NATIONAL CONSTITUTION & BYLAWS OF ORDER OF OMEGA EST. 1959
National Constitution of Order of Omega

ARTICLE ONE

Name

SECTION 1:
The name of this organization shall be Order of Omega.

SECTION 2:
Order of Omega is a Leadership Honor Society. SECTION 3:
Each local unit of Order of Omega shall be called a chapter.

ARTICLE TWO

Purpose

SECTION 1:
The purpose of The Order of Omega shall be threefold:

First, to recognize those students who have attained a high standard of leadership in inter-Greek activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.

Second, to bring together the most representative fraternity and sorority members, and to create an organization which will help mold the sentiment of the institution on questions of local and intercollegiate affairs.

Third, to bring together members of the faculty, alumni, and student members of the institution's fraternities and sororities on a basis of mutual interest, understanding, and cooperation.
ARTICLE THREE

Emblem and Colors

SECTION 1:
The emblem of Order shall be the Greek letter designating Omega.

SECTION 2:
The colors of Order of Omega shall be ivory and gold.

ARTICLE FOUR

Membership

SECTION 1:
The membership of this Order shall be confined to members of Greek-letter social organizations. SECTION 2:

There shall be three classes of members: first, student; second, honorary; and third, alumni.

Student members shall be those selected to membership as undergraduate students by a chapter and they shall be so designated during the remaining period of their undergraduate, post baccalaureate, and/or graduate enrollment.

Honorary members shall be those selected honoris causa by a chapter of Order of Omega. These members shall include faculty, staff, alumni and other community members who are not undergraduate students.

Alumni members shall be all former student members after their graduation or the termination of their collegiate enrollment.

SECTION 3:

Membership in Order of Omega entitles the initiated to the rights and privileges of life membership. Only student members may vote and hold office in a local chapter.
Transfer members may affiliate or be eligible for selection to membership according to the following:

a. Initiated transfer students shall be affiliated with an Order of Omega chapter at the campus which they transferred at the discretion of that chapter. It is recommended that the chapter verify Order of Omega membership with the Executive Office.

b. A student transferring from another institution shall be eligible for selection to membership in Order of Omega. Such transfer students are subject to the eligibility requirements as defined in Article V.

SECTION 5:

Chapters may select into membership a student who was initiated into a Greek organization at another institution that is not represented at the campus to which he/she has transferred. It is recommended that verification of the affiliation be confirmed with the National Office of the fraternity or sorority. In the case of membership in a local Greek organization, the membership should be verified with the Greek Advisor at the student's former institution.

SECTION 6:

Should a student's fraternal organization close or lose official institution recognition the student may be eligible for membership or may maintain membership in Order of Omega as long as eligibility requirements of Article V are met.

ARTICLE FIVE

Eligibility

SECTION 1:

The qualifications for membership in Order of Omega shall be character, scholarship, service and leadership.

SECTION 2:

Exemplary character shall be the primary consideration for membership in Order of Omega.

SECTION 3:

To be eligible for membership in Order of Omega, a student shall meet the following minimum requirements:

a. One full academic year of residence at the institution where selected.

b. Junior or Senior (undergraduate) standing.

c. Rank academically above the all-Greek average. If the all-Greek average is less than the minimum requirement for graduation, the chapter shall be denied initiation privileges until such time as it has maintained this minimum academic requirement.

d. Be in good standing with the initiate's fraternal organization.

e. At least one-third of each group of initiates shall be of junior standing at the time of initiation.
The selection of student members shall consider the following areas of a candidate’s collegiate record:

a. Character
b. Scholarship
c. Greek offices held
d. Greek participation
e. Service to the university
f. Service to the local community

ARTICLE SIX

Membership Selection

SECTION 1:

New members may be chosen either annually or semi-annually by each chapter, the manner and frequency of selections being subject to the provisions of the chapter’s bylaws. Honorary members may be selected as frequently as a chapter may desire.

SECTION 2:

The number of students initiated into membership in any one year may not exceed three percent (3%) of the total number of enrolled full-time Greek undergraduates at the beginning of the academic year on the campus, or fifteen (15), whichever number is greater.

SECTION 3:

The selection of student members under the provisions of this Constitution shall be left to the discretion of the individual collegiate chapter, subject to such restrictions as may be imposed by the Executive Office.

SECTION 4:

Two-thirds (2/3) of the active members of a chapter shall be present to conduct membership selection. In cases where the number of members participating in membership selection is ten or less, two (2) negative votes shall exclude a candidate from membership. When the number participating in membership selection is from eleven to twenty inclusive, three (3) negative votes shall exclude a candidate. When the number participating in membership selection is twenty-one or more, four (4) negative votes shall exclude a proposed member.
SECTION 1:

The organization shall consist of an association of all the active collegiate chapters of Order of Omega, divided into Regions, the boundaries of which shall be designated by a vote of the Executive Council. The Executive Council shall consist of the Executive Officers and the Board of Directors.

SECTION 2:

Each chapter shall be entitled to one voting delegate in all decisions as required by the constitution.

SECTION 3:

All Executive Officers will come from the honorary or alumni classes of members.

SECTION 4:

The Executive Officers shall consist of the Executive Director, President and other officers deemed necessary by the Board of Directors.

SECTION 5:

Selection of the Executive Officers and Board of Directors shall be by a majority vote of the Executive Council in attendance at the annual meeting.

Each term of office for Executive Officers shall be four years and officers may be elected to consecutive terms.

Term of office for the Board of Directors shall be for three years and serve at the pleasure of the Executive Council.

SECTION 6:

Each Executive Council member shall be entitled to one vote.

SECTION 7:

An Executive Council member may be removed from office by a three-fourths vote of the Executive Council in attendance at the annual meeting.
SECTION 1:

Each collegiate chapter shall have complete control of all matters of local concern under such restrictions as may be imposed by this Constitution. In no case shall such local power be exercised in a way contrary to the ideals and purposes of Order of Omega as set forth in the Constitution, Bylaws and Ritual. In case a chapter be charged with disregarding any of the conditions of its charter, the Executive Council shall have power and full inquiry; and may, in its discretion, take those steps the Executive Council deems necessary.

SECTION 2:

All chapter bylaw revisions must be submitted to the Executive Office.

SECTION 3:

The officers of each chapter shall be president, vice president, secretary, treasurer and advisor. All officers shall be elected by the chapter in accordance with local bylaws. An officer shall be eligible for reelection or reappointment. Chapter officers shall be installed in accordance with the Order of Omega constitution and bylaws.

SECTION 4:

The advisor shall be nominated from among the faculty and staff of the institution.

ARTICLE NINE

Suspension and Expulsion

SECTION 1:

Any member found responsible of conduct unbecoming of Order of Omega shall be deprived of membership and required to surrender the pin and certificate. Written notification shall be sent to the individual in question and the Executive Office. A three-fourths (3/4) vote of the active members of the local chapter is required to deprive an individual of membership and shall be subject to review by the Executive Council before it shall be made finally effective.

SECTION 2:

Resignation or expulsion from a fraternal organization may subject one to termination of membership in Order of Omega. Such termination may be subject to review by the Executive Council before it shall be made finally effective.
SECTION 1:

The Executive Council shall be empowered to pass, repeal or modify bylaws relating to the mode of procedure with reference to initiation, installation, extension, general policy and all other matters of a similar character not expressly provided for in this Constitution. These restrictions shall not be construed as limiting in any way the action of the Executive Council in emergency cases.

ARTICLE ELEVEN

Amendments

SECTION 1:

Any amendment to this Constitution shall require an affirmative vote of three-fourths (3/4) of the combined votes of the Executive Council and of the active chapters secured by mail vote within two months after its submission.

Revised 11/04
National Bylaws
of Order of Omega

ARTICLE ONE
Meetings

SECTION 1:

a. The Board of Directors and the Executive Officers shall have a joint meeting at least once a year. To constitute an official meeting, two-thirds (2/3) of the members of the Executive Council must be in attendance. All of the organization's members are eligible to attend the annual meeting.

b. The Executive Council may meet more often to conduct business of the organization.

ARTICLE TWO
List of Officers and Their Duties

SECTION 1:

a. Executive Officers will be determined by the Board of Directors as deemed necessary to fulfill the mission of Order of Omega at the annual meeting.

b. The Executive Director shall provide a report of activities at the annual meeting and as required by the Executive Council.

SECTION 2:

If a vacancy in an office should occur, the president shall nominate a replacement with concurrence from the Executive Council. A simple majority is all that is needed to confirm the nomination.
ARTICLE THREE

Finances

SECTION 1:

a. There shall be a one-time initiation fee of $50 for each undergraduate initiate. This shall include the official pin and certificate. This fee should be sent with the form provided by the Executive Office at least four (4) weeks before the date of initiation. Honorary members may be initiated for a one-time $10.00 fee.

b. Each local chapter shall decide if it is to have local dues and how much they will be.

ARTICLE FOUR

Parliamentary Authority

SECTION 1:

The current edition of Robert's Rules of Order shall be the standard for conducting meetings.

ARTICLE FIVE

Amendments

SECTION 1:

Any amendment to these Bylaws shall require an affirmative vote of two-thirds (2/3) of the combined votes of the Executive Council and of the active chapters secured by mail vote within two months after its submission.

SECTION 2:

Non-discrimination policy:
This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
SECTION 3:

Executive Board Position Descriptions
The Zeta Chi Chapter of Order of Omega
The Ohio State University

President

The President shall serve as the chief executive and administrative officer of this chapter with ultimate authority and responsibility for it, limited only by these bylaws.

a. He/She shall assume the ritualistic role of President
b. He/She shall direct the executive committee
c. He/She shall serve as the chief spokesman of the chapter to entities such as Order of Omega Headquarters, other Order of Omega chapters, The Ohio State University, all Greek-letter organizations, and any others.
d. He/She shall preside at all chapter meetings, call special or extra meetings at his/her discretion, appoint replacement officers arising from temporary or permanent vacancies, and sign all papers requiring authentication.
e. He/She shall have the authority to suspend from a chapter meeting any member for conduct unworthy of Order of Omega
f. He/She shall decide all questions regarding the interpretation of the Bylaws, Ritual, or Administrative Policies and Procedures
g. The President may create and appoint members to ad hoc committees to study certain issues and report back to the chapter with their conclusions and recommendations.
h. He/She shall issue binding directives on risk management matters.
i. He/She shall ensure the Zeta Chi Chapter of the Order of Omega is in compliance with The Ohio State University and Office of Student Life policies and standards.
j. The President shall be the chairman/chairwoman of a separate Executive Cabinet that shall assist him/her in executing effectively the duties and responsibilities of his/her office to be composed of the following:

a. Executive Secretary: To attend each executive board meeting and chapter meeting, keep and post meeting minutes, and to assist the President with other administrative duties as they arise.
b. Historian/Alumni Relations Chair: Work with other officers and chairs to uncover, share, and celebrate the chapter’s long history at Ohio State by researching and presenting history projects/findings each semester, while cataloging “current” events for historical purposes. Assist with communication back-and-forth between the chapter and alumni at large, assist with the maintenance of the list of alumni, and work with other chairs and officers to keep alumni informed of the chapter’s news and successes.

Vice President of Recruitment

The Vice President of Recruitment shall be responsible for the chapter’s recruitment program to bring new members into the chapter which includes an application process, reviewing applicants, interviewing, tapping, and initiation.

a. He/She shall assume the ritualistic role of Vice-President
b He/She shall be the immediate replacement for the President in the case of a vacancy, for a period no longer than three weeks, while emergency elections are organized.
c He/She shall conceive and disseminate an overall plan and strategy to reach the chapter’s recruitment goals, the general vision of which shall be the recruitment of the highest-number of high-quality members as possible. Per national bylaws, this number shall not grow to exceed 3% of the Greek Community.
d He/She shall take in 2 new recruitment classes each academic year with a Fall Semester Recruitment class and a Spring Semester Recruitment Class.
e He/She shall work to ensure that recruitment is an activity of the whole chapter, with as many general members as possible disseminating information on the process, referring names, attending interviews, and giving input on the offering of membership.
f The Vice President shall be the chairman/chairwoman of a separate Recruitment Cabinet that shall assist him/her in executing effectively the duties and responsibilities of his/her office to be composed to the following:

a Recruitment Chair: To work with the Vice President in implementing the chapter’s recruitment strategy; to help members of the chapter and Recruitment Cabinet to become more effective recruiters; to plan recruitment events or interviews and disseminate the recruitment schedule, and to, at the discretion of the Vice President of Recruitment, offer bids to new members. There shall likely be several recruitment chairs chosen each year, each with distinct responsibilities.

**Vice President of Finance**

The Vice President of Finance shall collect all dues and other charges due from the members, and shall make disbursements and expenditures subject to the budget approved by the Executive Board. He shall monitor the overall financial health of the chapter, both on a semester and long-term basis.

a He/She shall assume the ritualistic role of Treasurer
b He/She shall be responsible for the prompt collection and transmittal to Headquarters of all moneys due for Initiation
c In coordination with the Executive Board, he shall prepare a semester budget, to be approved by the chapter by a two-thirds vote at the first chapter meeting of the year.
d He/She shall be responsible for all payments, credit card usage, and bank communications

d **Vice President of Chapter Operations and Member Development**

The Vice President of Chapter Operations and Member Development shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles upon which Order of Omega was founded.

a He/She shall facilitate all discussions after and during ritual
b He/She shall manage the “brand” of the chapter and use all available media, such as publications, the web, and other methods, to “tell the story” of the chapter to relevant audiences
c He/She shall maintain the membership records of the chapter, send out an up-to-date roster to the chapter each semester, assist in the Headquarter’s New Member Registration Process, and meet the Office of Student Life’s roster requirements.
d He/She shall be responsible for the successful onboarding and integration of new members into the chapter
e He/She shall be responsible for all award applications for the organization and supervise any awards given out by the chapter
f He/She shall schedule and lead at least one chapter retreat with an enrichment and development component per year, in coordination with the Vice President of Programming.

g The Vice President shall be the chairman/chairwoman of a separate Chapter Operations and Member Development Cabinet that shall assist him/her in executing effectively the duties and responsibilities of his/her office to be composed of the following:

   a New Member Educator: To be the liaison between new members and current members able and willing to take on younger members as littles; and to plan events and programs that will bring together bigs and littles. To update, on an annual basis, the Family Tree document. To also match incoming members with a big upon arrival in the chapter, and to communicate the role of the big before making an assignment.

   b Retreat Director: To plan at least one retreat per semester, in coordination with the Chapter Operations and Member Development Cabinet, that will serve for the purposes of both fun and also examination of our chapter’s development and progress.

**Vice President of Civic Engagement**

The Vice President of Civic Engagement is to be the chapter’s liaison to persons, programs, events, and organizations occurring on campus, or in the community. This communication will be utilized in an effort to organize the means by which the chapter contributes its time and energy to the community at large, both through direct, hands-on service and philanthropy.

   a He/She shall assume the ritualistic role of Secretary

   b He/She shall promote “involvement”, broadly defined, amongst Order of Omega, with the understood vision that a chapter of our caliber and size should possess broad and deep participation and leadership amongst Ohio State’s organizations, traditions, and offices.

   c He/She shall regularly share opportunities with the chapter at large, and shall encourage and support individuals in applying/participating in campus initiatives.

   d He/She shall be the administrator of all Community Service and Philanthropic initiatives

**Vice President of Programming**

The Vice President of Programming shall keep the chapter calendar, plan social gatherings, and manage social medias both internal and external.

   a He/She shall serve as the ritual director and be an alternate ritual team member

   b He/She shall serve as the keeper of the chapter’s calendar, arranging the chapter’s many events such as to avoid scheduling conflict, reduce over-programming for members, and foster the proper promotion of the chapter’s priorities.

   c He/She shall be responsible for the promotion of unity through chapter wide events and programs.

   d He/She shall organize a lively, fun, and safe social program for the chapter and promote ties between Order of Omega members, the campus at large, and the rest of the Greek Community.

   e The Vice President shall be the chairman/chairwoman of a separate Programming Cabinet that shall assist him/her in executing effectively the duties and responsibilities of his/her office to be composed of the following:

      a Social Chairman/Chairwoman: To plan, coordinate, and execute both annual events and also semester-ly events and, upon the Vice President of Programming’s discretion, unaffiliated guests, such as list parties, date parties, and themed gatherings.

      b Marketing Chairman/Chairwoman: Assist with ad hoc and regular public relations efforts, such as photographing large chapter events, updating the websites with news and successes, and generally monitoring the chapter’s use of social media, such as Twitter.