### **Constitution of Kappa Theta Pi – The Ohio State University Chapter**

#### **Article I – Name, Affiliation, and Purpose**

1. **Name**: The name of this organization shall be **Kappa Theta Pi – The Ohio State University Chapter** (KTP).
2. **Affiliation**: Kappa Theta Pi is a nationally affiliated professional fraternity for individuals passionate about technology. As The Ohio State University Chapter, this organization operates in alignment with the values, principles, and mission of Kappa Theta Pi’s national organization, fostering a collaborative and supportive community of technology enthusiasts.
3. **Purpose**:
	* To develop technical and professional skills among members.
	* To foster collaboration and networking between students, alumni, and industry professionals.
	* To promote a diverse and inclusive environment for students pursuing interests in technology.
	* To support members through workshops, mentorship, and events that enhance personal and professional growth.

#### **Article II – Membership**

1. **Eligibility**:
	* Voting membership is limited to currently enrolled students at **The Ohio State University**.
	* Non-student members, such as faculty, alumni, or professionals, may join as non-voting honorary or associate members.
2. **Non-Discrimination Policy**:
This organization does not discriminate based on 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.
3. **Sexual Misconduct Policy**:
As a student organization at OSU, Kappa Theta Pi expects members to conduct themselves in a manner that maintains an environment free from sexual misconduct. Members are required to adhere to University Policy 1.15.

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#### **Article III – Organization Leadership**

1. **Executive Positions**:
	* **Primary Leader (President)**: Oversees all operations, presides over meetings, and ensures the organization adheres to its mission and policies.
	* **Secondary Leader (Vice President of External Affairs)**: Manages relationships with external organizations and alumni, coordinates collaborations, and assumes presidential duties in the absence of the President.
	* **Treasurer (Vice President of Finance)**: Manages the organization’s finances, including budgeting, fundraising, and financial reporting.
	* **Advisor**: Serves as a full-time OSU faculty or staff member to provide guidance and ensure compliance with university policies.
2. **Term and Selection**:
	* Leaders are elected annually by voting members.
	* Eligibility for office requires active membership for at least one semester prior to the election.

#### **Article IV – Election of Leaders**

1. **Nomination Process**:
	* Nominations for leadership positions are made during the designated election meeting each spring semester.
	* Nominees must accept their nomination to be added to the ballot.
2. **Voting Process**:
	* Elections will be conducted via anonymous voting, with results determined by a simple majority.
	* In the event of a tie, a run-off election will be held.
3. **Special Circumstances**:
	* Vacancies due to resignation or impeachment will be filled by a special election within two weeks of the vacancy.

#### **Article V – Membership Conduct and Removal**

1. **Reasons for Removal**:
	* Violating the constitution or bylaws.
	* Engaging in behavior detrimental to the organization’s mission or violating OSU policies, the Student Code of Conduct, or applicable laws.
2. **Removal Process**:
	* Members may be removed by a majority vote of the Executive Committee, in consultation with the organization’s advisor.
	* Executive officers may be removed with a two-thirds majority vote by the Executive Board.
	* Temporary suspensions may be imposed by the advisor and Executive Board during investigations.

#### **Article VI – Meetings and Events**

1. **General Meetings**:
	* At least four general chapter meetings will be held each semester, excluding summer.
2. **Events**:
	* Members are expected to attend at least 50% of hosted events to maintain active membership status and adhere to the Points system instituted.

#### **Article VII – Executive Committee**

1. President

* Call all meetings to order and preside over them.
* Act as a liaison between the fraternity and outside offices.
* Approve all outgoing correspondence.
* Enforce strict observance of the fraternity’s laws and policies.
* Ensure that the Executive Board members faithfully complete their duties.
* Assess punishments and fines.
* Rule on points of order.

2. Vice President of External Affairs

* Assume the duties of the President in their absence.
* Assist the President in the performance of their duties.
* Maintain relationships with Nationals as Kappa Delta Colony Nationals Delegate.

3. Vice President of Finance

* Keep accurate records and control the fraternity’s finances.
* Provide financial reports at all meetings.
* Ensure proper authorization is received before releasing any funds.
* Collect dues and other fees collected by the fraternity.
* Lead efforts for additional fundraising from the university and other sources.

4. Vice President of Internal Operations

* Record minutes at meetings.
* Manage attendance, community service, and professional development records.
* Update the calendar and reserve spaces for Chapter meetings and events.
* Keep a record of events, such as taking photos and videos.
* Handle all feedback forms for the fraternity.
* Send out monthly point updates to all members.
* Support other members of the Executive Board in their roles as needed.

5. Vice President of Technical Development

* Manage all web-based material for the fraternity.
* Maintain the chapter website.
* Advise the fraternity on all technical matters.
* Oversee committees and appoint committee leads.
* Plan technical events: workshops, Lightning Talks, Hackathon, Design Jam.

6. Vice President of Professional Development

* Maintain positive, professional relationships with alumni members, university faculty, the local community, and corporations.
* Organize professional development events and workshops to guide actives in their professional endeavors.

7. Vice President of Membership

* Organize Rush events and Pledge requirements.
* Act as a liaison between potential members and the Executive Board.
* Maintain pledge requirements and attendance.
* Administer assessment tests.
* Oversee big-little pairings and lineage events.
* Hold weekly pledge class meetings.

8. Vice President of Marketing

* Organize and order apparel.
* Design and implement advertising plans at the beginning of each semester.
* Maintain the fraternity’s social media presence (e.g., Facebook, Twitter, Instagram, LinkedIn).
* Promote fraternity and brother accomplishments.
* Ensure brand consistency across fraternity matters.

9. Vice President of Engagement

* Coordinate events that promote bonding within the fraternity and the community.
* Arrange social gatherings for members, held at least once a month.
* Maintain a calendar for fraternity-related events.

#### **Article VIII – Standing Committees**

1. **Committees**:
	* Committees may be formed as needed to fulfill specific purposes, such as event planning, professional development, or alumni engagement.
	* Chairs are appointed by the Executive Committee.

#### **Article IX – Advisor**

1. **Eligibility**:
	* The advisor must be a full-time OSU faculty or staff member.
2. **Role**:
	* Provide guidance, ensure compliance with university policies, and serve as a resource for the organization’s leadership and members.

#### **Article X – Amendments**

1. **Proposing Amendments**:
	* Proposed amendments must be submitted in writing and introduced during a general meeting.
	* The amendment will be voted on at the following general meeting.
2. **Voting**:
	* Amendments require a two-thirds majority vote of the Executive Board membership to pass.

#### **Article XI – Dissolution**

1. **Dissolution Process**:
	* Upon dissolution, all organizational assets will be used to settle any debts. Remaining assets will be donated to a charitable organization agreed upon by the Executive Committee.
	* Student Activities staff will be notified to remove the organization’s registration.