Phi Delta Epsilon, OH Beta

Kent State University

Chapter Bylaws

Last Updated September 7, 2019

Article I. Date of Adoption

Kent State University Phi Delta Epsilon Chapter follows all rules and regulations of the International Fraternity and Kent State University.

Article II. Statement of Objectives

* To further the purpose and objectives of the Phi Delta Epsilon fraternity.
* To promote and facilitate cooperation and communication between student members and medical professionals in the area.
* To conduct, sponsor, and participate in such activities as it deems necessary or desirable in accomplishing the foregoing purposes of the organization.
* To sustain its membership annually by organizing and conducting an annual membership campaign.
* To provide ample opportunity for members to develop leadership skills by participating in the planning and execution of its activities.

Article III. Membership

Section 1: Student Access

Membership is open to all full time, degree seeking students at Kent State University, currently intent on a career as a medical doctor, whether it be osteopathic or allopathic medicine, and is non-discriminatory. Active members include those who have been initiated and are current in all financial obligations to the fraternity.

Section 2: Equal Opportunity Clause

In accordance with all state, province and country laws, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

Section 3: Membership Requirements

Part 1) Members must attend 75% of all mandatory events outlined in the Ohio Beta Attendance Policy document. Members may still be active if they have class during meetings as long as they attend 75% of other mandatory events listed. Active members may commit to other obligations, such as Study Abroad, and still maintain active membership in Phi Delta Epsilon for up to 1 semester.

Part 2) Continued Membership:

* 1. At any point, a current member may choose to change their career goals and undergraduate degree. These members are allowed by this document to continue their participation in Phi Delta Epsilon for the remaining duration of their undergraduate career with the list of restrictions below:

#### (i) The members of an undergraduate chapter shall be the duly initiated members of that chapter who are enrolled as full-time degree seeking students at the college or university where the chapter is located. Members are required to maintain a cumulative GPA of 3.2 or higher, comply with the terms of the membership agreement, and demonstrate conduct becoming of a Phi Delta Epsilon member. If a member falls below a 3.2 cumulative GPA for one term, the chapter can offer one term of academic probation and assistance. If they fail to meet the GPA standard after that term, they will be terminated from the Fraternity

(ii) Any member that is not Pre-medical or has no intention of attending medical school in the future is not to hold a position on the executive board.

(iii) Any member that is not Pre-medical or has no intention of attending medical school in the future is allowed to serve on the review board.

(iv) Any member that is not Pre-medical or has no intention of attending medical school in the future is allowed to choose to resign from the fraternity at any time. This is a relinquishment of all benefits and affiliation with the fraternity.

* 1. Any member who changes their focus during their undergraduate degree is entitled to the remaining affiliation throughout the completion of their degree, but is no longer considered a member after their graduation. They may not participate in any chapters in the medical school or pre-medical affiliates.

Section 4: Privileges of Membership

Part 1) Any member of the Fraternity may voluntarily withdraw from the Fraternity in writing to the Vice President of Recruitment of the Fraternity.

Part 2) The executive board may, by two-thirds vote at any meeting, after a hearing, suspend any member or affiliate until the next meeting for violations of any provisions of the Constitution and Bylaws of this Fraternity.

Part 3) The Review Board of the Fraternity may, by three-fourths vote at any meeting to expel any member for willful or negligent violations of any provisions of the Constitution and Bylaws of this Fraternity. Before a member may be expelled from membership in this Fraternity, the Vice President of Recruitment shall send to the said member due notice thereof, in writing. This said notice should contain a statement of the alleged violations and the advice that the member is on suspension pending official action after a hearing thereon at the next scheduled meeting of the Review Board.

Part 4) Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to current Kent State University students.

Article IV. Elections and Duties of Premedical Chapter

Section 1: Official Positions

The Officers of this Fraternity Chapter shall be a President, Vice President of Recruitment, Vice President of Programming, Secretary/Risk Management Officer, and Vice President Finance. These officers comprise the Executive Board. The Executive Board may hold meetings to conduct Fraternity business. In the interim between meetings, business coming before the Executive Board may be conducted via regular mail, facsimile, electronic mail, telephone, or any other method accepted by a simple majority of the Board. Other members that may participate in the Executive Board are Historian/Webmaster and other Chair Positions.

The Review Board shall consist of the executive board members and two general members chosen at random, per case, and shall be referred to as the jury. The jury shall deliberate on whether or not punitive measure must be taken, and if so will assign the measure to be taken. Measures can range from a fine to expulsion from the Fraternity.

Section 2. Duties

The duties of the chapter officers will include but not be limited to the following:

Part 1) The President shall:
 (a) Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items
 (b) Act as the official representative for of the chapter.
 (c) Be responsible for carrying out the decisions of the chapter.
 (d) Appoint and disband committees with the aid of the officers.

Part 2) The Vice President of Programming shall:
 (a) Perform the duties of the President in his/her absence

 (b) Assist in coordination of programming activities

Part 3) The Vice President of Recruitment shall:
 (a) Plan all recruitment events
 (b) Lead all membership voting procedures

Part 4) The Vice President of Finance shall:
 (a) Preside over all billing of members.
 (b) Prepare an annual budget for approval of the officers no later than the second meeting of the term.
 (c) Regulate the expenditures of the chapter in accordance with the budget.
 (d) Prepare and distribute a monthly written statement of the finances to the officers.

Part 5)The Secretary/Risk Management Officer shall:
 (a) Record all attendance and take minutes at all officer and chapter meetings.
 (b) Maintain and distribute current phone and email lists of members and officers
 (c) Be Responsible for all chapter correspondence and property.
 (d) Prepare agendas for all meetings
 (e) Review the Constitution and Bylaws annually with the officers.
 (f) Maintain an archive of all minutes
 (g) Act as the Risk Management Officer.

Section 3. Officer Accountability.

Officers shall be elected annually to serve a one-year term. The term of office shall begin at the close of the business meeting when elections take place.

Section 4. Eligibility.

To be eligible for a Chapter officer nomination, the candidates must be classified as sophomores or upperclassman and meet all membership requirements. To be eligible for a chapter officer nomination, the candidates shall have been members of chapter for at least six months. No member shall hold more than one office at a time. A member having served more than half a term shall be deemed to have served a full term. All officers are required to have a GPA of 3.2 or higher. If the Officer’s GPA falls beneath 3.2 during their active term as officer, they must go under the Review Board to determine performance of responsibilities during the remaining term. If the Officer’s GPA drops beneath a 3.2 after the election, the officer is then removed from the position and Officer Vacancy clause takes precedence. Presidential Candidates shall have been active members in good standing for a minimum of one year, as well as fulfill all other Officer requirements.

Section 5. Elections.

Part 1) On or before November 29 of 2017 (after the chartering date), the Executive Officer shall invite each member to submit nominees for the offices of President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance and Secretary/Risk Management Officer. Each member in good standing shall have one vote per office, except for the President. Ballots shall be counted by the President and Advisor. In the event of a tie vote, the President shall cast a vote.

Part 2) Elections are to be conducted as follows:

(a) Nominations for candidates are to be submitted no later than two weeks before elections are to take place. Nominees are to receive notification of their nomination and may accept or decline that nomination. Acceptance or denial must be returned to the Executive Board no later than one week from elections.

(b) Election day procedures are to be conducted by the Vice President of Recruitment as such:

(i) Voting shall proceed in order from highest ranking position to lowest ranking position. Candidates will be called upon to either give their speech or retract their nomination for a final time. Candidates shall proceed with speeches and voting shall be done by blind ballot.

(ii) Each candidate will give their speech in front of those in attendance, and opposing parties are to be removed from the ceremony while speeches are in progress.

(iii) In the event that a candidate is running unopposed in any position, nominations shall be opened to any member in attendance after the candidate is done with his/her speech. Should a member nominate themselves, they shall give an opposition speech and voting may resume. All self-nominations shall be accepted.

(iv) Should a member nominate another member for any position, the new nominee may accept or decline their nomination. If accepted, the new candidate may give an opposition speech and voting shall resume. If the nominee declines their nomination, the unopposed candidate shall be voted on and progress resumes.

(v) After all candidates have completed their speeches, all candidates are to be removed from attendance while voting is in progress. After the votes are counted by the President, the candidate may be admitted into attendance and the winner will be announced.

 (vi) In the event that the president is a candidate an office position, ballot counting may be passed on to Vice President of Recruitment.

 (c) The procedure detailed above is to be repeated for each office position.

 (d) Candidates who intend to run but cannot be present on election day may submit a pre-recorded video of their speech to the President or Vice President of Recruitment in due time, given that their absence is excused and the member is in good standing.

Section 6. Officer Vacancy.

Should the office of President become vacant, the Vice President of Programming shall take the responsibilities of Presidency, to serve for the unexpired term until which time new elections can take place. Should any other office become vacant, it shall be filled by election at the earliest possible time. These new officers shall hold the position until the next annual election.

Section 7. Resignation.

Any elected officer may resign by submitting that resignation in writing to the Executive Board. If any officer is unable or unwilling to perform the duties of office, or if a Vice-President is absent from the chapter represented for thirty days or more, he or she shall be deemed to have resigned, and the vacancy shall be filled as specified above.

Section 8. Officer Removal.

Any elected officer may be removed for just cause. Sufficient cause for such removal may be violation of this Constitution or any lawful rule, practice, or procedure adopted by the Fraternity or other conduct deemed by the Fraternity to be prejudicial to the best interests of PhiDE. For removal of an elected officer for cause, it shall be necessary for the Executive Board to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least fourteen days' notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Chapter shall adopt such rules as may be necessary to assure due process to the officer. The decision for removal shall be by a two-thirds vote of the chapter.

If any general member of the chapter feels that a member of the Executive Board is not performing their duties or obligations, they may submit a formal written statement of complaint to any member of the Executive Board not in question. The Executive Board will review the claim and determine whether or not the complaint is just cause for removal. The Executive member in question will have the opportunity to defend their case within 14 days of the written submission. If it is decided that further action is required, a 50% vote of the entire chapter in favor of removal will stand. Vacancy of this position will now be covered under Article IV, Section 6 of the chapter bylaws.

Section 9: Officer Qualifications

Part1) Minimum Academic Qualifications: The officers must be matriculated and enrolled at Kent State University with a minimum overall 3.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

Part 2) Incumbent Unit Load: Undergraduate students in officer roles are required to earn at least twelve (12) semester units per term while holding office.

Section10: Advisor

A change in or selection of a Kent State University faculty or staff advisor will be made at the last meeting of the fiscal year. The standing advisor may choose to decline to remain as chapter advisor and will announce his/her decision at said meeting.

Part 1) Selection of an advisor will be made in a two-step process in which all active members will be given the opportunity to nominate a Kent State University faculty or staff member. Nominations will be followed by a vote on the nominees. The nominee with the majority vote shall be asked to be the Chapter advisor.

Part 2) A change in advisor must first be motioned for by an active member and seconded by another active member at a meeting prior to the last meeting of the fiscal year. The motion to change advisors will then be voted on at the last meeting of the fiscal year. The motion will require a 2/3 vote of the total voting membership present at the meeting where quorum must be met to pass. In the event that a motion to change advisors passes, a new advisor shall be selected using the fore mentioned selection procedure.

The responsibilities of the advisor are to advise the chapter leaders on keeping with the campus policies and procedures.

Article V: Committees and other positions

Section I: Chair Positions

Chair positions will be appointed by the Executive-Board based on their submitted applications shortly following Executive-Board elections. All Chairs must meet with their respective Executive-Board officers at least twice a month. Final decisions for programs, events, and ideas are to be approved by the overseeing Executive-Board member of each Chair position. The term for Chair positions is to be no more than two semesters (1 officer term). Removal of Chair positions is as follows:

* 1. First warning shall be a verbal and written statement of offenses in accordance with the bylaws.
	2. Second offense of the bylaws will prompt the Chair to go under review of the Executive-Board to determine whether or not the Chair may remain instilled. Termination or reinstallation of the Chair is to be determined by the Executive-Board, by majority vote.
	3. Third offense, should he/she not be terminated on the second offense, shall result in an immediate termination, and re-appointment by the Executive-Board.

Part 1) **New Member Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Recruitment. They will educate new members by assisting the VP of Recruitment in the new member meetings. They will assist in all recruitment efforts. This includes but is not limited to helping schedule rooms, conduct interviews, and designing an elite recruitment platform.

Part 2) **Big Little Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Recruitment. They will choose eligible bigs, plan all bigs and littles social events, and conduct the big/little choosing process. Additionally, the Chair will manage the “big/little week” if he or she so chooses, will plan reveal, and will ensure that all new members receive her or his chosen big.

Part 3) **Programming Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Programming. They will assist the VP Programming in all scheduling and planning endeavors. This may include by is not limited to writing donation letters, communicated with speakers, and scheduling field trips to various medical schools.

Part 4) **Volunteering Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Programming. They will plan and schedule all volunteering opportunities for the chapter in such a way that benefits everyone in the most advantageous way as well as creating a diversity of opportunities.

Part 5) **Social Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Programming. They will plan and schedule all social events for the chapter. This includes collaborating with other chapters about social events and allowing OH Beta to socialize with other chapters (i.e. OH Epsilon) if the opportunity presents itself.

Part 6) **Education Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Programming. This is preferably an older member who has been through most of the premedical pathway. They will keep the chapter up to date on all premedical endeavors and things going on within the campus. Will collaborate with premedical advisors to act as a liaison within the chapter. Will assist in the overall education of the chapter on, but not limited to, MCAT, medical school application process, different medical schools, and what each year should look like in order to be a competitive applicant.

Part 7) **Philanthropy Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Finance. They will primarily assist with the banquet efforts and any other philanthropy events that our chapter may implement. This includes but is not limited to finding and planning the event, scheduling a venue, designing and decorating the venue, and designing the tickets. Additionally, they lead the basket efforts for the banquet and helps to schedule the details of the banquet such as speakers and food.

Part 8) **Fundraising Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the VP Programming. Will lead external and internal fundraising efforts for the chapter. This includes reaching out to other organizations and managing specific fundraising efforts for the chapter benefit.

Part 9) **Historian Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the Secretary/Risk Management Officer. They will keep record of minutes and other relevant information of the chapter to the direction of the Secretary/Risk Management Officer. Will manage the point system and member accountability. Additionally, the Chair will create and manage the newsletter.

Part 10) **Alumni Relations Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the Secretary/Risk Management Officer. Will be in charge of creating or maintaining a system to connect and network with OH Beta alumna to keep them engaged in the chapter and with our current members. This includes but is not limited to extending initiations to our philanthropy events, providing them with bi-annual newsletters and chapter updates, and maintaining documentation of where they are now.

Part 11) **Public Relations Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the Secretary/Risk Management Officer. Will be responsible for all public relations and creating an image for Phi Delta Epsilon via social media. Will maintain all social media accounts (Instagram, Twitter, etc.) with frequent updates that display Phi Delta Epsilon in the best light. Additionally, they will serve as the chapter photographer.

Part 12) **Merchandise Chair**: This is one person that will not serve on the Executive-Board, but will follow directly under the Secretary/Risk Management Officer. Will aid in designing and coordinating all merchandise efforts based on the chapter’s wants and needs. This includes offering potential design ideas and working with merchandise manufactures (i.e. University Tees) with the direction of the Secretary/Risk Management Officer.

Section II: Committees

Committees will be appointed by the Executive-Board. They are designed as flexible member participation to allow those not holding positions to get involved in chapter planning. Committees can be disbanded, reformed, and created at the discussion of the Executive-Board. Though flexible committees must remain active and achieve all goals set forward by the Executive-Board officer. Committee members are important assets to the chapter’s function.

Part 1) **Recruitment**: Will work with VP Recruitment and New member chair on coordinating and staffing Rush events. Will also help in creating a member education program for the following semester. Will be responsible for helping to recognize members for outstanding service through awards and recognition. Will aid the recruitment team with whatever in necessary for a successful recruitment under the direction of the VP Recruitment.

(a) Committee will be appointed by Executive-Board and does not require applications.

(b) Will consist of no more than seven (7) members.

(c) Will be reformed with each recruitment (spring and fall) to allow maximum amount of member participation.

(d) VP Recruitment will have ultimate say and control at all times.

Part 2) **Fundraising and Philanthropy**: Will be responsible for creating and planning fundraisers both within and outside the university community. Will work with the VP Finance, Philanthropy Chair, and Fundraising Chair to determine how much money needs to be raised for the semester's budget.

 (a) Committee will be appointed by Executive-Board and does not require applications.

(b) Will consist of no more than five (5) members.

(c) Will be reformed with each semester to allow maximum amount of member participation.

(d) VP Finance will have ultimate say and control at all times.

Special committees may be appointed by the Executive Board as they are required.

Article VI: Meetings

Section 1: Logistics

The day and time of regular meetings shall be determines by the majority of the membership at the first meeting of the term. Day and time may change as needed.

Section 2: Frequency

Meetings will be held every week on the Kent State campus, unless otherwise noted, beginning with the first week of each semester. The Executive Board at the weekly executive board meeting shall determine the subject of the meeting and the length.

Executive board meetings will be held weekly beginning with the first week of the semester.

Section 3: Special Meetings

The President or any officer with the President’s permission shall call special meetings. The membership shall be notified by electronic mail no later than five days prior to the schedule of the meeting.

Section 4: Quorum

Quorum for a regular meetings and special meetings shall be 50%, consisting of Executive Board and active members.

Section 5: Rules of Procedure

Robert’s Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of the Fraternity.

Article VII: Finances

Section 1: Account

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conducting of University Business.

Section 2: Usage

All monies of this organization shall be deposited in, and dispersed from, this account following procedures outlined by the Associated Students, Inc.

Section 3: Dispersal of funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accuracy with the procedures of the International Fraternity.

Section 4: Fiscal Year

The fiscal year shall be from January 1 through December 31, inclusive.

Section 5: Dues

Annual dues, payable to the Fraternity, shall be determined on an annual basis by the Executive Board.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Fraternity may adopt.

Article IX: Ohio Beta Chapter Rules

**Section 1.** All members are required to attend at least 75% of all mandatory events, members who cannot attend meetings due to class are required to attend 75% of other events. This will be tracked.

**Section 2.** Participation in all fundraisers is mandatory.

**Section 3**. Dress code for all general meetings is casual unless otherwise stated in weekly agenda.

**Section 4.** Meetings involving speakers of any kind will be at minimum, professional business attire, but may exceed that.

**Section 5.** Talking out of turn or interrupting another member will not be tolerated.

Part1) Cell phone ringers must be turned off. Should a vibrating ringer be cause for distraction during a general meeting, it shall be considered a violation of the rule.

Part 2) There shall be no cell phone usage of any kind during a business meeting and speakers. This includes text messaging.

Part 3) Tardiness to a general meeting is unacceptable. Exceptions for tardiness include University sanctioned excuse or class. All exceptions need to be submitted to the Secretary/Risk Management Officer one week prior to the meeting.

Violation of any of the rules will result in a first offense verbal warning. Upon receiving a second violation the offender shall be notified of an Executive Board review of their action and participation in the organization. Should a member receive a third violation they will be brought up for review before the Review Board. Appeals can be made during the review process.

Article X: Ratification

Upon ratification by a 3⁄4 vote of the membership, and approval from the Kent State University Student Center and the Phi Delta Epsilon Executive Office, this constitution shall become the official governing document of the organization.

Article XI: Amendment of the Chapter Bylaws

Section 1.

Amendments to these bylaws may be proposed by the chapter in writing to the President.

Section 2.

The amendment must be approved by the chapter by a 2/3 vote.

Section 3.

Any member of PhiDE may write in support of or in opposition to the proposed amendment. These views as presented or as edited by the Executive Officer shall be announced in the next chapter meeting.

Section 4.

Any amendment of these bylaws shall become the law of the chapter without further notice.

Section 5. Constitutional Review Clause

In the event that the bylaws herein are to come under review, changes to the entire constitution may be voted on at once. Ratification of the entire change must be 2/3 vote of the entire chapter.