

BYLAWS

ARTICLE I - Duties of Officers

SECTION I - President

1. The President shall maintain close contact with the work of the officers and committee chairpersons. The President shall be prompt in bringing any matter of importance to the council.
2. The President shall preside at all general body meetings of PHC. The President shall serve as chairperson of all Executive Board meetings.
3. The President shall have the power to appoint special committees and their chairpersons as deemed necessary for the efficient conduct of business of PHC. The President shall be an ex-officio member of all committees.
4. The President shall represent the PHC on any campus-wide committee or council having a seat assigned to a representative of the Council or appoint someone to replace him/her in that position, who will report to the Council.
5. The President shall have the power to interpret the constitution in case of a conflict. That interpretation shall be voted upon by a quorum of the voting body.
6. The President shall act in the best interest of the Council and has the power to remove members of the Executive Board after careful consideration for reasons outlined in ARTICLE V of the Bylaws and appoint a temporary replacement before nominations and voting take place.
7. The President shall act as an ex-officio chairperson of all social committees.
8. The President shall perform at least two office hours per week in the Greek Council's Office.
9. The President shall perform other duties as the office may require.

SECTION II - Vice-President

1. In the absence of or disability of the President, the Vice President shall perform all the duties of the President.
2. The Vice President shall be an ex-officio chairperson of all committees and attend committee meetings as deemed necessary by the President.
3. The Vice President shall help coordinate activities of PHC.
4. The Vice President shall coordinate at least one community service activity of each quarter and/or act as an ex-officio chairperson of all public service committees.
5. The Vice President in accordance with the President shall organize officer nominations and elections.
6. The Vice President shall perform two office hours per week in the Greek Council's Office.
7. The Vice President shall perform other duties as the office may require.

SECTION III - Secretary

1. The Secretary shall record the minutes of all proceedings and meetings of PHC.
2. The Secretary shall type the minutes of each meeting and give one copy to each organization present at the next meeting and file one copy in the Greek Council's Office.
3. The Secretary shall give advance notice of all meetings in writing to chapter representatives and/or Presidents one quarter in advance.
4. The Secretary shall retrieve, respond to, and send out correspondence with the approval of the President.
5. The Secretary shall prepare all agendas for the executive and general body meeting, unless otherwise stated by the President.
6. The Secretary shall perform two office hours per week in the Greek Council's Office.
7. The Secretary shall perform other duties as the office may require.

SECTION IV - Treasurer

1. The Treasurer shall receive and deposit all funds of PHC.
2. The Treasurer shall pay only on the order of the President.
3. The Treasurer shall receive and issue receipts for funds.
4. The Treasurer shall approve budgets for all committees in accordance with the President.
5. The Treasurer shall keep extremely accurate records of all transaction and prepare a written financial report to be given to all organizations present at each meeting.
6. The Treasurer shall be responsible for the signing and disbursing of all checks.
7. The Treasurer shall organize fundraising efforts.
8. The Treasurer shall perform two office hours per week in the Greek Council's Office.
9. The Treasurer shall perform other duties as the office may require.

SECTION V - Historian

1. The Historian shall maintain records of every PHC event through flyers, photographs, and other forms of advertisement.
2. The Historian shall maintain and update the PHC scrapbook.
3. The Historian shall be responsible for the PHC camera until the end of his/her term.

SECTION VI - Parliamentarian

1. The Parliamentarian shall have knowledge of Robert's Rules of Order and shall enforce them to ensure efficient, orderly, and just meetings.
2. The Parliamentarian shall maintain order in the PHC meetings.
3. The Parliamentarian shall assist in establishing and enforcing contractual agreements between member organizations and the council.

SECTION VII - Adviser

1. The Adviser shall be the Coordinator for Greek Life from Student Activities & Campus Programs or his/her designee.
2. The Adviser shall report any important information that may affect the PHC in a timely manner to the President.
3. The Adviser shall have the power to attend all general body and special meetings.
4. The Adviser shall give council to the President and Council on matters concerning PHC.

ARTICLE II- Special Interests

SECTION I

All subsidiary councils, organization, and committees created by the PHC and the Executive Board, shall be responsible to the Executive Board and shall report to the Council.

ARTICLE III - Nominations Of Officers

SECTION I

The Vice President of the PHC will oversee the nominations process. All nominations will be made during a scheduled PHC general body meeting designated by the President prior to the last general body meeting of Autumn Quarter. The nomination process must be formally followed according to Robert's Rules of Order.

SECTION II

Nominated members shall be in good academic standing with the University and be active members within their respective organizations. The elections will consist of a two-part process: applications and presentations. Applications will be due as determined by the president and the presentation will take place the day of elections at the general body meeting. The president will be responsible for disseminating the information in the applications to the delegates of each chapter prior to elections.

ARTICLE IV - Election Of Officers And Voting Procedures

SECTION I

The President, Vice President, Secretary, Treasurer, Historian, Parliamentarian, ~~and Sergeant at Arms~~ shall be elected by a majority of the active membership of PHC during the second scheduled meeting of Spring Quarter. Upon election, officers will begin a transitional period consisting of two (2) general body meetings and a formal officer transition meeting/retreat. Once completed, installation of the new officers will occur at the next general body meeting, assuming all aforementioned training has occurred. Note: All outgoing executive board officers must be in attendance until all incoming officers have been installed.

SECTION II

All officers shall be elected by secret ballot. All elections shall be decided by a majority vote.

SECTION III

Voting shall be done in person. No vote by proxy or by mail will be valid. Each organization has one vote responsible to their representatives.

SECTION IV

Should an officer of the Council resign or is removed during their term, the President shall appoint another eligible member of the Council to assume the office temporarily. At the next meeting, a vote shall take place to confirm the appointment. If the vote is not in favor the appointment, then a special election at the next regular meeting will be held.

SECTION V

Nominations for special elections must coincide with ARTICLE III, SECTION II of the Bylaws. The voting procedures will be those specified in ARTICLE IV, SECTION II and ARTICLE V of the Bylaws.

SECTION VI

No more than one member per organization may serve on the Executive Board unless a vacancy cannot be filled.

ARTICLE V - Voting

SECTION I

Voting shall be done in person. No voting by proxy or by mail will be valid. Each organization has one vote.

SECTION II

These Bylaws shall be amended by a two-thirds vote of the representative, at a General Body meeting.

SECTION III

All other PHC business requires a majority vote.

ARTICLE VI - Removal From Office

SECTION I

Any PHC Executive Board member shall be removed from office for one or more reasons:

1. Continued insubordination and constant neglect of responsibilities and duties.
2. Found by the University Judicial System to be in violation of University Policy as indicated in the Code of Student Conduct of The Ohio State University.
3. Failure to maintain a 2.25 cumulative grade point average.
4. Failure to maintain active status within one's organization.

SECTION II

Any officer under review of the President for removal from office shall receive verbal and written confirmation stating the reasons for such actions. With such a review, no officer shall be removed from office. With the advice of the Adviser, the President shall have the final say, in the removal of an officer from their position. The Vice President shall conduct any such reviews on the President.

ARTICLE VII - Voting Members Expectations And Responsibilities

SECTION I

Each representative of PHC member organizations shall be empowered to act in the name of his/her respective organization.

SECTION II

Approved motions shall be binding upon the member organizations.

SECTION III

All member organizations are expected to pay quarterly dues of \$25, due the first PHC meeting of each quarter. A late fine of \$20 in addition to the dues will be assessed if dues are not forwarded to the Treasurer by adjournment of the first general body meeting of the quarter. Non-financial organization members will not be allowed to participate in PHC functions until all dues and fines are paid.

SECTION IV

Voting shall be done in person by the PHC member organization representative or designated alternate. Any member or members who are disrespectful during the meeting or are talking without having the floor will be given a warning by the President or Parliamentarian. If after one warning the same person or persons causes a distraction or disturbance, the person or persons will be ejected from the meeting. Refusal to leave the meeting will result in a \$20 fine to the organization(s) that person(s) represent(s). A late fine for a disruption by a cell phone or other electronic device will be \$5.00 assessed to the organization(s) that person(s) represent(s).

SECTION V

All member organizations are expected to be on time to all general body meetings and any special meetings. A late fine of \$10 will be assessed if the member organization is not present at the time of roll call.

SECTION VI

PHC shall work together to discourage all altercations among PHC members. Each organization is liable for the actions of all visiting members at dance and all other PHC functions.

SECTION VII

Each member of PHC shall put forward a cohesive effort to support each other's programs, as well as PHC. Failure to support a voted upon PHC program without two days notice to President or PHC adviser shall result in a hearing before the PHC Standards Board.