

Constitution of The Order of Omega

Article I: Name

The name of the organization shall be, Order of Omega at Iowa State University hereafter referred to as Order of Omega.

Article II: Purpose

1. Purpose – Mission
 - a. The purpose of Order of Omega shall be threefold:
 - i. First, to recognize those students who have attained a high standard of leadership in inter-collegiate social fraternities or sororities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.
 - ii. Second, to bring together the most representative collegiate social fraternity(s) or sorority(s) members, and to create an organization which will help to mold the sentiment of Iowa State University on questions of local and intercollegiate affairs.
 - iii. Third, to bring together members of the faculty, alumni, and student members of Iowa State's collegiate social fraternities and sororities on a basis of mutual interest, understanding, and cooperation.
2. Compliance with Applicable Laws
 - a. The Order of Omega abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
 - b. The Order of Omega agrees to annually complete President's and Treasurer's Training.

Article III: Membership

1. Eligibility
 - a. Membership shall be open to all registered students with Greek affiliation.
2. Voting
 - a. Each active member (or voting member) who is present shall get one vote.
3. Establishing Voting and Membership Status
 - a. An active member is defined as a member who has not missed more than one general meeting out of the past three. Only active members shall have voting rights.
4. Termination of Membership
 - a. Membership shall be terminated at the time of any resignation. A member graduating or withdrawing from the Iowa State University community shall constitute resignation. Membership may be terminated through a vote by the Executive Board and a three-fourths vote by all active members. Notice of a

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motion to remove a member shall be presented to the general membership at least seven days prior to the vote.

5. Non-Discrimination for Membership

- a. Iowa State University and The Order of Omega do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.

Article IV: Executive Board

1. Election

- a. Election of Executive Board officers shall occur every semester. Elections shall be held at the final general meeting of the spring semester, taking place during the month of April. Terms of the newly elected officers shall begin approximately two weeks later, on the last day of the respective semester, with officers serving for the entire duration of the following school year.
- b. In the event of any vacancy or removal, special elections must be held within 90 days at a general meeting. The president shall have the authority to appoint an active member as an interim officer to fill any vacancy until the required special election.
- c. Election to any officer position shall require a majority vote. If no nominee acquires a majority vote, the nominee with the lowest vote total shall be removed and there shall be a vote of the remaining nominees. This process shall continue until a nominee acquires a majority vote. The Executive Board will break ties using the normal Executive Board voting procedures.
- d. Voting will be conducted using online ballots and there will be no absentee voting.

2. Eligibility to be an Officer

- a. An officer shall be a member as defined under Article III.
- b. All officers shall meet the following requirements in order to be elected or to continue to hold office:
 - i. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative GPA in the semester immediately prior to election, the semester of election, and semesters during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - ii. Be in good standing with the University and enrolled:
 1. At least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office,

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2. and at least half time (four or more credits) if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (ii.1) and (ii.2).
3. Officer Positions and Duties

a. President

The President shall:

- i. Be responsible for all actions of the organization.
- ii. Be responsible for strategic planning.
- iii. Act as the risk manager for the organization.
- iv. Chair all general meetings and executive meetings.
- v. Ensure that all duties of all officers are being fulfilled.
- vi. Be responsible for all executive officer transitions from year to year and also whenever a new officer is elected.
- vii. Be responsible for continual evaluation of the functionality of the organization and Executive Board while restructuring as necessary to fit strategic goals.
- viii. Be responsible in insuring that the time and resources of Order of Omega's Executive Board are utilized in meeting the organization's needs.
- ix. Help Minimize potential risks for club activities
- x. Recommend risk management policies or procedures
- xi. Must submit documentation to ISU's Risk Management Office and
- xii. To ensure that proper waivers and background checks are on file with Risk Management for events (when applicable)
- xiii. Carry out the mandates, policies, and directives of the Executive Board.
- xiv. Ensure that the organization is operating in accordance to its constitution and within proper parliamentary procedure.
- xv. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement, as well as all local, state, and federal laws.
- xvi. Be responsible for registering Order of Omega as a student organization with Student Engagement annually and ensuring that Order of Omega's by-laws and constitution meet the outcomes of the Student Organization Recognition Policy.

b. Executive Vice President

The Executive Vice President shall:

- i. Be responsible in coordination with the Executive Board for the formation of goals and direction of the Executive Board.

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- ii. Be responsible for the preparation of an annual report summarizing the accomplishments, activities, and progress of the Executive Board officers.
- iii. Be responsible for chairing the Order of Omega meetings in the absence of the President.
- iv. Be responsible for the selection process of the appointed committee chairs or cochairs.
- v. Ensure that all duties of all appointed committee chairs or co-chairs are being fulfilled.
- vi. Be responsible for holding a minimum of biweekly progress meetings with all officers of the Executive Board.
- vii. Be responsible for conducting and collecting evaluations of all Order of Omega's events, programming, and activities.

c. Vice President of Finance

The Vice President of Finance shall:

- i. Be responsible for preparing a budget and submitting it to the organization for approval.
 - ii. Be responsible for providing financial updates at each meeting of Order of Omega.
 - iii. Be responsible for keeping thorough and accurate financial records of all transactions of the p-card and handling all accounts payable and receivable.
 - iv. Be responsible for maintaining proper records for the annual audit by the Campus Organization Accounting office.
 - v. Be responsible for knowing the Campus Organization Accounting voucher and intramural system including going through Campus Organization treasurer training.
 - vi. Be responsible as an office manager including ordering supplies and obtaining them as needed.
 - vii. Deposit all funds raised by the organization within 48 hours of receipt.
- ## d. Vice President of Marketing and Public Relations

The Vice President of Marketing and Public Relations shall:

- i. Be the liaison between the Iowa State Daily, the Ames Daily Tribune, the Des Moines Register, and any other appropriate periodicals.
- ii. Be responsible for the handling of press releases.
- iii. Be responsible for overseeing all publications coming from Order of Omega or its committees.
- iv. Be responsible for assisting all officers of the Executive Board with publicizing and promoting their respective events.
- v. Be responsible for tracking and monitoring the effectiveness of all Order of Omega's marketing publications and materials.

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- vi. Be of good public image and good relations with the campus and community, it will be the responsibility of this officer to utilize campus resources such as but not limited to sandwich boards, display cases, and website to promote Order of Omega.
- e. Vice President of Council Affairs
 - The Vice President of Council Affairs shall:
 - i. Be responsible for keeping information on any of the organization's websites up to date.
 - ii. Be responsible for maintaining an events calendar for all Order of Omega events and communicating the calendar to the membership as a whole.
 - iii. Be responsible for records, communications, and minutes of all official business of the Order of Omega.
 - iv. Be responsible for preparing and sending thank you cards that are needed.
 - v. Be responsible for the preparation and distribution of minutes and agendas in a timely fashion to the Executive Board and members.
 - vi. Be responsible for the preparation and keeping current an Executive Board and member contact list.
 - vii. Be responsible for the creation and maintenance of Order of Omega's email mailing lists in coordination with other Executive Board officers.
 - viii. Be responsible for the possession and distribution of current Order of Omega's Constitution and Bylaws each year to the members and other interested parties.
 - ix. Be responsible for assisting the Sorority and Fraternity Engagement Office with planning the Senior Toast during the Spring Semester.
- 4. Executive Board Voting Privileges
 - a. All officers who are present at an Executive Board meeting, with the exception of the president shall participate in Executive Board votes. The President's vote shall serve as a tiebreaker, if required.
- 5. Removal from Office
 - a. Impeachment or removal of an officer (or advisor) may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member.
 - b. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Advisor.
 - c. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process.
 - d. The officer being impeached as well as the general membership should be notified at least 48 hours before the general impeachment hearing of the active member

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body. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held.

- e. An officer can be impeached by a simple majority vote of dues-paying members.
- f. Following removal from office, a special election will be held to replace the officer, as prescribed in Article IV: Executive Board Section 1: Elections.

Article V: Advisor

1. Selection
 - a. The primary Advisor shall be chosen by the Executive Board. This will be done using normal Executive Board voting procedures. Other advisors may be chosen to provide further support and input into the organization by the same process. One or more graduate advisor(s) may be selected using this same process.
2. Term
 - a. The term of the Advisor shall be one year; an unlimited amount of terms can be served. The advisor can also be relieved of their duties through their resignation or removal.
3. Responsibilities
 - a. The Advisor shall:
 - i. Give guidance to the members on the operations of the group such as risk management, fiscal matters, University policies, and any other topics as necessary.
 - ii. Be available to members of the organization for questions.
 - iii. Keep matters confidential if requested by a member.
4. Removal
 - a. The Advisor may be removed under the same procedures outlined in the officer removal section.
 - b. Should an advisor be removed, they will be appointed by the Director of The Sorority Fraternity Engagement Office.

Article VI: Finances

1. Maintenance of Funds
 - a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
2. Dues
 - a. These dues shall consist of two forms, a national due and local dues.

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- i. National
 1. Will be paid prior to induction into the organization
 2. Will be the amount billed out by the National Headquarter per member
- ii. Local
 1. Dues may be charged to the members of Order of Omega by a majority vote of voting members. Dues will be based on membership numbers and will not exceed \$45.

Article VII: Meetings

1. Quorum
 - a. Quorum to conduct votes, including election of officers, requires a majority of voting members to be present.

Article VIII: Dissolution

1. The Order of Omega may be dissolved as a student organization by a three-fourths vote of the voting membership and a majority vote of the Executive Board.
 - a. Such a vote must be publicized at least two weeks in advance.
2. Upon dissolution:
 - a. All remaining funds donated or allocated by other entities (including student organizations) shall be returned to each respective organization.
 - b. Any funds gained by membership dues shall be donated to a cause that is approved by a three-fourths vote of the voting membership and a majority vote of the Executive Board.

Article IX: Amendments

1. Proposed amendments to this constitution must be publicized at least five days prior to a vote. Amendments shall require an affirmative two-thirds vote of all voting members for approval. Upon member approval, amendments take effect immediately.
2. If amended, the updated version of the Constitution shall be forwarded by the president to Student Engagement within 10 days of the amendment vote.
3. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur:
 - a. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor. Notification of these changes must be communicated at the next full organizational meeting.