



ORDER OF OMEGA

HONORING GREEK LEADERS SINCE 1959

Order of Omega
Theta Omicron Chapter
West Virginia University
CONSTITUTION AND BY-LAWS

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THETA OMICRON CHAPTER OF ORDER OF OMEGA

Ratified on April 19th, 2016

Table of Contents

CONSTITUTION OF THE THETA OMICRON CHAPTER OF ORDER OF OMEGA	4
Article I – Name and Purpose	4
Section 1: Name	4
Section 2: Purpose	4
Article II - Eligibility	4
Section 1: Qualifications	4
Section 2: Minimum Requirements	4
Section 3: Selection	5
Article III - Election to Membership	5
Section 1: Frequency of Elections	5
Section 2: Enrollment Limitations	5
Section 3: Approval	5
Article IV - Membership	5
Section 1: Membership Requirements	5
Section 2: Categories of Membership	6
Section 3: Lifetime Membership	6
Section 4: Transfer Membership	6
Section 5: Unrecognized Organizations	6
Section 6: New Member Education	6
Section 7: Membership Removal	7
Article V – Officers	7
Section 1: Eligibility	7
Section 2: Executive Board	7
Section 3: Executive Officer Duties	7

Section 4: Terms	9
Section 5: Impeachment	9
Article VI - Meetings	9
Section 1: Frequency	9
Section 2: Special Meetings	9
Section 3: Meeting Notice	9
Section 4: Attendance	9
Section 5: Excused Absences	9
Article VII - Voting	10
Section 1: Voting Members	10
Section 2: Quorum	10
Section 3: Majority	10
Article VIII - Elections	10
Section 1: Election Meeting	10
Section 2: Procedure	10
Section 3: Election Process	10
Article IX - Finances	11
Section 1: Membership Fee	11
Section 2: Expenditures	11
Article X – Documents	11
Section 1: Reference Documents	11
Article XI - Parliamentary Authority	11
Section 1: Rules of Order	11
Article XII - Accessibility of the Constitution	11
Section 1: Availability	11
Article XIII – Advisors	11
Section 1: University Advisor	11
Article XIV - Amendments to the Constitution	11
Section 1: Proposal	11
Section 2: Approval	12
Appendix I – National Reference	13
Appendix II – Student Activities Reference	15
Appendix III – Position Statements	15
Appendix IV – Contact List	15

CONSTITUTION OF THE THETA OMICRON CHAPTER OF ORDER OF OMEGA

Article I – Name and Purpose

Section 1: Name

The name of this organization shall be the Theta Omicron chapter of the Order of Omega.

Section 2: Purpose

The purpose of the Theta Omicron Chapter of the Order of Omega shall be:

- A) To recognize those students within the Greek community who have attained a high standard of leadership and who greatly embody the values of their fraternal organizations.
- B) To promote character, service, scholarship, and humility within the Greek community.
- C) To bring together students, faculty, alumni, and community members to discuss issues involving the Greek community and to assist in resolving these issues.
- D) To drive positive cultural change and serve as a model to others within the Greek community.

Article II - Eligibility

Section 1: Qualifications

The qualifications for Order of Omega are character, scholarship, service, and leadership. Only members of Greek letter organizations recognized by the West Virginia University Office of Greek Life are eligible for membership.

Section 2: Minimum Requirements

To be eligible for membership in the Theta Omicron Chapter of the Order of Omega, a student must meet the following minimum requirements:

- A) One full academic year of residence in the West Virginia University.
- B) Junior or senior (undergraduate) standing.
- C) Rank academically above the all-Greek system average (combined fraternity and sorority).

- a. If said average is less than the minimum requirement for graduation, the Theta Omicron chapter shall be denied initiation privileges until such time as it has maintained this minimum academic requirement.

D) Be in good standing with the individual's respective Greek organization.

Section 3: Selection

Selection of members shall be based on the following criteria:

- A) Character
- B) Scholarship
- C) Greek Offices Held
- D) Greek Participation
- E) Service to the University
- F) Service to the Local Community

Article III - Election to Membership

Section 1: Frequency of Elections

New members may be chosen either annually or once per semester, the manner and frequency of elections being subject to the discretion of the executive board.

Section 2: Enrollment Limitations

The number of students elected to membership in any one year may not exceed three percent (3%) of the total number of enrolled full-time Greek undergraduates at the beginning of the academic year, or fifteen (15), whichever number is greater.

Section 3: Approval

New members shall be approved for membership by the current members in good standing.

Two-thirds (2/3) of all active members must be present for membership selection. The number of negative votes needed to disqualify a candidate is dependent on the number of participating members:

- A) If ten (10) members or less are participating, two (2) negative votes are needed to disqualify a candidate.
- B) If between eleven (11) and twenty (20) members are participating, three (3) negative votes are needed to disqualify a candidate.
- C) If twenty (20) or more members are participating, four (4) negative votes are needed to disqualify a candidate.

New members shall be approved for membership by the Order of Omega, Theta Omicron Executive Board with a three-fourths (3/4) approval.

Article IV - Membership

Section 1: Membership Requirements

This chapter must meet the following membership requirements at all times:

- A) All active members shall be full-time, officially registered students at the West Virginia University.

- B) The total number of faculty and alumni members shall not exceed forty percent (40%) of the membership of the chapter.
- C) The total number of honorary members shall not exceed five percent (5%) of the chapter membership per year.
- D) There must be at least 10 active members, if possible.

Section 2: Categories of Membership

There shall be two categories of membership: Active (Student) and Associate (Alumni, Honorary, and Faculty).

- A) Student members shall be those duly elected 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) Faculty members shall be those members of the faculty or the administrative staff of a collegiate institution elected by a chapter as faculty members, or those formerly elected to membership who may subsequently be serving on the faculty or staff of such an institution.
- C) Alumni members shall be all former student members after their graduation or the termination of their collegiate enrollment.
- D) Honorary members shall be those elected honoraria causa by the chapter.

Section 3: Lifetime Membership

Membership in The Theta Omicron Chapter of the Order of Omega entitles the person elected to the rights and privileges of lifetime membership. Only active undergraduate members may vote, hold office, or solicit funding on behalf of the organization in the local chapter.

Section 4: Transfer Membership

If a student is an Order of Omega member at another institution they may be affiliated at the chapter's discretion. Membership should be verified with the Order of Omega Executive Office.

A transfer student whose Greek organization is not represented at West Virginia University is still eligible for membership. The membership of the student in the Greek organization should be verified with the organization's national office. If it is a local Greek organization membership should be confirmed with the institution at which the organization resides.

Other transfer students may be admitted to Order of Omega using the standard selection process.

Section 5: Unrecognized Organizations

Should a student's fraternal organization close or lose official institution recognition, the student may not be eligible for new membership but may maintain membership in The Order of Omega.

Section 6: New Member Education

Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- A) New Membership Manual
- B) Schedule of New Member Events and Activities
- C) A list of responsibilities
- D) A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations.

All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

Section 7: Membership Removal

Any active member may motion to remove another member. Another active member must second the motion for it to be recognized. The petitioner may then state their reasoning. If the member in question is not present, the President reserves the right to table the motion until the following meeting and to notify him/her. If the member in question is present, he/she will be given an opportunity to rebuttal.

A three-fourths (3/4) vote of the active members present is required to remove a member.

Article V – Officers

Section 1: Eligibility

Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers.

Section 2: Executive Board

The Officers of the chapter, which shall comprise the Executive Board, are:

- A) President
- B) Vice-President
- C) Secretary
- D) Treasurer
- E) Membership Chair

Section 3: Executive Officer Duties

The duties of the Executive Officers shall be as follows:

- A) The President shall:
 - a. Be responsible for the operation of The Theta Omicron Chapter of the Order of Omega.
 - b. Call and preside at regular and special meetings of the chapter.
 - c. Call and preside at all Executive Board meetings of the chapter.
 - d. Hold regular meetings with the chapter's advisors.
 - e. Be responsible for all initiation activities per The Order of Omega ritual and policies.
 - f. Maintain a complete and up-to-date President's file which will include a copy of the Order of chapter Constitution and Bylaws, the current chapter budget, current amendments and materials received from the Order of Omega Executive Office.
 - g. Serve as a speaking representative on all committees within the organization.

- h. Report as required to the Order of Omega Executive Office.
- i. Review, approve, and sign all Order of Omega checks and contracts involving the chapter.
- j. Represent the chapter to outside parties.

B) The Vice-President shall:

- a. Be responsible for the development and implementation of special programs.
- b. Maintain a notebook containing all records and notes pertaining to production of each sponsored program.
- c. Supervise committees with the coordination and implementation of each program.
- d. Be responsible for the coordination of all membership recruiting activities according to the national constitution.
- e. Coordinate the elections process.
- f. Perform the duties of the President in his/her absence, inability to serve, or at his/her call.

C) The Secretary shall:

- a. Keep an up-to-date roster of the chapter members and call roll at all meetings.
- b. Keep current statistics concerning the number of initiated members and honorary members and as well as the member's respective organizations.
- c. Prepare agendas and keep minutes of all meetings of the chapter and a record of all action taken by the Executive Board.
- d. Be responsible for the official correspondence of the chapter unless provided for otherwise.
- e. Publish a chapter newsletter at least once per semester.
- f. Inform the Order of Omega Executive Offices of any membership changes and/or changes to the Constitution and By-laws.

D) The Treasurer shall:

- a. Collect dues from the new members and deposit them into account within one week of receiving funds.
- b. Send dues to the Order of Omega Executive Office within one week of initiation.
- c. Be responsible for the finances of the chapter.
- d. Be responsible for the annual budget to be approved by the chapter.
- e. Be responsible for the prompt payment of all bills of the chapter.
- f. Maintain an up-to-date financial record, give a financial report at each regular meeting of the chapter, and provide a semester report at the close of his/her term of office.

- E) The Membership Chair shall:
- a. Be responsible for the application and new membership process
 - b. Maintain an up-to-date membership roster
 - c. Be responsible for planning Prospective New Member events with the Public Relations Chair.

Section 4: Terms

All officers serve for a term of one year, taking office the semester following their election and serving until the following semester. Elections shall be held before the last meeting of the fall semester. If an officer resigns or is removed, the President will announce a vacancy. At the next meeting an election for the vacant office will be held.

Section 5: Impeachment

Any active member may motion to impeach an officer. Another active member must second the motion for it to be recognized. The petitioner may then state their reasoning. If the member in question is not present, the President reserves the right to table the motion until the following meeting and to notify him/her. If the member in question is present, he/she will be given an opportunity to rebuttal.

A three-fourths (3/4) vote of the active members present is required to impeach an officer.

Article VI - Meetings

Section 1: Frequency

The West Virginia University Order of Omega will meet at least four (4) times per semester. The President with the consent of the Executive Board may change meeting frequency.

Section 2: Special Meetings

The President may call special meetings with consent of the executive board as they see fit.

Section 3: Meeting Notice

Members shall be notified of all meetings, regular and special, by e-mail from the secretary with adequate advance notice.

Section 4: Attendance

All active members are required to attend 75% of all regular and special meetings of the chapter. If an active member misses more than 25% of meetings without excuse, they will be automatically brought up for removal using the process outlined in Article X, Section X: Membership Removal.

Section 5: Excused Absences

In order to be excused from a chapter meeting a member must request approval from the Secretary at least 24 hours prior to the start of the meeting. Excuses will only be accepted for events occurring at the same time as the meeting. The Secretary reserves the right to deny any excused absence request.

Article VII - Voting

Section 1: Voting Members

Only active members may vote.

Section 2: Quorum

Quorum for all voting shall be thirty-three percent (33%) of the active membership.

Section 3: Majority

A simple majority (50% +1) shall be necessary for all regular voting. This majority shall be derived from the active members present.

Article VIII - Elections

Section 1: Election Meeting

Nominations and elections shall take place at the end of the final meeting of the each semester and shall be publicized in the meetings preceding it.

Section 2: Procedure

The following procedure shall be used for elections:

- A) Any member may nominate an active student member for office by announcing the nomination at the appropriate time. Another member must second the nomination for it to be recognized.
- B) Officers shall be nominated and elected in the order by which they appear in this constitution.
- C) The nominated candidates will each be allowed a three (3) minute speech. The candidates will speak in alphabetical order by last name and all candidates not currently speaking will leave the room. After each speech the candidate will be allowed a two (2) minute question and answer session.
- D) After all candidates have had an opportunity to speak, they will leave the room and discussion will take place.
- E) Once discussion concludes, each voting member shall cast secret, written ballots for the candidate of their choice. Each voting member shall have one vote per office. The President will cast a vote only to be used in the event of a tie. No other Executive Board members are eligible to vote.
- F) In order to win a candidate must receive a simple majority (50% +1) of the votes. If a simple majority cannot be obtained, the candidate with the lowest number of votes shall be dropped from the ballot and all voting members shall vote again.
- G) In the event of a tie, the President's vote will be used to break the tie.
- H) Once the election is concluded, the candidates will be brought back into the meeting and the winner(s) shall be announced.

Section 3: Election Process

No candidate may be involved in the conducting of the election process.

Article IX - Finances

Section 1: Membership Fee

There is a one-time membership fee that must be paid prior to initiation. This fee shall be determined by the Executive Board.

Section 2: Expenditures

All purchases must have the approval from the President and the Treasurer. Expenditures of greater than one hundred dollars (\$100) are subject to the approval of the general assembly.

Article X – Documents

Section 1: Reference Documents

The Executive Board will be responsible for updating the following documents before the first general assembly meeting of each semester:

- A) An Order of Omega National Reference detailing the requirements and expectations of the Order of Omega Executive Office.
- B) A Position Statements Document including position statements on issues relevant to the Theta Omicron Chapter as determined by the Executive Board.
- C) A Contact List including contact information for all important contacts of the Theta Omicron Chapter.

Article XI - Parliamentary Authority

Section 1: Rules of Order

Robert's Rules of Order, Newly Revised, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

Article XII - Accessibility of the Constitution

Section 1: Availability

This constitution shall be made available to any person upon request.

Article XIII – Advisors

Section 1: University Advisor

This organization must retain a University Advisor at all times.

The advisor must be a full-time faculty or staff member of West Virginia University campus and will be chosen by the Office of Greek Life.

Article XIV - Amendments to the Constitution

Section 1: Proposal

Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, with a three-fourths (3/4) vote needed to pass the amendment. If the amendment passes, it shall be sent to the Office of Greek Life and the Order of Omega Executive Office for approval.

Section 2: Approval

All constitutional amendments are subject to the approval of the Office of Greek Life and the Order of Omega Executive Office. Constitutional amendments will not take effect until the necessary approvals have been received.