The Ohio State University

Last revised: April 25, 2023

FarmHouse Alpha Tau Zeta Chapter Constitution

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# Name of Organization

The name of this organization shall be the Alpha Tau Zeta Chapter of FarmHouse International Fraternity.

# Objectives

## Chapter Interests

This chapter of FarmHouse International Fraternity shall be conducted as a social fraternity for men interested in agriculture, natural sciences, and rural life.

## Mission

Our Fraternity seeks to provide a foundation of spiritual, moral, intellectual, social, and physical values to build better men that exemplify the objectives of FarmHouse International Fraternity at The Ohio State University.

## Vision

To represent the best in all we do.

## Principals

Alpha Tau Zeta was established to serve, build, and magnify the positive impact of agriculture upon society by looking beyond the horizon. The fraternity’s commitment to excellence is attributed to its historical roots, enthusiasm, keen interest, and dedication to the up building of brotherhood. Membership shall be composed of aspiring men with the qualities of high scholarship, fine fellowship, sound character, and a commitment to service. These are the vital principles of real leadership through which the brothers strive to accomplish the greatest good for the greatest number.

## Object

The object of the chapter shall be as follows:

“The object of our fraternity is to promote good fellowship, to encourage studiousness, and to inspire its members in seeking the best in their chosen lines of study as well as in life. Progress shall mark our every step; the spirit of congeniality shall reign at all times; and every member shall be honest with himself as with his brothers. Men elected to our membership are considered to be of good moral character, to be high in scholarship, to have the capacity for meeting and making friends, and to give promise of service to their fellowmen and to the world. To be and become such may at times require the sacrifice of time, pleasure, and comforts.”

# Membership

## Class of Membership

This Chapter of Farmhouse International Fraternity shall be composed of five classes of membership:

1. New Member
2. Active
3. Alumni
4. Affiliate
5. Chapter Honorary Membership

## Non-Exclusionary Clause

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## Good Standing

Each member must remain in good standing with the fraternity at all levels. This includes payment of dues, chapter and house rules, etc.

## Student Status

Any male undergraduate student enrolled as a full or part-time student at The Ohio State University Columbus Campus, interested in agriculture, natural sciences, or rural life may be elected as a member to this fraternity

## New Membership Criteria

1. To be eligible for this membership, a man must:
	1. Be an enrolled student at this university, either half or full-time
	2. Achieve a grade point average of 3.0 for either the term before being voted upon for active status or by his accumulative standing.
	3. Not be a pledge or member of any other social fraternity or have been through any part of the initiation of any other social fraternity.
	4. Have the qualities of high scholarship, fine fellowship, sound character, and a commitment to service.
	5. Signify his willingness to perform all of the duties that are required of him by the organization, providing that he is not required to violate his personal integrity with regard to political, moral, or religious beliefs.
2. To obtain new member status, a man must receive an invitation for membership (bid) from the active chapter that must pass by an 85% approving vote. These votes must be taken by secret ballot.
3. Any new member may be disaffiliated at any time with an 85% approving vote of the entire active chapter.
4. D. A new member may participate in all chapter activities, including but not limited to chapter meetings, brotherhood/total member education events, etc.

## Active Membership Criteria

1. To be eligible for active membership, a “new member” must:
	1. Receive at least an 85% approving vote of the active members if he has achieved a 3.0 grade point average, either by his cumulative average or by that specific semester’s grades.
	2. Receive at least a 90% approving vote of the active members of the chapter if he has achieved between a 2.85 and 3.0 grade point average, either by his cumulative average or that specific semesters grades.
	3. Receive a unanimous vote of the active members if he has a grade point average of 2.85 or lower during the semester of being voted into active membership.
2. An active member may participate in all house activities and shall be eligible to live in the chapter house.
3. In order to remain active, a member must:
	1. Maintain an average semester point hour ratio of a 2.5 or higher. If a member falls below the minimum grade point average he will be put on “academic probation”. This probationary term will be a time of close academic oversight by the executive committee and Scholarship Chairman.
		1. If a member falls below the minimum grade point average for two consecutive academic terms, he will automatically be deemed inactive by the active chapter and must regain membership under the criteria set forth under Article III, Section VI, A.
	2. Remain fiscally responsible to the chapter and keep current on house bills. The Vice President of Finance and the executive committee will police adherence to this.
4. Anyone missing the regular new member election will be fined and declared inactive for the remainder of the academic term unless excused by a two-thirds vote of the active chapter.
5. The formal new member process shall be as prescribe in the Ritual of the Alpha Tau Zeta chapter and FarmHouse International Fraternity. The informal period of initiation shall be decided by the active chapter and approved by the Alpha Tau Zeta- FarmHouse International Alumni Board. Initiation shall affirm the ideals and standards of the chapter and FarmHouse International Fraternity.
6. Anti-hazing laws of said state and said institution must be followed by all members of the fraternity at all times.
7. Each active member must be present at the times when new members are voted upon for active membership. Those unable to attend must write an excuse to the Vice President of Administration, which must then be approved by a majority of the active members present in order to be excused from the event. Each person found having an invalid excuse is automatically inactive and must pay a fine established by the Vice President of Chapter Affairs.
8. An active member who fails to participate in two chapter approved activities within two successive semesters will be deemed inactive due to lack of participation in campus activities set forth by the fraternity. A chapter-approved activity is an activity, which meets the standards set forth below. Active status can be regained as written in Section VII of the constitution.
	1. The University formally recognizes the organization.
	2. The organization holds at least 5 functions each semester.
	3. Part-time work of at least 8 hours per week.
	4. The ATZ-FH executive committee must approve activities or organizations not registered with the University.

## Inactive Membership

1. Members that are away from the university, or decide that they cannot perform the duties of an active member, are eligible for temporary inactive membership status and are exempt (with the exception of dues already owed to chapter at the time of being moved inactive) from dues and other responsibilities. The inactive membership must be obtained by a 2/3 vote of the active chapter. Inactive status may only be used for two consecutive academic terms, unless the person writes a formal letter to the executive committee and the member’s active status can be regained with a 2/3 approving vote of the active chapter.
2. Inactive members may not participate in official house activities, including, but not limited to, chapter meetings and elections, date parties and social functions, intramural sports, or represent that chapter on any council or board of an organization. Any violation of these is punishable by a fine and is to be brought up when the member tries to regain active status or when he is being considered for alumni status. Inactive members are not permitted to live in house more than one semester while being inactive. This policy is to be policed by the Executive Committee.
3. Any member who remains inactive due to academic reasons for more than one academic semester in which they were enrolled as a full-time student can regain active membership by completing all of the following.
	1. Show academic success by completing the academic term as a full-time student with a semesterly grade point average of at least a 2.85.
	2. Pass with a 2/3rds majority vote in the active chapter.
	3. Write a formal letter to the executive committee and Alpha Tau Zeta-FarmHouse International Alumni Board stating intentions for regaining active status in the chapter.

## Withdrawal of Membership

1. Any active member’s membership may be revoked at any regular meeting by an 85% approval of withdrawal of membership vote by the active chapter.

## Alumnus Membership

1. Any student that graduates as an active member shall become an alumnus member provided that within two months after initiation he is requested by a representative of the Alpha Tau Zeta-FarmHouse International Alumni Board to purchase Alumni Association membership.
2. Any student who does not graduate from the university may become an alumnus member as soon as three years have passed since his initiation and by invitation of the Alumni Board.

## Affiliate Membership

This level of membership may be obtained by any person that regularly assists in upholding the values of the chapter and provided that the individual:

1. Has undergone formal initiation into the Alpha Tau Zeta chapter or another chapter of FarmHouse International Fraternity.
2. Gains an 85% approving vote of the active chapter.

## Honorary Membership

1. May be awarded to any individual for their efforts in advancing the fraternity and/or living the values of the fraternity in his/her everyday life.
2. Is approved by a 2/3 vote of the active chapter.

# Officers

## Executive Positions

The offices of this brotherhood shall consist of the following:

1. President
2. Vice President of Chapter Affairs
3. Vice President of Finance
4. Vice President of Recruitment & Retention
5. Vice President of New Member Education
6. Vice President of Administration
7. Vice President of Risk Management.
8. Vice President of Philanthropy and Community

## Qualifications

1. In order to accept election to an officer position, the member must be an active member for the entirety of his term in office.
2. Each person seeking office must have at least a 2.5 grade point average or a greater average to be in accordance with the Office Student Activities
3. All officers must reside in the chapter house. Anyone being elected to an office must move into the chapter facility for the next academic term.
4. Any elected officer who does not comply with the fore said qualifications will automatically be discharged from office and a new election held.

## Election of Officers

1. A. Officers shall be elected during week 10 of Autumn Semester. A majority of membership shall be required to elect officers. The elected officers shall spend the remainder of Autumn Semester shadowing the previous officer then be installed at the first meeting of Spring semester. The election date may be changed by two thirds vote of the active chapter. Chapter officers may be removed by a two-thirds vote of the active members for non-performance of duty.
2. The order of election of officers shall be determined by the retiring executive team.
3. Anyone missing the annual elections will be fined and declared inactive for the remainder of the quarter unless excused by the Vice President of Administration.

## Duties of Officers

1. It shall be the duty of the President to:
	1. Act as the official head of the chapter
	2. Preside at all meetings of the chapter
	3. Serve as an ex-office member on the Alpha Tau Zeta-FarmHouse Alumni Board
	4. Direct the work of the chapter strategically and semesterly with set goals and annual strategic planning
	5. Preside as an ex-officio member on all committees, with exception to the to Recruitment Committee as a voting member
	6. Represent the Chapter on the Inter-fraternity Council
	7. Design and organize the officer retreats and proper transition period for newly elected officers
	8. Act in the best interest of the fraternity
	9. Act as the liaison between the house director and cook.
2. It shall be the duty of the Vice President of Chapter Affairs to:
	1. Preside as the head of the fraternity in the absence of the President.
	2. Hold chapter members accountable and assess with proper fines when necessary
	3. Preside over the Chapter Standards Board
	4. Keep order in Chapter meetings
	5. Hold and preside over Executive meetings prior to weekly chapter meetings to discuss chapter business
	6. Coordinate brotherhood/total member education activities biweekly.
	7. Preside over and conduct biweekly meetings and filing committee reports as needed for:
		1. Director of Chapter Scholarship
		2. Director of Heritage & Spiritual Development
		3. Director of Athletics & Fitness
		4. CFAES Student Council Delegate
3. It shall be the duty of the Vice President of Finance to:
	1. Oversee the purchase and payment of all provisions
	2. Pay all bills received by the chapter as instructed by the chapter
	3. Collect room and board; collect fines giving receipts for the same
	4. Pay house rent to the treasurer of the Townshend Alumni Board, from August through and including May.
	5. Have charge of the house in the summer in conjunction with the Summer House Manager
	6. Keep a record of all receipts and expenditures in a manner suitable to the chapter
	7. Pay all dues to the National Fraternity and Townshend Alumni
	8. Transact all duties in a business-like manner and in a way that will insure least expense to the chapter
	9. Prepare the annual budget along with tracking of actual expenses
	10. Must appoint an assistant treasurer by the second week of each quarter to help with financial record keeping
	11. Regularly file report to Alpha Tau Zeta-FarmHouse International Alumni Board
	12. Preside over and conduct biweekly meetings and filing committee reports as needed for:
		1. Assistant Treasurer
		2. House Manager
		3. Kitchen Steward
		4. Fundraising Chair
		5. Summer House Manager
4. It shall be the duty of the Vice President of Recruitment and Retention to:
	1. Compile a list of all incoming male freshman from the Office of Sorority & Fraternity Life and respective college offices
	2. Coordinate summer mailings to the incoming freshman congratulating them and informing them about our fraternity
	3. Coordinate summer recruitment activities with actives and alumni
	4. Plan all recruitment events for each term.
	5. Turn in new member roster and other pertinent documents to the Office of Greek Life
	6. Have lists of all Potential New Members for the active chapter
	7. Follow all guidelines set forth for recruitment by IFC
	8. Serve or appoint a representative from the Recruitment Committee to all IFC Recruitment Committee meetings
	9. Oversee and Chair the Chapter Recruitment Committee conducting biweekly meetings and filing committee reports as needed
5. It shall be the duty of the Vice President of New Member Education to:
	1. Have weekly meetings with the new members
	2. Follow the New Member Education Syllabus set forth by the VP of New Member Education.
	3. Ensure these men are continuing high scholastic endeavors
	4. Organize and Facilitate Builder of Men Week.
	5. Promote unity between actives and new members throughout the entire new member process.
	6. Follow all North – American Inter-fraternity Conference, university, and legal guidelines concerning initiation
	7. Follow up with the chapter on the effectiveness of the new member process and make necessary changes
	8. Ensure that the new member process lasts no less than 8 weeks and no longer than 12 weeks.
	9. Utilize alumni members to aid in the new member education process
	10. Coordinate activities and maintain contact with Big Brothers and Little Brothers
	11. Coordinate and assist with total member education events as necessary.
	12. Annually present New Member Education curriculum before the Alumni Board
	13. Oversee Assistant Vice President New Member Education conducting biweekly meetings and filing committee reports as needed
6. It shall be the duty of the Vice President of Administration to:
	1. Record the minutes of all meetings along with attendance at events and report them in a detailed and expedited format through electronic mail by Tuesday of each week
	2. Record and archive historical moments and documents of the fraternity
	3. Attend to all correspondences in a timely manner (Alumni donations and Greek Community)
	4. Forward a list of the initiates to the Alpha Tau Zeta - FarmHouse International Alumni Board for membership recognition along with proper roster requirements
	5. Report all chapter accomplishments to the National Board of Trustees
	6. Keep a copy of the constitution and update it as the chapter amends it.
	7. Serve as the liason between the chapter and the community.
	8. Preside over and conduct biweekly meetings and filing committee reports as needed for:
		1. Social Media Chair
		2. Technology Coordinator
		3. Director of Communications and Public Relations
		4. Director of Promotions & Alumni Relations
7. It shall be the duty of the Vice President of Risk Management to:
	1. To educate the chapter and new members about FarmHouse’s risk management policies and the dangers possessed by alcohol and substance abuse.
	2. Work closely with the New Member Educator to incorporate risk management education into the program and to ensure that the program encourages not only knowledge of, but also the practice of risk management.
	3. The Director of Risk Management must set the example for others to follow. Your attitude towards the implementation and importance of the risk management policies is the key to its success.
	4. Coordinating the implementation of safety measures for all social events, house management, and fire safety.
	5. Preside over and conduct biweekly meetings and filing committee reports as needed for:
		1. Social & Brotherhood Chair
8. It shall be the duty of the Vice President of Philanthropy and Community Shall:
	1. Schedule all Chapter Service Events
	2. Schedule all Chapter Philanthropy Events
	3. Build relationships with local organizations where Chapter members will serve the community.
	4. Attend all Inter-fraternity Council Service & Philanthropy-affiliated meetings
	5. Act in the best interest of the chapter at all times

# Chapter Support Officers

## Chairmen

The standing chairmen of the fraternity shall be, as identified in the chapter bylaws, as follows. Additional supporting officers may be appointed for other chapter functions or events (i.e. Formal Chair, Family Day Chair, etc.) in accordance with Article IV Section III of this governing document.

1. The House Manager
2. The Summer House Manager
3. The Social & Brotherhood Coordinator
4. The Director of Promotions & Alumni Relations
5. The Director of Athletics & Fitness
6. The Director of Chapter Scholarship
7. The Kitchen Steward
8. The Director of Heritage & Spiritual Development
9. The Technology Coordinator
10. The Director of Communications and Public Relations
11. The Director of Fundraising
12. The Chairman of the Chapter Governance & Standards Board
13. The Director of Social Media

## Elections and Appointments

The support officers of the standing committees shall be selected and voted on by the active chapter, in accordance with Article IV Section II of this governing document. These positions are for a one year term. The executive team may appoint an assistance for the Vice President of Recruitment and Retention and Vice President of New Member Education each semester.

## Special Committees

The Executive Committee may set up special committees as needed an appoint, with the approval of the active chapter, chairmen for these committees. These chairmen shall sit on the Executive Committee only as long as their committee is needed.

## Special Committee Chairmen

Actives and new members shall be appointed to the various committees by the President with the approval of the committee and the active chapter. Committee chairmen may appoint other volunteers as needed.

## Special Committee Chairmen Resignation and Reappointment

Committees and special committee chairmen are free to step down from their positions at any time. The executive Committee shall select their replacement with the approval of the active chapter.

## Special Committee Impeachment

The Chairmen of the standing committees and special committees may be removed by the Executive Committee with the approval of the active chapter. Any person elected to any of these positions must maintain at least a 2.5 grade point average, or they shall be removed These chairmen may be removed by the active chapter without the approval of the Executive Committee by a two-thirds vote of the active chapter.

# Meetings

## Chapter Meetings

The Chapter shall meet biweekly. The meetings shall be held on Monday nights at the chapter facility. Meeting nights may be changed by a two-thirds vote of the active chapter.

## Special Meetings

Special meetings may be called at anytime by the President. They may also be called at any time by the Vice President of Recruitment and Retention in order to pass bid on perspective members.

## Robert’s Rules of Order

Meetings shall be conducted according to Robert’s rules of order, newly revised unless the same is at variance to the Constitution or By-laws of the chapter.

## Executive Committee Meeting

The Executive Committee shall meet at least once each week.

## Quorum

A quorum shall be defined as fifty percent of the membership plus one.

## Voter Attendance

Each member must be present for their vote to count on any occasion.

# Advisory Committee

The chapter shall select three individuals, one of which must be faculty of the

University, who shall offer advice, comment, and criticism to the chapter in order to further the goals of the chapter. One of these individuals must be an alumnus of this chapter. One person can meet the two strict stipulations. All advisors must be members of the chapter in some way.

# Publications

A minimum of six copies of our published chapter ritual booklets shall be kept under lock and key in the hands of the VP of Administration of the chapter. These shall be kept under lock and key, except at Chapter meetings, and when necessary to use them in preparation for initiations. The retiring Vice President of Administration shall in his report state to whom he entrusted the copies of the Ritual.

# Finances

## Fees

Each active member shall pay to the Alumni Board, through the Vice President of Finance, all national fees and national dues.

## Dues

Each active member shall pay the Vice President of Finance local dues and any other dues as stipulated in the budget, or go on financial probation. Financial probation is defined as not participating in any chapter function that would increase the delinquent member’s bill any more than needed, no matter how menial. Active members that are on financial probation for one semester will have their active membership brought up at the first chapter meeting of the following academic term.

## Bills Owed to Chapter

Each member must pay all bills owed to the chapter before graduation.

## Probation

The members on financial probation are not in good standing with the chapter until all debts are paid. Non-payment of debts also makes them ineligible to become members of the alumni association.

## Financial Records

The Vice President of Finance must submit all records for an audit, by either the alumni association, the national organization, a university operated student organization officer, or an independent auditor.

# Alcohol Policy

## University Policy

The chapter will abide by the alcohol policy set forth for all student organizations of the university and/or in conjunction with the alcohol policy for the sorority and fraternity community at the university, as well as any and all stipulations for alcohol under FarmHouse International Fraternity.

## International Policy

The chapter will abide by the alcohol policy set forth by the international organization.

## Chapter Policy

Alcohol is prohibited on chapter property. Infraction of the policy by individuals will result in a fine to that member by the Vice President of Chapter Affairs and their active status may be brought up before the Alumni Board. Infraction of this policy by the chapter will result in suspension of the chapter by the Alumni Board.

# Chapter Sweetheart

## Sweetheart

Each year the chapter shall select a new sweetheart.

## Nomination

Nominations shall be at the end of the term before the formal date party or at a function deemed appropriate by the active chapter in order for the sweetheart to be recognized.

## Election Meeting

Election of the sweetheart shall be at the first meeting of the following term.

## Election Format

Election shall be by closed ballot and only the President and VP of Administration shall know the winner. The winner must receive a majority vote by the entire chapter.

## Crowning

It shall be up to the discretion of the President and VP of Administration to crown the sweetheart before the formal. If the lady will not be in attendance, she should be crowned prior to the event and invited to ask a date, if so needed.

# Revision

This Constitution may be revised or amended by a two-thirds vote of the active members, provided the proposed revision or amendment has been submitted to the chapter at least two weeks before voting. The Alumni Board of Trustees shall review constitutional amendments. Amendments must be presented to the Alumni Board at least 90 days prior to implementation by the chapter. The chapter shall be incorporated as a non-profit corporation under the state codes of its status, and qualified as a chapter 501 C (7) organization under the Internal Revenue Code.