

CONSTITUTION FOR THE PI CHAPTER OF ALPHA OMEGA EPSILON SORORITY AT THE UNIVERSITY OF VIRGINIA

Article I: Name

1. The name of this organization shall be the University of Virginia Chapter of Alpha Omega Epsilon, herein referred to as the Chapter.

Article II: Purpose

1. Alpha Omega Epsilon, herein referred to as the Sorority, is a professional and social engineering sorority.
2. The Sorority strives to advance female engineers while developing lifelong friendships.
3. The Sorority strives for scholarship, academic achievement and communication between faculty and students.
4. The Sorority strives to create friendships while promoting self-confidence, professionalism, and motivation among female engineers of all curricula.
5. The Sorority strives to promote women in engineering and to provide an environment where female engineers can meet and support each other.

Article III: Jurisdiction and Duties

1. Have the sole right of initiating members into the Organization except at the installation of new chapters;
2. Hold meetings and engage in fraternal activities for the good of the Organization;
3. Require attendance of members at chapter meetings and other mandatory functions;
4. Maintain and keep records and property in good condition and preserve the property of the Organization entrusted to them;
5. Make reports to the International Executive Board and the chapter Alumnae Advisor when requested;
6. Adopt bylaws for their own government provided they are in accord with the Constitution and International Bylaws;
7. Levy and collect dues for the support of the IEB;
8. Provide a representative to the International Convention;
9. Exercise supervision over the scholarship of the Chapter members; and
10. Institute and carry probation and expulsion proceedings for active members when necessary.

Article IV: Recruitment

1. The Pi chapter of Alpha Omega Epsilon shall only recruit in the Spring semester

2. Voting

a. First round - automatic bids

- i. Takes place after the conclusion of open recruitment events*
- ii. Each active-active sister has seven votes, but can only cast a maximum of 3 votes for any one potential new member.*

iii. The executive board will look at natural cutoffs and give automatic bids to the potential new members who receive the most votes. If there is not a consensus between the executive board, they will conduct a majority vote

I. Typically, 10-15 potentially new members receive automatic bids.

b. Second round - after preferences

i. Each active-active sister has 15 votes, but can only cast a maximum of 3 votes for any one potential new member.

ii. The executive board will tally the votes and look at natural cutoffs to determine where they will cut off the pledge class. If there is not a consensus between the executive board, they will conduct a majority vote.

c. General Conduct

i. Sisters may not speak negatively about potential new members in a public forum

I. If any sister has a concern about a potential new member, she must take that concern to the standards board, who has jurisdiction to deal with the concern however they see fit.

ii. While the executive board is tallying votes and deciding on cutoffs, any sister is welcome to stay and watch and participate in discussion. However, the executive board has final voting jurisdiction on where the cutoffs happen.

3. Big/Little Pairings

a. Eligibility

i. In order to be eligible to take a little, a sister must be active-active in their second or third year and in good standing with the sorority.

ii. In order to be eligible for a big, a candidate must be in good standing with the sorority.

b. Timing

i. At the first chapter meeting, active-active sisters eligible to take littles will be informed of the date by which they will have to rank their choices for littles.

ii. As soon as they are initiated as candidates, candidates will be informed of the date by which they will have to rank their choices for bigs.

c. Rankings

i. All members of the executive board who are not themselves taking littles shall be tasked with the big/little pairing process.

I. If the membership educator is taking a little, she must not see the rankings, but must approve final big/little pairings and suggest changes to the pairings if she sees fit.

ii. Both sisters and candidates will be sent a form on which to rank their choices for bigs and littles

I. The number of sisters that the candidates must rank will be decided by those in charge of pairings

iii. Rankings shall be confidential between those who fill them out and the members of the executive board who are in charge of the pairing.

d. Pairings

- i. Once pairings are approved by the membership educator, they shall be shared with all active-active sisters.*
- ii. Once approved by the membership educator, big/little pairings are final. Any extenuating circumstances must be brought to the standards board, and changes will only be granted if the standards board deems fit.*
- e. Reveals**
 - i. Big/little reveals are to occur at the Spring sisterhood retreat.*
- f. Documentation**
 - i. Sisterhood trees are to be updated by the historian/correspondence chair within 1 month of big/little reveals*

Article V: Membership

1. Qualifications for Membership

- a. Candidates for membership shall be:
 - i. An engineer or any student of engineering.
 - ii. Disciplines professionally acceptable to the discretion of the Chapter, with the approval of the International Executive Board, to include math and science disciplines.
 - iii. Must identify as female.*
 - iv. Must be a first or second year (exceptions made for 3rd year students transferring into UVa SEAS)*
 - v. The recruitment chairs shall decide on a yearly basis how many open recruitment events a potential new member must attend in order to be eligible to move on to preferences.*
- b. The Pi Chapter of Alpha Omega Epsilon will not restrict membership and/or activity by reason of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or status as a disabled veteran or veteran of the Vietnam eras. Notwithstanding these requirements, the organization may restrict membership based on ability to perform the activities related to the organization's purpose as stated in herein.
- c. Alpha Omega Epsilon is a sorority for women in engineering and technical sciences that provides an environment in which female engineers can meet and support each other. As a minority in the School of Engineering, it is essential that membership in Alpha Omega Epsilon be restricted to females in order to enable trust and sisterhood to flourish and to effectively support the group the Organization purports to. Alpha Omega Epsilon only considers women for membership; the Pi Chapter of Alpha Omega Epsilon has a waiver approved by the University of Virginia that allows the Chapter to restrict membership based on gender. A copy of this waiver can be provided upon request.
- d. Election to Candidate Status
 - i. Candidates must fulfill the following requirements:
 - 1. Be enrolled full-time or part-time as defined by the University of Virginia.

2. Be a student in good standing with the University with a minimum cumulative GPA of 2.0 out of 4.0 or equivalent, unless she is a first-term freshman.
 3. Have successfully been initiated through the Chapter membership ceremony.
 4. Be recognized by the Chapter to be a candidate.
 5. Expected to attend all functions and responsibilities set forth by the members and campus policies.
 6. Is not a member of another national, international, or local sorority.
 7. A candidate shall not be initiated as a member until the Treasurer receives payment of the required initiation fee or has received a signed note of payment for the required initiation fee.
- e. Election to Active Status
- i. Active Members must fulfill the following requirements:
 1. Be enrolled as defined by the University of Virginia.
 2. Have successfully completed the Membership Education program as defined in the Membership Education Book.
 3. Have successfully been initiated through the Official Ritual.
 4. Have signed the Risk Management policy and promises to abide by its items.
 - ii. Active members are categorized into two categories: Active and Active- Passive. The requirements and privileges for active and active-passive members are defined as follows:
 1. 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 A.O.E. sponsored events.
 2. 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.
 - iii. Active-passive members wishing to regain active-active status must apply to the Active Organization and be activated with a meeting vote.
 - 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 A.O.E. events.
 - iv. She can regain active-active status upon the fulfillment of the active-active requirement.
- f. Election to Alumna Status
 - i. Upon graduation, all activities and associate members presume alumna status. A member who has transferred or left school for any reason must request Alumna status from the chapter, with approval by a meeting vote. *This includes members who are active-passive during their graduation semester.*
 - ii. The approval/refusal for alumna status must be documented and submitted to the IEB Secretary. Where alumna status has been refused, the member in question shall have ninety (90) days from date of the chapter vote to submit an appeal to the International Executive Board. The International Executive Board shall review the validity of the refusal and approve or disapprove it. The actions of the IEB shall be final.
 - iii. Responsibilities:
 - 1. Alumnae are responsible for providing the Active Chapter all address changes.
 - 2. Alumnae should be emotionally and financially supportive of their chapter.
 - iv. Privileges:
 - 1. Will be kept up to date on all chapter happenings through the Chapter newsletter sent out by the Corresponding Secretary.
 - 2. The member may, upon transfer to a school with another A.O.E. chapter or upon return to school, choose to become an active of that chapter with a 2/3's majority vote and fulfillment of that chapter's active requirements.
- g. Election to Associate Status
 - i. The Associate Status is intended for those students known by the active organization who have not been eligible or able to join A.O.E. 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 alumna requirements.
 - ii. An Associate Member must fulfill the following requirements:
 - 1. Be enrolled full-time or part-time in the chapter's university as either an undergraduate or graduate student.
 - 2. Be in good standing with the University, with a minimum cumulative 2.0 out of a 4.0 GPA, or equivalent.
 - 3. Has successfully been initiated through the Chapter Active Member initiation ceremony.
- h. Election to Honorary Status

- i. Honorary status should be given to women in the professionally acceptable disciplines that exemplify the ideals and objectives of A.O.E. She may or may not be a sister of Alpha Omega Epsilon.
- ii. Honorary status does not require the woman to take on any responsibilities as an Active Member, but she may do so if she chooses. Honorary status does give the woman the opportunity to partake in any alumna responsibilities and functions if she so chooses.
- iii. Honorary members must be nominated as such by the Active Chapter. The request for honorary membership shall be in writing and shall state the nominee's name and her qualifications for honorary status. The nomination shall be submitted to the IEB Secretary for approval by the IEB. The IEB Secretary shall call for a vote of the IEB to be completed within two months of receiving the nomination.
- i. Vows of sisterhood taken by the initiation ceremony can only be dissolved by death or expulsion from the Organization as provided in the International Bylaws, Section 3.
- j. Once initiated as a member of the Pi Chapter of Alpha Omega Epsilon, one may not join any other local, national, or international sorority because of the sacred vows taken during the initiation ceremony. Membership in the Pi Chapter of Alpha Omega Epsilon precludes membership in any other local, national or international social or professional sorority, with the exception of Honorary and exclusive service-oriented fraternities.

2. Active Membership Probation

- a. Any Active Member may be placed under probation at the direction of the Active Chapter Executive Board 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.
- b. 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 Executive Board 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.

3. Active Member Expulsion

- a. Any Active Member 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.
- b. Expulsion proceedings for an Active Member shall be considered as follows:
 - i. 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.
- ii. 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.
 - iii. The accused member may select two members of the chapter to conduct the defense.
 - iv. The accused member shall be tried not sooner than at the next regular meeting following that 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.
 - v. 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. 3/4's vote of all Active Members of the Chapter for conviction result in a recommendation for expulsion.
 - vi. Immediately following a vote that 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.
 - vii. 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 by unanimous vote expel a member of any status of the sorority without proceedings i-vii above.
- c. No Member shall be tried twice for the same charge.
 - d. The IEB Treasurer shall offer to purchase at the current list price and with IEB funds, the pin of an expelled member.
 - e. The name of each expelled member with a statement of the cause of expulsion shall be published in the meeting minutes of the IEB
 - f. Upon expulsion, a member forfeits the following: A.O.E. activation pin; all A.O.E. privileges; and all A.O.E. materials.
 - g. An expelled member cannot duplicate A.O.E. policies, materials and procedures or imitate A.O.E. actions and traditions.
 - h. An expelled member shall sign a promissory note for outstanding debts, if any, and a written agreement to secrecy shall be signed.
4. Membership Invitation Withdrawal
- a. Any Active Member, at a regular meeting of the chapter, may move the withdrawal of an invitation to membership [to a candidate] for reasons involving dishonorable conduct, consistent scholastic failure, lack of interest in the Organization or damage to the Organization.

- i. 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.
 - ii. The notification to the candidate of the motion is at the chapter's discretion.
 - iii. 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.
- b. If a membership candidate cannot fulfill the requirement for initiation, or a motion to withdraw a candidate's invitation is passed, that person shall be dropped from the roll. The procedure for withdrawal of an invitation for membership shall be conducted as follows:
 - i. 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.
 - ii. 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.
 - iii. 3/4's majority vote of 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.

5. Active Chapter Powers, Duties and Obligations

- a. The order of business at Active Chapter meetings shall be as follows: The President shall call the meeting to order and proceed the secret ritual for the opening of chapter meetings. The following shall be the order of business:
 - i. Roll Call;
 - ii. Reading of Minutes;
 - iii. Reports of Officers and reading of correspondence concerning the chapter;
 - iv. Reports of regular committees;
 - v. Reports of special committees;
 - vi. Unfinished business;
 - vii. New Business;
 - viii. Announcements; and
 - ix. Meeting Adjournment
- b. Prior to the first active meeting of each term, each member shall be required to state their status to the Recording Secretary. A member may not change her status during the term unless approved by a majority vote of the *Active Chapter members*.
- c. Failure of an Active Chapter to comply with the Constitution shall be reported promptly to the Alumnae Advisor who shall investigate and assist the chapter to correct its procedure.
- d. No Active Chapter shall form any corporation or enter into any contract leading to the purchase or acquisition of a house, without the approval of the Board of Directors.

- e. A fine not to exceed \$200 dollars shall be levied against any chapter or member of the Organization responsible for the loss of a copy of the ritual. The fine for a loss of any section of the ritual shall be \$100 dollars. The penalty shall be left to the discretion of the IEB.
- f. Chapter expenditures shall be approved by quorum vote, as specified in the Chapter Bylaws .
- g. An Active Chapter must be in contact with their Alumnae Advisor at least once a month.
- h. An Active Chapter shall submit a proposed budget per term to the IEB Treasurer one month after the term begins. A final budget per term must be submitted to the IEB Treasurer one month after the end of the term.
- i. An Active Chapter shall submit a term report to the Interchapter Relations Committee within one month after the term is completed.
- j. An Active Chapter shall submit a listing of new officers to the Interchapter Relations committee within one month of the election dates.
- k. An Active Chapter shall submit a listing of active chapter members to the Interchapter Relations Committee within one month of the term start.
- l. An Active Chapter must complete a minimum of four Scholastic projects per year, as defined as July 1 through June 30 of the following year.
- m. An Active Chapter must complete a minimum of two Sisterhood activities per year, as defined as July 1 through June 30 of the following year.
- n. An Active Chapter must complete a minimum of four Professional projects per year, as defined as July 1 through June 30 of the following year.
- o. An Active Chapter must complete a minimum of two Campus projects per year, as defined as July 1 through June 30 of the following year.
- p. An Active Chapter must complete a minimum of four Philanthropic projects per year, as defined as July 1 through June 30 of the following year.
- q. An Active Chapter shall review and set Chapter Goals and Objectives each sorority term.
- r. A minimum of one person from each Chapter must be present at the Annual International Convention as the voting representative for the chapter.
- s. When the active membership of an Active Chapter falls to a level of ten or less, the Chapter Advisor shall be required to approve the petitions of all persons proposed for initiation by that Chapter, before such persons can be initiated.
- t. If any Active Chapter fails to fulfill their International obligations, a fine can be levied against the chapter by the IEB.
- u. For the sake of chapter consistency, there will be two terms in a calendar year. Term shall be defined as January through June and July through December.

Article VI: Attendance Policy

- 1. Members are required to attend at least the following mandatory events (per semester):
 - a. All chapter meetings.
 - b. All recruitment events.
 - c. Initiation events, if applicable.
 - d. Sisterhood retreat

- e. Two (2) professional events
 - f. Two (2) sisterhood events
 - g. Two (2) academic events
 - h. One (1) community event
 - i. One (1) philanthropy event
 - j. One (1) fundraising event
2. If a member is unable to attend a mandatory event for any reason, she must provide the secretary the reason why she cannot attend. Acceptable excuses for an event must be received at least 48 hours before the event and will be approved or denied by the Executive Board. A sister will be notified 24 hours before the event if her excuse was approved or denied.
 3. If a sister misses more than 2 mandatory events without providing an approved excuse they will be fined \$20 per additional event they miss in that same semester without an excuse. They will also be evaluated by the Executive Board at the end of the semester if any fines remain unpaid, or miss more than 5 mandatory events without an approved excuse.
 4. Members will be required to sign a promissory note upon initiation as an active sister stating that she will pay all fines accrued during her membership before graduating.

Article VII: Active Chapter Officers

1. The officers of the Active Chapter Executive Board shall consist of the following:
 - a. President
 - b. Vice-President
 - c. Membership Educator
 - d. Treasurer
 - e. Recording Secretary
2. The officers of the active chapter Executive Board shall:
 - a. Have been active-active a minimum of one school term, unless approved by the Chapter's Executive Board.
 - b. Have been active-active or active-coop during the school term of the nominations for the active chapter's Executive Board officers.
 - c. Must maintain active-active status throughout the term of office.
3. The Chapter Executive Board shall have the following responsibilities and duties:
 - a. The Executive Board shall be the governing body of the organization.
 - b. All officers of the Executive Board must submit reports documenting her office at the end of the term for the new officer.
 - c. The Executive Board has the responsibility to appoint and/or have elected the other offices.
 - d. All officers elected or appointed must fulfill their designated duties while acting in the best interest of the Active organization.
 - e. All officers elected or appointed must document their work, all specific dates and delegated responsibilities.
 - f. Review and approve all committee and officer budgets.
4. The duties of the Executive Board Officers are detailed below:
 - a. President

- i. The President must know and uphold the International Constitution and Chapter Bylaws.
 - ii. She shall preside over all chapter meetings, and has the responsibility to notify the Vice-President in advance if she cannot.
 - iii. She shall preside over all Executive Board meetings and is responsible for their scheduling.
 - iv. She is the meeting mediator and remains impartial during all meeting discussions.
 - v. She shall preside over all ceremonies.
 - vi. She has final approval over all appointments made by the other officers.
 - vii. She is responsible for the additional signing of all checks equal to the amount of or greater than \$75.
 - viii. She will be responsible for establishing and maintaining all long and short-term goals.
 - ix. She will be responsible for verifying that reports are made to the IEB and the Chapter Alumnae Advisor.
 - x. She will be responsible for ensuring that chapter records are reported to the IEB, as stated in International Bylaws.
 - xi. She provides general supervision over the activities of the Chapter officers.
 - xii. She votes on the Chapter legislation, but her vote is counted only in the event of a tie.
 - xiii. She oversees all committee chairs and their events and programs
 - xiv. She is responsible for renewing the Chapter's CIO status and fulfilling any required paperwork.
- b. Vice President
- i. The Vice-President presides over the meetings after being notified by the President that she cannot attend.
 - ii. She assists the President in all ceremonies.
 - iii. She is responsible for the props and equipment for all ceremonies.
 - iv. She is responsible for events involving rush.
 - v. She is responsible for monitoring the progress of her designated committees.
 - vi. She assists the Membership Educator in maintaining the membership database.
- c. Membership Educator
- i. The Membership Educator is responsible for all pledge functions and activities.
 - ii. She may appoint an assistant with the approval of the President.
 - iii. She shall uphold and direct candidate meetings and shall prepare the candidates in accordance to the Membership Education Book.
 - iv. She is responsible for all membership candidates until the evolvment or dissolvment of their candidate status.
 - v. She shall approve the selections for Big Sisters.
 - vi. She reports all significant events concerning recruitment to the Chapter.
 - vii. She is responsible of the publicity for all rush activities.
 - viii. She is responsible for monitoring the progress of her designated committees.
- d. Treasurer

- i. The Treasurer is responsible for the documentation of all financial transactions.
 - ii. If a bank account needs to be set up, she is responsible for the necessary paperwork, i.e. obtaining a tax 10 and an acknowledgement letter from the Student Activities Center, and to arrange an appointment with the President to co-sign on the bank account.
 - iii. She is responsible for the signing of all checks equal to the amount of or less than \$75.00.
 - iv. She is responsible for the collection of all chapter dues and donations.
 - v. She is responsible for maintaining records of all the chapter fundraising activities.
 - vi. She is responsible for the presentation of a semester budget for approval *within 2 weeks of the start of the semester. This budget must be approved via a majority vote of active-active sisters.*
 - vii. She is responsible for paying international dues.
 - viii. She is responsible for providing promissory notes to be signed at active initiation, photocopying signed notes for Chapter records, and mailing original notes to the IEB Treasurer.
 - ix. She is responsible for monitoring the progress of her designated committees.
- e. Recording Secretary
- i. The Secretary is responsible for recording the minutes to all meetings.
 - ii. She is responsible for the upkeep and distribution of a current address list.
 - iii. She is responsible for all International Executive Board correspondence.
 - iv. She is responsible for monitoring the progress of her designated committees.
 - v. She is responsible for newsletters to alumnae and co-ops of the Chapter, Chapters of Alpha Omega Epsilon, and the International Executive Board.
 - vi. She is responsible for writing all articles concerning the Chapter for submittal to various publications.

Article VIII: Elections

1. Nomination Process

- a. Nominees for executive officers or committee chairs must be nominated by a sister and then seconded by another. Once the nomination has been seconded, the candidate can choose to accept or to decline the nomination.
- b. A person may run for more than one office but may not serve in more than one office position at a time unless approved by a majority vote from the Chapter.
- c. A list of the seconded nominees (henceforth referred to as “the slate”) will be released at least one (1) week before the Chapter meeting during which voting occurs. The slate must include a statement of intent from each nominee, in addition to the names of sisters running for specific positions.
- d. Nominations from the floor that are seconded and accompanied by a statement of intent from the nominee will be added to the slate before approval by the Chapter at the commencement of the election.

2. Attendance and Absentee Ballots

- a. All elections are mandatory for active sisters. An unexcused absence from Elections will count as 2 missed mandatory events (see Article V for related fines and attendance policy).
 - b. Absentee ballots are only granted following the excused absence policy outlined in Article V.
 - i. Requests for absentee ballots must be received 48 hours before the election, and must be completed six (6) hours before the election.
 - ii. Absentee ballots shall not be counted in the case of any runoff election.
3. Election Process
- a. Before elections begin, the Recording Secretary performs roll call, noting any unexcused absences.
 - b. After accepting any nominations from the floor, the slate is approved by a majority vote of the chapter. If they are any uncontested positions, the nominee will be granted the position after approval of the slate.
 - c. All election votes will be run by quorum vote requirements (Article XI) and shall be conducted with a secret written ballot.
 - d. Elections for all Executive Officers will be held at the end of the fall semester. Elections for all chairs will be held at the end of the spring semester of the current calendar year.
 - e. The Elections for Executive Officers will occur in the following order:
 - i. President
 - ii. Vice-President
 - iii. Membership Educator
 - iv. Treasurer
 - v. Recording Secretary
 - f. The Elections for Chair Positions will occur in the following order:
 - i. Historian
 - ii. Two (2) Academic/Professional Chairs
 - iii. Two (2) Philanthropy Chairs
 - iv. Two (2) Membership Recruitment Chairs
 - v. Two (2) Social/Sisterhood Chairs
 - vi. Two (2) Sisterhood Retreat Chairs
 - vii. Fundraising Chair
 - viii. Merchandise Chair
 - ix. Two (2) Community Service Chairs
 - x. Correspondence Chair
 - xi. Webmaster
 - g. The officer or chair must be elected by a majority vote of all members of the organization excluding the votes cast by all nominees for that position.
 - h. In elections for Executive Officers or a single chair position, if a majority is not reached, an immediate runoff election, excluding any absentee ballots, between the two nominees with the most votes will occur.
 - i. For chair positions that require two (2) sisters, each voting member of the Chapter shall cast two votes. The two sisters that receive a majority of the number of members casting

votes will be awarded the chair positions. If only one of the sisters receives a majority, she is awarded the position and a runoff election, excluding any absentee ballots, for the remaining position will occur with the remaining nominees with each voting member of the Chapter casting one vote.

- j. The president may vote in all elections, but her vote is counted only in the event of a tie.
4. Rights and Responsibilities of Newly-Elected Officers & Chairs.
 - a. All elected officers will serve a term of one school year (see International Bylaws, Article II, Section 5, Number 22).
 - b. The incoming officers and chairs will assume the rights and responsibilities of their office upon installation into their respective offices and/or chairs. New chairs will be responsible for their new position during the summer term and new officers will be responsible for their new position during winter break.
 - c. *Outgoing officers and chairs must provide a written transitional document to their successors in addition to an in-person transitions meeting.*
 - d. If a sister currently holds a chair position and is elected to executive office, they can choose to resign from their chair position only if it can be filled by an eligible member. If there is interest in the position, an election for the chair position will be held by majority vote.

Article IX: Removal of an Officer or Chair

1. If an officer or chair needs to be removed there will be a vote of all the active sisters in the organization. The removal can only occur if there is a *majority* vote to do so. The procedure for removal will be that:
 - a. An active sister will bring a motion to remove the officer or chair. The motion will be seconded by another active sister.
 - b. A trial will follow within 2 weeks where the officer or chair will have a chance to defend herself.
 - c. After the trial the accused officer or chair will be asked to leave and a discussion will be held among the other sisters.
 - d. At the conclusion of the discussion a vote will be taken as to whether or not the officer or chair should be removed.
2. Reasons for removal from office include but are not limited to: becoming an inactive sister or dereliction of duty.

Article X: Committee and Chair Responsibilities

1. Academic/Professional Committee:
 - a. Two Chairs will be elected to lead this committee.
 - b. Responsible for hosting at least four academic projects and at least four professional projects, one of which must be a campus project involving other groups on grounds, per year, as defined as July 1 through June 30 of the following year.
 - c. Responsible for ensuring that all members have proper GPA to remain in the Chapter.
 - d. Responsible for organizing tutoring sessions for members in need of academic help and for organizing group studies.

- e. In charge of organizing and publicizing all academic and professional events.
 - f. Responsible for inviting professionals to give lectures to the Chapters.
 - g. Responsible for coordinating with the faculty advisor at least one event with faculty or staff from the University.
2. Philanthropy Committee:
- a. Two Chairs will be elected to lead this committee.
 - b. Responsible for supporting the Chapter's philanthropy.
 - c. Responsible for hosting at least four philanthropic projects, including fundraising, per year, as defined as July 1 through June 30 of the following year.
 - d. In charge of organizing and publicizing all philanthropic events.
3. Membership Recruitment Committee:
- a. Two Chairs will be elected to lead this committee.
 - b. Responsible for planning and organizing spring recruitment events in coordination with the Vice President.
 - c. Responsible for planning and organizing at least one off-season recruitment event.
 - d. Responsible for planning and organizing big/little sister week events and activities.
4. **Standards Board**
- a. *The standard board is a combination of two standards board chairs elected each spring and five additional members apply internally to serve. The standards board covers the responsibilities outlined in the International governing documents for the risk reduction committee and additional clauses:*
 - i. *Reviews all areas of potential liability and violation according to the procedures set in current Risk Management Policy*
 - ii. *Responsible for seeking information and counsel from appropriate university officials and/or advisors*
 - iii. *Responsible for distributing current Risk Management Policies, keeping copies of all signed policies for chapter records, and sending the original signed policies to the IEB Secretary*
 - iv. *Operates as an independent liaison between the Active Chapter and Active Chapter Executive board.*
 - v. *Knows and upholds Robert's Rules of Order, Newly Revised.*
 - vi. *Responsible for meeting at least bimonthly and reporting minutes to the executive board and updates to the Active Chapter.*
 - vii. *Responsible for the following policies to be upheld:*
 - 1. **Emergency Procedure Policy**
 - a. *Read along with the Risk Management Policy at the first chapter of every semester as dictated within this document.*
 - 2. **Garden Eternal Policy**
 - 3. **Media and Social Utility Policies**
 - a. *Notification to remove violation is given 48 hours before notification of International Director of Publications.*
 - 4. **Risk Management Support Forms**
 - 5. **Providing travel policy to necessary officers.**

- b. *Carry out disciplinary measures, including probation and expulsion with the following guidelines:*
 - i. *Insurance of due process - members will be treated impartially, if impartiality is in question it can be requested that different members deliberate on the affair.*
 - 1. *Members in question must be presented with formal complaints and given time to defend themselves if necessary.*
 - ii. *Proper reports and documentation are filed - interviews will be conducted with all involved member(s) with the recording secretary or witness present to dictate minutes of the meeting. These interviews will occur BEFORE seeking approval for probation or expulsion.*
5. Social/Sisterhood Committee:
 - a. Two Chairs will be elected to lead this committee.
 - b. Responsible for hosting at least two sisterhood activities per year, as defined as July 1 through June 30 of the following year.
 - c. Responsible for the planning and organization of social events.
 - d. Responsible for ensuring that all members grow friendships through various social events.
 6. Sisterhood Retreat Committee:
 - a. Two Chairs will be elected to lead this committee.
 - b. Responsible for planning and organizing the fall and spring sisterhood retreat events.
 7. Fundraising/Merchandise Committee:
 - a. Two Chairs, one fundraising and one merchandise chair, will lead this committee.
 - b. Responsible for designing, ordering, and distributing merchandise for sale.
 - c. Responsible for hosting at least two fundraising activities per year, as defined as July 1 through June 30 of the following year.
 8. *Historian and Corresponding Secretary:*
 - a. *Responsible for recording the Chapter Candidate and Active Membership initiations, and any other historically significant event.*
 - b. *Responsible for maintaining and submitting updated family trees to International History Committee.*
 - c. *Responsible for ensuring photos are taken at all chapter events.*
 - d. *Responsible for maintaining a scrapbook of all the chapter events.*
 - e. *Responsible for maintaining and organizing photos throughout the Chapter's history.*
 - f. *Responsible for creating and distributing at least two newsletters per year, as defined as July 1 through June 30 of the following year.*
 - g. *Maintain external contact with alumna, sisters abroad, and other chapters.*
 - h. *Maintain database of contact information for contacts in the University community as well as alumna in coordination with the Secretary.*
 9. Community Service Chairs:
 - a. Two Chairs will be elected.
 - b. Responsible for hosting at least four community service projects, one of which must be a campus project involving other groups on grounds, per year, as defined as July 1 through June 30 of the following year.

10. Webmaster:

- a. Responsible for building and maintaining the Chapter website.
- b. Responsible for updating new information promptly on the Chapter website.

Article XI: Meetings

1. The Chapter meets once a week during the school year.
2. Committee chairs have discretion over their meetings but must meet at least 3 times a semester.

Article XII: Voting

1. A quorum vote requires **1/2 of the eligible** active chapter membership.
2. A quorum vote is required for all constitution and bylaw changes.
 - a. In order for a constitution and bylaw change vote to be brought to the floor, 2/3 of the eligible members must be present.
 - b. In order for the amendment to pass, 3/4 of the votes cast by the 2/3 quorum membership.
3. A quorum vote shall be called to the floor by any member and seconded according to Robert's Rules of Order, Newly Revised.
4. A vote may be brought up by any member and seconded according to Robert's Rules of Order, Newly Revised, during any Chapter meeting.
5. After the vote is brought to the floor, there will be a time of discussion monitored by the President.
6. When the President feels the topic has been sufficiently discussed, she will call for the vote. Majority vote passes the vote.

Article XIII: Finance

1. Each member is required to pay annual dues to the Chapter. Annual dues are presented to the Chapter by the Treasurer and voted on by the voting members of the Chapter. An initiation fee expected of each candidate upon initiation. Initiation fees are presented to the Chapter by the Treasurer and voted on by voting members of the Chapter.
2. The member attending the annual International Convention will receive assistance from the Chapter as determined by a vote of the voting members of the Chapter.
3. Activities requiring financial obligation are the responsibility of the individual member unless otherwise specified.
4. When opening a new bank account, the President and Treasurer must be present to co-sign on the account.

Article XIV: Amendments and Bylaws

1. Amendment and by-law proposals may be made through the following procedure:
 - a. Written presentation to the Chapter
 - b. Oral presentation to the Chapter
 - c. Discussion of the amendment at the weekly Chapter meeting
 - d. Vote on acceptance of the amendment or bylaws. Send updated constitution and bylaws to the IEB Judiciary Chair for final approval

Article XV: Miscellaneous

1. In matters of parliamentary procedure, not otherwise covered by the Constitution and Bylaws, Robert's Rules of Order, Newly Revised shall be considered the authority. If a conflict does arise between the Active Chapter Constitution and Bylaws and the International Constitution and Bylaws, the Active Chapter Constitution and Bylaws shall be overridden by the International Constitution and Bylaws. Immediately upon the knowledge of this conflict, the Active Chapter Constitution and Bylaws shall be changed according to the procedure outlined within.

Revised 4/12/17 – SM, AG & CL