

Preamble

The Zeta Chapter of Alpha Sigma Phi Fraternity was founded on May 15, 1908. In renewing our promise to this Fraternity and ourselves, we restate the purpose for which this association was formed: to foster education, to maintain charity, to promote patriotism, to encourage culture, to encourage high scholarship, to assist in the building of character, to promote college loyalties, to perpetuate friendship, to cement social ties within its membership, and to foster the maintenance of college homes by chapters for their undergraduate membership.

Mission Statement

Zeta Chapter of Alpha Sigma Phi will be a model organization both within and outside of the Greek community. Zeta Brothers will strive to be gentlemen at all times by being morally, ethically, financially, and academically responsible. Brothers will hold each other accountable in words, deeds, and values as set forth in the ritual. We will seek to establish ourselves as scholars, leaders, and men of exceptional character.

Article I. Identity

Section 1. Name

The name of this chapter shall be known as the Zeta Chapter of Alpha Sigma Phi Fraternity, Inc. at the Ohio State University (referred to herein as the Chapter, Active Chapter of Zeta Chapter).

Section 2. Purpose

To Better the Man through the creation and perpetuation of brotherhood founded upon the Values of character: Silence, Charity, Purity, Honor, and Patriotism.

- A. Silence: He has the strength to embrace silence and the will to build an inferior life founded upon an honest desire to truly listen to others. Trust in silence transcends the gulf that is created when men feel the need to compete in action or rhetoric. He is introspective and self-reliant.
- B. Charity: He is charitable in the broadest sense of the word. A man who strives for a life of charity and service is more patient, kinder, and more forgiving of the flaws of

others. A charitable man sacrifices of himself to help others and seeks no recognition in return. He is humble, reverent, and generous.

- C. Purity: He consistently strives for purity of mind, body, and soul. The man who is pure of thought, word, and deed does not shrink from adversity or lofty goals. There is no self-pity, rationalizations, or apologies. He is moral and a gentleman in the finest sense of the word.
- D. Honor: He lives a life of personal integrity, thereby accruing honor. An honorable man lives up to the promises made – to others and to himself. A man of honor is not vain, and is willing to endure scorn and ostracism rather than conform to the pressures of peers, superiors, or the fashion of the day. He is ethical, honest, and trustworthy.
- E. Patriotism: He loves his country, remaining consistently engaged in its affairs. He seeks to know his country and to pass that knowledge onto others. He is devoted to the principles of personal freedom, justice, and civic responsibility embedded in the U.S. Constitution that have made our country. He is loyal, proud, and humble.

Section 3. Code of Conduct

All undergraduate members will adhere to the Fraternity's Code of Conduct:

I will maintain a commitment to excellence in all of my endeavors.

I will respect the dignity of all persons; therefore, I will not physically, psychologically, or sexually abuse any individual.

I will be financially responsible to both my chapter and the national fraternity.

I will not abuse, nor support the abuse of alcohol.

I will not use, nor support the use of illegal drugs.

I will achieve academic excellence.

I will hold myself and my brothers accountable for their actions, and understand that I always represent the fraternity.

I will pursue the Values of Silence, Charity, Purity, Honor, and Patriotism through my actions and deeds.

I will not condone the discrimination of any individual based on: race, color, national origin, ethnicity, religion, gender, sexual orientation, physical ability, or age.

I will encourage my Brothers to demonstrate the behavior which exemplifies this fraternity's Code of Conduct.

Article II. Membership

Section 1. Classes of Membership

There shall be three classes of membership: New Member, Active, and Alumnus. To be a member of Zeta Chapter, a man must be in and remain in good standing. Good standing is defined as being positive in terms of a moral, ethical, and financial sense.

Section 2. Requirements of New Membership

- A. Subject to the regulations of the National Fraternity, The Ohio State University, the Interfraternity Council, and this Constitution, the Chapter may admit to its New Member class any number of undergraduate men who may qualify for membership in the Chapter.
- B. The Chapter shall not permit a New Member program which physically or spiritually harms, or morally degrades either the New Member, the Chapter or the Fraternity; in accordance with the national Fraternity, The Ohio State University, the Interfraternity Council, and the State of Ohio.

Section 3. Admission to New Membership

- A. Nomination of the prospective New Members must be submitted at an Active Chapter meeting. If there is an affirmative three-fourths present vote, the candidate shall be bid to join the New Member class. If there are major objections to the candidate being bid, or the candidate refuses the invitation he may be again submitted to the Active Chapter at any later date.
- B. A prospective new member passed by the chapter may be refused under circumstance of a unanimous vote by the Prudential Board.

Section 4. Requirements to Gain Active Membership

Active membership in the Zeta Chapter shall be acquired only by male persons who:

- A. Are regularly enrolled undergraduate students of The Ohio State University with a cumulative GPA greater than or equal to the contemporary standard set by The Ohio State University Office of Student Affairs; and
- B. Are not members of any social Greek letter fraternity of college and national scope; and
- C. Are likely to be intellectually, ethically, morally, and socially of benefit to the Chapter; and
- D. Have served a term as a New Member, as started in Article II., Section 3 B.; and
- E. Shall have been duly elected by the Chapter, according to Article II., Section 5 A.; and
- F. Have been initiated in accordance with the Rituals of the Fraternity; or
- G. Have been duly initiated and in good standing of another Chapter of Alpha Sigma Phi Fraternity, as stated by a letter from said Chapter; and undergo the proceedings stated in Article II., Section 5 E.

Section 5. Admission to Active Membership

- A. Special Ballot
 - a. All voting on the admission of New Members into the Active Chapter shall be done by a special ballot, as mandated by the Ritual and require an affirmative vote of three-fourths of the members on the official chapter roster.
 - b. Any Active Member may call for a special ballot on any New Member, at any Chapter meeting. Any New Member receiving a majority negative ballot shall be required to surrender his New Membership and shall be released of any obligations made during his New Membership other than those of a financial nature.
- B. The Initiation Ceremony shall be conducted expressly as stated in the Esoteric Initiation Ceremony of Alpha Sigma Phi.
- C. No New Member shall be initiated unless a license to do so has been issued by the National Headquarters of the Fraternity, all registration is complete, and all past due bills have been paid in full.
- D. The chapter and its members shall not discriminate against any Potential Member(s) for reasons of race, color, creed, religion, sexual orientation, national origin, age, handicap, or Vietnam-era Veteran status.

- E. Transfer students of another Chapter of Alpha Sigma Phi Fraternity shall gain admission into Zeta Chapter by following procedure:
 - a. Receive an affirmative three-fourths present vote of approval by the Active Chapter and undergo a probationary period as determined by the By-Laws.
 - b. After completing the probationary period, an affirmative vote of three-fourths of the members on the official chapter roster will be required to become an Active member.
 - c. Once an Active member, he shall be eligible for all elected and appointed offices except President.

Section 6. Active Members' Responsibilities

- A. It shall be the duty of all active members to attend all ceremonies and all regular Chapter meetings. The Chapter may make such rules as it deems necessary to enforce attendance.
- B. It shall be the duty of all Active members to perform physical, but not excruciating, work when necessary.
- C. It shall be the duty of all active members to uphold their commitment to academics.
- D. All fees, dues, and fines shall be paid in full by their due dates, as outlined in the By-Laws.
- E. If any member violates the Constitution, By-Laws, rules, or orders of the Chapter, or if any member's conduct becomes detrimental to the welfare and interest of the Chapter or its members, the Standards Board may levy and enforce any fine or penalty it deems necessary, as outlined in the By-Laws.
- F. If an Active Member is not in good standing, as defined in Article II, Section 1, he shall be suspended from the Chapter by an affirmative vote of three-fourths of the members on the official chapter roster, and so notified. Suspension includes, but not limited to: denial of access to the Chapter's meetings, house, or property, except by invitation(excluding social functions), or to settle business accounts.
- G. A suspended member may gain re-entry to the Active Chapter upon the following:

- a. All past fees, dues, and fines are paid in full.
 - b. Receive a three-fourths affirmative vote for re-entry of the Active Chapter roster, after an appeal is made in person to the Active Chapter .
- H. An active member is permitted to take leave of the fraternity to pursue professional experience through an internship or co-op. During the work terms the active member is excused from paying dues, but must resume paying dues upon return.
- I. Alpha Sigma Phi and its members does not and will 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 7. Alumni Membership

- A. Alumni members of Zeta Chapter shall be the following:
 - a. Active members who have graduated from the Ohio State University.
 - b. Active members who have dropped out of the Ohio State University or have transferred to another University.
- B. If an Active member becomes an alumnus and then re-enrolls at the Ohio State University, he is to be an active member if he so chooses, and shall undergo the probationary period, as stated in the By-Laws, if a majority of the Active Chapter so determines.
- C. No Alumnus shall have an outstanding debt to the Zeta Chapter.

Article III. Elected Officers

Section 1. Structure

- A. The officers of the Active Chapter shall be the President (HSP), the Vice President of Member Retention (HJP), the Vice President of Finance (HE), the Vice President of Communications (HS), the Vice President of Growth (HZ), the Vice President of Service and Philanthropy (HA), the Marshal (HM), the Sergeant-at-Arms (HC), Vice President of Alumni and Family Relations (HP), Risk Manager, and the Vice President of Membership Enrichment (HD).

- B. Only the H-Officer position will be elected by the procedures as prescribed in Article III Section 18 of this Constitution. All other positions will be appointed by the President (HSP) after the conclusion of officer elections.
- C. These officers shall perform the duties prescribed by this Constitution and By-Laws, the Constitution and By-Laws of the National Fraternity, and the Rituals as prescribed by the Grand Council and those of the Zeta Chapter .
- D. No Active member may hold more than one of the following offices at the same time: HSP , HJP and HE.
- E. The HSP , HJP , or highest-ranking Active member present on the premises shall at their own discretion, ask or have removed from the Chapter property or function any persons he believes is or may violate this Constitution, By-Laws, rules and regulations of the Chapter, or whose conduct may become detrimental to the Chapter or to its members.
- F. In order to be elected President, a member must have a cumulative Grade Point Average at least equal to 2.70.
- G. If an officer's quarterly Grade Point Average falls below 2.5 after one semester he must resign his office immediately. Academic semesters prior to an officer's term shall be included in this determination.
- H. All officers will prepare transition materials for their successors and will participate in the leadership workshop as described in Section 18 E of this Article after the end of their term.

Section 2. Duties and Responsibilities of the President

The President (HSP) shall direct all Officers and Members in the pursuit of the objectives, values and sacred ritual of the Chapter . He is also charged with the following:

- A. Chairs the Prudential Committee which includes developing a prepared agenda for every meeting and ensuring that the Prudential Committee meets weekly at a standard time in a standard place.
- B. Chairs all chapter meetings which includes developing a prepared agenda for every meeting and ensuring that the chapter meets weekly at a standard time in a standard place.
- C. Directly supervises the following officers: Vice President of Member Retention, Vice President of Finance, Vice President of Growth, Vice President of Membership Enrichment, Vice President of Ritual and Traditions, Vice President of Service and

Philanthropy, Vice President of Alumni and Family Relations, Vice President of Standards, and Vice President of Communications.

- D. Appoints all officers that are not elected, pending approval by the Prudential Committee.
- E. Ensures completion of all required reports due to the College/University.
- F. Ensures completion of the Annual Report to the National Fraternity.
- G. Works with the GCA to plan an annual goal-setting chapter retreat.
- H. Works with the GCA to plan an annual officer transition retreat.
- I. Serves as the chapter spokesman and point person in a crisis.
- J. Communicates at least bi-weekly with the GCA through a structured one-on-one meeting.
- K. Serves as IFC Representative.
- L. Serves on the Academic Committee.

Section 3. Duties and Responsibilities of the Vice President of Member Retention

The Vice President of Member Retention (HJP) shall assist the President in all his responsibilities and, in the event the President is unavailable for any reason, the Vice President of Member Retention shall fulfill the responsibilities of the President. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Assists the President with all duties and fills in for the President should the need arise.
- C. Implements the Sigma Phase as laid out by the National Headquarters.
- D. Organize and publicize the Chapter's participation within the Intramural Athletics program at the Ohio State University.
- E. Plans at least one non-alcoholic brotherhood event each month of the academic year.
- F. Organizes at least one overnight, off-campus, non-alcoholic, brotherhood retreat annually.
- G. Communicates at least monthly with the Brotherhood Development Advisor on the Chapter Council.
- H. Plans and implements the chapter's social calendar.
- I. Plans a Black and White Formal annually.
- J. Plans a semi-formal in the subsequent semester.
- K. Hosts at least one social event with a sorority a term.

- L. Understands and abides by all national and university/college risk management policies.
- M. Chairs the Social Committee.
- N. Serves on the Academic Committee.

Section 4. Duties and Responsibilities of the Vice President of Finance

The Vice President of Finance (HE) shall be the chief financial officer and is responsible for the management and oversight of all financial matters of the Chapter as well as an accurate accounting of the same. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Directly supervises House Manager.
- C. Prepares a chapter budget each term to be approved by the Prudential Committee and ultimately the entire chapter through seeking budget requests from members.
- D. Keeps track of all expenditures and revenues and ensures that the chapter is operating within the approved budget.
- E. Provides a monthly financial summary for both the Prudential Committee and the chapter.
- F. Works with the Director of Members Services at Fraternity Headquarters to ensure that the chapter is current on all bills, including ensuring that all individual members are current with membership fees (initiation fee is due prior to the Initiation Ceremony; membership fees are due within six months after initiation) or are on an approved payment plan. This can be monitored through the Officer Portal.
- G. Pays all bills promptly and by the due date.
- H. Collects all dues and fees owed to the chapter.
- I. Works with the Financial Advisor on the Chapter Council to ensure an annual audit of the books.
- J. Ensures that all potential members and new members understand the financial obligations of membership in the Fraternity (local and national fees and dues).
- K. Pays Liability Insurance bill annually by the due date set by National Headquarters.
- L. Pays registration fee annually for the Academy of Leadership by the due date set by National Headquarters.
- M. Pays Chapter Fee Assessment annually by the due date set by National Headquarters.
- N. Pays Delegate Fee annually by the due date set by National Headquarters.

- O. Communicates at least monthly with the Financial Advisor on the Chapter Council.
- P. Works with the Financial Advisor to understand the tax rules that apply to the chapter's financial situation and ensure that all IRS forms are filed on time, if applicable.
- Q. Ensures all members that have not paid chapter dues in full have signed a promissory note and are on a payment plan.
- R. Seeks and plans all non-philanthropic fundraising activities of the chapter.

Section 5. Duties and Responsibilities of the Vice President of Communications

The Vice President of Communications (HS) is responsible for the management and oversight of all communications as well as taking the minutes from Prudential and Chapter meetings. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Records minutes of all regular and special meetings with accuracy and fullness.
- C. Distributes and posts the minutes to all brothers within 48 hours after the conclusion of the meeting and ensures a copy of the minutes are preserved in the chapter archives.
- D. Calls the roll at all regular and special chapter meetings, along with required chapter events (ritualistic ceremonies, retreats, etc.).
- E. Maintains the chapter roster book.
- F. Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number and e-mail.
- G. Reads all correspondence to the chapter during its regular or special meetings.
- H. Ensures that thank you notes are promptly sent to alumni, faculty/staff, other organizations, etc. as appropriate.
- I. Creates a chapter calendar prior to the start of each term by soliciting proposed events/dates from chapter officers.
- J. Maintains an updated copy of the chapter's constitution and by-laws.
- K. Completes the Report of Elections to the National Fraternity.
- L. Submits chapter news to the National Fraternity for inclusion in publications.
- M. Maintains annual album to record chapter's honors, accomplishments, and activities.
- N. Ensures that all chapter events are appropriately photographed.
- O. Maintains an updated chapter website.

Section 6. Duties and Responsibilities of the Vice President of Growth

The Vice President of Growth (HZ) is responsible for all matters relating to recruitment including, but not limited to, the development and execution of the chapter's recruitment strategy. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Communicates at least monthly with the Recruitment Advisor on the Chapter Council.
- C. Creates a detailed and complete recruitment calendar/timeline prior to the start of each academic term.
- D. Divides the chapter into recruitment teams including selecting each team captain.
- E. Works with the Prudential Committee to determine appropriate incentives and disincentives for individuals, teams and the entire chapter for recruitment efforts.
- F. Coordinates with an outside presenter at least one training workshop annually to help members develop social skills.
- G. Coordinates a recruitment workshop prior to the start of each term for the purpose of teaching members how to recruit and reviews the plan/calendar for the upcoming term.
- H. Manages the names list database (name, phone, e-mail, campus address) of all potential new members.
- I. Meets weekly with recruitment team captains.
- J. Coordinates and implements the Kenn Parsons To Better the Man Scholarship application and selection process.
- K. Chairs the Recruitment Committee.

Section 7. Duties and Responsibilities of the Vice President of Service and Philanthropy

The Vice President of Service and Philanthropy (HA) is responsible for organizing all philanthropic and service oriented activities of the chapter, in partnership with the five Alpha Sigma Phi Philanthropy Partners. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Plans at least one event each semester to raise money and awareness for one of the five Alpha Sigma Phi Philanthropy partners.

- C. Tracks and gathers documentation on how much money the chapter raises for charity.
- D. Submits documentation and receipts of donation for all money raised to Fraternity.
- E. Plans at least one chapter community service event per month.
- F. Gathers service opportunities for member participation.
- G. Tracks all members community service hours.
- H. Communicates at least monthly with the Service and Philanthropy Advisor on the Chapter Council.
- I. Chairs the Philanthropy Committee.
- J. Serves on the Academic Committee

Section 8. Duties and Responsibilities of the Vice President of Rituals and Traditions

The Vice President of Ritual and Traditions (HM) is responsible for the practice and maintenance of the ritual of the fraternity and for the education of the Brothers therein. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Directs all ritual ceremonies and ensures that all ritualistic ceremonies are performed correctly, using proper tone and environment.
- C. Leads all newly initiated brothers in the ritual education program as outlined in the ritual book.
- D. Holds at least one practice session prior to each ritualistic ceremony.
- E. Works with the Vice President of Growth and Vice President of Membership Enrichment to select dates for Pledge Ceremonies and Initiation Ceremonies prior to the beginning of each term.
- F. Communicates at least monthly with the Ritual Advisor on the Chapter Council.
- G. Serves as a member of the Standards Board.

Section 9. Duties and Responsibilities of the Vice President of Standards

The Vice President of Standards (HC) is to preserve the items that reflect the history of the chapter, assists in the preservation of ritual items, and guards the outer door from those who would expose our secrets. He is also charged with the following:

- A. Member of the Prudential Committee.

- B. Assists the Marshal in the presentation of all ritualistic ceremonies and fills in should the need arise.
- C. Serves as Historian for the chapter and maintains all items that reflect the history of the chapter, along with all ceremonial equipment.
- D. Guards the door during all chapter meetings.
- E. Acts as Chaplain during ceremonies and when prayers are appropriate.
- F. Maintains order and dignity during chapter meetings and rituals.
- G. Ensures that all plaques and awards are updated each term or as needed.
- H. Serves as Parliamentarian for chapter meetings.
- I. Chairs the Standards Board and makes appointments to the Standards Board, pending Prudential Committee approval.
- J. Upholds the rules and policies of the chapter as prescribed by this constitution.
- K. Ensures that health and safety policies are followed at all events.
- L. Meets with each new member class to review health and safety policies.
- M. Communicates at least monthly with the Standards Advisor on the Chapter Council.
- N. Ensures the Standards Board meets as needed.
- O. Creates form for members to request Standards Hearings.
- P. Serves on the Social Committee.

Section 10. Duties and Responsibilities of the Vice President of Alumni and Family Relations

The Vice President of Alumni and Family Relations (HP) is responsible for maintaining correspondence between the chapter and Alumni, planning and organizing all events where Alumni attend, and updates the Alumni contact database at least once per academic year . He is also charged with the following:

- A. Member of the Prudential Committee.
- B. In conjunction with the Chapter Alumni Association, organizes one Sig Bust per year, typically on the evening of the Spring Football Game.
- C. Promotes the Alpha Sigma Phi LinkedIn site as an opportunity for members to network with other Alpha Sigs.
- D. Works with the appropriate officers to ensure that alumni are invited to significant events such as ritual ceremonies, recruitment events, formal dinners, etc.
- E. Implements the Phi phase as laid out by National Headquarters, transitioning brothers to alumni status.

- F. Ensures that the Senior Service Ceremony is performed at the conclusion of every term in which a member graduates. This includes ordering monogram pins from the National Headquarters at least two weeks prior to the ceremony.
- G. Orders graduation cords from National Headquarters, at least two weeks prior to graduation.
- H. Seeks membership referrals from alumni annually.
- I. Communicates at least monthly with the Chapter Alumni Association President.
- J. Produces at least two alumni and family newsletters annually.
- K. Responsible for planning and coordinating a Holiday Party with Alumni.
- L. Coordinates an annual email solicitation to alumni and parents.
- M. Plans and organizes at least one family event per year.

Section 11. Duties and Responsibilities of the Vice President of Member Enrichment

The Vice President of Membership Enrichment (HD) is responsible for all matters relating to the education of new members and initiated undergraduate members. He is responsible for executing the chapter's educational programs. He is also charged with the following:

responsible for promoting and encouraging good scholarship within the Brotherhood, he establishes and maintains relationship with the Faculty Advisor, and he will create a program to assist Brothers with academic difficulties. He is also charged with the following:

- A. Member of the Prudential Committee.
- B. Ensures that all new members complete the required biographical data form on-line, prior to the Pledge Ceremony.
- C. Creates a pledge batch in the Officer Portal for each new member class.
- D. Serves as the lead facilitator for all new member meetings.
- E. Ensures that the member education program is implemented in a manner consistent with the national prototype program.
- F. Communicates at least monthly with the Member Education Advisor on the Chapter Council.

- G. Assists the Vice President of Member Retention in the coordination of guest speakers for the enrichment of members (etiquette, career and lifeskills, etc.) in accordance with the Sigma phase as laid out by the National Headquarters.
- H. Communicates at least monthly with the Academic Advisor on the Chapter Council.
- I. Assists the Vice President of Growth in the Kenn Parsons To Better the Man Scholarship application and selection process.
- J. Advises all potential members and members on academic expectations and requirements to receive a bid, hold an office, be initiated, attend social events, participate in intramurals, be in good standing, etc.
- K. Develops, implements, and assesses a chapter scholarship program for all members that is customized for each member based on academic standing, major, need, etc.
- L. Creates an academic recognition program to recognize members for academic achievement (Dean's List, highest GPA, most improved GPA, GPA above all-men's average, above all-fraternity average, above all-undergraduate average, highest big/little, highest family term GPA, etc.).
- M. Coordinates at least one educational program a semester focused on academics or career planning.
- N. Coordinates the schedule of study tables.
- O. Works with the House Manager to ensure that the chapter facility is an environment conducive to academic success (quiet hours, courtesy hours, etc.).
- P. Submits GPA for chapter each term, along with all-fraternity GPA, all-men's GPA, all-Greek GPA, all-undergraduate GPA and fraternity rank).
- Q. Ensures all members remain in good academic standing and creates a program for members in academic probation to raise their GPA.
- R. Chairs the Academic Committee.

Section 12. Selection of Officers

- A. Regular Election for all officers prescribed in this Article shall be held once a year as prescribed in Article III Section 18 of this Constitution.
- B. Special Elections for any or all offices prescribed by this Article may be held during Autumn, and Spring semesters. A three-fourths vote of the Active Chapter present is necessary to have a special election. Previous notice and election procedure shall be the same time as for regular elections.

Section 13. Election Time and Procedure

- A. Regular elections must be completed no later than the last chapter meeting in April. The officer installation can occur no later than the start of the upcoming calendar year.
- B. Nominations for all offices shall be opened no later than one meeting prior to the start of elections and remain open until the election of each office.
- C. Nomination and election dates and times shall be announced prior to the first of April.
- D. Election Process:
 - a. It will be a debate form.
 - b. Each candidate will be asked to give an opening statement
 - c. There will be a two-minute time limit for the opening statements for the election of all officers.
 - d. The body will then ask the candidates questions pertaining to their qualification, which all candidates will be given an opportunity to answer.
 - e. Each candidate will then have an opportunity to give a closing statement.
 - f. There will be a two-minute limit for the closing statement for the election of President and Vice-President.
 - g. There will be a one-minute limit for the election of the remaining positions.
 - h. Elections shall be closed ballot, winner by majority present.
 - i. If after the first round of voting there is no winner by majority, the top two vote getters will have a runoff, a question and answer session may be held if deemed necessary.
 - j. The chair for elections will be nominated and elected on the night of elections. This chair will not have a vote during the proceedings, but will have the power to break a tie.
 - i. The chair will be graduating senior or other brother not affiliated with the current vote.
 - ii. The chair is tasked with ensuring an orderly election including, enforcing time limits, and ensuring all debate questions are fair, relevant, and objective.
 - k. Votes will be counted by the chair and two appointed brothers not affiliated with the current vote.
- E. The new officers will be installed no later than the start of the upcoming calendar year . All outgoing officers will prepare a transition binder for their replacement. In

addition, there shall be a leadership workshop held before the beginning of the Winter Break. The out-going President will conduct the leadership workshop.

- F. If a member is inactive during the semester that elections are held for reasons other than being deemed in bad standing he may accept nominations for office under the following conditions:
 - a. He has stated in person or via phone that he intends to return to serve a full term.
 - b. He writes a speech to be read by the Brother of his choice, to be used during the speech section of the election.
 - c. He makes every effort to learn the job in the semester that he is gone—in the hopes that he will have the tools to complete the job to which he was elected.

Section 14. Impeachment

- A. The Prudential Committee reviews the performance of Chapter officers and may ask for resignations if an elected officer is not performing his job as prescribed by this Constitution.
- B. Any elected officer who fails to fulfill the duties and responsibilities of his office may be impeached, with removal effective immediately, by a two-thirds majority voting membership of the Active Chapter. Strict Parliamentary rules must be observed.
- C. Upon resignation or removal, a special election for the specific office must be held at the next upcoming Active Chapter meeting.

Section 15. Contractual Authority

Only the President and Vice President of Finance may enter into legal and financial contracts on behalf of The Chapter

Section 16. Grandfathering of the 2019 Elected Officers

- A. Article III of this constitution shall go into effect January 1, 2020.
- B. Officers elected for the 2019 terms shall finish their terms under the duties prescribed in the 2016 constitution.

Article IV. Meetings

Section 1. Parliamentary Authority

The latest edition of To Better the Man and Robert's Rules of Order will be referred to as the prevailing rules of order for meetings of the Active Chapter, as long as said rules do not conflict with the constitution or by-laws.

Section 2. Active Chapter

- A. Regular meetings of the Active Chapter shall be held weekly during Autumn and Winter semesters. They shall be held on the evening of the first day of regular classes of the week at a location elected by the chapter . The meetings shall begin the first full week of the semester.
- B. Special meetings of the Active Chapter may be held upon the call of the President, the Prudential Committee, by two-thirds majority vote of members present in a regularly scheduled meeting of the Chapter, or by signed notice of one-half of the Active Chapter. There must be a notice of at least twenty-four hours.
- C. Only Active members in good standing may participate and vote in Active Chapter meetings.
- D. Anyone not an Active member may observe, or take part in discussion only upon invitation and majority approval present.
- E. A simple majority of the Active Chapter constitutes a quorum.
- F. Any motion before the Chapter shall be decided by a simple majority of members present.

Section 3. Prudential Committees

- A. **Principal Governing Body:** The Prudential Committee is hereby established by the Members as the principal governing body of the Chapter which shall be responsible for ensuring the successful completion of the specific activities of the Chapter and continually ensuring progress toward the Chapter's ENDS. The Prudential Committee shall provide guidance and good counsel to the President and his appointed directors in the performance of their duties.
- B. **Membership:** The Prudential Committee shall be comprised of eleven members who shall be the President, 2 Co-Vice Presidents of Member Retention, Vice President of Finance, Vice President of Communications, Vice President of Growth, Vice President of Membership Enrichment, Vice President of Service and Philanthropy, Vice President of Ritual and Traditions, Vice President of Standards, and Vice President of Alumni and Family Relations, all which shall be elected in accordance with the terms of this Constitution.
- C. **Governance:** Except for the President, each member of the Prudential Committee shall have one vote thereon. The Prudential Committee shall be chaired by the President who shall conduct the meetings of the same in an orderly fashion, according to Robert's Rules of Order, to ensure that all business before the committee is completed in a professional manner affording each member the opportunity to participate and have his voice and his vote heard.
- D. **Responsibilities:** The Prudential Committee shall be responsible for the following.
 - a. **Chapter Finances:** The Prudential Committee shall work with the Vice President of Finance to develop the Chapter's budget each year . The Prudential Committee shall regularly review budget updates, projections and the Chapter's balance sheet and ensure that all are current and that the Chapter's financial policy and activity is sound; and,
 - b. **Standards Board Appeals:** The Prudential Committee shall serve as an Appeals Board, should a Member wish to appeal the sanction or decision of the Standards Board. The Prudential Committee may either uphold the decision and/or sanction, make modifications, and/or reverse the decision by majority vote.
 - i. In the event that a member of the Prudential Committee is the subject of an Appeal, he shall have no vote in the matter. If a tie therefore arises, the President shall cast the tie breaking vote.
 - c. **Chapter Officers:** Ensuring the success of the Chapter's officers at every level by holding the President and the Vice President of Member Retention accountable for their conduct. The Prudential Committee should assist the President and the Vice President of Member Retention of Member Retention in the many tasks for which they are responsible and should serve as a board

to which these senior officers report on the progress, successes and failings they have achieved or suffered in working toward the Chapter's End's. The Prudential Committee should do all in its power to work with the Chapter's elected officers and provide good counsel, advice and support to the same.

- d. Constitution and Bylaws Disputes: Resolving all disputes regarding the meaning and implementation of this Constitution and Bylaws. In the event that two or more Members reasonably disagree on the interpretation of this Constitution or of the Bylaws, the following process will be used to resolve the dispute. Disputes should be made in good faith and should be relevant and consequential. Disputes should not be brought merely for hypothetical or academic reasons.
 - i. The dispute will be presented to the President and Vice President of Member Retention by at least one Member from each side of the dispute; and,
 - ii. If the President and Vice President of Member Retention agree that (1) a reasonable, legitimate dispute exists and (2) that the resolution of the disagreement will have an impact on a pending action or matter related to the chapter or an Officer or Director then; and,
 - iii. The two sides may select spokesman to present arguments for their interpretation of this Constitution or the Bylaws to the full Prudential Committee at a meeting thereof open to all Members; and,
 - iv. The Prudential Committee shall offer each side a full and fair opportunity to present its case and the Committee may ask questions in any meeting open to all Members until such time as the Committee is satisfied that it has heard enough argument to render a considered decision; then,
 - v. The Prudential Committee may retire to deliberate the matter in private and shall only interpret what Constitution or Bylaws actually state and not what they may later be amended or revised to state or what they might ideally state; and finally,
 - vi. The Prudential Committee shall vote by a show of hands in any meeting open to all Members to resolve the dispute and the majority decision of the Committee shall be binding and beyond appeal.
- E. Constitutional Amendments: The Prudential Committee shall carefully consider each and every proposed constitutional amendment prior to its adoption, either upon presentation to the Committee by a member prior to introduction at a Chapter meeting or in the required period between introduction and adoption of such proposed amendments. In considering such proposed amendments the Prudential

Committee shall develop their understanding of the proposed amendment and the short and long term consequences of adopting the same. The Committee may vote on a specific recommendation for, or against, adopting an amendment or may present a report in another manner to the Chapter.

- F. Meetings: The Prudential Committee shall meet weekly during the academic year and on an as needed basis during any periods between academic periods.

Section 4. Standard Board

- A. Principal Disciplinary Body: The Standards Board is hereby established by the Members as the principal disciplinary body of the Chapter which shall be responsible for managing chapter and individual disciplinary problems. The Standards Board shall receive, review, investigate, and conduct hearings to determine if an individual has broken the chapter and/or Fraternity's Code of Conduct.
- B. Membership: The Standards Board shall be comprised of six members; the first two shall be the Vice President of Ritual and Traditions and the Vice President of Standards, both of which shall be elected in accordance with the terms of this Constitution. Four additional members, representative of chapter membership, will be appointed by the Sergeant-at-Arms at the start of each academic semester to serve a one year term, pending approval by the Prudential Committee.
- C. Governance: Each member of the Standards Board, other than the chairman shall have one vote thereon. The Standards Board shall be chaired by the Vice President of Standards who shall conduct the meetings of the same in an orderly fashion, according to Robert's Rules of Order, to ensure that all matters before the board are completed in a professional manner affording each member the opportunity to participate and have his voice heard. The Vice President of Ritual and Traditions will serve as the chairman in the absence of the Sergeant-at-Arms.
 - a. Conflicts of Interest: A member of a Standards Board is not permitted to participate in a hearing if it is determined (by self or the board) that he is unable to be objective and unbiased. If a member's recusal results in a tied vote, the chairman may cast the tie breaking vote.
- D. Responsibilities: The Standards Board shall be responsible for the following.
 - a. Member Disciplinary Problems: The Standards Board shall be responsible for investigating actions of Members that reflect poorly on the Chapter as a whole, that violate the Fraternity's Code of Conduct, violate the Chapter's Constitution and/or Bylaws, the National Constitution or Bylaws, Campus

Policy, local, state, and national laws, or are not in conformity with the values of the Chapter. The Standards Board shall give any Member accused of conduct unbecoming of a gentleman the opportunity to present himself, face his accusers and explain or deny the conduct leading to the hearing. In the event the Standards Board believes it appropriate, after careful consideration and a full and fair opportunity for the accused Member to be heard, the Board may impose sanctions upon the Member that are appropriate given the severity of his conduct.

Section 5. Standing Committees

Standing committees are established to assist Elected Officers with major chapter functions. Participation in a standing committee is open to any active member in good standing. The chair of each standing committee shall provide weekly updates on committee activity at regular chapter meetings. The title and duties of these committees are:

- A. **Social Committee:** The Social Committee is tasked with assisting the Vice President of Member Retention in the development and implementation of a Social Calendar.
 - a. The Social Committee shall be chaired by the Vice President of Member Retention and shall also include the Vice President of Standards and Risk Management Director. Participation in the Social Committee is open to all members.
- B. **Recruitment Committee:** The Social Committee is tasked with assisting the Vice President of Growth in all recruitment efforts.
 - a. The Recruitment Committee shall be chaired by the Vice President of Growth. Participation in the Recruitment Committee is open to all members.
- C. **Philanthropy Committee:** The Philanthropy Committee is tasked with assisting the Vice President of Service and Philanthropy in the planning of philanthropic events and service opportunities
 - a. The Philanthropy Committee shall be chaired by the Vice President of Service and Philanthropy. Participation in the Philanthropy Committee is open to all members.
- D. **Academic Committee:** The Academic Committee is tasked with implementing the Chapter Scholarship Program in accordance with the bylaws of the chapter.
 - a. The Academic Committee shall be chaired by the Vice President of Membership Enrichment and includes the Vice President of Membership Retention and Vice President of Service and Philanthropy.

Section 6. Special Committees

Special Committees may be appointed by the President or by a majority vote of the Active Chapter as necessary for the completion of special chapter functions.

- A. The chair of a special committee shall create and present a committee charter to the Active Chapter for approval by majority vote.
- B. Participation in the special committee shall be open to any active member in good standing.
- C. Upon the completion of the committee's chartered duty, it shall disband.

Article V. Financial Responsibility and Calendar

Section 1. Budget

- A. The Chapter Fiscal year shall begin the 1st day of Autumn semester classes.
- B. The Vice President of Finance shall draw up a semesterly budget, in concurrence with officers' and the Chapter's expected monetary needs, for the upcoming semester. Said budget shall be submitted to the Prudential Committee for review and a recommendation to the Active Chapter.
- C. Each member may submit a budget request for the upcoming semester to the Vice President of Finance by the end of the current semester.
- D. The budget for the following semester must be approved by a two-thirds affirmative vote by those present by the end of the current semester.

Section 2. Calendar

- A. The Vice President of Communications shall draw up a semesterly calendar, in concurrence with officers' and the Chapter's expected needs, for the upcoming semester. Said Calendar shall be submitted to the Prudential Committee for review and a recommendation to the Active Chapter .

- B. Each member may submit their calendar requests for the upcoming semester to the HS by the end of the current semester.
- C. The calendar for the following semester must be approved by an affirmative two-thirds vote of those present by the end of the current semester.

Section 3. Payment of Bills and Dues

All approved bills and dues shall be paid in full, or a Promissory Note shall be signed, by the tenth (10th) business day after they are received. Those whose bills or dues are not paid by then, according to a minimum amount as prescribed by the By-Laws, shall be automatically suspended from the Active Chapter and shall be so notified.

Section 4. Fines

- A. Fines may be levied by the Standards Board according to the By-Laws, in compliance with Article II. Section 6.
- B. Fines are to be paid in full by the tenth (10th) business day after they were received. The Chapter shall deal appropriately with those whose fines are not paid by the aforementioned time period.

Section 5. Disposition of Chapter Assests

- A. Should the chapter or our affiliate groups become inactive or have its Charter suspended or revoked, the Charter, records, archives, ritual equipment and paraphernalia shall become the property of Zeta Alumni Association.
- B. Should our chapter become inactive or have its Charter suspended or revoked all other non-real property shall become the property of the Zeta Chapter Alumni Association to be held in the best interest of re-establishing Zeta Chapter at The Ohio State University. All real property will remain assets of the Zeta House Corporation.

Article VI. Amendments

Section 1. Methods

- A. An amendment to this Constitution may be submitted at any time to the Prudential Committee by any Active member.
- B. The amendment shall be introduced by the Prudential Committee, with or without its recommendation, at the closest upcoming Active Chapter meeting.

Section 2. Passage

- A. The amendment shall be voted on at the next Active Chapter meeting following its initial presentation at an Active Chapter meeting.
- B. An amendment shall pass with an affirmative vote of three-fourths of the members on the official chapter roster.

Article VII. By-Laws

All policies, procedures, and resolutions providing detailed information concerning the organization and operation of the Zeta Chapter which are passed by the Active Chapter shall become part of the Zeta Chapter By-Laws. Zeta Chapter By-Laws may be approved or amended by an affirmative vote of three-fourths of the members on the official chapter roster at any meeting.

- A. An amendment to the By-Laws may be submitted at any time to the Prudential Committee by any Active Member
- B. The amendment to the By-Laws shall be introduced by the Prudential Committee, with or without its recommendation, at the closest Active Chapter Meeting.

Article VIII. Awards

Section 1. Zeta Chapter Brother of the Year Award

- A. The Zeta Chapter Brother of the Year Award is the highest award given by the chapter. The award shall be given to the Zeta Brother who has best exemplified the open and esoteric virtues and teachings of Alpha Sigma Phi Fraternity at the annual Sig-Bust. The recipient is selected by a secret ballot of his brothers.
- a. Eligibility
 - i. All brothers with two or more semesters of successive good standing in the chapter shall be eligible.
 - b. Selection
 - i. Nominations shall occur one week prior to the selection by the active chapter and remain open until the selection.
 - ii. Selection shall occur by secret ballot.
 - iii. Two non-nominated brothers appointed by the HSP shall tally the ballots and shall not communicate the result to anyone except the Zeta House Corporation President.

Section 2. Zeta Chapter Founder's Award

- A. The Zeta Chapter Founder's Award is given to a senior brother in recognition of his commitment and dedication to Alpha Sigma Phi through the course of his membership and is awarded each year at the annual Sig-Bust. The recipient is selected by a secret ballot of his brothers.
- a. Eligibility
 - i. All brothers who are expected to graduate within the next calendar year are eligible to be selected.
 - b. Selection
 - i. Nominations shall occur one week prior to the selection by the active chapter and remain open until the selection.
 - ii. Selection shall occur by secret ballot.
 - iii. The President and a non-nominated brother appointed by the President shall tally the ballots and shall not communicate the result to anyone except the Zeta House Corporation President.

Section 3. Zeta Chapter Scholar of the Year Award

- A. The Zeta Chapter's Scholar of the Year award is given to the brother who has best exemplified the value of scholarship.
 - a. Eligibility
 - i. All brothers with one or more semesters of successive good standing in the chapter shall be eligible.
 - b. Selection
 - i. The eligible brother with the highest cumulative GPA shall be awarded the Zeta Chapter Scholar of the Year Award.

Section 4. Zeta Chapter Sweetheart of the Year Award

- A. The Zeta Chapter Sweetheart of the Year award is given to a person in recognition of their commitment and appreciation to the chapter. They exemplify the values and esoteric teachings of Alpha Sigma Phi.
 - a. Eligibility
 - i. Any person who is available for that academic year's composite photo shoot.
 - ii. Potential Sweetheart must attend The Ohio State University.
 - b. Selection
 - i. Nominations shall take place one week prior to the selection by the active chapter and remain open until the selection.
 - ii. There is no debate on the issue.
 - iii. The president and one other brother, as selected by the President, will act as the election committee and count the ballots.
 - iv. Prior to selection, the nominating brother has up to 2 minutes to speak regarding the nominee
 - v. The nominating brother may cede his 2 minutes to another brother.
 - vi. Selection shall occur by secret ballot.
 - vii. In the event that there is no majority winner in the first round of elections, the two nominees with the most votes will enter a run-off election.
 - viii. In the event of a tie between two candidates, the President will break the tie.

Article IX. Kenn Parsons Scholarship

The Kenn Parsons Scholarship is awarded to new members based on academic excellence.

- A. The award process is overseen by the Vice President for Membership Enrichment.
- B. All new members with a cumulative GPA of 3.0 or better as of the application deadline are eligible to apply.
 - a. The deadline for Fall new member classes is December 31.
 - b. The deadline for Spring new member classes is May 31.
 - c. The scholarship disbursement will be split evenly between all qualifying applicants.
 - d. All scholarship recipients are required to send a brief thank you letter to Kenn Parsons

Article X. Ratification

This Constitution shall be effective when approved by a three-fourths vote by the Active Chapter voting in a ratification election.

Ratified 4/1/2025 – Drafted by: Drew Bruner

BYLAWS FOR ALPHA SIGMA PHI FRATERNITY ZETA CHAPTER THE OHIO STATE UNIVERSITY

These Bylaws are set up as stated in the Constitution of Alpha Sigma Phi Fraternity, Zeta Chapter of
November, 2019 in Article VII.

Section 1. New Member Information

- A. Big Brothers
 - a. A New Member shall be assigned a Big Brother during his New Member period at the end of four weeks.
 - b. If any conflicts of interest should arise, the Vice President of Membership Enrichment shall decide the outcome, with Prudential Committee possessing veto power over the Membership Education Director decisions.
- B. The procedure for determining Pin Number shall be done according to the alphabetical order of last names within the New Member class.
- C. A New Member of the Chapter will be allowed to remain a New Member for one academic semester. After such time the New Members status will be reviewed by the Prudential Committee.

Section 2. Probationary (New Member) Period

- A. The probationary (New Member) period, stated in the Constitution Article II, Section 3, is as follows:
 - a. Shall last no longer than six to eight school weeks.
 - b. New Members shall be able to attend Active Chapter Meetings upon invitation by the President.
 - c. New Members shall not have the right to vote, or hold elected office.

Section 3. Monetary Disbursements

- A. The Vice President of Finance must receive a reimbursement form with a receipt to receive any disbursements. Reimbursement forms must be submitted within two weeks of the purchase. Reimbursements submitted after two weeks must be approved by the Prudential Committee.
- B. Amounts under \$50.00 must be approved by the Vice President of Finance or President.
- C. Amounts between \$50.00 and \$200.00 must be approved by a majority vote of the Prudential Committee. Prudential's decision is final unless the motion is brought before the chapter and receives an affirmative vote of two-thirds of the members on the official chapter roster less the five members of the Prudential Committee.
- D. Amounts over \$200.00 must be approved by a majority vote of the Active Chapter.

Section 4. Fines

- A. Fines for various offenses may be requested by appropriate officers to the Standard Board, with a maximum penalty of \$50.00 per fine.
- B. Fines are to be levied only when alternative sanctions would be inappropriate or inadequate.
- C. All Fines shall be levied by the Standards Board at the request of any elected or appointed chapter officer.
 - a. The officer requesting the fine shall contact the Vice President of Standards to arrange a time that he and the member being fined may come before the Standards Board. The member being fined must be notified at least 24 hours before the meeting shall take place.
 - b. No request for a fine shall be made after four weeks have passed since the date of the incident, except those occurring during summer semester, which shall be taken up by the second Chapter meeting of Fall semester.
 - c. If a fine is requested against a member of the Standards Board, he shall have no vote in the matter .
 - d. Any Active Chapter member may appeal his fine to the Prudential Committee which can overturn the fine with majority vote.
 - e. Following a fair decision on the matter, the decision of the Committee shall be final.

Section 5. Financial Suspension

- A. The minimum amount due to determine suspension shall be \$50.00.
- B. The courtesy of previous notice shall be given by the Vice President of Finance at an Active Chapter meeting for a monetary related suspension.
- C. The suspension shall be lifted in full when the member in question pays all previously owed debts to the chapter or signs a contract with the Vice President of Finance outlining a payment program with specified due dates and amounts for each payment. The prudential committee reserves veto power to deem said contracts null if the stated payment plan terms are deemed unreasonable.

Section 6. Room Priorities

- A. Brothers must live in the Chapter Facility for a period of at least one school year. This term may be completed at any point of their undergraduate time.
 - a. Enforcement of the policy will be at the discretion of the Prudential Committee. If a room vacancy arises and cannot be filled voluntarily, the highest pin number who has not fulfilled his live-in requirement will be required to live in or pay a fine equal to one month's rent.
 - i. In the event the highest eligible pin number refuses to comply, the next highest eligible pin number will be compelled to live in and his rent will be credited the highest pin's fine.
- B. Room preference for the following year shall be done by the first week of October and shall be submitted to the President. All room assignments shall be coordinated by the current undergraduate House Manager.
- C. "Squatter's Rights" prevail i.e. those previously living in a certain room have first rights to that room.
- D. After "Squatter's Rights" and double occupancy, the House Manager has his room choice. After that room choice is determined by pin number.
- E. When a vacancy arises, first the President, then Vice President of Member Retention, then the active member with the lowest pin number has the first priority on that vacancy.
 - a. After all Active member preferences are honored, preferences of New Members' will be honored
- F. Any Excess amount of Rent collected by the Chapter will be evenly reimbursed at the end of the semester to the tenants, subject to the Prudential Board's approval of good behavior and the Chapter's current financial status

Section 7. Scholarship Program

- A. A reasonable and beneficial academic program shall be designed and implemented by the Vice President of Membership Enrichment for all active members and New Members.
- B. The program shall be reviewed by the committee elect following the annual chapter elections in accordance with Article III, Section 18 of the Constitution.
- C. The program shall be implemented with the installation of the new officers according to Article III, Section 18 E of the Constitution
- D. Said program must be agreed upon unanimously by an Academic Committee comprised of the President, Vice President of Member Retention, Vice President of Service and Philanthropy, and Vice President of Membership Enrichment.

- E. Any academic program may be vetoed by an affirmative vote of two-thirds of the members on the official chapter roster less the four members of the Academic Committee.
- F. If a brother's semesterly GPA falls below 2.25 during one semester he shall be placed on academic probation for the following semester.
 - a. A brother on academic probation must complete 10 or more study hours per week. This must be verified by the Vice President of Membership Enrichment.
 - b. Any brother on academic probation that fails to complete 10 study hours per week shall not be permitted to attend official fraternity social events including, but not limited to, registered parties, TG's, formals, and homecoming and Greek week events.
 - c. Upon receiving a semesterly GPA greater than or equal to 2.25, he shall be automatically taken off social probation.
- G. If a brother's cumulative GPA falls below a 2.25 he shall be placed on academic probation until his GPA rises to 2.25 or higher.

Section 8. Attendance

- A. Mandatory Events:
 - a. All active members are required to attend chapter meetings, official fraternity events, and mandatory gatherings as determined by the Executive Board. Excused absences must be approved by the Vice President of Communications or another designated officer at least 24 hours in advance.
- B. Absence Penalties:
 - a. Members with unexcused absences will be subject to penalties, which may include fines, loss of voting rights, or additional service hours. Repeated violations may result in disciplinary action as outlined in the Code of Conduct.
- C. Attendance Records:
 - a. The Vice President of Communications will maintain an attendance log, and any disputes regarding absences must be addressed within one week. Members are responsible for checking and confirming their attendance status.

Article XI. Undergraduate Parking

- A. Parking at the Chapter House will be restricted to only those brothers living in the chapter facility.
- B. Exceptions include:
 - a. While attending chapter functions
 - b. Being physically present at the facility
- C. Keys must be left at the facility if you are blocking anyone in.
 - a. Failure to follow this rule will incur a \$25 fine.

Article XII. Appointed Officer and Responsibilities

- A. Titles: The appointed chairmen and officers shall be House Manager, Risk Management Director, and any other deemed necessary by the Active Chapter.
- B. Duties and Responsibilities of the House Manager:
 - a. Be in charge of the safety, security, utility efficiency, and physical upkeep of the Chapter house, its contents, and grounds.
 - b. Provide routine maintenance on the Chapter house and property, and direct major repairs to the Alumni House Corporation.
 - c. Provide for cleaning schedule including all Active members and New Members where appropriate.
 - d. Order equipment and cleaning supplies that are financially feasible, when needed.
 - e. Recommend to the Standards Board the imposition of sanctions on persons who have not completed their cleaning duties, or who have damaged any house owned property.
 - f. Keep an up to date inventory of house owned items.
 - g. Provide reports as directed by President and/or Alumni House Corporation in
 - h. Regards to the physical condition of the Chapter house and grounds.
 - i. Serves as liaison between the Undergraduate Chapter and the Alumni House Corporation.
 - j. Enforces Room Priorities and fills the house according to Section IV.
- C. Duties and Responsibilities of the Risk Management Director:
 - a. Ensures that risk management policies are followed at all chapter events.

- b. Communicates at least monthly with the Risk Management Advisor on the Chapter Council.
- c. Meets with each new member class to review risk management policies.
- d. Assists the President and Prudential Committee with crisis management.
- e. Works with the House Manager to ensure proper health, safety and welfare inspections are carried out including at least two fire drills each term.
- f. Coordinates at least one educational program related to risk management each term.
- g. Completes an incident report and submits to Headquarters for all incidents.
- h. Serves on the Social Committee.

D. Appointment and Terms of Office:

- a. The offices stated in Section X. shall be appointed by the President, with a simple majority approval by the Prudential Committee.
- b. Terms of office shall be concurrent with that of the President, and end when the present President's term ends.
- c. If the President resigns or is impeached, the aforementioned positions shall then open, and appointments shall be made by the new President.

E. Removal

- a. Any appointed chairman or officer who fails to fulfill the duties and responsibilities of his office may be removed by the President alone or by a recommendation of the Prudential Committee with a simple majority approval by the Active Chapter.
- b. Upon any vacancy of appointed office, the position shall be filled within two (2) weeks.

F. Committee Reports

- a. All Committees shall file a semesterly report of their actions and activities with the Vice President of Member Retention no less than 2 weeks following the completion of the semester.
- b. The Vice President of Member Retention may also request that an event report be filed by the committee after a major chapter event.
- c. The Vice President of Member Retention shall file the reports with the Vice President of Communications for entry into the official chapter records.
- d. The Vice President of Member Retention shall be charged with developing a uniform form for the event reports.

Article XIII. Security

- A. The door entry code shall be changed every semester.
 - a. The entry code shall be changed by the President or House Manager . No one else shall be permitted to change the entry code.
 - b. The entry code shall not be shared with anyone except active undergraduate brothers and members of the house corporation.
- B. The door must be locked at all times, with the exception of events being held at the Chapter House.
 - a. Members found to be leaving entrances to the Chapter House unlocked repeatedly may be referred to Standards Board, as prescribed in this Constitution.

Article XIV. Grandfathering of Metzbower Award Recipients

All Previous Recipients of the Brian Metzbower award shall, in the spirit of the award, be awarded the Zeta Chapter Brother of the Year Award.

Article XV. Budget Surplus

Any budget surplus during a fiscal year shall be placed and accounted for directly into the Fraternity's savings account. Reallocation of this surplus can be used for other activities by passage of a vote of 3/4ths majority.

Article XVI. Chapter Philanthropy

- A. Zeta Chapter shall coordinate and execute at least one philanthropy event per school year, with 100 percent of income after expenses donated to an organization as decided by the Active Chapter.
- B. The Philanthropy Chairman shall be charged with the coordination of the event in accordance with Section X of these bylaws, unless a separate committee is established to assume such duties.
- C. Zeta Chapter will not support, participate in, or condone in any other way, any philanthropic activity that includes the use of alcohol or other controlled substances.

Article XVII. Sober Monitors

- A. The chapter must provide at least or more three sober monitors for all chapter-sponsored social events where alcohol may be present.
- B. Sober monitors must be present for the entire duration of the event and may not drink at or immediately preceding the event.
- C. A sober monitor who fails to uphold this guideline will appear before Standard Board and will be sanctioned appropriately.
 - a. At least one sober monitor is responsible for checking names and IDs at social events.
- D. Sober monitor shall be selected by the Risk Management Director according to the following process:
 - a. The Risk Management Director will call for brothers to volunteer as sober monitors.
 - b. If there are not enough volunteers, the Risk Manager will assign the remaining sober monitors, beginning with the brothers who have sobered the fewest number of events in the current semester.
 - c. Only Active Members may serve as sober monitors, and no active member may be exempt from serving as a sober monitor.

