

CONSTITUTION AND BYLAWS

Revised June 30, 2020

ARTICLE I- NAME AND CLASSIFICATION

Section 1. Name.

The name of this organization shall be the Alpha Collegiate Chapter of Gamma Iota Sigma. The organization is a student organization at The Ohio State University. The Charter shall be located in a place visible to students and shall be present while new members are being initiated.

Section 2. Classification.

The Alpha chapter shall be classed as a chapter of a professional fraternity and shall at all times be referred to as, and confine its activities to, a fraternity of that classification.

Section 3. Official Insignia, Emblems, etc.

- a) Badge – The original badge of the Fraternity shall consist of black and gold forming the Greek letters Gamma, Iota, and Sigma.
- b) Pledge Pin – The official pledge pin of the Fraternity shall be of black and gold, inverted triangle in shape, with the Greek letters Gamma, Iota, and Sigma.
- c) 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.
- d) Official Colors – The official colors of the Fraternity shall be black and gold.

ARTICLE II- PURPOSE

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. The fraternity shall foster interest in Insurance, Risk Management, Actuarial Science, and Finance as professions.

ARTICLE III- PLEDGING

Section 1. Pledge Period.

Each pledge in a Collegiate Chapter shall serve a pledge period of one semester.

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.

Section 3. Pledge Pin.

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

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Section 4. Pledge Certificate.

Every pledge for initiated membership in the Fraternity shall be presented by the chapter with an official pledge certificate at the time of pledging.

ARTICLE IV- MEMBERSHIP

Section 1. Classes of Membership.

The following classes of membership shall be permitted within this chapter of Gamma Iota Sigma:

- a) **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 or School of Business or specializing in Business and/or Economics in a department other than Business. A faculty member specializing in Business or Economics is eligible for initiated membership at the discretion of the Collegiate chapter.
- b) A Life Member is either a collegiate member (senior only) or an alumni member who has attained life membership.
- c) **Local Honorary Membership.** This membership shall be composed of men and women who have been chosen by the Alpha Collegiate Chapter because they are of professional standing and will make a definite contribution to the Fraternity.

Section 2. Limitation.

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

Section 3. Non-Discrimination Policy.

- a) 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.
- b) "The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State 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."
- c) As a student organization at The Ohio State University, The Gamma Iota Sigma Alpha 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.

Section 4. 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.

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Section 5. Exclusions.

This chapter may elect to membership or initiate into Gamma Iota Sigma 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. There are no exclusions based off of membership in different fraternities.

Section 6. Transfers Between Chapters.

Members, upon request may transfer from one chapter to another, provided evidence is furnished to the chapter to which transfer is sought that the member has fulfilled all obligations to the former chapter.

Section 7. Removal of Membership.

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 by a majority vote of the Executive Council. Depending on the severity of the situation, an initial warning may be given to the member during a meeting with the executive board. Further violations, or first-time offenses that are severe enough, are grounds for immediate removal from the chapter by majority vote of the Executive Council.

ARTICLE V- 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 Alpha Chapter. The Alpha 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 Gamma Iota Sigma initiated and honorary members, and faculty advisers shall be allowed to witness pledge or initiation ceremonies.

ARTICLE VI- OFFICERS, POWERS AND DUTIES

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, Secretary, Treasurer, and New Member Educator. 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 at the Gamma Iota Sigma Grand Chapter Leadership Symposium. The Vice President, Secretary, or Treasurer may also represent the chapter at the Gamma Iota Sigma Grand Chapter Leadership Symposium.
- d) Each 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. Each chapter shall

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determine the manner of the election, and the duties of the officers; all however, in agreement with the Bylaws 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 and shall include responsibility for submission of all required reports to the Gamma Iota Sigma Grand Chapter.

Section 5. Executive Board Titles and Duties.

- a) President – The duties of the Alpha 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 Gamma Iota Sigma as necessary, officially representing Alpha 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 Gamma Iota Sigma Alpha Chapter in collaboration with the Executive Board every year.
- b) Vice President – 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 responsibilities of the Vice President, in addition to the responsibilities of each Executive Board Officer and Member, include overseeing the Professional Development, Social, Marketing, Recruitment, Diversity and Inclusion, and Philanthropy committees, and any other duty as assigned by the President.
- c) Secretary – The duty of the Secretary shall be to maintain written records of all meetings, events and other appropriate information relevant to the proceedings of Gamma Iota Sigma 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 Secretary shall work with the Executive Board and Chair Leaders to compile year-end reports of committee activities and progress in meeting chapter priorities. The Secretary 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.

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- d) Treasurer – The duty of the Treasurer shall be to serve as financial officer of the association, reviewing revenue and expenditures of Gamma Iota Sigma, 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 Treasurer, in addition to the responsibilities of each Executive Board Officer and Member, include overseeing the Fundraising committee, managing the association's cash flow, preparing and filing required regulatory reports as needed, securing and maintain 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 Treasurer shall also submit timely written reports of the financial status to the Executive board for review when needed and answer the board members' questions about those reports.
- e) New Member Educator – The duties of the New Member Educator shall be to educate potential new members of the requirements and expectations of being a member of the Alpha Chapter of Gamma Iota Sigma. The New Member Educator shall also organize and assign mentors to the new members to facilitate a smooth transition into the Alpha chapter. The New Member Educator shall attend all Executive Board meetings in order to share ideas and plans for new member education topics. The duties of the New Member Educator shall also be to organize and plan recruitment events for the Alpha chapter at both Autumn and Spring recruitments. The New Member Educator shall also organize the selection of new members

Section 6. Standing Chairs and Responsibilities.

- a) Philanthropy Chair – The duties of the Philanthropy Chair shall be to plan, schedule, organize, and coordinate community service activities for the Alpha 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 Vice President in order to share ideas and plans for future community service events.
- b) Social Chair – The duties of the Social Chair shall be to plan, schedule, organize, and coordinate social activities within Gamma Iota Sigma 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 Social Committee, in coordinating social activities for the fraternity to participate in. The Social Chair shall report to the Vice President in order to share ideas and plans for future social events.
- c) Professional Development Chair – The duties of the Professional Development Chair shall be to plan, schedule, organize, and coordinate professional activities within the Alpha Chapter in order to increase professionalism in a business setting. As the Chair holder, they will lead a group of students, the Professional Development Committee, and be responsible for ensuring member professional growth. The Professional Development Chair shall report to the Vice President and share ideas and plans for future professional events.
- d) Marketing Chair – The duties of the Marketing Chair shall be to develop and execute an outreach plan that involves communicating with external parties, using tools such as the Grand Chapter website, social media sites, and other marketing platforms. The Marketing Chair will create and execute the communication strategies necessary in order to increase awareness of Gamma Iota Sigma and publicize special events hosted by Gamma Iota Sigma. The Marketing Chair shall report to the Vice President in order to share ideas and plans for how to best incorporate marketing to publicize the Alpha chapter.
- e) Diversity and Inclusion Chair – The duties of the Diversity and Inclusion Chair shall be to develop and execute a plan to diversify the Alpha chapter and to recruit students from different majors, grade levels, backgrounds, ethnicities, sexes, etc. The Diversity and Inclusion Chair will work with the New Member Educator and with the Gamma Iota Sigma Grand Chapter.

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ARTICLE VII- 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 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 chapter advisor. The Grand Chapter 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 chapter 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 VI Section 3 for procedure of filling vacant positions.

ARTICLE VIII- EXECUTIVE COUNCIL

Section 1. Composition.

The five positions outlined in ARTICLE VI 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.

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ARTICLE IX- 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 Gamma Iota Sigma and/or other professional organizations of the community, and one of which shall be held as close to April 16, 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 X- 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 Gamma Iota Sigma Grand Chapter website, and such local dues and assessments as provided in the chapter bylaws. New members are required to pay a \$50 membership fee to the Gamma Iota Sigma Grand Chapter. Additional funding may be needed for specific events, such as conferences.

Section 3. Collegiate Chapter and 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 XI- ANNIVERSARIES

Section 1. Chapter Founding.

The official date of the forming of this chapter is April 16, 1966.

Section 2. National Founders' Day.

April 16, National Founders' Day, shall be observed by this chapter with appropriate exercises.

ARTICLE XII- NOT-FOR-PROFIT STATEMENT

This is a not-for-profit organization.

ARTICLE XIII- STATEMENT OF NON-HAZING

This organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

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ARTICLE XIX– STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

ARTICLE XX- PARLIAMENTARY AUTHORITY

Section 1. National Rules.

This chapter shall at all times be governed by the rules of the Grand Chapter of Gamma Iota Sigma.

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 rules of the National Chapter.

ARTICLE XXI- 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 Alpha Collegiate Chapter of Gamma Iota Sigma, 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 XXII – ADVISORS

- a) Advisors of the Gamma Iota Sigma Alpha Chapter must be full-time members of the University faculty or Administrative & Professional staff.
- b) 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.
- c) The advisor is responsible for ensuring that chapter operations are running smoothly.
- d) A Faculty advisor can volunteer for the position, or someone will be appointed by a department head at The Ohio State University.
- e) The Faculty Advisor shall attend the meetings of the Chapter, aid and advise the Chapter, and shall be responsible for the continuity of records and of other property of the Chapter. The Faculty Advisor shall not vote, hold office, penalize, or veto, and shall not be liable for actions taken by the Chapter.