Constitution

of the

Ohio Gamma Theta Chapter

of

Phi Kappa Theta Fraternity

We the members of the Ohio Gamma Theta Chapter of Phi Kappa Theta Fraternity do hereby bind ourselves together in adopting this constitution so that we may better attain the purposes and standards that this organization was founded on. It shall be the purpose of this chapter to bring congenial students into a harmonious relationship to better achieve these objectives, to encourage the attainment of high scholarship, to enrich the lives of its members through a balanced program of fraternal, intellectual, social, and spiritual activities; and to promote appropriate projects for the benefit of the college and the community. In attaining our purposes, we therefore encourage our members to conduct their lives that they will bring honor to their families, their fraternity, their college community, and their nation.

**Article I – Aims, Purposes, Objectives**

**Section 1**

It shall be among the principle aims of the Ohio Gamma Theta Chapter of Phi Kappa Theta Fraternity to encourage in its members the attainment of high scholastic standing; to make available to its members the example, environment, and training that best characterizes the college man; to identify student and alumni more closely with their college; to foster a more vigorous spirit of loyalty to the Alma Mater; and to promote the social and intellectual spheres, the best traditions of the college.

**Section 2**

It shall also be a specific function of this chapter to provide the tangible and intangible aids necessary to establish a closely knit, harmonious collegiate community whose members may enjoy the rights and privileges therein, and to encourage and to develop a mode of conduct and living that would be expected if they continued to reside among their respective families.

**Section 3**

In pursuit of these objectives, the Chapter will seek to instill in its members a deep spiritual approach to the problem of man’s life and death; to instill in its members a strong belief in the destiny of man and consequent human dignity and worth; to endeavor to cultivate within its members a genuine sense of responsibility of the social and spiritual needs of their fellow man and deepen their love of truth, justice, and freedom.

**Section 4**

In its attempts to live by the Phi, the Kappa, and the Theta the Chapter shall encourage its members to develop qualities of human understanding, of companionship, of kindness, of discipline, of sincerity, selflessness, loyalty, pride, and social responsibility.

**Section 5**

Every person who enters the Chapter house, member or otherwise, will be treated with respect, regardless of race, religion, sexual orientation, or beliefs. No person will be discriminated against.

**Section 6**

One of the principal objectives of the Chapter is to render “SERVICE.” It bases this ideal upon the fact that man is a social creature; that Society demands something of every man; it is something the individual owes humanity; the giving one’s self for his fellow man whether it be tangible or intangible.

**Section 7**

Any executive board member can be charged with willful neglect. This is defined as purposefully not performing duties in accordance with Article IV. A charge of willful neglect must be presented before the chapter in writing and signed by at least five active brothers in good standing with the chapter. The complaint shall be read before the chapter, and if seconded, one copy will go to the accused, one to the secretary, and one to the Judicial Board Head. If the accused pleads guilty, then removal hearing will be prepared as prescribed in Article V, Section 4. Any plead of “not guilty” shall be sent immediately to the Judicial Board. If found “guilty” by Judicial Board, then removal procedure of Article V, Section 4 will be enacted. Willful neglect shall be defined as such:

1. Not carrying out the duties and responsibilities of his office.
2. Promoting actions detrimental to brothers and/or the chapter property.
3. Purposely spending budgeted allocations without chapter consent or adhering to need of specific chapter events.

**Article II – Supreme Governing Body**

The supreme governing body for the Ohio Gamma Theta Chapter of Phi Kappa Theta Fraternity shall be the regular chapter meeting, operating in accordance with the National Constitution of Phi Kappa Theta Fraternity, the Constitution of the Ohio Gamma Theta Chapter, and unless stated otherwise, shall follow parliamentary procedures in accordance with Robert’s Rules of Order.

**Section 1**

Meetings of the Chapter will be held every Monday of the school year at six thirty p.m. in the Social room of the Ohio Gamma Theta Chapter house.

**Section 2**

Any regular meeting may be postponed by a majority vote of the Executive Council or by a majority vote of the active members for sufficient reason to a time not exceeding two weeks from the last regular meeting.

**Section 3**

Special meetings may be held at any time at the members’ discretion of the President of upon the written request of one-half of the active members in good standing; such a request shall state the object of the meeting and place thereof; no business shall be transacted other than that which required the meeting.

**Section 4**

A majority of the active members in good standing shall constitute a quorum for the transaction of business.

**Section 5**

Every member shall attend all regular and special meetings unless excused for a good reason by the President. Unexcused absences from meeting shall be subject to penalty as provided in the By-Laws.

**Section 6**

The order of business shall be:

1. Formal Opening
2. Reading, Correcting, and Approving the Minutes of the Previous Meeting
3. Report of Officers and Committeemen, with Appropriate Motions
4. Unfinished or Old Business
5. New Business
6. Round Table
7. Elections
8. Announcements
9. Adjournment
10. Ritual Closing

**Section 7**

Graduate or Alumni members may participate in discussion and debate, however only undergraduate members of the Chapter may propose, second, and vote on motions.

**Article III – Membership**

**Section 1**

Regularly enrolled male students and faculty members of The Ohio State University who are sincerely interested in the aims, purposes, ideals, and traditions of Phi Kappa Theta (Article I), and who personally wish to pursue a mode of conduct and living in accordance with the same, shall be eligible for membership in this Chapter.

**Section 2**

The members shall judge each applicant in the spirit of brotherhood looking only at the qualities that make a person a man and a gentleman.

**Section 3**

Selected interested professionals, businessmen, faculty, and others of the community may be elected, by at least a majority vote of the Chapter, to Alumnus Membership (Honorary Membership).

**Section 4**

The Chapter will elect candidates for membership according to the following: Two-thirds of the members in good standing in the active chapter shall be in attendance and all actives must have been previously notified of the proposed vote in order to accept that candidate for membership.

**Section 5**

Transfer students, regularly initiated into Phi Kappa Theta at another Chapter, may be elected by a majority vote to affiliate with this Chapter and the Secretary shall notify the Executive Office of Phi Kappa Theta.

**Article IV – Executive Council**

**Section 1**

The following officers of the Chapter shall serve on the Executive Council:

1. President
2. Vice President
3. Vice President of External Affairs
4. Treasurer
5. Secretary
6. Recruitment Chairman
7. Social Chairman
8. Associate Member Educator
9. Risk Manager
10. House Manager

**Section 2**

Executive Council meetings will be held weekly at a time prior to the Chapter meetings, but not on the same day as the Chapter meeting. If the President has excused a council member from the meeting, he will submit his report in writing to the President for presentation.

**Section 3**

Decision made by the Executive Council, provided they are within the responsibilities of the council and do not infringe of those delegate to the Chapter in this or the National Fraternity Constitution, shall be considered binding upon the Chapter unless overruled by a two-thirds vote of the Chapter at a regular meeting.

**Article V – Officer Eligibility**

**Section 1**

Any active member of this Chapter shall be eligible to hold any office provided:

1. He has been an active member for at least one term, except for the position of President who shall have been active for two terms.
2. His grade point average is equal to or above the average required by the University for Graduation.
3. He is a member in good standing and is not in default in respect to financial or other obligations to the Chapter. Good standing is defined as: not on social probation, active on national roster, not on academic probation from OSU, not in violation of any house rules or have any pending chapter judicial proceedings.
4. He is not graduation until his term is completed.
5. All officers shall be required to live in the house during the year of their term.
6. The President, Vice President, and Treasurer are required to live in the house for the summer months of their term.

**Section 2**

The following provisions may be waived by a three-fourths vote of the active members:

1. Provisions b. and c. for any position.
2. Provision d. for Vice President, Social Chairman, and Associate Member Educator.
3. Provision e. for Vice President and Treasurer.

**Section 3**

The tenure of office shall be for one year.

**Section 4**

Any officer of this chapter who shall be found guilty of willful neglect of duty or of actions not representative of this chapter and of Phi Kappa Theta may, upon a three-fourths vote of the total chapter membership, be removed from office. Removal procedure will require a written motion signed by at least five members in good standing, and presented before the Chapter and discussed. At the following meeting, after more discussion, a secret ballot will be taken on the motion.

**Article VI – Officers and Their Responsibilities**

**Section 1** – President’s Duties

* He shall preside at all regular and special meetings of the Chapter and Executive Council meetings, and exercise supervision over members and committees.
* He shall be charged with full responsibility of enforcement of the Chapter Constitution and By-Laws and the National Constitution of Phi Kappa Theta.
* He shall be an ex-officio member of every committee.
* He shall appoint committee chairmen, subject to a two-thirds approval of the Executive Council.
* He will cast the deciding vote in cases of ties, except in elections.
* He shall be the official representative at functions requiring chapter representation.

**Section 2** – Vice President’s Duties

* Assume the power and duties of the President in his absence, and succeed the President in the event of permanent disability until the Chapter shall hold a special meeting to fill the vacated officer.
* Act as the Chapter’s Parliamentarian.
* Act as the official delegate of Phi Kappa Theta and attend IFC Meetings. This would include weekly reports to the President of the Executive Council.
* Act as a coordinator of all committees, thus ensuring they are all functioning correctly.
* Act as ex-officio chairman of the Ritual Committee to see that Formal Initiation Ritual and local traditions are strictly followed.
* Preside over a committee of all committee chairmen (Junior Executive Committee) and the Judicial Committee. The Junior Executive Committee shall meet a minimum of once per quarter to lay out the following quarter’s events. The Judicial Committee shall consist of members appointed by the Executive Council. The Judicial Committee can only make recommendations, which will be voted on by the Chapter.
* Preside over Quo Vadis, and be responsible for all activities leading up to the event and the event itself.
* Responsible for putting together Awards Packet under the requirements of Nationals.

**Section 3** – Treasurer’s Duties

* Have charge of all finances of the Chapter, and keep an accurate up-to-date account of all receipts, disbursements, accounts receivable, and accounts payable. An annual budget will be drawn up, broken down by quarter, in September.
* Pay all bills and sign all checks.
* Remit to the National Fraternity initiation fees and associate member fees within ten days of the ceremony, and assessments as required by the Phi Kappa Theta National Constitution.
* Properly collect all dues and assessments levied by the chapter and give a report of all individual accounts receivable (over 30 days) at each Chapter Meeting. Submit a weekly report to the Chapter and other financial reports as may be required by the Alumni Corporate Board and/or the National Fraternity.
* Be bonded in the amount of $1,000.00 or more.
* Disapprove expenditures by members. He may be overruled by a three-fourths vote of the Chapter.

**Section 4** – Secretary’s Duties

* Collect and keep the minutes of all Chapter meetings and Executive Council meetings, and keep such records in a bound notebook.
* Keep an accurate roll of membership, and report the names of active members fined for absences or tardiness or for leaving meetings without permission.
* Act as custodian of the Chapter files.
* Act as custodian of the Chapter seal, scrolls, the roll-book, and the minute book.
* Handle all correspondence for the Chapter and be responsible for the submission of forms required by the National Fraternity.

**Section 5** – Recruitment Chairman’s Duties

* In charge of and responsible for the recruiting of prospective men to the Fraternity.
* Must present copies of the entire proposed recruitment schedule to all members of the Chapter so everyone will be completely informed and aware of the recruitment program.
* Keep files containing the names and complete data of present and future recruitment programs.
* Be empowered to bid new men for a specific period designated by the Chapter.
* Be thoroughly familiar with the history of Phi Kappa Theta National Fraternity and the Chapter, the rules of the Chapter, the University, and the Interfraternity Council.
* Constantly encourage Brothers to invite potential new members to chapter functions throughout the year.

**Section 6** – Social Chairman’s Duties

* Work up a semester social calendars and arrange all exchanges and social functions of the Chapter.
* Keep social expenses within the budgeted amount.
* Decorate the house or facilities where social functions will be held.
* Be in complete charge of the annual formal including selecting the site, the band/DJ, ordering favors, etc. with approval of the Chapter

**Section 7** – Associate Member Educator’s Duties

* Responsible for a mature, constructive, educational Associate Member program, and must present this program, in writing, to the Chapter.
* Keep the Actives informed of the progress of the Associate Members individually and progress of the program.
* Supervise and administrate all Associate Member programs.
* Keep records of grades received on examinations both from the University and the Fraternity.
* Conduct the Associate Member Ceremony.

**Section 8** – Risk Manager’s Duties

* Responsible for upholding all Interfraternity Council and National rules and regulations during social events.
* Responsible for Chapter compliance with the Risk Management section of the Greek Life Task Force.
* Responsible for upholding all FIPG rules and regulations within the Chapter.

**Section 9** – House Manager’s Duties

* Be the general custodian of the Chapter House, furniture, and grounds.
* Assign Active members weekly chores and coordinate weekly house clean-ups.
* He shall report to Judicial Board for Brothers not fulfilling their responsibilities for their discipline.
* Arrange for repairs and improvements to the house and grounds under the supervision of the Alumni Corporate Board.
* Invested with the tow code and is in charge of any towing done at the house in accordance with the Constitution.

**Article VII – Elections**

**Section 1**

Nominations shall take place during the meeting of the sixth week of Spring Semester. Any member in good standing may nominate any qualified member for any office (see Article V, Section 1). Nominations shall be made from the floor via voice.

**Section 2**

Elections shall be held at Quo Vadis during the last weekend of February and the officers will assume their duties immediately.

**Section 3**

All elections shall be determined by a secret written ballot by a majority vote.

**Section 4**

In the case of a plurality in the vote, the two men with the highest number of votes shall be the candidates for the specific office. Another vote will be taken on the two with the losing candidates participating in the vote.

**Section 5**

Each candidate will present a written platform to the Chapter no later than the meeting during the seventh week of Spring Semester. If a platform is not posted by that time, the candidate will not be allowed to run for the desired position.

**Section 6**

Each candidate will be able to give a two minute speech to the Chapter and field three questions from the Chapter floor. During the discussion and vote, the candidates will be absent from the room.

**Section 7**

The elected positions and order of elections shall be:

1. President
2. Internal Vice President
3. External Vice President
4. Treasurer
5. Secretary
6. Recruitment Chairman
7. Social Chairman
8. Associate Member Educator
9. Risk Manager
10. House Manager

**Article VIII – Voting**

**Section 1**

All motions require a majority vote unless otherwise stated in this Constitution or By-Laws, the National Constitution of Phi Kappa Theta Fraternity, or Robert’s Rules of Order.

**Section 2**

No member shall be permitted to vote by proxy.

**Section 3**

Voting on motions shall be by the usual sign unless a secret ballot is directed by the President or by at least five members.

**Section 4**

All proposals to be presented to the Active Chapter must first be submitted to the Executive Council in writing prior to the Council’s weekly meeting.

**Article IX – Suspension**

**Section 1**

Active members may be suspended from the Fraternity by a majority vote of the Judicial Committee and can only be overridden by a two-third vote.

**Section 2**

The Judicial Committee shall consist of the Vice President and five members appointed by the Vice President. These members must no more than three years removed from the start of their active status.

**Section 3**

An Active member may be suspended indefinitely or for such a period of time as the Chapter deems appropriate for the following reasons:

1. Delinquency in meeting financial obligations, this is defined as an account receivable that is 30 days past due without submitting a written payment plan. In the case of delinquency, suspension is automatic.
2. Violations of this or the National Fraternity’s Constitution.
3. Unexcused absences from two consecutive meetings.
4. Conduct unbecoming of a gentleman and a Phi Kappa Theta Brother.
5. Failure to attend Chapter approved activities.
6. Revealing the private business of the Chapter.
7. Using the name of Phi Kappa Theta without authority.
8. Misappropriation of Chapter funds.
9. Conviction of a felony by a civil court.
10. Causing harm to another Brother in a deliberate manner.

**Section 4**

Suspension shall include the penalty of total disassociation from the Fraternity including denial of pledge, social, and athletic privileges and loss of privilege to attend meetings and thus loss of vote and voice. Specific penalties can include: a loss of privilege in voting except for social elections, not being able to attend any social events unless required to be sober during a social event, also the forfeiture of being able to obtain a little brother or the forfeiture of a paddle.

**Section 5**

The Executive Council has the power to suspend or give fines with the consent of two-thirds of the Executive Council being present. This ruling may be overruled by two-thirds of the Chapter or appealed to the Executive Council at the following meeting.

**Section 6**

Any suspension will lead to an immediate suspension of that brother’s current semester dues. This will occur if the suspension is given the last week of the previous semester or anytime during the semester. Dues will be suspended until that brother is removed from suspension and granted active status by the President, with recommendation from the Judicial Board.

**Article X – Expulsion**

**Section 1**

Active members may be expelled from the Fraternity by a three-fourths vote of the Chapter provided procedures are followed according to Article XI of the National Constitution of Phi Kappa Theta Fraternity.

**Section 2**

A member may be expelled from the Fraternity for the following reasons:

1. Non-payment of dues, house bills, etc…
2. Conduct involving moral ineptitude or public scandal.
3. Disloyalty to the Fraternity
4. Conviction of a felony in a Court of Law
5. Theft from a fellow brother

**Section 3**

Expelled members shall be reported to the Executive Offices for recording so that future communications with the person will be terminated.

**Section 4**

The expelled member’s badge, membership certificate, and wallet card shall be confiscated and returned to the Executive Offices.

**Article XI – Associate Members**

**Section 1**

A minimum of a majority vote of the members present at any regular or special meeting may pass a prospect for associate membership.

**Section 2**

To disassociate a candidate, three-fourths of the members in the Active Chapter shall be in attendance and all Actives must have previously been notified of the proposed vote upon a candidate before the formal secret ballot may be taken. One-third vote of the members may disassociate a candidate.

**Section 3**

Rejected candidates shall not be reconsidered unless a three-fourths vote of the members and the motion of reconsideration is made by a member who voted with the one-third dissenting.

**Section 4**

Each candidate for initiation shall meet the minimum scholastic requirements for the Interfraternity Council and/or the University.

**Section 5**

Associate Member fees are due before the Associate Member induction ceremony and due to the National Fraternity within ten days of the ceremony.

**Section 6**

No Associate Member shall go active without having two chances to be disassociated, and one vote must be taken within two weeks of the date of initiation.

**Article XII – Initiation**

**Section 1**

No candidate for membership shall be initiated until he has paid his initiation fees to the National Fraternity.

**Section 2**

Neither the Chapter nor individual shall subject any Associate Member to pre-initiation hazing activities which involve physical or psychological abuse and are in any way dangerous, rude, vulgar, degrading, or humiliating.

**Section 3**

The formal initiation shall be a required attendance function for all active members, unless excused by a three-fourths vote of the Chapter.

**Section 4**

Only the formal initiation involving the ritual of Phi Kappa Theta Fraternity shall officially constitute the initiation ceremony of the Fraternity.

**Article XIII – Judicial Board**

**Section 1**

The Judicial Board shall be constructed of five members of the Active Chapter. There will also be two alternates chosen who will not be allowed to vote. These seven (7) members will be appointed by the Vice President with the approval of the Executive Board. The Vice President will preside over all Judicial Board meetings.

Requirements for Judicial Board Members:

1. Members must be in good standing with the Ohio State University and the Active Chapter.
2. Members must not have been called before the Judicial Board and found guilty in excess of three times.
3. All members must demonstrate an understanding of this Constitution, by-laws within, as well as the National Fraternity’s Constitution and all regulations thereof.

An alternate will take the place of a member of Judicial Board if:

1. A Member cannot attend for personal reasons and is excused by the Vice President in advance.
2. A Member is not in good financial standing of becomes inactive any semester that a Brother is on Judicial Board.
3. Once a Brother is removed from Judicial Board, he cannot return to his role unless the Active Chapter overrides the change with a three-fourths vote.

**Section 2**

The Members of Judicial Board shall be appointed once per year after the transition of the new Executive Council. In the event that a member graduates, disassociates, or is removed from the board for any reason, an alternate will fill the vacant position.

**Section 3**

Active Members – Procedure:

1. All Active Members of the Chapter shall be tried for offenses against the laws of the Fraternity. A written complaint or charge, setting forth in detail the matter complained of shall be filed with both the Chapter Secretary and the Vice President of Operations. The Chapter Secretary will read the complaint in front of the entire Chapter and the accused will also receive a copy of the complaint. Once this is done, the accused will be required to provide a plea of “guilty” or “not guilty.”
2. In the case of a plea of “guilty,” the Chapter will immediately fix the punishment by a majority vote, except that it shall require a one-half vote of the Chapter to expel. The guilty Brother will leave the room and a closed ballot vote, on paper, shall be taken. The President shall count the votes and the Vice President will recount to confirm the vote.

**Article XIV – Amendments**

**Section 1**

This Constitution may be amended by a three-fourths vote of all Members present at any regular Chapter meeting, provided such amendment shall have been read and presented in writing in at least one previous meeting.

**Section 2**

The By-Laws may be amended by a two-thirds vote of all Members present at any regular Chapter meeting, provided such amendment shall have been read and presented in writing in at least one previous meeting.