

Constitution of
Alpha Omega Epsilon Omega Chapter
South Dakota State University

Article I –Omega Chapter of Alpha Omega Epsilon

Section 1. This organization shall be known as the Omega Chapter of Alpha Omega Epsilon or AΩE.

Article II – Purpose

Section 1. It is the responsibility of the Omega Chapter of AΩE to uphold the Student Code and the educational mission of South Dakota State University (SDSU).

Section 2. The purpose of the Omega Chapter of AΩE is

- A. To unite women in engineering and technical science majors as well as share the common goal of forming a social and professional network under which friendship can be formed.
- B. To form a support system of women in engineering and technical science majors.
- C. To empower the engineering women of SDSU to continue careers in the engineering and technical fields.
- D. To cultivate leadership and promote community.

Article III – Membership

Section 1. The Omega Chapter of AΩE must accept new members without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, sexual orientation, or disability.

Section 2. Membership in the Omega Chapter of AΩE is only for university students. Non-students are not eligible for membership. Furthermore, we restrict membership to women and only women with engineering and technical science majors that have been approved by AΩE.

Section 3. Membership must be in good standing with SDSU with a minimum 2.2 on a 4.0 GPA scale unless she is a first term freshman. Officers must maintain a 2.5 on a 4.0 GPA scale.

Section 4. There shall be 3 types of Active membership: Active-Active, Active Co-op, and Active-Passive.

A. Active-Active:

a. Requirements:

- i. Is currently enrolled in a school term.
- ii. Has paid term active dues or signed a note of intention to do so.

b. Privileges:

- i. Is eligible for full voting rights.
- ii. Has free participation in the Omega Chapter of AΩE sponsored events.

B. Active Co-op:

a. Requirements:

- i. Is currently enrolled in the University Co-op program.
 - ii. Is currently on a work term assignment.
 - b. Privileges:
 - i. Has the right to choose to fulfill the active-active requirements and gain all rights and privileges accordingly.
 - ii. Retains all voting privileges for all quorum votes. Active co-ops are exempt from the “two meeting rule” outlined in the International Constitution, Article VIII, Section 8, Chapter Voting Procedures, for all quorum votes or votes that are run by quorum requirements.
 - iii. Will be notified of all quorum votes in accordance with the International Constitution, Article IX, Section 4, Quorum Vote.
 - iv. May attend all Omega Chapter of AΩE sponsored events.
 - v. May choose to attend active meetings.
- C. Active-Passive:
 - a. Requirements:
 - i. Has expressed a desire not to be involved in the active organization after fulfilling the active requirements.
 - ii. Has not paid dues nor expressed the intention to do so.
 - b. Privileges:
 - i. May attend any restricted social events if the chapter votes to allow an individual to attend one of these functions.
 - ii. May attend meetings, but she will have no voting privileges.
 - iii. May attend non-restricted Omega Chapter of AΩE events.
 - iv. She can regain active-active status upon the fulfillment of the active-active requirements.

Section 5. Election to Alumna Status

- A. Upon graduation, all active-active, active co-op, and active passive members presume alumna status. A member who has transferred or left school for any reason may be voted to alumna status by request of the active members through a meeting vote.
- B. The approval/refusal for alumna status must be documented and submitted to the IEB Secretary. The International Executive Board shall review the validity of the refusal and approve or disapprove it. Where alumna status has been refused, the member in question shall be notified and have ninety (90) days from the

date of IEB review to submit an appeal to the International Executive Board. The IEB shall review that appeal and approve or deny it. The actions of the IEB shall be final. If alumna status is not granted, procedures must be taken to expel the member through procedures outlined in Article II, Section 3 of the International Bylaws.

- C. Alumnae are responsible for providing the Active Chapter all address changes. Alumnae should be emotionally and financially supportive of their chapter.
- D. Alumnae will be kept up to date on all chapter happenings through the Chapter newsletter sent out by the Secretary.
- E. The Alumna member may choose, upon transfer to a school with another AΩE chapter or upon returning to school, to become an active member of that chapter with a two-thirds majority vote and fulfillment of that chapter's active requirements.

Section 6. There shall be three types of Alumnae membership: Active, Passive, and Restricted. The IEB has the right to change the membership status of any Alumna member if the Alumna member fails to uphold the requirements of her membership status.

A. Alumna-Active:

a. Requirements:

- i. Must have paid all dues owed to her Chapter, or signed a letter of intention to do so prior to vote to Alumnae-Active status.
- ii. Must have paid her promissory note within the designated promissory note timeframe.
- iii. If an Alumnae-Active member fails to completely pay her promissory note prior to the expiration of the promissory note timeframe, the IEB will change her membership status from Alumna-Active to Alumnae-Passive.
- iv. Must uphold the oath of membership, Ideals and Objectives, the International Constitution and Bylaws and the Risk Management Policy.
- v. Must be emotionally and financially Supportive of the Chapter and the International Organization.

b. Privileges:

- i. Have public and members-only access to the sorority website.
- ii. Receives the Alumna newsletter (The Angle) and other Alumna correspondence.
- iii. May serve as a committee chairman.
- iv. May serve as a committee volunteer.
- v. May run for IEB office provided she satisfies the requirements as state in Article IV, Section 7 of the International Constitution.

- vi. May vote on IEB elections provided she satisfies the requirements as stated in Article IV, Section 7 of the International Constitution.
- vii. May vote upon constitutional proposals provided she satisfies the requirements as state in Article IX of the International Constitution.

B. Alumna-Passive:

a. Requirements:

- i. May have outstanding debt owed to her Chapter and/or has not signed a letter of intention to repay outstanding debt.
- ii. May not have paid her promissory note in full.
- iii. May only be considered Alumnae-Passive for a maximum of three consecutive years.
- iv. The IEB will change the status of an Alumna-Passive member to Alumna-Restricted status after three consecutive years. The member will be notified in writing of the membership status change and instructions on her rights and privileges shall be provided at her last known address.
- v. The IEB will change the status of an Alumna-Passive member to Alumna-Active if the member has fulfilled the requirements of Alumna-Active status. The IEB shall notify the member of the membership status change and instructions on their rights and privileges shall be provided.

b. Privileges:

- i. Receives the Alumna newsletter (the Angle) and other Alumna correspondence.
- ii. May not vote in elections.
- iii. May not vote upon constitutional proposals.
- iv. May not vote in vote by mail proceedings.
- v. May not run for IEB office.
- vi. May not be a committee chairman.
- vii. May not serve as a committee volunteer.
- viii. Have public and member only access to the sorority website.

C. Alumna-Restricted:

a. Requirements:

- i. May have outstanding debt owed to her Chapter or IEB.
- ii. May not have paid her promissory note.
- iii. May not have been granted Alumna-Active membership status upon leaving school by her Chapter and the IEB.

- iv. May have had her membership status changed from Alumna-Passive to Alumna-Restricted by the IEB, as defined in Alumna-Passive previously.
 - v. If they have fulfilled all the requirements of Alumna-Active status, they may petition the IEB to return to Alumna-Active status.
 - 1. The IEB must take into consideration Active Chapter and Alumnae recommendations prior to reinstating alumna active status.
 - vi. May have failed to uphold the oath of membership, Ideals and Objectives, Policies, or other duties and obligations to the sorority.
- b. Privileges:
- i. May not receive the Alumna newsletter (The Angle) and other Alumna correspondence.
 - ii. May not vote in elections.
 - iii. May not vote upon constitutional proposals.
 - iv. May not vote in vote by mail proceedings.
 - v. May not run for IEB office.
 - vi. May not be a committee chairman.
 - vii. May not be a committee volunteer.
 - viii. May not have members only access to the sorority website.

Section 7. Associate status is intended for those students known by the Active Organization who have not been eligible or able to join the Omega Chapter of AΩE early in their scholastic career. If the student is graduating in the same semester as initiated, or is leaving the University, the member becomes an Alumna of the chapter according to the Alumna requirements. She must fulfill the following requirements:

- A. Be enrolled in her last semester at the University full-time or part-time as either an undergraduate or graduate student.
- B. Be in good standing with the University, with a minimum cumulative 2.3 out of 4.0 GPA, or equivalent.
- C. Has successfully completed the candidate process and has been initiated through the Chapter's Active membership ceremony.

Section 8. Honorary Members must fulfill the following requirements:

- A. Uphold and exemplify the Ideals and Objectives.
- B. Be supportive of women in the engineering and technical science fields.
- C. Be in a professionally acceptable discipline that exemplifies the Ideals and Objectives of AΩE, a faculty member, or other influential person related to the Active Chapters.
- D. Honorary members must be nominated as such by the Active Chapter. The request for honorary membership shall at a minimum state the nominee's name and qualifications for honorary status.

The nomination shall be submitted to the IEB Secretary for approval by the IEB.

- E. Honorary Member Requirements:
 - a. Supports women in engineering and technical sciences.
 - b. Supports and contributes to the development and growth of the Active Chapters.
 - c. Upholds and exemplifies the Ideals and Objectives of AΩE.
- F. Honorary Member Privileges:
 - a. May not know the secrets or rituals/traditions of AΩE.
 - b. Will never be required to pay dues.
 - c. May not be given any voting rights at the Chapter or International level.
 - d. May attend non-restricted AΩE sponsored events at the discretion of the Active Chapter.
 - e. May not attend Active Chapter meetings.
 - f. May not have members only access to the website at the Chapter or International level.
 - g. May not receive the Alumnae newsletter (*The Angle*) or other Alumna correspondence.
 - h. May not be a committee volunteer.
 - i. May not be a committee chairman.
 - j. May join another national or local sorority or fraternity.
 - k. Honorary membership will not remove or negate any current rights or privileges that the honorary member currently holds within the sorority.

Section 9. Vows of sisterhood taken at the initiation ceremony can only be dissolved by death or expulsion for the organization as provided in the International Bylaws, Article II Section 3.

Section 10. Once initiated as a member of AΩE, one may not join any other local or national sorority because of the sacred vows taken during the initiation ceremony. Membership in AΩE precludes membership in any other national social or professional sorority, with the exception of Honorary and exclusive service-oriented fraternities.

Article IV Active Member Probation and Expulsion

Section 1. An Active Member of any Active Chapter may be placed under probation at the direction of the Active Chapter Risk Reduction Committee with approval of the Alumnae Advisor and the IEB Interchapter Relations Officer. A member may be placed on probation for violating the oath of membership, for violating the Risk Management Policy, for dishonorable or improper conduct, for disloyalty to the Organization, or for actions that are harmful to the Organization.

Section 2. An Active Member under probation shall work to cancel their probation status by serving the Organization or community for a set

project or amount of time as determined by the Active Chapter Risk Reduction Committee and with approval by the Alumnae Advisor. Failure by the Active Member under probation to attempt to revoke the probation status within a six-month time frame will result in the beginning of expulsion proceedings.

Section 3. Any Active Member of any Active Chapter may be expelled from the Sorority under extreme circumstances for violating the oath of membership, for violating the Risk Management Policy, for dishonorable or improper conduct, for disloyalty to the Organization, or for actions that are harmful to the Organization.

Section 4. Expulsion proceedings for an Active member shall be considered as follows:

- A. An Active Member may bring signed charges in writing against the member in question to the Chapter President, who shall immediately notify the Alumnae Advisor of the charges, present the charges to the Sister being charged, and read them at the next regular meeting of the chapter.
- B. The Chapter President shall appoint a member of the chapter to conduct the prosecution. The member bringing the charges shall act as the prosecuting witness.
- C. The accused member may select two members of the chapter to conduct the defense.
- D. The accused member shall be tried no sooner than at the next regular meeting following at which the charges were read. The Secretary shall notify in writing, every member of the chapter of the time and occurrence of the trial. The Chapter President shall preside at the trial, unless she is the accused, in which case, the Chapter Vice-President shall preside.
- E. After the evidence has been heard, all the Active Members of the Chapter who are present shall vote by secret ballot for acquittal or conviction. A $\frac{3}{4}$ vote of all Active Members of the Chapter for conviction result in a recommendation for expulsion.
- F. Immediately following a vote which recommends expulsion, the Secretary shall send the proceedings to the IEB President, with a copy to the Alumnae Advisor. The IEB President shall summarize the proceedings and request the IEB to approve or disapprove them. The action of the IEB shall be final.
- G. Should the IEB determine via written complaint and documented follow-up that a member is in violation of the International Constitution Article XII-Hazing, Drug and Firearm Policy, the IEB may unanimous vote expel a member of any status of the Sorority without proceedings A-F above.

Section 5. No member shall be tried twice for the same charge.

Section 6. The IEB Treasurer shall offer to purchase at the current list price and with the IEB funds, the pin of an expelled member.

- Section 7. The name of each expelled member with a statement of the cause of expulsion shall be published in the meeting minutes of the IEB.
- Section 8. Upon expulsion, a member forfeits the following:
- A. AΩE activation pin
 - B. All AΩE privileges
 - C. All AΩE materials
- Section 9. An expelled member cannot duplicate AΩE policies, materials and procedures or imitate AΩE actions and traditions.
- Section 10. An expelled member shall sign a promissory note for outstanding debts, if any, and a written agreement to secrecy shall be signed.
- Section 11. An Active Member, at a regular meeting of the chapter, may move the withdrawal of an invitation to membership for reasons involving dishonorable conduct, consistent scholastic failure, lack of interest in the Organization or damage to the Organization.
- A. The vote on the motion shall take place at the next regular meeting of the chapter, with all Active Members having been notified by phone or writing prior to the meeting as defined in the Chapter Bylaws.
 - B. The notification to the candidate of the motion is at the chapter's discretion.
 - C. The motion to withdraw a candidate's invitation to membership is passed if 10% of the members present vote "yes." If the motion passes, proceedings are initiated to withdraw an invitation to membership as outlined below.
- Section 12. If a membership candidate cannot fulfill the requirement for initiation, that person shall be dropped from the roll. The procedure for withdrawal of an invitation for membership shall be conducted as follows:
- A. The candidate is informed in writing of the chapter's decision to withdraw the invitation to membership and is given one week to submit a written appeal of the decision.
 - B. The vote on the appeal shall take place at the next chapter meeting or meeting specially convened by the Chapter President, with all Active Members having been notified by phone or in writing prior to the meeting.
 - C. A $\frac{3}{4}$ majority vote for the Chapter Quorum for reinstatement of the candidate will reinstate the candidate's status including all rights prior to the procedure to withdraw the invitation to membership.

Article V-Regulations

- Section 1. All active members are required to attend all formal meetings in addition to either the annual professional or social event.
- Section 2. All members wishing to be excused from an event must petition the Chair of the Risk Reduction Committee one week in advance of the event.
- A. An excused absence will include University Excused Absences.

- B. Exceptions include family emergencies and sickness which are at the discretion of the Risk Reduction Committee.

Section 3. Penalties for the following offences will be determined ~~yearly~~ each semester. The penalties will be stated in the Active Sister Handbook and voted on at the first meeting of each semester:

- A. Unexcused meeting absences at mandatory functions and chapter meetings
- B. Lack of suitable business attire at specified meetings
- C. Lack of punctuality at mandatory functions and chapter meetings

Section 4. All active members and candidates must maintain a minimum 2.2 GPA each semester.

Section 5. Penalties for the following offences will be determined each semester. The penalties will be stated in the Active Sister Handbook and voted on at the first meeting of each semester:

- A. First semester not maintaining the GPA requirement
- B. Second consecutive semester not maintaining the GPA requirement
- C. Third consecutive semester not maintaining the GPA requirement

Article VI – Officers

Section 1. The Omega Chapter of AΩE will have the following officers that will serve as the Executive Board:

A. President

- a. The President must know and uphold the International Constitution and Bylaws and Chapter Constitution.
- b. She shall preside over all chapter meetings, and has the responsibility to notify the Vice-President in advance if she cannot.
- c. She shall preside over all Executive Board meetings, and is responsible for their scheduling.
- d. She shall be the mediator and shall remain impartial during all meeting discussions.
- e. She shall preside over all ceremonies.
- f. She has final approval over all appointments made by the other officers.
- g. She will be responsible for establishing and maintaining all long and short-term goals.
- h. She will be responsible for verifying that reports are made to the IEB and the Colony Advisor.
- i. She will be responsible for ensuring that colony records are reported to the IEB as stated in the International Bylaws.
- j. Sign off on expenditures over \$100.
- k. Will communicate matters pertaining to the Omega Chapter of AΩE from external governmental bodies.

B. Vice President

- a. The Vice-President shall preside over colony meetings after being notified that the President cannot attend.
- b. She assists the President in all ceremonies.
- c. She is responsible for the props and equipment for all ceremonies.
- d. She is responsible for events involving recruitment.
- e. She is responsible for monitoring the progress of the designated committees.
- f. Forge and foster relationships with other Greek and engineering organizations.
- g. Know and uphold Roberts Rules of order.
- h. Vote on all legislation unless performing the duties of the President.

C. Membership Educator

- a. The Membership Educator is responsible for all candidate functions and activities.
- b. She may appoint an assistant with the approval of the President.
- c. She shall hold and direct candidate meetings and shall prepare the candidates in accordance to the Membership Education Book.
- d. She is responsible for all membership candidates until the resolvement or dissolvement of their candidate status.
- e. She shall approve the selections for Big Sister.
- f. She is responsible for monitoring the progress of the designated committees.
- g. She shall serve as the liaison between Greek governing bodies concerning recruitment.

D. Treasurer

- a. The Treasurer is responsible for the documentation of all financial transactions.
- b. She is responsible for the signing of all checks.
- c. She is responsible for the collection of all chapter dues and donations.
- d. She is responsible for the presentation of a semester budget for approval.
- e. She is responsible for paying international dues.
- f. She is responsible for submitting all promissory notes to the IEB Treasurer.
- g. She is responsible for monitoring the progress of her designated committees.

E. Recording Secretary

- a. The Secretary is responsible for recording the minutes of all meetings.

- b. She is responsible for the upkeep and distribution of a current address list.
- c. She is responsible for monitoring the progress of her designated committees.

Section 2. Officer elections will be run by quorum requirements. The following is the process for elections:

- A. The nominations for elections will be opened two meetings prior to the election and will remain open through elections.
- B. A majority vote elects a candidate to the designated position.

Section 3. All officers' terms of office will be for one year starting at the beginning of the Spring semester.

Section 4. To be eligible for office, members must have a cumulative GPA 2.5 or above on a 4.0 scale and be an Active-Active Member.

Section 5. Officer vacancies will be filled in the following manner:

- A. In the event the President should be unable to fulfill her duties the Vice-President will take her position.
- B. All other Executive Board positions found to be vacant shall be filled by election immediately.
- C. All non-executive offices should be filled immediately through appointment or election.

Article VII – Faculty Advisor

Section 1. The Omega Chapter of AΩE will have an Advisor registered with the Office of Student Activities and who is a full-time employee of SDSU.

Section 2. The Advisor will be elected by a majority vote of the Active Members and nominated by the outgoing Advisor.

Section 3. The Advisor will serve as long as she is able to fulfill her duties and in the event she is no longer able to do so she will notify the President 30 days before she is relieved of her duties and have nominated a successor.

Section 4. In the event of the need to consider removing an Advisor, the organization will consult the Office of Student Affairs.

- A. A majority vote of the Active Members will select the new Advisor.

Section 5. If in the event an agreeable solution cannot be made between the advisor and the organization the following procedures will be followed:

- A. A secret ballot majority vote will be taken as to the removal of the current Advisor.
- B. A committee will be appointed by the president to find other Prospective Advisors. The results will be presented to the Active Members.

Article VIII – Finances

Section 1. The ultimate responsibility for financial obligations of the Omega Chapter of AΩE rests with the membership.

Section 2. The Omega Chapter of AΩE will utilize both an on-campus and an off-campus account as the Treasurer sees fit to deposit and expend its funds. All expenditures, past and future, will be announced at meetings during the Treasurer's reports.

Section 3. The President will sign off on all expenditures over \$100.

Section 4. The Omega Chapter of AΩE will have the following guidelines in regard to membership dues:

- A. Dues are established by a majority vote of all Active members.
- B. Dues will be set upon the first meeting of the school year.
- C. Dues will be paid by all Active-Active, Active-Coop, and Associate members.
- D. Dues payment will be settled within 30 days of the initial meeting of the fall semester.
- E. Members who do not pay their dues will be subject to review by the Risk Reduction Committee for probationary action and may become Active-Passive.

Article IX-Quorum

Section 1. Quorum constitutes a minimum of two-thirds of the eligible active chapter membership. All Active Co-ops shall be notified no later than one week prior to any vote requiring quorum.

Section 2. A Voting Member may send her vote in two envelopes by handing her ballot to the President. The first envelope with her signature across the seal to prove the vote has not been compromised. The second and inner envelope will be unmarked to keep the vote anonymous.

Article X-Method to Amend the Constitution

Section 1. The Omega Chapter of AΩE Constitution may be amended by the following process:

- A. Proposed amendments will be submitted to membership by any member for review at least one week prior to being voted upon.
- B. A three-fourths vote of all active members will be needed to amend the Constitution.