

# ALPHA OMEGA EPSILON

## CONSTITUTION

**1993**

Revised:  
August 16, 2008

ARTICLE I - NAME

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4

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 ARTICLE III - MEMBERSHIP

2  
3 Section 1 - General Membership

4  
5 Membership shall consist of five distinct statuses: Membership Candidate, Active, Alumna,  
6 Associate, and Honorary member. Qualifications for membership shall be as provided in the  
7 Bylaws.

8  
9 Section 2 - Election to Membership

10  
11 The power to elect candidates shall abide with the Active chapters.

12  
13 A candidate is elected to membership by the proposing chapter members during a  
14 membership election vote, as specified in Article IX of the Constitution.

15  
16 Any Active member may propose membership for any qualified person at any active meeting  
17 for which prior notice has been given to all voting members of the chapter of the intent to  
18 vote on prospective members. The membership proposal may be made orally and must be  
19 supported by at least one other voting member of the chapter. The proposal may be voted  
20 on immediately by a membership election vote.

21  
22 Candidates elected to membership shall be initiated according to the official Organization  
23 ritual.

24  
25 Section 3 - Obligations of Membership

26  
27 Every member shall be granted the privileges of the Organization, and shall assume the  
28 obligations thereof, for life.

29  
30 Section 4 - Expulsion

31  
32 Expulsion of a member shall be as provided in the Bylaws. A member may be expelled for  
33 violating the oath of membership, for dishonorable or improper conduct, for disloyalty to the  
34 Organization or for actions that are harmful to the Organization.



1  
2 The duties of the IEB Officers are outlined below:  
3

4 **President**

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

21  
22 **Vice-President**

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

33  
34 **Secretary**

- 35
- 36 a. The Secretary votes on all chapter and IEB legislation.
- 37 b. She signs charter certificates.
- 38 c. She oversees the Risk Management, Documentation, Chapter Audits and  
39 AΩE History Committee.
- 40 d. She defines and oversees all administrative procedures.
- 41 e. She defines and oversees all Risk Management responsibilities at the  
42 International level.
- 43

1 **Treasurer**

- 2
- 3 a. The Treasurer votes on all chapter and IEB legislation.
- 4 b. She oversees the Financial Activities, Promissory Note and Merchandise
- 5 Committees.
- 6 c. She performs all financial transactions for the IEB, including receiving all
- 7 income and payment of all debts.
- 8 d. She is responsible for maintaining the International Budget.
- 9 e. She is responsible for the approval of any reimbursement for an IEB expense
- 10 over a predetermined amount set in the International Bylaws.
- 11 f. She records and accounts for all income and debt for legal and tax purposes.
- 12

13 **Interchapter Relations**

- 14
- 15 a. The Interchapter Relations votes on all chapter and IEB legislation.
- 16 b. She assigns alumnae advisors to each chapter. She helps chapters maintain
- 17 standard procedures.
- 18 c. She collects and maintains data on each chapter. She acts as a link between
- 19 the active chapters and the IEB.
- 20 d. She keeps in direct contact with all regional alumnae advisors.
- 21 e. She oversees the selection of and activities of the Regional Advisors.
- 22 f. She supervises the activities of the Active Chapters and activities of the
- 23 Chapter Alumnae Advisors.
- 24 g. She oversees the selection of Regional Alumnae Advisors.
- 25

26 **Alumnae Relations**

- 27
- 28 a. The Alumnae Relations Officer votes on all chapter and IEB legislation.
- 29 b. She encourages and supports the formation of alumnae organizations.
- 30 c. She assists the alumnae organizations in the support of Chapters.
- 31 d. She oversees the Member Relations, Alumnae News, Alumnae Activities, and
- 32 Volunteer Coordination Committees.
- 33

34 **Director of Expansion**

- 35
- 36 a. The Director of Expansion votes on all chapter and IEB legislation.
- 37 b. She is responsible for actively pursuing the installation of new Colonies.
- 38 c. She oversees the Colonies.
- 39 d. She attends Society of Women Engineers conventions and conferences, as
- 40 funds allow for expansion purposes.
- 41 e. She assists the President with all ceremonies, including Chapter and Colony
- 42 installations.
- 43 f. She is responsible for the props and equipment, including candidate and
- 44 active pins, for all ceremonies.
- 45 g. She orders new charters for newly established Chapters.
- 46 h. She is responsible for coordinating and directing the Expansion Committee
- 47 and all Expansion Representatives.
- 48

1 **Director of Publications**

- 2
- 3 a. The Director of Publications votes on all chapter and IEB legislation.
- 4 b. She oversees the public relations of the Sorority, both internal and external.
- 5 c. She oversees the Elections, Newsletter, and Website Committees.
- 6

7 **Section 5 - Replacement of Officers**

8

9 In the case where the IEB President office is vacant, the Vice-President will immediately fill

10 the position.

11

12 All other IEB positions found to be vacant shall be filled immediately by appointment by the

13 IEB. The acting officer will complete the remaining office term.

14

15 All IEB officer materials shall be turned over to the new officer within one month of the date

16 of replacement in the most cost-effective manner possible unless other arrangements are

17 made with the approval of the IEB. Failure to do so may result in (at the discretion of the

18 IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to

19 reimburse any outstanding expenses until all materials are turned over, and/or a fine.

20

21 If the materials are not delivered in person or postmarked within the required timeframe, the

22 IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via

23 certified mail. If payment and materials are not delivered in person or postmarked within 30

24 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US

25 plus the value of the missing items. A second fine letter will be sent to the outgoing IEB

26 officer via certified mail. If payment and materials are subsequently not delivered in person

27 or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the

28 outgoing officer to mediation, court, or use a collection agency/process to recoup its

29 materials and fines.

30

31 In any arbitration or court proceeding, the prevailing party shall be entitled to recover

32 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible

33 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect

34 Sorority materials and money owed through a collection process.

35

36 **Section 6 - Impeachment of IEB Officers**

37

38 Any IEB officer may be impeached for failing to comply to the Constitution or for negligent

39 performance of duties. The impeaching procedure shall be initiated by any Active Chapter,

40 or any IEB Officer. The impeaching chapter or officer shall take the vote of the Active

41 Chapters and IEB officers regarding removal of the negligent officer. The vote shall be a

42 three-fourths majority of the IEB officers and the active Chapters (one vote per chapter).

43 The vote shall be verified by two International Executive Committee Chairpersons and the

44 result forwarded to the IEB. The Organization shall recognize the result of the vote and shall

45 declare the officer removed. The results shall be published in the next IEB newsletter.

46

47 All IEB officer materials shall be turned over to the remaining IEB within two weeks in the

48 most cost-effective manner possible. Failure to do so may result in (at the discretion of the

49 IEB) a change of Alumna status to Alumna-Passive or Alumna-Restricted, a refusal to

50 reimburse any outstanding expenses until all materials are turned over, and/or a fine.

1  
2 If the materials are not delivered in person or postmarked within the required timeframe, the  
3 IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via  
4 certified mail. If payment and materials are not delivered in person or postmarked within 30  
5 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US  
6 plus the value of the missing items. A second fine letter will be sent to the outgoing IEB  
7 officer via certified mail. If payment and materials are subsequently not delivered in person  
8 or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the  
9 outgoing officer to mediation, court, or use a collection agency/process to recoup its  
10 materials and fines.

11  
12 In any arbitration or court proceeding, the prevailing party shall be entitled to recover  
13 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible  
14 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect  
15 Sorority materials and money owed through a collection process.

### 16 17 Section 7 - Election of IEB

18  
19 The IEB officers shall be elected at regular conventions of Alpha Omega Epsilon by a  
20 majority vote according to Article IV, Section 3. The following groups of offices shall be  
21 elected in the same election cycles:

- 22  
23 a. Group A shall be defined as President, Secretary, Interchapter Relations  
24 Officer, and Director of Publications.  
25 b. Group B shall be defined as Vice President, Treasurer, Alumnae Relations  
26 Officer, and Director of Expansion.  
27

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

#### 31 32 **I. Nominations**

33 One year prior to the Election Year, the Elections Committee shall open the "Nominations for  
34 Elections" by requesting nominations of at least one qualified alumna candidate for each  
35 International Executive Board office, from the International Executive Board, and by  
36 publishing to all members a "Call for Nominations".  
37

38 The "Call for Nominations" shall include the deadlines for nominations, the information  
39 needed for an official nomination, the contact information of where to send the nomination,  
40 the Elections Committee contact information, a list of offices on the International Executive  
41 Board, and the responsibilities of each office.  
42

43 The International Executive Board shall present a list of nominees to the Elections  
44 Committee six months prior to convention. Included with that list is a one-paragraph  
45 explanation why that person is an excellent candidate for the given office she is being  
46 nominated for.  
47

48 Any alumna member may nominate candidates for an office on the International Executive  
49 Board by petition, provided that the following requirements have been met:  
50

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

No member may be nominated for more than one position.

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

The International Executive Board shall continue to research nominees.

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

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

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

## II. Voting

"Nominations for Elections" are closed on February 1<sup>st</sup>, and the Elections Committee shall immediately distribute:

- a. The nominee list;
- b. The nominators' written petitions;
- c. The written explanation of why the candidates are good for the office;
- d. The nominees' written consent;
- e. A voting ballot with due date;
- f. A call for "Nominees by Appointment";
- g. A list noting the requirements for nominations; and
- h. A list noting the requirements and responsibilities for each office.

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

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

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

1  
2 Original election ballots and “Nominations for Appointment” are to be postmarked by July 1<sup>st</sup>.  
3 Original ballots and “Nominations for Appointment” postmarked after that date will not be  
4 accepted.

5  
6 Reproductions of original ballots will be deemed invalid.

7  
8 Each voting member may write on the ballot the name of any alumna who she chooses, and  
9 who is qualified for the position, even though that alumna member was not nominated.

10  
11 Election procedures at convention are as follows:

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

1 ballot will be counted as her recorded vote, and no additional vote on  
2 elections will be allowed at convention. The absentee ballots will not  
3 be opened until voting begins.

- 4 iii. Each voting member may write on the ballot the name of any alumna  
5 who she chooses, and who is qualified for the position, even though  
6 that alumna member was not nominated. Votes for ineligible  
7 candidates will be declared invalid. Illegible votes will be declared  
8 invalid.
- 9 iv. Votes declared invalid will be counted toward the votes cast, but will  
10 not be eligible votes.
- 11 v. Ballots will be collected and counted, together and not separately, by  
12 the IEB President and the Elections Committee Chairperson. In the  
13 event the Elections Committee Chairperson is not present at  
14 convention or is the IEB President, the IEB will select another alumna  
15 to serve to assist in counting ballots. The IEB will appoint a third  
16 alumna to verify the voting results.
- 17 vi. The IEB President casts her vote but her vote is only used in case of a  
18 tie. The IEB President will cast her vote on a ballot of a different color.
- 19 vii. In the event that no candidate achieves a majority vote, a run-off  
20 election will be held between the two eligible candidates with the  
21 highest vote totals. During a run-off election, votes may only be cast  
22 for the two eligible candidates or the voter may abstain from the vote.
- 23 viii. Any unfilled positions will be filled by appointment by the IEB as  
24 defined in Article IV, Section 5 of the International Constitution.

25  
26 Each IEB position will be voted on separately and the winner announced before voting on the  
27 next position.

28  
29 A majority vote elects a candidate into the designated office, provided she meets the  
30 qualifications stated in Article IV, Section 2.

31  
32 Any candidate who is not elected may be considered as a write-in candidate for another  
33 position as long as she is qualified for the position.

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

### 36 37 **III. Installation of Officers**

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

39  
40 An "Officer-Elect" does not take office until she has taken the Oath of Office.

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

### 43 44 **IV. Officer Transition**

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

1  
2 If the materials are not delivered in person or postmarked within the required timeframe, the  
3 IEB will set a fine not to exceed \$250 US and send a fine letter to the outgoing IEB officer via  
4 certified mail. If payment and materials are not delivered in person or postmarked within 30  
5 days of receipt of the certified mail, additional fines may be assessed not to exceed \$500 US  
6 plus the value of the missing items. A second fine letter will be sent to the outgoing IEB  
7 officer via certified mail. If payment and materials are subsequently not delivered in person  
8 or postmarked within 30 days of receipt of the second fine letter, the Sorority may take the  
9 outgoing officer to mediation, court, or use a collection agency/process to recoup its  
10 materials and fines.

11  
12 In any arbitration or court proceeding, the prevailing party shall be entitled to recover  
13 reasonable attorneys' fees and costs. In addition, the outgoing officer shall be responsible  
14 for payment of agency/attorney fees and interest associated with the IEB's efforts to collect  
15 Sorority materials and money owed through a collection process.

#### 16 17 Section 8 - Ritual

18  
19 The official ritual of the Organization shall be secret and shall include the procedures for  
20 initiation of candidates, installation of chapters, opening and closing of IEB, convention and  
21 Active chapter meetings, installation of officers and all other ceremonial procedures of the  
22 Organization.

#### 23 24 Section 9 - Installation of Chapters

25  
26 The installation of Active Chapters shall be under the direction of the International Expansion  
27 Committee.

#### 28 29 Section 10 - Newsletter

30  
31 The IEB shall publish a newsletter as specified in the Bylaws. The editor, who shall be  
32 designated the International Newsletter Editor, shall be appointed by and serve at the  
33 discretion of the IEB.

#### 34 35 Section 11 - Chapter Alumnae Advisor

36  
37 A Chapter Alumnae Advisor will be appointed by the IEB Interchapter Relations and  
38 approved by each Active Chapter. Each Chapter Alumnae Advisor will hold the office for at  
39 least one year.

40  
41 The duties of the Chapter Alumnae Advisor shall be:

- 42  
43 a. To maintain close contact and communicate regularly with the Active chapter.  
44 b. To act as a liaison between the IEB and the Active Chapter.  
45 c. To verify that the Active Chapter is complying with the Constitution.  
46 d. To report to the Active Chapter's Regional Alumnae Advisor.  
47 e. To act as an advisor to the Active Chapter.  
48 f. To initiate the probation proceedings of the Active chapter that fails to comply  
49 with the Constitution; Article II, Section 9 of the International Bylaws.  
50

1 Section 12 - Regional Alumnae Advisor

2  
3 A Regional Alumnae Advisor is responsible for the recruitment, management, and training of  
4 Chapter Alumnae Advisors within a region. The Regional Alumnae Advisors coordinate  
5 efforts between the Chapter Alumnae Advisors within the region and/or regions.  
6

7 The Regional Alumnae Advisors have the following responsibilities and privileges:  
8

- 9 a. She provides guidance and support for the Chapter Alumnae Advisors within  
10 her region.  
11 b. She recruits and trains Chapter Alumnae Advisors for the Chapters within her  
12 region.  
13 c. She provides a monthly report to the IEB Interchapter Relations Officer  
14 regarding the Chapters within her region.  
15 d. She supports the IEB and upholds the Ideals and Objectives of the Sorority.  
16 e. She works to resolve Chapter issues at a regional level before seeking the  
17 advice of the IEB Interchapter Relations Officer and/or the IEB.  
18 f. She coordinates with the IEB Interchapter Relations Officer to develop and/or  
19 plan Chapter visits to foster the relationship between the IEB and the  
20 Chapters.  
21 g. She recruits and trains future Regional Alumnae Advisors.

ARTICLE V - CONVENTIONS

1  
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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3  
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5

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

ARTICLE VII - REGION ORGANIZATION

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2  
3  
4

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 ARTICLE VIII - ACTIVE CHAPTERS

2 Section 1 - Chapter Membership

3  
4  
5 Any institution may petition the Organization for a charter and provide a charter fee, as  
6 provided in the International Bylaws. The IEB shall issue the charter as provided in Article II,  
7 Section 7 of the International Bylaws.

8  
9 Section 2 - Chapter Identification

10  
11 The Active Chapters shall be designated in the Organization records by the letters of the  
12 Greek alphabet in the order of their installation. The twenty-fifth chapter shall be known as  
13 Beta Alpha, the forty-ninth as Gamma Alpha, and so on.

14  
15 Section 3 - Jurisdiction and Duties

16  
17 The Active Chapters shall:

- 18  
19 a. Have the sole right of initiating members into the Organization except at the  
20 installation of new chapters;  
21  
22 b. Hold meetings and engage in fraternal activities for the good of the  
23 Organization;  
24  
25 c. Require attendance of members at chapter meetings and other mandatory  
26 functions;  
27  
28 d. Maintain and keep records and property in good condition and preserve the  
29 property of the Organization entrusted to them;  
30  
31 e. Make reports to the International Executive Board and the chapter Alumnae  
32 Advisor when requested;  
33  
34 f. Adopt bylaws for their own government provided they are in accord with the  
35 Constitution and International Bylaws;  
36  
37 g. Levy and collect dues for the support of the IEB;  
38  
39 h. Provide a representative to the International Convention;  
40  
41 i. Exercise supervision over the scholarship of the Chapter members; and  
42  
43 j. Institute and carry probation and expulsion proceedings for active members  
44 when necessary.  
45

Section 4 - Active Chapter Executive Board

The officers of the Active Chapter Executive Board shall consist of the following:

- a. President
- b. Vice-President
- c. Membership Educator
- d. Treasurer
- e. Recording Secretary

The officers of the active chapter Executive Board shall:

- a. Have been active-active or active-coop a minimum of one school term, unless approved by the chapter's Executive Board.
- b. Have been active-active or active-coop during the school term of the nominations for the active chapter's Executive Board officers.
- c. Must maintain active-active status throughout the term of office.

The Chapter Executive Board shall have the following responsibilities and duties:

- a. The Executive Board shall be the governing body of the organization.
- b. All officers of the Executive Board must submit reports documenting her office at the end of the term for the new officer.
- c. The Executive Board has the responsibility to appoint and/or have elected the other offices.
- d. All officers elected or appointed must fulfill their designated duties while acting in the best interest of the Active organization.
- e. All officers elected or appointed must document their work, all specific dates and delegated responsibilities.
- f. Review and approve all committee and officer budgets.

The duties of the Executive Board Officers are detailed below:

**President**

- a. The President must know and uphold the International Constitution and Chapter Bylaws.
- b. She shall preside over all chapter meetings, and has the responsibility to notify the Vice-President in advance if she cannot.
- c. She shall preside over all Executive Board meetings and is responsible for their scheduling.
- d. She shall be the mediator and shall remain impartial during all meeting discussions.
- e. She shall preside over all ceremonies.
- f. She has final approval over all appointments made by the other officers.
- g. She will be responsible for establishing and maintaining all long and short-term goals.
- h. She will be responsible for verifying that reports are made to the IEB and the Chapter Alumnae Advisor.
- i. She will be responsible for ensuring that chapter records are reported to the IEB, as stated in International Bylaws.

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 rush.
- 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.

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 All votes will be counted by the Secretary and the President, with the exception of the  
15 membership election vote.

16  
17 During all votes, except the election to membership vote, the President shall cast her vote,  
18 and her vote will only be counted in the event of a tie.

19  
20 All votes and the results shall be recorded by the Recording Secretary.

21  
22 Voting requirements, privileges and responsibilities are categorized into four categories:  
23 Constitutional Vote, Meeting Vote, Officer, and Membership Election Vote, as defined in  
24 Article IX of this Constitution.

25  
26 Section 9 - Meetings

27  
28 Meetings shall be governed by Robert's Rules of Order, Newly Revised.

1 ARTICLE IX - VOTING PROCEDURES

2  
3 Section 1 - Convention Constitutional Vote

4  
5 Amendments to the International Constitution and Bylaws will be enacted through the  
6 following procedure:

- 7  
8 a. Written presentation to the IEB, active chapters, and alumnae.  
9 b. The presentation shall include the author's name, address, phone number,  
10 chapter affiliation, active status, background information, the proposal, and  
11 the year that the convention constitutional vote is to occur.  
12 c. Proposals submitted by February 1 of the year of convention will be accepted  
13 for voting at the next convention.  
14 d. Proposals submitted after February 1 will be held for the convention following  
15 the next convention, or may be resubmitted for a constitutional vote by mail.  
16 e. All proposals for convention shall be mailed to chapters on April 1 prior to  
17 convention.  
18 f. The proposal shall be presented orally to the convention quorum, at least one  
19 day prior to the vote.  
20 g. Discussion of the amendment shall occur immediately following the oral  
21 presentation of the proposal.  
22 h. Voting day shall be the day following the presentation to the quorum.  
23

24 Amendments must be approved by a 3/4's majority vote by secret written ballot. The votes  
25 will be counted and certified by the IEB President and Judiciary Chair, or IEB delegated  
26 representative.

27  
28 Section 2 - Constitutional Vote By Mail

29  
30 Amendments to the International Constitution and Bylaws through the mail will be enacted  
31 through the following procedure:

- 32  
33 a. Written presentation to the IEB.  
34 b. The presentation shall include the author's name, address, phone number,  
35 chapter affiliation, active status, background information, the proposal, a request  
36 for a vote by mail, and the month that the constitutional vote by mail is to occur.  
37 c. The IEB must decide unanimously that a Constitutional Vote by Mail is necessary.  
38 d. If the vote is deemed necessary by mail, the proposal and original ballots are to  
39 be mailed with a request for returned original ballots to be postmarked no later  
40 than six weeks from the date of mailing.  
41 e. Reproductions of original ballots will be deemed invalid.  
42 f. Questions shall be directed to the author of the proposal, with copies to all  
43 members of the IEB via mail or email.  
44 g. The proposal author and the IEB members shall review the question and  
45 respond.  
46 h. Questions and responses shall be mailed to all chapters and alumnae.  
47 i. The amount and timeliness of the questions and responses will not alter the  
48 voting due date.  
49 j. Motions for tabling will be accepted within the six-week period prior to the ballot  
50 due date.

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

### Section 3 - Chapter Constitutional Vote

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

- a. Oral presentation to the chapter;
- b. Written presentation to the chapter;
- b. Discussion of the amendment at the chapter meeting;
- c. Voting at the next chapter meeting;
- d. Written presentation and approval by the International Judiciary Committee.

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

### Section 4 - Quorum Vote

A quorum is required for all International Constitution, International and Chapter Bylaw changes.

A quorum at International Convention is 2/3's of the registered chapter representatives, IEB and alumnae.

A quorum for an Active Chapter requires 2/3's of the eligible Active Chapter membership. The Active Chapter membership comprises all active-active and active co-ops. All active-actives and active co-ops shall be notified no later than one week prior to any vote requiring a quorum.

A quorum vote shall be called to the floor by any member and seconded according to Robert's Rules of Order, Newly Revised.

### Section 5 - Meeting Vote

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

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

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

1 Section 6 - Chapter Officer Election Vote

2  
3 All election votes will be run by quorum vote requirements.

4  
5 The nominations for the elections will be opened two meetings prior to the election and will  
6 remain open through elections.

7  
8 A majority vote elects a candidate to the designated position.

9  
10 Section 7 - Membership Election Vote

11  
12 A membership election vote is 90 percent secret majority vote by Active Chapter quorum.  
13 The President counts the votes, but she does not vote.

14  
15 Section 8 - Final Vote

16  
17 A final vote occurs at the completion of the membership education process. A final vote is a  
18 majority vote by secret ballot by the Active Chapter quorum. If 10 percent of the votes are  
19 "no" votes, proceedings to withdraw an invitation to membership are initiated.

ARTICLE X - CONSTITUTIONAL BYLAWS

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3  
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6

The IEB shall adopt Constitutional Bylaws which 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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3  
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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 - HAZING, DRUG AND FIREARM 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.