

## ***BYLAWS***

### MU OMEGA CHAPTER OF the ORDER OF OMEGA

#### Article I: PURPOSE

##### Section 1.

The purpose of the Order is to recognize those fraternity men and women who have attained a high standard of leadership in interfraternity activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment; To bring together outstanding fraternity men and women to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate fraternity affairs. To 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 helpfulness; To help create an atmosphere where ideas and issues can be discussed openly across Greek lines and to help work out solutions.

##### Section 2.

The Order is responsible for the observance of the rules and regulations established by the University of Wisconsin- Eau Claire.

#### Article II: DUES

##### Section 1.

The right to assess dues will lie with the Order. An annual budget review shall be conducted within the spring semester for each calendar year. The annual budget shall be voted upon by the Order to determine dues and anticipated expenses. The annual budget shall pass with a minimum two thirds anonymous paper vote of those present.

- A. Dues shall be seventy five dollars per initiated member. Dues are to be collected by the Secretary and Finance Chair prior to initiation.
- B. Of the seventy-five dollars, fifty dollars shall be for the national Order and twenty five dollars shall be for the Mu Omega Chapter.

##### Section 2.

The Order of Omega shall remain organized on a “not-for-profit” basis, as demonstrated by evidence that the Order uses any income or profit for organizational purposes, not for any individual or commercial gain.

##### Section 3.

Our organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or

guests be undertaken or coordinated by any member in the name of or on behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

## Article III: MEETINGS

### Section 1.

Regular meetings will be held every other Wednesday at 8:20 P.M. to 9:05 P.M., starting with the first Joint meeting of the semester.

- A. All official meetings and events that require attendance, must be held in facilities and establishments that allows persons of any age entry.
- B. All meetings must meet quorum, which shall consist of the one fourth of the total current membership. Quorum is defined as the “minimum number of members of an organization that must be present in order to conduct official business.”

### Section 2.

Meeting agendas will be as follows

Reports:

President  
Vice President of Programs  
Vice President of Membership  
Secretary and Treasurer  
Director of Chapter Support  
Director of Fundraising  
Academics Chair

Regular Business:

Bylaw proposals  
Voting

Adjournment

### Section 3.

Meetings may be canceled if there is no business to be discussed. Notice of cancellation must be given to members at least 24 hours prior to that meeting.

### Section 4.

Special meetings may be called by the President at any time upon the request of any two members. Notice of such meetings must be given to members at least 24 hours prior to convening the meeting.

## Article IV: MEMBERSHIP EXPECTATIONS

### Section 1.

Control of the Order rests with the active members of the organization. The Order will always remain student-led and student-run. The Order must maintain membership of a minimum of four members at any given time. Ninety percent of the Order of Omega membership, at any given time, must be enrolled as students at the University of Wisconsin - Eau Claire.

### Section 2.

Members of the Order will be required to participate in two events in order to receive the Order of Omega cords. One event must be a fundraiser planned by the Order unless a fundraising event was not held. Members will receive an Order of Omega Stole upon attending an additional two events. Members will receive a cap and gown upon attending an additional three events. Events must be attended within their graduating semester. Members can not receive more than one item.

A. An event includes chapter meetings, socials, initiation, or other events planned by the Order.

B. Special consideration is up to the discretion of the executive board if class or other obligation conflicts occur.

## Article V: LEADERSHIP POSITIONS

### Section 1.

All members with a leadership position must be a student enrolled at UW-Eau Claire for at least half time, a minimum of six credits.

### Section 2. Executive Board Officers

The Executive Board shall include the following positions ranked in order of command.

President

Vice President of Programs

Vice President of Membership

Secretary and Finance

Director of Chapter Support

Director of Fundraising

### Section 3. Chairmen

Additional chair positions may be appointed by the President, if all Executive Offices have been filled. Listed are the eligible chairs.

Academics Chair

## Section 4. Duties

### A. President

It shall be the duty of the president to preside at all meetings of the chapter, to have the power to call a special meeting, and to appoint vacant positions. The President does not have a vote unless a tie occurs. They shall hold a meeting to instill the upcoming executive board to begin the transition period within two weeks of elections. They shall complete and submit the Order's annual renewal requests, new organization requests, funding requests, and name change requests. They shall also update the Order's Blugold Connect Profile (constitution form, officer info, advisor consent, and membership roster) and complete the online Student Organization Leaders Training-Kaleidoscope, annually by October 15th.

### B. VP of Membership

It shall be the duty of the Vice President of Membership to obtain the list of members that are qualified to apply to the Order of Omega chapter. Once the list is received, send the application to the listed members. The application needs to have a representative rubric associated with it. Set a deadline for applications to be returned. With completed applications print them off or display them through the communal computer for the rest of the chapter for review, the applications need to be anonymous to the chapter. Create further interview questions for the second part of the application process and conduct interviews with Executive Board members and/or the whole chapter. Once members are chosen based on the rubric scale, present them with bids and initiation information. Set an initiation date. With the entire executive board hold initiation. 15 members are able to be initiated within the academic year and report new initiates to the national Order. They shall coordinate and execute the initiation ceremony and maintain initiation materials. The Vice President of Membership will hold a position on the Executive Board and assist the board to make decisions concerning the Order.

### C. VP of Programs

It shall be the duty of the Vice President of Programs to plan social events for the Mu Omega Chapter each semester. They must also organize the Greek Excellence Awards Banquet for the fall semester which includes: invitations to faculty and greek members, handing out awards and/or scholarships during the program, and providing a keynote speaker.

### D. Secretary and Finance

It shall be the duty of the Secretary and Finance chair to keep an accurate record of completed minutes documents that reflect the discussion, business and occurrences at each meeting. They must provide these documents to the Order after the meeting to ensure every member is made aware of any changes and the agenda. At each meeting, the chair must report on the financial standing of the chapter, manage agendas and bylaw proposals and will manage room reservations

for the semester. The chair must keep a record of attendees to meetings, socials, fundraising events, and other chapter organized events and of all current members and new initiates. It shall also be the duty of the chair to create and maintain the Order's budget, which will track all income and expenses throughout the year. They shall collect dues, fundraising dollars, and scholarship donations. It is also the responsibility of this chair to monitor and update the ordermuomega Instagram and Facebook accounts. The Secretary and Finance Chair will hold a position on the Executive Board and assist the board to make decisions concerning the Order.

E. Director of Chapter Support

It shall be the duty of the Director of Chapter Support to coordinate activities and gestures that promote and strengthen Order of Omega within the Greek community. Socials, sisterhoods, initiation, retreats, and philanthropic events for all Greek chapters should be encouraged and supported through the work of this position. In addition, it is their responsibility to assist VP of Programs with head counts when planning the Greek Excellence banquet.

F. Director of Fundraising

It shall be the duty of the Director of Fundraising to coordinate all fundraising efforts of the order. They shall plan and execute a minimum of two fundraising efforts per semester. They shall create a fundraising goal based on the needs of the Order and coordinate with the Secretary and Finance chair on the annual budget.

G. Academics Chair

Section 5. Recall

A recall of an officer/chairman can be motioned for by any member of the Order during a regular meeting, with an 80% anonymous paper vote of the order present, counted by the Order's Faculty Advisor.

Article VI: ELECTION PROCESS

Section 1.

Elections will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.

Section 2.

Elections shall be held to fill all positions of the Order Executive Board. All offices shall be elected for a one year requirement, or two consecutive semesters, unless special

consideration is made by a majority vote of the Order.

### Section 3. Nominations

Nominations shall be taken for the Executive Board a minimum of two meetings prior to the conclusion of the semester. Nominations shall be made at any point there is a coming vacancy. Nominations can be made for any member of the Order and can be made for oneself.

- A. Nominations shall be announced to the Order via email by the Secretary and Finance immediately following the adjournment of the meeting when nominations took place. Members who have been nominated must accept within forty eight hours of being notified.

### Section 4. Elections

Elections will be held at the meeting following nominations. Nominees must prepare a three minute speech to present during Elections. Elections will take place in order of command beginning with President. All those running for a position must withdraw from the room while the position is being discussed and all nominees are speaking. A discussion shall be held for each position after all nominees have spoken and a simple majority anonymous paper vote shall be taken. Votes shall be counted by the Faculty Advisor and President and disposed of immediately by the Faculty Advisor. The newly elected officer shall be announced when candidates return to the room and all votes are disposed of. The outgoing President does not have a vote unless a tie occurs. If the outgoing President is running for a new office the Faculty Advisor shall serve as the tie breaker.

### Section 5. Vacancy

If a vacancy occurs or if a position is not filled the president may make appointments. Appointments must be approved by the Executive Board with a majority vote. If a tie occurs the Order's Faculty Advisor shall serve as the tie breaker.

### Section 6. Transition

Transition meeting shall be held by the incoming and outgoing President between outgoing and incoming officers within two weeks of elections.

## Article VII: MEMBERSHIP SELECTION

### Section 1. Eligibility

- A. The VP of Membership will be given the list of eligible juniors and seniors by Order of Omega's advisor. Eligible members must have a grade point average of 3.0 or higher on a 4.0 scale and a junior or senior standing by credits.
  
- B. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.” (Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.)

### Section 2. Application

Applications will be sent out and delivered back to the VP of membership based on their desired timeline. The VP of membership will develop a standardized ranking scale and score the applications anonymously and unbiasedly. Applications will be given a total score. This will be shared with all members of the order and changes can be made to the scoring based on the orders vote.

### Section 3. Interview

The VP of membership will create a standardized interview that will have an associated rating scale. Interviews will be held with at least one executive member present. Interviewees will be ranked based on the rating scale and given a total score.

- A. Interviews do not need to be held if there are no applicants in contest or based on the executive board's decision.

### Section 4. Acceptance

The scores given to a potential new member based on their application and interview will be totaled. New members will be invited to initiate based on where their total score compares to other applicants. There are fifteen spots available to new members within a

calendar year, the order has the discretion based on the applications on how many to accept during that semester.

- A. If the order is accepting new members in the fall semester, they cannot exceed fifteen, including the amount of new members that were accepted in the spring semester.

## VIII. FACULTY ADVISOR

The Order's Faculty Advisor must be a "current" on-campus member of the University of Wisconsin-Eau Claire faculty or staff. The Faculty Advisor is expected to attend the majority of regular chapter meetings and serve as an advisor to the Executive Board. The Advisor also serves as a tie-breaker in the case of a tie of votes in a regular meeting. The Advisor also shall be present to assist in counting paper votes during elections, and a motion to recall an officer.

## IX. PROVISION FOR AMENDING BYLAWS

### Section 1.

An amendment to the Bylaws will be treated as regular business.

### Section 2.

An amendment to the Bylaws will become a part of the constitution upon a simple majority voice vote of the Order present. All amendments will be submitted to the Student Organizations Commission of the University of Wisconsin - Eau Claire Student Senate for approval before taking effect.