

## **Theta Chapter Constitution**

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### **Alpha Omega Epsilon**

#### **Theta Chapter**

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By: Alicia Qiu

#### **Preamble**

The professional and social organization of Alpha Omega Epsilon, Theta Chapter, of the University of Illinois at Urbana-Champaign, hereby adopts this Constitution in order to achieve its objectives.

#### **Article I**

##### **Name**

The name of this organization will be Alpha Omega Epsilon, Theta Chapter. Herein this document, Alpha Omega Epsilon, Theta Chapter shall be referred to as Alpha Omega Epsilon.

#### **Article II**

##### **Affiliation**

The Theta Chapter of Alpha Omega Epsilon is a recognized Active Chapter of the national organization of Alpha Omega Epsilon.

### **Article III**

#### Terms

Herein this document, the general membership of Alpha Omega Epsilon shall be referred to as the Chapter. This includes all dues paying and non-dues paying members.

### **Article IV**

#### Purpose of Organization

Alpha Omega Epsilon is a professional and social organization whose goals are to promote engineering among women of all curricula. The members of Alpha Omega Epsilon will strive to accomplish this purpose by coordinating, supporting, and initiating individual and group efforts to encourage growth in the areas of leadership, sisterhood, professionalism, and self-actualization in our members.

### **Article V**

#### Membership

Membership is open to University of Illinois at Urbana-Champaign female students in the College of Engineering or an approved engineering or technical science curriculum.

### **Article VI**

#### Declaration of Active and Passive Status

A member begins each semester as a passive member and must declare herself to be active in writing to the Secretary by the second Chapter. If a member does not declare herself active, they remain passive for the entirety of the semester, unless an exception is made by the Executive Board. Once active status is declared a member can only go to passive status during that semester through a 2/3 majority vote by the Chapter as defined in Section 11 of the International bylaws and may still be required to pay dues as decided by the Treasurer. If a member was passive the previous semester, the member will be required to speak during the second Chapter meeting and the Active Chapter Members will vote on reactivation.

### **Article VII**

#### Candidate Class Name

The Candidate Classes shall be designated in the Theta Chapter records by the letters of the Greek alphabet in order of their candidate initiations. The twenty-fifth class shall be known as Beta Alpha, the forty-ninth as Gamma Alpha, and so on.

### **Article VIII**

#### Executive Board

##### **Section 1.**

The Primary structural body of Alpha Omega Epsilon shall be the Executive Board. This board shall regulate all business of Alpha Omega Epsilon. The Executive Board will consist of President, Vice-President, Treasurer, Recording Secretary, Membership Educator, as well as other positions decided by the Executive Board and the Chapter.

## **Section 2.**

The Responsibilities of the Executive Board shall be to:

- A. Coordinate and oversee the functioning of Alpha Omega Epsilon,
- B. Complete and submit all material required by the International Executive Board and the Board of Directors in a timely fashion,
- C. Provide leadership and direction for the organization,
- D. Develop and maintain the cohesiveness and working ability of the Alpha Omega Epsilon,
- E. Carry on Alpha Omega Epsilon business throughout the year when the University is not in session and during the summer session as needed,
  1. All such business shall be recorded and presented to Alpha Omega Epsilon Chapter at the first meeting following such action;
  2. Actions requiring a Chapter vote shall not occur when the University is not in session;
- F. Attend and facilitate the progress of Chapter meetings.
- G. Perform any other tasks as delegated to it by this Constitution or the Alpha Omega Epsilon Chapter.

## **Section 3.**

The Executive Board shall meet on a weekly basis, or more as needed. Quorum for an Executive Board meeting shall be a majority of its voting membership. All members of the Executive Board are voting members.

## **Section 4.**

The Executive Board shall have the power to enforce the Alpha Omega Epsilon Constitution.

## **Article IX**

### Duties and Responsibilities of the Executive Board

#### **Section 1.           President**

1. Shall interpret this Constitution;
2. Shall coordinate and oversee the function of Alpha Omega Epsilon, the Executive Board and the Chapter;
3. Shall call and preside over meetings of the Alpha Omega Epsilon, the Executive Board and the Chapter;
4. Shall represent Alpha Omega Epsilon at meetings or functions as needed or requested, either in person or by assignee;
5. Shall hold ex-Officio membership on all Alpha Omega Epsilon committees;
6. Shall appoint all Ad-Hoc Committee Chairs and Organizational Liaisons with approval of the Executive Board;
7. Shall have the power to appoint a parliamentarian with the approval of the Executive board;
8. Shall coordinate the training for new Committee Representatives, Officers, and the Executive Board;
9. Shall preside over all ceremonies;
10. Shall remain impartial during all meeting discussions;

11. Shall establish and maintain all long and short term goals;
12. Shall perform any other tasks as delegated by the Alpha Omega Epsilon Chapter, Executive Board, or prescribed by this Constitution and the International Constitution.
13. Shall maintain communication with the International Executive Board.

**Section 2. Vice-President**

1. Shall be prepared to assume the duties of the President in case of the president's absence or inability to perform those responsibilities;
2. Shall be an ex-Officio member of all Alpha Omega Epsilon committees;
3. Shall perform any other tasks as delegated by the Chapter, Executive Board, or prescribed by this Constitution;
4. Shall be responsible for props and equipment for all ceremonies;
5. Shall assist the President in all ceremonies;
6. Shall be responsible for all events involving Recruitment;
7. The President and Vice-President shall determine between themselves how joint duties are to be divided. The Alpha Omega Epsilon Executive Board shall resolve any disagreements in jurisdiction.

**Section 3. Treasurer**

1. Shall oversee all expenses, income, and balances for the various Alpha Omega Epsilon accounts;
2. Shall prepare the semester budget before the start of each semester, to be approved by the Executive Board and Chapter, in accordance with **Article XI**;
3. Shall be an ex-Officio member of all voting matters of the budget and appropriations;
4. Shall be responsible for submitting dues and promissory notes to the National Treasurer;
5. Shall give a monthly budget update to the Chapter;
6. Shall perform any other tasks as delegated by the Alpha Omega Epsilon Executive Board, Chapter, or prescribed by this Constitution.

**Section 4. Recording Secretary**

1. Shall maintain the minutes for each Alpha Omega Epsilon, Executive Board and Chapter meeting and distribute by the beginning of the next meeting;
2. Shall maintain a record of the times, locations, and dates of all Alpha Omega Epsilon, Executive Board, Chapter, and committee meetings;
3. Shall keep accurate attendance record of all Alpha Omega Epsilon meetings and present a written report once each month to the Executive Board;
4. Shall maintain and distribute a current Alpha Omega Epsilon mailing list;
5. Shall be an ex-Officio member of voting matters concerning the public relations of Alpha Omega Epsilon;
6. Shall perform any other tasks as delegated by the Alpha Omega Epsilon Executive Board, Chapter, or prescribed by this Constitution.

**Section 5. The Membership Educator**

1. Shall be responsible for all Candidate functions and activities;
2. May appoint an assistant with the approval of the President;
3. Shall uphold and direct candidate meetings and shall prepare the Candidates in accordance to the Membership Education Book;

4. Shall be responsible for all Membership Candidates until the resolution or dissolution of their Candidate status;
5. Shall approve the selections for Big Sisters;
6. Shall be responsible for monitoring the progress of her designated committees.

**Article X**  
Officers

**Section 1. Eligibility**

- A. Officers must be dues-paying members of Alpha Omega Epsilon for the duration of their terms.
- B. Executive Board officers must have served at least one semester in an officer position prior to being elected to the Executive Board.
- C. Officers of Alpha Omega Epsilon shall not concurrently hold more than one position on the Executive Board.
- D. Executive Board officers must, at the time of their election, hold above a 2.666 (B-) cumulative GPA from the previous semester.
- E. The presiding Executive Board has the authority to approve nominations on a special case-by-case basis.

**Section 2.**

The Alpha Omega Epsilon Executive Board officers shall be elected according to **Article VIII** of the Alpha Omega Epsilon Theta Chapter Bylaws.

**Section 3. Terms of Offices**

- A. The term of office for all Alpha Omega Epsilon Executive Board shall be the calendar year, except for the Membership Educator, which shall be one semester.
- B. The term of office for all other officers shall be one semester,

**Section 4. Responsibilities of the Officers**

All officers shall uphold this constitution and be responsible for performing their duties in the best interest of this organization. They shall serve as liaisons between their Committees and the Chapter. In addition, each officer has the specific duties as listed in the bylaws.

**Section 5. Officer Positions**

- A. Alumni Correspondence / Interchapter Relations
- B. Awards / Amy L. Devine
- C. Engineering Council Rep
- D. Engineering Outreach
- E. EOH Chair
- F. Fundraising
- G. Historian
- H. Merchandise / Publicity
- I. Panhellenic Council Rep / Women in Engineering Council Representative
- J. Professional Director

- K. Philanthropy
- L. Risk Management
- M. Scholarship
- N. Sisterhood
- O. Social Chair
- P. Technology Chair
- Q. Float Chair (Fall only)

## **Article XI** Representatives

### **Section 1.**

The voting members of the Chapter shall be the dues-paying members of Alpha Omega Epsilon. The President's vote shall only be counted in the event of a tie vote in order to break the tie. In the event the Alpha Omega Epsilon President is absent from the meeting, the current presiding officer must vote to break the tie. Alpha Omega Epsilon shall not recognize non-dues paying members as voting members.

### **Section 2. Structure**

- A. Each Committee, excluding Ad Hoc Committees, shall have one Representative, either elected into office or appointed by the Sorority.
- B. Representatives must serve on the Committee they represent.
- C. Committees shall be determined on a volunteer basis and according to the officer's or representative's need for assistance.
- D. The Chapter shall decide the term of office for a Representative.

### **Section 3. Responsibilities**

- A. The responsibilities of a Representative shall be to:
  - 1. Serve on the committee they represent;
  - 2. Attend all Chapter meetings, meetings of the committee they represent, and any Executive Board meetings by request of the Executive Board;
  - 3. Serve as the liaison between Alpha Omega Epsilon and the committee they represent;
  - 4. Conduct Alpha Omega Epsilon business on the committee they represent;
  - 5. Perform any other tasks delegated by the Executive Board or Committee upon which the Representative serves;
  - 6. Complete all transition requirements to the succeeding Representative.
- B. Removal from Office
  - 1. A Representative may be removed from office by a two-thirds (2/3) majority vote of the Executive Board, in accordance with the procedures set forth by this Constitution.
- C. In the event of a vacancy in the office of a Committee Representative, a new Representative will be selected from the committee on which the Representative served within two (2) Alpha Omega Epsilon Executive Board meetings.
- D. A Committee Representative may represent not more than one (1) committee unless in the event of extreme circumstance decided by the Executive Board.

**Article XII**  
Committees

**Section 1. Standing Committees**

- A. Alpha Omega Epsilon shall provide committees to encompass the goals and objectives of its membership.
- B. Committees shall be created by a majority vote of the Chapter.  
Such Committees shall be Standing Committees until abolished by a majority vote of the Chapter. A motion to create a Standing Committee must contain the following information:
  1. Name of the Committee;
  2. The Purpose for the Committee;
  3. The Responsibilities of the Committee;
  4. The Term of Office of the Committee Chair;
  5. The duration of the term of the Representative.

**Section 2. Committee Structure and Committee Chairs**

1. Committee Chairs- There shall be for each standing committee a chair selected by the Chapter and for each Ad Hoc Committee, a Committee Chair appointed by the President, with advice and consent of the Chapter.
  - a. No committee, either standing or ad-hoc shall have more than one (1) individual as Chair;
  - b. No member may be Committee Chair for more than one (1) committee during the specified term.
2. The Term of the Office for Chairs shall be one semester. The Term of Office of Ad Hoc Committee Chairs shall be the duration of the existence of the Committee.

**Section 3. Committee Membership**

Any individual may be a member of an Alpha Omega Epsilon committee.

**Section 4. Responsibilities of the Committee Chair**

The responsibilities of the Committee Chair shall be to:

1. Call and chair committee meetings;
2. Oversee and coordinate the working and progress of the committee;
3. Present a report to the Chapter whenever requested and a minimum of every third (3rd) Chapter meeting;
4. Keep the Executive Board informed of the progress of the committee.

**Section 5 Current Standing Committee(s)**

**A. Amy L Devine Award Committee**

1. Amy L. Devine Award Committee is headed by the Amy L. Devine Award Chair.
2. Its purpose is to bring together first semester members to recognize an individual who has made a difference at the University of Illinois.
3. The Committee votes on award recipient from individuals nominated by chapter members.
4. Committee Chair is elected every semester and guides the committee but does not vote.
5. The representatives shall be first semester members of the Sorority

**Article XIII**  
Budget and Finances

**Section 1.           Financing and Dues**

- A. Dues paid by each member shall fund Alpha Omega Epsilon.
- B. Dues shall be decided upon by a majority vote at the beginning of each semester for the current semester.

**Section 2.           Budget**

- A. At the beginning of each semester, the treasurer shall prepare a budget for the current semester with the approval of the Executive Board.
- B. The budget for the semester must be presented to the Chapter by the fifth meeting of each semester, to be approved by the seventh regular meeting of each semester.
- C. Any amendment to a line item of the budget must be reviewed by the Executive Board and approved by a two-thirds (2/3)-majority vote of the Chapter.

**Section 3.           Dues Collection Policies**

- A. Dues are to be paid by date(s) determined by or arranged with the treasurer and approved by the Executive Board.
- B. If dues are not paid by date(s) as determined above, a late fee of one dollar (\$1) per day will be imposed. The treasurer may waive late fees in the case of extenuating circumstances.

**Article XIV**  
Parliamentary Authority

**Section 1.**

The parliamentary authority for this organization, except where it conflicts with this Constitution, shall be Robert's Rules of Order, Newly Revised. Cases, which need special attention, will be mentioned within this article.

**Section 2.           Procedures for removing an individual from an Alpha Omega Epsilon position**

- A. Justification for impeachment shall be gross negligence and/or gross misconduct by any Alpha Omega Epsilon Officer, Committee Chair, Representative, or person holding a specially appointed position.
- B. The individual bringing up impeachment charges must make a formal presentation to the Executive Board.
- C. The President must form and chair a task force comprised of all Executive Board members at the following Chapter meeting.
  - 1. This task force must meet at least seventy-two (72) hours before the next Chapter meeting.
  - 2. The President shall notify the accused in writing at least seventy-two (72) hours before the next Chapter meeting that impeachment charges have been brought and the Impeachment committee has been formed.

- D. The Executive Board shall hear a presentation by the accuser to decide on impeachment no later than one (1) week after charges have been brought forth. A two-third (2/3)-majority vote of the board shall be required to continue with removal proceedings. If the accused serves on the Executive Board, they shall not be present nor have vote or voice during this meeting. This meeting shall be closed doors.
- E. If the task force votes to continue proceedings, the accused shall be notified not later than seventy-two (72) hours from the conclusion of the task force meeting.
- F. If proceedings continue, the accused shall be allowed to make a statement on her own behalf before the Impeachment Committee.
- G. At the following Chapter meeting, the Impeachment Committee shall present both sides, unbiased, to the Chapter.
  - 1. Both the accused and the accuser shall not be present during the impeachment proceedings.
  - 2. The accused and the accuser shall have no voting power during the impeachment proceedings.
  - 3. A two-thirds (2/3)-majority vote is required to remove someone from office.
  - 4. The person removed shall be replaced according to procedures specified in the Constitution for that position, and that person shall be ineligible for any other position in the Chapter or Executive Board for the remainder of the term.
- H. The Vice President shall preside over any proceedings brought against the President.

**Section 3. Vacancy in an Elected Office**

- A. Office other than President—In the event of a vacancy in an elected office other than that of the President, the President may appoint any dues-paying Chapter member to temporarily fill the position until someone is selected to permanently fill the position. A special election shall be announced and held within three (3) Executive Board meetings from the time the vacancy occurred. If four (4) or fewer scheduled Chapter meetings remain in the term of office when the vacancy occurs, the President may appoint an individual to fill the position for the rest of the term with the consent of the Chapter and Executive Board.
- B. Office of the President- In the event of a vacancy in the Office of the President, the Vice President shall serve as Acting President until an election can be held to fill the position. A special election shall be announced and held within two (2) Chapter meetings from the time the vacancy occurred. If four (4) or fewer scheduled Chapter meetings remain in the term of office, the Vice President shall serve as Acting President until the end of the term. The Acting President may appoint, if she so desires, an Acting Vice President to serve in the interim period between the vacancy and the special election. In the event that the Vice President is to be Acting President for the remainder of the term, she shall appoint a person to be Acting Vice President for the remainder of the term, subject to approval by the Chapter and the Executive Board.
- C. In the case of the vacancy remaining after elections until the start of the following term:
  - A. An election shall be held at the second Chapter meeting of the term which the officers are to hold office as specified in A.
  - B. All current actives at the start of the term following the election shall be equally eligible; i.e., if there is a vacant position following the elections

