD AND ANTI-HAZING STATEMENT

7a. The Standards Board, composed of one elected active member from each academic standing sophomore, junior, and senior is responsible for upholding and enforcing the organization's standards, values, and code of conduct in tandem with the Executive Council. They educate members on these standards, conduct investigations when needed, facilitate conflict resolution, and recommend disciplinary actions as required. Additionally, the board oversees risk management and wellness support while ensuring the chapter's adherence to the fraternity's mission and principles.

7b. A cornerstone of Phi Chi Theta's Risk Management and Anti-Hazing policy is the prohibition of hazing. All current and prospective members have the right to be treated with dignity and respect. These rights are enforced by imposing sanctions for violations of the Fraternity's policies and procedures. Phi Chi Theta is committed to promoting a safe and healthy environment, members of the Zeta Nu Chapter have the right to be free from all forms of hazing. Phi Chi Theta has zero tolerance for hazing in any form and all members of the chapter must conduct themselves in a manner that supports an environment free from hazing.

Article V – Advisor(s) or Advisory Board: Qualification Criteria & Responsibilities

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

The Advisor is expected to communicate reliably with the organization and to stay current with training, as is required by the University to remain in an Advisor position. The Advisor shall stay in communication with the organization and attend meetings as needed.

Article VI – Removal from Office:

Section 1 - VERBAL WARNING:

Should it be necessary to consider removing an officer from office, the President or a representative shall approach the officer in question with a verbal warning. If the President is the officer in question the Vice President shall initiate the warning. The Chapter Advisor and Regional Director shall be notified of said warning and consulted on any further action.

Section 2 - WRITTEN WARNING:

If the matter is not resolved after a verbal warning, a written warning establishing a 30-day observation period shall be sent by U. S. mail. A copy of the warning shall be forwarded to the faculty advisor. The National Office and Regional Director shall be notified at this time and be kept up to date on all actions thereafter. During the evaluation period, resources shall be made available for council.

Section 3 - SPECIAL EXECUTIVE COUNCIL MEETING:

If after a written warning the matter is still not resolved a special meeting of the Executive Council shall be called with the addition of the faculty advisor, at which time a motion may be considered to declare the office vacant. The officer in question shall be afforded the opportunity to present evidence and call witnesses to support his/ her position.

Section 4 - SECRET BALLOT:

The vote for removal from office shall be conducted by a written, secret ballot of the Executive Council membership.

Section 5 – CONFIDENTIALITY:

The results of said meeting shall be announced as soon as possible. Content shall be declared inappropriate for discussion apart from the Executive Council membership.

Section 6 – EFFECTIVENESS:

During the removal process, the officer in question shall retain position and duties until the votes for removal are counted. Removal from office shall be effective upon the majority vote of the secret ballot. Refer to ARTICLE IV Section 3 for procedure of filling vacant positions.

Article VII – Executive Council:

Section 1 – COMPOSITION:

The six positions outlined in ARTICLE IV Section 5 shall constitute the voting members of an Executive Council to administer the affairs of the chapter.

Section 2 – MEETINGS:

The President shall act as Chairman and shall call a meeting of the Executive Council at any time to discuss and transact business of the chapter between the regular meeting dates.

Section 3 – QUORUM:

A majority of the voting members of the Executive Council shall constitute a quorum.

Section 4 - ADOPTION OF A BUDGET:

Prior to the close of the school year the Executive Council shall meet, at the discretion of the President, to adopt a budget for the following fiscal year.

Article VII – Meetings:

Section 1 – MEETINGS:

There shall be during the year business, professional and social meetings as shall be determined by the chapter. Depending upon how many times the chapter members meet during the year, business should be conducted at each meeting, unless it is a professional or social meeting. Meetings may be held in conjunction with other chapters of Phi Chi Theta and/or other professional organizations of the community, and one of which shall be held as close to March 6, National Founders' Day as possible.

Section 2 – QUORUM:

A quorum for the transaction of business at meetings of this chapter shall be 11 members of the chapter in good standing.

Article VIII – Finances:

Section 1 - FISCAL YEAR:

The fiscal year of this chapter shall end on July 31.

Section 2 - DUES AND ASSESSMENTS:

Each active member shall pay such National dues as provided in the National Bylaws and Standing Rules, and such local dues and assessments as provided in the chapter bylaws and standing rules.

Section 3 - COLLEGIATE CHAPTER ACCOUNTING SYSTEM:

This chapter shall adopt the accounting system approved by the Fraternity provided it does not conflict with the University or College requirements.

Article IX – Anniversaries:

Section 1 - CHAPTER FOUNDING:

The official date of the forming of this chapter is December 7, 2013.

Section 2 - NATIONAL FOUNDERS' DAY:

March 6, National Founders' Day, shall be observed by this chapter with appropriate exercises.

Article X – Parliamentary Authority:

Section 1 - NATIONAL BYLAWS AND STANDING RULES:

This chapter shall at all times be governed by the Bylaws and Standing Rules of the National Chapter of Phi Chi Theta.

Section 2 - ROBERT'S RULES OF ORDER NEWLY REVISED:

The parliamentary authority of this chapter shall be "Robert's Rules of Order Newly Revised" which shall govern all cases to which they are applicable and insofar as they are not inconsistent with these bylaws or the Bylaws and Standing Rules of the National Chapter.

Article XI – AMENDMENTS:

Section 1 - PROPOSED AMENDMENTS:

All proposed amendments to these bylaws shall be submitted in writing to the active members of this chapter.

Section 2 - VOTE NECESSARY:

The Bylaws of the Zeta Nu Collegiate Chapter of Phi Chi Theta, Inc., may be amended in whole or in part at any regular or special meeting at which there is a quorum, by a two-third vote of those present and voting.

Article XII: Standing Rules:

Section 1 - ADOPTION:

Standing Rules for the government of the chapter may be adopted or amended at any regular business meeting at which a quorum is present by a two-third vote of those present and voting without prior notice to any member, or by a majority vote with 10 days written notice to all members.

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*STANDING RULES: Each chapter should enact standing rules which should contain provisions for the payments of dues (annual and local), fees, assessments, fines, acquisition of

life membership, and other financial matters; the details of rushing, pledging, and initiation; powers and duties of officers. Where they are covered by the National Bylaws and Standing Rules, such provisions should conform to the provisions of the National Bylaws and Standing Rules. Such standing rules should be attached to the bylaws of the chapter.

Article XIII – Pledging:

Section 1 - PLEDGE PERIOD:

Each pledge in a Collegiate Chapter shall serve a pledge period of at least one month or a maximum of one year.

Section 2 - PLEDGE EDUCATION:

During the pledge period each pledge shall receive instructions on the Fraternity in accordance with the rules and regulations of the Executive Council and shall be under the guidance of the Collegiate Chapter. In the event of the installation of a new chapter the term of the pledge period shall be at the discretion of the installing officer.

Section 3 - PLEDGE PIN:

Every pledge for initiated membership in the Fraternity shall be presented by the chapter with an official pin at the time of pledging to be worn during pledge induction.

Section 4 - PLEDGE TEST:

Pledges shall learn and successfully pass a written examination on the material covered by the official Pledge Manual. Additional material may be tested on if desired.

Article XIV – Rituals:

Section 1 - RITUALS, RULES AND REGULATIONS:

All pledging and initiating activities of this chapter shall be in conformity with the rituals, rules and regulations prescribed and/or adopted by the National Chapter. (See National Chapter Bylaws and Standing Rules). The National Chapter shall prescribe the rituals and regulations, which govern the pledging of candidates, initiation of members into the Fraternity, and observance of special occasions. A lock box or chest shall be provided for rituals and paraphernalia.

Section 2 - WITNESSING OF RITUALS:

Only Phi Chi Theta initiated and honorary members, and faculty advisers shall be allowed to witness pledge or initiation ceremonies.