

LAMBDA PHI EPSILON CONSTITUTION

ARTICLE I: NAME

The name of this Fraternity shall be Lambda Phi Epsilon International Fraternity Incorporated at The Ohio State University.

ARTICLE II: PURPOSE

SECTION A: INTENTION

As leaders of Lambda Phi Epsilon, we advocate for the empowerment of men from all backgrounds and identities, within and outside, of the Asian Pacific Islander Desi American (APIDA) diaspora to further their growth personally, professionally, culturally, and academically. We aim to promote cultural diversity and awareness for those underrepresented within the APIDA community while providing them a safe and inclusive space to freely explore and embrace their heritage. We will work together to help foster strong connections and bonds with the members of Lambda Phi Epsilon and within the community surrounding us.

SECTION B: MISSION STATEMENT

To guide men on a lifelong discovery of authenticity and personal growth.

SECTION C: VISION STATEMENT

A world where Lambda men live authentic, fulfilling lives and contribute through the pursuit of their noble purpose.

SECTION D: CORE VALUES

WISDOM is the pursuit of understanding and its positive application towards our lives and the world.

LOVE is care and respect for ourselves, our brothers, and our world.

CULTURAL HERITAGE refers to the ever-changing values, ideas, and experiences of a people, passed down and passed on over generations.

AUTHENTICITY is the willingness to show our true selves to the world, despite the pressures and expectations that are placed on us by society.

COURAGEOUS LEADERSHIP is leading with integrity, especially in times of adversity, in the pursuit of a more humane and just world.

ARTICLE III: MEMBERSHIP

SECTION A: DEFINITION OF MEMBERSHIP

An undergraduate student/alumni at The Ohio State University that has completed the education process and has fulfilled required dues.

SECTION B: ELIGIBILITY

New Members and Active Members must maintain a cumulative grade point average of over 2.70. Failure to uphold this academic standard will result in internal academic probation and future

active status will be reviewed. Active members must be a full-time student and pay chapter dues.

SECTION C: STATUS

SUBSECTION 1: NEW MEMBER

An individual that is going through The New Member Education process.

SUBSECTION 2: ACTIVE

- a) An undergraduate student/alumni at The Ohio State University that has completed the education process and pays chapter dues.
- b) An individual that meets the criteria of a) but does not meet the defined GPA requirement outlined in Section B.
- c) An individual that has been placed on mandatory disciplinary leave and is restricted in representing Lambda Phi Epsilon while still paying chapter dues.

SUBSECTION 3: INACTIVE

- a) An individual who is currently enrolled in courses that does not meet the eligibility of being an active member or voluntarily chooses to be inactive (allowed for one semester).
- b) An individual who is not enrolled as a full time student and is forced into using their inactive semester but must pay dues.
- c) Inactivity requests will be reviewed by the current Executive Board on a case-by-case basis.

SUBSECTION 4: ALUMNUS

- a) An individual that has graduated from The Ohio State University as a fully crossed brother of Lambda Phi Epsilon.
- b) A former active brother that has ceased education from The Ohio State University and does not pay chapter dues.

SUBSECTION 5: DELETED

A fully crossed brother that has been stripped of his letters and status as a brother of Lambda Phi Epsilon.

SUBSECTION 6: SUSPENDED/PROBATION

- a) A fully crossed brother that has been temporarily stripped of his letters and status of Lambda Phi Epsilon.
 - i) The suspended brother cannot represent Lambda Phi Epsilon in any way; any letters will be confiscated, and they shall be barred from using the hand sign.
 - ii) They are not allowed to participate in any internal or external events hosted by Lambda Phi Epsilon
- b) The suspension shall last one semester. One week before the end of a given semester, the suspended brother will be allowed to return to chapter to make a speech to Active House in order to regain their Active status.

SECTION D: FINANCIAL RESPONSIBILITY

SUBSECTION 1: NATIONAL DUES

Dues that are paid to Lambda Phi Epsilon International Fraternity Inc. to maintain active status.

SUBSECTION 2: MGC FEE

Dues that are paid towards the Multicultural Greek Council (MGC) at The Ohio State University to maintain an active status for the Multicultural Greek Council.

SUBSECTION 3: SORORITY AND FRATERNITY CONTRIBUTION

Dues that are paid towards the Sorority and Fraternity Life (SFL) operations fund.

SUBSECTION 4: CHAPTER DUES

Dues that are paid to aid in chapter operations.

SUBSECTION 5: THE COLLECTION AND PENALTIES OF OUTSTANDING DUE PAYMENTS

Dues for the previous academic semester which have yet to be paid shall be considered “delinquent.” Any brother with delinquent national, MGC, SFL, and Chapter Dues without the consent of the President and Treasurer, shall be subject to, but not limited to:

- A 10% “late” penalty for each month this due payment is outstanding.
- Automatic probation status until delinquent dues are paid off, or nullified by the Treasurer or President.

SECTION E: NON DISCRIMINATORY CLAUSE

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

SECTION F: ANTI-HAZING CLAUSE

SUBSECTION 1: DEFINITION

Hazing is defined as: “any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule; whether done intentionally or unintentionally, on or off Fraternity premises, and whether with or without the consent of the persons subjected to the action.” Such activities and situations include, but are not limited to:

- Paddling in any form.
- Creation of excessive fatigue.
- Calisthenics, such as push-ups or sit-ups.
- Physical and psychological trauma/shock.
- Forced intake of food or beverage.
- Engaging in any public stunts and/or buffoonery.
- Morally degrading activities.
- Activities that interfere with scholastic activity.

- Any activities which are not consistent with fraternal law, mission, vision, core values or policy.
- Any activities that violate university, state/provincial or federal laws or regulations.

SUBSECTION 2: STATEMENT

This organization complies with all State and Federal laws and The Ohio State University's Hazing Policy (see University Student Code of Conduct). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Vice Chancellor of Students Affairs. No chapter or member of Lambda Phi Epsilon shall indulge in any physical abuse or undignified treatment (hazing).

ARTICLE IV: OFFICERS & RESPONSIBILITIES

SECTION A: EXECUTIVE BOARD

SUBSECTION 1: PRESIDENT

- First in power
- Serve as the main point of contact for:
 - Lambda Phi Epsilon
 - Board of Directors
 - OSU Sorority and Fraternity Life
 - External Greek Life
- Serve as communication between Lambda Phi Epsilon International Board and OSU Lambdas
- In charge of calling any necessary emergency fraternity meetings
- Oversee all operations and processes
- Oversee all documentation
- Serve as spokesperson
- Represent the fraternity
- Checks and Balance of Treasurer's Budget and handling of fines
- Scheduling and planning meeting discussions
- Generate annual spring appraisal report for Board of Directors review
- Serve as the head of Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following
 - Executive Board

SUBSECTION 2: INTERNAL VICE PRESIDENT

- Second in power
- Serve as acting president if the president(s) is unavailable
- Generate annual spring appraisal report for Board of Directors review

- Responsible for any requirements made by the SFL and/or Multicultural Greek Council
- Primary point of contact for all internal greek organizations
 - MGC
 - NPHC
 - IFC
 - PHA
- Scheduling and planning meeting discussions
- Responsible for all communications/collaborations with other Greek organizations at OSU
- In charge of calling any necessary emergency fraternity meetings
- Serve as part of Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Brotherhood
 - Academic
 - Professional

SUBSECTION 3: EXTERNAL VICE PRESIDENT

- Third in power
- Serve as acting president if the president(s) is unavailable
- Scheduling and planning meeting discussions
- Primary point of contact for ALL non-Greek student organizations
- Generate annual spring appraisal report for Board of Directors review
- Responsible for all communications/collaborations with other student organizations at OSU
- Serve on Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Performance
 - Social
 - Cultural

SUBSECTION 4: TREASURER

- Fourth in power
- Responsible for all finances and reimbursements
- Be in charge of fundraising
- Keeping track of an explicit, truthful ledger of all transactions

- Look for sponsors
- Serves as the acting President when both President(s) and Vice President(s) are unavailable
- Generate annual spring appraisal report for Board of Directors review
- Responsible for applying for any necessary grants provided by OSU and Lambda Phi Epsilon
- Determine Chapter Dues per semester
- Issuing fines
- Serve on Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Philanthropy
 - Alumni
 - Inflow
 - Outflow

SUBSECTION 5: SECRETARY

- Fifth in power
- Serves as the primary point of contact for OSU operations
- In charge of email communications
- In charge of all appropriate venue bookings assigned
- Maintain schedule of events
- Keeping charge and setting up meeting minutes
- Keeping track of master spreadsheet:
 - Event Tracking
 - Service Hours
 - Study Hours
- Oversee social media
- Keeping track of member attendance at events and Chapter Meetings
- Generate annual spring appraisal report for Board of Directors review
- Overseeing event planning and ensuring that cabinets are getting appropriate work done
- Ensures that each individual brother is on track to complete the community service requirement goals.
- Oversee the following cabinet chair(s):
 - Media
 - WebMaster
 - Service

SUBSECTION 6: NEW MEMBER EDUCATOR

- Oversees process of New Member Education
- In charge of distributing the bid letters

- Collects all necessary information and documentation and provide to Fraternity Executives Council
- Assigns reveal lead for every reveal
- When extending bids:
 - Active house will vote in favor a new member
 - Vote must be unanimous
 - In the case of any objections, those must make a case which will be discussed and voted by majority
 - Deferred bids
 - Only eligible to freshman without the required credits needed to join
 - Former new members dropped due to extenuating circumstances reviewed by active house
- New member review will be conducted throughout the process
 - If there are no votes in favor of keeping the new member, they will be dropped before the next process meeting
- Educates prospective class with appropriate information
- Ensures the safety of prospective class in all fraternity events
- Ensures active members are attending process meetings
- Chooses Assistant New Member Educator
- Serves as the primary point of contact to prospective class
- Oversees Installation of the new brothers that have crossed over the past academic year
- Generate annual spring appraisal report for Board of Directors review
- Oversees the following cabinet chair(s):
 - Rush
 - SUB-SUBSECTION 6A: REVEAL LEAD*
 - Oversees the logistics of new member class reveal
 - Hosts practices for new member class reveal
 - Has complete power over reveal
 - Hosts reveal event
 - Can mandate AH participation for reveal purposes

SECTION B: CABINET

SUBSECTION 1: ACADEMIC CHAIR

- Determine the amount of study hours required to log per semester
- In charge of collecting academic records of all active members and provide to designated Fraternity Executives Council Member (Internal Vice President)
- Determines brothers who did not meet the academic standard outlined in Section B and may place them on academic probation
- Creates necessary event(s) to help benefit the academic well-being of our members
- Checking up on member well-being

SUBSECTION 2: ALUMNI CHAIR

- Create programming catered to fraternity alumni
- Engage alumni with current active members

- Collecting Alumni monetary contribution
- Update and maintain alumni database and contact information
- Main point of contact for Alumni
- Main point of contact for Inactive brothers

SUBSECTION 3: BROTHERHOOD CHAIR

- Create mandatory events for active house members to promote brotherhood bonding
- Keeping track of fraternity morale
- Relaying any concerns about fraternity dynamic to Fraternity Executives Council
 - Putting together any necessary emergency actions to mitigate further issues

SUBSECTION 4: WEBMASTER

- Updates and maintains The Ohio State University Lambda Phi Epsilon website

SUBSECTION 5: MARKETING & MEDIA CHAIR

- Be in charge of providing assets for all social media platforms
 - Facebook
 - Instagram
 - Etc.
- Specializations:
 - Historian
 - Social Media
 - Graphic Design
- Interacting with the audience via these platforms
- Will provide updates to the community through social media
- Assist Secretary in creating necessary graphics and posting on the appropriate platform
- Design graphics and media that represent Lambda Phi Epsilon
 - Flyers/brochures/posters

SUBSECTION 6: PHILANTHROPY CHAIR

- Being point of contact for National Marrow Donor Program (NMDP) or philanthropic partner(s)
- Creating fundraising ideas to raise money to donate
- Table NMDP and hold drives

SUBSECTION 7: SOCIAL CHAIR

- Create social programming with other organizations (Student and Greek)
- Assist Internal & External Vice President by acting as a form of contact to organizations
- Compile necessary logistics and information to present to fraternity

SUBSECTION 8: RUSH CHAIR

- Design Rush and logistics
- Promoting Rush events
- Executing Rush events
- In charge of creating bid letters
- Maintaining relationship with Rushees throughout the semester
- Main point of contact for recruitment
- May appoint rush committee in the absence of the most recent class

SUBSECTION 9: ASSISTANT NEW MEMBER EDUCATOR

- Ensure that process is safe for interested new members
- In charge of distributing bid letters
- Ensuring process spaces are representative of fraternity morals and pillars
- Maintaining connections with new members
- Obtaining and organizing all necessary information gathered from new members

SUBSECTION 10: SERVICE CHAIR

- Provides the chapter with the opportunity to receive and meet service hours.
- Handles the volunteering of time to any service or nonprofit organization.
- Service Requirements:
 - Total of 10 hours
 - 5 Hours (SFL)
 - Must be completed via non-profit organization
 - 5 Hours (Chapter)
 - Must be approved by the discretion of Service Chair
 - Requirements can be adjusted for those with extenuating circumstances by Service Chair
 - Every hour not meeting requirements will be fined \$50.

SUBSECTION 11: PERFORMANCE CHAIR

- Provides chapter with dance practices and creates environments that allows brothers to learn a specific choreography
- In charge of making sure that Lambda Phi Epsilon is represented as well as possible when partaking in other student organization's programs
- Teaching new members as well as the entire active house the international stroll
- Assists in the new member presentation at the discretion of the Reveal Lead
- Keeps track of previous strolls done by OSU Lambdas
- Minimum participation requirement will be decided by Performance Chair on event or dance basis

SUBSECTION 12: CULTURE CHAIR

- Creates programming that brings awareness to the culture of the APIDA diaspora

SUBSECTION 13: PROFESSIONAL CHAIR

- Monitors the professional portfolios of brothers and assists their professional career
- Organize any programming that assists in the furtherment of brothers' careers

SUBSECTION 14: INFLOW CHAIR

- Monitors the flow of money into the fraternity payment collection platform and bank account.
- Update the budget spreadsheet for money inflow

SUBSECTION 15: OUTFLOW CHAIR

- Approves the flow of money out of the fraternity upon discussion with the treasurer.
- Update the budget spreadsheet for money outflow

SECTION C: BOARD OF DIRECTORS

SUBSECTION 1: RESPONSIBILITIES

- All Charters are mandated to be on the Board

- Any class after Charters that are interested to join the Board will have to apply
- In charge of reviewing all transactions above \$500
- Oversees Active house risk-management and harm reduction
- Maintain communications between Board of Directors and Executive Board
- Provide guidance to Active house
- Review Active house activities
- Review Active house performance annual spring appraisal report
 - Money Raise/Loss
 - New Member Gain/Loss
 - Changes in policies
 - Emergency meetings and reasons for it

SECTION D: ADVISOR

- Share knowledge, expertise, and experience
- Serve as a resource
- Voting body in dissolution of the organization

SECTION E: ELIGIBILITY FOR EXECUTIVE BOARD

SUBSECTION 1: TREASURER & SECRETARY

- All active members qualify

SUBSECTION 2: PRESIDENT, INTERNAL VICE PRESIDENT, EXTERNAL VICE PRESIDENT, & NEW MEMBER EDUCATOR

- Must serve at least 1 term as a cabinet chair and be an active member in the community (subject to chapter approval) or one year on the executive board.

SECTION F: EXECUTIVE BOARD TERM LENGTH

- The Executive Board will serve one academic year long term beginning in the Fall.

SECTION G: CABINET TERM LENGTH

- A cabinet member will serve one academic semester long term.
- The Professional Chair will serve one academic year term, beginning in the fall semester.

SECTION H: BOARD OF DIRECTOR LAYOUT

- Charters serve indefinitely
- Other classes after Charters will serve 1 academic year term

ARTICLE V: ELECTION OF OFFICERS

SECTION A: EXECUTIVE BOARD

Members that are interested in these positions will fill out the interest form. After filling these forms out, their eligibility will be checked and approved by the active house. When approved, they will

bid deliver a speech during their allotted time. (5 minutes maximum) After issuing their speech, they will be subject to a Q&A administered by the rest of the chapter. Voting will be done by the active house.

If a potential candidate has an opposing candidate(s), neither candidate(s) can partake in their respective interview and voting processes. If the candidate is running unopposed, the time limit is neglected.

SECTION B: CABINET

Members that are interested in these positions will fill out the interest form. After filling these forms out, their eligibility will be checked and approved by the active house. When approved, they will deliver a speech during their allotted time. (The President sets a maximum time limit) After issuing their speech, they will be subject to a Q&A administered by the rest of the chapter. Voting will be done by the active house.

If a potential candidate has an opposing candidate(s), neither candidate(s) can partake in their respective interview and voting processes. If the candidate is running unopposed, the time limit is neglected.

If there are vacant Cabinet Chair positions, it may be filled via Executive Board discretion.

If there are Actives without positions, they may be placed in a position via Executive Board and Big Bro discretion.

SECTION C: BOARD OF DIRECTORS

Alumni that are interested in serving on the Board of Directors will apply via the interest form. After filling these forms out, their eligibility will be checked and approved by the Charter Class and non-reapplying B.O.D. When approved, they will deliver a speech during their allotted time. After issuing their speech, they will be subject to a Q&A administered by the Charter Class and non-reapplying B.O.D. Voting will be done by the Charter Class and non-reapplying B.O.D.

ARTICLE VI: CODE OF CONDUCT

SECTION A: DISCIPLINARY ACTION

- The members of Lambda Phi Epsilon are to abide, by the rules and guidelines of all State and Federal Laws and The Ohio State University's Code of Conduct.
- The members of Lambda Phi Epsilon are to also uphold the values of Lambda Phi Epsilon International Fraternity, Inc.
- Any and all activities that do not follow the rules and guidelines mentioned above done on the premise of the Lambda Phi Epsilon International Fraternity house, during a Lambda Phi Epsilon function or performed by a brother of Lambda Phi Epsilon will result in disciplinary actions that may include expulsion from Lambda Phi Epsilon International Fraternity Inc., confiscation of the Lambda Phi Epsilon House Letters and possible legal recourse.
- The executive board or a separate committee at the discretion of the President shall handle disciplinary action with the exception of expulsion.
- In order for a disciplinary action to move forward, 75% of all members involved in the

the judicial process must vote in favor.

- In the event of possible expulsion, a panel of alumni will determine whether or not to pursue this course of action. To expel a member, the Midwest Governor must be notified and forms must be completed and submitted before submitting a request to the alumni Board.
- Other possible disciplinary actions must adhere to all University, State and Federal guidelines. Some options may include; removal from officer position, confiscation of letters, restrictions of attendance to fraternity events, voting privileges, continuation of lineage, etc.

SUBSECTION 1: FINES

Active members are subject to be fined at the discretion of the Executive Board and approval of fine requests from Cabinet Chairs. Grounds for being fined include, but are not limited to, the following:

- Not completing paperwork/forms: \$5
- Unexcused absence to chapter meetings or mandatory events: \$25+
 - Two unexcused tardies to a chapter meeting is equivalent to one unexcused absence
 - Active members will be given two warnings for tardiness and one warning for an unexcused absence
 - Showing up to a chapter meeting under heavy influence is the equivalent of an unexcused absence
 - For each unexcused absence after the first fine, the penalty shall be multiplied by 2 (Ex. \$25, \$50, \$100)
 - Resets every semester
- Unruly conduct during chapter: \$15+
 - For each instance of unruly conduct, the penalty shall be multiplied by 3 (Ex. \$15, \$45, \$135)
 - Resets every semester
 - Determined at the discretion of Executive Board
- Unruly conduct outside of chapter: \$50+
 - Excessively inebriated
 - Excessively aggressive
 - For each instance of unruly conduct, the penalty shall be multiplied by 3 (Ex. \$50, \$150, \$450)
 - Determined at the discretion of Executive Board
- Not fulfilling service requirements: \$50 per hour
- Not fulfilling academic requirements: \$10 per hour
- Revealing confidential Lambda Phi Epsilon Fraternal operations: \$100
- Missing mandatory chapter operations: \$150
 - Only very extreme circumstances may be excused

Offenders will have a set amount of time, per Executive Board discretion, after the email is sent to contest a fine. Executive Board and offender must be present at this contest, actives may also attend.

SUBSECTION 2: WARNINGS

Any and all distributed warnings will be officially documented and sent to offenders via email. Offenders will have a set amount of time, per Executive Board discretion, after the email is sent to contest a warning. Executive Board and offender must be present at this contest; actives may also attend.

SECTION B: SAFE COMMUNITY INITIATIVE

SUBSECTION 1: INTENTION

SUBSECTION 2: RETALIATION CLAUSE

SUBSECTION 3: DEFINING

SUBSUBSECTION A: HARASSMENT

SUBSUBSECTION B: ASSAULT

SUBSUBSECTION C: SEXUAL ASSAULT

SUBSECTION 4: REPERCUSSIONS

SUBSECTION 5: DUE PROCESS

ARTICLE VII: STATUS REMOVAL

SECTION A: EXECUTIVE BOARD/CABINET

The need to remove an officer that is not the President, due to any reason, will be evaluated and determined by the Executive Board, Active House, and President.

SECTION B: PRESIDENT

To ask the President to step down, the Executive Board members, Active House, and Advisor must come forward with a motion presented during a board meeting where it will be discussed. A majority vote must be found for the motion to pass.

SECTION C: BROTHERS

The need to remove a member due to any reason will be first discussed with the officers on the Executive Board, then Active House; however, ultimately decided by the President and Executive board.

ARTICLE VIII: METHOD OF AMENDING CONSTITUTION

Proposals for amendments will be undergone during Executive Board meetings between the President(s) and Vice-President(s). Legislation will require 75% approval of both executive board and active house. All changes in Legislation must be added to the annual spring appraisal report and presented to the Board of Directors.

Charter class reserves the right and ability to make any necessary changes to the fraternity while notifying the Executive Board and Active House without petition at any time.

ARTICLE IX. DISSOLUTION

Lambda Phi Epsilon at The Ohio State University may be dissolved only in the event of all cleared debts. Dissolution will occur only through the unanimous approval by the President, Vice

President, Treasurer, Active House, and Advisor. Upon dissolution of the organization, all existing assets shall be donated to the National Marrow Donor Program.