

CONSTITUTION & BYLAWS
Order Of Omega: Epsilon Delta
Colorado State University, Fort Collins, CO

CONSTITUTION OF ORDER OF OMEGA

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ARTICLE ONE: Name

SECTION 1: Name of the Organization

The name of this organization shall be Order of Omega.

SECTION 2: Overall Purpose of Organization

Order of Omega is a Leadership Honor Society.

SECTION 3: Local Organizations

Each local unit of Order of Omega shall be called a chapter.

SECTION 4: Chapter Designation

The name of this chapter shall be Epsilon Delta.

ARTICLE TWO: Rationale and Purpose

SECTION 1: Purpose

The purpose of The Order of Omega shall be threefold:

- a. First: to recognize those students who have attained a high standard of leadership in inter-Greek activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.
- b. Second: to bring together the most representative fraternity and sorority members, and to create an organization which will help mold the sentiment of the institution on questions of local and intercollegiate affairs.
- c. Third: to bring together members of the faculty, alumni, and student members of the institution's fraternities and sororities on a basis of mutual interest, understanding, and cooperation.

ARTICLE THREE: Emblem and Colors

SECTION 1: Emblem

The emblem of Order shall be the Greek letter designating Omega.

SECTION 2: Colors

The colors of Order of Omega shall be ivory and gold.

ARTICLE FOUR: Membership

SECTION 1: Recognized Members

The membership of this Order shall be confined to members of Fraternities and Sororities recognized by the Office of Fraternity and Sorority Life.

SECTION 2: Classes of Members

There shall be three classes of members: first, student; second, honorary; and third, alumni.

- a. Student members shall be those selected to membership as undergraduate students by a chapter and they shall be so designated during the remaining period of their undergraduate, post baccalaureate, and/or graduate enrollment.

- b. Honorary members shall be those selected *honoris causa* by a chapter of Order of Omega. These members shall include faculty, staff, alumni and other community members who are not undergraduate students.
- c. Alumni members shall be all former student members after their graduation or the termination of their collegiate enrollment.

SECTION 3: Rights and Privileges of Membership

Membership in Order of Omega entitles the initiated to the rights and privileges of life membership. Only student members may vote and hold office in a local chapter.

SECTION 4: Transfer Members

Transfer members may affiliate or be eligible for selection to membership according to the following:

- a. Initiated transfer students shall be affiliated with an Order of Omega chapter at the campus which they transferred at the discretion of that chapter. It is recommended that the chapter verify Order of Omega membership with the Executive Office.
- b. A student transferring from another institution shall be eligible for selection to membership in Order of Omega. Such transfer students are subject to the eligibility requirements as defined in Article V.

SECTION 5: Transfer Student Membership

The chapter may select into membership a student who was initiated into a Greek organization at another institution that is not represented at the campus to which he/she has transferred. It is recommended that verification of the affiliation be confirmed with the National Office of the fraternity or sorority. In the case of membership in a local Greek organization, the membership should be verified with the Greek Advisor at the student's former institution.

SECTION 6: Loss of Fraternal Organization

Should a student's fraternal organization close or lose official institution recognition the student may be eligible for membership or may maintain membership in Order of Omega as long as eligibility requirements of Article V are met.

SECTION 7: Discrimination Policy

Colorado State University, and Order of Omega, does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity, gender expression, or any other identities.

ARTICLE FIVE: Eligibility

SECTION 1: Qualifications

The qualifications for membership in Order of Omega shall be character, scholarship, service and leadership.

SECTION 2: Character

Exemplary character shall be the primary consideration for membership in Order of Omega.

SECTION 3: Minimum requirements

To be eligible for membership in Order of Omega, a student shall meet the following minimum requirements:

- a. One full academic year of residence at the institution where selected.
- b. Junior or Senior (undergraduate) standing. Defined as 60 or more completed credit hours.

- c. Rank academically above the all-Fraternity & Sorority Life average. If the all-Fraternity & Sorority Life average is less than the minimum requirement for graduation, the chapter shall be denied initiation privileges until such time as it has maintained this minimum academic requirement.
- d. Be in good standing with the initiate's fraternal organization.
- e. At least one-third of each group of initiates shall be of junior standing at the time of initiation.

SECTION 4: Membership Selection Criteria

- a. Character
- b. Scholarship
- c. Fraternity & Sorority Life offices held
- d. Fraternity & Sorority Life participation
- e. Service to the university
- f. Service to the local community

ARTICLE SIX: Membership Selection

SECTION 1: Membership Selection Timeline

New members may be chosen either annually or semi-annually by chapter, the manner and frequency of selections being subject to the provisions of the chapter's bylaws. Honorary members may be selected as frequently as a chapter may desire.

SECTION 2: Number of New Members Selected

The number of students initiated into membership in any one year may not exceed three percent (3%) of the total number of enrolled full-time Fraternity & Sorority Life undergraduates at the beginning of the academic year on the campus, or fifteen (15), whichever number is greater.

SECTION 3: Membership Selection Discretion

The selection of student members under the provisions of this Constitution shall be left to the discretion of the individual collegiate chapter, subject to such restrictions as may be imposed by the Executive Office.

SECTION 4: Membership Selection Voting Processes

Two-thirds (2/3) of the active members of a chapter shall be present to conduct membership selection. In cases where the number of members participating in membership selection is ten or less, two (2) negative votes shall exclude a candidate from membership. When the number participating in membership selection is from eleven to twenty inclusive, three (3) negative votes shall exclude a candidate. When the number participating in membership selection is twenty-one or more, four (4) negative votes shall exclude a proposed member.

ARTICLE SEVEN Organization

SECTION 1: Division of the Organization

The organization shall consist of an association of all the active collegiate chapters of Order of Omega, divided into Regions, the boundaries of which shall be designated by a vote of the Executive Council. The Executive Council shall consist of the Executive Officers and the Board of Directors.

SECTION 2: Voting Delegation

Each chapter shall be entitled to one voting delegate in all decisions as required by the constitution.

SECTION 3: Selection of Executive Officer

All Executive Officers will come from the honorary or alumni classes of members.

- a. Selection of the Executive Officers and Board of Directors shall be by a majority vote of the Executive Council in attendance at the annual meeting.
- b. Each term of office for Executive Officers shall be four years and officers may be elected to consecutive terms.
- c. Term of office for the Board of Directors shall be for three years and serve at the pleasure of the Executive Council.
- d. Each Executive Council member shall be entitled to one vote.

SECTION 4: Removal of Executive Officer

The Executive Officers shall consist of the Executive Director, President and other officers deemed necessary by the Board of Directors. An Executive Council member may be removed from office by adequate written notice (7 days minimum) is required.

ARTICLE EIGHT: Local Powers

SECTION 1: Chapter Responsibility to the Organization

Each collegiate chapter shall have complete control of all matters of local concern under such restrictions as may be imposed by this Constitution. In no case shall such local power be exercised in a way contrary to the ideals and purposes of Order of Omega as set forth in the Constitution, Bylaws and Ritual. In case a chapter be charged with disregarding any of the conditions of its charter, the Executive Council shall have power and full inquiry; and may, in its discretion, take those steps the Executive Council deems necessary.

SECTION 2: Bylaw Revisions

All chapter bylaw revisions must be submitted to the Executive Office.

SECTION 3: Selection of Chapter Officers

The officers of each chapter shall be president, vice president, secretary, treasurer and advisor. All officers shall be elected by the chapter in accordance with local bylaws. An officer shall be eligible for reelection or reappointment. Chapter officers shall be installed in accordance with the Order of Omega constitution and bylaws.

SECTION 4: Nomination of an Advisor

The advisor shall be nominated from among the faculty and staff of the institution.

ARTICLE NINE: Suspension and Expulsion

SECTION 1: Suspension Processes

Any member found responsible of conduct unbecoming of Order of Omega shall be deprived of membership and required to surrender the pin and certificate. Written notification shall be sent to the individual in question and the Executive Office. A three-fourths (3/4) vote of the active members of the local chapter is required to deprive an individual of membership and shall be subject to review by the Executive Council before it shall be made finally effective.

SECTION 2: Termination of Membership

- a. Resignation or expulsion from a fraternal organization may subject one to termination of membership in Order of Omega. Such termination may be subject to review by the Executive Council before it shall be made finally effective.

- b. Termination of membership may be considered if membership responsibilities outlined in chapter bylaws are not met.

ARTICLE TEN: Bylaws

SECTION 1: Bylaw Adjustments by the Executive Council

The Executive Council shall be empowered to pass, repeal or modify bylaws relating to the mode of procedure with reference to initiation, installation, extension, general policy and all other matters of a similar character not expressly provided for in this Constitution. These restrictions shall not be construed as limiting in any way the action of the Executive Council in emergency cases.

ARTICLE ELEVEN: Amendments

SECTION 1: Passing an Amendment

Any amendment to this Constitution shall require an affirmative vote of three-fourths (3/4) of the combined votes of the Executive Council and of the active chapters secured by mail vote within two months after its submission.

EPSILON DELTA BYLAWS OF ORDER OF OMEGA

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ARTICLE ONE: Meetings

SECTION 1: General membership

- a. The Membership and the Executive Officers consistently have joint meetings. To constitute an official meeting, two-thirds (2/3) must be in attendance. All of the organization's members are required to attend.

Section 1: Executive Council

- b. The Executive Council will meet consistently to conduct business of the organization.

ARTICLE TWO: Elections, Positions and Duties

SECTION 1: Elections

- a. Executive Officers will be voted upon by the membership and a simple majority must be held by one candidate to be elected into office.
- b. Executive Officers will be elected during the Spring semester each year.
- c. The term of each officer is one year.

SECTION 2: President

The President shall:

- a. Have overall responsibility for the operation of the Chapter.
- b. Call and preside at all regular and special meetings of the Chapter.
- c. Call and preside at all Chapter Executive Board meetings.
- d. Review, approve and sign all the Chapter's checks and contracts.
- e. Serve as an ex-officio member of all Chapter Committees with voice but not vote.
- f. Report as required to the Order of Omega Executive Office.
- g. Maintain a complete and up-to-date President's file, including the current Order of Omega Constitution and Bylaws, Standing Rules, the current budget, current correspondence and materials received from the Order of Omega Executive Office, and other pertinent materials.
- h. Keep in regular contact with the Chapter Advisor.
- i. Represent the Chapter to outside parties.
- j. Oversee transition of incoming and outgoing officers in the Spring semester following elections.
- k. Perform all other duties as required.
- l. Keep Order of Omega Executive Office informed of all membership changes.
- m. Complete reservations for rooms or marketing.
- n. Order and distribute pins and certificates to new members.
- o. Order and distribute cords to graduating members.

SECTION 3: Vice President

The Vice-President shall:

- a. Keep a master document containing all records and notes from each program sponsored.
- b. Coordinate all membership recruitment activities according to the Constitution.
- c. Train membership on proper selection procedures and how to obtain the most diverse membership pool.
- d. Perform the duties of the President in their absence, inability to serve as requested by the President.
- e. Oversee tapping and initiation activities per Order of Omega rituals and policies.
- f. Keep all initiation supplies in proper condition
- g. Report as required to President.

SECTION 4: Secretary

The Secretary shall:

- a. Keep an up-to-date membership roster and call roll at all meetings.
- b. Keep current statistics concerning the number of initiated members and honorary members and their respective Fraternity & Sorority Life chapter affiliation.
- c. Keep all meeting minutes and record all actions taken by the Executive Board.
- d. Maintain a complete and up-to-date file, including meeting minutes since the Chapter's inception, copies of all contracts and current correspondence.
- e. Be responsible for the official correspondence to the Chapter unless provided for otherwise.
- f. Publish a chapter newsletter at least once a semester.
- g. Complete updates on bylaws and present any revisions to the Chapter for vote.
- h. Review alternative service event forms provided by members and keep an up-to-date list of members' completed service events.
- i. Maintain up-to-date list of alumni members.
- j. Report as required to President.

SECTION 5: Treasurer

The Treasurer shall:

- a. Be responsible for the general supervision of Chapter finances.

- b. Prepare the annual budget in the Spring semester for approval by the Chapter.
- c. Receive all payments, collect dues and issue receipts.
- d. Promptly pay all bills of the Chapter.
- e. Maintain up-to-date financial records, give a financial report at each regular meeting and provide an annual report at the close of their term.
- f. Report as required to President.
- g. Complete reservations for rooms or marketing.

SECTION 6: Executive Board

The Executive Board shall:

- a. Appoint all standing and special committees and their Chairs. When making these appointments, consider the representation of all member fraternities.
- b. Conduct routine business meetings and all business approved for action by Chapter vote.
- c. Report all action taken by the Executive Board at the next regular meeting via the Secretary and record the action in the meeting minutes.
- d. Keep the membership informed of all Order of Omega policies and guidelines.
- e. Lead and plan regular membership meetings.
- f. Meet with Chapter Advisor.
- g. Complete recruitment and application reviewal for new members.

SECTION 7: Position Vacancy

- a. If a vacancy in an office should occur, the President shall nominate a replacement with concurrence from the Executive Council. A simple majority is all that is needed to confirm the nomination.
- b. If a vacancy in the position of President should occur nominations and voting for a new incumbent shall occur by the members.
- c. If leadership of the chapter is needed prior to the availability of a vote, temporary powers of the presidency will be given to the Vice President.

ARTICLE THREE: Finances

SECTION 1: Initiation Fees

- a. There shall be a one-time initiation fee of \$75.00 for each undergraduate initiate. This shall include the official pin and certificate. This fee shall be paid before the date of initiation.
- b. Honorary members may be initiated for a one-time \$10.00 fee.

ARTICLE FOUR: Parliamentary Authority

SECTION 1:

The current edition of Robert's Rules of Order shall be the standard for conducting meetings.

ARTICLE FIVE: Requirements for Selection

SECTION 1:

To be qualified for selection into Order of Omega the following requirements shall be met:

- a. Complete an application by the specified due date
- b. Submit a resume with the application
- c. Must have 60 or more credit hours completed at an institution of higher education
- d. Obtain a cumulative GPA of at least 3.1 or above at time of application

- e. Exemplify the values of Order of Omega

ARTICLE SIX: To Maintain Membership

SECTION 1: Membership Responsibilities

To maintain membership within Order of Omega the following requirements shall be met:

- a. Maintain a cumulative grade point average above the All-Fraternity & Sorority average
- b. Participate in three (3) service events per academic year
- c. Attend all general assembly meetings.
- d. Attend all induction ceremonies, unless excused at the discretion of the chapter executive board
- e. Be in good standing and a dues paying member of the chapter
- f. Take a minimum of twelve (12) credits each semester unless fewer are required to graduate
- g. Study or internship abroad shall be an exception
- h. Membership may be revoked at the discretion of the Executive Board based on the following:
 - i. Does not maintain a cumulative grade point average
 - j. Member is not within good standing as a dues paying member of their chapter
 - k. Has excused absences from induction ceremony(s) and/or general assembly meeting(s)
 - l. Does not participate in the required service events as outlined in Section 2(b)

ARTICLE SEVEN: Financial Best Practices

SECTION 1: Acceptable Payment Types

- a. The Treasurer may only accept dues and all other payments from members in the form of a check, money order, transfer, or credit/debit card transaction.
- b. Other non-cash types may be accepted pending approval from the Treasurer.

SECTION 2: Expenditures

- a. Only the President and Treasurer are allowed to directly access Order of Omega funds. Others that incur expenses may either:
 - i. Be reimbursed by the Treasurer for the exact amount incurred in the form of a check if adequate receipts or other documentation is provided.
 - ii. Provide an invoice to the Treasurer for direct payment. The Treasurer is not permitted to pre-emptively reimburse anyone before expenses are incurred.

SECTION 3: Dues, Fundraising, and Other Events

- a. The Treasurer must collect all dues, fees and proceeds at all applicable events including New Member Induction and fundraisers.
- b. If the Treasurer is not able to attend or requires additional assistance, he/she may delegate another officer to collect payments in their stead.

SECTION 4: Transparency

- a. The Treasurer must keep an updated copy of the chapter budget readily accessible to the chapter.
- b. An updated copy of director expenditures must also be accessible to the members of the Executive board in the same manner.

SECTION 5: Transition

- a. The Treasurer is required to keep records of all activity including a bank account ledger, director expenditures, accounts payable, account receivable, and fines and is expected to transfer records to the next Treasurer at the end of their term.

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- b. They must also add the new Treasurer and President as a signer on all Order of Omega accounts before removing their name at the end of their term. The Treasurer is also required to contact the Director of Fraternity and Sorority Life in order to obtain access to online accounts for the next Treasurer.

ARTICLE EIGHT: Amendments

SECTION 1: Passing an Amendment

Any amendment to these Bylaws shall require an affirmative vote of the majority of the Executive Council.