

ALPHA OMEGA EPSILON

CONSTITUTION

1993

Revised:
August 11, 2016

ARTICLE I - NAME

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

ARTICLE II - AFFILIATION

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

1
2 **President**

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

19
20 **Vice-President**

- 21
22 a. The Vice President presides over the meetings after being notified by the
23 President that she cannot attend.
24 b. She votes on all Chapter and IEB legislation.
25 c. She knows and upholds Robert Rules of Order.
26 d. She shadows the President and is aware of Presidential responsibilities in
27 case of office vacancy.
28 e. She forges and fosters relationships with other engineering and Greek
29 organizations.
30 f. She oversees the Elections, Judiciary, and Degree Recognition Committees.

31
32 **Secretary**

- 33
34 a. The Secretary votes on all chapter and IEB legislation.
35 b. She signs charter certificates.
36 c. She oversees the Risk Management, Documentation, Chapter Audits and
37 AΩE History Committee.
38 d. She defines and oversees all administrative procedures.
39 e. She defines and oversees all Risk Management responsibilities at the
40 International level.

41
42 **Treasurer**

- 43
44 a. The Treasurer votes on all chapter and IEB legislation.
45 b. She oversees the Financial Activities and Promissory Note Committees.
46 c. She performs all financial transactions for the IEB, including receiving all
47 income and payment of all debts.
48 d. She is responsible for maintaining the International Budget.
49 e. She is responsible for the approval of any reimbursement for an IEB expense
50 over a predetermined amount set in the International Bylaws.
51 f. She records and accounts for all income and debt for legal and tax purposes.

1
2 **Interchapter Relations**
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- 4 a. She votes on all chapter and IEB legislation.
5 b. She oversees the selection of and activities of the Chapter Alumnae Advisors.
6 c. She collects and maintains data on each chapter. She helps chapters
7 maintain standard procedures. She acts as a link between the active chapters
8 and the IEB.
9 d. She keeps in direct contact with all regional alumnae advisors.
10 e. She oversees the selection of and activities of the Regional Alumnae
11 Advisors.
12 f. She supervises the activities of the Active Chapters.
13 g. She keeps in direct contact with the New Chapter Advisor.
14 h. She oversees the selection of the New Chapter Advisor.
15 i. She assists the President with the Chapter installation ceremony.
16 j. She is responsible for the props and equipment, including active pins, for the
17 Chapter installation ceremony.
18 k. She orders new charters for newly established Chapters.
19 l. She orders membership certificates for members of newly established
20 Chapters.
21

22 **Alumnae Relations**
23

- 24 a. The Alumnae Relations Officer votes on all chapter and IEB legislation.
25 b. She encourages and supports the formation of alumnae organizations.
26 c. She assists the alumnae organizations in the support of Chapters.
27 d. She oversees the Member Relations, Alumnae News, Alumnae Activities, and
28 Volunteer Coordination Committees.
29

30 **Director of Expansion**
31

- 32 a. The Director of Expansion votes on all chapter and IEB legislation.
33 b. She is responsible for actively pursuing the installation of new Colonies.
34 c. She oversees the Colonies.
35 d. She attends Society of Women Engineers conventions and conferences, as
36 funds allow for expansion purposes.
37 e. She assists the President with the Colony installation ceremony.
38 f. She is responsible for the props and equipment, including candidate pins, for
39 the Colony installation ceremony.
40 g. She is responsible for coordinating and directing the Expansion Committee
41 and all Expansion Representatives.
42

43 **Director of Publications**
44

- 45 a. The Director of Publications votes on all chapter and IEB legislation.
46 b. She oversees the public relations of the Sorority, both internal and external.
47 c. She oversees the Merchandise, Newsletter, and Website Committees.
48

49 **Section 5 - Replacement of Officers**
50

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

3
4 All other IEB positions found to be vacant shall be filled immediately by appointment by the
5 IEB. The acting officer will complete the remaining office term.

6
7 All IEB officer materials shall be turned over to the new officer within one month of the date
8 of replacement in the most cost-effective manner possible unless other arrangements are
9 made with the approval of the IEB. Failure to do so may result in (at the discretion of the
10 IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to
11 reimburse any outstanding expenses until all materials are turned over, and/or a fine.

12
13 If the materials are not delivered in person or postmarked within the required timeframe, the
14 IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via
15 certified mail. If payment and materials are not delivered in person or postmarked within 30
16 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US
17 plus the value of the missing items. A second fine letter will be sent to the outgoing IEB
18 officer via certified mail. If payment and materials are subsequently not delivered in person
19 or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the
20 outgoing officer to mediation, court, or use a collection agency/process to recoup its
21 materials and fines.

22
23 In any arbitration or court proceeding, the prevailing party shall be entitled to recover
24 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible
25 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect
26 Sorority materials and money owed through a collection process.

27 28 Section 6 - Impeachment of IEB Officers

29
30 Any IEB officer may be impeached for failing to comply to the Constitution or for negligent
31 performance of duties. The impeaching procedure shall be initiated by any Active Chapter,
32 or any IEB Officer. The impeaching chapter or officer shall take the vote of the Active
33 Chapters and IEB officers regarding removal of the negligent officer. The vote shall be a
34 three-fourths majority of the IEB officers and the active Chapters (one vote per chapter). The
35 vote shall be verified by two International Executive Committee Chairpersons and the result
36 forwarded to the IEB. The Organization shall recognize the result of the vote and shall
37 declare the officer removed. The results shall be published in the next IEB newsletter.

38
39 All IEB officer materials shall be turned over to the remaining IEB within two weeks in the
40 most cost-effective manner possible. Failure to do so may result in (at the discretion of the
41 IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to
42 reimburse any outstanding expenses until all materials are turned over, and/or a fine.

43
44 If the materials are not delivered in person or postmarked within the required timeframe, the
45 IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via
46 certified mail. If payment and materials are not delivered in person or postmarked within 30
47 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US
48 plus the value of the missing items. A second fine letter will be sent to the outgoing IEB
49 officer via certified mail. If payment and materials are subsequently not delivered in person
50 or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the

1 outgoing officer to mediation, court, or use a collection agency/process to recoup its
2 materials and fines.

3
4 In any arbitration or court proceeding, the prevailing party shall be entitled to recover
5 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible
6 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect
7 Sorority materials and money owed through a collection process.

8 9 Section 7 - Election of IEB

10
11 The IEB officers shall be elected at regular conventions of Alpha Omega Epsilon by a
12 majority vote according to Article IV, Section 3. The following groups of offices shall be
13 elected in the same election cycles:

- 14
15 a. Group A shall be defined as President, Secretary, Interchapter Relations
16 Officer, and Director of Publications.
17 b. Group B shall be defined as Vice President, Treasurer, Alumnae Relations
18 Officer, and Director of Expansion.

19
20 They shall be installed at the close of the convention at which they are elected, in
21 accordance with the Ritual. They shall hold office until the installation of their successors.
22 The following procedures are used:

23 24 **I. Nominations**

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

29
30 The "Call for Nominations" shall include the deadlines for nominations, the information
31 needed for an official nomination, the contact information of where to send the nomination,
32 the Elections Committee contact information, a list of offices on the International Executive
33 Board, and the responsibilities of each office.

34
35 The International Executive Board shall present a list of nominees to the Elections
36 Committee five months prior to convention. Included with that list is a one-paragraph
37 explanation why that person is an excellent candidate for the given office she is being
38 nominated for.

39
40 Any alumna member may nominate candidates for an office on the International Executive
41 Board by petition, provided that the following requirements have been met:

- 42
43 a. The nominee is an alumna member and is qualified for the position per Article
44 IV, Section 2.
45 b. The nominee has given written consent to be placed on the ballot.
46 c. A written petition for the nominee and the nominee's consent shall be
47 submitted to the Elections Committee six months prior to convention.
48 Included with the petition is a one-paragraph explanation why the nominee is
49 an excellent candidate for the given office.

50
51 No member may be nominated for more than one position.

1
2 Should an office or multiple offices have no nominees, the Elections Committee shall publish
3 a list of current nominees, and a “Request for Volunteers” for the offices on the International
4 Executive Board. Eligibility qualifications shall also be included.

5
6 The International Executive Board shall continue to research nominees.

7
8 When the nominees are found, the Elections Committee shall immediately publish the
9 revised nominee list.

10
11 If no nominees are found within the three-month period prior to convention, the International
12 Executive Board shall continue efforts for replacements of officers.

13
14 Any nominees found within the three-month period prior to convention shall be candidates for
15 appointment following elections.

16
17 **II. Voting**

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

- 20 a. The nominee list;
21 b. The nominators’ written petitions;
22 c. The written explanation of why the candidates are good for the office;
23 d. The nominees’ written consent;
24 e. A voting ballot with due date;
25 f. A call for “Nominees by Appointment”;
26 g. A list noting the requirements for nominations; and
27 h. A list noting the requirements and responsibilities for each office.

28
29 The call for “Nominations for Appointment” is the announcement that there is an office(s) that
30 have no nominees. In this case, nominations will be accepted for persons that qualify to be
31 an officer, but have not been nominated for elections by the due date.

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

- 34
35 a. The nominee is an alumna member and is qualified for the position per Article
36 IV, Section 2.
37 b. The nominee has given written consent to be placed on the ballot.
38 c. A written petition for the nominee and the nominee’s consent shall be
39 submitted to the Elections Committee three weeks prior to convention.
40 Included with the petition is a one-paragraph explanation why the nominee is
41 an excellent candidate for the given office.

42
43 Original election ballots and “Nominations for Appointment” are to be postmarked by July 1st.
44 Original ballots and “Nominations for Appointment” postmarked after that date will not be
45 accepted.

46
47 Reproductions of original ballots will be deemed invalid.

48
49 Each voting member may write on the ballot the name of any alumna who she chooses, and
50 who is qualified for the position, even though that alumna member was not nominated.

1 Election procedures at convention are as follows:

- 2
- 3 a. The Election Committee Chairperson or the IEB President will read aloud the
- 4 duties and responsibilities for each office to the assembly.
- 5 b. The following order of officers will be used during this election procedure:
- 6 President, Vice President, Secretary, Treasurer, Interchapter Relations
- 7 Officer, Alumnae Relations Officer, Director of Expansion, and Director of
- 8 Publications.
- 9 c. Each IEB officer candidate will be allowed up to 3 minutes to address the
- 10 convention assembly regarding their qualifications for the nominated office.
- 11 Candidates for President will be allowed up to 5 minutes for their address. If
- 12 there are multiple candidates for a specific position, the other candidate(s) will
- 13 wait outside of the convention assembly while each candidate is being
- 14 questioned so that no one candidate has an unfair advantage.
- 15 d. Write-in candidates may petition the Convention Committee via a letter
- 16 delivered by the postal service for the right to speak at convention. The
- 17 Convention Committee will allow write-in candidates to speak, if time allows in
- 18 the convention time budget, on a first-come first-served basis by postmark.
- 19 e. After all speeches have been given, chapter delegates and alumnae present
- 20 at convention will be allowed a 5-minute question period per candidate. If
- 21 there are multiple candidates for a specific position, the other candidate(s) will
- 22 wait outside of the convention assembly while each candidate is being
- 23 questioned so that no one candidate has an unfair advantage.
- 24 f. If time remains in the question period and all candidates have been
- 25 questioned, the presiding officer can entertain a motion from the floor to open
- 26 up a 1-minute question period for a specific candidate. Question periods will
- 27 not extend beyond the time allotted according to the convention agenda.
- 28 g. After all candidates have been questioned by the assembly, an open 10-
- 29 minute discussion period for each position will commence. All candidates for
- 30 the given IEB officer position will be asked to leave the convention assembly.
- 31 h. If time remains in the discussion period and all positions have been discussed,
- 32 the presiding officer can entertain a motion from the floor to open up a 2-
- 33 minute discussion period for a given position. Discussion periods will not
- 34 extend beyond the time allotted during the convention agenda.
- 35 i. Voting:
- 36 i. Voting will be by secret ballot with each chapter and alumna to receive
- 37 one vote each.
- 38 ii. Alumnae absentee ballots postmarked by the required date will be
- 39 available and counted in the vote totals. If an alumna submitted an
- 40 absentee election ballot and is present at convention, her absentee
- 41 ballot will be counted as her recorded vote, and no additional vote on
- 42 elections will be allowed at convention. The absentee ballots will not
- 43 be opened until voting begins.
- 44 iii. Each voting member may write on the ballot the name of any alumna
- 45 who she chooses, and who is qualified for the position, even though
- 46 that alumna member was not nominated. Votes for ineligible
- 47 candidates will be declared invalid. Illegible votes will be declared
- 48 invalid.
- 49 iv. Votes declared invalid will be counted toward the votes cast, but will
- 50 not be eligible votes.

- v. Ballots will be collected and counted, together and not separately, by the IEB President and the Elections Committee Chairperson. In the event the Elections Committee Chairperson is not present at convention or is the IEB President, the IEB will select another alumna to serve to assist in counting ballots. The IEB will appoint a third alumna to verify the voting results.
- vi. The IEB President casts her vote but her vote is only used in case of a tie. The IEB President will cast her vote on a ballot of a different color.
- vii. In the event that no candidate achieves a majority vote, a run-off election will be held between the two eligible candidates with the highest vote totals. During a run-off election, votes may only be cast for the two eligible candidates or the voter may abstain from the vote.
- viii. Any unfilled positions will be filled by appointment by the IEB as defined in Article IV, Section 5 of the International Constitution.

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

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

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

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

III. Installation of Officers

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

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

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

IV. Officer Transition

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

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

1
2 In any arbitration or court proceeding, the prevailing party shall be entitled to recover
3 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible
4 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect
5 Sorority materials and money owed through a collection process.

6
7 Section 8 - Ritual

8
9 The official ritual of the Organization shall be secret and shall include the procedures for
10 initiation of candidates, installation of chapters, opening and closing of IEB, convention and
11 Active chapter meetings, installation of officers and all other ceremonial procedures of the
12 Organization.

13
14 Section 9 - Installation of Chapters

15
16 The installation of Active Chapters shall be under the direction of the International Expansion
17 Committee.

18
19 Section 10 - Newsletter

20
21 The IEB shall publish a newsletter as specified in the Bylaws. The editor, who shall be
22 designated the International Newsletter Editor, shall be appointed by and serve at the
23 discretion of the IEB.

24
25 Section 11 - Chapter Alumnae Advisor

26
27 A Chapter Alumnae Advisor will be appointed by the IEB Interchapter Relations and
28 approved by each Active Chapter. Each Chapter Alumnae Advisor will hold the office for at
29 least one year.

30
31 The duties of the Chapter Alumnae Advisor shall be:

- 32
33 a. To maintain close contact and communicate regularly with the Active chapter.
34 b. To act as a liaison between the IEB and the Active Chapter.
35 c. To verify that the Active Chapter is complying with the Constitution.
36 d. To report to the Active Chapter's Regional Alumnae Advisor.
37 e. To act as an advisor to the Active Chapter.
38 f. To initiate the probation proceedings of the Active chapter that fails to comply
39 with the Constitution; Article II, Section 9 of the International Bylaws.

40
41 Section 12 - Regional Alumnae Advisor

42
43 A Regional Alumnae Advisor is responsible for the recruitment, management, and training of
44 Chapter Alumnae Advisors within a region. The Regional Alumnae Advisors coordinate
45 efforts between the Chapter Alumnae Advisors within the region and/or regions.

46
47 The Regional Alumnae Advisors have the following responsibilities and privileges:

- 48
49 a. She provides guidance and support for the Chapter Alumnae Advisors within
50 her region.

ARTICLE V - CONVENTIONS

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2
3 International meetings of Alpha Omega Epsilon shall be held at least once every two years in
4 the City of Chicago, in the State of Illinois. The IEB may adopt a resolution changing the
5 time and place for any regular or special meeting of the Organization and the President shall
6 give notice thereof in writing to all members at least three months prior to such meeting.

7
8 Each Active Chapter shall be represented by one approved delegate. The Chapter delegate
9 shall not be absent from any business session of the convention (including but not limited to
10 work sessions, speakers, tours, installation of IEB officers, and banquet) unless excused by
11 the IEB President. Unexcused absences shall be punishable as defined under the
12 International Bylaws, Article I, Section 4, Number 4.

13
14 Expenses of the IEB members shall be paid to the extent as provided in the Bylaws.

15
16 No member of the IEB shall be absent from any business session of the convention unless
17 excused by the President. Unexcused absentees shall not receive expense allowances from
18 the Organization.

19
20 For the transaction of business, a majority vote will be used.

ARTICLE VI - BOARD OF DIRECTORS

Section 1 - Membership

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

ARTICLE VII - REGION ORGANIZATION

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

1 **Vice-President**

- 2
- 3 a. The Vice-President shall preside over chapter meetings after being notified
 - 4 that the President cannot attend.
 - 5 b. She assists the President in all ceremonies.
 - 6 c. She is responsible for the props and equipment for all ceremonies.
 - 7 d. She is responsible for events involving recruitment.
 - 8 e. She is responsible for monitoring the progress of her designated committees.
- 9

10 **Membership Educator**

- 11
- 12 a. The Membership Educator is responsible for all candidate functions and
 - 13 activities.
 - 14 b. She may appoint an assistant with the approval of the President.
 - 15 c. She shall uphold and direct candidate meetings and shall prepare the
 - 16 candidates in accordance to the Membership Education Book.
 - 17 d. She is responsible for all membership candidates until the resolvment or
 - 18 dissolvment of their candidate status.
 - 19 e. She shall approve the selections for Big Sisters.
 - 20 f. She is responsible for monitoring the progress of her designated committees.
- 21

22 **Treasurer**

- 23
- 24 a. The Treasurer is responsible for the documentation of all financial
 - 25 transactions.
 - 26 b. She is responsible for the signing of all checks.
 - 27 c. She is responsible for the collection of all chapter dues and donations.
 - 28 d. She is responsible for the presentation of a semester budget for approval.
 - 29 e. She is responsible for paying international dues.
 - 30 f. She is responsible for submitting all promissory notes to the IEB Treasurer.
 - 31 g. She is responsible for monitoring the progress of her designated committees.
- 32

33 **Recording Secretary**

- 34
- 35 a. The Secretary is responsible for recording the minutes to all meetings.
 - 36 b. She is responsible for the upkeep and distribution of a current address list.
 - 37 c. She is responsible for all International Executive Board correspondence.
 - 38 d. She is responsible for monitoring the progress of her designated committees.
- 39

40 **Section 5 - Appointed/Non-Executive Offices**

41

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

43

44 **Section 6 - Replacement of Officers**

45

46 In the case where the Presidential office is vacant, the Vice-President will immediately fill the

47 position. All other Executive Board positions found to be vacant shall be filled by election

48 immediately.

49

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

51

1 Section 7 - Removal of Chapter Officers

2
3 Any officer failing to fulfill the outlined responsibilities and duties may be removed from her
4 position by the Chapter, as defined in the Chapter Bylaws.

5
6 Section 8 - Chapter Voting Procedures

7
8 All actives with the exception of active-passives have the right to vote on any chapter vote.
9 Any active will lose this right if they miss two consecutive active meetings.

10
11 An active may regain the right to vote by attending two consecutive meetings prior to the
12 meeting of the vote.

13
14 The Recording Secretary and the President will count all votes.

15
16 The Recording Secretary shall record all votes and their results.

17
18 Voting requirements, privileges and responsibilities are categorized into three categories:
19 Constitutional Vote, Meeting Vote and Membership Election Vote, as defined in Article IX of
20 this Constitution.

21
22 Section 9 - Meetings

23
24 Meetings shall be governed by Robert's Rules of Order Newly Revised.

25
26 Section 10 – Election of Offices

27
28 The nominations for the elections will be opened two meetings prior to the election and will
29 remain open through elections. Elections shall be held by secret meeting vote.
30

- 1 k. Tabled amendments will be reissued for Constitutional vote at the next eligible
2 Constitutional voting year.
3 l. Amendments must be approved by a 3/4's majority vote of the returned ballots.
4 m. Non-returned ballots will be counted as "Abstain."
5 n. The votes will be counted and certified by the IEB President and Judiciary
6 Committee Chairperson, or IEB approved delegate.
7 o. Proposal results will be posted to the Sorority website along with the proposals
8 that passed within 1 month of the results being tallied.
9 p. Ballots will be mailed to the current IEB officers, all active Chapters (regardless of
10 presence at convention), and any Alumnae present at the preceding convention.
11

12 Section 3 - Chapter Constitutional Vote

13
14 Amendments to the Chapter Bylaws will be enacted through the following procedures:

- 15
16 a. Oral presentation to the chapter;
17 b. Written presentation to the chapter;
18 c. Discussion of the amendment at the chapter meeting;
19 d. Voting at the next chapter meeting;
20 d. Written presentation and approval by the International Judiciary Committee.
21

22 Amendments must be approved by 3/4's majority vote by secret written ballot. The votes will
23 be counted by the President, and her vote only counts in the case of a tie.
24

25 Section 4 - Quorum

26
27 Quorum is required to conduct all business including chapter meetings and all votes.

28
29 Quorum at International Convention is 2/3's of the eligible chapter representatives, IEB and
30 alumnae.

31
32 Quorum for an Active Chapter requires a majority of all active-actives and active co-ops.
33

34 Section 5 - Meeting Vote

35
36 A meeting vote may be brought up by any member and seconded according to Robert's
37 Rules of Order, Newly Revised, during any organization meeting.

38
39 After the vote is brought to the floor, there will be a time of discussion monitored by the
40 President.

41
42 When the President feels the topic has been sufficiently discussed, she will call for the vote
43 by vocal ballot (aye or nay). Majority vote passes the vote.
44

Section 6 - Membership Election Vote

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

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

ARTICLE X - CONSTITUTIONAL BYLAWS

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

ARTICLE XI - AMENDMENTS

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

ARTICLE XII – RISK MANAGEMENT POLICY

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

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

HISTORICAL APPENDIX

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