

Alpha Kappa Chapter of the Order of Omega Northern Arizona University

BYLAWS

Article I-Name

The name of this chapter shall be the Alpha Kappa Chapter of The Order of Omega, hereafter referred to as the Order of Omega, or simply, the Order.

Article II-Affiliations

The Order shall adhere to the National Constitution and Bylaws as set forth by the National Headquarters, Executive Council, and Board of Directors. The Order shall also work to follow all precedents set forth by Northern Arizona University's College Panhellenic Council, Interfraternity Council, United Greek Council, and Greeks Advocating for the Mature Management of Alcohol.

Article III-Purpose

The purpose of the Order of Omega shall be threefold:

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 attainments

Second, to bring together the most representative fraternity and sorority members, and to create an organization which will help to mold the sentiments of Northern Arizona University on questions of local and intercollegiate affairs.

Third, to bring together members of the faculty, alumni, and student members of Northern Arizona University fraternities and sororities on a basis of mutual interest, understanding, and helpfulness.

Article IV- Executive Board and Officers

Section 1 The Executive Board will consist of the chapter's Executive Officers. The executive offices are President, Vice President of Membership, Vice President of Special

Events, Vice President of Chapter Operations, Vice President of Membership Development, and Vice President of Community Relations

Section 2 The Executive Officers shall have the following powers and responsibilities according to position:

- a. The President shall organize and preside over both chapter and Executive Board meetings, organizes semester calendar, serve as liaison with Nationals, Northern Arizona University, Alpha Kappa Advisor and the Greek Life Advisor, and interpret all Alpha Kappa bylaws and Robert's Rules of Order for voting only . The President will also serve as an exofficio member of each chapter committee and support the other Executive Officers as needed.
- b. The Vice President of Membership shall organize the selection process of all new members, serve as Parliamentarian, and officiate all meetings in the absence of the President. The Vice President of Membership will also oversee the Academic and Social Committees and so that two social events per semester involving the chapter and other Greek organizations are planned.
- c. The Vice President of Special Events shall plan, organize, and oversee the Annual Greek Awards Banquet and any other major events hosted by Order of Omega.
- d. The Vice President of Community Relations shall pan, organize, and oversee the Order of Omega Greek Sing, assist with the Annual Greek Awards banquet and any other major events hosted by Order of Omega.
- e. The Vice President of Chapter Operations shall collect dues, keep an accurate ledger, give treasury reports at meetings, and organize fundraisers as needed. The Vice President of Chapter Operations also takes roll and minutes at chapter and executive meetings, updates phone lists as needed, sends the initiation lists to National Headquarters prior to initiation, and informs members of upcoming events. Meeting minutes will be sent out to the chapter no later than 48 hours after the meeting.
- f. The Vice President of Membership Development shall plan and organize two events per semester that relate to self-development in professional settings. The Vice President will also set up two scholarly events per semester that will benefit the Order and the Greek community. The Vice President of Membership will monitor grades and promote an academic environment.

Section 3 If the President is absent, or unable to complete his/her duties, the Vice President of Membership shall be the second in command and take over for the President.

Section 4 Executive Officers must maintain a cumulative 3.0 GPA.

Section 5 Executive Board members are not to miss more than two meetings per semester, or a review of membership with the rest of the Executive Board will occur.

Section 6 The President shall have no voting power in any Chapter, Executive Board, or Committee Meetings. All other Executive Officers will have voting power equal to that of any other member of the Order during Chapter meetings and equal voting power in Executive Board meeting.

Section 7 An Executive Officer may be removed from his/her position at the recommendation of two-thirds (2/3) of the Executive Board and approval of two-thirds (2/3) of the Chapter.

Article V-Committees

Section 1 Committees shall consist of at least three (3) members and limited to as many members as the Executive Board feels necessary.

Section 2 Committees shall be headed by members of the Executive board.

Section 3 Committee Chairs shall hold the following responsibilities:

- a. Conduct biweekly meetings, scheduled and adjusted at the Vice Presidents discretion
- b. Add or remove committee members as deemed necessary
- c. Report committee progress at chapter meetings
- d. Work with the Executive Board to reach chapter goals

Section 4 The following are suggested standing committees, provided there are enough members interested in joining the committee: Special Events Committee, Public Relations Committee, Academic Improvement Committee, Community Service Committee, Recruitment Committee and Social Events Committee.

Section 5 Ad hoc committees may also be created based on the needs of not only the Alpha Kappa Chapter, but also the Greek, University, and Flagstaff communities. This shall be done by a chapter vote as outlined in Article XII of the Chapter Bylaws.

Article VI-Elections

Section 1 Elections shall be held on the first meeting in April. Any member in good standing can be nominated for any office.

Section 2 New officers will be elected by majority of votes.

Section 3 Voting will be by closed ballot and counted by the Advisor and President. Should the President be Running for a Position, the Vice President of Membership shall oversee that specific ballot counting.

Section 4 The term of each office shall be one year, or until successors are elected.

Section 5 The officers shall be installed during the last meeting of the semester.

Article VII-Membership

Section 1 The membership of this organization shall be confined to members of IFC, UGC and CPC at Northern Arizona University who have met eligibility requirements set forth in the National Constitution and these bylaws

Section 2 Members are required to maintain a minimum cumulative GPA of at least 3.0. Those members unable to meet this requirement will be subject to a probationary period for the duration of the semester followed by a review of membership with the Executive Board.

Section 3 Honorary members may be chosen during each semester's recruitment period by a majority vote of the active chapter. These members shall include faculty, staff, alumni and other community members who are not undergraduate students.

Section 4 To be considered an active member of the Alpha Kappa Chapter and retain all rights and privileges granted to members, a member must be in good financial standing, perform a minimum of 5 community service hours per semester and attend at least 3 Order of Omega events outside of Chapter Meetings, or 2 outside events and be a member of one committee.

Article VIII- Associate Membership

Section 1 Associate membership status will be available for those who meet the membership requirements, as outlined in Article VII, Sections 1 and 2, but are unable to fulfill the requirements to be considered an active member, which are listed in Article VII, Section 4. To be considered an associate member, the following requirements must be fulfilled:

a. Associate membership status shall be reserved for full time students at Northern Arizona University currently studying abroad through a Northern Arizona University program.

b. Pay a reduced membership fee of \$15.00 (fifteen dollars).

Associate members shall also retain the following rights and privileges:

c. The ability to join a committee

d. The right to a proxy vote cast before meeting, sent to the Vice President of Chapter Operations and verified by the President.

e. The right to express their opinion at meeting, set to the Vice President of Chapter Operations before meeting and voiced by the President.

Article IX-Eligibility for membership

Section 1 The qualifications for membership in the Order of Omega shall be character, scholarship, service, and leadership in the inter-Greek affairs of Northern Arizona University.

Section 2 To be eligible for membership in the Order of Omega, a student must meet the following minimum requirements:

- a. Junior or Senior undergraduate standing, having 60 credits or more.
- b. A cumulative GPA of 3.0 or higher.
- c. Must be in good standing with his/her respective fraternal organization.
- d. Applicant must be able to serve as an active member for two semesters.
- e. Applicant must pay dues at initiation or set up a payment plan with the Vice President of Chapter Operations.
- f. 5 community service hours per semester.
- g. Two outside events hosted by Order of Omega in addition to Greek Sing and the annual Awards banquet.

Article X-Selection to Membership

Section 1 New members shall be selected during each semester's recruitment period.

Section 2 The recruitment process is the responsibility of the Vice President of Membership.

Section 3 Selection will be based on the following:

- a. Application stating chapter offices and activities, IFC/UGC/CPC or other inter-Greek activities, campus involvement, community service and GPA.
- b. An interview conducted by members of the Recruitment committee.
- c. A vote to offer membership conducted in the presence of two-thirds (2/3) of the Chapter. Four (4) negative votes shall exclude a potential member.

Section 4 The total number of new members selected each academic year may not exceed three percent (3%) of the total number of Greek Life students on campus at the beginning of that academic year.

Article XI- Review of Membership

Section 1 An active member may be subject to review and changed to inactive member status by a two-thirds ($\frac{2}{3}$) vote of the Executive Board. Causes for inactive member status include:

- a. Having three (3) or more unexcused absences
- b. Delinquency in financial obligations to the chapter
- c. Actions unbecoming of the Order of Omega

Section 2 An inactive member will no longer enjoy the benefits of being an active member of Order of Omega nor receive honorary graduation cords.

Section 3 An inactive member shall not receive any refund for money paid to the chapter.

Section 4 A member may receive early Alumni Status by petitioning the Executive Board in order to present their case.

Article XII- Meetings

Section 1 General assembly chapter meetings will be held biweekly, on Tuesday nights. A change in meeting time may occur at the discretion of the Executive Board.

Section 2 The Executive Board shall meet biweekly or based off the discretion of the Board.

Section 3 If a member cannot attend a designated meeting, they must contact the Vice President of Chapter Operations twenty-four (24) hours prior to the meeting in order to receive an excusal.

Section 4 If a member cannot attend the designated meeting times during a semester, a petition for a formal excuse must be submitted to the Executive Board. The member is responsible for knowing all information discussed at meetings and full participation in events sponsored by the Order, unless expressly excused by the Executive Board.

Section 5 Should a member miss three (3) unexcused meetings in a semester, the Executive Board will review the case and appropriate sanctions up to the suspension of membership may be imposed.

Section 6 Members are allotted two (2) absences, excused or unexcused, throughout each semester in order to obtain cords at graduation.

Section 7 Members will dress to pin when there is a guest speaker, presentation, or whenever the Executive Board deems appropriate.

Article XIV-Finances

Section 1 Each new member will pay a one-time initiation fee of fifty dollars (\$50.00) per undergraduate member and ten dollars (\$10.00) per honorary member. This is a lifetime membership fee, and includes an official Order of Omega Membership certificate and pin.

Section 2 After initiation chapter dues for active members shall be forty dollars (\$40.00) per semester. This money will go towards chapter socials, the Annual Greek Awards Banquet, Greek Sing, Honorary Graduation Cords, and any other items/events that the Executive Board deems fit.

Section 3 All chapter dues will be paid by the second meeting of each semester, or by a specific deadline set by the Vice President of Chapter Operations. For each week that payment is late, an unexcused absence will be given to the member.

Section 4 The Executive Board will review a member not fulfilling financial requirements and appropriate sanctions up to suspension of membership may be imposed.

Section 6 Members are responsible for any bank charges to the Chapter's account, due to bounced checks for dues.

Article XII-Voting

Section 1 The President shall serve as a non-voting official member to oversee voting.

Section 2 In case of a tie, the President shall have the deciding vote.

Section 3 Quorum will constitute as fifty percent (50%) plus one (1) of voting members, which is simply majority of the chapter's active members.

Section 4 A two-thirds (2/3) vote will be needed to pass a motion.

Section 5 Robert's Rules of Order will be used for all Chapter Voting

Article XIV-Amendments

Section 1 Amendments to Alpha Kappa's bylaws will be stated during the general assembly meeting.

Section 2 Amendments to the Bylaws of the Alpha Kappa chapter must be approved by a vote of two-thirds (2/3).

Section 3 Any member of the Order may propose an amendment to the Bylaws.

Section 4 A proposed amendment to the Bylaws will be voted on the meeting following the proposal so that all members may have the opportunity to fully review the amendment.