

# Alpha Alpha Alpha First-Generation Honors Society

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

The Name Of This Organization Shall Be Alpha Alpha Alpha First-Generation Honor Society, Colloquially Referred To As Tri-Alpha. The Honor Society Is Recognized A The Epsilon Zeta Chapter. The Organization Will Function In Two Components: (1) The Honor Society And (2) The Student Organization.

### ARTICLE II. ORGANIZATION PURPOSE

The purpose of this organization shall be to recognize academic achievements in first-generation college students, create enthusiasm for scholarship, to promote leadership, and to provide support networks for first-generation students within and across college chapters.

### ARTICLE III. UNIVERSITY REGULATIONS

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Alpha Alpha Alpha First-Generation Honors Society *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**

Alpha Alpha Alpha First-Generation Honors Society *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**

Alpha Alpha Alpha First-Generation Honors Society *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**

Eligible students must be enrolled as full-time degree candidates in a program leading to an associate's degree or baccalaureate degree; must have a minimum overall grade point average of 3.2 (on a 4.0 scale); and must have completed the equivalent of two full-time terms of study [normally, a minimum of at least 30 credit hours (=12 courses)] towards an associate's degree or bachelor's degree. A person is eligible if they align with Ohio State's definition of First-Generation. For faculty/staff and alumni inductees, the candidate must have completed a baccalaureate degree with neither parents, step-parents, nor guardians having completed a bachelor's degree *or*, in situations where those relatives did complete the baccalaureate degree, the inductee must have completed said degree prior to completion of a baccalaureate degree by parents, step-parents or guardians. As with student inductees, these inductees must fit into Ohio State's definition of First-Generation. Such inductees must be working at or connected to the institution housing the chapter (through employment, volunteering, serving as a donor or trustee, or having a sibling at the institution). Non-student inductees must be willing to serve as mentors for first-generation college students, if requested. For honorary inductees, the candidate may have been a first-generation student *or* be an advocate, supporter, or mentor for first-generation college students, so long as they are clearly connected to the institution housing the chapter, through activities such as (but not limited to) volunteering, donating, mentoring, or serving as a trustee.

### **Section B. Member Selection**

Members of the Honor Society who wish to be more active in the student organization can apply to do so. Applicants should be those who wish to increase their involvement in the chapter; this will include a requirement to attend at least three (3) general body meetings per semester and (1) service event per semester. These members will receive increased access to network, leadership building opportunities, and resources from the student organization. Membership to the student organization can be applied for by all members of the honor society. Members (not including Executive Board) will be reviewed and selected based on application scores and interviews, by the elected Executive Board.

### **Section C. Membership Timeline**

The application will be open for three weeks, twice a year. This will vary depending on the semester, but will usually be in October and March. The application will require individuals to respond to 3 personal statement questions, along with other personal questions. The applicants will hear back on the status of the application the Sunday after the deadline. They will be required to accept their application and pay the \$25 fee, unless they are part of Buckeyes First or Kessler's Scholars, since it will be waived for these groups. The induction fee to Tri-Alpha is \$25.00. \$10 will be sent to the national chapter, and \$10 will go to the Epsilon Zeta Chapter.

### **Section D. Member Removal**

Any inductee of Alpha Alpha Alpha who is discovered to have lied about their first-generation student status will have their membership permanently revoked. Said persons are instructed to return their pin and certificate of induction to their chapter office. Membership fees are forfeited and will not be returned under such circumstances. Members who resign or are dismissed are never again eligible for membership or its

benefits. Members of the student organization must attend at least one of the 3 service events each semester to maintain their membership. Members of the executive board will come together and make the overall decision on whether the member's membership should be removed. Evidence will need to be gathered and verified prior to the meeting, and then it will be discussed. They will vote, and the majority will confirm if the member will lose their membership. The member will be notified of the charges with the opportunity to defend themselves, calling a meeting or hearing, and voting to come to a consensus once again. We will also consult with the advisor when removing a member.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The chapter advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community. The chapter advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor(s) shall complete the annual survey and submit it to the national office. The chapter advisor(s) shall regularly review each member for compliance with the honor society's standards and obligations.

### **Section B. Advisor Term**

There is no set amount of time an individual can be an advisor for. If a current advisor decides not to continue being the advisor, they are required to suggest or nominate a new advisor.

### **Section C. Advisor Selection**

The chapter advisor(s) shall be a member of the faculty and/or staff, appointed annually by the provost (or other college/university administrator, in accordance with the normal practices of the institution). There is no term limit for the advisor(s). Ideally, the chapter will have two advisors, one from the faculty and one from the administration, though the local chapter may proceed with a single advisor. Again, ideally, at least one of the advisors was a first-generation college student.

### **Section D. Advisor Replacement**

If the advisor needed to be replaced, an election will be need to be host, where the previous advisor will have to volunteer a colleague, someone in the First-Generation community.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

The officers of each chapter shall normally be the president, vice president, secretary, treasurer, historian, director of operations, director of outreach, director of events, and director of marketing.

Duties and responsibilities of the officers are as follows.

#### **President:**

- To open the Honor Society meetings at the time scheduled by taking the chair and calling the members to order; to announce the business before those assembled in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote.
- To prepare the vice president to preside in your absence.
- To meet with the advisor(s) to set goals for the year and to plan induction ceremonies.
- To appoint persons and delegate tasks for the success of your chapter, then to monitor and ensure that the tasks are successfully completed.
- To assist in the recruitment of new members.
- To assist in the recruitment of new officers and in the training of the new officers.
- To work with the chapter advisor(s) and officers on annual reports for the National Office.
- Support and empower other members of the Executive Board in carrying out the duties of their individual roles.
- Be present at all Executive Board meetings.
- Work and collaborate with the Executive Board to set yearly goals for the student organization.

**Vice President:**

- Preside over meetings in the absence of the president.
- Attend all chapter meetings.
- Attend the chapter's officers' directors meetings.
- Become thoroughly acquainted with the president's duties so you can assist the president
- Work with chapter secretary and treasurer to ensure member roster and dues are mailed by the appropriate dates.
- You, as vice president, are as responsible as the president in executing the

president's functions and duties properly.

- Lead and coordinate the preparation of the chapter's induction ceremony program.
- Lead and coordinate outreach to Tri-Alpha alumni.
- Be present at all Executive Board meetings
- Work and collaborate with the Executive Board to set yearly goals for the student organization.

**Secretary:**

- Send out proper notices of all called meetings, and of other meetings when necessary.
- Conduct the correspondence of the society, except as otherwise provided.
- Collate and write the annual report, working with the other officers.
- Circulate approved minutes.
- Keep a record of past and upcoming activities.
- Assist in the preparation of the chapter's induction ceremony program.
- Write a chapter newsletter, on a schedule determined by the officers and advisor(s.)
- Organize and coordinate apparel orders.
- Be present at all Executive Board meetings.

**Treasurer:**

- Collect member dues.
- In coordination with the secretary, forward dues, the invoice, and your chapter's Membership Roster to the National Office.
- Prepare the chapter's budget, present it to the board for approval, and ensure that chapter activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through a bank or institutional account.
- Inform the chapter of its financial strengths and weaknesses.
- Reconcile bank statements.

- Bill members for unpaid dues.
- Deposit chapter funds.
- Understand school and chapter policies regarding student financial accounts relating to school organizations.
- Govern and coordinate overall fiscal affairs with the student organization.
- Be present at all Executive Board meetings.

**Historian:**

- Compiling a year-end scrapbook, to include chapter advertisements, newsletters, newspaper articles, event programs, ticket stubs, copies of the induction ceremony program, and photos. The scrapbook can be a simple collection of material or a professional-level bound book with high-quality scans.
- Take pictures at events, except for the induction ceremony, where the historian will be participating. In this case, the historian works with the advisor(s) to secure a photographer for the event. It all depends on the historian's imagination, technological knowledge and budget.
- The historian creates and maintains the chapter's record book, into which the historian writes all pertinent information in the book, such as the year's officers, programs, and award winners. All information should be double-checked for accuracy. If ever the record book is lost or misplaced, the historian starts a new one.
- Support secretary in the writing and drafting of the newsletter.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

**Director of Operations:**

- Attend all chapter meetings; take meeting attendance in the case the acting secretary can not perform their duties (ie. absent or vacancy)
- Draft an agenda for any upcoming meetings to be sent to the president/chairperson prior to the start of the meeting
- Assist in the booking of spaces, planning of fundraisers, and establishing the

yearly goals of the student organization.

- Be present at all Executive Board meetings.

**Director of Marketing:**

- Run all Alpha Alpha Alpha social media platforms.
- Manage and oversee updates and changes of the Alpha Alpha Alpha website (if applicable.)
- Lead advertisement of events and fundraising.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

**Director of Outreach:**

- Lead all recruitment initiatives for the honor society, including but not limited to: students, alumni, faculty and staff.
- Lead all involvement fair activities.
- Assist Director of Marketing in the advertisement of Alpha Alpha Alpha events.
- Assist in the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings.

**Director of Events:**

- Plan and execute all chapter events; this must include but is not limited to one (1) social event per semester, three (3) service events, and (1) fundraising event per semester.
- Co-lead the preparation of the chapter's induction ceremony program.
- Be present at all Executive Board meetings

**Section B. Officer Eligibility**

Any active member will be eligible to run during the elections to obtain any leadership position. The only position that will require the member to have had a previous leadership position is the President.

**Section C. Officer Selection Process**

There will be an election process a month prior to the end of the school year, where active members of the organization will run for their desired position. Candidates will present a single slide portraying why they are the right fit for the executive board, and will be asked to answer two questions posed by the previous member

of the position. Members will vote for their favorite candidate, simulating a democracy. A simple majority will decide whether the member deserves to receive the position by voting on an anonymous form. General members and executive members are allowed to provide their vote during the election. New officers shall be announced and installed at the spring induction ceremony, with their service to begin the summer prior to the next academic year. Officers shall not be elected if they are unable to serve through the entire subsequent academic year after being elected or appointed to office.

#### **Section D. Officer Removal**

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

#### **Section A. Dissolution Requirements**

The process to determine dissolution begins when a proposal to dissolve the organization is initiated either by a two-thirds vote of the Executive Board or by a written petition signed by at least one-third of the active membership. All members must receive written notice of the proposal at least two weeks prior to the meeting where the dissolution will be discussed and voted on. During this meeting, members review the organization's status, deliberate possible alternatives, and ensure quorum is met before voting. Dissolution requires a two-thirds majority vote of active members present. If approved, the Executive Board must notify the appropriate university office, settle all outstanding debts, and manage the proper transfer or donation of any remaining assets in accordance with university policy. All financial accounts are then closed, and a final report documenting the dissolution process, including financial reconciliation and asset disposition, must be submitted to the university's overseeing department. The organization is officially considered dissolved once confirmation is received from the university.

#### **Section B. Dissolution Procedures, including Assets and Debts**

Upon approval of dissolution, the organization must first settle all outstanding debts and financial obligations before distributing any remaining assets. A full financial inventory should be prepared, and debts paid using available organizational funds; if liabilities exceed assets, a repayment plan must be arranged with the university. Any remaining funds or property must then be transferred in accordance with university policy—typically to another recognized student organization or university-affiliated fund with a similar purpose—and may not be distributed to individual members. All accounts should be closed, and a final report documenting debt resolution, asset disposition, and account closures must be submitted to the appropriate university office, with all records retained for at least two years.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

**Section A. Amendment Process**

This Constitution may be amended by the National Executive Board of Directors based on the recommendations of the chapters, national officers or the officers of the corporation.