

ALPHA OMEGA EPSILON

BYLAWS

1993

**Revised:
August 1, 2017**

INTERNATIONAL CONSTITUTIONAL BYLAWS

ARTICLE I - THE INTERNATIONAL EXECUTIVE BOARD

Section 1 - Membership

1. The IEB shall be considered in continuous session. Legislation shall be referred to the members by mail except when assembled in convention. No legislation affecting the International Constitution and Bylaws shall be voted on except at International Convention.
Bylaws Article XI
2. The IEB shall agree to hold a meeting at least once every six weeks. The date and time shall be selected based on the approval of the IEB.
Bylaws Article III
3. The IEB shall agree to conduct business in person a minimum of one time per fiscal year. Expenses for the IEB and, to the extent authorized by the IEB, invited guests shall be paid from International Funds.
Bylaws Article III & Bylaws Article IV Section 9
4. The IEB shall have the right to select one or more methods in which to conduct business. The methods shall foremost provide for an efficient flow of communication between attendees of the meetings and second, be of minimal cost to the Sorority.
 - a. Expenses for the IEB to conduct business shall be paid from International Funds.
5. An Officer of the IEB cannot hold a position as a Director of the Alpha Omega Epsilon National Foundation or chair or co-chair a Committee under the Alpha Omega Epsilon National Foundation.
Volunteer Handbook
6. An Alumna chairing or co-chairing a committee of the IEB cannot serve as a Director of the Alpha Omega Epsilon National Foundation.

Section 2 - Officer Responsibilities

1. President
 - a. Shall submit a quarterly summary of the IEB activities to active chapters and alumnae.
 - b. Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.
Volunteer Handbook & Bylaws Article V Section I

- 2. Vice-President
 - a. Shall submit an annual report to the President by the International Convention.
 - b. Shall submit a monthly report to the President by the 15th of every month.
 - c. Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.

- 3. Secretary
 - a. Shall submit an annual report to the President by the International Convention.
 - b. Shall submit a monthly report to the President by the 15th of every month.
 - c. Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.

- 4. Treasurer
 - a. The Treasurer shall approve or disapprove any reimbursement for an IEB expense over \$50.00.
 - b. The Treasurer shall submit an annual report to the President by the International Convention.
 - c. The Treasurer shall submit a monthly report to the President by the 15th of every month.
 - d. The Treasurer shall submit an Annual International Budget for the upcoming year to IEB by August 1.
 - e. The Treasurer shall maintain and review AQE Financial Records.

- 5. Interchapter Relations
 - a. Shall submit an annual report to the President by the International Convention.
 - b. Shall submit a monthly report to the President by the 15th of every month.
 - c. Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.
 - d. Shall submit enrollment and graduation information to the Member Relations Committee within one month of receipt of notification from chapters or alumnae advisors.

- 6. ~~Alumnae Relations~~
 - ~~a. Shall submit an annual report to the President by the International Convention.~~
 - ~~b. Shall submit a monthly report to the President by the 15th of every month.~~
 - ~~c. Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.~~
 - ~~d. Shall submit Alumnae information to the Member Relations Committee within one month of receipt of notification from alumnae or alumnae organizations.~~

- Moved to
committee:
Volunteer Handbook
7. ~~Director of Expansion~~
 - a. ~~Shall submit an annual report to the President by the International Convention.~~
 - b. ~~Shall submit a monthly report to the President by the 15th of every month.~~
 - c. ~~Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.~~
 - d. ~~Shall submit enrollment information to the Website Committee within one week of initiation into Alpha Omega Epsilon.~~
 8. ~~Director of Publications~~
 - a. ~~Shall submit an annual report to the President by the International Convention.~~
 - b. ~~Shall submit a monthly report to the President by the 15th of every month.~~
 - c. ~~Shall submit an annual committee budget for the upcoming year to the International Treasurer by June 1 of each year.~~

Section 3 - International Committees

- Bylaws Article VI
& Volunteer
Handbook
1. The following shall be permanent IEB committees, consisting of the following responsibilities:
 - a. Member Relations
 - i. Updates and maintains member database.
 - ii. Distributes the alumna section of the membership book to all new alumnae.
 - iii. Actively recruits alumnae and actives to become more involved in AΩE programs.
 - b. Elections
 - i. Calls for International Executive Board officer nominations for Elections one year prior to the Election.
 - ii. Accepts and publishes International Executive Board officer nominations, and opens "Requests for Volunteers" for open offices five months prior to elections.
 - iii. Closes "Nominations for Elections" five months prior to Elections, and distributes valid nominations, qualifications, and absentee ballots to all members. In addition, distributes a request for "Nominees for Appointment" to all members.
 - iv. Distributes absentee voting ballots.
 - v. Maintains and carries out voting procedures at convention, unless delegated to another representative approved by the International Executive Board.

- vi. Publishes a list of the new officers within one week of initiation into office.
- c. Expansion
 - i. Develops and maintains procedures to lead interested parties through the *Path to AQE*.
 - ii. Develops interest at schools to create new chapters.
 - iii. Expansion representative from this committee will be assigned to guide and assist each colony through development.
 - iv. Assists colonies in conforming to International Constitution procedures and guidelines.
 - v. Responsible for acquiring required paraphernalia for colony and chapter installations.
 - vi. Required to obtain or hold active and colony pins.
 - vii. Responsible for preparing colony and chapter installation agendas.
- d. Financial Activities
 - i. Develops fundraising activities
 - ii. Helps develop budget for the Organization.
 - iii. Collects information and advises the Organization on matters related to taxes and investments.
 - iv. Advises chapters on budget procedures.
- e. AQE History
 - i. Compiles and maintains all permanent records.
 - ii. Reviews and incorporates submitted family trees from active chapters.
 - iii. Insures photos are taken at all international activities.
- f. Judiciary
 - i. Maintains and updates AQE International Constitution and Bylaws.
 - ii. Reviews and/or develops amendments to Constitution and Bylaws.
 - iii. Guides and/or reviews amended chapter bylaws.
 - iv. Makes recommendations to the IEB on amendments to the International Bylaws.
 - v. Reviews and makes recommendations to IEB on acceptance of colony Constitution and Bylaws.
 - vi. Clarifies and interprets the International Constitution and Bylaws.
- g. Newsletter
 - i. Collects information for inclusion in the international newsletter.
 - ii. Organizes, writes and distributes the international newsletter.
 - iii. Maintains contact with Alumnae Relations Committee to keep the records updated.
- h. Convention
 - i. Organizes the International Convention.

- ii. Notifies all alumnae and active chapter of the convention at least two months prior.

i. Documentation

- i. Maintains and updates all policies, procedures, and standard forms.
- ii. Distributes manuals to colonies, chapters, committees, and International Officers.

j. Website

- i. Maintains and updates the Sorority website www.alphaomegaepsilon.org by the date requested to be no less than two weeks except in emergencies as defined by the IEB.
- ii. Shall submit a monthly report by the 15th of each month to the IEB President notifying her of all changes made to the website.
- iii. Obtains IEB approval to alter the aesthetic appearance or layout of the website prior to implementation.
- iv. Obtains IEB President approval to post any documents to the website prior to doing so.

~~k. Degree Recognition~~

- ~~i. Maintains guidelines regarding committee recommendations as approved technical science curricula for membership in Alpha Omega Epsilon and for scholarship eligibility for the Alpha Omega Epsilon National Foundation.~~
- ~~ii. Maintains the Degree Recognition Procedure and Request Form(s).~~
- ~~iii. Reviews any degree recognition requests received from Chapters, Colonies, interest groups, and Foundation scholarship applicants.~~
- ~~iv. Maintains and updates a master list of all approved and denied curricula per Chapter, Colony, Interest Group and distributes to the IEB, Foundation, Chapters, Colonies, and Interest Groups at least twice yearly.~~

Delete all
references to DRC

l. Risk Management

- i. Reviews and helps to maintain the Risk Management Policy
- ii. Maintains records of signed Risk Management Policies at an international level
- iii. Develops programs and provides relevant information for colonies, chapters, committees, and International Officers
- iv. Assists the IEB Secretary in reviewing and updating the Risk Management Policy

m. Promissory Note

- i. Maintain Promissory Note database
- ii. Distribute Promissory Note payment information to all new alumnae
- iii. Track and collect Promissory Note payments, sending them to the IEB Treasurer on a monthly basis

- n. Merchandise
 - i. Maintains all purchased sorority merchandise
 - ii. Assists in developing merchandise for the sorority
 - iii. Assist Active Chapters with merchandise issues
- o. Programming
 - i. Organizes and oversees Sorority sponsored programs
 - ii. Notifies all alumnae and active chapters of programs at least two months prior to an event
 - iii. Fosters the development of leadership, professionalism, and philanthropy through Sorority sponsored programs
- p. Chapter Audits
 - i. Reviews and maintains the Chapter Audit Checklist
 - ii. Coordinates the performance of each chapter's audit
 - iii. Ensures that each chapter is audited in a timely manner, in accordance with the Chapter Audit Policy
 - iv. Maintains copies of all chapter audits performed
 - v. Notifies the Interchapter Relations Officer of any concerns that arise during a chapter audit
- q. Alumnae News
 - i. Solicit and compile news and achievements from alumnae at least twice per year
 - ii. Provide newsletter articles to the newsletter committee from compiled data by the deadline set forth by the Newsletter Committee
 - iii. Provide website content to webmaster relating to Alumnae webpage
- r. Alumnae Activities
 - i. Contact and track alumnae social activity groups / clubs at least twice per year
 - ii. Compile the contact list and publish on the website for new graduate information
 - iii. Solicit interest and coordinate planning accordingly of alumnae vacation ideas at least once per year
- s. Volunteer Coordination
 - i. Maintain pertinent information on volunteers and their activities
 - ii. Solicit interest from alumnae in volunteering
 - iii. Obtain feedback from volunteers on volunteer activities and implement improvements as necessary
 - iv. Coordinate a service award plan

2. Each committee listed above will have a chairperson that is appointed by the IEB.

3. Each committee listed above will report to an IEB Officer as specified in the International Constitution Article IV, Section 4.

Bylaws Article VI

4. Alumnae cannot serve as a Committee Chair and/or Co-Chair of an IEB Committee if holding a position as an Alpha Omega Epsilon National Foundation Director.

Volunteer Handbook

5. At any time an IEB Chair or Co-Chair decides to join the Alpha Omega Epsilon National Foundation as a Director, the Alumna must resign her position with the IEB Officer that oversees the committee to be vacated.

6. Committees can be added as deemed necessary by the IEB.

Bylaws Article VI

Section 4 - Conventions

1. The management of the conventions shall be in the hands of the Convention Committee Chairperson, with approval by the IEB.

2. The order of business at the convention shall be at the discretion of the President, but shall include the following:

- a. Roll call;
- b. Reports of officers;
- c. Reports of regular committees;
- d. Reports of special committees;
- e. Unfinished business;
- f. New business;
- g. Election of officers;
- h. Installation of officers;
- i. Adjournment.

3. Expenses of the Board of Directors, International Executive Board, and to the extent authorized by the IEB: International Committee Chairpersons, International Committee volunteers, elected Active Delegates (or elected alternates) and invited guests shall be paid from International Funds.

4. In case a Chapter Delegate shall be unable to attend the convention, the Delegate's place shall be taken by the first or second alternate. Unless excused, the failure of the Delegate who has been duly certified by the Active Chapter to attend a convention shall be punishable by chapter probation and/or fine of a maximum \$500, the penalty being left to the discretion of the IEB.

5. No Delegate shall be allowed a seat in the convention unless expecting to return to the Chapter as an active member for the remainder of the calendar year or unless approved by the Alumnae Advisor and the IEB Interchapter Relations Officer.

Bylaws Article VII
& Convention
Policy

Bylaws Article VII
& Convention
Policy

6. No Delegate shall be allowed a seat in convention if the Chapter represented is delinquent in the payment of any fees due the IEB. The Delegate may pay up the indebtedness or sign a statement that the Chapter will meet the indebtedness within thirty days of the closing date of the convention. Failure of the Chapter to meet the conditions of the statement shall result in the Chapter being placed on probation until the indebtedness is cleared by payment, or by excuse from payment given by unanimous vote of the IEB.
7. Each Chapter Delegate shall, at the first business meeting of the Chapter following the convention, present a report on all important business transacted at the convention.
8. Each member of the IEB should send to the Convention Committee Chairperson, not later than three months prior to the convention, brief statements of proposals recommended for convention. The Convention Committee shall summarize and send this information to all members of the IEB for consideration.

Section 5 - Miscellaneous

Bylaws Article VIII

1. The fiscal year of the IEB shall coincide with the calendar year.

Bylaws Article III
Section 4

2. Unless otherwise stated, approval by the IEB shall be considered to mean approval by a majority vote of the members of the IEB.

Expense
Reimbursement Policy

3. Application for reimbursement for expenses incurred in Organization service shall be presented to the Treasurer not later than 3 months following such expenditures.

Bylaws Article X

4. The IEB or any of its members shall not be liable for debts incurred by subordinate chapters of individual members of the Organization.

ARTICLE II - ACTIVE CHAPTER

Section 1 - Membership

1. Qualification for Membership. Candidates for membership shall be:
 - ~~a. An engineer or any student of engineering in one of the following stages:
 - ~~i. A student early in their academic career who is in an undecided engineering program intending on declaring an ABET/CEAB accredited discipline or an engineering discipline pre-approved before recruitment into the Sorority by the International Executive Board, according to the approval process outlined in the Degree Recognition Procedure.~~
 - ~~ii. A candidate for a degree in an engineering discipline accredited by ABET/CEAB~~
 - ~~iii. A candidate for a degree in an engineering discipline not accredited by ABET/CEAB, which has been pre-approved before recruitment into the Sorority by the International Executive Board, according to the approval process outlined in the Degree Recognition Procedure.~~~~
 - ~~b. A student majoring in a technical science program in the following stage:
 - ~~i. A candidate for a degree in a technical science discipline, which has been pre-approved before recruitment into the Sorority by the International Executive Board, according to the approval process outlined in the Degree Recognition Procedure.~~~~

Delete all
references to DRC

~~The Degree Recognition Committee will evaluate/re-evaluate the majors of all candidates that were initiated with an unapproved major. If the International Executive Board deems the major unapproved, the Chapter/Colony will notify the candidate she is having her membership invitation withdrawn and being dropped from the roll. The candidate will have one week to submit a written appeal to the Degree Recognition Committee. The International Executive Board will then provide final verdict that the Chapter/Colony and candidate must abide by.~~

~~Any Chapter/Colony that initiates candidates majoring in unapproved disciplines shall receive one warning to stop the practice. A second offense will be punishable by a fine of \$50 US per occurrence. Further offenses will be punishable by fines not to exceed \$250 US per occurrence at the discretion of the IEB.~~

~~Any Chapter that disregards the approved major list may be placed on probation and/or have their Chapter Charter withdrawn at the discretion of the IEB.~~

~~Any Colony that continually disregards the approved major list may not be considered for Chapter status.~~

2. Election to AQE Candidate Status:

Membership Policy

AQE Candidates must fulfill the following requirements:

- a. Be enrolled full-time or part-time as defined by Chapters' University.
- b. Be a student in good standing with the University with a minimum cumulative 2.0 out of 4.0 G.P.A. or equivalent, unless she is a first-term freshman.
- c. Have successfully been initiated through the active chapter membership ceremony for candidates.
- d. Be recognized by the active organization to be a candidate.
- e. Expected to attend all functions and responsibilities set forth by the Actives and campus policies.
- f. Is not a member of another national or local sorority.

A candidate shall not be initiated as an Active Member until payment of the required initiation fee is received by the Treasurer. Failure to comply during the Membership Education period could result in invitation withdrawal, as discussed in Article II, Section 4 of the International Bylaws.

3. Election to Active Status

Active Members must fulfill the following requirements:

- a. Be enrolled as defined by the Chapter's University.
- b. Have successfully completed the Membership Education program as defined in the Membership Education Book.
- c. Have successfully been initiated through the Official Ritual.
- d. Have signed the Risk Management policy and promises to abide by its terms.

Active members will be categorized into three categories: Active, Passive and Co-op. The requirements and privileges for active, co-op and passive active members are defined as follows:

Active-Active:

Requirements:

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

Privileges:

- a. Is eligible for full voting rights.
- b. Has free participation in AQE sponsored events.

Active Co-op:

Requirements:

- a. Is currently enrolled in the University Co-op program.
- b. Is currently on a work term assignment.
- c. Has paid a co-op fee to cover, at a minimum, International dues for the term.

Privileges:

- a. Has the right to choose to fulfill the active-active requirements and gain all rights and privileges accordingly.
- b. Retains all voting privileges. Active co-ops are exempt from the “two meeting rule” outlined in the International Constitution, Article VIII, Section 8, Chapter Voting Procedures, for all votes.
- c. May attend all Alpha Omega Epsilon sponsored events
- d. May choose to attend active meetings.

Active-Passive:

Requirements:

- a. Has expressed a desire not to be involved in the active organization after fulfilling the active requirements.
- b. Has paid a passive fee to cover, at a minimum, International dues for the term..

Privileges:

- a. May attend any restricted social events if the chapter votes to allow an individual to attend one of these functions.
- b. May attend meetings, but she will have no voting privileges.
- c. May attend non-restricted Alpha Omega Epsilon events.
- d. She can regain active-active status upon the fulfillment of the active-active requirement

4. Election to Alumna Status

Prior to the due date of the On Target Report, all active-active, active-passive and active co-op members who have transferred or are leaving school for any reason must be voted to Alumna-Active or Alumna-Restricted status via simple majority vote.

A list of all alumnae and their corresponding alumnae statuses must be documented and submitted to the IEB ICR. All alumnae must be notified in writing of their status within one week of the vote by a representative of the active chapter.

Responsibilities:

- a. Alumnae are responsible for providing the Active Chapter all address changes.

- b. Alumnae should be emotionally and financially supportive of their chapter.

Privileges:

- a. Alumnae will be kept up to date on all chapter happenings through the Chapter newsletter sent out by the Corresponding Secretary.
- b. The Alumna member may, upon transfer to a school with another AOE 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.

A member that has been an active at more than one university due to a university transfer will become an alumna for the chapter in which she spent the majority of her time as an Active-Active or Active-coop member. If the member would like to be considered an alumna from the other chapter, she can submit a petition to the IEB alumnae relations officer to be approved by the IEB. The decision of the IEB is final.

Alumnae members will be categorized into three categories: 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 or if the alumna member meets the requirements of another membership status. The requirements and privileges for alumna-active, alumna-passive, and alumna-restricted members are defined as follows:

Alumna-Active

Alumna-Active status is for those members who have fulfilled their obligation to the Sorority or Alumna-Active status is for those members who have been voted to Alumna-Active status by their chapter, have not fulfilled their obligations to the Sorority, but are within three years from their date of being voted to Alumnae-Active status.

Requirements:

- a. 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
- b. Must have paid her promissory note within the designated promissory note timeframe
- c. 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.
- d. Must uphold the oath of membership, Ideals and Objectives, the International Constitution and Bylaws, and the Risk Management Policy
- e. Must be emotionally and financially supportive of her Chapter and the International Organization

Privileges:

- a. Have public and members-only access to the sorority website
- b. Receives the Alumna newsletter (*The Angle*) and other Alumna correspondence
- c. May serve as a committee chairman
- d. May serve as a committee volunteer
- e. May run for IEB office provided she satisfies the requirements as stated in Article IV, Section 7 of the International Constitution
- f. May vote on IEB elections provided she satisfies the requirements as stated in Article IV, Section 7 of the International Constitution
- g. May vote upon constitutional proposals provided she satisfies the requirements as stated in Article IX of the International Constitution

Alumna-Passive

Alumna-Passive status is for those members who have not kept up or fulfilled their obligations to the Sorority. Alumna-Passive members will have limited restrictions placed upon them by the IEB. Ideally, Alumna-Passive members will work towards fulfilling the requirements of Alumna-Active status.

Requirements:

- a. May have outstanding monies owed to her Chapter and/or has not signed a letter of intention to repay outstanding monies
- b. May not have paid her promissory note in full
- c. May only be considered Alumnae-Passive for a maximum of three consecutive years
 - i. 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.
 - ii. 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 her rights and privileges shall be provided.

Privileges:

- a. Receives the Alumna newsletter (*The Angle*) and other Alumna correspondence
- b. May not vote in elections
- c. May not vote upon constitutional proposals
- d. May not vote in vote by mail proceedings
- e. May not run for IEB office
- f. May not be a committee chairman
- g. May serve as a committee volunteer
- h. Have public and members only access to the sorority website

Membership Policy

Alumna-Restricted

Alumna-Restricted status is for those members who have left school, either due to graduating or for some other reason, and have not been granted Alumna-Active membership status. Or Alumna-Restricted status is for those members who have not fulfilled their obligations to the Sorority for at least three consecutive years. Ideally, Alumna-Restricted members will work to fulfill the requirements of Alumna-Active status.

Requirements:

- a. May have outstanding debt owed to her Chapter or the IEB
- b. May have not paid her promissory note
- c. May not have been granted Alumna-Active membership status upon leaving school by her Chapter and the IEB.
- d. May have had her membership status changed from Alumna-Passive to Alumna-Restricted by the IEB, as defined in Alumna-Passive, above.
- e. If they have fulfilled all the requirements of Alumna-Active status, they may petition the IEB to return to Alumna-Active status.
 - i. IEB must take into consideration chapter active and alumnae recommendations prior to reinstating alumna active status
- f. May have failed to uphold the oath of membership, Ideals and Objectives, the International Constitution and Bylaws, or the Risk Management Policy, or other duties and obligations to the Sorority

Privileges:

- a. May not receive the Alumna newsletter (*The Angle*) and other Alumna correspondence
- b. May not vote in elections
- c. May not vote upon constitutional proposals
- d. May not vote in vote by mail proceedings
- e. May not run for IEB office
- f. May not be a committee chairman
- g. May not be a committee volunteer
- h. May not have members only access to the sorority website

Chapters can inform the IEB of any Alumna's meeting or not meeting Alumna requirements. Chapters can make recommendations of change of Alumna status to the IEB. Information and recommendations will be reviewed by the IEB in a timely manner.

5. Election to Honorary Status

Honorary Member Policy

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 Alpha Omega Epsilon, a faculty member, or other influential person related to the Active Chapters.

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.

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 Alpha Omega Epsilon

Privileges:

- a. May not know the secrets or rituals/traditions of Alpha Omega Epsilon
- 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 Alpha Omega Epsilon 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*) and 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.

7. 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 or voluntary resignation as provided in the International Bylaws, Section 12 – Voluntary Resignation.
8. Once initiated as a member of AOE, one may not join any other local or national sorority because of the sacred vows taken during the initiation ceremony. Membership in AOE precludes membership in any other national social or professional sorority, with the exception of Honorary and exclusive service-oriented fraternities.

Section 2 - Active Member Probation

1. Any Active Member of any Active Chapter 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.
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 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.

Section 3 - Active Member Expulsion

1. 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.
2. 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 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.
 - 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 $\frac{3}{4}$'s

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 – Risk Management Policy, the IEB may by unanimous vote expel a member of any status of the sorority without proceedings A-F above.
3. No member shall be tried twice for the same charge.
 4. The IEB Treasurer shall offer to purchase at the current list price and with IEB funds, the pin of an expelled member.
 5. The name of each expelled member with a statement of the cause of expulsion shall be published in the meeting minutes of the IEB.
 6. Upon expulsion, a member forfeits the following: AΩE activation pin; all AΩE privileges; and all AΩE materials.
 7. An expelled member cannot duplicate AΩE policies, materials and procedures or imitate AΩE actions and traditions.
 - 7.
 8. An expelled member shall sign a promissory note for outstanding debts, if any, and a written agreement to secrecy shall be signed.

Section 4 - Membership Invitation Withdrawal

1. Any 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 and in accordance with the International Constitution, Article IX, Section 4, Quorum.
 - 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.

2. If a membership candidate cannot fulfill the requirement for initiation, due to the above vote by the Chapter to withdraw a candidate's invitation to membership, not passing the membership election vote, or if the candidate no longer expresses interest in joining or is no longer able to join the Organization, 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 in accordance with the International Constitution, Article IX, Section 4, Quorum prior to the meeting.
 - c. A motion for reinstatement of the candidate is passed if more than 90% of the members present vote "yes". This will reinstate the candidate's status including all rights prior to the procedure to withdraw the invitation to membership.
 - d. A candidate may only appeal once. If the candidate is reinstated and does not pass a subsequent membership election vote, that vote is final.
 - e. Upon withdrawal of an invitation for membership, a dismissed candidate forfeits the following: AQE candidate pin, all AQE privileges and all AQE materials.
 - f. A dismissed candidate cannot duplicate AQE policies, materials and procedures or imitate AQE actions and traditions.
 - g. A dismissed candidate shall sign a promissory note for outstanding debts, if any, and a written agreement to secrecy shall be signed.

Section 5 - Active Chapter Powers, Duties and Obligations

1. 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:
 - a. Roll Call;
 - b. Reading of Minutes;
 - c. Reports of Officers and reading of correspondence concerning the chapter;
 - d. Reports of regular committees;
 - e. Reports of special committees;
 - f. Unfinished business;
 - g. New Business;
 - h. Announcements; and
 - i. Meeting Adjournment

Chapter Requirements Policy

2. 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.
3. 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.
4. 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.

Ritual and Badge Policy

Chapter Requirements Policy

5. Chapter expenditures shall be approved by meeting vote, as specified in the Chapter Bylaws.
6. An Active Chapter must be in contact with their Alumnae Advisor at least once a month.

Flow of Chapter Paperwork

7. 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.
8. An Active Chapter shall submit an On Target Report to the Interchapter Relations Officer, Chapter Alumna Advisor, and Chapter Regional Alumna Advisor by December 15 and May 15 to be reviewed for edits. The final version of the On Target Report will be due to the Interchapter Relations Officer, Chapter Alumna Advisor, and Chapter Regional Alumna Advisor on January 15 and June 15.
9. An Active Chapter shall submit a listing of new officers to the Interchapter Relations Committee by February 15 and October 15.
10. An Active Chapter shall submit a listing of active chapter members to the Interchapter Relations Committee by February 15 and October 15.

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11. ~~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.~~
12. ~~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.~~
13. ~~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.~~
14. ~~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.~~

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15. ~~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.~~

Chapter Requirements Policy

16. An Active Chapter must hold Ritual Week the entire academic week prior to active initiation.

Flow of Chapter Paperwork

17. An Active Chapter shall review and set Chapter Goals and Objectives each sorority term.

Convention Policy

18. A minimum of one person from each Chapter must be present at the Annual International Convention as the voting representative for the chapter.

Chapter Requirements Policy

19. 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.

20. If any Active Chapter fails to fulfill their International obligations, a fine can be levied against the chapter by the IEB.

21. 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.

Section 6 - Active Chapter Committees

Chapter Executive Board and Committees Policy

1. The following will be chapter committees consisting of, but not limited to, the defined responsibilities:

a. Corresponding Secretary

- i. Responsible for all correspondence representing the active chapter.
- ii. Responsible for newsletters to alumnae and co-ops
- iii. Writing all articles concerning active chapters for submittal to various campus and Sorority publications.

b. Fundraising

- i. Responsible for the planning and organization of events to procure funds to be used for general chapter needs.
- ii. Maintain records of all chapter fundraising activities.

c. Historian

- i. Responsible for recording the Chapter Candidate and Active Membership initiations, and any other historically significant event.
- ii. Responsible for submitting updated family trees to International History Committee.
- iii. Ensures photos are taken at all chapter events.

- d. **Recruitment Committee**
 - i. Responsible for the organization of all recruitment activities.
 - ii. Publicity for all recruitment activities.
 - iii. Report all significant events concerning recruitment to active organization.

- e. **Risk Reduction Committee**
 - i. Reviews all areas of potential liability and violation according to 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 Policy's, keeping copies of all signed policies for chapter records, and sending the original signed policies to the IEB Secretary

- f. **Philanthropic Committee**
 - i. Responsible for the organization of philanthropic activities.

- g. **Professional Committee**
 - i. Responsible for the organization of professional activities.
 - ii. Responsible for instructing the Chapter in Robert's Rules of Order, Newly Revised

Section 7 - Colony/Chapter Membership

- 1. The ensuing procedure shall be followed in the case of petitioning organizations:
 - a. Inquires concerning affiliation with the Organization shall be referred to the International Expansion Committee, who shall direct correspondence with the organization.
 - b. The five basic steps:
 - i. Current Status
 - ii. Petition for Colony Status
 - iii. Colony Status
 - iv. Petition for Charter Membership
 - v. Charter Membership

I. Current Status

If an organization feels that their programs, ideals, and objectives are compatible with and fulfill the membership requirements for a chapter of Alpha Omega Epsilon, the group may petition the International Executive Board (IEB) for Colony Status.

If an organization is not formed, but there is sufficient interest in forming a colony on campus, Alpha Omega Epsilon recommends the following action.

1. Form a group of a minimum of eight interested women. At an organizational meeting do the following:
 - a. Elect a temporary chairperson and a secretary.
 - b. Record minutes of the meeting, include date, time called to order, time of adjournment, names of women present, etc.
 - c. Set a time and a place for weekly meetings.
2. At the close of the second meeting, the following items should be accomplished:
 - a. A temporary name for the organization; Greek letters must be used.
 - b. Temporary bylaws for the group to abide by.
 - c. A full range of officers elected.
 - d. A list of goals and objectives to accomplish in the following meeting.

II. Petition for Colony Status

1. A group that wishes to file for colony status must file a report to the International Executive Board of Alpha Omega Epsilon. The report must contain the following:
 - a. The name, campus, membership size and brief history of the petitioning group.
 - b. The reasons for the group wishes to be a colony of Alpha Omega Epsilon.
 - c. A brief profile (paragraph for each) of the petitioning members. Minimum of eight members.
 - d. A brief summary of the Greek life on campus (i.e. National Conferences, National Sororities and Fraternities, Local Sororities and Fraternities, Greek reputation on campus).
 - e. Signatures and date by the presiding Chairperson or President.
 - f. A filing fee as predetermined by the IEB, with checks payable to Alpha Omega Epsilon National Association.
2. Once the petition has been accepted, a predetermined fee per person will be due to the AQE National Association.

III. Colony Status

1. Requirements of a Colony:
 - a. A colony must be a recognized organization through the college they attend.
 - b. A colony must have a constitution or bylaws approved by the college governing student body.

- c. A colony must uphold all ideals, objectives and bylaws as dictated by the International Executive Board.
 - d. A colony must design and construct an official Colony Banner.
 - e. A colony must complete a minimum of one professional project during colony period.
 - f. A colony must hold a successful recruitment a minimum of once. A successful recruitment results in at least one prospective member being initiated as a candidate.
 - g. A colony must complete a minimum of one philanthropic project during Colony status.
 - h. Members of a colony hold equivalent status of a Chapter Membership Candidate.
 - i. A colony must submit monthly reports to the IEB.
 - j. A colony must follow all requirements of the Risk Management Policy.
2. Privileges of a Colony:
- a. A Colony will be called "(School Name) Colony of Alpha Omega Epsilon."
 - b. A Colony may use the Alpha Omega Epsilon name for specified reasons and wear the Alpha Omega Epsilon colony pin at all Alpha Omega Epsilon Colony functions.
 - c. A Colony may display the Alpha Omega Epsilon colony banner at all Alpha Omega Epsilon Colony functions.
 - d. A Colony may rely on the International Executive Board for non-secret information and advice.
 - e. A Colony may attend the Alpha Omega Epsilon International Convention.
 - f. All graduates from a Colony who have attended the Alumna ceremony are granted Alumna status in Alpha Omega Epsilon. Graduates not attending the ceremony will not be given Alumna status, unless there are extenuating circumstances approved by the IEB.
3. Petition for Chapter Status:
- a. A Colony may petition for Chapter Status after meeting all Colony requirements.
 - b. The Colony Certificate will extend for a period of 18 months.
2. Extension of Colony Status:
- If a Colony of Alpha Omega Epsilon feels it is making sufficient progress, yet is unable to file for charter membership before the Colony Certificate expires, the Colony must file a request with IEB to extend the Colony Certificate. The request must be submitted to the IEB a minimum of one month previous to the certificate expiration date and contain the following:
- a. The specific reasons for requesting the extension.

- b. The outline of goals and objectives to complete the requirements for charter membership.
- c. Signature and date by the presiding Colony President or Chairperson.
- d. An extension filing fee as predetermined by the IEB, with checks payable to Alpha Omega Epsilon National Association.

If the IEB feels the Colony Certificate should not be extended, a letter will be written to the colony giving the reasons why the certificate will not be extended, and items the group should improve before re-petitioning for colony status.

3. Disbanding of a Colony:

- a. The IEB must unanimously vote to disband a Colony.
- b. A Colony of Alpha Omega Epsilon can be disbanded and terminated from working towards Chapter status at the direction of the IEB Vice President for violating the oath of membership, for violating the Risk Management Policy, for dishonorable conduct, for disloyalty to the Organization, or when the Colony affiliation becomes harmful to the Organization.
- c. A Colony may also be disbanded for failing to make sufficient progress and for ineffectively extending their Colony Certificate.
- d. When it has been decided upon to disband a Colony, the expansion representative and/or an IEB officer will visit the Colony to perform a disbanding and/or Alumnae Ceremony.
 - i. Colony members who have not completed the candidate process will not be granted Alumna status.
 - ii. Colony members who have completed the candidate process will be evaluated by the IEB for Alumna status.
 - iii. Graduates attending the ceremony will then be given Alumna status. Graduates not attending the ceremony will not be given Alumna status, unless there are extenuating circumstances approved by the IEB.
 - iv. All Colony AQE material will be surrendered at the time of the ceremony.
- e. Colony Alumnae will assume all responsibilities and privileges of Chapter Alumna status, including but not limited to payment of promissory note and other remaining debt. All fees collected by the IEB during the Colony period will be non-refundable.

6. Reforming a previously disbanded Colony:

If an interest group forms on a campus where an AQE Colony has been previously disbanded, the Colony may be reestablished by petitioning the IEB and by fulfilling all obligations of a new Colony, as defined in this section, to become a new member of the Organization.

IV. Petition for Charter Membership

1. Minimum qualifying requirements to apply for charter membership:
 - a. A Colony must have a minimum of ten (10) members unless a waiver to this requirement has been granted by the IEB.
 - b. At least forty percent (40%) of the colony members petitioning for charter membership must be freshmen or sophomores or not graduating within two (2) years of chapter installation unless a waiver to this requirement has been granted by the IEB.
 - c. A Colony must have fulfilled all the AQE Colony requirements.
2. Once a Colony has met the minimum qualifying requirements, it may apply for a charter membership from the International Executive Board. The group must submit a petition containing the following:
 - a. The name, campus, membership size and brief history of the petitioning group;
 - b. An outline and summary of programs for Professional development, Community and Campus Service, Membership Enrollment, Rush, Social and Sisterhood;
 - c. Brief profile of the petitioning members;
 - d. Copy of the completed Colony Constitution;
 - e. Reasons the Colony feels it is ready to be a chapter of Alpha Omega Epsilon; and
 - f. A filing fee as predetermined by the IEB, with checks payable to Alpha Omega Epsilon National Association.
3. Once the petition has been accepted, a predetermined fee per person will be due to the AQE National Association.

V. Charter Membership

1. All steps to the path to Alpha Omega Epsilon have been fulfilled and the Petition of Charter Membership has been approved by the IEB.
2. Privileges of a Approved Chapter:
 - a. A Chapter will be called "A Chapter of Alpha Omega Epsilon.:
 - b. Upon installation, the Chapter will receive:
 - i. The Alpha Omega Epsilon International Constitution;
 - ii. Symbols and meanings of Alpha Omega Epsilon;
 - iii. Alpha Omega Epsilon ceremonies and procedures; and

- ii. A Chapter Charter.
- c. Chapter members may wear the Alpha Omega Epsilon Active pin.
- d. Chapter must attend the International Convention.

Section 8 - Delinquency of Active Chapter Duties and Obligations

1. The Chapter will first be warned by the Alumnae Advisor of the Chapter or the IEB Interchapter Relations Officer. The warning shall be delivered to the chapter in writing and will state which deadlines were missed and what information was not submitted. The Chapter will then have one month to submit the remaining information. A fine not to exceed a total of \$250 may be levied against the chapter at the discretion of the IEB.
2. The Chapter will receive second warning from the IEB Interchapter Relations Officer if the deadline of the first warning was not met. The warning will be delivered to the Chapter in writing and will state the original missed deadlines, what information was not submitted, and the first warning deadline that was missed. The information that was not submitted must be submitted within three days. A fine not to exceed a total of \$500 will be levied against the chapter. The amount of the fine will be determined at the discretion of the IEB.
3. Should a Chapter fail to comply with a second warning, the Chapter will be placed on Probation. The terms of the probation will be set at the discretion of the IEB.
4. Should a Chapter consistently receive warnings during the course of a calendar year, the Chapter will be placed on Probation. The terms of the probation will be set at the discretion of the IEB.

Section 9 - Active Chapter Charter Probation

1. Any Active Chapter may be placed on probation by its Alumnae Advisor at the direction of the IEB ICR with the approval of the IEB. The Chapter may be placed on probation for violating the oath of membership, for violating the Risk Management Policy, for dishonorable conduct, for disloyalty to the Organization or when the Chapter affiliation becomes harmful to the Organization.
2. When a Chapter is placed on probation, its charter shall be withdrawn and forwarded by the Alumnae Advisor to the IEB Secretary who shall retain possession during the period of probation.
3. A Chapter on probation shall render reports at least monthly to the Alumnae Advisor as directed by the Alumnae Advisor and IEB.
4. The Alumnae Advisor and the IEB ICR shall conduct a complete investigation of the situation and a record of the case and a recommendation will be given to the

IEB. The IEB shall subsequently determine whether to remove or continue probation or revoke the charter.

5. A Chapter on probation must meet the following requirements for one entire term after the issues have been resolved to qualify for reinstatement:
 - a. A chapter must submit all required chapter paperwork to the IEB ICR on time.
 - b. A chapter must show that they have met all the requirements of an active chapter as listed in Article II, Section 5 – Active Chapter Powers, Duties, and Obligations.
 - c. A chapter must be paid in full for its financial responsibilities to the IEB.
 - d. A chapter must meet any additional terms as noted by the IEB.

Section 10 – Active Chapter Charter Withdrawal

1. Any Active Chapter may have their charter withdrawn 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 when the Chapter affiliation is harmful to the Organization.
2. A unanimous vote of the IEB shall be required to revoke the Active Chapter Charter.
3. If any member or members is found to be at fault, the IEB Secretary shall present a complete record of the case with recommendations to the IEB. The member or members in question may be expelled following the guidelines set in Article II, Section 3 of these Bylaws.
4. A Chapter may be reestablished by petitioning the IEB to become a chapter and by fulfilling all obligations of a new chapter to become a member of the Organization.
5. Upon withdrawal of a charter, all property except that provided for by incorporation, shall pass to IEB in trust. If the chapter is not reestablished within five years, the IEB shall liquidate the assets, pay claims against the chapter so far as the assets will permit.

Section 11 – Membership Status

1. Prior to the first active meeting of each term, each member shall be required to state their status to the Recording Secretary. If a member does not declare a status prior to the first meeting of the term, she is Active-Active. Active dues are based on the status declared at the beginning of the term.
2. A member may only change her status during the term if approved by a 2/3rd majority vote of the Active Chapter.

Membership Policy

- 3. Members who fail to pay their dues and have not expressed the intention to do so, or members who have expressed a desire not to be involved in the active organization after fulfilling the active requirements, shall have their membership status changed to Active-Passive upon a 2/3rd majority vote of the Chapter.
 - a. The Chapter Executive Board shall notify the member of the vote to change her membership status in writing at least one week prior to the vote. In addition, the Chapter Executive Board shall notify their Alumnae Advisor.
 - b. The Chapter Executive Board shall notify the member of the result of the vote to change her membership status in writing no more than one week after the vote. In addition, the Chapter Executive Board shall forward the results of the vote to their Alumnae Advisor.
- 4. If the member pays her dues in full, or signs a note of intention to do so, prior to the vote to change her membership status, then the vote to change her membership status will not occur.
- 5. The member has the right to work to regain active-active status as defined in Article II, Section 1, 3.

Section 12 – Voluntary Resignation

Membership Withdrawal Procedure

- 1. A member may initiate a voluntary resignation of their obligations of membership by requesting a Request for Resignation form from their active chapter of initiation, the Alumna Advisor or Regional Advisor associated with the active chapter of their initiation or directly from the International Executive Board. The form must be completed and submitted per its instructions.
- 2. Voluntary resignation by a member does not relieve or release her from financial obligations incurred while still a member, including the promissory note. All outstanding debts, including the promissory note, must be settled prior to approval of the request for voluntary resignation.
- 3. The International Executive Board approves voluntary resignation requests.
- 4. Once a member's request to voluntarily resign is approved, it is final. Members who have voluntarily resigned are prohibited from seeking re-admittance into Alpha Omega Epsilon.
- 5. Names of members who have voluntarily resigned shall be published in the next meeting minutes of the IEB.
- 6. Members who have voluntarily resigned forfeit the following: Alpha Omega Epsilon activation pin; all Alpha Omega Epsilon privileges; and all Alpha Omega Epsilon materials.

**Membership
Withdrawal
Procedure**

7. Members who have voluntarily resigned are prohibited from duplicating Alpha Omega Epsilon policies, materials and procedures and imitating Alpha Omega Epsilon actions and traditions.
8. Members who have voluntarily resigned must sign a written agreement to secrecy.

ARTICLE III - FINANCES

Section 1 - Charter Fees

A charter fee shall accompany each petition for a Chapter Charter, as specified in Article II, Section 7, Item IV of the International Bylaws.

Section 2 - Initiation Fees

A membership candidate fee will be collected by the Active Chapters and forwarded to the International Treasurer immediately following initiation ceremonies. This fee is non-refundable.

Section 3 - Active Chapter Dues and Fees

Organization dues and fees will be collected from each Active Chapter by the International Treasurer.

These dues and fees will be based on the status declaration as detailed in Article II, Section 5, 2 of the International Bylaws. The Schedule of Dues and Fees on file with the International Treasurer details the dues and fees structure.

Section 4 – Chapter Dues for International Chapters

1. Chapter dues for international chapters will be adjusted by a ratio of the Gross Domestic Product (GDP) per capita for the country in which the chapter is located to the United States.
2. The GDP ratio for each country outside of the United States where a chapter resides will be re-evaluated every year by the International Executive Board using updated information on GDP.
3. The Schedule of Dues and Fees on file with the International Treasurer will be updated with any changes in information.

Section 5 – Alumnae Promissory Note

1. The promissory note is a one-time payment made by alumnae that provides for ongoing communication between the Sorority and alumnae over a lifetime, contributes to the growth of the Organization, and assists in the financial stability of the Organization.
2. The IEB sets the value of the promissory note and may change its value to maintain the financial integrity of the Sorority.

Promissory Note Policy

3. The IEB shall provide a minimum of one year's notice of any changes to the promissory note value.
4. The promissory note is made payable to Alpha Omega Epsilon Sorority and is submitted to the International Executive Board
5. The promissory note is not tax-deductible.
6. The current value of the promissory note is listed in the Schedule of Dues and Fees.
7. Promissory notes must be signed at active initiation by all candidates. The Chapter Membership Educator and/or Treasurer shall educate all candidates about the promissory note prior to active initiation.
8. Signed original promissory notes are to be mailed to the IEB Treasurer each term postmarked no later than June 15th for the January 1 – June 30 term and January 15th for the July 1 – December 31 term. Failure to send in the signed original promissory notes by the aforementioned dates may result in a fine and/or Chapter probation at the discretion of the IEB. Copies of the signed promissory notes should be kept by the Chapter Treasurer.
9. A one-time payment worth 3% of each fully-paid promissory note will be returned to the Chapter from which the Alumna is a member. The Chapters will receive their reimbursement from the IEB Treasurer postmarked no later than March 15th each year for payment of fully-paid promissory notes received the previous calendar year. International Chapters pay their promissory notes in US dollars, so they will receive their reimbursement in US dollars. If there is no active Chapter, the full amount is kept by the Organization. In the case of active Chapter probation the Organization will not release funds until probation has been lifted at which point in time the held amount will be released in its entirety to the Chapter.
10. Alumnae who were initiated as Active members after the inception of the Promissory Note program who fail to pay their promissory notes in full within the designated promissory note timeframe will result in change of Alumna status to Alumna-Passive and, in extreme cases, their respective Chapters may be placed on probation. Extreme cases being defined as:
 - a. If Chapters fail to or refuse to administer the promissory note program as defined;
 - b. If Chapters consistently fail to turn in signed promissory notes as defined;
 - c. If Chapters do not include the promissory note system in their membership education as defined;
 - d. If Chapters, or any Chapter member, encourage(s) any Alumna(e) to not pay the promissory note to the Sorority for any reason.
11. The IEB is obligated to educate Colonies/Chapters about the promissory note

Promissory
Note Policy

- and promissory note funds disbursement.
12. Charter members are forgiven a portion of their promissory note as detailed in the Schedule of Dues and Fees. The IEB sets this value to maintain the financial integrity of the Organization and must give one year's notice of any change in this value.

Section 6 – Electronic Payments

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~~Payments made to Alpha Omega Epsilon for registration, fees, dues and promissory notes may be done through electronic means in accordance with applicable Organization policies. The Schedule of Dues and Fees on file with the IEB Treasurer details any fees associated with electronic transactions. ¹~~

¹ Article III, Section 6 goes into effect on February 1, 2010.

ARTICLE IV THE INTERNATIONAL NEWSLETTER

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~~The International Newsletter shall be published at least once a year by the International Newsletter Committee.~~

ARTICLE V - JEWELRY

Ritual and Badge Policy

1. The candidate pin is in the shape of a parallelogram with a royal blue background and a silver rose on it. The pin is to be worn by every membership candidate of Alpha Omega Epsilon in plain view on the left side above the heart. Upon activation, the candidate surrenders the pin to the sisters as a sign of the completion of all qualifications.
2. Every sister of AOE shall receive an active pin in the shape of a parallelogram with a royal blue background and "AOE" written on it.
3. The active pin may only be worn by a member of Alpha Omega Epsilon.
4. Jewelry may be engraved but it is not a requirement nor is it completed automatically by the Organization.
5. Persons that have been deemed worthy by the Chapter to support the Ideals and Objectives of Alpha Omega Epsilon may receive a separate piece of jewelry from the candidate pin and active pin in accordance with Organization policies. This piece of jewelry simply serves to recognize the individual's devotion to the Ideals and Objectives of Alpha Omega Epsilon without bestowing any additional rights or responsibilities.

ARTICLE VI MISCELLANEOUS

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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.~~
2. ~~The Board of Directors shall be empowered to change the wording of motions, resolutions, etc., as passed at convention, without changing the meaning thereof, if necessary to bring them into conformity with the accepted standards of good English and good consistent terminology.~~
3. ~~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.~~
4. ~~In matters requiring a postmark, an illegible postmark (defined as a postmark whose date cannot be determined) shall be dealt with as follows:~~
 - a. ~~Items received by the required postmark date shall be accepted. The date the item was received shall be noted on the outside of the envelope, package, etc. by the receiving party.~~
 - b. ~~Items received after the required postmark date shall not be accepted. The date the item was received shall be noted on the outside of the envelope, package, etc. by the receiving party. Items (i.e. Chapter dues, insurance fees, transition materials, etc.) received after the required postmark date may result in a fine. The sender has the right to request a photocopy (or photograph) of the postmark in question. The sender has the right to provide alternate proof of postmark. In matters where a fine can be levied, the sender may petition the IEB to consider any extenuating circumstances when determining the value of the fine.~~

HISTORICAL APPENDIX

1. 2016 April 28 – Article II, Section 1, Item 7 was modified to include voluntary resignations. This was approved by the 2015 Convention voting delegation with a vote by mail.
2. 2016 April 28 – Article II, Section 12 was added to articulate the requirements for obtaining and processing a voluntary resignation request. This was approved by the 2015 Convention voting delegation with a vote by mail.
3. 2016 August 11 – Article II, Section 4 was modified by the 2016 Convention delegation to clarify how to handle merchandise and money owed to the Chapter. Article II, Sections 1, 5, and 11 were modified to consolidate when a member has to declare her status as well as the minimum vote required to change her status during her term.
4. 2016 August 11 – Article II, Section 1 was modified by the 2016 Convention delegation to give Active Co-Ops the right to vote in all votes. The chapter is no longer required to give notice to Active Co-Ops prior to a vote.
5. 2016 August 11 – Article II, Section 1 was modified by the 2016 Convention delegation to indicate that any disregard of the DRC may result in probation.
6. 2016 August 11 – Article II, Section 1, item 2 Election to Candidate Status now indicates that candidates need to be in an approved major prior to candidate initiation. This was approved by the 2016 Convention delegation.
7. 2016 August 11 – Article II, Section 1, Item 1 Qualification for Membership was modified by the 2016 Convention delegation to allow membership to those students who are early in their academic careers and in undecided engineering programs as many universities do not allow first year engineering students to declare their major.
8. 2017 August 1 - Article I, Section 4, Item 3 was modified by the 2017 Convention delegation to further specify which groups can receive reimbursement of their expenses.
9. 2017 August 1 - Article II, Section 4 was modified by the 2017 Convention delegation to clarify the vote required and appeal process for candidate reinstatement.
10. 2017 August 1 - Article II, Section 11, Item 1 was modified by the 2017 Convention delegation to clarify the default status of members.
11. 2017 August 1 - Article II, Section 1, Part 3 was modified by the 2017 Convention delegation to require Active-Passive members to pay dues.