

ALPHA OMEGA EPSILON

CONSTITUTION

1993

Revised:
August 1, 2017

ARTICLE I - NAME

The name of this organization shall be Alpha Omega Epsilon, hereafter referred to as the Organization.

ARTICLE II - AFFILIATION

All Active Chapters and Alumnae will abide by all rules and guidelines written within this document. All Active Chapters and Alumnae will work with the Alpha Omega Epsilon International Executive Board to promote the ideals and objectives of Alpha Omega Epsilon.

ARTICLE III - MEMBERSHIP

Section 1 - General Membership

Membership shall consist of five distinct statuses: Membership Candidate, Active, Alumna and Honorary member. Qualifications for membership shall be as provided in the Bylaws.

Section 2 - Election to Membership

The power to elect candidates shall abide with the Active chapters.

A candidate is elected to membership by the proposing chapter members during a membership election vote, as specified in Article IX of the Constitution.

Any Active member may propose membership for any qualified person at any active meeting for which prior notice has been given to all voting members of the chapter of the intent to vote on prospective members. The membership proposal may be made orally and must be supported by at least one other voting member of the chapter. The proposal may be voted on immediately by a membership election vote.

Candidates elected to membership shall be initiated according to the official Organization ritual.

Section 3 - Obligations of Membership

Every member shall be granted the privileges of the Organization, and shall assume the obligations thereof, for life.

Section 4 - Expulsion

Expulsion of a member shall be as provided in the Bylaws. A member may be expelled for violating the oath of membership, for dishonorable or improper conduct, for disloyalty to the Organization or for actions that are harmful to the Organization.

Section 5 – Voluntary Resignation

Voluntary resignation of a member shall be provided for in the Bylaws.

ARTICLE IV - THE INTERNATIONAL EXECUTIVE BOARD (IEB)

Section 1 - Membership

International Executive Board (IEB) Officers to the Organization shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Interchapter Relations
- f. Alumnae Relations
- g. Director of Expansion
- h. Director of Publications

Section 2 - Eligibility

To be a candidate for an office of the IEB, the member must meet the following qualifications:

- a. Be an Alumnae member who has served at least one year on an International Committee, as an International Committee Chairperson, or as a Chapter Alumnae Advisor, or as a Regional Alumnae Advisor, or as a New Chapter Advisor, or be an Alumna-Active and have nomination approval by the IEB.
- b. A candidate for President must have served at least one year as a International Executive Board Officer.

Section 3 - Term of Office

The term of each IEB office shall be two years except in the following case:

The IEB may change the term of office of one or both groups of offices to one year in a particular election year if approved by a $\frac{3}{4}$'s majority of the convention assembly one year prior to the affected election.

A maximum of three consecutive terms is allowed for a particular office. If an IEB officer is appointed with less than one year remaining in the office's term, this partial term will not count towards the maximum of three consecutive terms.

Section 4 - Jurisdiction and Duties

The duties of the IEB are as follows:

- a. Make laws for governing the Organization and guiding its members in the attainment of the ideals and objectives of the Organization.
- b. Conduct all business by majority vote.
- c. Perpetuate the Organization and plan for its expansion.

- d. Fix and assess initiation fees for each member being initiated into the Organization, a charter fee for each new active chapter, and yearly active member fees.

The duties of the IEB Officers are outlined below:

President

- a. The President must know and uphold the International Constitution.
- b. She presides at the Organization conventions and at meetings of the IEB and she must notify the Vice-President in advance if she cannot attend.
- c. She is the meeting mediator and remains impartial during all meeting discussions.
- d. She presides over all International Ceremonies.
- e. She is responsible for maintaining all short and long-term goals of the Organization.
- f. She signs charter and membership certificates.
- g. She provides general supervision over the activities of the IEB officers.
- h. She cares for matters of discipline and extremes.
- i. She votes on all chapter and IEB legislation, but her vote is counted only in the event of a tie.
- j. She oversees the Convention and Programming Committees.
- k. She maintains and submits necessary forms to maintain the legal status of the IEB, such as Incorporation and Tax Exemption.

Vice-President

- a. The Vice President presides over the meetings after being notified by the President that she cannot attend.
- b. She votes on all Chapter and IEB legislation.
- c. She knows and upholds Robert Rules of Order.
- d. She shadows the President and is aware of Presidential responsibilities in case of office vacancy.
- e. She forges and fosters relationships with other engineering and Greek organizations.
- f. She oversees the Elections, Judiciary, and Degree Recognition Committees.

Secretary

- a. The Secretary votes on all chapter and IEB legislation.
- b. She signs charter certificates.
- c. She oversees the Risk Management, Documentation, Chapter Audits and AQE History Committee.
- d. She defines and oversees all administrative procedures.
- e. She defines and oversees all Risk Management responsibilities at the International level.

Treasurer

- a. The Treasurer votes on all chapter and IEB legislation.
- b. She oversees the Financial Activities and Promissory Note Committees.
- c. She performs all financial transactions for the IEB, including receiving all income and payment of all debts.
- d. She is responsible for maintaining the International Budget.
- e. She is responsible for the approval of any reimbursement for an IEB expense over a predetermined amount set in the International Bylaws.
- f. She records and accounts for all income and debt for legal and tax purposes.

Interchapter Relations

- a. She votes on all chapter and IEB legislation.
- b. She oversees the selection of and activities of the Chapter Alumnae Advisors.
- c. She collects and maintains data on each chapter. She helps chapters maintain standard procedures. She acts as a link between the active chapters and the IEB.
- d. She keeps in direct contact with all regional alumnae advisors.
- e. She oversees the selection of and activities of the Regional Alumnae Advisors.
- f. She supervises the activities of the Active Chapters.
- g. She keeps in direct contact with the New Chapter Advisor.
- h. She oversees the selection of the New Chapter Advisor.
- i. She assists the President with the Chapter installation ceremony.
- j. She is responsible for the props and equipment, including active pins, for the Chapter installation ceremony.
- k. She orders new charters for newly established Chapters.
- l. She orders membership certificates for members of newly established Chapters.

Alumnae Relations

- a. The Alumnae Relations Officer votes on all chapter and IEB legislation.
- b. She encourages and supports the formation of alumnae organizations.
- c. She assists the alumnae organizations in the support of Chapters.
- d. She oversees the Member Relations, Alumnae News, Alumnae Activities, and Volunteer Coordination Committees.

Director of Expansion

- a. The Director of Expansion votes on all chapter and IEB legislation.
- b. She is responsible for actively pursuing the installation of new Colonies.
- c. She oversees the Colonies.

- d. She attends Society of Women Engineers conventions and conferences, as funds allow for expansion purposes.
- e. She assists the President with the Colony installation ceremony.
- f. She is responsible for the props and equipment, including candidate pins, for the Colony installation ceremony.
- g. She is responsible for coordinating and directing the Expansion Committee and all Expansion Representatives.

Director of Publications

- a. The Director of Publications votes on all chapter and IEB legislation.
- b. She oversees the public relations of the Sorority, both internal and external.
- c. She oversees the Merchandise, Newsletter, and Website Committees.

Section 5 - Replacement of Officers

In the case where the IEB President office is vacant, the Vice-President will immediately fill the position.

All other IEB positions found to be vacant shall be filled immediately by appointment by the IEB. The acting officer will complete the remaining office term.

All IEB officer materials shall be turned over to the new officer within one month of the date of replacement in the most cost-effective manner possible unless other arrangements are made with the approval of the IEB. Failure to do so may result in (at the discretion of the IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to reimburse any outstanding expenses until all materials are turned over, and/or a fine.

If the materials are not delivered in person or postmarked within the required timeframe, the IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via certified mail. If payment and materials are not delivered in person or postmarked within 30 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US plus the value of the missing items. A second fine letter will be sent to the outgoing IEB officer via certified mail. If payment and materials are subsequently not delivered in person or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the outgoing officer to mediation, court, or use a collection agency/process to recoup its materials and fines.

In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible for payment of agency/attorney fees and interest associated with the IEB's efforts to collect Sorority materials and money owed through a collection process.

Section 6 - Impeachment of IEB Officers

Any IEB officer may be impeached for failing to comply to the Constitution or for negligent performance of duties. The impeaching procedure shall be initiated by any Active Chapter, or any IEB Officer. The impeaching chapter or officer shall take the vote of the Active Chapters and IEB officers regarding removal of the negligent officer. The vote shall be a three-fourths majority of the IEB officers and the active Chapters (one vote per chapter). The vote shall be verified by two International Executive Committee Chairpersons and the result forwarded to the IEB. The Organization shall recognize the result of the vote and shall declare the officer removed. The results shall be published in the next IEB newsletter.

All IEB officer materials shall be turned over to the remaining IEB within two weeks in the most cost-effective manner possible. Failure to do so may result in (at the discretion of the IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to reimburse any outstanding expenses until all materials are turned over, and/or a fine.

If the materials are not delivered in person or postmarked within the required timeframe, the IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via certified mail. If payment and materials are not delivered in person or postmarked within 30 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US plus the value of the missing items. A second fine letter will be sent to the outgoing IEB officer via certified mail. If payment and materials are subsequently not delivered in person or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the outgoing officer to mediation, court, or use a collection agency/process to recoup its materials and fines.

In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible for payment of agency/attorney fees and interest associated with the IEB's efforts to collect Sorority materials and money owed through a collection process.

Section 7 - Election of IEB

The IEB officers shall be elected at regular conventions of Alpha Omega Epsilon by a majority vote according to Article IV, Section 3. The following groups of offices shall be elected in the same election cycles:

- a. Group A shall be defined as President, Secretary, Interchapter Relations Officer, and Director of Publications.
- b. Group B shall be defined as Vice President, Treasurer, Alumnae Relations Officer, and Director of Expansion.

They shall be installed at the close of the convention at which they are elected, in accordance with the Ritual. They shall hold office until the installation of their successors. The following procedures are used:

I. Nominations

One year prior to the Election Year, the Elections Committee shall open the “Nominations for Elections” by requesting nominations of at least one qualified alumna candidate for each International Executive Board office, from the International Executive Board, and by publishing to all members a “Call for Nominations”.

The “Call for Nominations” shall include the deadlines for nominations, the information needed for an official nomination, the contact information of where to send the nomination, the Elections Committee contact information, a list of offices on the International Executive Board, and the responsibilities of each office.

Any alumna member may nominate candidates for an office on the International Executive Board by petition, provided that the following requirements have been met:

- a. The nominee is an alumna member and is qualified for the position per Article IV, Section 2.
- b. The nominee has given written consent to be placed on the ballot.
- c. A written petition for the nominee and the nominee’s consent shall be submitted to the Elections Committee before “Nominations for Elections” are closed. Included with the petition is a one-paragraph explanation why the nominee is an excellent candidate for the given office.

No member may be nominated for more than one position.

Should an office or multiple offices have no nominees, the Elections Committee shall publish a list of current nominees, and a “Request for Volunteers” for the offices on the International Executive Board. Eligibility qualifications shall also be included.

The International Executive Board shall continue to research nominees.

When the nominees are found, the Elections Committee shall immediately publish the revised nominee list.

If no nominees are found within the three-month period prior to convention, the International Executive Board shall continue efforts for replacements of officers.

Any nominees found within the three-month period prior to convention shall be candidates for appointment following elections.

II. Voting

“Nominations for Elections” are closed on January 1st, and the Elections Committee shall immediately distribute:

- a. The nominee list;
- b. The nominators’ written petitions;
- c. The written explanation of why the candidates are good for the office;
- d. The nominees’ written consent;

- e. A voting ballot with due date;
- f. A call for “Nominees by Appointment”;
- g. A list noting the requirements for nominations; and
- h. A list noting the requirements and responsibilities for each office.

The call for “Nominations for Appointment” is the announcement that there is an office(s) that have no nominees. In this case, nominations will be accepted for persons that qualify to be an officer, but have not been nominated for elections by the due date.

Any alumna member may nominate candidates for appointment to the International Executive Board by petition, provided that the following requirements have been met:

- a. The nominee is an alumna member and is qualified for the position per Article IV, Section 2.
- b. The nominee has given written consent to be placed on the ballot.
- c. A written petition for the nominee and the nominee’s consent shall be submitted to the Elections Committee three weeks prior to convention. Included with the petition is a one-paragraph explanation why the nominee is an excellent candidate for the given office.

Original election ballots and “Nominations for Appointment” are to be postmarked by July 1st. Original ballots and “Nominations for Appointment” postmarked after that date will not be accepted.

Reproductions of original ballots will be deemed invalid.

Each voting member may write on the ballot the name of any alumna who she chooses, and who is qualified for the position, even though that alumna member was not nominated.

Election procedures at convention are as follows:

- a. The Election Committee Chairperson or the IEB President will read aloud the duties and responsibilities for each office to the assembly.
- b. The following order of officers will be used during this election procedure: President, Vice President, Secretary, Treasurer, Interchapter Relations Officer, Alumnae Relations Officer, Director of Expansion, and Director of Publications.
- c. Each IEB officer candidate will be allowed up to 3 minutes to address the convention assembly regarding their qualifications for the nominated office. Candidates for President will be allowed up to 5 minutes for their address. If there are multiple candidates for a specific position, the other candidate(s) will wait outside of the convention assembly while each candidate is being questioned so that no one candidate has an unfair advantage.
- d. Write-in candidates may petition the Convention Committee via a letter delivered by the postal service for the right to speak at convention. The Convention Committee will allow write-in candidates to speak, if time allows in the convention time budget, on a first-come first-served basis by postmark.

- e. After all speeches have been given, chapter delegates and alumnae present at convention will be allowed a 5-minute question period per candidate. If there are multiple candidates for a specific position, the other candidate(s) will wait outside of the convention assembly while each candidate is being questioned so that no one candidate has an unfair advantage.
- f. If time remains in the question period and all candidates have been questioned, the presiding officer can entertain a motion from the floor to open up a 1-minute question period for a specific candidate. Question periods will not extend beyond the time allotted according to the convention agenda.
- g. After all candidates have been questioned by the assembly, an open 10-minute discussion period for each position will commence. All candidates for the given IEB officer position will be asked to leave the convention assembly.
- h. If time remains in the discussion period and all positions have been discussed, the presiding officer can entertain a motion from the floor to open up a 2-minute discussion period for a given position. Discussion periods will not extend beyond the time allotted during the convention agenda.
- i. Voting:
 - i. Voting will be by secret ballot with each chapter and alumna to receive one vote each.
 - ii. Alumnae absentee ballots postmarked by the required date will be available and counted in the vote totals. If an alumna submitted an absentee election ballot and is present at convention, her absentee ballot will be counted as her recorded vote, and no additional vote on elections will be allowed at convention. The absentee ballots will not be opened until voting begins.
 - iii. Each voting member may write on the ballot the name of any alumna who she chooses, and who is qualified for the position, even though that alumna member was not nominated. Votes for ineligible candidates will be declared invalid. Illegible votes will be declared invalid.
 - iv. Votes declared invalid will be counted toward the votes cast, but will not be eligible votes.
 - v. Ballots will be collected and counted, together and not separately, by the IEB President and the Elections Committee Chairperson. In the event the Elections Committee Chairperson is not present at convention or is the IEB President, the IEB will select another alumna to serve to assist in counting ballots. The IEB will appoint a third alumna to verify the voting results.
 - vi. The IEB President casts her vote but her vote is only used in case of a tie. The IEB President will cast her vote on a ballot of a different color.
 - vii. In the event that no candidate achieves a majority vote, a run-off election will be held between the two eligible candidates with the highest vote totals. During a run-off election, votes may only be cast for the two eligible candidates or the voter may abstain from the vote.

- viii. Any unfilled positions will be filled by appointment by the IEB as defined in Article IV, Section 5 of the International Constitution.

Each IEB position will be voted on separately and the winner announced before voting on the next position.

A majority vote elects a candidate into the designated office, provided she meets the qualifications stated in Article IV, Section 2.

Any candidate who is not elected may be considered as a write-in candidate for another position as long as she is qualified for the position.

The election results will be published in the next newsletter, the International Executive Board monthly minutes, and on the Alpha Omega Epsilon website.

III. Installation of Officers

A nominee elected to an office is an "Officer-Elect".

An "Officer-Elect" does not take office until she has taken the Oath of Office.

The International Executive Board officers remain in office until her successor has taken the Oath of Office.

IV. Officer Transition

All IEB officer materials shall be turned over to the newly elected officer within one month of the date of replacement in the most cost-effective manner possible unless other arrangements are made with the approval of the newly elected IEB. Failure to do so may result in (at the discretion of the IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to reimburse any outstanding expenses until all materials are turned over, and/or a fine.

If the materials are not delivered in person or postmarked within the required timeframe, the IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via certified mail. If payment and materials are not delivered in person or postmarked within 30 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US plus the value of the missing items. A second fine letter will be sent to the outgoing IEB officer via certified mail. If payment and materials are subsequently not delivered in person or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the outgoing officer to mediation, court, or use a collection agency/process to recoup its materials and fines.

In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible for payment of agency/attorney fees and interest associated with the IEB's efforts to collect Sorority materials and money owed through a collection process.

Section 8 - Ritual

The official ritual of the Organization shall be secret and shall include the procedures for initiation of candidates, installation of chapters, opening and closing of IEB, convention and Active chapter meetings, installation of officers and all other ceremonial procedures of the Organization.

Section 9 - Installation of Chapters

The installation of Active Chapters shall be under the direction of the International Expansion Committee.

Section 10 - Newsletter

The IEB shall publish a newsletter as specified in the Bylaws. The editor, who shall be designated the International Newsletter Editor, shall be appointed by and serve at the discretion of the IEB.

Section 11 - Chapter Alumnae Advisor

A Chapter Alumnae Advisor will be appointed by the Active Chapter in collaboration with the Regional Advisor and approved by each Regional Advisor. Each Chapter Alumnae Advisor will hold the office for at least one year.

The Regional Advisor may remove an Alumnae Advisor under extreme circumstances for not upholding the responsibilities laid out in the advisor expectation statement, dishonorable or improper conduct, violating the Risk Management Policy or for actions that are harmful to the Organization.

The duties of the Chapter Alumnae Advisor shall be:

- a. To maintain close contact and communicate regularly with the Active chapter.
- b. To act as a liaison between the IEB and the Active Chapter.
- c. To verify that the Active Chapter is complying with the Constitution.
- d. To report to the Active Chapter's Regional Alumnae Advisor.
- e. To act as an advisor to the Active Chapter.
- f. To initiate the probation proceedings of the Active chapter that fails to comply with the Constitution; Article II, Section 9 of the International Bylaws.
- g. To provide a monthly report to the Regional Advisor regarding the Chapter.

Section 12 - Regional Alumnae Advisor

A Regional Alumnae Advisor is responsible for the recruitment, management, and training of Chapter Alumnae Advisors within a region. The Regional Alumnae Advisors coordinate efforts between the Chapter Alumnae Advisors within the region and/or regions.

The Regional Alumnae Advisors have the following responsibilities and privileges:

- a. She provides guidance and support for the Chapter Alumnae Advisors within her region.
- b. She recruits and trains Chapter Alumnae Advisors for the Chapters within her region.
- c. She provides a monthly report to the IEB Interchapter Relations Officer regarding the Chapters within her region.
- d. She supports the IEB and upholds the Ideals and Objectives of the Sorority.
- e. She works to resolve Chapter issues at a regional level before seeking the advice of the IEB Interchapter Relations Officer and/or the IEB.
- f. She coordinates with the IEB Interchapter Relations Officer to develop and/or plan Chapter visits to foster the relationship between the IEB and the Chapters.
- g. She recruits and trains future Regional Alumnae Advisors.

Section 13 – New Chapter Advisor

The New Chapter Advisor is responsible for the additional advising of all new chapters that are within 2 years of their chapter installation date. The New Chapter Advisor works with the Alumnae Advisors and Regional Advisors of new chapters to ensure that they are integrated into their regions.

The New Chapter Advisor has the following responsibilities and privileges:

- a. She provides guidance and support for new chapters and their Alumnae Advisors.
- b. She provides monthly reports to the IEB Interchapter Relations Officer and the Regional Advisors regarding new chapters.
- c. She supports the IEB and upholds the Ideals and Objectives of the Sorority.
- d. She works to resolve new Chapter issues with their Alumna Advisor prior to seeking the advice of the Regional Advisor and/or the IEB Interchapter Relations Officer.
- e. She coordinates with the IEB Interchapter Relations Officer and Regional Advisor to develop and/or plan Chapter visits to foster the relationship between the IEB and the Chapters.
- f. She attends new Chapter Installations with the IEB President and IEB Interchapter Relations Officer when she is available.

ARTICLE V - CONVENTIONS

International meetings of Alpha Omega Epsilon shall be held at least once every two years in the City of Chicago, in the State of Illinois. The IEB may adopt a resolution changing the time and place for any regular or special meeting of the Organization and the President shall give notice thereof in writing to all members at least three months prior to such meeting.

Each Active Chapter shall be represented by one approved delegate. The Chapter delegate shall not be absent from any business session of the convention (including but not limited to work sessions, speakers, tours, installation of IEB officers, and banquet) unless excused by the IEB President. Unexcused absences shall be punishable as defined under the International Bylaws, Article I, Section 4, Number 4.

Expenses of the IEB members shall be paid to the extent as provided in the Bylaws.

No member of the IEB shall be absent from any business session of the convention unless excused by the President. Unexcused absentees shall not receive expense allowances from the Organization.

For the transaction of business, a majority vote will be used.

ARTICLE VI - BOARD OF DIRECTORS

Section 1 - Membership

The Board of Directors of the Organization shall be defined by the Articles of Incorporation.

ARTICLE VII - REGION ORGANIZATION

The Organization shall be divided into Regions, geographically determined by the IEB. The IEB will designate the region to which each Alumna and Active chapter is assigned.

ARTICLE VIII - ACTIVE CHAPTERS

Section 1 - Chapter Membership

Any institution may petition the Organization for a charter and provide a charter fee, as provided in the International Bylaws. The IEB shall issue the charter as provided in Article II, Section 7 of the International Bylaws.

Section 2 - Chapter Identification

The Active Chapters shall be designated in the Organization records by the letters of the Greek alphabet in the order of their installation. The twenty-fifth chapter shall be known as Beta Alpha, the forty-ninth as Gamma Alpha, and so on.

Section 3 - Jurisdiction and Duties

The Active Chapters shall:

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

Section 4 - Active Chapter Executive Board

The Active Chapter Executive Board shall include, but not be limited to the following officers. Additional Executive Board Officers shall be outlined in the Chapter Bylaws.

- a. President
- b. Vice-President
- c. Membership Educator
- d. Treasurer
- e. Recording Secretary

The officers of the active chapter Executive Board shall:

- a. Have been active-active or active-coop 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.

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.

The duties of the Executive Board Officers are detailed below:

President

- a. The President must know and uphold the International Constitution and Chapter Bylaws.
- b. She shall preside over all chapter meetings, and has the responsibility to notify the Vice-President in advance if she cannot.
- c. She shall preside over all Executive Board meetings and is responsible for their scheduling.
- d. She shall be the mediator and shall remain impartial during all meeting discussions.
- e. She shall preside over all ceremonies.
- f. She has final approval over all appointments made by the other officers.

- g. She will be responsible for establishing and maintaining all long and short-term goals.
- h. She will be responsible for verifying that reports are made to the IEB and the Chapter Alumnae Advisor.
- i. She will be responsible for ensuring that chapter records are reported to the IEB, as stated in International Bylaws.

Vice-President

- a. The Vice-President shall preside over chapter meetings after being notified that the President cannot attend.
- b. She assists the President in all ceremonies.
- c. She is responsible for the props and equipment for all ceremonies.
- d. She is responsible for events involving recruitment.
- e. She is responsible for monitoring the progress of her designated committees.

Membership Educator

- a. The Membership Educator is responsible for all candidate functions and activities.
- b. She may appoint an assistant with the approval of the President.
- c. She shall uphold and direct candidate meetings and shall prepare the candidates in accordance to the Membership Education Book.
- d. She is responsible for all membership candidates until the resolution or dissolution of their candidate status.
- e. She shall approve the selections for Big Sisters.
- f. She is responsible for monitoring the progress of her designated committees.

Treasurer

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

Recording Secretary

- a. The Secretary is responsible for recording the minutes to all meetings.
- b. She is responsible for the upkeep and distribution of a current address list.
- c. She is responsible for all International Executive Board correspondence.
- d. She is responsible for monitoring the progress of her designated committees.

Section 5 - Appointed/Non-Executive Offices

All appointed/non-executive offices shall be outlined in the Chapter Bylaws.

Section 6 - Replacement of Officers

In the case where the Presidential office is vacant, the Vice-President will immediately fill the position until an election has taken place. All Executive Board positions found to be vacant shall be filled by election immediately.

All non-executive offices should be filled immediately through appointment or election.

Section 7 - Removal of Chapter Officers

Any officer failing to fulfill the outlined responsibilities and duties may be removed from her position by the Chapter, as defined in the Chapter Bylaws.

Section 8 - Chapter Voting Procedures

All actives with the exception of active-passives have the right to vote on any chapter vote. Any active will lose this right if they miss two consecutive active meetings.

An active may regain the right to vote by attending two consecutive meetings prior to the meeting of the vote.

The Recording Secretary and the President will count all votes.

The Recording Secretary shall record all votes and their results.

Voting requirements, privileges and responsibilities are categorized into three categories: Constitutional Vote, Meeting Vote and Membership Election Vote, as defined in Article IX of this Constitution.

Section 9 - Meetings

Meetings shall be governed by Robert's Rules of Order Newly Revised.

Section 10 – Election of Offices

The nominations for the elections will be opened two meetings prior to the election and will remain open through elections. Elections shall be held by secret meeting vote.

ARTICLE IX - VOTING PROCEDURES

Section 1 - Convention Constitutional Vote

Amendments to the International Constitution and Bylaws will be enacted through the following procedure:

- a. Written presentation to the IEB, active chapters, and alumnae.
- b. The presentation shall include the author's name, address, phone number, chapter affiliation, active status, background information, the proposal, and the year that the convention constitutional vote is to occur.
- c. Proposals submitted by February 1 of the year of convention will be accepted for voting at the next convention.
- d. Proposals submitted after February 1 will be held for the convention following the next convention, or may be resubmitted for a constitutional vote by mail.
- e. All proposals for convention shall be mailed to chapters on April 1 prior to convention.
- f. The proposal shall be presented orally to the convention quorum, at least one day prior to the vote.
- g. Discussion of the amendment shall occur immediately following the oral presentation of the proposal.
- h. Voting day shall be the day following the presentation to the quorum.

Amendments must be approved by a 3/4's majority vote by secret written ballot. The votes will be counted and certified by the IEB President and Judiciary Chair, or IEB delegated representative.

Section 2 - Constitutional Vote By Mail

Amendments to the International Constitution and Bylaws through the mail will be enacted through the following procedure:

- a. Written presentation to the IEB.
- b. The presentation shall include the author's name, address, phone number, chapter affiliation, active status, background information, the proposal, a request for a vote by mail, and the month that the constitutional vote by mail is to occur.
- c. The IEB must decide unanimously that a Constitutional Vote by Mail is necessary.
- d. If the vote is deemed necessary by mail, the proposal and original ballots are to be mailed with a request for returned original ballots to be postmarked no later than six weeks from the date of mailing.
- e. Reproductions of original ballots will be deemed invalid.
- f. Questions shall be directed to the author of the proposal, with copies to all members of the IEB via mail or email.
- g. The proposal author and the IEB members shall review the question and respond.
- h. Questions and responses shall be mailed to all chapters and alumnae.

- i. The amount and timeliness of the questions and responses will not alter the voting due date.
- j. Motions for tabling will be accepted within the six-week period prior to the ballot due date.
- k. Tabled amendments will be reissued for Constitutional vote at the next eligible Constitutional voting year.
- l. Amendments must be approved by a 3/4's majority vote of the returned ballots.
- m. Non-returned ballots will be counted as "Abstain."
- n. The votes will be counted and certified by the IEB President and Judiciary Committee Chairperson, or IEB approved delegate.
- o. Proposal results will be posted to the Sorority website along with the proposals that passed within 1 month of the results being tallied.
- p. Ballots will be mailed to the current IEB officers, all active Chapters (regardless of presence at convention), and any Alumnae present at the preceding convention.

Section 3 - Chapter Constitutional Vote

Amendments to the Chapter Bylaws will be enacted through the following procedures:

- a. Oral presentation to the chapter;
- b. Written presentation to the chapter;
- b. Discussion of the amendment at the chapter meeting;
- c. Voting at the next chapter meeting;
- d. Written presentation and approval by the International Judiciary Committee.

Amendments must be approved by 3/4's majority vote by secret written ballot. The votes will be counted by the President and an appointed chapter representative.

Section 4 - Quorum

Quorum is required to conduct all business including chapter meetings and all votes.

Quorum at International Convention is 2/3's of the eligible chapter representatives, IEB and alumnae.

Quorum for an Active Chapter requires a majority of all active-actives and active co-ops.

Section 5 - Meeting Vote

A meeting vote may be brought up by any member and seconded according to Robert's Rules of Order, Newly Revised, during any organization meeting.

After the vote is brought to the floor, there will be a time of discussion monitored by the President.

When the President feels the topic has been sufficiently discussed, she will call for the vote by vocal ballot (aye or nay). Majority vote passes the vote.

Section 6 - Membership Election Vote

A membership election vote is for election to candidate status and for election to active status. A membership election vote is a majority vote by secret ballot by the Active Chapter quorum. If 10 percent or more of the votes are "no" votes, unless a chapter's active membership is at or below 10 members, the vote does not pass. When a chapter's active membership is at or below 10 members, if two or more of the secret ballots are "no" votes, the vote does not pass.

If a Membership Election vote for active status does not pass, proceedings to withdraw an invitation to membership are initiated per Article II, Section 4 of the International Bylaws.

ARTICLE X - CONSTITUTIONAL BYLAWS

The IEB shall adopt Constitutional Bylaws that will supplement, interpret and be in accord with the Constitution. The Constitutional Bylaws may be amended by a Convention Constitutional Vote, as specified in Article IX, Section 1 or by a Constitutional Vote By Mail, as specified in Article IX, Section 2 of the Constitution.

ARTICLE XI - AMENDMENTS

This Constitution may be amended by a Convention Constitutional vote, or a Constitutional Vote By Mail as specified in Article IX, Section 1 and Section 2.

ARTICLE XII – RISK MANAGEMENT POLICY

All members of all statuses must abide by the most current revision of the Sorority's Risk Management Policy adopted by the International Board.

Alpha Omega Epsilon does not condone the use or possession of firearms by any member during Organization functions or within a Chapter House.

HISTORICAL APPENDIX

1. 2016 April 28 – Article III, Section 5 was approved in a vote by mail. This amendment allowed for voluntary resignations.
2. 2016 July 19 – Article VIII, Section 4, Vice-President was edited to replace rush with recruitment. This replacement does not change meaning.
3. 2016 August 11 – The convention 2016 in Charleston, SC voted to amend Article VIII, Section 4 to enable Chapters to have more than 5 executive board officers. It does not change the minimum number of executive board members nor does it change the specific officers that must be on the executive board.
4. 2016 August 11 – Article IX, Section 4 was modified by the 2016 Convention delegation to clarify quorum. Quorum was reduced from 2/3 to majority to reduce the burden on chapters with a large number of members on co-op.
5. 2016 August 11 – Article VIII, Section 8 was modified by the 2016 Convention delegation and now enables the President to vote in the membership election vote. Article IX was also modified to remove the President restriction.
6. 2016 August 11 – The 2016 Convention delegation voted to remove the term Officer Vote in Article VIII. Article IX was also modified to remove this term.
7. 2016 August 11 – Article VIII, Section 10 was added by the 2016 Convention delegation to specify that secret meeting vote is to be used when electing Chapter Officers.
8. 2016 August 11 – Article IX, Membership Election Vote was modified by the 2016 Convention delegation to indicate its use for both election to candidate status as well as active status.
9. 2017 August 1 - Article IV, Chapter Alumnae Advisor was modified by the 2017 Convention delegation to incorporate input from the Active Chapter in the selection process. The bylaw was further modified to specify how and when an Alumnae Advisor could be removed.
10. 2017 August 1 - Article IX, Section 7, I - Nominations was modified by the 2017 Convention delegation to align the nominations process with the variable date of convention.
11. 2017 August 1 - Article IV, Section 11 was modified by the 2017 Convention delegation to specify duties of a Chapter Alumnae Advisor.
12. 2017 August 1 - Article VIII, Section 6 was modified by the 2017 Convention delegation to clarify succession.

13. 2017 August 1 - Article IX, Section 3 was modified by the 2017 Convention delegation to provide for one more person to count ballots. It was also modified to allow the vote cast by the President to count.