

Sigma Epsilon Phi Constitution

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Sigma Epsilon Phi
The Orthodox Students of The Ohio State University
Constitution

Updated Nov 12, 2023

Preamble:

We, the students of Hellenism, the Greek Culture, and the Orthodox faith of The Ohio State University, are here in order to establish a social Fraternity organization to promote the principles of brotherhood. In order to create an outlet for social activities and to stimulate sincere interests in Greek culture, Orthodox faith, and community affairs, we do hereby ordain and establish this Constitution for The Ohio State University Alpha chapter of the Sigma Epsilon Phi Fraternity.

Article I – Organization Name

The name of this organization shall be Sigma Epsilon Phi Fraternity Alpha Chapter.

Article II – Organization Purpose

- I. To unite its members in a close bond of friendship, seeking to instill in them a spirit of mutual love and helpfulness, to the end that each member and the fraternity as a whole may attain social, moral, and intellectual excellence.
- II. To cooperate with the administrative officials and faculties of The Ohio State University and other organizations.
- III. To give financial assistance to deserving members through annual scholarships in order to enable them to complete their educational work.
- IV. To uphold the pillars of brotherhood, Orthodoxy, Hellenism, and service

Article III – General Membership Guidelines

Section 1 – Membership Admission

- I. A newcomer shall be defined as any individual who demonstrates a sincere and consistent interest in becoming a member but has not yet been formally initiated.
- II. All persons applying for membership are subject to a review by the Judicial Committee for the purpose of determining the qualifications of each newcomer as defined by the by-laws.
- III. A newcomer's admission shall not be discriminated against 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 basis in accordance with Ohio State Student Organizations' Guidelines.
- IV. Only students of The Ohio State University and its satellite campuses shall be allowed to become a member or to maintain membership.

Section 2 – New Member Eligibility and Initiation

- I. Newcomers become eligible for the formal initiation ceremony only after fulfillment of the requirements of active participation as a newcomer in this Fraternity and the obligation of the newcomer fee, which shall fulfill the dues requirement of the first year.
- II. Membership and its privileges shall be initiated only after full participation in the formal initiation ceremony. It is the obligation of every newly inducted member to sign the membership book.
- III. The formal initiation ceremony shall be performed every Spring Semester, in February, as long as there is at least one newcomer who is to be formally initiated.

Section 3 – Expulsion from the Fraternity

Failure to observe this constitution or any attempts to frustrate its goals shall be cause for expulsion from this Fraternity. Such members may be removed from membership by using the impeachment procedure. Such persons shall be readmitted to the Fraternity only upon a 2/3 majority vote of the membership present.

Article IV – Government Structure

All powers granted by the Constitution and By-laws of this Fraternity shall be vested in three departments: Legislative, Executive, and Judicial. Each of the aforementioned shall be independent and shall function within its appropriate framework as stated in this document.

Article V – Leadership Structure

Section 1 – Election of Officers and Slating

Election of new officers will take place by slating:

- I. The selection committee will slate applicants into executive board positions
- II. The selection committee will consist of the current president, the incoming president, one Sigma advisor, and two general body members (juniors that aren't running for a position or seniors) elected to the committee by popular vote
- III. The selection committee will accept applications, interview those who applied, and then create their slate
- IV. The slate will be presented to general body and needs a simple majority vote to pass
 - A. If the slate does not pass, a popular election will take place

- B. If a popular election is necessary, those running for positions on executive board can only be considered for positions that they applied for before being interviewed by the selection committee

Section 2 – Executive Board

President:

- I. Oversee and manage all Fraternity positions and committees.
- II. Set up and lead all general body and executive board meetings and to meet with our faculty advisors as needed. It is the president's responsibility to communicate dates/times, and to actively move Sigma Epsilon Phi towards our long term goals.
- III. Responsible for submitting all required paperwork for student organization renewal and reserving meeting rooms.
- IV. Oversee voting procedures and processes
 - A. only the president can call a revote if necessary, such as circumstance change, unclear consensus, etc.
 - B. Will have tie-breaking vote if necessary and may call special meetings
- V. Shall meet biweekly with VPs to facilitate communication and set general executive board expectations
- VI. Shall maintain a file consisting of the most current constitution, membership book, slating procedures, initiation script, and all notaries and constitutions for daughter chapters which shall be passed down from president to president.

Vice President of Membership:

- I. Oversee the Recruitment Chair, Sergeant at Arms, and Outreach Chair
- II. Shall preside over meetings upon the President's request and/or absence
- III. Shall succeed the President upon the latter's resignations or inability to discharge their duties
 - A. The office of VP of Membership will remain vacant until the next regularly scheduled election or upon offices of both the President and VP of Membership being vacant
- IV. Along with the President, shall monitor and oversee members including but not limited to participation in general body meetings, recruitment, and risk management
 - A. Must record and keep track of meeting attendance
- V. Oversee and Recruitment chair in all new member based events
 - A. assist in organizing a table at the involvement fair
 - B. creating engagement opportunities for membership
 - C. Plans end of the year membership event at church
 - D. oversee initiation led by recruitment chair
- VI. Responsible for new member information meetings and keeping in contact with potential new members
- VII. Responsible for working with VP of Finance to obtain/update a master list of members for the year and their contact information
 - A. Admin of GroupMe and is responsible to add or drop people

Vice President of Hellenism:

- I. Oversee OCF chair to provide adequate number of GOCEP opportunities (Greek Orthodox Cultural Enrichment Program)
- II. Responsible for setting GOCEP standards and keeping track of member credits
- III. Main contact with the Columbus Church and is responsible for maintaining a healthy and firm relationship by staying up to date with church events and opportunities for sigma to get involved in
- IV. Promote any and all Greek Orthodox Christian events, including but not limited to: YAL, Real Break, OCF, Church attendance and fellowship, Olympic Society correspondence, GOYA, Sunday school, Greek dance, festival assistance, etc.

Vice President of Service:

- I. Oversee Volunteer coordinator to provide an adequate number of service opportunities
- II. Set service credit requirements and keep track of each members credits
- III. May donate money with exec boards vote of approval
- IV. Work with the VP of Hellenism to stay up to date with service opportunities through the church

Vice President of Finance:

- I. Oversee Fundraising and Engagement events
 - A. oversee the Fundraising Chair and ensure success of any fundraising campaigns
 - B. work regularly with the Fundraising Chair and Formal Event Chairs to fundraise appropriately to maintain the budget
- II. Approve Sweethearts venue contract with President and VP of Engagement
- III. Shall oversee the budget and collect dues from members
 - A. This includes meeting individually with each member of the executive board to discuss their respective budgets
 - B. Present annual budget to the executive board for approval
 - C. required to present the budget within the first two months of each semester to both exec and then general body
- IV. Proposes any changes in membership dues to the executive board

Vice President of Engagement:

- I. Create and manage the Google Calendar with all social events
- II. Plan and manage engagement events with Formal Event and Social Chairs, including but not limited to: formal, greek night, ski trip, preparty, and Sweethearts
- III. Ski Trip Responsibilities
 - A. make sure ski trip attendees are members in good standing by looking over their dues, ski trip payment, GOCEPS, service credits, and meeting attendance
 - B. Organize rides to and from ski trip
 - C. Oversee ski trip responsibilities of formal and social chairs

Section 3 – Chair Positions

The Recruitment Chair:

- I. Recruit new members into Sigma Epsilon Phi, implement new member programming, and ensure potential new members have completed their requirements to be initiated into Sigma Epsilon Phi
- II. Make poster board for involvement fair in the fall and be at involvement fair all day
- III. Plan ski trip initiation, informal initiation in spring and formal initiation
- IV. Plan big/little mixers and big/little reveal with VP of Membership
- V. Plan and host a new member retreat during fall semester with VP Membership
- VI. Plan formal initiation at the church (inform the priests!!) with VP Membership

The Social Chairs:

- I. Shall plan fellowship events for Sigma Epsilon Phi according to calendar set by VP of Engagement
 - A. specifically plan, organize, and set up A and B week events
- II. Shall help formal event chairs and VP of Engagement with when requested
- III. Responsible for social aspects of Ski Trip including daily activity schedule, party themes, and preparing drink supply

Volunteer Coordinator:

- I. Shall work with the VP of Service to create Volunteer Events
- II. Shall keep track of the service credit standing of members

The Outreach Chair:

- I. Responsible for all communication and networking outside of Sigma, including emails and all social media platforms
 - A. This includes communicating with alumni for events like Alumni weekend, encouraging alumni and external support for Sweethearts attendance, sending out the Sweethearts ad book
- II. organize a census of past and present members and their contact info
- III. Shall oversee, guide, and foster a continuous relationship with all daughter chapters of Sigma Epsilon Phi, while updating VPs of the Alpha chapter on significant events and matters in all daughter chapters.

The Formal Event Chairs:

- I. book venues, organize, plan, and set up all formal events, including but not limited to; formal, greek night, ski trip, pre-party, and Sweethearts
- II. Responsible for Ski Trip Logistics: venue, food, utensils, cleaning supplies, etc
- III. Work with VP of Engagement for all formal events and aid social chairs in event set ups when needed
- IV. Work with Brand Management for marketing and fundraising chair for donations

The Brand Manager:

- I. Shall design any and all apparel for the organization
- II. Assist fundraising chair with creation of Sweethearts ad book and work with outreach chair for marketing of the event

The Fundraising Chair:

- I. Plan fundraising events for Sigma Epsilon Phi
- II. Correspond with VP of Engagement and Formal Event chairs about Sweethearts fundraising
- III. Create Sweetheart's Ad book by reaching out to old sponsors and looking for new sponsors

Parliamentarian:

- I. Will uphold and update the constitution of Sigma Epsilon Phi
- II. Present during any voting scenarios to break ties if necessary
- III. Responsible for running all general body member voting scenarios
 - A. along with President, shall count and record final votes in meeting minutes
- IV. Record important topics for exec and general body meetings
- V. Send out weekly emails to general body with any important information

OCF Chair:

- I. Shall maintain a partnership between Sigma Epsilon Phi and Orthodox Christian Fellowship.
 - A. responsible for promoting any/all events related to the faith and working diligently to keep the faith at the forefront of the organization
- II. Shall partner with the Annunciation Columbus Greek Orthodox Church to further a relationship with the community. Also, work with GOYA to foster a bond between the two organizations.
- III. Organize and send out church rides list each week
- IV. Work with VP of Hellenism to create GOCEP/Orthodox Christian events

Sergeant at Arms:

- I. Shall call meetings to order
- II. Advise the organization on matters of risk management
- III. Sit on Judicial Board along with the President and Vice President of Membership
- IV. Organize fraternity fantasy sports leagues
- V. Create, send out, and oversee ski trip risk management forms

Section 4 – Vacancies

- I. When both the Presidential and Vice-Presidential offices become vacant, the Parliamentarian shall preside over meetings until a special election to fill the vacancies of the President and Vice President for the remainder of the original term of office is held.
- II. Vacancies in any office other than the President or Vice-President shall be filled by appointment by the President and confirmed by a majority vote of all members present.

Section 5 – All officers shall begin their new terms with this oath:

"I ____ (name) ____ do solemnly swear to faithfully execute the responsibilities of the office of ____ (office) ____, and to preserve, protect, and defend the Constitution of the Sigma Epsilon Phi Fraternity of The Ohio State University to the best of my ability, so help me God."

Section 6 – Term length

All terms will begin simultaneously and will run from the last meeting of Spring Semester, when the oath is taken, until the following year when the next oath is taken.

Article VI – Impeachment

Impeachment proceeding against any officer shall be carried out according to the following procedure:

- I. A written request for impeachment signed by at least three members in good standing stating the reason for impeachment must be filed with the President and the Secretary
- II. The vote for removing an officer shall be announced one week before the actual vote.
- III. The charges must be read as written on the request for impeachment
- IV. A majority vote is required of the membership to start debate and force a vote on removal.
- V. The officer accused will have the right to be the final speaker of the debate before a secret ballot vote on their removal.
- VI. A $\frac{3}{4}$ majority vote shall be necessary for removal of the officer accused.
- VII. The member who was removed from the office shall not be permitted to hold that office again or be permitted to hold the offices of President, Vice-President, or Treasurer.

Article VII – Judicial Department

- I. There shall be no permanent Judicial Body
- II. All Vice President voting scenarios must reach a simple majority before being brought up to general body
- III. At such times as judicial advice becomes necessary, the President shall appoint a three member special council. The Parliamentarian shall be a member of this council.
- IV. The membership has the right to challenge the appointment of a member to the Judicial committee and may vote to remove a member from the committee. At that time, the President may appoint another member.

Article VIII – Legislative Department

The Legislative Department composed of all members in good standing shall govern this Fraternity. Meetings shall be held after due notice to the membership. Votes on a motion shall only be accepted if a quorum is met.

Article IX – Quorum and Procedure

- I. The procedure of meeting of the Fraternity shall be in accordance with Robert's Rules of Order, except when otherwise noted in this Constitution.
- II. Questions of procedure shall be referred to the parliamentarian.
- III. A quorum shall be 3/5 of the membership in good standing.
- IV. All Fraternity business shall be enacted by members present at meeting with the option reserved to any three members present to postpone any decision until a quorum of 3/5's of the membership is assembled at a following meeting.

Article X – Advisors

At least one advisor must be a faculty member of The Ohio State University. Advisors shall be appointed by the President and confirmed by a majority vote of all officers. The term of all advisors shall be the same as the elected officers.

Article XI – Amendments

Amendment proceeding shall be carried out according to the following procedure:

- I. A written request for an amendment signed by at least three members in good standing stating the actual wording to the amendment must be filed with the President and the Recording Secretary B) Such proposals shall be read to quorum assemblies for two consecutive meetings before a vote is taken.
- II. A $\frac{3}{4}$ majority vote is required for an amendment to the Constitution.
- III. If an amendment is ratified, the amendment will be listed after this Constitution. It shall not rewrite this document.

Amendment 1 – Risk Management Procedures

Purpose

To establish a Judicial Board (hereafter referred to as “the Board”) to handle 14 cases relating to Risk Management and Discipline within the organization of Sigma Epsilon Phi

Membership

- I. The Board will be comprised of the Sergeant at Arms, the President and the VP of Membership of Sigma Epsilon Phi
- II. In the event that a member of the Board cannot attend a meeting, the succession shall be,
 - A. The VP of Hellenism
 - B. The VP of Finance
 - C. The VP of Engagement
 - D. The VP of Service
- III. In the event that a member of the Board is the offending member, the succession shall be,
 - A. The VP of Hellenism
 - B. The VP of Finance
 - C. The VP of Engagement
 - D. The VP of Service
- IV. In extreme cases, to be determined at the discretion of the Board, the faculty advisor of Sigma Epsilon Phi may be asked to sit on the Board

General Procedure

- I. Member(s) will be summoned if said members(s) actions causes:
 - A. A violation of the Constitution of Sigma Epsilon Phi,
 - B. Any action that causes damage to property,
 1. Of a fellow member,
 2. Of university property during a Sigma event,
 3. Of venue property during a Sigma event.
 - C. Any action that causes or threatens harm to a fellow member
 - D. Any action not specified that could lead to Sigma losing its status as a student organization with the University
- II. In the event that other members were present and witnessed the event take place, they shall also be summoned to meet with the Board
- III. Member(s) will receive a formal notice of summons at least one week prior to a meeting with the Board, formal notices include but are not limited to an email, a phone call, or voicemail from the Board
- IV. The members of the Board shall meet with the summoned member(s) to:
 - A. Discuss the that incident that took place
 - B. Determine possible discipline including but not limited to:
 1. Temporary suspension from social events
 2. Temporary suspension from Sigma
 3. Expulsion from Sigma
 4. Payment for damages caused Sigma Action Policy
- V. After the Board has met with the member(s), the Board shall determine a course of action consistent with the event that transpired. The Board shall inform involved parties of their decision no later than two weeks after the initial meeting.

Expulsion

- I. In the event that an offense merits member expulsion, the Board shall vote on the case before moving forward and a $\frac{2}{3}$ vote is necessary for a member to be considered for expulsion
- II. If the Board has determined that expulsion is merited, the Board will bring the case to the VPs and Sigma Faculty Advisor,
- III. The Board, VPs and Sigma Faculty Advisor will vote to determine whether the member will be expelled
 - A. A $\frac{2}{3}$ majority in favor of expulsion is required for it to pass
 - B. If the vote does not pass, another form of discipline will be considered
- IV. The Sigma Faculty Advisor makes the final decision in matters of expulsion
- V. In the event a member is expelled, that member will not be allowed to attend Sigma events including but not limited to Meetings and Social events
- VI. The expelled member can appeal their expulsion to the Board one semester after the incident occurred

Amendment 2 – Daughter Chapters of Sigma Epsilon Phi

Purpose

To create a comprehensive framework for the implementation of a daughter chapter of Sigma Epsilon Phi Fraternity at interested academic institutions below the Alpha chapter at The Ohio State University.

Addition of Daughter Chapter - Qualifications for Addition:

- I. Must file a proposal of intention to the current President of Sigma Epsilon Phi, Alpha chapter at The Ohio State University for daughter chapter consideration
- II. Must be able to create and maintain a student organization at home university
- III. Must have an organization advisor who is a member of home institutions' university faculty
- IV. Must have at least 30 interested potential members at start of organization
- V. Must have enough members willing to fill all positions on the executive board of daughter chapter
- VI. Must be willing to adopt and enforce the entirety of the daughter constitution of Sigma Epsilon Phi.
- VII. Must have an Orthodox church within driving distance from home university

Procedure of Addition

- I. The Vice President board of Sigma Epsilon Phi Alpha chapter must reach a simple majority vote to continue the process of creating a daughter chapter; once met, the vote will proceed to the general body
- II. Article IX Quorum and Procedure guidelines must be followed to approve the addition of the daughter chapter by the quorum
- III. Once approved, daughter chapter will be added to "Daughter Chapters of Sigma Epsilon Phi" section below in this amendment
- IV. A notarized agreement stating the daughter chapter will uphold and adhere to the daughter constitution of Sigma Epsilon Phi must be signed by both the Alpha and daughter chapters' President and Vice President of Membership.

- V. The notarized document will be filed with the current President of Sigma Epsilon Phi Alpha chapter and will be passed down from president to president
- VI. The succession of daughter chapters shall be named in the order of the Greek alphabet, with the first daughter chapter named the Beta chapter. When the last letter of the alphabet has been used, the next chapter is the Alpha Alpha chapter.
- VII. In preserving tradition, the Sweethearts dance will be hosted once a year by the Alpha Chapter at The Ohio State University. This event will be held in conjunction with all daughter chapters.

Amendments to Daughter Chapter - Initiated by Daughter Chapter:

- I. The daughter chapter must compose a written proposal for an amendment to the daughter constitution signed by at least three members in good standing at said daughter chapter. The proposal shall be the official wording of the intended amendment to said daughter constitution. The proposal shall be filed with the President and the Recording Secretary of the daughter chapter.
- II. The Vice President board of the daughter chapter must come to a simple majority vote in order to present the proposal to the general body of the daughter chapter.
- III. The proposal shall be read before to the daughter chapter quorum assemblies for two consecutive meetings before a vote is taken.
- IV. A $\frac{3}{4}$ majority vote of the daughter chapter quorum assemblies is required for the creation of a proposal to the daughter constitution.
- V. The passed proposal shall be relayed from the Parliamentarian of the daughter chapter to the Parliamentarian of the Alpha chapter.

- VI. The Parliamentarian of the Alpha chapter shall present the passed proposal to the Vice President board of the Alpha chapter, who must reach a simple majority to allow the proposal to proceed
- VII. Once the proposal is approved by the Alpha chapter, the Parliamentarian of the Alpha chapter shall relay the decision of approval to the Parliamentarian of the daughter chapter and it becomes an amendment in the daughter constitution.
 - A. The updated daughter constitution shall be shared with the parliamentarian of the Alpha chapter.
 - B. In the event that the proposal is declined, it may be reintroduced the following semester.

Amendments Initiated by Alpha Chapter

- I. Any amendments to sections of the constitution of the Alpha chapter must be communicated to all daughter chapters through the Parliamentarian of the Alpha chapter.
- II. If the amendment is applicable, each daughter chapter must adopt the amendment made by the Alpha chapter to their respective constitutions. The Parliamentarian of the Alpha chapter is responsible for determining the applicability of the amendment in respect to all daughter chapters, and shall communicate with appropriate chapters.

Removal of Daughter Chapter

Definition of Removal – Removal entails the termination of association with all chapters of Sigma Epsilon Phi, the stripping away of the name “Sigma Epsilon Phi” from said daughter chapter, and the inclusion of an end date of said daughter

chapter in this amendment under the section entitled “Daughter Chapters of Sigma Epsilon Phi”

Qualifications for Removal

The following two situations qualify a daughter chapter for removal:

Option 1: A request from the daughter chapter to the Alpha chapter.

- I. The daughter chapter must compose a letter of intent requesting to be removed from the Alpha chapter of Sigma Epsilon Phi which must be signed by the daughter chapter President, Vice President of Hellenism, and 3 other members in good standing.

Option 2: A daughter chapter may be removed if the daughter chapter fails to uphold the standards set forth by the pillars or constitution of Sigma Epsilon Phi.

Procedure of Removal

- I. A majority of the Alpha chapter Vice President board must vote to remove the daughter chapter.
- II. The proposal must be read before the Alpha chapter quorum assemblies for two consecutive meetings before a vote is taken.
- III. A $\frac{3}{4}$ majority vote of the Alpha chapter quorum assemblies is required for the removal of a daughter chapter.
- IV. Daughter chapters must provide proof that they have officially removed the name Sigma Epsilon Phi from their student organization or that the student organization has been terminated.