



PHI THETA KAPPA
HONOR SOCIETY

Chapter Bylaws

Lamar State College Orange

College

Alpha Nu Gamma

Chapter

Approved by Chapter Officers on Thursday, March 31, 2022

Bylaws of the Alpha Nu Gamma Chapter of Lamar State College Orange

CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa Honor Society shall be **Alpha Nu Gamma**, as assigned by Phi Theta Kappa International Headquarters in Jackson, MS, upon approval of the chartering application, May 1, 1987.

The Alpha Nu Gamma chapter may use the acronym PTK or the Greek letters ΦΘΚ to denote association with the Phi Theta Kappa International organization.

CHAPTER 2. Purpose

The purpose of the **Alpha Nu Gamma Chapter of Phi Theta Kappa at Lamar State College Orange** shall be to provide all college students—as early as possible during their pursuit of a college degree or certificate—recognition of academic excellence and opportunities to grow as scholars and leaders.

In addition, Alpha Nu Gamma strives to support the mission and goals of Lamar State College Orange by promoting college completion, engagement in campus life, and service to the larger community.

CHAPTER 3. Membership

Section 1. Types of chapter membership shall consist of **member, provisional member, alumni member, and honorary member**, as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.*

A. **Member.** Students become members once they meet eligibility requirements and the one-time membership fee, as stated in the invitation to join sent by Phi Theta Kappa Headquarters, is paid. The membership fee may be paid online at PTK.org or at the LSCO cashier's desk. Alpha Nu Gamma's membership fee consists of an international fee, plus a Texas regional fee; no additional local (chapter) fee is included. The Alpha Nu Gamma Chapter does not charge recurring dues for continuous membership. Participation in a formal induction ceremony is encouraged but is not a condition of membership.

- a. **Eligibility.** In addition to meeting membership eligibility requirements as stated in Article IV and Section 2 of the *Phi Theta Kappa Constitution and Bylaws*,* each candidate for membership must hold a cumulative institutional Grade Point Average of at least 3.5 on a 4.0 scale, earned within the last five years.

In addition to the GPA requirement, students must have completed a specified number of college-level academic or technical credit hours (excluding developmental and non-credit courses) that may be applied toward attainment of the following credentials:

Type of Credential	Minimum Hours Completed
Associate Degree (or Bachelors, if offered), Certificate requiring more than 1 year of study	12
Certificate requiring no more than one year of study	6

Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility.

- b. **Good Standing.** Members are expected to display good character—on campus and in the community—and uphold the ideals and values of the Phi Theta Kappa, as expressed

in the Society's four hallmarks: Scholarship, Leadership, Fellowship, and Service. To be considered in good standing, members must abide by the rules and policies set forth in the LSCO Student Handbook, and practice good citizenship in the community at large. In addition, members are expected to maintain a cumulative institutional Grade Point Average not below 3.0 (as calculated within the last five years, plus the time since becoming a member). Otherwise, the member has one term (or semester) in which to bring his or her cumulative institutional Grade Point Average up to the maintenance threshold of 3.0. After this probationary period, failure to maintain the required maintenance standards will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter 1, Section 3. Failure to maintain good standing will result in the following consequences:

- Ineligibility for many scholarships offered by Phi Theta Kappa and its partnering institutions and sponsors.
- Ineligibility to serve as an officer at the chapter, regional, or international level.
- Ineligibility to participate in chapter-funded travel or receive registration fees paid by the chapter for Phi Theta Kappa workshops, conferences, and institutes.

In general, good standing is restored once the member's cumulative institutional GPA again meets or exceeds the maintenance threshold. Members whose good standing has lapsed due to more complex issues, such as violation of campus rules and policies, should consult with an advisor and, possibly, the Dean of Student Services, to determine conditions to be met in order to restore good standing.

- c. Active Membership. In accordance with Article IV, Section 1A of the *Phi Theta Kappa Constitution and Bylaws*,* an active member of Phi Theta Kappa Honor Society is a student who has been duly initiated into the Society (the student's one-time membership fee has been paid), maintains the standards required for good standing, and is currently enrolled at the institution where the student's member record is located. A student transferring to LSCO who joined the Society on another campus, under a different chapter, must officially transfer membership to the Alpha Nu Gamma Chapter to be considered an Active Member. See **Transfer Member** below.
 - d. Participation. Attendance at chapter meetings and participation in chapter projects carry valuable benefits for members, such as enhanced eligibility for scholarships and opportunities to build skills that will advance a student's prospects educationally and professionally. Only through engagement in the Society will members reap the full benefits that Phi Theta Kappa offers. However, a member's good standing is never contingent upon his or her level of participation.
 - e. Right to Wear Phi Theta Kappa Regalia at Graduation. If in compliance with the policy of Lamar State College Orange, students graduating as Phi Theta Kappa members are permitted to wear their choice of regalia items that are available for purchase to members, only, at PTK.org. Students choosing to wear Phi Theta Kappa regalia are assumed to meet good-standing requirements at the time of their graduation, but this decision is left to the discretion of each student. The chapter (i.e. advisors or officers) will not question or prohibit a member from wearing Phi Theta Kappa regalia at his or her graduation ceremony.
 - f. Revocation of Membership. A member who blatantly and intentionally violates campus rules and policies (as set forth in the LSCO Student Handbook), or engages in activity that endangers the safety or reputation of others, may be subject to removal from the Society's official membership roster. Each case is subject to review by the chapter advisor(s), in consultation with one or more of the following: LSCO's Dean of Student Services, LSCO's Provost, or the College President. No student's membership will be revoked without the knowledge and approval of the College President.
- B. Provisional Member**. A provisional member of Phi Theta Kappa Honor Society is a student who, in the opinion of the local chapter, has shown an active interest in the

affairs of the Society and who serves the Society in some special capacity, but who does not yet meet the full requirements for active membership in the Society. While a provisional member is welcome to attend chapter meetings and take part in the chapter's projects and initiatives, he or she does not have the right to vote, hold office, or represent the chapter at meetings of the Society or any campus or community functions. See Article IV, Section 1B of the *Phi Theta Kappa Constitution and Bylaws*.*

- C. **Alumni Member.** An alumnus/alumna member is a former active member of the Society who is no longer enrolled at the institution where the student's member record is located. An alumni member is entitled to all privileges of the active member except the right to vote as a chapter voting delegate (for International Officer elections, usually held at the Society's annual convention) or to hold non-alumni chapter, regional, or international office. See Article IV, Section 1C, and Chapter 1, Section 7, of the *Phi Theta Kappa Constitution and Bylaws*.*
- D. **Honorary Member.** An honorary member is a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service. International honorary membership will be conferred at the discretion of the Phi Theta Kappa Honor Society Board of Directors, and local honorary membership will be conferred at the discretion of the local chapter. Honorary members are entitled display an honorary member certificate and to wear the official Golden Key member pin. See Article IV, Section 1D, of the *Phi Theta Kappa Constitution and the Bylaws*.*
- E. **Transfer Member.** A member from another Phi Theta Kappa chapter may transfer membership to the Alpha Nu Gamma Chapter if he or she is currently enrolled at Lamar State College Orange and meets the membership eligibility and maintenance standards set by the Alpha Nu Gamma Chapter. A student wishing to transfer his or her membership must contact a chapter advisor of the Alpha Nu Gamma Chapter. The advisor must certify to the International Headquarters staff the student's eligibility and request transfer of membership. See Bylaws Chapter I, Section 8, of the *Phi Theta Kappa Constitution and the Bylaws*.*

CHAPTER 4. Chapter Advisor(s)

The Alpha Nu Gamma Chapter of Phi Theta Kappa shall have at least one advisor at all times, with additional advisors making up the Chapter Advisor Team. The Chapter Advisor Team must always work cooperatively in the interest of the chapter and its members.

Chapter advisors shall be officially appointed by the institution's administration and shall be non-voting members of the chapter. One advisor from each chapter is appointed as the chapter's Contact Advisor, and receives all official communications from International Headquarters. Additional advisors will be assigned to oversee various aspects of chapter operations and to guide members in accomplishing chapter initiatives and projects.

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter III, Sections 3 and 4, the chapter advisor(s) shall be responsible for the following:

- Work with the appropriate college office (such as Institutional Research and Effectiveness) to obtain a list of students meeting eligibility criteria (as stated in Chapter 1, Section 1, of this document) and submit this list to the Society's Headquarters during new member enrollment periods: fall, spring, and, optionally, summer.
- Arrange at least two induction ceremonies—one in the fall and one in the spring—to recognize new members (unless emergency circumstances or campus closures prevent these activities). Induction Ceremonies may be offered as in-person or digital events.
- Submit the chapter's annual report each spring, via a survey link sent from Phi Theta Kappa headquarters. The contact advisor normally performs this function but may delegate the annual report submission to another advisor.
- Ensure that the chapter's 5-Star Plan progress is updated at PTK.org in a timely fashion to ensure the chapter receives appropriate 5-Star status recognition each spring.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing with a cumulative institutional Grade Point Average of at least 3.0 and enrolled in at least one course at Lamar State College Orange.

Section 2. The leadership structure of the Alpha Nu Gamma Chapter of Phi Theta Kappa consists of the following officer roles:

Executive Team:

President, Vice President of Scholarship, Vice President of Leadership, Vice President of Fellowship, and Vice President of Service

Executive Support Team:

Treasurer, Recording Secretary, Public Relations Secretary, Historian, Fundraising Chair, High School Liaison, and Student Government Liaison.

Possible officer titles are not limited to those stated above. To address circumstances as they arise, the chapter may create additional offices and elect or appoint members to fill those positions at any point during the academic year. A newly created office need not be stated in the Chapter's Bylaws prior to electing or appointing a qualified member to fill that office. The decision to amend the Chapter's Bylaws to include new offices is subject to a unanimous vote of all officers serving at the time the new officer title is created.

Section 3. The duties of the **Chapter President** shall include the following:

- a. Represent the organization at all times, whether physically on campus or interacting with campus members virtually, as well as at any Society, collegiate, or community events, where ever they may be held.
- b. Prepare meeting agendas and lead meetings.
- c. Vote only in case of a tie when a vote is taken among four or more members. When the number of members available to vote falls below that threshold, the Chapter President shall have voting privileges.
- d. Lead induction ceremonies and orientations or appoint other officers to perform these functions when unable to do so.
- e. Collaborate with the Chapter's Executive Team—VP of Scholarship, VP of Leadership, VP of Fellowship, and VP of Service—to set goals for the Chapter and plan initiatives for accomplishing these goals.
- f. Appoint committees to accomplish important chapter functions and projects, including but not limited to the following:
 - Review/revise chapter bylaws annually.
 - Track chapter's progress toward 5-Star Chapter status.
 - Promote interest and engage members in the annual Honors in Action project and the annual College Project.
 - Manage nominations, application preparation, and submissions for the annual Hallmark Awards.
- g. Serve as an ex-officio member on all committees.
- h. Monitor work of VPs and committees and report of progress to the advisor(s) and members.
- i. Serve as a role model for other officers and members, by upholding the ideals of the Society, as expressed in the Four Hallmarks: Scholarship, Leadership, Fellowship, and Service.
- j. Support the overall success of the chapter by, as need arises, performing other duties not specifically identified here and delegating tasks.

Section 4. The duties of the **Vice President of Scholarship** shall include the following:

- a. If appointed to do so, perform duties of the Chapter President in the event of his or her

absence. Appointment may be made informally--via email, phone, or in-person—by the Chapter President or the advisor(s), as need arises.

- b. Collaborate with the Chapter's Executive Team—VP of Leadership, VP of Fellowship, and VP of Service—to set goals for the Chapter and plan initiatives for accomplishing these goals.
- c. Encourage academic excellence among members and the student body at large.
- d. Promote Phi Theta Kappa Scholarship opportunities—for both members and non-members—and assist the advisor(s) in educating students about best practices for completing and submitting scholarship applications.
- e. Oversee the scholarship (research) components of the Honors in Action project and assist the advisor(s) charged with facilitating this program.
- f. Attend chapter meetings and assist with planning and leading major events such as orientations and inductions.
- g. Assist with preparation and submission of annual Hallmark Awards entries.
- h. Perform other duties as needed to support the success of the chapter.

Section 5. The duties of the **Vice President of Leadership** shall include the following:

- a. If appointed to do so, perform all duties of the Chapter President in the event of his or her absence. Appointment may be made informally--via email, phone, or in-person—by the Chapter President or the advisor(s), as need arises.
- b. Collaborate with the Chapter President and other members of the Chapter's Executive Team—VP of Scholarship, VP of Fellowship, and VP of Service—to set goals for the Chapter and plan initiatives for accomplishing these goals.
- c. Promote member participation on 5-Star Competitive Edge programs, including Transfer Edge and Employment Edge, as well as Leadership Development Studies.
- d. Oversee the leadership components of the Honors in Action project and assist the advisor(s) charged with facilitating this program.
- e. At meetings, direct the chapter in use of parliamentary procedure.
- f. Attend chapter meetings and assist with planning and leading major events such as orientations and inductions.
- g. Assist with preparation and submission of annual Hallmark Awards entries.
- h. Perform other duties as needed to support the success of the chapter.

Section 6. The duties of the **Vice President of Fellowship** shall include the following:

- a. If appointed to do so, perform all duties of the Chapter President in the event of his or her absence. Appointment may be made informally--via email, phone, or in-person—by the Chapter President or the advisor(s), as need arises.
- b. Collaborate with the Chapter President and other members of the Chapter's Executive Team—VP of Scholarship, VP of Leadership, and VP of Service—to set goals for the Chapter and plan initiatives for accomplishing these goals.
- c. Promote member attendance at chapter meetings, as well as participation in campus activities, cooperation/collaboration with other student organizations, and engagement in community life.
- d. Direct new member recruitment initiatives.
- e. Oversee the fellowship (collaboration/networking) components of the Honors in Action project and assist the advisor(s) charged with facilitating this program.
- f. Attend chapter meetings and assist with planning and leading major events such as orientations and inductions.
- g. Assist with preparation and submission of annual Hallmark Award entries.
- h. Perform other duties as needed to support the success of the chapter.

Section 7. The duties of the **Vice President of Service** shall include the following:

- a. If appointed to do so, perform all duties of the Chapter President in the event of his or her absence. Appointment may be made informally--via email, phone, or in-person—by the Chapter President or the advisor(s), as need arises.
- b. Collaborate with the Chapter President and other members of the Chapter's Executive Team—VP of Scholarship, VP of Leadership, and VP of Fellowship—to set goals for the Chapter and plan initiatives for accomplishing these goals.
- c. Promote member engagement in campus and community service activities that improve lives, alleviate hardship, and open opportunities for growth.
- d. Oversee the annual College Project and assist the advisor(s) charged with facilitating this program.
- e. Oversee the service (action/implementation) components of the Honors in Action project and assist the advisor(s) charged with facilitating this program.
- f. Attend chapter meetings and assist with planning and leading major events such as orientations and inductions.
- g. Assist with preparation and submission of annual Hallmark Awards entries.
- h. Perform other duties as needed to support the success of the chapter.

Section 8. The **Treasurer** shall:

- a. Track balances of all chapter accounts—the chapter's Student Services account and the agency account established to hold chapter funds not contributed by Student Services—by recording debits/credits in a written ledger and/or digital spreadsheet.
- b. Communicate with the Coordinator of Student Activities—who routinely makes purchases for the chapter—to track amounts spent from chapter accounts.
- c. Maintain supporting documentation of the chapter's financial activity, such as receipts, invoices, letters/emails/memos.
- d. Make a report of finances at each business meeting of the chapter.
- e. Share and review with the advisor(s) all records of the chapter's finances--including ledger and/or digital spreadsheet showing account balances—at the end of each semester (fall and spring), as well as summer terms.
- f. Relinquish to the advisor(s) all the chapter's financial records and documentation at the end of the Treasurer's term of office.
- g. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 9. The **Recording Secretary** shall:

- a. Attend each chapter meeting and record (in writing or audio) meeting minutes.
- b. Prepare a written document of meeting minutes for distribution to membership and storage in the chapter's archives.
- c. At each meeting, read minutes from the previous meeting and take a vote to approve or amend the minutes. Amend minutes as decided among those present at the meeting.
- d. Take roll at meetings and keep meeting attendance records.
- e. If unable to attend one or more meetings, arrange for another officer or member to record meeting minutes and take roll.
- f. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 10. The **Public Relations Secretary** shall:

- a. Keep a calendar and records of chapter functions and activities—such as orientations, inductions, participation in campus and community events, service projects, etc.
- b. Work with the campus Director of Public Information to publicize—on campus and in the larger community—the Society's purpose and benefits for students, as well as chapter functions and activities.
- c. Maintain the chapter's bulletin board(s), display areas, and distribution of Society information materials on campus.

- d. Assist the VP of Fellowship with new member recruitment efforts.
- e. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 11. The **Historian** shall:

- a. Chronical the chapter's history through collection of information and artifacts, stored in physically and/or digitally.
- b. Create and maintain a chapter scrapbook or other means (physical or digital) to preserve and display the chapter's activities and accomplishments.
- c. If the opportunity arises and the chapter elects to do so, work with a committee to prepare the chapter scrapbook to display and/or submit for competition at regional, state, and international meetings and conventions.
- d. Work with the advisor(s) to maintain the chapter's alumni directory and collect news of personal and professional accomplishments of alumni members.
- e. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 12. The **Fundraising Chair** shall:

- a. Coordinate efforts to raise funds for chapter projects or member scholarships.
- b. Coordinate efforts to raise funds to benefit charitable causes.
- c. Work with the Treasurer to keep records of funds raised and how utilized or donated.
- d. Work with the Public Relations Secretary to engage member assistance with fundraising drives, as well as gain campus and community support.
- e. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 13. The **High School Liaison** shall:

- a. Be a member who is also a dual-enrolled student (earning high school and college credit simultaneously) or enrolled in an Early College High School (ECHS) program.
- b. Assist with recruitment by promoting the purpose and benefits of Phi Theta Kappa membership among dual-enrolled and ECHS students.
- c. Inform high school counselors about the Society's purpose and benefits for students.
- d. Bridge communication between the local chapter and dual-credit ECHS members, to increase chapter engagement and participation.
- e. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

Section 14. The **Student Government Liaison** shall:

- a. Be a Society member who may also hold an SGA office, provided SGA rules permit.
- b. Attend regular SGA meetings, and represent the interests of the Alpha Nu Gamma Chapter.
- c. At chapter meetings, report on SGA business as is relevant to the chapter.
- d. Perform other duties as assigned by the Chapter President and/or Vice Presidents.

CHAPTER 6. Election of Officers

Section 1. In addition to meeting requirements as stated in Chapter III, Section 8 of the *Phi Theta Kappa Constitution and Bylaws*,* all candidates for office must be members of Phi Theta Kappa, in good standing.

Section 2. Elections will be routinely held at the second to last meeting of each semester—fall and spring—in order to fill positions of officers who are graduating, resigning, or whose terms have expired. Elections may also be held at any time during the year when a position becomes vacant.

Section 3. Nominations from the floor can be made at the same meeting as the election.

Section 4. A simple majority vote shall elect any officer.

Section 5. Once elected, new officers must meet with an advisor for an Officer Orientation and to read and sign the Chapter Officer Honor Code, which includes the officer's Personal

Statement of Commitment. Thereafter, the newly elected officer's term of service will begin, and he or she shall hold office for a period not longer than one year. At the end of that period, officers may run for the same office or a different office, if they choose.

Section 6. If an officer must resign his or her office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election may be held at the same meeting as nominations or the first meeting following nominations. A simple majority of the votes cast will determine the new officer. The President shall have the power to make a temporary appointment at his/her discretion until an election can be held.

Section 7. Rules regarding simultaneously held offices.

- a. Chapter Presidents and Vice Presidents may hold additional positions, only from among the offices of the Executive Support Team (Treasurer, Recording Secretary, Public Relations Secretary, Historian, Fundraising Chair, High School Liaison, and Student Government Liaison).
- b. If not also a Vice President, officers of the Executive Support Team may hold one additional office from among that same team (Treasurer, Recording Secretary, Public Relations Secretary, Historian, Fundraising Chair, High School Liaison, and Student Government Liaison).

Section 8. Officers who, without notice or communication with advisors or fellow officers, consistently fail to attend meetings or perform duties as expected, may forfeit their positions, as stated in the Chapter Officer Honor Code agreement that each officer signs prior to officially beginning his or her term of service. Each case of an officer's neglect of duty is to be reviewed by the advisor(s), and the final decision to remove and replace an officer lies with the advisor team.

CHAPTER 7. Meetings

Section 1. Chapter business meetings will follow the general agenda, with allowance for variation to accommodate immediate needs and circumstances.

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes
- d. Treasurer's report
- e. Committee reports
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Section 2. All business meetings with six or more members in attendance shall be governed by an adaptation of Robert's Rules of Order.

Section 3. Special committee meetings shall be called by the chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each meeting shall be given to the members at the following business meeting.

Section 4. The right is reserved for the Chapter President to call impromptu meetings to address matters requiring prompt attention. Such meetings may be conducted in an informal fashion but must be documented and reported at the next business meeting.

Section 5. The Alpha Nu Gamma Chapter should hold at least two (2) meetings per month, with at least four (4) meetings per spring or fall semester being business meetings. A calendar of business meetings will be published for the general membership each semester.

CHAPTER 8. Finances

Section 1. For each new member, payment of the on-time International Membership fee and the

one-time Texas Regional fee must be received by Headquarters before the member can be inducted.

- Section 2.** The Alpha Nu Gamma Chapter does not charge a local fee as a condition of membership and does not charge recurring dues in order to sustain membership.
- Section 3.** Each academic year, the campus Office of Student Services provides a budget for the Alpha Nu Gamma Chapter. In general, these funds are intended to support chapter operations and the chapter's engagement in Society and campus activities. Student Services funds may not be used for the benefit of individual students (e.g. membership fees, scholarships) or to finance fundraising projects for the chapter or donation to other charitable causes. Expenditures from the chapter's Student Services account require approval by a majority vote of members present during the meeting at which the purchase is proposed.
- Section 4.** Additional funds for the chapter may be raised by projects approved by a majority vote of the members present during the meeting at which the project is proposed. All fundraising projects must be approved by the Office of Student Services. The funds raised from these projects may be used only for purposes stated by the chapter, as approved by the Office of Student Services. Donations made to the chapter must be used in accordance with the wishes of the donor.
- Section 5.** Any funds not contributed by the Office of Student Services will be held in the chapter's agency account, established by the campus business office, until used.
- Section 6.** Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.
- Section 7.** Financial records of the chapter shall be maintained and updated by the Treasurer and annually audited by the advisor.

CHAPTER 9. Amendments and revision

- Section 1.** Amendments to the chapter's bylaws may be proposed and approved by a vote of two-thirds of the members present at any regular business meeting. Any changes to the bylaws must be sent to Phi Theta Kappa International Headquarters for final approval.
- As required by LSCO's Annual Student Organization Registration, the chapter bylaws will be reviewed at least once annually by chapter officers and advisors. The annual review process is scheduled during the spring semester or summer sessions.

* Refers to the *Phi Theta Kappa Constitution and Bylaws*, www.ptk.org/About/AboutPhiThetaKappa/ConstitutionBylaws.aspx

Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.