

<b>Alpha Omicron Pi Sorority Iowa State University Greek Chapter Recognition Document</b>
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The Student Activities Center (SAC) requires registered student organizations to upload a constitution. Greek chapters at Iowa State University are affiliates of their international organization. The constitution for the organization is held at the national level, not with the local chapter. Therefore, a recognition document has been created for chapters that do not have a local constitution to upload.

### **ARTICLE 1: NAME**

The name of this organization shall be **Alpha Omicron Pi Sorority at Iowa State University**.

### **ARTICLE II: PURPOSE AND GOALS**

The purpose of **Alpha Omicron Pi Sorority** is to cultivate membership in areas of academic, leadership, philanthropic and social growth. **Alpha Omicron Pi Sorority** abides by and supports established Iowa State University policies, state, and federal laws.

### **ARTICLE III: MEMBERSHIP**

Membership in Alpha Omicron Pi Sorority shall be open to all female students at Iowa State University. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran. Candidates for membership shall be in good standing with the University and cannot be members of another college sorority. The membership selection process, types of membership and procedures for disciplining and/or removing members should follow international procedures.

As a member, one is required to attend meetings on a regular basis, pay dues in a timely manner, and actively support the mission, vision and purpose of the chapter.

### **ARTICLE IV: OFFICERS**

Elections for officer positions will be held annually at the end of the Fall semester. An advisor will be chosen and may serve longer than an annual term. **Alpha Omicron Pi Sorority** shall have the following officers:

#### **(A) Leaders' Council**

Chapter President- Oversees chapter development and works with her officer team to ensure that the chapter is progressing in a positive direction. Serves as the direct contact between the chapter, the Greek Community, the University, and the Ames Community.

Chapter Treasurer- Collects payments and monitors the budget of the chapter.

Vice President of Standards (VPS)- Ensures a positive environment for all chapter members.

Vice President of Administration (VPA)- Enforces the bylaws of the chapter and creates the calendar every semester.

Vice President of Academic Development (VPAD)- Creates an academic environment for the chapter by utilizing several programs to encourage studying and celebrates positive academic achievements of chapter members.

Vice President of Membership Recruitment (VPMR)- Organizes formal and informal recruitment events throughout the year to recruit members to join the organization.

Vice President of Communications (VPC)- Creates PR campaigns for the chapter as well as creates an Alumni and Parent's newsletter. Organizes our annual founder's day celebration held every spring semester.

Secretary- Takes all minutes at exec and chapter meetings. Creates cards to distribute to other Greek organizations.

Panhellenic Delegate- Attends weekly CPC meeting and brings minutes back to chapter.

**(B) Cabinet**

Philanthropy Chair- Organizes our annual philanthropy, Run for the Roses, and encourages chapter members to participate in other Greek organizations philanthropies and community service projects in Ames and at Iowa State.

Keeper of the Ritual/Song leader- maintains the ideals of our organization by teaching all members

Social & Activities Chair- Organizes socials with other Fraternities and Sororities.

Sisterhood Chair- Organizes activities for chapter members to get to know their sisters.

New Member Educator- Educates new members of Alpha Omicron Pi on the ideals of our organization and prepares new members for initiation and full-membership within the organization.

Panhellenic Delegate- Attends weekly CPC meetings and brings minutes back to chapter.

Property Manager- maintains the property and enforces house rules. Direct liaison between the chapter and the Corporation Board.

Historian- creates scrapbook of memories throughout the year.

Assistant Membership Recruitment Chair- Assists the recruitment chair as necessary.

Co-Chairs of Campus Activities (Ex.: Homecoming, Varieties, Greek Week, and VEISHEA)

**Membership Selection Voting**

Voting privileges during membership selection will be granted to those eligible to vote (Article III, Section 5).

**Procedure**

All meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

**Voting Eligibility**

Requirements for Voting Eligibility include:

- 1) A member on international probation or suspension will not be allowed to vote.
- 2) A member with a delinquent account will not be able to vote in chapter meetings.
- 3) Members must maintain a 2.25 to retain voting eligibility.

## **Quorum**

Majority of the total chapter membership present and eligible to vote constitutes a quorum. Proxy ballots will be accepted in the case of excused absences and will count towards quorum.

## **Advisers**

- (A) The collegiate chapter shall select an advisor annually, who is the Chapter Advisor and chairman of the Alumnae Advisory Committee, in accordance with the rules set by the International Alpha Omicron Pi Bylaws.
- (B) The Chairman of the Alumnae Advisory Committee shall serve as ex officio as a member of all committees and of Leaders' Council.
- (C) The Financial Advisor shall co-sign all checks with the Treasurer.
- (D) The following shall be selected by the Chapter Advisor:
  - 1) Financial Advisor
  - 2) New Member Advisor
  - 3) Recruitment Advisor
  - 4) Scholarship Advisor
  - 5) Any other necessary advisers

## **Election of Office**

Election of officers will follow international requirements. Members interested in becoming an officer must meet the following academic requirements:

- Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- Be in good standing with the university and enrolled 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, and at least half time (four or more credits) if a graduate 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.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.

## **Officers must also meet the following requirements:**

- 1) Have no delinquent accounts including fines, exceptions can be made at the discretion of the chapter treasurer.
- 2) Live in the chapter housing with the exception of out-of-house representatives and the following officers: one of the two Panhellenic Delegates, Historian, one of the two campus activity co-chairs, and all assistants.
- 3) Be a full-time student in accordance with Iowa State University standards.
- 4) The officer may not currently be on any type of international probation or suspension.

- 5) If at any point during her term the officer does not meet the grade point requirements as listed above for her respective position(s), she must resign.
- Leaders' Council and Cabinet shall be elected at or before the last regular chapter meeting of the fall semester.
  - Vice President of Membership Recruitment and Assistant Vice President of Membership Recruitment shall be elected two months prior to the end of spring semester. This person will be referred to as VPMR-elect and AVPMR-elect, and will take affect 3 weeks after the end of Formal Recruitment.

### **Term in Office**

- (A) Every Leaders Council and Cabinet member shall hold her office from the semester immediately following her election into office for one calendar year, except for the Co-chairs of campus activities, who will hold their position for one semester immediately following election.
- (B) If an officer is not fulfilling the responsibilities and/or requirements of her position she may be placed on international probation during which time she shall attend Leaders' Council meetings and report her progress.
- (C) If, after the probationary time has expired, the officer has been unable to correct the problem(s) she may be removed from office by Leaders' Council with the approval of the Chapter Advisor and Chapter Network Specialist.

### **ARTICLE V: FINANCES**

**Alpha Omicron Pi Sorority** will have international dues determined by the national organization and local dues determined by the Iowa State University chapter leadership. For information regarding dues please contact the chapter treasurer. The dues will not exceed \$3100/semester.

All monies belonging to **Alpha Omicron Pi Sorority** shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or **approved institution/office**. All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure request before payment. *An application is being developed for chapters to apply to be exempt from a COA only account.*

### **ARTICLE VI: AMENDMENTS AND RATIFICATION**

An amended Recognition Document will be submitted within 10 days to the Student Activities Center for approval. The executive council will review this document annually and submit changes as necessary.