

Order of Omega - Omega Epsilon Chapter
Constitution and By-Laws

Preamble

We, Greek leaders of The Florida State University, comprised of representatives from all chief governing bodies within the Greek Community, recognizing a need for continued leadership, scholarship, action in programming, increased communication and cohesion among the members of the Greek Community, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and bylaws.

Article I

Naming of the Organization

The name of this organization shall be the Omega Epsilon Chapter of Order of Omega at The Florida State University hereby referred to in the document and may be referred to otherwise as OoO.

Article II

Purpose

The purpose of OoO is to:

- a) Recognize those students who have attained a high standard of leadership in inter-Greek activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.
- b) Bring together the most representative fraternity and sorority members, and to create an organization which will help mold the sentiment of the institution on questions of local and intercollegiate affairs.
- c) Bring together members of the faculty, alumni, and student members of the institution's fraternities and sororities on a basis of mutual interest, understanding, and cooperation.
- d) Facilitate cooperative activities and functions that cater to and are appealing for all governing bodies within our Greek Community.
- e) Encourage cooperation and harmony among all Greek Members through the cross council interactions and programming
- f) Maintain and enforce the schedule and regulations of all Greek philanthropies.
- g) Raise awareness about issues facing the Greek Community.

Article III

Membership

Membership of OoO shall consist of:

Section 1.

- o The Vice President of Membership shall have the responsibility of coordinating a membership drive once per semester corresponding with their term of office.

Section 2.

- o Only Greek students registered at Florida State University and who are in good standing with their Greek organization may be in the Order of Omega. The scholastic membership requirement for entry into this chapter shall be a college cumulative GPA of at least a 3.0. The leadership requirement for entry into this chapter shall be to have held or currently hold two Greek leadership positions. All

applicants must have completed 60 credit hours at an accredited college or university.

Section 3.

- All applicants are extended an interview, membership will be offered to those who meet the GPA requirement, and receive 2/3 of the votes of the interviewing panel.

Section 4.

- The interviewing panel shall consist of at least two members of the Executive Board and the Chapter Advisor (when possible).

Section 5.

- Scoring: GPA and point system.
- **Point System for Order of Omega Membership**
 1. **Punctuality and Appearance: 1-10**
Was the person on time? Is the person dressed in a neat and professional manner?
 2. **Application: 1-10**
Is the person's application neat and concise? Did the person answer application questions intelligently? Are the answers interesting?
 3. **Enthusiasm and willingness to commit to Order of Omega requirements: 1-10**
Does the person seem genuinely interested in Order of Omega? Is he or she willing to attend meetings and functions?
 4. **Grade Point Average**
3.9-4.0 - 10 points
3.8-3.89 - 9 points
3.7-3.79 - 8 points
3.6-3.69 - 7 points
3.5-3.59 - 6 points
3.4-3.49 - 5 points
3.3-3.39 - 4 points
3.2-3.29 - 3 points
3.1-3.19 - 2 points
3.0-3.09 - 1 point
 5. **Leadership Offices Held**
Executive board position on NPC, IFC, NPHC, MGC - *5 points/position*
Executive board position in chapter - *4 points/position*
Appointed position or committee chairperson in NPC, IFC, NPHC, MGC - *3 points/position*
Appointed position or committee chairperson in chapter - *2 points/position*
Other campus leadership positions – *1-5 points/position to be determined by interviewing committee*

Article IV
Attendance

Section 1.

- To be considered in good standing, members will adhere to the attendance policy set forth by the chapter.

Section 2.

- All members must attend 75% of all regularly scheduled meetings. The only acceptable excuses for meetings are documented illnesses, direct class conflict, chapter rituals and unavoidable family commitments.

Section 3.

- Other mandatory meetings include: Initiation and either one Philanthropic event or one Greek Week.

Section 4.

- New members must attend the first chapter meeting after membership selection or they forfeit their membership. He/she may apply for membership again the following semester.

Section 5.

- A member who is unable to attend meetings or other events must submit a written excuse to the Secretary.

Section 6.

- In the event that a member falls below the 75% threshold, they will be notified in writing by the secretary of the chapter that their membership is under review. At that time, they will have the opportunity to write a letter to the Executive Council stating their case. The Executive Council shall make the decision whether to extend or terminate membership. Once a member is terminated, he/she may not go through the membership process again.

Section 7.

- An officer who has one unexcused absence from the Executive Council meetings or chapter meetings will be placed under membership review and forfeit his/her office.

Article V

Dues

Section 1.

- To be recognized as a member in good standing, the member in question must be current in all financial obligations due to the chapter. Dues will be assessed on a semester basis.

Section 2.

- The dues will total \$100 for each member of Order of Omega. Members may pay dues in full or elect to pay \$50 their first semester and \$50 the following semester. Dues include cords for graduation if the member is in good standing at the time of graduation.

Article VI

Officers and responsibilities

Section 1 - President

- a) Preside over all general and executive board meetings.
- b) Has the authority to call executive council and any additional meetings as he/she deems necessary.

- c) Maintains a complete and up-to-date president's file, which shall include a copy of the constitution and by-laws, current correspondence, and materials received from the National Order of Omega.
- d) Responsible for keeping the chapter in good standing with the National chapter of the Order of Omega and the Florida State University
- e) Serves on the Greek Leadership Council
- f) Serves as a representative on all committees related to Greek life or appoint a representative to attend in his or her place.
- g) Work with AVP and advisors to determine recommendations to Greek Life for philanthropy violations.
- h) Helps manage on and off campus bank accounts, attends yearly SGA accounting workshops, and serves as signer for both bank accounts.

Section 2- Vice President of Membership

- a) Shall preside over meetings in the event that the president is absent or unable to attend.
- b) Responsible for the coordination of any and all membership drives.
- c) Distributes applications and preside over membership meetings of the organization.
- d) In charge of the initiation of new members and the keeping of ritual and policy intact.
- e) Responsible for keeping the National Chapter of the Order of Omega informed of all membership changes.
- f) Responsible for any chapter-based scholarship

Section 3-Vice President of Programming

- a) Responsible for planning all OoO and Greek-wide events.
- b) Work with the VPPR to promote all events to PH, IFC, NPHC, and MGC councils
- c) Create a system of positive communication between OoO and Greek community for positive event promotion.
- d) Work with the AVP to establish a cohesive philanthropy/event calendar for the Greek Community.
- e) In charge of coordinating Greek Awards Night
 1. Assemble yearly Greek Awards Packet review committee
 2. Distribute Greek Awards Packets
 3. Assemble judging panel for Greek Awards.
 4. Reserve and plan appropriate Greek Award Events.

Section4- Vice President of Finance

- a) Responsible for the collection of dues and the management of the chapter account.
- b) He/she shall be responsible for the prompt payment of any bills owed by the chapter.
- c) The treasurer will be in charge of giving the annual fiscal report of the organization.
- d) In addition, the treasurer shall be held responsible for the coordination of fundraising events
- e) Shall maintain weekly office hours.
- f) Serve as signer on both off and on campus bank accounts.
- g) Check in with SGA accounting at least every 15 days to keep track of all financial transactions.
- h) Responsible for keeping the Office of Greek Life composed of all necessary office supplies.
- i) Work in conjunction with SGA regarding budgeting processes.
- j) Attend scheduled SGA allocation meetings every semester

- k) Attend Greek Funding Board meetings

Section 5- Vice President of Administrative Affairs

- a) In charge of keeping accurate minutes/attendance of each meeting
- b) Distributes minutes regularly to Executive Board and General Body
- c) Shall keep copy of Constitution at all meetings for referencing purposes.
- d) In compliance with the attendance policy, the AVP will be responsible for notifying in writing members who have their membership under review due to attendance.
- e) Keeps a current roll of the active members
- f) Keeps general body informed of all scheduled meetings
- g) Oversee all council philanthropy chairs.
- h) Coordinate the philanthropy calendar for all registered Greek Philanthropies.
- i) Meet once a semester with philanthropy chairs for explanation of rules and registration process.
- j) Maintain constant communication with philanthropy chairs to ensure successful execution.
- k) Work with President and advisors to determine recommendations to Greek Life for philanthropy violations.

Section 6 - Vice President of Public Relations

- a) Create publications promoting Greek life activities, accomplishments, and leadership opportunities including but not limited to:
 - 1. Greek Grapevine (online and print).
 - 2. Presentation board at Freshman Preview and Orientation.
 - 3. Contribute content to the Tomahawk, Greek life publication
- b) Design FSView advertisements
- c) Work with Greek Life advisors and Orientation directors to produce quality programming for Summer Orientation
- d) Design and Distribute any tee shirt orders

Section 7- Directors

- a) Order of Omega members in good standing will be appointed by the Executive Committee to serve as directors for the following activities:
 - 1. Membership Drive
 - 2. Internal Philanthropy
 - 3. Greek Awards Night
 - 4. Social Events
 - 5. Fundraising
 - 6. Public Relations

Section 8- Advisor

- a) Shall be a staff member involved with Greek Life.
- b) Serve as a guide and resource for the organization.

**Article VII
Officer Terms**

Section 1.

- o Officers and directors of the organization shall serve for a period of one calendar year.

Section 2.

- Officers shall be elected at the end of each Spring semester. For a candidate to seek office they must be in good standing with the local chapter, and receive the majority of the votes cast with at least 25% of the members present. Directors will be appointed by the Executive Board.

Section 3.

- Every officer shall be properly installed at the earliest convenience of the chapter.

Section 4.

- Each executive board member will hold office hours as determined by the board.

Section 5.

- No officer or director may serve in the same capacity for more than one year.

Section 6.

- All officers and directors shall be in scholastic and financial good standing. All financial obligations shall be paid in full and he/she must have a cumulative GPA equal to or above the all-Greek FSU average.

Section 7.

- Should a vacancy occur, including that of the presidency, it should be filled by election at the next meeting following the announcement of the vacancy.

Section 8.

- An officer can be withdrawn from their position with $\frac{3}{4}$ votes from the Executive Board.

**Article VIII
Philanthropy Regulations**

Section 1. Jurisdiction

- A. **Any Greek philanthropy activity requesting external participation from one or more chapters, campus, and/or community must be approved by OoO executive board.**
- B. Any Greek activities that are not approved by OoO will not be subject to participation by any sorority and or fraternity.
- C. If the unapproved activity takes place, OoO executive board will meet and propose a recommendation to the Greek Life Office as to what actions should be taken against the fraternity/sorority in question.
- D. The decision made by OoO will be enforced and its judgment implemented by IFC, NPC, NPHC, and MGC.

Section 2. Procedures

- E. Philanthropy Registration Forms
 1. **Philanthropy Registration forms MUST be submitted online for review by the specified due date. The form is located at www.greeklife.fsu.edu**
 2. Each request must contain a brief event description, three possible dates and times, and the beneficiary of the event.
 3. The Request must be certified by the current chapter president.
 4. Requests will be considered based on
 - a. Date form was received
 - b. Previous violations of Philanthropy rules
 5. OoO Administrative Vice President shall be responsible for contacting those chapters whose proposals were not approved and explain why that decision

was reached. Requests for reconsideration must be submitted to the committee no later than one week after the rejection of the request.

- F. ALL Proceeds must go the sponsored organization.
- G. **Philanthropy chairs must e-mail a response that they understand the Philanthropy Rules & Regulations by the specified date.**
 - 1. **A chair or representative from each chapter must send this e-mail response acknowledging the Philanthropy Rules & Regulations whether or not they are having a philanthropic event take place in that current semester**
- H. **Post-Philanthropy Report**
 - 1. **Each chapter must report the amount of money donated and to which organization, in addition to such information as your chapter's future philanthropy plans.**
 - 2. **This form will be available at www.greeklife.fsu.edu and will be due TWO WEEKS following the philanthropy event.**

Section 3. Resolutions/Rules

- I. All information concerning philanthropic events must be sent to the participating chapters TWO WEEKS PRIOR to the event. This includes packets explaining events and activities as well as all the rules.
- J. **A copy of all the rules, correspondence, and packets that are sent to chapters must be sent to OoO Administrative Vice President in the Greek Life Office TWO WEEKS PRIOR to the event.**
- K. If any information regarding your philanthropy changes (date, time, location, benefiting organization, and/or event description) an email must be sent to OoO Administrative Vice President within ONE WEEK PRIOR to the event. Contact email will be orderofomegafsu@gmail.com. Once rules have been sent to participating chapters, NO changes may be made unless approved by OoO Administrative Vice President.
- L. **No philanthropies will be held during the weeks of Homecoming, Dance Marathon, Greek Week, or Final Examinations.**
- M. **NO ALCOHOL is allowed at any philanthropic event, including those supplied by a third party vendor.**
 - 1. **If an event is occurring at a business that normally sells alcohol, a letter from that business or vendor must be turned in saying that there will be no alcohol sales made during the time of the event. This letter must be submitted to the OoO Administrative Vice President ONE WEEK PRIOR to the event**
 - a. **Your philanthropy should not be promoted with a social event where alcohol is present. (i.e. crush)**
- N. **An event requesting choreographed participation from 5+ members cannot take place within 2 weeks of a philanthropy with the same requirements. (i.e. dance/cheerleading competitions, skits, choral groups except for Dance Marathon & Greek Week)**
- O. TOTAL FEES paid by participants may not be more than \$50.00 per an organization.
- P. Ticket Prices are not to exceed \$10.00 per ticket, unless approved by OoO.

- Q. If the event is on a point schedule, an updated copy of where each organization stands must be made available to the individual fraternity/sorority participating in the event, if requested.
- R. Sheet banner competition will be restricted for philanthropies, and should be done only for Homecoming and Dance Marathon.
- S. All t-shirts that are made to commemorate, and especially those sold to raise money for the event should NOT include any reference to alcohol, drugs, or any other illegal substance. Also T-shirts should be made in good taste and not contain nor depict any slurs or sexually offensive phrases.
- T. Any sorority/fraternity that is in violation of these rules and regulations will be subject to disciplinary action set by OoO and the Greek Life Office.

Section 4. Point Schedule

- U. The following items are not acceptable for points:
 1. Attendance at any event
 2. Sale of tickets or items (i.e. T-Shirts)
 3. Purchase of tickets or items
 4. Banners
 5. Spirit competitions
 6. Serenades
 7. Money Donated

Section 5. Enforcement

- V. Procedures for filing a complaint if the rules in this document have been violated:
 1. File a written complaint to OoO Administrative Vice President
 2. The complaint must be filed within one business week from the date of the violation occurrence.
- W. OoO will notify the organization that is in violation within seven days of receiving the complaint and will give the organization a date to appear in front of OoO executive board.
- X. Consequences will be decided at the discretion of OoO and the Greek Life Office dependant upon the degree of the offense.

Article IX Amendments

Section 1.

- Amendments to this document may be brought forth by any members of the chapter in good standing.

Section 2.

- Any and all amendments to this document shall be made effective upon receiving a two-thirds vote from the votes cast by the members present.

Last Amended December 5, 2007

The National Constitution of Order of Omega can be viewed at:
<http://orderofomega.org/constitution.htm>