

**The Constitution
&
Bylaws
of
Kappa Omega Alpha
Eta Chapter
at
The Ohio State University
Established 2025
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PREAMBLE

The purpose of this Fraternity shall be to acknowledge students in pursuit of their interests in the field of public policy on both a social and professional scale; to uphold the strength of fraternalism; to strengthen the ideals of Kappa Omega Alpha Co-ed Fraternity; to participate actively in the community and campus; and to ensure that each member develops into leaders within their field of policy interest. Each member shall develop their sense of understanding while actively bestowing ideals to the advancement of others.

NON-DISCRIMINATION CLAUSE

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

UNIVERSITY GUIDELINES

Kappa Omega Alpha Eta Chapter understands and is committed to fulfilling its responsibilities of abiding by The Ohio State University, Columbus Ohio organization guidelines and standards.

Kappa Omega Alpha Eta Chapter also abides by the John Glenn College of Public Affairs organization guidelines and standards. For more information go to <https://activities.osu.edu/posts/documents/student-organization-registration-and-funding-guidelines-04-2024.pdf> for the Registration Guidelines for Student Organizations at Ohio State.

ARTICLE I - PURPOSE & IDENTITY

I.I - Name

This body shall be officially known and designated as the Eta Chapter of Kappa Omega Alpha Professional Fraternity. This organization may also be referred to as “KOA”.

I.II - Affiliation

The name shall be applied to the chapter at The Ohio State University located in Columbus, Ohio.

I.III - Purpose

Kappa Omega Alpha Co-ed Fraternity is dedicated to supporting undergraduates and graduates interested in public policy. Through networking, workshops, and community service, we foster academic and professional growth while promoting fraternal bonds and upholding our core values. Our commitment to inclusivity and excellence shapes a vibrant community of leaders dedicated to making a positive impact.

The purpose of this organization shall be to foster undergraduate and graduate engagement in the field of public policy. This purpose shall be achieved by facilitating professional, service, and social involvement on the campus of The Ohio State University and in the Columbus area.

I. IV - Pillars

The Eta Chapter of Kappa Omega Alpha is guided by four foundational pillars: Advocacy, Brotherhood, Knowledge, and Leadership. These pillars shape the operations, goals, and initiatives of the Fraternity.

Advocacy

- A. Support community service and philanthropic initiatives to make a positive impact locally and beyond.
- B. Uphold the values of the Community and Wellness Committee while prioritizing justice and sustainability in all Fraternity efforts.

Brotherhood

- A. Foster a network of pre-professional and professional relationships through a mentor-mentee program that will extend beyond the years a member will spend in Kappa Omega Alpha.
- B. Support alumni connections and connections with peers to foster a sense of community and belonging.

Knowledge

- A. Promote intellectual growth and professional development through workshops, professional events, and self-development activities.
- B. Encourage academic excellence and the pursuit of lifelong learning among members.

Leadership

- A. Promote effective communication, empathy, adaptability, and innovation through professional development events and self-development activities, and through friendly competition events.
- B. Encourage members to partake in an executive position in order to experience working in a team and leadership role.

I. V - Dissolution Clause

The Eta Chapter of Kappa Omega Alpha shall dissolve completely in the event of insufficient membership or funds to sustain its operations, as decided by the executive board and a membership vote.

Upon dissolution:

These bylaws shall become null and void.

All remaining funds shall be donated to KOA's philanthropic mission. If there is no current philanthropy, the remaining funds will be donated to the Professional Fraternity Council.

All remaining members shall be granted honorary status within the Fraternity.

ARTICLE II - RECRUITMENT PROCESS

II.I - Rush & Recruitment

Rush events and opportunities shall be available two times a year, once during the Fall and once during Spring semester. During the Fall and Spring semesters, the Fraternity shall hold at least four rush events to recruit new members, in compliance with the Professional Fraternity Council.

The Fraternity's Vice President of Membership and Vice President of Recruitment shall be responsible for organizing and coordinating these rush events and their advertisement with the help of the Recruitment Committee.

The Vice President of Membership and Vice President of Recruitment shall decide the content and number of rush events for a given semester, the minimum being four, under the supervision of the President and the Executive Board.

During these rush events, members shall interact with rushees in a respectful and inclusive manner. The Vice President of Membership and Vice President of Recruitment and the Recruitment Committee should design rush events to facilitate equitable and quality interactions between members and rushees. The Vice President of Recruitment shall hold a rush workshop at the beginning of each semester, where they (1) communicate the rush events, locations, and dates and (2) train the membership on implicit biases and appropriate conversation content, with the help of appropriate officers.

Outside of formal rush which shall be conducted once a semester, coffee chats may be available if the number of members is below the set goal for the semester. Coffee chats may happen any time during the semester and will be reviewed on a

case-by-case basis when determining the extension of bids. Initiation will not happen for these members, if they are indeed extended a bid, until the next formal initiation date. Potential members who receive an informal bid will adhere to the Tier 2, Article I.II, Subsection C, selection process.

Should a rushee or member violate the Non-Discrimination Clause, the Vice President of Community and Wellness, The Vice President of Administration and Accountability, the Vice President of Membership, the Vice President of Recruitment shall hold a special Fraternity hearing to address these concerns and take proportional action. If a member raises a violation during the Bid Committee's meetings, it shall be dealt with in accordance with processes established in Article VI.II, Subsection B.

II.II - Bid Process

A. Definition of a Bid

A bid is an invitation to join the Fraternity as a new member. A bid is proof of affirmation from the Bid Selection Committee members that a rushee has demonstrated that they are engaged, respectful and thoughtful.

B. Recruitment Committee

The Fraternity's Vice President of Recruitment shall oversee the Recruitment Committee and the Bid Selection Committee. The Fraternity's Vice President of Recruitment shall work alongside the Vice President of Community and Wellness and the Vice President Administration and Accountability to ensure such activities as hazing, discriminatory practices, or other practices not in accordance with the Ohio State University's organizational rules or the John Glenn College of Public Affairs' organizational rules do not partake.

All general members who attend (1) fulfill the Vice President of Recruitment's attendance requirement and (2) can stay for the entirety of Bid Committee can attend the Bid Selection Committee meeting and will be given a vote. There should be at least 15 people present, including the President, Vice President of Finance, Vice President of Administration and Accountability, Vice President of Recruitment, the Vice President of Membership, and New Member Educators. If any mandatory Executive Board members miss a rush event, they cannot attend Bid Selection Committee. The Vice President of Recruitment shall enforce compliance and safety practices, will not participate in rushee evaluations, and cannot vote.

If 15 members are not eligible for the Bid Selection Committee, members who attended all but one rush event shall become eligible. This process shall continue to fill at least 15 spots, until the entire Fraternity is eligible.

Once all rush events have concluded, the Bid Selection Committee shall review each rushee and determine whether they should be offered a bid to the Fraternity in accordance with the rules and regulations established in Article II. II, Subsection D– Issuing Bids.

Once all rush events have concluded, the Bid Selection Committee will cease operation and the members of the Bid Selection Committee will resume their duties under the Recruitment Committee, promoting events and advertising the Fraternity.

C. Voting Procedure

Bid Selection Committee members will cast their votes as one of the following: “Yes” = 4, “Leaning Yes” = 3, “Leaning No” = 2, or “No” = 1. Abstentions are not permitted.

Once all votes are cast and scores calculated, the Vice President of Membership will categorize rushees into three tiers:

- a) **Tier 1:** Rushees automatically receive an invitation to pledgeship, pending a Chapter vote.
- b) **Tier 2:** Rushees are put to a Chapter vote.
- c) **Tier 3:** Rushees are denied a bid offer but ranked as alternates, should the pledge class not meet its target numbers.

Tier 2 Rushees - Chapter Voting Process:

- d) All Active Members in good standing are eligible to vote.
- e) The Membership Committee will prepare a presentation for Chapter review, including:
 - i) Each rushee’s name and rush photo
 - ii) A summary of pros and cons
 - iii) Rushee responses to frequently asked questions (e.g., "Why KOA?", examples of leadership, and brotherhood demonstrations)
- f) Active Members will have the opportunity to ask questions.
- g) Members in good standing will vote using the previously defined scale, and rushees with the highest scores will receive bids.

Discussion during meetings and voting of the Bid Selection committee shall not be discussed outside of the Bid Selection committee. If someone is accused of sharing the discussion during meetings and voting of the Bid Selection committee with individuals other than active members of the Bid Selection committee, they will be temporarily suspended from the Bid Selection Committee and must appear before the Executive Board. The Executive Board shall reach a decision regarding these allegations according to the guidelines listed in Article VI. If they determine the allegations are true, the accused individual shall be permanently barred from joining the Bid Selection Committee and may receive disciplinary actions at the discretion of the Executive Board according to the guidelines described in Article VI with a maximum of one semester probation.

D. Issuing Bids

Bids will be extended to those who exemplify the values of Kappa Omega Alpha, who are in good academic standing, those who display room for professional and social growth, and those who maintain a professional manner. The process of deciding who a bid is extended to is up to the discretion of the Recruitment Committee.

Positive social interactions alone are not sufficient grounds for extending a bid. A refusal to extend a bid does not necessarily reflect negative behavior or poor engagement by the individual; rather, it indicates that the totality of their rush performance did not meet the established threshold for a bid.

Bids must be sent out in compliance with the Professional Fraternity Council Policies.

The Fraternity's Vice President of Membership and Vice President of Recruitment, along with the Recruitment Committee and Membership Committee, shall determine how bids are distributed each semester, under the supervision of the President and the Executive Board.

During the Bid Selection committee's meetings and voting, no committee members shall violate the Fraternity's discrimination or hazing policies listed in Article VI. They shall also not threaten or offer any reward to any of the other committee members in an effort to sway the committee membership to favor or disfavor any rushee. If a committee member is accused of these actions, they shall be temporarily suspended from the committee until the Executive Board determines if the allegations are true. If they determine that such allegations are true according to the guidelines listed in Article VI.II, the committee member in question shall be permanently barred from the committee, placed on automatic probation, and shall have their membership in Kappa Omega Alpha reviewed by the Executive Board immediately according to the policies listed in Article VI.II.

E. Accepting & Rejecting Bids

Rushees who receive bids may choose to accept or reject their invitation to pledgeship. Rejection of a bid is not permanent disqualification from the Fraternity; individuals may rush again in subsequent semesters and must go through the same process as any new rushee, as outlined in Article II. II– Bid Process.

Rushees who receive bids must indicate their intent to accept or reject their invitation to pledgeship within one week of the bid being issued.

II.III - Pledging

A. Definition of a Pledge

If a rushee is offered a bid and accepts the bid, they shall then become a pledge. They shall be a pledge until they are formally initiated by the Fraternity as described in Article II.IV.

B. Timeline

The pledge term shall last 2-3 weeks, as determined by the Fraternity's Vice President of Recruitment.

Each pledge must show loyalty, dedication, interest, and participation in order to be considered a devoted member of this Fraternity.

A pledge can withdraw from the pledging process at any time during the pledging process, but must report the decision to the Pledge Board.

During the pledging term, pledges must participate in a New Member Education, in which pledges will learn about the values and pillars of the Fraternity and undergo professional development seminars taught by the New Member Educator(s).

Pledges will be required to conduct interviews with active members and other pledges, in order to foster brotherhood and gain experience in being interviewed and being the interviewer. These interviews shall be composed of 100% in-person interviews, virtual interviews will be granted under specific circumstances and must be approved by the Vice-President of Membership.

Pledges will be responsible for attending all Fraternity events described by Article III.V. The Pledges shall also be given events specifically designed for pledges during their pledging term and shall be expected to attend all of these events.

C. Pledge Board

During the pledging term, a Pledge Board under the Recruitment Committee shall be created, which will consist of the Vice President of Recruitment and New Member Educator(s). The Board will cater to new incoming pledges.

They shall be responsible for organizing a pledge social event(s), a pledge seminar(s), and any other pledge events as designated by the Pledge Board. The Pledge Board must oversee all pledges who wish to withdraw from the process.

The New Member Educator(s) shall lead and instruct the pledges to ensure that they meet these goals and do so to encourage other pledges to meet their pledging goals during the pledge term.

II.IV - Initiation Process

At the end of a pledging term, the Fraternity shall hold initiation.

Before initiation shall be held, the Pledge Board shall review each pledge and whether or not each pledge has met the pledging requirements.

The Pledge Board shall be able to voice any issues or comments to the Executive Board and the Recruitment Committee. The New Member Educator(s) must also inform the Executive Board if any pledges are not to be initiated and state the reasons why. The Executive Board will make the ultimate decision to terminate a pledge from the process, but The New Member Educator(s) will make the recommendation.

If a Pledge is determined not to be initiated according to the policies listed above, they shall be required to repeat their pledge term during the next fall or spring academic semester. If the New Member Educator(s) do not believe this is a satisfactory result, they may appeal to the Executive Board to de-pledge the individual.

The Executive Board shall make this decision. If the individual is de-pledged, they will no longer be considered a pledge and will no longer be allowed to rush or join the Fraternity as a new member. The Executive Board reserves the right to drop any individual pledge based on the infringement of Article IX – Safety and Compliance.

Once a pledge has been determined to be initiated, they shall be initiated according to the Fraternity traditions. The Pledge Board shall organize initiation and shall do so in accordance with these traditions.

If the Pledge Board would like to alter a tradition, they shall bring it before the Executive Board during an Executive Board meeting and a majority vote shall be taken regarding the issue.

Only inducted members shall be told about the details regarding initiation, other than those necessary to notify pledges for attendance. The Pledge Board shall serve as the head of the Initiation and conduct any ceremonies and rights thereof.

II. V - Active Members Rush & Recruitment

The Vice President of Recruitment and Recruitment Committee should design rush events in an effort to facilitate interactions between members and rushees.

During these rush events, members are expected to interact respectfully and inclusively with rushees. All members are required to be present at at least two rush events, unless a valid excuse has been submitted to the Vice President of Administration and Accountability. The number of rush events all members must

attend will be determined by the Recruitment Committee with a minimum of two events per member.

The Fraternity shall hold a meeting directly after each rush event with all members who were in attendance, where members can voice any problematic interactions with rushees, including any instances of violations of the Article IX – Safety and Compliance. This meeting, separate from deliberation meetings, shall allow time to process negative comments about a rushee before deliberations. The meeting will recap with those in attendance, what went well and what could be done better for the next rush event.

Should a rushee exhibit any behavior that is in violation of Article IV or of Fraternity Values, the Vice President Community and Wellness and Vice President of Membership and Recruitment shall discuss the violation to determine how severe it is and receive input from the deliberation Committee.

If the matter in question is determined to be a violation of Article VI, it shall be dealt with in accordance with the Bid Selection Committee powers, as established in Article V.

II. VI - Hazing Policy

Hazing is strictly prohibited.

Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, degrade or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Examples of hazing include, but are not limited to:

- (i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- (iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

If any pledge or member feels that they are being hazed then they should contact the Administration Committee and/or member of the Executive Board.

Each review will be held on a case-by-case basis. Before the determination of the executive board, the member will be subject to probationary status. Upon the determination of the executive board, if found to be guilty of the offense, the member will be removed from the fraternity entirely.

ARTICLE III: MEMBERSHIP

III.I - Membership

Once a pledge has been initiated into the Fraternity, they shall have active member status. Active members are entitled to all benefits of the Fraternity, including the ability to vote at meetings, vote on amendments, serve on committees, and run for Executive Board positions during elections. An active member shall maintain this status in accordance with the remaining guidelines of this Constitution.

III.II - Classification

The membership of this Fraternity shall be of the following classes: Founding, Charter Class, Student Members, Flex Members, and Alumni Members.

- A. Founders: The Founders of the Eta Chapter of Kappa Omega Alpha are Taylor Lefkowitz, Sarika Soni, Armaan Chaudhary, and Sydney Rubin (advisor).
- B. Charter Executive Board: The Charter Executive Board Members of the Eta Chapter of Kappa Omega Alpha is Taylor Lefkowitz, Sarika Soni, Alyssa Burke, Armaan Chaudhary, Avviana Pickle, Jonathan Merriman Velez, Natalie Raabe, Nina Greenberg, Rose Bottener, Jesús Cuaxico-Valencia, Alissa Barnholtz, Gigi Hanner, Yogeeta Khatri, Mallory Johnson, and Lillian Warren.
- C. Charter Class Members: The Founding Class Members of the Eta Chapter of Kappa Omega Alpha are those individuals who maintained membership throughout their time at The Ohio State University and were part of the first class initiated.
 - a. The Charter Members of The Eta Chapter of Kappa Omega Alpha at The Ohio State University are to be listed after the founding class is initiated.
- D. Student Members: Student Members Shall be those members properly registered and actively pursuing an undergraduate degree and/or masters degree from The Ohio State University. Student members have full membership rights provided they suffice requirements set by these bylaws to be eligible for good standing.
- E. Alumni Members: Former Collegiate Members who have graduated and remain in good standing.

III.III - Membership Status

All Members shall be defined as “Active” or “Inactive” and “In Good Standing” or “In Bad Standing”.

Members of good moral character who have been initiated into this Fraternity and that have attended the required amount of events each semester will be classified as “Active”.

A. Active Members may:

- a. Vote on any and all Chapter affairs
- b. Attend all events/meetings organized by the Eta Chapter
- c. Put Kappa Omega Alpha on their resume
- d. Run for executive board positions

Members of good moral character who have been initiated into this Fraternity and that have not attended the required amount of events each semester will be classified as “Inactive”.

Any member that is inactive for one semester will be removed from Kappa Omega Alpha related groups. The rights of an active and inactive member are shown below:

A. Inactive Members may NOT:

- a. Vote on any and all Chapter affairs
- b. Attend all events/meetings organized by the Eta Chapter
- c. Put Kappa Omega Alpha on their resume
- d. Run for executive board positions

From the beginning of a semester until Midterm Courts, a Member shall be considered to be in good standing if that Member has

- A. After Midterm Courts Until the end of the semester, a Member shall be considered to be in good standing if that Member has attained all the requisite amount of points.
- B. Maintained above or below the set minimum GPA (a 2.5 cumulative GPA, as determined by The Ohio State University Sorority and Fraternity Life Office)
- C. Any member in violation of the Student Code of Conduct of either the John Glenn College of Public Affairs or The Ohio State University will automatically be held in bad standing pending review by Standards.

If at any given time, a member does not satisfy the requirement(s) indicated, the member will be considered in “Bad Standing”.

A member may disaffiliate from the fraternity at any time. They must send a written statement to the Secretary of their intent to disaffiliate.

A. Probationary Membership

In the event that an active member loses their active status, they shall be placed on probation. A member can only be placed on probation by the Executive Board for

a Fraternity attendance, ethical, or constitutional violation. A probationary member shall lose their voting rights in the Fraternity at meetings, elections, and on amendments to the Constitution. A probationary member shall also lose their right to run for a position on the Executive Board, and to take a mentee during the pledging process.

If a probationary member returns to active member status, they shall gain all rights to the Fraternity of an active member with no prejudice, unless they appear before the Executive Board again for a similar Fraternity attendance or ethical violation. The Executive Board shall reserve the power to restore active member status to a member on probation at their discretion.

III.IV - Point System

Points indicate attendance and can indicate participation in drives for volunteering. Members of the fraternity are expected to meet point requirements each semester.

The Executive Board will determine point categories and the number of points in each required for active membership each semester. The Executive Board will determine the number of points needed to attend formal, beyond the minimum points needed to maintain active membership. Point requirements will be announced at the first chapter meeting of each semester.

The Vice President of Administration and Accountability will keep track of points and inform members towards the end of the semester if they are in danger of becoming “In Bad Standing” due to a lack of required points.

Newly initiated members are not expected to complete point requirements the semester they are inducted. They are considered active for the rest of that semester.

III.V - Attendance

In order to be considered an active member, an inducted member must receive a total attendance score of no lower than 80%; Executive Board members must make a score of at least 90%, and pledges must attain 100% attendance.

In order to run for Executive Board, members must make a score of at least 90% attendance that semester.

If there are disputes of the accuracy of the member’s attendance, they will have to appear before the Executive Board with a written description of the dispute.

The Administration Committee shall determine the validity of the dispute in

accordance with the procedures listed in Article VI. If a member or pledge does not reach their respective threshold, they must appear before the Standards Board with a written explanation for their poor attendance.

The Administration Committee can then decide any possible disciplinary actions if necessary, in accordance with the procedures listed in Article VI.II. These include, but are not limited to, membership probation, increased fraternal requirements, or in the case of repeat attendance issues, increased dues or expulsion from the Fraternity.

A. Excused Absences

Kappa Omega Alpha will follow a strict attendance system. Members are expected at all mandatory events unless they inform the Vice President of Administration and Accountability at least 24 hours in advance of the start time of an excused absence.

A member who does not inform the Vice President of Administration and Accountability of an absence more than 24 hours in advance may only be excused if there is a family emergency, medical emergency, or work-related reasons that will be left to the Vice President of Administration and Accountability's discretion.

Excused absences will not affect attendance percentages. Each member will be given three unexcused absences throughout the semester. If any member has more than three unexcused absences, these will then begin to affect their attendance percentage.

The following criteria will be in place in order for a member to receive an excused absence if they do not attend an event:

- Family Emergencies
- Medical Reasons
- School Reasons
 - Exam Conflict
 - Class Conflict
 - Group Work Conflict/Studying at the Secretary's discretion
- Professional or Work Related Reasons
- Other Organization Meetings
- Religious Reasons
- Other KOA Responsibilities
- Extenuating circumstances

III. VI - The Chandrakar Clause

Membership in this Chapter shall not be granted to any member of another professional Fraternity in competition and no active member of this Chapter shall join another Fraternity in competition with Kappa Omega Alpha

“Fraternities in Competition” shall be defined by the President.

ARTICLE IV: LEADERSHIP

IV.I - Executive Members

President: The President serves as the executive head of the Ohio State’s Kappa Omega Alpha (KOA) Chapter, leading all general body and Executive Board meetings and ensuring officers discharge their duties faithfully and promptly. The President shall oversee the Vice President of Administration and Accountability in keeping accurate and detailed minutes of all Chapter and Executive Board meetings, ensuring that records are well-maintained and accessible. The President shall ensure timely communication of announcements, meeting minutes, and updates to members. The President is responsible for maintaining cohesion within the Chapter and ensuring strategic alignment with Fraternity objectives. The President shall disseminate regularly scheduled emails and other emails deemed necessary. The President shall monitor task completion by other Executive Board Members and their Committees, preparing reports and records for governing bodies. The President shall act as the spokesman for the Fraternity. The President shall act as an advisor on all decisions made by the Fraternity’s Executive Board, enforce compliance with Fraternity laws and policies, and resolve points of order. The President shall attend all disciplinary hearings. The President shall work with the Advisor of the Kappa Omega Alpha Eta Chapter to schedule rooms for meetings or event spaces. The President shall oversee the selection of the Vice Presidents and Committees members. The President shall organize all membership into preferred committees. The President shall conduct chapter votes and oversee elections, with the Kappa Omega Alpha Eta Chapter Advisor, for the next term. The President shall not cast any votes unless votes end in a tie or in cases of specific elections. The President shall remain compliant with all training required by the university. The President shall meet biweekly with the KOA Advisor to ensure smooth operations of fraternity.

Vice President of Membership: The Vice President of Membership shall plan events to promote brotherhood throughout KOA. The Vice President of Membership shall oversee the Membership Committee, which shall plan recruiting activities after the formal recruitment period (more information on what this entails available in Article V). The Vice President of Membership shall foster inclusivity and engagement throughout the year, in collaboration with the Vice President of Community and Wellness, helping plan general structured events. The Vice President of Membership shall organize all semi-formals, formals, and other organized social events. The Vice President of Membership shall coordinate and oversee the Senior Farewell at the end of the academic school year and the banquet at the end of the fall semester, which serves as an award ceremony. The Vice President of Membership shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Recruitment: The Vice President of Recruitment is responsible for recruiting new members to KOA and maintaining new members through initiation. The Vice President of Recruitment shall oversee recruitment, selection, and training of new members (New Member Education). The Vice President of Recruitment shall oversee and ensure a successful recruitment process, consisting of at least four events. The Vice President of Recruitment shall oversee the Bid Selection Sub-Committee, ultimately responsible for extending invitations to join KOA. The Vice President of Recruitment shall also oversee the New Member Educators, responsible for educating new KOA members during the period between recruitment and initiation. The Vice President of Recruitment shall ensure a well-structured new member program, putting together the presentation and New Member Education instructor plans. The Vice President of Recruitment shall, jointly with the Vice President of Membership, oversee and help carry out the informal coffee chats and events. The Vice President of Recruitment shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Public Relations: The Vice President of Public Relations shall create strategic plans for communication through social media, digital signage boards, and external outreach. The Vice President of Public Relations shall enforce social media guidelines for KOA members. The Vice President of Public Relations shall create graphics, flyers, etc. to promote events to members and across campus. The Vice President of Public Relations shall connect with other student organizations to collaborate on meetings and events. The Vice President of Public Relations shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Community and Wellness: The Vice President of Community and Wellness shall ensure all events and meetings are inclusive and promote the 10 dimensions of wellness for KOA members. The Vice President of Community and Wellness shall collect feedback on the community and wellness of members through surveys and focus groups. The Vice President of Community and Wellness shall make certain events are equitable for people of all backgrounds. Per each semester, the Vice President of Community and Wellness should work with the Vice President of Membership to create at least one event that is focused on building the wellness of KOA members and one event that is meant to build community. The Vice President of Community and Wellness shall be the representative on the Glenn College's Community and Wellness Committee. The Vice President of Community and Wellness shall sit in on hearings for cases of discrimination, sexual misconduct. The Vice President of Community and Wellness shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Expansion: The Vice President of Expansion shall focus on the external aspects of the organization, such as the nationalization of KOA. The Vice President of Expansion shall attend bi-weekly meetings with other KOA chapters to understand how other chapters are managing their fraternities. The Vice President of Expansion shall report back to the Executive Board after each meeting. The Expansion Vice President is responsible for coordinating events with the other KOA Chapters across various university campuses. The Vice President of Expansion shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Professional Development: The Vice President of Professional Development shall foster the professional growth of Kappa Omega Alpha members by organizing career-building initiatives, networking opportunities, and skill-development programs. The Vice President of Professional Development shall prepare members for careers in public policy, government, law, and related fields. The Vice President of Professional Development shall plan and execute professional development events such as resume workshops, mock interviews, public speaking sessions, and networking panels. The Vice President of Professional Development shall coordinate guest speakers, alumni panels, and mentorship programs to connect members with professionals in public policy and related industries. The Vice President of Professional Development shall compile and distribute internship, fellowship, and job opportunities relevant to public policy careers. The Vice President of Professional Development shall provide guidance to members seeking career advice, networking tips, and graduate school application resources. The Vice President of Professional Development shall adhere to all financial processes outlined by the Vice President of Administration and Accountability and the Vice President of Finance when purchasing catering or other event needs.

Vice President of Administration and Accountability: The Vice President of Administration and Accountability is responsible for ensuring the efficient operation and organization of Kappa Omega Alpha. The Vice President of Administration and Accountability shall create, with the President and Executive Board, all processes for organizational functionality, including but not limited to, attendance, funding requests, and catering needs. The Vice President of Administration and Accountability oversees internal communication, record-keeping, and administrative functions to support the President, Executive Board and general membership. The Vice President of Administration and Accountability plays a crucial role in maintaining the fraternity's structure and ensuring smooth day-to-day operations. The Vice President of Administration and Accountability shall oversee all disciplinary hearings, including impeachments. The Vice President of Administration and Accountability shall oversee annual constitution and bylaw amendment and update processes. Vice President of Administration and Accountability shall create and manage all documents, forms, spreadsheets in the Microsoft

Teams channel. The Vice President of Administration and Accountability shall assist with event support and logistics when needed. The Vice President of Administration and Accountability shall assume presidential duties should the President be absent or have to step down.

Vice President of Finance: The Vice President of Finance shall manage the financial health and sustainability of Kappa Omega Alpha. The Vice President of Finance shall oversee budgeting, financial planning, and fundraising efforts to ensure the fraternity can support its events, operations, and long-term growth. The Vice President of Finance shall remain compliant with all required university training. The Vice President of Finance plays a critical role in maintaining transparency, accountability, and efficiency in all financial matters. The Vice President of Finance shall develop and oversee the fraternity's annual budget, ensuring funds are allocated appropriately to support events, operations, and initiatives. The Vice President of Finance, in collaboration with the Vice President of Administration and Accountability, maintains accurate financial records, tracks expenses, and provides regular budget updates to the Executive Board and membership. The Vice President of Finance shall coordinate fundraising opportunities, sponsorships, and grant applications to secure additional funding for the fraternity. The Vice President of Finance shall approve and reimburse expenses in accordance with the fraternity's financial policies and ensure compliance with any university or national organization requirements, including the Council of Student Affairs Funding requests through the Student Organization Management system. The Vice President of Finance shall ensure adherence to any financial regulations, policies, or university guidelines that apply to the fraternity's financial activities. The Vice President of Finance shall meet biweekly with the KOA advisor to update the budget and make purchases.

IV.II - Executive Member Term Limits

A. Presidential Term Limits

Presidents shall not be able to run for any Executive Board position after their one year term as President, but may remain a general body member of Kappa Omega Alpha Eta Chapter

Presidents shall not be able to run for any other Executive Board position due potential concerns about incoming Presidents not being able to fully realize their role if others, members and new Executive Board members, still defer to the old President.

B. Executive Member Term Limits

Executive Board Members shall be limited to one term, one academic year, in their current role. Executive Board Members may be able to apply to a different role within the Executive Board after their one year term limit.

The purpose of term limits is to give members in Kappa Omega Alpha constant opportunities for leadership roles and to give current Executive Board Members new experiences to further develop their skill.

IV.III - Elections

A. Requirements

In order to run for the position of President, one must be an active member, not on probation. Elections for President shall be marketed to all members at least a month before elections are held. Members who run for President shall have the opportunity to speak in front of their peers who may opt to vote and campaign for themselves. Members who run for President shall retain a respectful manner toward those who they run against and all other members of Kappa Omega Alpha.

For all other Executive Board positions, one must only not be on probation in order to apply for the position. Other Executive Board positions will be applied and their applications will be overseen by the President and the advisor.

B. Voting for President

For President, all active members shall have the opportunity to vote. The outgoing President and Advisor shall oversee the new election process for Presidential elections. Elections may happen online or in-person, but who cast a vote must be anonymous.

For Executive Positions, the new President will gather applications through an online or physical form. The form must be open for submission for at least one week, if not longer. Potential Executive Board Members may undergo an interview process; the decision will be left up to the incoming President. Applications must include questions relating to the four pillars, their resume, and other questions left up to the newly elected President. The newly elected President and the Advisor shall oversee all Executive Position applications. The incoming President and Advisor must maintain confidentiality in the process.

C. Voting for Executive Board Members

In order to apply for an Executive Board position, one must be an active member, not on probation. Executive Board Members shall run for their position after the President has been elected, but within the same two weeks.

The outgoing President shall oversee the elections of all Executive Board Members. All active members present at the time of voting may cast a vote for a candidate; pledges and members on probation may not vote, but are allowed to take part in discussion.

During an election, the following procedures shall be used. Candidates shall be listed in alphabetical order by last name. The first candidate in alphabetical order shall begin by making their remarks with all the remaining candidates outside of the general meeting room. Candidates for Executive Board shall be limited to a maximum of 3 minutes to speak, followed by a 3-minute question and answer period, and a voting period where Candidates will not be present in the room.

After the voting has concluded, the President shall leave the room and count the votes. A candidate must receive a majority of 51% in order to win an election. If no candidate receives a majority, then a runoff election will be held between the two candidates with the highest number of votes to determine the winner.

Once a candidate has been determined, the head of the election shall announce the elected individual. The newly elected individual shall take office beginning in the next semester.

In the event that a position cannot be filled for any reason during the designated election time, the President and advisor may decide to delay the election for that position until a potential candidate comes forward, or the position may be divided up among other Executive Board members prior to the start of the next semester.

Executive Board members who shall be elected are: Vice President of Administration and Accountability, Vice President of Finance, Vice President of Expansion (National Liaison), Vice President of Recruitment, Vice President of Membership, Vice President of Professional Development, Vice President of Community Relations, and Vice President of Public Relations.

Other suggested positions for the Executive Board are: Assistant Vice President of Finance, Assistant Vice President of Expansion, and Assistant Vice President of General Membership Events.

D. Special Elections

Special elections shall happen under three circumstances: if the President is impeached, if an Executive Board member is removed from their role, or if the President or Executive Board member decides to step down from their position.

If the special election does not relate to the President, in chapter, the President will take nominations for the specific Board position and the Chapter will then vote at that chapter.

If the President is stepping down or is impeached, the Vice President of Administration and Accountability will assume the Presidential role and hold a

special election for their previous role, Vice President of Administration and Accountability.

E. President Responsibilities

The President must organize elections, selecting the best date toward the end of the fall semester to host elections and ensuring members are notified at least two weeks in advance before elections take place. The President must allow members, with valid excuses, to have some way to vote in the election. The President shall ensure confidentiality at all times throughout the elections process.

The outgoing President, after elections, shall arrange times with the incoming President and the rest of the incoming and outgoing Executive Board to have a hand-over intensive, where the outgoing and incoming group will discuss how to ensure a smooth transition, give and receive tips on how to best practice being a leader within their respective role, and help set goals for the new year ahead.

IV. IV - Impeachment

A. Reasons For Impeachment

If an Executive Board member fails to fulfill their duties and obligations to the Fraternity, or acts in violation of the Constitution, Bylaws, or organizational goals, they may be removed through impeachment claims.

B. Impeachment Process

If the impeachment does not pertain to the Vice President of Administration and Accountability or the President, impeachment claims will be heard by the Vice President of Administration and Accountability, the President, and the Eta Chapter advisor. If the impeachment pertains to the Vice President of Administration and Accountability, only the President and the advisor will oversee impeachment claims and vice versa. Impeachment claims must be submitted through an email.

If the Vice President of Administration and Accountability, President, and the Eta chapter advisor recommends expulsion or impeachment as a sanction, that decision must be presented at the next chapter meeting.

After review by the appropriate persons, all members of the Fraternity may attend a hearing. The President shall preside unless they are the impeached individual. If the President is impeached, the Vice President of Administration and Accountability shall oversee the hearing.

In the hearing, the impeached individual may prepare a written statement and deliver verbal comments for up to 10 minutes. After verbal comments, the Executive Board and members may ask questions for up to 10 minutes. Once this period

ends, the impeached individual will leave the room. Debate on the impeachment shall last no longer than 30 minutes, after which a vote will take place.

IV. V - Executive Board Decisions

In the event that the Executive Board must make a decision for the Fraternity, such as during an attendance review, the Executive Board shall conduct a vote. If the decision involves a specific individual or individuals, they shall not be present during the voting. If an Executive Board member is involved in the outcome of the decision, they shall not be present during voting and shall not vote. The Executive Board shall conduct a simple majority vote to determine the outcome.

In the event that the Executive Board is making a decision to remove a probationary member from the Fraternity, they shall use the same policies as listed above, but shall require 8 of the Executive Board members to remove the individual from the Fraternity. An individual shall only be removed from the Fraternity for a repeat attendance issue as described in Article IV or Article IX.

In the event of a tie, the Executive Board shall continue discussion, then conduct another vote. If there is still a tie, discussion shall resume and another vote will be conducted with the Executive Board. If there is still a tie, discussion shall resume and include the Kappa Omega Alpha Eta Chapter advisor, who will act as a tiebreaker in another vote that shall be conducted.

ARTICLE V: COMMITTEES

Committees may include: a Membership Committee, a Recruitment Committee, an Administration Committee, and a Bid Selection Committee. Other committees may be added as needed and added to the Constitution and Bylaws as updated. Committee members will be added at the start of the semester and will apply to their Committee through their respective Vice President. Each Committee member must have been a member for at least a semester.

The Vice President of Membership shall oversee the Membership Committee. The Membership Committee shall help determine the events held by the Kappa Omega Alpha Eta Chapter. The Membership Committee shall record all new member attendance.

The Membership Committee shall coordinate with the Recruitment Committee and act as New Member Educators. The Membership Committee shall initiate and coordinate the Mentor-Mentee program with the Recruitment Committee, helping new members connect with current members.

The Vice President of Recruitment shall oversee the Recruitment Committee. The Recruitment Committee shall review and revise the Rush Guide every semester, as overseen by the Vice President of Recruitment. The Vice President of Recruitment and the Recruitment Committee shall organize and plan Initiation.

The Recruitment Committee and all other current Executive Board Members shall act as the Bid Selection Committee. The Bid Selection Committee will review all potential new members and determine who shall be accepted into the initiated class for the upcoming semester. After initiation happens, the Bid Selection Committee shall disband until the next round of recruitment.

The Administration Committee is composed of three positions, and the process for election to the Administration Committee is outlined in Article VI VI.I. The Administration Committee shall be led by the Vice President of Administration and Accountability.

ARTICLE VI: STANDARDS

VI.I - Administration Committee

The Administration Committee is composed of three positions, all of which hold equal standing and are collectively referred to as the "Standards Board."

Each member of the Administration Committee possesses equivalent voting power. The term for each position is one semester, requiring a 75% vote to elect members.

A Vice President of Administration and Accountability must be appointed by the President. This individual will coordinate meetings, delegate tasks to other board members, and be the primary point of contact for excused absence requests and intake of standards complaints.

The Administration Committee will determine the frequency of their meetings, but must meet at least once a month.

The primary responsibility of the Administration Committee is to uphold the Chapter's bylaws. They are expected to discipline individuals who fail to meet the standards outlined in the bylaws. Members must act fairly and impartially, conducting thorough research and obtaining objective information while considering both sides of any conflict.

Collectively, the Administration Committee is also tasked with auditing the Executive Board and the Chapter's financial statements. Additional responsibilities include tracking attendance and absence forms, determining consequences for members who fail to meet point requirements, conducting important Chapter votes, and running elections.

A. Hearings

Any active class member can be referred to the Administration Committee by another member reaching out to an Administration Committee member. The member of

the Administration Committee that receives the referral must bring it up in the next scheduled Administration Committee meeting.

If at least one Administration Committee member believes the case should be heard, a meeting between the Administration Committee, the President, the Vice President, and the party in question will be arranged. Members can also be called into the Administration Committee if at least one member feels a case warrants an official review.

Requested Administration Committee meetings should be held within two weeks of the request. The Administration Committee must give the party in question as much advance warning as possible about the meeting or review.

B. Qualifications

An individual can be sent or called into an Administration Committee meeting and/or Membership Review for the following reasons:

- a) Breaking Policies: Violating a bylaw, NDA, liability waiver, or other policy clause.
- b) Chapter Involvement Issues, include but not limited to:
 - i) Failing to meet the previous semester's involvement requirements
 - ii) Missing required events
 - iii) Missing sign-up events without prior notice or valid reason, especially if it incurs costs or affects attendance quotas
 - iv) Being significantly below the current semester's involvement point requirement at the midway point of the semester
- c) Professionalism Issues, include but not limited to:
 - i) Being a distraction during corporate events
 - ii) Unprofessional conduct in a Kappa Omega Alpha position
 - iii) Unprofessional conduct with other Kappa Omega Alpha members
 - iv) Unprofessional conduct with external Kappa Omega Alpha resources such as corporations, professors, or other partners
- d) Academic Issues, include but not limited to:
 - i) Falling below the Eta GPA requirement of 2.5
 - ii) Falling below the National GPA requirement of 2.0
 - iii) Being on The Ohio State University's Academic Probation
 - iv) Being on or at the level of The John Glenn College of Public Affairs Probation
- e) Other Significant Conduct Issues: These must be handled with confidentiality and objective decision-making.

VI.II - Consequences

The Administration Committee reserves the right to responsibly assess situations and deliver consequences for offenses committed by members.

Offenses are violations of the Laws and Policies of Kappa Omega Alpha, violations of The Ohio State University's organization standards, violations of the John Glenn College of Public Affairs policies, and/or any actions that willfully bring disgrace upon the Fraternity or any of its members. The Administration Board may reprimand, suspend, or expel members of the Eta Chapter.

A. Conflicts of Interest

Any Pledge, Active Member, Probationary Member, or Executive Board member having a conflict of interest regarding an issue, including, but not limited, with general elections excluded: voting on Bids, probationary hearings, Executive Board hearings, etc., shall lose their voting rights on the matter, but may still voice their opinion on the subject during discussion. A conflict of interest can be defined as a situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially adverse interests of both parties.

This includes when an individual's personal interests or concerns are inconsistent with what is best for the Fraternity, or when a member's personal interests are contrary to their loyalty to the Fraternity. Family relations and significant others are included in this. In situations where the person does lose voting rights, but may still have a vested interest in the case through friendships or other means. All conflicts of interest among members of the Bid Selection Committee regarding rushees must be presented to the other members of the committee at the first meeting. Such conflicts may include but are not limited to: family members, close friends, past or present partners, roommates or suitemates, current or past residents, and brothers or sisters of a Greek-affiliated organization.

It is at the discretion of the other bid committee members to decide whether the member must recuse themselves through a majority vote. In the event that a member recuses themselves, they may still participate in debate regarding the rushee in question. The vote required to extend a bid to an individual remains unchanged if one or multiple members must recuse themselves. If any Pledge, Active Member, Probationary Member, or Executive Board member is found concealing a conflict of interest from the members or the Executive Board of the Fraternity, whichever may apply, that person shall come before the Executive Board and lose all active member rights, and/or Executive Board member rights, whichever may apply, and may only regain these rights if the Executive Board has found the person not guilty. If the accused person is found guilty of concealing a conflict of interest by a majority vote of the Executive Board the Executive Board has the authority to set a just punishment for the individual, with a maximum punishment being a probationary status for the individual.

B. Discriminatory Practices

If a member is found guilty of discrimination, they will face immediate dismissal from the organization without the possibility of appeal. All reports will be handled discreetly and confidentially by the Administration Committee, President, Vice President, and relevant parties.

For further information on Kappa Omega Alpha Eta Chapter Discriminatory Practices Policies refer to Article IX.V.

C. Hazing

Consequences regarding hazing can be found in Article II.VI.

D. Involvement

As defined in Article III.V, “every active member must meet a minimum standard of involvement required by the Chapter to avoid consequences.” The involvement requirements per semester and for the entire duration of each Active’s membership are outlined in the same section of the Chapter bylaws. Involvement requirements will be tracked throughout the entire duration of an active member’s time at Kappa Omega Alpha.

Each active class member is allowed up to three excused absences per semester. Failure to meet the Good Standing involvement requirements will result in the following disciplinary consequences:

A. 1st Semester of Not Meeting Good Standing Involvement Requirements:

- a. Formal Warning - The Administration Committee will provide a formal notice immediately at the end of the semester in which an active member failed to meet the good standing involvement requirements.
- b. Formal/Banquet/Semi-formal Events - The Administration Committee may decide to not allow active members who failed to meet the good standing requirements to attend social events at the end of the semester.

B. 2nd Semester of Not Meeting Good Standing Involvement Requirements:

- c. Automatic Membership Review - An appeal will be required in front of the Current Administration Committee and Current Executive Board.
- d. Attendance-related appeals will require a $\frac{2}{3}$ vote to pass.

C. 3rd Semester of Not Meeting Good Standing Involvement Requirements (for members who appealed after the membership review of the 2nd missed semester and obtained readmittance into membership):

- e. Automatic Membership Termination - No opportunity to appeal in front of the Chapter.

The Administration Committee has the discretion to adjust semesterly Good Standing and High Achieving Involvement Requirements based on the number of total events provided that semester to the Chapter. These semesterly requirement adjustments must be documented.

E. Mandatory Attendance

As defined in Article III.V, a "mandatory event" is an event or series of events throughout the semester that all active members are required to attend, or have a valid attendance excuse submitted through a mandatory absence form.

Non-valid attendance excuses will be counted as unexcused absences, as well as the failure to submit a mandatory absence form on time.

Each active class member is allowed up to three excused absences per semester. Attendance for mandatory events will be tracked on a per semester basis. Failing to meet attendance requirements for mandatory events will result in the following disciplinary consequences:

- A. 1st Unexcused Absence: Formal Warning without disciplinary action
- B. 2nd Unexcused Absence: Formal Warning without disciplinary action
- C. 3rd Unexcused Absence: Member cannot attend any formal/semi-formal/banquet events or other social events hosted by Kappa Omega Alpha.
- D. 4th Unexcused Absence: 1 additional philanthropy hour added to the member's respective semester philanthropy involvement requirement
- E. 5th Unexcused Absence: 2 additional philanthropy hours added to the member's respective semester philanthropy requirement
- F. 6th Unexcused Absence: Automatic membership review - will require an appeal in front of the Chapter.

F. Sexual Misconduct

Kappa Omega Alpha will not tolerate any form of sexual assault, sexual or gender-based harassment, intimate partner violence, stalking, or retaliation.

Sexual harassment is a direct violation of the Student Sexual Misconduct Policy and shall be hereby defined as;

“Sexual misconduct is conduct of a sexual nature or conduct based on sex or gender that is non consensual or has the effect of threatening, intimidating, or coercing a person. This includes sexual harassment, sexual violence, relationship violence and stalking. Sexual misconduct is a form of sex- and gender-based discrimination. Additional definitions including those for sexual harassment, sexual and relationship violence, stalking and consent are given in Policy 1.15.” (*Title IX and Sexual Misconduct, The Ohio State University*).

Any member accused of Prohibited Conduct shall be subject to immediate review by the Administration Committee and the Executive Board. Each review will be held on a case-by-case

basis. Upon the determination of the executive board, if found to be guilty of the offense, the member will be removed from the fraternity entirely. Additionally, with the survivors permission, we will follow The Ohio State University code of conduct and file a report with the proper authorities.

For further information on Kappa Omega Alpha Eta Chapter Sexual Misconduct Policies refer to Article IX.IV.

G. Other Disciplinary Scenarios, Types, & Consequences

Academic: Academic requirements are described in Article III.III (Membership Status). Failure to meet those requirements will result in consequences as follows:

- A. GPA below 3.0 and above 2.5 - Formal warning and conversation with the Administration Committee to create a plan of academic improvement throughout the semester. Members will not be allowed to hold Kappa Omega Alpha positions.
- B. GPA below 2.5 and above 2.0 - Member may be placed on probationary status or Member's Kappa Omega Alpha membership may be terminated.

Risk Issues & All Other Consequences: The Administration Committee has the discretion to impose consequences as they see fit for any members who pose a risk to the Chapter and its interests. A meeting must be held between the Administration Committee, President, Vice President, and the person(s) involved regarding the risk issue or violation incident. The following describe the types of consequences that can be given to members with more serious violations outside of attendance, involvement, and academics:

- A. Warning: The member being disciplined is given a formal, written warning detailing the violation and warning of potential future consequences if repeat violations occur. This warning is documented throughout the member's active Kappa Omega Alpha membership duration.
- B. Social Probation: In the event that any member's actions are excessively dangerous or irresponsible and reflect the Fraternity poorly, they may be subject to social probation. Probation will extend but is not limited to, being prohibited from attending formal, semi-formal, and banquet events. Additional punishment may be imposed depending on the severity of the member's misconduct. Failure to comply with social probation will result in further disciplinary action as determined by the Executive Board.
- C. Members on probation are prohibited from running for an Executive Board position.
- D. Active Probation: The member being disciplined is given a formal, written explanation detailing the violation and is prohibited from attending any events that Kappa Omega Alpha hosts, plans, sponsors, or attends for a duration determined by the Administration Committee.
- E. Expulsion.

ARTICLE VII: FINANCIAL MANAGEMENT

VII.I - Chapter Funds

There are two forms of Chapter funds: the General Fund and Fundraising Income.

General Fund: Funds obtained from the John Glenn School of Public Affairs, Corporate Partners, and extra money from previous semesters. Money from Corporate Partners may have special requirements for usage.

Fundraising Income: All revenue generated from fundraising ventures of the active class. All Fundraising Income must be documented and approved by the Vice President of Finance. Fundraising Income money is added to the budget for the next semester. Fundraising Income can be used for unexpected expenses during the current semester but requires a Chapter vote.

VII.II - Accounting Periods

The Fall semester accounting period of this Chapter shall commence on July 1 and end on December 31 of each year. The Spring semester accounting period shall commence on January 1 and end on June 30 of each year.

The President and the Vice President of Finance are required, each Spring semester, after elections, to undergo financial training hosted by the Ohio State University. Other Executive Board members must have the opportunity to attend, but will not be required to.

VII.III - Budgeting

The Vice President of Finance, at the beginning of each fiscal year, shall prepare the budget covering all expected income and expenditures for the coming fiscal year. This budget shall be discussed and approved each semester by the Chapter.

The spring semester budget shall be revised, if necessary, to reflect fall semester performance.

The budget will be divided into five accounts: Membership, Community and Wellness, Professional Development, and Recruitment. The Vice Presidents are responsible for their account and will manage their allocation of funds.

The initial budget will be drafted and proposed by the Vice President of Finance, coordinating with the Executive Board before the start of the next semester.

A majority vote is needed to discard and redraft the budget.

The Executive Board must approve expenditures that are not budgeted with a majority vote.

VII.IV - Chapter Dues & Fees

As long as the Kappa Omega Alpha Eta Chapter is run under and accepts money from the John Glenn School of Public Affairs, no chapter dues are to be collected.

Fees will only be incurred for events such as formal, trips, banquet, semi-formal, and other additional events. Fees will not be imposed on any member and members can apply for financial help to the Vice President of Finance, if they wish to attend such events but can not afford to do so.

VII.V - Reimbursements

Members coordinating events may be reimbursed for personal money spent on Chapter-related expenses if deemed appropriate by the Vice President of Finance.

The Chapter may also receive reimbursements from The Ohio State University.

Members should save receipts and share them with the Vice President of Finance for full reimbursement.

VIII.VI - Financial Records

The Vice President of Finance is responsible for maintaining and periodically updating the financial records of the Chapter. These records must be made available to all Chapter members and should include comprehensive details for each transaction. This encompasses the amount, date, and specific purpose of the expense, as well as the identities of all parties involved in the transaction.

All financial transactions must be promptly recorded and updated to ensure accuracy and transparency. This thorough documentation allows for better financial oversight and accountability within the Chapter. Additionally, the Vice President of Finance should ensure that records are organized and accessible for audit purposes and for any member inquiries.

VII.VII - Audits

At least once per semester, the Administration Committee will audit the Chapter's finances, working with the Vice President of Finance, who will provide full access to financial accounts and statements. The audit should ensure no unnecessary expenditures or unaccounted funds and compliance with all Kappa Omega Alpha, the John Glenn School of Public Affairs, and The Ohio State University policies.

VII. III - Personal Gain Clause & Accountability

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a

service that directly benefits the organization. Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization.

Funds raised through organizational functions should be allocated to cover operational expenses, support Chapter initiatives, and enhance member experiences. Profits may be used for events, educational programs, community service projects, and other activities that contribute to the organization's mission and goals.

Members who contribute significantly to fundraising efforts through their time, skills, or resources may be recognized and compensated in non-monetary ways, such as awards, public acknowledgment, or opportunities for professional development. This recognition should reflect the direct benefit their contributions have provided to the organization.

The organization shall maintain detailed records of all fundraising activities, including the sources of funds, amounts raised, and how profits are distributed. These records will be accessible to all members and subject to regular review to ensure compliance with ethical standards and organizational policies.

ARTICLE VIII: PHILANTHROPY

VIII.I - Service Requirement

The Eta Chapter of Kappa Omega Alpha is required to work towards a philanthropic goal every year.

This philanthropy will be chosen by the members of Kappa Omega Alpha Eta Chapter through a yearly vote held at the end of the fall semester, after elections.

Every active member is required to participate in a minimum number of philanthropic events or activities each semester, as determined by the Vice President of Community and Wellness.

Members must meet their participation requirements to remain in good standing within the Chapter.

VIII.II - Choosing a Philanthropy

The chosen philanthropy must comply with the values of Kappa Omega Alpha. It should align with the Fraternity's mission and contribute positively to the community, reflecting the ethical and charitable principles upheld by the organization.

VIII.III - Partnerships & Collaboration

The Eta Chapter of Kappa Omega Alpha may collaborate with other organizations, both within and outside the university, to enhance its philanthropic, professional, and social efforts.

When the collaboration is geared toward philanthropy, these partnerships should align with the Chapter's values and contribute to the overall mission of the chosen philanthropy.

VIII.IV - Awards & Recognition

To encourage active participation and recognize outstanding contributions, the Vice President of Community and Wellness will establish awards for members who demonstrate exceptional dedication to philanthropic activities.

These awards will be presented at the end of the fall semester, at the yearly banquet hosted by Kappa Omega Alpha Eta Chapter.

VIII.V - Fundraising & Transparency

The Vice President of Community and Wellness shall maintain a detailed record of all philanthropic activities, including: funds raised, volunteer hours contributed, and the measurable impact of the Chapter's efforts.

These records shall be made accessible to all members and reported annually during a Chapter meeting to ensure transparency and accountability.

Members will have the opportunity to vote on philanthropic initiatives through a chapter-wide survey conducted at the midpoint of each academic year.

The Vice President of Community and Wellness, in addition to the Vice President of Finance, shall publish an annual report at the end of each academic year, which includes: total funds raised, total volunteer hours, community impact stories and testimonials, and progress toward long-term philanthropic goals.

ARTICLE IX: SAFETY & COMPLIANCE

IX.I - Social Media

All members of Kappa Omega Alpha are required to maintain a professional and respectful presence on all social media platforms they use or associate with the Fraternity. This includes the use of the name Kappa Omega Alpha, the handle @ohiostatekoa, or the abbreviation KΩA in bios, posts, and tags. Private Chapter matters must not be disclosed or discussed on social media under any circumstances.

Members are prohibited from posting or distributing content that could damage the reputation of Kappa Omega Alpha. If a post violates this policy, the member will be directed by leadership to remove it promptly. Repeated violations may result in further actions or disciplinary measures as determined by the Administration Committee.

IX.II - Romantic Relationships

Romantic relationships between active members and members of the pledge class or prospective members are strictly prohibited unless the relationship existed prior to Rush. These relationships must be disclosed to the Vice President of Recruitment to ensure professionalism and fairness during pledgship.

Members of Kappa Omega Alpha are allowed to engage in romantic relationships with one another without obligation to report these relationships to the Fraternity. However, professionalism is expected at all times, and members must ensure their involvement does not impact Kappa Omega Alpha's operations or environment. If a romantic relationship is found to disrupt the Fraternity, the Administration Committee reserves the right to investigate and address any issues.

IX.III - Conflict Resolution

To promote a harmonious environment, Kappa Omega Alpha encourages members to resolve disputes informally before escalating to the Standards Board.

This bylaw outlines the process for addressing conflicts:

- A. Initial Resolution Efforts: Members involved in a dispute are encouraged to communicate directly with one another to discuss their concerns and seek a mutual resolution. Respectful and constructive dialogue is key.
- B. Mediation by Leadership: If the conflict persists, the members may request mediation by a neutral party, such as a Vice President or a member of the Administration Committee. The mediator will facilitate discussion and help identify potential solutions.
- C. Documentation of the Conflict: If mediation is unsuccessful, the members involved must document the nature of the conflict, previous resolution attempts, and proposed solutions. This documentation will be submitted to the Administration Committee.
- D. Referral to the Administration Committee: The Administration Committee will review the documentation and determine the appropriate course of action, as outlined in Article 8. This may include additional mediation, disciplinary action, or other measures deemed necessary.

IX.IV - Sexual Misconduct

Kappa Omega Alpha maintains a zero-tolerance policy for sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other sexually offensive verbal or physical conduct. Nonconsensual sexual contact or

similar acts constitute criminal offenses and must be immediately reported to local law enforcement authorities and Kappa Omega Alpha's Administration Committee.

The Fraternity strictly prohibits and will not condone any sexually abusive behavior, including actions that are physically, mentally, or emotionally demeaning.

All reports of sexual harassment must be submitted to the Administration Committee, which is required to file a Title IX report with The Ohio State University. If the victim requests the expulsion of the accused, the Administration Committee will conduct a thorough investigation, including gathering testimonies from all parties involved and consulting with the President, Faculty Advisor, and other necessary stakeholders.

In the event of a situation that the Executive Board is uncertain how to address, the President must escalate the matter to the Advisor of Kappa Omega Alpha, the Advisor of the Professional Fraternity Council, and/or the President of the Professional Fraternity Council for guidance.

Kappa Omega Alpha adheres to The Ohio State University's non-discrimination and harassment policies, which prohibit discrimination and harassment based on age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status in both its educational and employment programs. The Ohio State University further defines forms of sexual misconduct to include sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking.

To promote awareness and prevention, a mandatory sexual misconduct prevention training must be held during the first New Member Education Lesson, for all pledges, and for all Executive Board members at the start of their term. No pledges may attend social events until this training has occurred.

IX. V - Zero Tolerance Policy

Kappa Omega Alpha enforces a zero-tolerance policy regarding any form of discrimination based on sex, race, color, creed, national origin, ancestry, sexual orientation, age, physical or mental disability, religion, marital status, military status, or any other protected status. Discriminatory actions, including micro-assaults, micro-insults, and microinvalidations, are strictly prohibited.

Kappa Omega Alpha Eta Chapter will adhere to the discrimination policy put in place by The Ohio State University which says:

“So long as students are afforded an equal opportunity to attain membership, student organizations may impose neutral and generally applicable membership eligibility criteria such as the payment of dues, regular attendance, or achievement measures (e.g., writing competitions or minimum grade requirements). Additional

stipulations regarding active membership (e.g. attendance requirements, etc.) should be addressed in a separate document (your bylaws).

No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972. Social Fraternities and Sororities recognized by the Office of Sorority and Fraternity Life may limit membership based on sex. Sports Clubs registered with the Department of Recreational Sports may limit membership based on sex if the primary purpose of the organization is to engage in sports in which the major purpose or activity involves bodily contact.”

For more information on university policies, please refer to the OSU Student Organizations Constitution.

Any reports of discrimination must be submitted to the Administration Committee for immediate investigation. This includes mandatory meetings with all involved parties.

Kappa Omega Alpha believes all members have the right to a safe and supportive environment. The Fraternity upholds a zero-tolerance policy for bullying in any form.

Members must not bully or harass others, whether on or off school property or during Fraternity-sponsored events. Reports of bullying will be reviewed by the Administration Committee, and disciplinary action, determined at the Board’s discretion, will be enforced as appropriate.

If a member is found guilty of discrimination, they will face immediate dismissal from the organization without the possibility of appeal. All reports will be handled discreetly and confidentially by the Administration Committee, President, Vice President, and relevant parties.

IX. VI - Official Kappa Omega Alpha Events

Any event planned by Fraternity officers and using funding designated for the Fraternity is an official Fraternity event.

Events hosted by other organizations with their own emergency management procedures are not the responsibility of the Fraternity.

Events hosted by members of the Fraternity that are not official officers and Executive members of the Fraternity and do not use Fraternity designated funding are not the responsibility of the Fraternity.

IX. VII - Statement of University & College Compliance

This organization shall comply with all The Ohio State University regulations, and local, state, and federal law. This organization shall comply with all John Glenn College of Public Affairs regulations.

ARTICLE X: AMENDMENT & BYLAW PROCEDURES

X.I - Amending the Constitution & Bylaws

Any member, excluding probationary members, may propose and sponsor an amendment. Per semester, two chapter meetings will be announced as the opportunities to propose or sponsor amendments. These dates will be set and communicated to members at the start of the semester.

All members may take part in the amendment discussion, and a minimum of 50 percent of eligible voting members of the Fraternity must be present to initiate a vote. Only members present at the time of voting may cast a vote, and a two-thirds majority must vote in favor of the proposed amendment in order for it to pass.

A. Proposals for Amendments

The request to propose an amendment must be submitted at the chapter meeting prior to these predetermined dates.

The President and Executive Board shall oversee the introduction, discussion, and vote of said proposals for these meetings. Depending on the time frame, the Executive Board reserves the right to limit the number of amendments submitted.

Amendments will take precedence over general membership business during said meetings.

Sponsors must distribute proposed amendments to the Fraternity a minimum of three days prior to the intended voting date, with at least one of these days being an officially scheduled Ohio State University school day. If an amendment is presented to the general membership less than the three necessary days prior to its intended voting period or all three allotted days are University-honored vacation days, the voting forum will be rescheduled for the next available chapter meeting, which amendments are allowed to be proposed.

B. Amendment Discussion

Discussion on amendments will begin with a ten-minute period of open forum, with the executive board calling on members to speak. Any speaker that is called upon

will be granted ninety seconds to speak. Discussion may be extended in increments of two, five, or ten minutes. At the end of any period, the floor is open for motions to vote or extend discussions by one of the given increments. If a simple majority is in favor of moving to a final vote, discussions will conclude. If a simple majority is in favor of continuing discussions, the voted upon amount of time will commence.

C. Ratification of Amendments

Following discussion of the resolution, the Executive Board shall ask for all friendly amendments — changes that have the approval of all the sponsors. After friendly amendments, the board shall ask for unfriendly amendments — changes that do not have the approval of all the sponsors. Each unfriendly amendment is then voted on and must have a simple majority to be added to the resolution. After all friendly amendments have been added and unfriendly amendments have been voted on, the Fraternity shall vote on an updated final draft of the amendment.

A two-thirds vote in favor of an amendment by the active members present at the time of voting shall be necessary for ratification.

If an amendment fails to pass, it can be presented and voted on again during the next semester amendment meeting. Before the sponsor presents an amendment to the Fraternity again, they must make identifiable changes that address concerns presented during the previously failed vote. In other words, an amendment may not be voted on twice using identical language.

X.II - Annual Review Process

The Executive Board will conduct a review of the constitution every year to ensure alignment with the fraternity's evolving goals and challenges.

A constitutional review committee will be formed, including at least two active members outside the Executive Board.

Recommended amendments from the review will be presented to the chapter at a designated meeting for discussion.

APPENDIX A: GUIDELINES & BEST PRACTICES

XI.I - Leadership Best Practices

For Executive Board Members:

- A. Conduct monthly check-ins with committees to ensure alignment with Chapter goals.
- B. Delegate tasks effectively to empower members and ensure broader engagement.
- C. Promote transparency by sharing decisions, budgets, and updates with the Chapter regularly.

For Vice Presidents:

- A. Hold weekly or bi-weekly meetings to maintain momentum on initiatives.
- B. Foster collaboration by involving members in decision-making.

XI.II - Recruitment & Membership

Effective Rush Events:

- A. Ensure a mix of professional, social, and service-oriented events to attract diverse candidates.
- B. Use icebreakers or small-group activities to encourage genuine connections between rushees and members.

Bid Evaluation Tips:

- A. Focus on a rushee's alignment with the fraternity's values and mission.
- B. Avoid bias by basing decisions on observable behaviors and contributions during events.

XI.III - Administration Committee Guidance

Conflict Resolution Tips:

- A. Encourage respectful, face-to-face conversations before escalating issues
- B. Maintain neutrality and seek input from all parties involved in a dispute.

Disciplinary Hearings:

- A. Always document evidence and provide clear reasoning for decisions.
- B. Offer actionable feedback to members under review to foster improvement.

XI.IV - Event Planning

Professional Events:

- A. Invite alumni and professionals to speak about career paths, leadership, or industry trends.
- B. Partner with other organizations to expand reach and impact.

Social Events:

- A. Plan inclusive activities that cater to diverse member interests (e.g., formal, semi-formal, banquet, game nights, presentation nights, etc.)
- B. Establish clear behavioral expectations to maintain a welcoming environment.

Philanthropy Events:

- A. Collaborate with community partners to increase participation and impact.
- B. Highlight the cause with promotional materials that connect members and attendees to the mission.

Policy Events:

- A. Present all sides of an argument in a non-partisan manner and give due respect to those impacted by the policy matter.
- B. Establish clear behavioral expectations when opening the matter up to discussion to maintain a welcoming environment where everyone's ideals feel respected.

XI.V - Academic Support

- A. Host study groups or academic workshops during peak exam seasons.
- B. Pair members with mentors who can provide guidance on coursework or professional goals.
- C. Encourage members to utilize campus resources, such as tutoring services or career centers.

XI.VI- Community & Wellness

- A. Implement anonymous feedback forms to assess inclusivity within the Chapter.
- B. Ensure all events and meetings are accessible to members with disabilities or scheduling conflicts.
- C. Celebrate cultural diversity with themed events or discussions that promote understanding and allyship.