

LAMBDA PHI EPSILON

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

LAMBDA PHI EPSILON

ARTICLE II. ORGANIZATION PURPOSE

SECTION A: INTENTION

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

SECTION B: MISSION STATEMENT

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

SECTION C: VISION STATEMENT

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

SECTION D: CORE VALUES

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

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

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

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

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

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

LAMBDA PHI EPSILON *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

LAMBDA PHI EPSILON *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

LAMBDA PHI EPSILON *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

An undergraduate student/alumni at The Ohio State University that has completed the education process and has fulfilled required dues. New Members and Active Members must maintain a cumulative grade point average of over 2.70. Failure to uphold this academic standard will result in internal academic probation and future active status will be reviewed. Active members must be a full-time student and pay chapter dues.

SUBSECTION 1: NEW MEMBER

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

SUBSECTION 2: ACTIVE

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

SUBSECTION 3: INACTIVE

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

SUBSECTION 4: ALUMNUS

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

SUBSECTION 5: DELETED

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

SUBSECTION 6: SUSPENDED/PROBATION

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

Section B. Member Selection

To be considered for membership, individuals must attend at least one interest event held within the first two weeks of the start of each academic semester. Additional steps in the selection process may include informational sessions, interviews, and approval by the executive board or members

Section C. Membership Timeline

To be considered for membership, individuals must attend a required number of official interest events held within the first two weeks of each academic semester. Those who fulfill this requirement may then be invited to begin the chapter's education process. The education period will be structured and conducted in alignment with university policies and the guidelines of Ohio State Student Life – Sorority and Fraternity Life (SFL). Upon successful completion of the education process, candidates may be initiated as full members of the organization.

Section D. Member Removal

A member may be removed from the organization for cause, which includes but is not limited to: violation of the Student Code of Conduct, behavior deemed detrimental to the purpose or reputation of the organization, harassment or discrimination, neglect of assigned responsibilities, or failure to meet membership expectations.

1. Initiation of Removal: Any active member or officer may submit a written statement of concern or evidence to the Executive Board.
2. Notification: The member in question will be notified in writing of the specific allegations and will have an opportunity to respond and present their perspective at a scheduled meeting.
3. Hearing: The Executive Board will hold a hearing to review all evidence and hear from involved parties. The organization's Advisor may be consulted at this stage.
4. Decision: Following discussion, a vote will be taken by the Executive Board. A two-thirds (2/3) majority is required to remove a member from good standing or from the organization entirely.
5. Appeal: The removed member may appeal the decision once, in writing, within 7 days to the Chapter Advisor, who will review the process and determine if a re-hearing is warranted.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor shall serve as an official representative of The Ohio State University Student Life – Sorority and Fraternity Life (SFL) office. Their primary role is to oversee the chapter and ensure it is operating in accordance with university policies, SFL expectations, and fraternity guidelines. The Advisor will provide guidance, ensure risk management procedures are followed, and support the overall well-being and compliance of the chapter.

Section B. Advisor Term

The Advisor shall serve for an indefinite term, as determined by Ohio State's Sorority and Fraternity Life (SFL) office. The term may continue until SFL initiates a change in Advisor assignment.

Section C. Advisor Selection

Selection Process:

The chapter's Advisor shall be assigned by The Ohio State University Student Life – Sorority and Fraternity Life (SFL) office. The chapter does not conduct its own advisor selection process.

Section D. Advisor Replacement

Should an Advisor need to be replaced for any reason, The Ohio State University SFL office will facilitate and appoint a new Advisor. The chapter will cooperate with SFL throughout the transition process.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

SUBSECTION 1: PRESIDENT

- First in power
- Serve as the main point of contact for:
 - Lambda Phi Epsilon
 - Board of Directors
 - OSU Sorority and Fraternity Life
 - External Greek Life
- Serve as communication between Lambda Phi Epsilon International Board and OSU

Lambdas

- In charge of calling any necessary emergency fraternity meetings
- Oversee all operations and processes
- Oversee all documentation
- Serve as spokesperson
- Represent the fraternity
- Checks and Balance of Treasurer's Budget and handling of fines
- Scheduling and planning meeting discussions
- Generate annual spring appraisal report for Board of Directors review
- Serve as the head of Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following
 - Executive Board

SUBSECTION 2: INTERNAL VICE PRESIDENT

- Second in power
- Serve as acting president if the president(s) is unavailable
- Generate annual spring appraisal report for Board of Directors review
- Responsible for any requirements made by the SFL and/or Multicultural Greek Council
- Primary point of contact for all internal greek organizations
 - MGC
 - NPHC
 - IFC
 - PHA
- Scheduling and planning meeting discussions
- Responsible for all communications/collaborations with other Greek organizations at

OSU

- In charge of calling any necessary emergency fraternity meetings
- Serve as part of Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Brotherhood
 - Academic
 - Professional

SUBSECTION 3: EXTERNAL VICE PRESIDENT

- Third in power
- Serve as acting president if the president(s) is unavailable
- Scheduling and planning meeting discussions
- Primary point of contact for ALL non-Greek student organizations
- Generate annual spring appraisal report for Board of Directors review
- Responsible for all communications/collaborations with other student organizations at

OSU

- Serve on Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Performance

- Social
- Cultural

SUBSECTION 4: TREASURER

- Fourth in power
- Responsible for all finances and reimbursements
- Be in charge of fundraising
- Keeping track of an explicit, truthful ledger of all transactions
- Look for sponsors
- Serves as the acting President when both President(s) and Vice President(s) are unavailable
- Generate annual spring appraisal report for Board of Directors review
- Responsible for applying for any necessary grants provided by OSU and Lambda Phi

Epsilon

- Determine Chapter Dues per semester
- Issuing fines
- Serve on Fraternity Executives Council
 - Council oversees fraternity operations
 - Will be in charge of spearheading discussions of any critical conflicts, formulating appropriate resolutions, and presenting it to the fraternity
 - Creating necessary precautionary, contingency plans
 - Creating amendments to the constitution at the discretion of the fraternity
- Oversee the following cabinet chair(s):
 - Philanthropy
 - Alumni
 - Inflow
 - Outflow

SUBSECTION 5: SECRETARY

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

SUBSECTION 6: NEW MEMBER EDUCATOR

- Oversees process of New Member Education
- In charge of distributing the bid letters
- Collects all necessary information and documentation and provide to Fraternity

Executives Council

- Assigns reveal lead for every reveal
- When extending bids:
 - Active house will vote in favor a new member

- Vote must be unanimous
 - In the case of any objections, those must make a case which will be discussed and voted by majority
 - Deferred bids
 - Only eligible to freshman without the required credits needed to join
 - Former new members dropped due to extenuating circumstances reviewed by active house
- New member review will be conducted throughout the process
 - If there are no votes in favor of keeping the new member, they will be dropped before the next process meeting
- Educates prospective class with appropriate information
- Ensures the safety of prospective class in all fraternity events
- Ensures active members are attending process meetings
- Chooses Assistant New Member Educator
- Serves as the primary point of contact to prospective class
- Oversees Installation of the new brothers that have crossed over the past academic year
- Generate annual spring appraisal report for Board of Directors review
- Oversees the following cabinet chair(s):
 - Rush

SUB-SUBSECTION 6A: REVEAL LEAD

- Oversees the logistics of new member class reveal
- Hosts practices for new member class reveal
- Has complete power over reveal
- Hosts reveal event
- Can mandate AH participation for reveal purposes

Section A II. Cabinet Positions

SUBSECTION 1: ACADEMIC CHAIR

- Determine the amount of study hours required to log per semester

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

SUBSECTION 2: ALUMNI CHAIR

- Create programming catered to fraternity alumni
- Engage alumni with current active members
- Collecting Alumni monetary contribution
- Update and maintain alumni database and contact information
- Main point of contact for Alumni
- Main point of contact for Inactive brothers

SUBSECTION 3: BROTHERHOOD CHAIR

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

SUBSECTION 4: WEBMASTER

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

SUBSECTION 5: MARKETING & MEDIA CHAIR

- Be in charge of providing assets for all social media platforms
 - Facebook
 - Instagram
 - Etc.
- Specializations:
 - Historian
 - Social Media
 - Graphic Design

- Interacting with the audience via these platforms
- Will provide updates to the community through social media
- Assist Secretary in creating necessary graphics and posting on the appropriate platform
- Design graphics and media that represent Lambda Phi Epsilon
 - Flyers/brochures/posters

SUBSECTION 6: PHILANTHROPY CHAIR

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

SUBSECTION 7: SOCIAL CHAIR

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

SUBSECTION 8: RUSH CHAIR

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

SUBSECTION 9: ASSISTANT NEW MEMBER EDUCATOR

- Ensure that process is safe for interested new members
- In charge of distributing bid letters
- Ensuring process spaces are representative of fraternity morals and pillars
- Maintaining connections with new members

- Obtaining and organizing all necessary information gathered from new members

SUBSECTION 10: SERVICE CHAIR

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

SUBSECTION 11: PERFORMANCE CHAIR

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

SUBSECTION 12: CULTURE CHAIR

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

SUBSECTION 13: PROFESSIONAL CHAIR

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

SUBSECTION 14: INFLOW CHAIR

- Monitors the flow of money into the fraternity payment collection platform and bank account.

- Update the budget spreadsheet for money inflow

SUBSECTION 15: OUTFLOW CHAIR

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

Section A III. Board of Directors

SUBSECTION 1: RESPONSIBILITIES

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

Section A IV. Board of Directors

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

Section B. Officer Eligibility

SUBSECTION 1: TREASURER & SECRETARY

- All active members qualify

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

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

Section C. Officer Selection Process

EXECUTIVE BOARD TERM LENGTH

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

CABINET TERM LENGTH

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

BOARD OF DIRECTOR LAYOUT

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

SUBSECTION 1: EXECUTIVE BOARD

Members that are interested in these positions will fill out the interest form. After filling these forms out, their eligibility will be checked and approved by the active house. When approved, they will biddeliver a speech during their allotted time. (5 minutes maximum) After issuing their speech, they will be subject to a Q&A administered by the rest of the chapter. Voting will be done by the active house. If a potential candidate has an opposing candidate(s), neither candidate(s) can partake in their respective interview and voting processes. If the candidate is running unopposed, the time limit is neglected. Executive Board members are selected by a simple majority vote from the active house.

SUBSECTION 2: CABINET

Members that are interested in these positions will fill out the interest form. After filling these forms out, their eligibility will be checked and approved by the active house. When approved, they will deliver a speech during their allotted time. (The President sets a maximum time limit) After issuing their speech, they will be subject to a Q&A administered by the rest of the chapter. Voting will be done by the active house. If a potential candidate has an opposing candidate(s), neither candidate(s) can partake in their respective interview and voting processes. If the candidate is running unopposed, the time limit is neglected. If there are vacant Cabinet Chair positions, it may be filled via Executive Board discretion. If there are Actives without positions, they may be placed in a position via Executive Board and Big Bro discretion. Cabinet members are selected by a simple majority vote from the active house.

SUBSECTION 3: BOARD OF DIRECTORS

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

Section D. Officer Removal

Subsection 1: Executive Board/Cabinet

The need to remove an officer who is not the President, due to any of the causes listed above, will be evaluated and determined by the Executive Board, Active House, and President. Initiation: Any member may bring forth a written motion describing the cause for removal to the Executive Board. Notification: The officer in question must be notified of the motion and the reasons for removal at least 48 hours prior to the meeting where the issue will be discussed. Hearing: The officer will be given the opportunity to respond and present their case during an Executive Board or Active House meeting. The Advisor should be consulted during this process. Decision: After discussion, a vote will be held among the Executive Board and Active House. A two-thirds (2/3) majority vote is required for removal from office. Succession: If an officer is removed, the organization will follow its established succession plan or hold a special election within two weeks to fill the vacancy.

Subsection 2: President

To ask the President to step down, the Executive Board members, Active House, and Advisor must come forward with a motion presented during a board meeting where it will be discussed. The same standards of cause listed above apply. The President must be notified in writing of the motion and given the opportunity to address the organization. A two-thirds (2/3) majority vote of the Executive Board and Active House is required for the motion to pass and for the President to be removed from office. Upon removal, the Internal Vice President will assume the President's duties until a new election is held.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

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

Section B. Dissolution Procedures, including Assets and Debts

Lambda Phi Epsilon at The Ohio State University may be dissolved only in the event of all cleared debts. Upon dissolution of the organization, all existing assets shall be donated to the National Marrow Donor Program.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposals for amendments will be undergone during Executive Board meetings between the President(s) and Vice-President(s). Legislation will require 75% approval of both executive board and active house. All changes in Legislation must be added to the annual spring appraisal report and presented to the Board of Directors. Charter class reserves the right and ability to make any necessary changes to the fraternity while notifying the Executive Board and Active House without petition at any time.