

# ALPHA OMEGA EPSILON

## **BYLAWS**

**1993**

Revised:  
August 11, 2016

1 INTERNATIONAL CONSTITUTIONAL BYLAWS

2  
3  
4 ARTICLE I - THE INTERNATIONAL EXECUTIVE BOARD

5  
6 Section 1 - Membership

- 7
- 8 1. The IEB shall be considered in continuous session. Legislation shall be referred
- 9 to the members by mail except when assembled in convention. No legislation
- 10 affecting the International Constitution and Bylaws shall be voted on except at
- 11 International Convention.
- 12
- 13 2. The IEB shall agree to hold a meeting at least once every six weeks. The date
- 14 and time shall be selected based on the approval of the IEB.
- 15
- 16 3. The IEB shall agree to conduct business in person a minimum of one time per
- 17 fiscal year. Expenses for the IEB and, to the extent authorized by the IEB,
- 18 invited guests shall be paid from International Funds.
- 19
- 20 4. The IEB shall have the right to select one or more methods in which to conduct
- 21 business. The methods shall foremost provide for an efficient flow of
- 22 communication between attendees of the meetings and second, be of minimal
- 23 cost to the Sorority.
- 24
- 25 a. Expenses for the IEB to conduct business shall be paid from International
- 26 Funds.
- 27
- 28 5. An Officer of the IEB cannot hold a position as a Director of the Alpha Omega
- 29 Epsilon National Foundation or chair or co-chair a Committee under the Alpha
- 30 Omega Epsilon National Foundation.
- 31
- 32 6. An Alumna chairing or co-chairing a committee of the IEB cannot serve as a
- 33 Director of the Alpha Omega Epsilon National Foundation.
- 34

35 Section 2 - Officer Responsibilities

- 36
- 37 1. President
- 38
- 39 a. Shall submit a quarterly summary of the IEB activities to active chapters and
- 40 alumnae.
- 41 b. Shall submit an annual committee budget for the upcoming year to the
- 42 International Treasurer by June 1 of each year.
- 43
- 44 2. Vice-President
- 45
- 46 a. Shall submit an annual report to the President by the International Convention.
- 47 b. Shall submit a monthly report to the President by the 15th of every month.
- 48 c. Shall submit an annual committee budget for the upcoming year to the
- 49 International Treasurer by June 1 of each year.
- 50

- 1 3. Secretary
- 2
- 3 a. Shall submit an annual report to the President by the International Convention.
- 4 b. Shall submit a monthly report to the President by the 15th of every month.
- 5 c. Shall submit an annual committee budget for the upcoming year to the
- 6 International Treasurer by June 1 of each year.
- 7
- 8 4. Treasurer
- 9
- 10 a. The Treasurer shall approve or disapprove any reimbursement for an IEB
- 11 expense over \$50.00.
- 12 b. The Treasurer shall submit an annual report to the President by the
- 13 International Convention.
- 14 c. The Treasurer shall submit a monthly report to the President by the 15th of
- 15 every month.
- 16 d. The Treasurer shall submit an Annual International Budget for the upcoming
- 17 year to IEB by August 1.
- 18 e. The Treasurer shall maintain and review AΩE Financial Records.
- 19
- 20 5. Interchapter Relations
- 21
- 22 a. Shall submit an annual report to the President by the International
- 23 Convention.
- 24 b. Shall submit a monthly report to the President by the 15th of every month.
- 25 c. Shall submit an annual committee budget for the upcoming year to the
- 26 International Treasurer by June 1 of each year.
- 27 d. Shall submit enrollment and graduation information to the Member Relations
- 28 Committee within one month of receipt of notification from chapters or
- 29 alumnae advisors.
- 30
- 31 6. Alumnae Relations
- 32
- 33 a. Shall submit an annual report to the President by the International
- 34 Convention.
- 35 b. Shall submit a monthly report to the President by the 15th of every month.
- 36 c. Shall submit an annual committee budget for the upcoming year to the
- 37 International Treasurer by June 1 of each year.
- 38 d. Shall submit Alumnae information to the Member Relations Committee within
- 39 one month of receipt of notification from alumnae or alumnae organizations.
- 40
- 41 7. Director of Expansion
- 42
- 43 a. Shall submit an annual report to the President by the International
- 44 Convention.
- 45 b. Shall submit a monthly report to the President by the 15th of every month.
- 46 c. Shall submit an annual committee budget for the upcoming year to the
- 47 International Treasurer by June 1 of each year.
- 48
- 49 d. Shall submit enrollment information to the Website Committee within one
- 50 week of initiation into Alpha Omega Epsilon.
- 51

1 8. Director of Publications

- 2  
3 a. Shall submit an annual report to the President by the International  
4 Convention.  
5 b. Shall submit a monthly report to the President by the 15th of every month.  
6 c. Shall submit an annual committee budget for the upcoming year to the  
7 International Treasurer by June 1 of each year.  
8

9 Section 3 - International Committees

- 10 1. The following shall be permanent IEB committees, consisting of the following  
11 responsibilities:  
12  
13 a. Member Relations  
14 i. Updates and maintains member database.  
15 ii. Distributes the alumna section of the membership book to all new  
16 alumnae.  
17 iii. Actively recruits alumnae and actives to become more involved in AΩE  
18 programs.  
19  
20 b. Elections  
21 i. Calls for International Executive Board officer nominations for Elections  
22 one year prior to the Election.  
23 ii. Accepts and publishes International Executive Board officer nominations,  
24 and opens "Requests for Volunteers" for open offices five months prior to  
25 elections.  
26 iii. Closes "Nominations for Elections" five months prior to Elections, and  
27 distributes valid nominations, qualifications, and absentee ballots to all  
28 members. In addition, distributes a request for "Nominees for  
29 Appointment" to all members.  
30 iv. Distributes absentee voting ballots.  
31 v. Maintains and carries out voting procedures at convention, unless  
32 delegated to another representative approved by the International  
33 Executive Board.  
34 vi. Publishes a list of the new officers within one week of initiation into office.  
35  
36 c. Expansion  
37 i. Develops and maintains procedures to lead interested parties through the  
38 *Path to AΩ E*.  
39 ii. Develops interest at schools to create new chapters.  
40 iii. Expansion representative from this committee will be assigned to guide  
41 and assist each colony through development.  
42 iv. Assists colonies in conforming to International Constitution procedures  
43 and guidelines.  
44 v. Responsible for acquiring required paraphernalia for colony and chapter  
45 installations.  
46 vi. Required to obtain or hold active and colony pins.  
47 vii. Responsible for preparing colony and chapter installation agendas.  
48  
49 d. Financial Activities  
50 i. Develops fundraising activities  
51

- 1 ii. Helps develop budget for the Organization.
- 2 iii. Collects information and advises the Organization on matters related to
- 3 taxes and investments.
- 4 iv. Advises chapters on budget procedures.
- 5
- 6 e. AΩE History
- 7 i. Compiles and maintains all permanent records.
- 8 ii. Reviews and incorporates submitted family trees from active chapters.
- 9 iii. Insures photos are taken at all international activities.
- 10
- 11 f. Judiciary
- 12 i. Maintains and updates AΩE International Constitution and Bylaws.
- 13 ii. Reviews and/or develops amendments to Constitution and Bylaws.
- 14 iii. Guides and/or reviews amended chapter bylaws.
- 15 iv. Makes recommendations to the IEB on amendments to the International
- 16 Bylaws.
- 17 v. Reviews and makes recommendations to IEB on acceptance of colony
- 18 Constitution and Bylaws.
- 19 vi. Clarifies and interprets the International Constitution and Bylaws.
- 20
- 21 g. Newsletter
- 22 i. Collects information for inclusion in the international newsletter.
- 23 ii. Organizes, writes and distributes the international newsletter.
- 24 iii. Maintains contact with Alumnae Relations Committee to keep the records
- 25 updated.
- 26
- 27 h. Convention
- 28 i. Organizes the International Convention.
- 29 ii. Notifies all alumnae and active chapter of the convention at least two
- 30 months prior.
- 31
- 32 i. Documentation
- 33 i. Maintains and updates all policies, procedures, and standard forms.
- 34 ii. Distributes manuals to colonies, chapters, committees, and International
- 35 Officers.
- 36
- 37 j. Website
- 38 i. Maintains and updates the Sorority website [www.alphaomegapsilon.org](http://www.alphaomegapsilon.org)
- 39 by the date requested to be no less than two weeks except in
- 40 emergencies as defined by the IEB.
- 41 ii. Shall submit a monthly report by the 15<sup>th</sup> of each month to the IEB
- 42 President notifying her of all changes made to the website.
- 43 iii. Obtains IEB approval to alter the aesthetic appearance or layout of the
- 44 website prior to implementation.
- 45 iv. Obtains IEB President approval to post any documents to the website
- 46 prior to doing so.
- 47
- 48 k. Degree Recognition
- 49 i. Maintains guidelines regarding committee recommendations as approved
- 50 technical science curricula for membership in Alpha Omega Epsilon and
- 51 for scholarship eligibility for the Alpha Omega Epsilon National

- 1 Foundation.
- 2 ii. Maintains the Degree Recognition Procedure and Request Form(s).
- 3 iii. Reviews any degree recognition requests received from Chapters,
- 4 Colonies, interest groups, and Foundation scholarship applicants.
- 5 iv. Maintains and updates a master list of all approved and denied curricula
- 6 per Chapter, Colony, Interest Group and distributes to the IEB,
- 7 Foundation, Chapters, Colonies, and Interest Groups at least twice
- 8 yearly.
- 9
- 10 I. Risk Management
- 11 i. Reviews and helps to maintain the Risk Management Policy
- 12 ii. Maintains records of signed Risk Management Policies at an international
- 13 level
- 14 iii. Develops programs and provides relevant information for colonies,
- 15 chapters, committees, and International Officers
- 16 iv. Assists the IEB Secretary in reviewing and updating the Risk
- 17 Management Policy
- 18
- 19 m. Promissory Note
- 20 i. Maintain Promissory Note database
- 21 ii. Distribute Promissory Note payment information to all new alumnae
- 22 iii. Track and collect Promissory Note payments, sending them to the IEB
- 23 Treasurer on a monthly basis
- 24
- 25 n. Merchandise
- 26 i. Maintains all purchased sorority merchandise
- 27 ii. Assists in developing merchandise for the sorority
- 28 iii. Assist Active Chapters with merchandise issues
- 29
- 30 o. Programming
- 31 i. Organizes and oversees Sorority sponsored programs
- 32 ii. Notifies all alumnae and active chapters of programs at least two
- 33 months prior to an event
- 34 iii. Fosters the development of leadership, professionalism, and
- 35 philanthropy through Sorority sponsored programs
- 36
- 37 p. Chapter Audits
- 38 i. Reviews and maintains the Chapter Audit Checklist
- 39 ii. Coordinates the performance of each chapter's audit
- 40 iii. Ensures that each chapter is audited in a timely manner, in accordance
- 41 with the Chapter Audit Policy
- 42 iv. Maintains copies of all chapter audits performed
- 43 v. Notifies the Interchapter Relations Officer of any concerns that arise
- 44 during a chapter audit
- 45
- 46 q. Alumnae News
- 47 i. Solicit and compile news and achievements from alumnae at least twice
- 48 per year
- 49 ii. Provide newsletter articles to the newsletter committee from compiled
- 50 data by the deadline set forth by the Newsletter Committee
- 51 iii. Provide website content to webmaster relating to Alumnae webpage

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

- r. Alumnae Activities
    - i. Contact and track alumnae social activity groups / clubs at least twice per year
    - ii. Compile the contact list and publish on the website for new graduate information
    - iii. Solicit interest and coordinate planning accordingly of alumnae vacation ideas at least once per year
  - s. Volunteer Coordination
    - i. Maintain pertinent information on volunteers and their activities
    - ii. Solicit interest from alumnae in volunteering
    - iii. Obtain feedback from volunteers on volunteer activities and implement improvements as necessary
    - iv. Coordinate a service award plan
2. Each committee listed above will have a chairperson that is appointed by the IEB.
  3. Each committee listed above will report to an IEB Officer as specified in the International Constitution Article IV, Section 4.
  4. Alumnae cannot serve as a Committee Chair and/or Co-Chair of an IEB Committee if holding a position as an Alpha Omega Epsilon National Foundation Director.
  5. At any time an IEB Chair or Co-Chair decides to join the Alpha Omega Epsilon National Foundation as a Director, the Alumna must resign her position with the IEB Officer that oversees the committee to be vacated.
  6. Committees can be added as deemed necessary by the IEB.

Section 4 - Conventions

1. The management of the conventions shall be in the hands of the Convention Committee Chairperson, with approval by the IEB.
2. The order of business at the convention shall be at the discretion of the President, but shall include the following:
  - a. Roll call;
  - b. Reports of officers;
  - c. Reports of regular committees;
  - d. Reports of special committees;
  - e. Unfinished business;
  - f. New business;
  - g. Election of officers;
  - h. Installation of officers;
  - i. Adjournment.

- 1 3. Expenses of the Board of Directors and, to the extent authorized by the IEB,  
2 International Committee Chairpersons, elected Active Delegates (or elected  
3 alternates) and invited guests shall be paid from International Funds.  
4
- 5 4. In case a Chapter Delegate shall be unable to attend the convention, the  
6 Delegate's place shall be taken by the first or second alternate. Unless excused,  
7 the failure of the Delegate who has been duly certified by the Active Chapter to  
8 attend a convention shall be punishable by chapter probation and/or fine of a  
9 maximum \$500, the penalty being left to the discretion of the IEB.  
10
- 11 5. No Delegate shall be allowed a seat in the convention unless expecting to return  
12 to the Chapter as an active member for the remainder of the calendar year or  
13 unless approved by the Alumnae Advisor and the IEB Interchapter Relations  
14 Officer.  
15
- 16 6. No Delegate shall be allowed a seat in convention if the Chapter represented is  
17 delinquent in the payment of any fees due the IEB. The Delegate may pay up  
18 the indebtedness or sign a statement that the Chapter will meet the indebtedness  
19 within thirty days of the closing date of the convention. Failure of the Chapter to  
20 meet the conditions of the statement shall result in the Chapter being placed on  
21 probation until the indebtedness is cleared by payment, or by excuse from  
22 payment given by unanimous vote of the IEB.  
23
- 24 7. Each Chapter Delegate shall, at the first business meeting of the Chapter  
25 following the convention, present a report on all important business transacted at  
26 the convention.  
27
- 28 8. Each member of the IEB should send to the Convention Committee Chairperson,  
29 not later than three months prior to the convention, brief statements of proposals  
30 recommended for convention. The Convention Committee shall summarize and  
31 send this information to all members of the IEB for consideration.  
32

#### Section 5 - Miscellaneous

- 33
- 34
- 35 1. The fiscal year of the IEB shall coincide with the calendar year.  
36
- 37 2. Unless otherwise stated, approval by the IEB shall be considered to mean  
38 approval by a majority vote of the members of the IEB.  
39
- 40 3. Application for reimbursement for expenses incurred in Organization service shall  
41 be presented to the Treasurer not later than 3 months following such  
42 expenditures.  
43
- 44 4. The IEB or any of its members shall not be liable for debts incurred by  
45 subordinate chapters of individual members of the Organization.  
46



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

ARTICLE II - ACTIVE CHAPTER

Section 1 - Membership

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

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

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

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

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

1 2. Election to AΩE Candidate Status:

2  
3 AΩE Candidates must fulfill the following requirements:

- 4  
5 a. Be enrolled full-time or part-time as defined by Chapters' University.  
6 b. Be a student in good standing with the University with a minimum cumulative  
7 2.0 out of 4.0 G.P.A. or equivalent, unless she is a first-term freshman.  
8 c. Have successfully been initiated through the active chapter membership  
9 ceremony for candidates.  
10 d. Be recognized by the active organization to be a candidate.  
11 e. Expected to attend all functions and responsibilities set forth by the Actives  
12 and campus policies.  
13 f. Is not a member of another national or local sorority.

14  
15 A candidate shall not be initiated as an Active Member until payment of the  
16 required initiation fee is received by the Treasurer. Failure to comply during the  
17 Membership Education period could result in invitation withdrawal, as discussed  
18 in Article II, Section 4 of the International Bylaws.

19  
20 3. Election to Active Status

21  
22 Active Members must fulfill the following requirements:

- 23  
24 a. Be enrolled as defined by the Chapter's University.  
25 b. Have successfully completed the Membership Education program as defined  
26 in the Membership Education Book.  
27 c. Have successfully been initiated through the Official Ritual.  
28 d. Have signed the Risk Management policy and promises to abide by its terms.

29  
30 Active members will be categorized into three categories: Active, Passive and  
31 Co-op. The requirements and privileges for active, co-op and passive active  
32 members are defined as follows:

33  
34 **Active-Active:**

35  
36 **Requirements:**

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

39  
40 **Privileges:**

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

43  
44 **Active Co-op:**

45  
46 **Requirements:**

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

51

1 **Privileges:**

- 2 a. Has the right to choose to fulfill the active-active requirements and gain all  
3 rights and privileges accordingly.  
4 b. Retains all voting privileges. Active co-ops are exempt from the “two  
5 meeting rule” outlined in the International Constitution, Article VIII,  
6 Section 8, Chapter Voting Procedures, for all votes.  
7 c. May attend all AΩE sponsored events  
8 d. May choose to attend active meetings.  
9

10 **Active-Passive:**

11 **Requirements:**

- 12  
13 a. Has expressed a desire not to be involved in the active organization after  
14 fulfilling the active requirements.  
15 b. Has not paid dues nor expressed the intention to do so.  
16

17 **Privileges:**

- 18 a. May attend any restricted social events if the chapter votes to allow an  
19 individual to attend one of these functions.  
20 b. May attend meetings, but she will have no voting privileges.  
21 c. May attend non-restricted AΩE events.  
22 d. She can regain active-active status upon the fulfillment of the active-  
23 active requirement  
24

25 4. Election to Alumna Status

26  
27 Prior to the due date of the On Target Report, all active-active, active-passive  
28 and active co-op members who have transferred or are leaving school for any  
29 reason must be voted to Alumna-Active or Alumna-Restricted status via simple  
30 majority vote.  
31

32 A list of all alumnae and their corresponding alumnae statuses must be  
33 documented and submitted to the IEB ICR. All alumnae must be notified in  
34 writing of their status within one week of the vote by a representative of the active  
35 chapter.  
36

37 **Responsibilities:**

- 38 a. Alumnae are responsible for providing the Active Chapter all address  
39 changes.  
40 b. Alumnae should be emotionally and financially supportive of their  
41 chapter.  
42

43 **Privileges:**

- 44 a. Alumnae will be kept up to date on all chapter happenings through the  
45 Chapter newsletter sent out by the Corresponding Secretary.  
46 b. The Alumna member may, upon transfer to a school with another AΩE  
47 chapter or upon return to school, choose to become an active of that  
48 chapter with a 2/3's majority vote and fulfillment of that chapter's active  
49 requirements.  
50

51 A member that has been an active at more than one university due to a university

1 transfer will become an alumna for the chapter in which she spent the majority of  
2 her time as an Active-Active or Active-coop member. If the member would like to  
3 be considered an alumna from the other chapter, she can submit a petition to the  
4 IEB alumnae relations officer to be approved by the IEB. The decision of the IEB  
5 is final.

6  
7 Alumnae members will be categorized into three categories: Active, Passive and  
8 Restricted. The IEB has the right to change the membership status of any  
9 alumna member if the alumna member fails to uphold the requirements of her  
10 membership status or if the alumna member meets the requirements of another  
11 membership status. The requirements and privileges for alumna-active, alumna-  
12 passive, and alumna-restricted members are defined as follows:

13  
14 **Alumna-Active**

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

20  
21 **Requirements:**

- 22 a. Must have paid all dues owed to her Chapter, or signed a letter of  
23 intention to do so, prior to vote to Alumnae-Active status  
24 b. Must have paid her promissory note within the designated promissory  
25 note timeframe  
26 c. If an Alumnae-Active member fails to completely pay her promissory note  
27 prior to the expiration of the promissory note timeframe, the IEB will  
28 change her membership status from Alumna-Active to Alumnae-Passive.  
29 d. Must uphold the oath of membership, Ideals and Objectives, the  
30 International Constitution and Bylaws, and the Risk Management Policy  
31 e. Must be emotionally and financially supportive of her Chapter and the  
32 International Organization

33  
34 **Privileges:**

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

46  
47 **Alumna-Passive**

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

**Requirements:**

- a. May have outstanding monies owed to her Chapter and/or has not signed a letter of intention to repay outstanding monies
- b. May not have paid her promissory note in full
- c. May only be considered Alumnae-Passive for a maximum of three consecutive years
  - i. The IEB will change the status of an alumna-passive member to alumna-restricted status after three consecutive years. The member will be notified in writing of the membership status change and instructions on her rights and privileges shall be provided at her last known address.
  - ii. The IEB will change the status of an alumna-passive member to alumna-active if the member has fulfilled the requirements of alumna-active status. The IEB shall notify the member of the membership status change and instructions on her rights and privileges shall be provided.

**Privileges:**

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

**Alumna-Restricted**

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

**Requirements:**

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

- 1 f. May have failed to uphold the oath of membership, Ideals and Objectives,  
2 the International Constitution and Bylaws, or the Risk Management  
3 Policy, or other duties and obligations to the Sorority  
4

5 **Privileges:**

- 6 a. May not receive the Alumna newsletter (*The Angle*) and other Alumna  
7 correspondence  
8 b. May not vote in elections  
9 c. May not vote upon constitutional proposals  
10 d. May not vote in vote by mail proceedings  
11 e. May not run for IEB office  
12 f. May not be a committee chairman  
13 g. May not be a committee volunteer  
14 h. May not have members only access to the sorority website  
15

16 Chapters can inform the IEB of any Alumna's meeting or not meeting Alumna  
17 requirements. Chapters can make recommendations of change of Alumna status  
18 to the IEB. Information and recommendations will be reviewed by the IEB in a  
19 timely manner.  
20

21 5. Election to Honorary Status  
22

23 Honorary Members must fulfill the following requirements:  
24

- 25 a. Uphold and exemplify the Ideals and Objectives  
26 b. Be supportive of women in the engineering and technical science fields  
27 c. Be in a professionally acceptable discipline that exemplifies the Ideals  
28 and Objectives of Alpha Omega Epsilon, a faculty member, or other  
29 influential person related to the Active Chapters.  
30

31 Honorary members must be nominated as such by the Active Chapter. The  
32 request for honorary membership shall at a minimum state the nominee's name and  
33 qualifications for honorary status. The nomination shall be submitted to the IEB  
34 Secretary for approval by the IEB.  
35

36 **Honorary Member**  
37

38 **Requirements:**

- 39 a. Supports women in engineering and technical sciences  
40 b. Supports and contributes to the development and growth of the Active  
41 Chapters  
42 c. Upholds and exemplifies the Ideals and Objectives of Alpha Omega  
43 Epsilon  
44

45 **Privileges:**

- 46 a. May not know the secrets or rituals/traditions of Alpha Omega Epsilon  
47 b. Will never be required to pay dues  
48 c. May not be given any voting rights at the Chapter or International level  
49 d. May attend non-restricted Alpha Omega Epsilon sponsored events at the  
50 discretion of the Active Chapter

- 1 e. May not attend Active Chapter meetings
- 2 f. May not have members only access to the website at the Chapter or
- 3 International level
- 4 g. May not receive the Alumnae newsletter (*The Angle*) and other Alumna
- 5 correspondence
- 6 h. May not be a committee volunteer
- 7 i. May not be a committee chairman
- 8 j. May join another national or local sorority or fraternity
- 9 k. Honorary membership will not remove or negate any current rights or
- 10 privileges that the honorary member currently holds within the sorority.
- 11
- 12 7. Vows of sisterhood taken by the initiation ceremony can only be dissolved by
- 13 death or expulsion from the Organization as provided in the International Bylaws,
- 14 Section 3 or voluntary resignation as provided in the International Bylaws,
- 15 Section 12 – Voluntary Resignation.
- 16
- 17 8. Once initiated as a member of AΩE, one may not join any other local or national
- 18 sorority because of the sacred vows taken during the initiation ceremony.
- 19 Membership in AΩE precludes membership in any other national social or
- 20 professional sorority, with the exception of Honorary and exclusive service-
- 21 oriented fraternities.
- 22





1 Advisor. The IEB President shall summarize the proceedings and request the  
2 IEB to approve or disapprove them. The action of the IEB shall be final.

3  
4 g. Should the IEB determine via written complaint and documented follow-up  
5 that a member is in violation of the International Constitution Article XII – Risk  
6 Management Policy, the IEB may by unanimous vote expel a member of any  
7 status of the sorority without proceedings A-F above.

8  
9 3. No member shall be tried twice for the same charge.

10  
11 4. The IEB Treasurer shall offer to purchase at the current list price and with IEB  
12 funds, the pin of an expelled member.

13  
14 5. The name of each expelled member with a statement of the cause of expulsion  
15 shall be published in the meeting minutes of the IEB.

16  
17 6. Upon expulsion, a member forfeits the following: AΩE activation pin; all AΩE  
18 privileges; and all AΩE materials.

19  
20 7. An expelled member cannot duplicate AΩE policies, materials and procedures or  
21 imitate AΩE actions and traditions.

22  
23 8. An expelled member shall sign a promissory note for outstanding debts, if any,  
24 and a written agreement to secrecy shall be signed.

25  
26 Section 4 - Membership Invitation Withdrawal

27  
28 1. Any Active Member, at a regular meeting of the chapter, may move the  
29 withdrawal of an invitation to membership for reasons involving dishonorable  
30 conduct, consistent scholastic failure, lack of interest in the Organization or  
31 damage to the Organization.

32  
33 a. The vote on the motion shall take place at the next regular meeting of the  
34 chapter, with all Active Members having been notified by phone or writing  
35 prior to the meeting as defined in the Chapter Bylaws and in accordance with  
36 the International Constitution, Article IX, Section 4, Quorum.

37 b. The notification to the candidate of the motion is at the chapter's discretion.

38 c. The motion to withdraw a candidate's invitation to membership is passed if  
39 10% of the members present vote "yes." If the motion passes, proceedings  
40 are initiated to withdraw an invitation to membership as outlined below.

41  
42 2. If a membership candidate cannot fulfill the requirement for initiation, due to the  
43 above vote by the Chapter to withdraw a candidate's invitation to membership,  
44 not passing the membership election vote, or if the candidate no longer  
45 expresses interest in joining or is no longer able to join the Organization, that  
46 person shall be dropped from the roll. The procedure for withdrawal of an  
47 invitation for membership shall be conducted as follows:  
48

- 1 a. The candidate is informed in writing of the chapter's decision to withdraw the
- 2 invitation to membership and is given one week to submit a written appeal of
- 3 the decision.
- 4 b. The vote on the appeal shall take place at the next chapter meeting or
- 5 meeting specially convened by the Chapter President, with all Active
- 6 Members having been notified in accordance with the International
- 7 Constitution, Article IX, Section 4, Quorum prior to the meeting.
- 8 c. A  $\frac{3}{4}$ 's majority vote of the Chapter Quorum for reinstatement of the candidate
- 9 will reinstate the candidate's status including all rights prior to the procedure
- 10 to withdraw the invitation to membership.
- 11 d. Upon withdrawal of an invitation for membership, a dismissed candidate
- 12 forfeits the following: AOE candidate pin, all AOE privileges and all AOE
- 13 materials.
- 14 e. A dismissed candidate cannot duplicate AOE policies, materials and
- 15 procedures or imitate AOE actions and traditions.
- 16 f. A dismissed candidate shall sign a promissory note for outstanding debts, if
- 17 any, and a written agreement to secrecy shall be signed.
- 18
- 19

#### Section 5 - Active Chapter Powers, Duties and Obligations

- 20
- 21
- 22 1. The order of business at Active Chapter meetings shall be as follows: The
- 23 President shall call the meeting to order and proceed the secret ritual for the
- 24 opening of chapter meetings. The following shall be the order of business:
- 25
- 26 a. Roll Call;
- 27 b. Reading of Minutes;
- 28 c. Reports of Officers and reading of correspondence concerning the chapter;
- 29 d. Reports of regular committees;
- 30 e. Reports of special committees;
- 31 f. Unfinished business;
- 32 g. New Business;
- 33 h. Announcements; and
- 34 i. Meeting Adjournment
- 35
- 36 2. Failure of an Active Chapter to comply with the Constitution shall be reported
- 37 promptly to the Alumnae Advisor who shall investigate and assist the chapter to
- 38 correct its procedure.
- 39
- 40 3. No Active Chapter shall form any corporation or enter into any contract leading to
- 41 the purchase or acquisition of a house, without the approval of the Board of
- 42 Directors.
- 43
- 44 4. A fine not to exceed \$200 dollars shall be levied against any chapter or member
- 45 of the Organization responsible for the loss of a copy of the ritual. The fine for a
- 46 loss of any section of the ritual shall be \$100 dollars. The penalty shall be left to
- 47 the discretion of the IEB.
- 48
- 49 5. Chapter expenditures shall be approved by meeting vote, as specified in the
- 50 Chapter Bylaws.
- 51

- 1 6. An Active Chapter must be in contact with their Alumnae Advisor at least once a  
2 month.
- 3
- 4 7. An Active Chapter shall submit a proposed budget per term to the IEB Treasurer  
5 one month after the term begins. A final budget per term must be submitted to  
6 the IEB Treasurer one month after the end of the term.
- 7
- 8 8. An Active Chapter shall submit an On Target Report to the Interchapter Relations  
9 Officer, Chapter Alumna Advisor, and Chapter Regional Alumna Advisor by  
10 December 15 and May 15 to be reviewed for edits. The final version of the On  
11 Target Report will be due to the Interchapter Relations Officer, Chapter Alumna  
12 Advisor, and Chapter Regional Alumna Advisor on January 15 and June 15.
- 13
- 14 9. An Active Chapter shall submit a listing of new officers to the Interchapter  
15 Relations Committee by February 15 and October 15.
- 16
- 17 10. An Active Chapter shall submit a listing of active chapter members to the  
18 Interchapter Relations Committee by February 15 and October 15.
- 19
- 20 11. An Active Chapter must complete a minimum of four Scholastic projects per year,  
21 as defined as July 1 through June 30 of the following year.
- 22
- 23 12. An Active Chapter must complete a minimum of two Sisterhood activities per  
24 year, as defined as July 1 through June 30 of the following year.
- 25
- 26 13. An Active Chapter must complete a minimum of four Professional projects per  
27 year, as defined as July 1 through June 30 of the following year.
- 28
- 29 14. An Active Chapter must complete a minimum of two Campus projects per year,  
30 as defined as July 1 through June 30 of the following year.
- 31
- 32 15. An Active Chapter must complete a minimum of four Philanthropic projects per  
33 year, as defined as July 1 through June 30 of the following year.
- 34
- 35 16. An Active Chapter must hold Ritual Week the entire academic week prior to  
36 active initiation.
- 37
- 38 17. An Active Chapter shall review and set Chapter Goals and Objectives each  
39 sorority term.
- 40
- 41 18. A minimum of one person from each Chapter must be present at the Annual  
42 International Convention as the voting representative for the chapter.
- 43
- 44 19. When the active membership of an Active Chapter falls to a level of ten or less,  
45 the Chapter Advisor shall be required to approve the petitions of all persons  
46 proposed for initiation by that Chapter, before such persons can be initiated.
- 47
- 48 20. If any Active Chapter fails to fulfill their International obligations, a fine can be  
49 levied against the chapter by the IEB.
- 50

- 1 21. For the sake of chapter consistency, there will be two terms in a calendar year.  
2 Term shall be defined as January through June and July through December.  
3

4 Section 6 - Active Chapter Committees  
5

- 6 1. The following will be chapter committees consisting of, but not limited to, the  
7 defined responsibilities:  
8

9 **a. Corresponding Secretary**

- 10 i. Responsible for all correspondence representing the active  
11 chapter.  
12 ii. Responsible for newsletters to alumnae and co-ops  
13 iii. Writing all articles concerning active chapters for submittal to  
14 various campus and Sorority publications.  
15

16 **b. Fundraising**

- 17 i. Responsible for the planning and organization of events to  
18 procure funds to be used for general chapter needs.  
19 ii. Maintain records of all chapter fundraising activities.  
20

21 **c. Historian**

- 22 i. Responsible for recording the Chapter Candidate and Active  
23 Membership initiations, and any other historically significant event.  
24 ii. Responsible for submitting updated family trees to International  
25 History Committee.  
26 iii. Ensures photos are taken at all chapter events.  
27

28 **d. Recruitment Committee**

- 29 i. Responsible for the organization of all recruitment activities.  
30 ii. Publicity for all recruitment activities.  
31 iii. Report all significant events concerning recruitment to active  
32 organization.  
33

34 **e. Risk Reduction Committee**

- 35 i. Reviews all areas of potential liability and violation according to  
36 procedures set in current Risk Management Policy.  
37 ii. Responsible for seeking information and counsel from appropriate  
38 university officials and/or advisors  
39 iii. Responsible for distributing current Risk Management Policy's,  
40 keeping copies of all signed policies for chapter records, and  
41 sending the original signed policies to the IEB Secretary  
42

43 **f. Philanthropic Committee**

- 44 i. Responsible for the organization of philanthropic activities.  
45

46 **g. Professional Committee**

- 47 i. Responsible for the organization of professional activities.  
48 ii. Responsible for instructing the Chapter in Robert's Rules of Order,  
49 Newly Revised  
50



- d. A brief summary of the Greek life on campus (i.e. National Conferences, National Sororities and Fraternities, Local Sororities and Fraternities, Greek reputation on campus).
  - e. Signatures and date by the presiding Chairperson or President.
  - f. A filing fee as predetermined by the IEB, with checks payable to Alpha Omega Epsilon National Association.
2. Once the petition has been accepted, a predetermined fee per person will be due to the AΩE National Association.

### **III. Colony Status**

1. Requirements of a Colony:
  - a. A colony must be a recognized organization through the college they attend.
  - b. A colony must have a constitution or bylaws approved by the college governing student body.
  - c. A colony must uphold all ideals, objectives and bylaws as dictated by the International Executive Board.
  - d. A colony must design and construct an official Colony Banner.
  - e. A colony must complete a minimum of one professional project during colony period.
  - f. A colony must hold a successful recruitment a minimum of once. A successful recruitment results in at least one prospective member being initiated as a candidate.
  - g. A colony must complete a minimum of one philanthropic project during Colony status.
  - h. Members of a colony hold equivalent status of a Chapter Membership Candidate.
  - i. A colony must submit monthly reports to the IEB.
  - j. A colony must follow all requirements of the Risk Management Policy.
2. Privileges of a Colony:
  - a. A Colony will be called "(School Name) Colony of Alpha Omega Epsilon."
  - b. A Colony may use the Alpha Omega Epsilon name for specified reasons and wear the Alpha Omega Epsilon colony pin at all Alpha Omega Epsilon Colony functions.
  - c. A Colony may display the Alpha Omega Epsilon colony banner at all Alpha Omega Epsilon Colony functions.
  - d. A Colony may rely on the International Executive Board for non-secret information and advice.
  - e. A Colony may attend the Alpha Omega Epsilon International Convention.
  - f. All graduates from a Colony who have attended the Alumna ceremony are granted Alumna status in Alpha Omega Epsilon. Graduates not attending the ceremony will not be given Alumna status, unless there are extenuating circumstances approved by the IEB.
3. Petition for Chapter Status:

- 1 a. A Colony may petition for Chapter Status after meeting all Colony  
2 requirements.

- 3 b. The Colony Certificate will extend for a period of 18 months.

4

5 2. Extension of Colony Status:

6

7 If a Colony of Alpha Omega Epsilon feels it is making sufficient progress, yet is  
8 unable to file for charter membership before the Colony Certificate expires, the  
9 Colony must file a request with IEB to extend the Colony Certificate. The request  
10 must be submitted to the IEB a minimum of one month previous to the certificate  
11 expiration date and contain the following:

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

18

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

22

23 3. Disbanding of a Colony:

24

- 25 a. The IEB must unanimously vote to disband a Colony.  
26  
27 b. A Colony of Alpha Omega Epsilon can be disbanded and terminated from  
28 working towards Chapter status at the direction of the IEB Vice President for  
29 violating the oath of membership, for violating the Risk Management Policy,  
30 for dishonorable conduct, for disloyalty to the Organization, or when the  
31 Colony affiliation becomes harmful to the Organization.  
32  
33 c. A Colony may also be disbanded for failing to make sufficient progress and  
34 for ineffectively extending their Colony Certificate.  
35  
36 d. When it has been decided upon to disband a Colony, the expansion  
37 representative and/or an IEB officer will visit the Colony to perform a  
38 disbanding and/or Alumnae Ceremony.  
39  
40 i. Colony members who have not completed the candidate process will  
41 not be granted Alumna status.  
42  
43 ii. Colony members who have completed the candidate process will be  
44 evaluated by the IEB for Alumna status.  
45 iii. Graduates attending the ceremony will then be given Alumna status.  
46 Graduates not attending the ceremony will not be given Alumna  
47 status, unless there are extenuating circumstances approved by the  
48 IEB.  
49 iv. All Colony AQE material will be surrendered at the time of the  
50 ceremony.

51

1 e. Colony Alumnae will assume all responsibilities and privileges of Chapter  
2 Alumna status, including but not limited to payment of promissory note and  
3 other remaining debt. All fees collected by the IEB during the Colony period  
4 will be non-refundable.  
5

6 6. Reforming a previously disbanded Colony:  
7

8 If an interest group forms on a campus where an AOE Colony has been  
9 previously disbanded, the Colony may be reestablished by petitioning the IEB  
10 and by fulfilling all obligations of a new Colony, as defined in this section, to  
11 become a new member of the Organization.  
12  
13

14 **IV. Petition for Charter Membership**  
15

- 16 1. Minimum qualifying requirements to apply for charter membership:  
17 a. A Colony must have a minimum of ten (10) members unless a waiver to this  
18 requirement has been granted by the IEB.  
19 b. At least forty percent (40%) of the colony members petitioning for charter  
20 membership must be freshmen or sophomores or not graduating within two  
21 (2) years of chapter installation unless a waiver to this requirement has been  
22 granted by the IEB.  
23 c. A Colony must have fulfilled all the AOE Colony requirements.  
24  
25 2. Once a Colony has met the minimum qualifying requirements, it may apply for a  
26 charter membership from the International Executive Board. The group must  
27 submit a petition containing the following:  
28  
29 a. The name, campus, membership size and brief history of the petitioning  
30 group;  
31 b. An outline and summary of programs for Professional development,  
32 Community and Campus Service, Membership Enrollment, Rush, Social and  
33 Sisterhood;  
34 c. Brief profile of the petitioning members;  
35 d. Copy of the completed Colony Constitution;  
36 e. Reasons the Colony feels it is ready to be a chapter of Alpha Omega Epsilon;  
37 and  
38 f. A filing fee as predetermined by the IEB, with checks payable to Alpha Omega  
39 Epsilon National Association.  
40 3. Once the petition has been accepted, a predetermined fee per person will be due  
41 to the AOE National Association.  
42

43 **V. Charter Membership**  
44

- 45 1. All steps to the path to Alpha Omega Epsilon have been fulfilled and the Petition  
46 of Charter Membership has been approved by the IEB.  
47  
48 2. Privileges of a Approved Chapter:  
49 a. A Chapter will be called "A Chapter of Alpha Omega Epsilon."  
50 b. Upon installation, the Chapter will receive:  
51 i. The Alpha Omega Epsilon International Constitution;



- 1                   ii.       Symbols and meanings of Alpha Omega Epsilon;
- 2                   iii.       Alpha Omega Epsilon ceremonies and procedures; and
- 3                   ii.       A Chapter Charter.
- 4       c. Chapter members may wear the Alpha Omega Epsilon Active pin.
- 5       d. Chapter must attend the International Convention.

6  
7                   Section 8 - Delinquency of Active Chapter Duties and Obligations

- 8
- 9       1.       The Chapter will first be warned by the Alumnae Advisor of the Chapter or the
- 10       IEB Interchapter Relations Officer. The warning shall be delivered to the chapter
- 11       in writing and will state which deadlines were missed and what information was
- 12       not submitted. The Chapter will then have one month to submit the remaining
- 13       information. A fine not to exceed a total of \$250 may be levied against the
- 14       chapter at the discretion of the IEB.
- 15
- 16       2.       The Chapter will receive second warning from the IEB Interchapter Relations
- 17       Officer if the deadline of the first warning was not met. The warning will be
- 18       delivered to the Chapter in writing and will state the original missed deadlines,
- 19       what information was not submitted, and the first warning deadline that was
- 20       missed. The information that was not submitted must be submitted within three
- 21       days. A fine not to exceed a total of \$500 will be levied against the chapter. The
- 22       amount of the fine will be determined at the discretion of the IEB.
- 23
- 24       3.       Should a Chapter fail to comply with a second warning, the Chapter will be
- 25       placed on Probation. The terms of the probation will be set at the discretion of
- 26       the IEB.
- 27
- 28       4.       Should a Chapter consistently receive warnings during the course of a calendar
- 29       year, the Chapter will be placed on Probation. The terms of the probation will be
- 30       set at the discretion of the IEB.

31  
32                   Section 9 - Active Chapter Charter Probation

- 33
- 34       1.       Any Active Chapter may be placed on probation by its Alumnae Advisor at the
- 35       direction of the IEB ICR with the approval of the IEB. The Chapter may be
- 36       placed on probation for violating the oath of membership, for violating the Risk
- 37       Management Policy, for dishonorable conduct, for disloyalty to the Organization
- 38       or when the Chapter affiliation becomes harmful to the Organization.
- 39
- 40       2.       When a Chapter is placed on probation, its charter shall be withdrawn and
- 41       forwarded by the Alumnae Advisor to the IEB Secretary who shall retain
- 42       possession during the period of probation.
- 43
- 44       3.       A Chapter on probation shall render reports at least monthly to the Alumnae
- 45       Advisor as directed by the Alumnae Advisor and IEB.
- 46       4.       The Alumnae Advisor and the IEB ICR shall conduct a complete investigation of
- 47       the situation and a record of the case and a recommendation will be given to the
- 48       IEB. The IEB shall subsequently determine whether to remove or continue
- 49       probation or revoke the charter.
- 50

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

10  
11 Section 10 – Active Chapter Charter Withdrawal

- 12  
13 1. Any Active Chapter may have their charter withdrawn under extreme  
14 circumstances for violating the oath of membership, for violating the Risk  
15 Management Policy, for dishonorable or improper conduct, for disloyalty to the  
16 Organization or for when the Chapter affiliation is harmful to the Organization.  
17  
18 2. A unanimous vote of the IEB shall be required to revoke the Active Chapter  
19 Charter.  
20  
21 3. If any member or members is found to be at fault, the IEB Secretary shall present  
22 a complete record of the case with recommendations to the IEB. The member or  
23 members in question may be expelled following the guidelines set in Article II,  
24 Section 3 of these Bylaws.  
25  
26 4. A Chapter may be reestablished by petitioning the IEB to become a chapter and  
27 by fulfilling all obligations of a new chapter to become a member of the  
28 Organization.  
29  
30 5. Upon withdrawal of a charter, all property except that provided for by  
31 incorporation, shall pass to IEB in trust. If the chapter is not reestablished within  
32 five years, the IEB shall liquidate the assets, pay claims against the chapter so  
33 far as the assets will permit.  
34

35 Section 11 – Membership Status

- 36  
37 1. Prior to the first active meeting of each term, each member shall be required to  
38 state their status to the Recording Secretary. Active dues are based on the status  
39 declared at the beginning of the term.  
40  
41 2.  
42 A member may only change her status during the term if approved by a 2/3<sup>rd</sup>  
43 majority vote of the Active Chapter.  
44  
45 3. Members who fail to pay their dues and have not expressed the intention to do  
46 so, or members who have expressed a desire not to be involved in the active  
47 organization after fulfilling the active requirements, shall have their membership  
48 status changed to Active-Passive upon a 2/3<sup>rd</sup> majority vote of the Chapter.  
49 a. The Chapter Executive Board shall notify the member of the vote to  
50 change her membership status in writing at least one week prior to the  
51 vote. In addition, the Chapter Executive Board shall notify their Alumnae  
Advisor.

- 1                   b. The Chapter Executive Board shall notify the member of the result of the
- 2                   vote to change her membership status in writing no more than one week
- 3                   after the vote. In addition, the Chapter Executive Board shall forward the
- 4                   results of the vote to their Alumnae Advisor.
- 5       4.       If the member pays her dues in full, or signs a note of intention to do so, prior to
- 6                   the vote to change her membership status, then the vote to change her
- 7                   membership status will not occur.
- 8       5.       The member has the right to work to regain active-active status as defined in
- 9                   Article II, Section 1, 3.

Section 12 – Voluntary Resignation

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

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

1 ARTICLE III - FINANCES

2  
3 Section 1 - Charter Fees

4  
5 A charter fee shall accompany each petition for a Chapter Charter, as specified in Article  
6 II, Section 7, Item IV of the International Bylaws.

7  
8 Section 2 - Initiation Fees

9  
10 A membership candidate fee will be collected by the Active Chapters and forwarded to  
11 the International Treasurer immediately following initiation ceremonies. This fee is non-  
12 refundable.

13  
14 Section 3 - Active Chapter Dues and Fees

15  
16 Organization dues and fees will be collected from each Active Chapter by the  
17 International Treasurer.

18  
19 These dues and fees will be based on the status declaration as detailed in Article II,  
20 Section 5, 2 of the International Bylaws. The Schedule of Dues and Fees on file with the  
21 International Treasurer details the dues and fees structure.

22  
23 Section 4 – Chapter Dues for International Chapters

- 24
- 25 1. Chapter dues for international chapters will be adjusted by a ratio of the Gross  
26 Domestic Product (GDP) per capita for the country in which the chapter is  
27 located to the United States.
  - 28 2. The GDP ratio for each country outside of the United States where a chapter  
29 resides will be re-evaluated every year by the International Executive Board  
30 using updated information on GDP.
  - 31 3. The Schedule of Dues and Fees on file with the International Treasurer will be  
32 updated with any changes in information.
  - 33 3. The Schedule of Dues and Fees on file with the International Treasurer will be  
34 updated with any changes in information.

35  
36 Section 5 – Alumnae Promissory Note

- 37
- 38 1. The promissory note is a one-time payment made by alumnae that provides for  
39 ongoing communication between the Sorority and alumnae over a lifetime,  
40 contributes to the growth of the Organization, and assists in the financial stability  
41 of the Organization.
  - 42 2. The IEB sets the value of the promissory note and may change its value to  
43 maintain the financial integrity of the Sorority.
  - 44 3. The IEB shall provide a minimum of one year's notice of any changes to the  
45 promissory note value.
  - 46 4. The promissory note is made payable to Alpha Omega Epsilon Sorority and is  
47 submitted to the International Executive Board
  - 48 5. The promissory note is not tax-deductible.
- 49  
50  
51

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

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

1  
2  
3  
4  
5  
6  
7  
8

Section 6 – Electronic Payments

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

---

<sup>1</sup> Article III, Section 6 goes into effect on February 1, 2010.

1  
2  
3  
4  
5

ARTICLE IV - THE INTERNATIONAL NEWSLETTER

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



ARTICLE V - JEWELRY

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

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

---

<sup>2</sup> Article V, Paragraph 5 goes into effect on February 1, 2010.

ARTICLE VI - MISCELLANEOUS

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

1. In matters of parliamentary procedure, not otherwise covered by the Constitution and Bylaws, Robert's Rules of Order, Newly Revised shall be considered the authority.
2. The Board of Directors shall be empowered to change the wording of motions, resolutions, etc., as passed at convention, without changing the meaning thereof, if necessary to bring them into conformity with the accepted standards of good English and good consistent terminology.
3. If a conflict does arise between the Active Chapter Constitution and Bylaws and the International Constitution and Bylaws, the Active Chapter Constitution and Bylaws shall be overridden by the International Constitution and Bylaws. Immediately upon the knowledge of this conflict, the Active Chapter Constitution and Bylaws shall be changed according to the procedure outlined within.
4. In matters requiring a postmark, an illegible postmark (defined as a postmark whose date cannot be determined) shall be dealt with as follows:
  - a. Items received by the required postmark date shall be accepted. The date the item was received shall be noted on the outside of the envelope, package, etc. by the receiving party.
  - b. Items received after the required postmark date shall not be accepted. The date the item was received shall be noted on the outside of the envelope, package, etc. by the receiving party. Items (i.e. Chapter dues, insurance fees, transition materials, etc.) received after the required postmark date may result in a fine. The sender has the right to request a photocopy (or photograph) of the postmark in question. The sender has the right to provide alternate proof of postmark. In matters where a fine can be levied, the sender may petition the IEB to consider any extenuating circumstances when determining the value of the fine.

HISTORICAL APPENDIX

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

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