

**Order of Omega
Lambda Upsilon Chapter
Constitution and Bylaws**

Article I - Name

The name of this organization shall be the Lambda Upsilon Chapter of Order of Omega at North Carolina State University hereby referred to in the document and may be referred to otherwise as OoO.

Article II - Purpose

Section 1. 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.

Section 2. 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.

Section 3. 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.

Section 4. To provide programs and activities, both developmental and social, for all member organizations to help improve their functioning and to provide common experiences that encourage cooperation and unity among them.

Article III - Membership

Section 1. Membership Drive. Membership drive of OoO shall consist of:

1. An application period which endures at least seven days. During the application period, the application shall be accessible to the eligible members of the Greek Community.
2. Notifications of selections sent out at a time which shall grant the newly selected members at least seven days to pay their new member dues to the Office of Fraternity and Sorority Life.
3. Initiation of new members which shall take place at least fourteen days after reporting the new member information to the headquarters.

Section 2. Eligibility

1. Only Greek students registered at North Carolina State University and who are in good standing with their Greek organization may be in the Order of Omega.
2. The scholastic membership requirement for entry into this chapter shall be a college cumulative GPA of at least a 3.0.

3. All applicants must have completed at least 60 credit hours at an accredited college or university in order to be eligible for membership.

Section 3. Transfer of Membership

1. Transfer students who were affiliated with an Order of Omega chapter at their previous institution may apply for membership to the Lambda Upsilon. It is recommended that the chapter verify Order of Omega membership with the executive office.

Article IV - Attendance

Section 1. Responsibilities

1. The Secretary shall have the responsibility of coordinating and enforcing an attendance policy each semester corresponding with his/her term of office.
2. Membership review board, minimally consisting of the Vice President of Membership, the Secretary, and the President, shall meet at the end of each semester to evaluate membership standings of members who fail to adhere to the attendance policy.

Section 2. Member Expectations

1. To be considered in good standing, members must adhere to the attendance policy set forth by the chapter. Members who fail to adhere to the minimal standards of the attendance policy shall be subject to membership review by the membership review board at the end of each semester.
2. In the event that a member fails to adhere to the attendance policy, he/she will be notified in writing by the Secretary that his/her membership is under review. At that time, the member will have the opportunity to write a letter to the membership review board stating their case. The membership review board shall make the decision whether to extend or terminate membership. Once a member is terminated, he/she may not go through the membership process again.

Article V - Dues

Section 1. Dues shall be determined by the officers of the organization subject to the approval of a majority vote at a meeting of the organization.

Section 2. If the organization dissolves, any accumulated funds will be distributed to a scholarship fund administered by NC State University.

Section 3. Initiation fee is set by the national headquarters and are currently at \$50.

Section 4. Dues should be paid in full before a member may be initiated.

Section 5. Depending on a member's circumstances, a payment plan can be arranged with consent from the Advisor, President, and the Vice President Finance.

Article VI - Officers and Responsibilities

Section 1. Officers of the organization shall be as follows:

1. President
2. Vice President of Membership
3. Vice President of Programming
4. Vice President of Finance
5. Vice President of Administration
6. Advisor

Section 2. Officers of the Order shall be elected during the last yearly meeting by a majority vote of the quorum of the Order (50% + 1).

Section 3. Officers shall take office at the time of election and shall serve for a period of one year.

Section 4. If an officer signs a letter of resignation, the President will announce a vacancy. At the next meeting an election for the vacant office will be held.

Section 5. At any time a member of the organization feels that the officers are not performing their duties, an impeachment trial can take place. To impeach an officer, charges must be raised at a meeting and 50% plus one voting member can oust that charged officer.

Section 6. President

- a) Preside over all general and executive board meetings.
- b) Has the authority to call executive council and any additional meetings as he/she deems necessary.
- c) Maintains a complete and up-to-date president's file, which shall include a copy of the constitution and by-laws, current correspondence, and materials received from the National Order of Omega.
- d) Responsible for keeping the chapter in good standing with the National chapter of the Order of Omega and North Carolina State University
- h) Helps manage on and off campus bank accounts, attends yearly SGA & Student Involvement accounting workshops, and serves as signer for both bank accounts.
- h) Responsible for re-registering Order of Omega as a student organization through Student Involvement annually and ensuring that Order of Omega's bylaws and constitution meet the outcomes of the Student Organization Recognition policy.
- g) Required to meet with advisor at minimum bi-weekly
- i) Responsible for strategic planning for the chapter
- j) Carry out mandates, policies and directives of the Executive Board
- k) Ensure that the organization is operating in conformity with the standards set forth by NC State University, Fraternity and Sorority Life, as well as local, state, and federal laws.

Section 7. Vice President of Membership

- a) Shall preside over meetings in the event that the president is absent or unable to attend.
- b) Responsible for the coordination of any and all recruitment events.
- c) Distributes applications and preside over membership meetings of the organization.
- d) In charge of the initiation of new members and the keeping of ritual and policy intact.
- e) Responsible for keeping the National Chapter of the Order of Omega informed of all membership changes.
- f) Responsible for any chapter-based scholarship
- g) Required to meet with advisor at minimum monthly
- h) Be responsible for chairing the Order of Omega meetings in the absence of the President

Section 8. Vice President of Programming

- a) Responsible for planning all OoO and Greek-wide events.
- b) Work to promote all events to IFC, MGC, NPHC, PA councils
- c) Create a system of positive communication between OoO and Greek community for positive event promotion.
- d) In charge of coordinating Standards of Excellence and Order of Omega Awards
- e) Required to meet with advisor at minimum monthly
- f) In charge of running all social media accounts

Section 9. Vice President of Finance

- a) Responsible for the collection of dues and the management of the chapter account.
- b) He/she shall be responsible for the prompt payment of any bills owed by the chapter.
- c) The treasurer will be in charge of giving the annual fiscal report of the organization.
- d) In addition, the treasurer shall be held responsible for the coordination at least one fundraising event a month
- e) Serve as signer on both off and on campus bank accounts.
- f) Responsible for keeping the Fraternity and Sorority Life composed of all necessary office supplies.
- g) Required to meet with advisor at minimum monthly
- h) Responsible for preparing a yearly budget and submitting it to the organization for approval
- i) Responsible for providing financial updates at each meeting of Order of Omega
- j) Responsible for maintaining office supplies and obtaining them as needed for the organization.
- k) In charge of depositing funds collected by the organization within 48 hours of receipt

Section 10. Vice President of Administration

- a) In charge of keeping accurate minutes/attendance of each meeting
- b) Responsible for the preparation and distribution of minutes and agendas in a timely fashion to the Executive Board and members

- c) Shall keep copy of Constitution at all meetings for referencing purposes.
- d) In compliance with the attendance policy, the Vice President of Administration will be responsible for notifying in writing members who have their membership under review due to attendance.
- e) Keeps a current roll of the active members
- f) Keeps general body informed of all scheduled meetings
- g) Coordinate the philanthropy calendar for all registered Greek Philanthropies.
- h) Required to meet with advisor at minimum monthly
- i) Responsible for the preparation of an annual report summarizing the accomplishments, activities, and progress of the Executive Board officers
- j) Responsible for conducting and collecting evaluations of all Order of Omega's events, programming, and activities.
- k) Responsible for maintaining a calendar of Order of Omega events and communicating the calendar to the membership as a whole
- l) In charge of sending thank you cards & correspondence when needed

Section 11. Advisor

- a) Shall be a staff member from the Fraternity and Sorority Life office.
- b) Serve as a guide and resource for the organization

Article VII - Officer Terms

Section 1. Officer terms

- 1. Officers and directors of the organization shall serve for a period of one academic year.

Section 2. Elections

- 1. Officers shall be elected at the end of each Fall semester.
- 2. For a candidate to seek office, he/she must receive majority of the votes cast with at least 25% of the members present.
- 3. Directors will be appointed by the executive council.

Section 3 Eligibility

- 1. A candidate who is seeking office must be in good standing with the local chapter.
- 2. No officer may serve in the same capacity for more than one year.
- 3. All officers shall be in scholastic and financial good standing. All financial obligations shall be paid in full and he/she must have a cumulative GPA equal to or above the all Greek NCSU average.

Section 4. Removal procedure

- 1. An officer can be withdrawn from their position with $\frac{3}{4}$ votes from the executive council.
- 2. Should a vacancy occur, including that of the presidency, it should be filled by election at the next meeting following the announcement of the vacancy.

Article VIII - Amendments

Section 1. General procedure

1. Amendments to this document may be brought forth by any members of the chapter in good standing.
2. Any and all amendments to this document shall be made effective upon receiving a two-thirds vote from the votes cast by the members present.

Last Amended September 29, 2015

The National Constitution of Order of Omega can be viewed at:
<http://orderofomega.org/constitution.htm>