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Alpha Omega Epsilon

Theta Chapter

Last Updated: October 2016

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Article I Attendance Policy

The following attendance policy shall hold for Active Members and Candidates of Theta Chapter concerning all required events and meetings.

All members are expected to attend all required events and all Chapter meetings. Required events are defined in Article IV, Required Events. All Candidates are expected to attend all required events and Candidate meetings. All members and candidates are encouraged to attend every event, unless otherwise specified. In addition, the Executive Board has installed the following precedence and definitions.

Section 1 Excused Absences

From this point forward, an excused absence is one that has been presented to and approved by the Recording Secretary and/or President no less than twenty-four (24) hours in advance of the absence. Further, the following reasons will be considered excused if the aforementioned time frame.

1. Review Sessions
2. Exams
3. Religious conflicts
4. Serious Illness
5. Death in the family
6. Marriage in immediate family

7. Personal Day
8. Personal Day – Weekly Chapter Meeting Only
9. Interviews and plant trips
10. Other reasons will be considered on an individual basis

Reasons for absence presented less than twenty-four (24) hours in advance of a mandatory event or those presented after the mandatory event due to personal emergencies or for other reasons not known prior to the twenty-four (24) hour deadline will be reviewed on an individual basis and must be approved by both the Recording Secretary and President.

A Personal Day shall be defined as 1 calendar day a semester. A Personal Day shall be further defined as an excused absence, no questions asked, as long as the recording secretary or president, prior to the beginning of the event(s), receives notice. In the case of an Executive Board officer absence, they must additionally follow the international bylaws. Further, in extreme cases, excuses will be dealt with on an individual basis between the individual and the Executive Board.

In regards to attendance at Recruitment events or Candidate meetings in Article IV:

If, at the end of Recruitment or the candidacy period, an Active-Active was absent from all Recruitment events or Candidate meetings, the Active-Active must present her legitimate excuse for missing each Recruitment event or Candidate meeting to the Executive Board at the next Executive Board meeting or in writing to the Recording Secretary, President, and Vice President. If there is not a legitimate excuse for each missed Recruitment event or Candidate meeting then the Active-Active must use a personal day or be assessed an unexcused absence.

Section 2 Unexcused Absences

An unexcused absence shall be defined as any excuse received less than twenty-four (24) hours in advance of the absence. An unexcused absence shall be further defined as any excuse not covered in Article I, Section 1. Furthermore, the following will be considered unexcused unless approved by the Recording Secretary greater than twenty-four (24) hours in advance of the absence. Unexcused absences include, but are not limited to:

1. Homework
2. Transportation Problems
3. Oversleeping
4. Poor individual planning

In addition, an unexcused absence will be considered missing half a meeting unless it has been excused as defined in Section 1. Furthermore, late will be considered arriving after order has been called unless it has been excused as defined in Section 1. Finally, two late arrivals will count as one (1) unexcused absence.

Section 3 Suspension

For the duration of Article 1, Suspension shall be defined as the following:

1. Individual shall not participate in any Active Member events, social or otherwise.
2. Individual shall not participate in any Candidate events, social or otherwise.
3. Voting rights are suspended.

4. If the Individual holds office, they shall be removed under guidelines defined in the international bylaws.

Furthermore, the Suspension shall remain in effect for 16 weeks. If the Individual completes their obligation as defined in Section 4 and Section 5 of Article I, they can petition for early removal from Suspension.

To Petition for early removal from Suspension, the Individual must meet with the Executive Board to discuss the Suspension. The Executive Board will then dismiss the Individual, and vote on the Petition at the following Executive Board meeting.

Section 4 Duration of Attendance Records

The attendance records will be recorded in the minutes of each required meeting. The attendance policy is based on a semester basis.

Section 5 Attendance Policy

An unexcused absence at a required event (excluding Day Away) will have a four tier punishment process.

1. If a sister misses one required event, a verbal warning will be issued.
2. If a sister misses an additional required event unexcused, sister hours will be assigned.
3. If sister hours are not completed within one calendar month of the unexcused absence, a fee will be incurred. The fee cost will be assigned based on the event missed (see Theta Chapter Bylaws, Article I, Section 6 for Required Events (excluding Day Away) and Section 7 for Day Away). If a sister is fined, sister hours are dropped.
4. If the fee is not paid within one calendar month of being assigned, the sister will be placed on suspension, as outlined in the Theta Chapter Bylaws, Article I, Section 3, and the fee will be waived.

Section 6 Required Event Absence Fees (excluding Day Away)

Missing a required event for reasons which are not defined in Theta Chapter Bylaws, Article IV will incur a \$10 fee per event, as outlined in Theta Chapter Bylaws, Article I, Section 5.

Personal days may still be used, as long as the Secretary is informed before the event begins.

Section 7 Day Away Absence Fees

The deadline to notify the Secretary and MED of an absence at Day Away is the second Chapter meeting of the semester. The fine for missing Day Away will be \$25 per day (\$50 total). Sister hours must be completed within one calendar month after notifying the Secretary and MED of the absence. In the case of missing with no notification, fines will be due one calendar month after the Saturday of Day Away.

Absences at Day Away will be dealt with in the following manner:

1. Emailing with an unexcused absence, before the deadline, will result first in sister hours, to be followed by fees and suspension as outlined in Theta Chapter Bylaws, Article I, Section 5.
2. An emergency will be excused with no punishment.

3. An unexcused absence after the deadline, but before Day Away, will result in a fine for the days missed, followed by suspension if the fee is not paid within one calendar month.
4. Excused absences after the deadline, but before Day Away, will be decided on a case by case basis, resulting in either no punishment, sister hours, or a fine, determined with a majority vote by the Executive Board.
5. Missing with no notification will result in an immediate fine for both days, followed by suspension if the fee is not paid within one calendar month.

Section 8 Passive and Alumna attendance

Passive members may attend all events, with the exception of restricted Alpha Omega Epsilon events unless the Chapter votes to allow attendance. All ticketed events in which the individual is allowed to attend must be paid for by the passive member.

A restricted event shall be defined as any private Alpha Omega Epsilon event including but not limited to Candidate Initiation, Active Initiation, Day Away, and the Alumnae Transition Ceremony, or any other event as decided by the Executive Board.

Alumnae may attend all events but must pay for ticketed events.

Article II Change of Major

This policy shall hold for all Active Members and Candidate of Alpha Omega Epsilon, Theta Chapter. All Active-Passive and Co-op members shall fall under Article 2 when their status returns to Active Member.

Section 1 Active Member

If an Active Member changes majors, they shall keep all rights and privileges of an Active Member regardless of the major they choose.

Section 2 Candidate

1. If a Candidate is in an ABET accredited engineering program or an International Executive Board approved technical degree at the start of their Membership Education Period, they may continue to pursue Active Member Status.
2. Any and all exceptions will be under the approval first of the Executive Board by unanimous approval and then will be presented to the general membership for approval by majority vote. This vote shall be secret and shall pass only by majority vote. Lastly, the case must be presented and approved by the International Executive Board. A Candidate may not pursue Active Membership Status, nor complete the Membership Education period, if the Executive Board, general membership, and International Executive Board, do not grant approval.

Article III Executive Board Bylaws

In addition to the duties outlined in the Constitution and International Bylaws for Alpha Omega Epsilon, the Executive Board shall:

1. Create agendas for general meetings
2. Create outlines for Executive Board meetings
3. Assist committees where needed
4. Be the point of contact for all media contacts whether written or vocal
5. Ensure that birthdays are recognized or appoint a Candidate or Active Member to fulfill this function
6. Collate the final reports of all officers
7. Prepare the On-Target material or appoint an Active Member to this task

Article IV Required Events

Required events will be defined as the following:

1. Candidate Initiation
2. Active Initiation & Officer Transition Ceremony
3. Day Away
4. Alumni Ceremony & Senior Wills
5. All Chapter meetings
6. One Rush Event per semester
7. One Candidate meeting per semester

In addition to the above, the Executive Board shall determine on a case-by-case basis which events to deem mandatory. These events include, but are not limited to, rush events, formal, and ritual week.

Article V Initiation Attire

The dress code at both candidate and active initiation ceremonies shall be business casual. Business casual may be defined as:

- Slacks
- Button-down blouses
- Nice sweaters
- Tasteful skirts (not too short)
- Tasteful dresses
- Dress shoes
- Polo shirts

Business casual does not include:

- Jeans or any form of denim
- Sneakers
- Sweat pants/sweatshirts
- Plain cotton t-shirts

Any member deemed not in compliance with this dress code may be asked by the Executive Board to perform service hours for the sorority.

Article VI Task Force Existence

The President, upon approval by the Executive Board, may call a task force at any time to fulfill special needs that may arise in Chapter meetings that cannot be addressed by existing committees. A task force may be limited in its powers and jurisdiction by a simple majority vote in Chapter meetings, and can be dissolved at any time with a 2/3 vote in Assembly. The President, in calling a task force to order, can also appoint any member that she sees fit to head the task force, pending approval from the general membership. This does not restrict Executive Board members from heading the task forces.

Article VII Bylaw Amendments

The following procedure shall be used for the amendment of bylaws:

1. The Bylaw Process shall be overseen by the President. In the absence of the President, the Executive Board shall oversee the Bylaw Process.
2. Amendments to the Bylaws shall be introduced in writing.
3. Any dues paying Alpha Omega Epsilon Member may introduce an amendment.
4. The proposed Bylaw shall be voted upon at the next regularly scheduled Alpha Omega Epsilon Chapter meeting. A 2/3-majority vote shall be required for approval.

Article VIII Technical and Grammatical Revisions

The Executive Board has the approval to make technical and grammatical changes to the Alpha Omega Epsilon, Theta Chapter Constitution and Bylaws that will in no way alter the meaning of any part of the Constitution or Bylaws.

Article IX Election Procedures

Section 1 Nomination Procedure

Nominations will open no later than two (2) weeks before the election date. Nominations may be received in any format from the Nominator including but not limited to: electronic mail, written format, or verbal communication. Nominations shall stay open until the beginning of elections, at which time, the President will ask for any write-in nominations. Nominations will close with a majority vote from the voting membership.

Section 2 Election Order

The Executive Board will decide the voting order and present it to the general membership no later than one (1) week in advance of elections.

Elections may not proceed while the results are being tallied.

Section 3 Election Procedures

- A. All elections will be done in accordance with the Alpha Omega Epsilon Bylaws and Constitutions. The president and recording secretary will preside over the proceedings unless they are nominated for a particular position. In such a case where the president is nominated, the recording secretary will preside over the voting procedure. In the case where both the recording secretary and the president are nominated for a particular position, the vice president will preside.
- B. Speaking order will first be decided by volunteers, and second, by the order on the ballot. All individuals nominated for positions on the Executive Board will have three (3) minutes to speak. All individuals nominated for positions not included in the Executive Board will have one (1) minute to speak.
- C. Voting will be done in accordance with the election policy, which is a document under jurisdiction of the Executive Board.
- D. In all cases, a simple majority is needed to decide an election. A simple majority is one-half (1/2) of all voting membership plus one vote.
 - a. In the event that there are three or more individuals running for a particular office and none of them achieve a majority vote, a run-off election will be held between the two individuals with the highest vote totals. During the run-off vote, a vote may only be cast for one of the two run-off nominees, or the voter may abstain. Again, a simple majority is needed for election.
- E. Abstention votes, or votes that are cast for none of the candidates, are not considered when making a vote count. However, they are considered as part of the entire voting membership in determining simple majority and plurality. Therefore, in a situation of 40 voting members, and 5 abstentions, the total vote count is 35, but a candidate must receive 21 votes to win the office, unless more than three people are running, which then an Individual simply needs more votes than anyone else in the election.
- F. If no Individual has received the required amount of votes to win an election, then the election is considered a tie, and then continues as stated in Section 4 of this Article.
- G. After each Executive Board officer has spoken for their three minutes, all nominees shall remain absent from the room in which the proceedings are occurring. Then the president shall allow 3 minutes of discussion, where Chapter members may bring to light relevant information and questions they wish to ask the nominees. The discussion may be ended by the president when no one wishes to add any comments. Then, in reverse order, the nominees shall come back into the room one at a time and respond to one (1) minute of questions.

Section 4 Nomination Proceedings

- A. All elections will be cascading. Nominees who fail to be elected for their nominated position may run for any other open elected office. Nominations will not be necessary for the "cascading" nominees. All other election procedures apply.
Nominees may cascade for the positions they choose, even if those positions are not consecutive within the election order. For example, a girl runs for president and is not elected. She declines to run for Vice President, but wishes to run for treasurer, which follows in the election order. She may run for treasurer without running for Vice President.
- B. Unfilled positions at the end of the meeting will follow resignation procedures.

In the event that there is a tie for a particular office, a second round of speeches will be given by the nominees tied for that office. These speeches will be 2 minutes in length and will be in reverse order of the initial speeches. Only the Individual making a speech will be allowed in the meeting room. A three-minute question-and-answer period will follow the Individual's speech. Another vote will be taken at the end of the second round of speeches. During this vote, the President will cast a vote, which will only be counted in the case of a tie. The majority of the votes will determine the Individual nominated to office.

Article X Absentee Voting

In the event a voting member of Alpha Omega Epsilon is unable to attend a meeting, she shall be responsible for casting an absentee ballot. She shall coordinate a time to meet with the President the day of the meeting to cast her anonymous ballot in the locked Executive Board suggestion box. The suggestion box is not to be opened that day until the first vote is counted during the meeting. It is the responsibility of the President and Secretary to ensure that should this member show up to the meeting, she does not receive a ballot.

Article XI Membership Voting

In the duration of the recruitment period, the vice president must inform the interested persons that a Membership Election Vote and Final Vote will take place in accordance to Article IX Sections 7 & 8 of the International Constitution. Furthermore, before taking the Membership Election Vote and Final Vote, the president shall review the voting procedures concerning candidacy and membership to the Active Members. Reference to voting procedures can be found in the International Constitution: Article III Section 2, Article IX Sections 7 & 8; International Constitution Bylaws: Article II Section 4; and Robert's Rules of Order: Article VIII Section 46.

Article XII Non-Executive Board Officer Responsibilities

Section 1. Officer Positions

In addition to the Executive Board, there are twenty-one officer positions to be held. Each officer has the following specific responsibilities to the sorority, as well as those responsibilities that may circumstantially arise.

A. Alumnae Correspondence / Interchapter Relations

1. Maintain relations with alumnae;
2. Create an alumnae newsletter.
3. Communicate with other chapters about events and any other correspondence deemed necessary.

B. Awards / Amy L. Devine

1. Promote achievement in scholastics and activities by awarding members for their accomplishments.
2. Committee chair of the Amy L. Devine Award Committee

3. Schedule meeting with first semester members 1-2 times a semester to pick the Amy L. Devine Award recipient.
- C. Engineering Council Representative
1. Attend all Engineering Council meetings;
 2. Keep the sorority informed of all Engineering Council news and events.
- D. Engineering Open House
1. Design or helping with an EOH project;
 2. Encourage other sisters to be involved.
- E. Engineering Outreach
1. Make sure that we give back to the engineering community;
 2. Bring about positive contributions to our professions;
 3. Promote females in engineering and technically related sciences.
- F. Fundraising
1. Devise and schedule opportunities to raise money for the sorority to fulfill international requirements.
- G. Historian
1. Preserve our past by taking pictures;
 2. Arrange for the update of the composite (Spring semester) or the Illio Yearbook (Fall semester);
 3. Keep each semester in a school-year scrapbook.
- H. Merchandise
1. Coordinate, design, and order merchandise;
 2. Maintain office space, including purchase of necessary supplies.
- I. Publicity
1. Monitor/maintain correspondence between the Chapter and the media and other UIUC organizations;
 2. Design and produce flyers to advertise the sorority or the sorority's events;
 3. Attend PHC Publicity meetings;
 4. Update all social media platforms (such as Twitter, Facebook, Instagram, Pinterest);
 5. Produce newsletters for external, alumni, and UIUC Greek Chapters;
 6. Maintain Engineering Hall board;
 7. Committee chair of Publicity Committee.
- J. Panhellenic Council Representative / WIE Council Representative
1. Attend Panhellenic Council meetings;
 2. Keep the sorority informed of all Panhellenic Council news and events.
 3. Attend all Women in Engineering Council meetings;
 4. Keep the sorority informed of all Women in Engineering program news, and recruitment and retention efforts.
- K. Philanthropy
1. Devise and schedule opportunities for the sorority to be committed to the community to fulfill international requirements.
- L. Professional Director
1. Devise and schedule professional events and contact with the professional world to fulfill international requirements.
- M. Risk Management

1. Be familiar with the Alpha Omega Epsilon Risk Management Policy and the Kolusis Guidelines;
 2. Attend Panhellenic Risk Management functions;
 3. Monitor and recommend precautions for the prevention of risks.
- N. Scholarship
1. Monitor and maintain the academic integrity of the sorority;
 2. Encourage members' scholastic achievement;
 3. Update and maintain the sorority study files.
- O. Sisterhood
1. Manage or schedule all internal activities and events;
 2. Maintain the bond of sisterhood set forth by the founding sisters.
- P. Social Chair
1. Manage or schedule all social events;
 2. Communicate with outside organizations;
 3. Plan Barn Dance (Fall semester) and the Founders' Day Formal (Spring);
 4. Register events with Panhellenic Council.
- Q. Technology Chair
1. Update the sorority website;
 2. Maintain the office computer and printer.
- R. Float Chair (Fall only)
1. Plan, organize and delegate float proceedings.
 2. The float chair will report to the same Executive Board officer as the social chair.

Section 2. Completion of Officer Duties

If an officer does not complete her official duties as listed in Article XII, Section 1 of the bylaws, in addition to completing and updating the officer binder, by the first day of the semester following the semester when she was an officer, she will be placed on suspension as explained in Article I, Section 3 of the bylaws, with the exception that she will maintain her current office if she holds one, until she fulfills her official duties.

Article XIII Standards Board

The Standards Board will serve to address behavioral incidents in a consistent and fair manner. The duties, roles, and procedures are as outlined in the Standards Board Policy.