

# Bylaws of the Beta Mu Chapter of Alpha Omega Epsilon Sorority

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## ARTICLE I - PURPOSE

### Section 1 - Chapter Definition

1. This document will describe this Chapter:
  - 1.1.The name of this organization shall be the "Beta Mu Chapter of Alpha Omega Epsilon," recognized by Drexel's Office of Campus Activities as "Alpha Omega Epsilon". Hereafter in this document referred to as the Chapter.
    - 1.1.1. Membership of the Chapter shall consist of full-time or part-time, undergraduate students enrolled at Drexel University, in addition to the requirements as stated in the International Constitution, Article III.
  - 1.2.The Chapter shall follow all policies and procedures set forth by the International Executive Board of Alpha Omega Epsilon Sorority.
  - 1.3.The International Constitution and Bylaws of Alpha Omega Epsilon Sorority shall take precedence over the Chapter's bylaws outlined in this document.
  - 1.4.The Chapter is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by all rules, policies, and procedures of Drexel University

### Section 2 - Chapter Mission

2. The purpose of this organization shall be outlined by the mission and objectives of this Chapter
  - 2.1.The mission of the Chapter includes but is not limited to:
    - 2.1.1.Providing a support network for female engineers and technical science majors at Drexel University.
    - 2.1.2.Promoting engineering and STEM professions among young women.
    - 2.1.3.Creating strong and lasting friendships between women engineers and technical science majors.
    - 2.1.4.Enlightening women and the community about the career opportunities for female engineers and technical science majors.
    - 2.1.5.Encouraging engagement of female engineers and technical science majors throughout the university and community.
  - 2.2.The objective and aims of this Chapter include:

2.2.1. Creating an environment to foster successful women engineers and technical science majors

2.2.2. To promote and supplement the current community of engineers and technical science majors at Drexel

Section 3 - Inter-Organization Policy

3. There are many organizations on Drexel's campus, many similar to the Chapter in purpose and membership. As such:

3.1. The Chapter will not seek to replace or compete with other organizations already on campus, such as the Society of Women Engineers.

3.2. The Chapter will coordinate with other engineering organizations (such as the Society of Women Engineers, the American Society of Mechanical Engineers, the American Institute of Chemical Engineers, etc) as much as possible to promote engineering awareness and community

3.3. The Chapter will respect requests made by the Office of Fraternity and Sorority Life at Drexel, and if possible, coordinate with other sororities on campus to promote similar missions

## ARTICLE II - FINANCES

A policy should be passed for each term regarding the finances of the Chapter for that term. This policy will be referred to as a "Budget."

### Section 1 - Collection of Dues

1. Dues will be defined in an approved Budget
  - 1.1.Dues shall be collected in full no later than the date listed in the Budget
  - 1.2.A fine will be added to late dues as defined in the Budget

### Section 2 - Budget Planning and Breakdown

2. A Budget must be written for each quarter
  - 2.1.The Budget will be drafted by the Treasurer for that term, then reviewed by the Executive Board for that term
  - 2.2.A portion of each Member's Dues will be reserved for payment to the International Executive Board
  - 2.3. Money remaining after payment to the International Executive Board will be used to pay for Chapter events and supplies as outlined on the Budget for the quarter
  - 2.4.At the end of the quarter, if significant money is leftover (after the above are met) it will be reserved for future use by the Chapter as rollover funds.
  - 2.5.The Budget will include:
    - 2.5.1.The Dues Payable
    - 2.5.2.The number of events expected, and the amount allocated to each event for the term
    - 2.5.3.Any fines agreed upon for the Chapter (for example, for late dues, or for lack of attendance)

### Section 3 - Budget Publication and Approval

3. The Budget must be distributed to all sisters and approved.

## ARTICLE III - ATTENDANCE

### Section 1 - Minimum Events

1. Each quarter, the Chapter will hold at least the following events
  - 1.1. Members should strive to attend all events, but attend no less than detailed in Attendance Policy
  - 1.2. During quarters where Recruitment is being held, at least 5 Recruitment events must be held, at least 2 information sessions and at least 3 events for Potential New Members to meet Active-Actives, and there must be a Ritual Week the week before Active Initiation
  - 1.3. During all quarters, there must be at least one scholastic event, one professional event, and one philanthropic event. And at least twice a year, there must be a campus event and a sisterhood event

### Section 2 - Minimum Meetings

2. Each week, the Chapter will have a Chapter Meeting. There should be at least 10 Chapter meetings per quarter
  - 2.1. There will not be a Chapter meeting held during Finals Week
  - 2.2. It will be decided before quarter begins if there will be a Chapter meeting before Finals Week
  - 2.3. If less than the quorum amount is able to attend, the President may reschedule from the previously agreed time, with at least one week's notice
  - 2.4. There shall be at least two Executive Board Meetings per quarter

### Section 3 - Special Meetings

3. Special meetings will be called by the President as needed
  - 3.1. Special Meetings include but are not limited to Officer or Membership review, Executive Board Meetings, or Emergency Chapter Meetings
  - 3.2. There must be at least one week's notice before the meeting, provided in the form of an email from either the President or Recording Secretary
  - 3.3. For Executive Board Meetings, at least 80% of the Board must be present in person or by teleconference or video conference.

Section 4 - Attendance Policy Outline and Approval

4. A Schedule of Events must be decided for each quarter
  - 4.1.The Schedule must include all agreed upon events with their tentative dates
  - 4.2.The Schedule will outline the quarter's attendance policy with minimum events and fines
  - 4.3.The Schedule will be approved by a vote.

Section 5 - Miscellaneous

5. Miscellaneous Information pertaining to Attendance and Meetings of the Chapter
  - 5.1.Agendas for Chapter Meetings
  - 5.2. A Draft Agenda for all Chapter Meetings, Executive Board Meetings, or other gathering where business will be done must be submitted by the President to the Executive Board at least 3 days before the Meeting
  - 5.3.An Agenda will ideally contain the following:
    - 5.3.1. One Good Thing
    - 5.3.2. Old Business Updates
    - 5.3.3.New Business
    - 5.3.4.Last Comments or Concerns
  - 5.4.After any Meeting where business was done, the Recording Secretary shall send out Meeting Minutes not more than 3 days after
    - 5.4.1. The Minutes shall include a summary of what was discussed, and any action items
    - 5.4.2.The Minutes will also include a list of those in attendance

## ARTICLE IV - FACULTY ADVISOR

### Section 1 - Requirements

1. The Chapter shall, at all times, have at least one Faculty Advisor

### Section 2 - Advisor Qualifications

2. The Advisor(s) must be a full time member of the faculty, administration, or professional staff of Drexel University

- 2.1. The Advisor will preferably be a female from the College of Engineering

### Section 3 - Advisor Duties

3. The duties of the Faculty Advisor shall include:
  - 3.1. Having a basic knowledge of the history, structure and purpose of the Chapter
  - 3.2. Being aware of the Chapter's finances and budget, as approval may be needed for financial transactions
  - 3.3. Providing useful guidance to help the Chapter identify and attain its goals
  - 3.4. Being knowledgeable of University policies, regulations and civic ordinances, as well as state and Federal laws that affect the Chapter
  - 3.5. Maintaining ongoing contact with the Executive Board
  - 3.6. Attending (physically or remotely) Executive Board meetings

### Section 4 - Advisor Selection Process

4. Advisor Selection will be reviewed each Academic Year, when the Executive Board is up for election at the end of summer quarter
  - 4.1. The President will call a vote to decide if a review of the current Advisor is necessary. If so, the Advisor Selection Process will proceed
  - 4.2. The Executive Board will ask for nominations the week before the Meeting. There will be a discussion of Advisor candidates
  - 4.3. An Advisor will be selected if he/she receives approval of the Chapter
  - 4.4. If no Advisor Candidate receives majority, the advisor with the highest vote total will be selected
  - 4.5. The President will then reach out to the person selected for Advisor, and ask them to serve as Advisor for the Chapter

4.5.1. If the Advisor declines, the Executive Board will review possible Advisors at the next Chapter Meeting, and hold another vote to decide

## ARTICLE V - EXECUTIVE BOARD STRUCTURE

### Section 1 - Officer Positions

1. The Executive Board of the Chapter shall consist of: President, Vice President, Treasurer, Recording Secretary, and Membership Educator
  - 1.1. Members of Committees may attend Executive Board Meetings, however are not considered Executive Board Members
  - 1.2. Officers shall serve without compensation for a period of one co-op cycle (2 Drexel quarters)
  - 1.3. No member of the Chapter can hold the same Executive Board position for more than 2 consecutive terms. However, members are allowed to hold other positions of Executive Board.
    - 1.3.1. For example, one sister can be President for one year, and after a year, must step down; but may run for Vice President, Treasurer, Secretary, or Membership Educator.
  - 1.4. This Chapter will not have co-Presidents or co-Vice Presidents
  - 1.5. The Chapter President and Treasurer must be full-time, enrolled undergraduate students of Drexel University.

### Section 2 - Officer Qualifications

2. In order to run and hold a position on the Executive Board, the Member must:
  - 2.1. Be in Good Standing within Drexel University.
  - 2.2. Maintain Active-Active Membership Status
  - 2.3. Must have completed at least two quarters at Drexel

### Section 3 - Officer Duties

3. The following outlines the duties of each Officer Position. The duties outlined in the International Constitution, Article VIII, Section 4 shall supersede the following, otherwise the duties of each officer are as follows:
  - 3.1. The President shall
    - 3.1.1. Represent the Chapter in decision making. All major decision must be discussed with other Executive Board officers prior to finalization

- 3.1.2. Call all Chapter meetings to order, run, and formally close all Chapter meetings
- 3.1.3. Run Executive Board Meetings
- 3.1.4. Compile agenda before each meeting and oversee Chapter schedules
- 3.1.5. Be responsible for Chapter and external communication
- 3.1.6. Be responsible for Chapter compliance/bylaws/risk management policy
- 3.1.7. Ensure required information is sent to the International Executive Board (IEB) in timely manner
- 3.1.8. Preside over all ceremonies
- 3.1.9. File the end of the year/co-op cycle reports compiled by each officer
- 3.2. The Vice President shall:
  - 3.2.1. Assist the President and is responsible for the communication within the Chapter and with the faculty advisors
  - 3.2.2. Be responsible for all Presidential duties in absence of the President
  - 3.2.3. Be responsible for the recruitment of Committee chairs and monitor their progress
  - 3.2.4. Assist the President with filing end of year/co-op cycle reports
  - 3.2.5. Submit a schedule for Recruitment to the President for approval, at least one month before the recruitment period begins.
- 3.3. The Membership Educator shall:
  - 3.3.1. Plan and conduct all Candidate functions and activities
  - 3.3.2. Run Candidate meetings and prepare the Candidate in accordance with the Membership Educator book
  - 3.3.3. Be responsible for candidate education and sending progress to IEB
  - 3.3.4. Be responsible for all Candidates
- 3.4. The Treasurer shall:
  - 3.4.1. Be responsible for monetary business within the Chapter
  - 3.4.2. Collect all Chapter dues, fines and any other out-of-pocket costs from Members
  - 3.4.3. Pay international dues and submit all promissory notes to the IEB
  - 3.4.4. Submit a draft Budget for the next quarter to the Executive Board at least two weeks prior to the end of the quarter. She will be expected to draft one Budget

while she is Treasurer-Elect for approval before her first term as Treasurer begins. For example, if she is elected for the Spring-Summer term, she is expected to submit a Budget for Spring term at the end of Winter term.

3.4.5. Present a quarterly report of all accounts and the general financial standing to the Executive Board at the end of each quarter

3.5. The Recording Secretary shall:

3.5.1. Record attendance at all Chapter meetings and additional mandatory events, and maintain a record of attendance for each quarter

3.5.2. Record and distribute minutes within four days after meeting has taken place

3.5.3. Maintain and distribute a current contact list of all members

3.5.4. Maintain a record of fines (specifically, who is issued a fine, the reason, dollar amount, date issued, date due, and date paid)

3.5.5. Compile Chapter newsletter and quarterly report

3.5.6. Oversee the Historian

#### Section 4 - Committees

4. A list of required committees may be found in the International Bylaws, Article II, Section 6

4.1. Additional committees shall be called into existence, and dissolved, as needed by the President

4.2. Any special committee not described in the International Bylaws or Constitution may be created by the President and then dismissed when no longer needed. The chairperson of these special committees may be any member of the Chapter appointed by the President and approved by a vote

#### Section 5 - Officer Elections and Appointments

5. At the end of each co-op cycle, or if an officer must step down, the empty position on the Executive Board must be filled. This section addresses how to fill these positions

5.1. The President will open nominations two weeks before a scheduled election.

5.1.1. Members may nominate themselves or other members provided they are eligible to hold office .

5.1.2. Nominations will be submitted by an Active-Active, Active-Coop, or Active-Passive Member to the Secretary either through email or in person

- 5.1.3. Nominees can be any sister who will hold an Active-Active status for the respective time in office.
- 5.2. Elections shall be held at the beginning of Winter and Summer quarters. All positions on the Executive Board will be up for election at this time, and will be elected for the upcoming co-op cycle. (For example, the President-Elect, elected at the beginning of Summer quarter, will serve the following Fall/Winter)
- 5.3. The order of Elections shall be: President, Vice President, Treasurer, Recording Secretary, and Membership Educator.
- 5.4. The President and Recording Secretary shall preside over elections for each position
  - 5.4.1. There must be two impartial people presiding over each election
  - 5.4.2. If either the President and Recording Secretary are nominated for the position, the Vice President, Treasurer and/or Membership Educator may preside
- 5.5. Only Active-Active and Active-Coop members who are at the Chapter meeting in person may vote
- 5.6. All elections will be cascading: Nominees who fail to be elected for their nominated position may run for any following open position
- 5.7. Elections for each position shall run as follows:
  - 5.7.1. The President (or whomever is presiding) will call for last minute self-nominations
    - 5.7.1.1. Nominees not interested in running may decline at this time
  - 5.7.2. All Nominees shall leave the room
  - 5.7.3. If there is more than one Nominee, each will come back in individually and give separate speeches, of no more than two minutes
  - 5.7.4. After the speeches, Members may discuss the Nominees, without the nominees present
  - 5.7.5. Members may call each nominee back in and ask questions, for not more than two minutes
  - 5.7.6. Members will then vote by secret ballot
    - 5.7.6.1. The President (if presiding) will vote only in event of a tie
  - 5.7.7. Both the President and Recording Secretary shall count the ballots
- 5.8. A Nominee will win the position when they have a majority vote

5.8.1.If no nominee has a majority of the total votes (>50%), there will be a runoff between the two nominees with the highest vote totals. For runoff votes, no write ins will be allowed.

### Section 6 - Officer Removal

6. In the event that it may be necessary to remove an officer, the following outlines the process:

6.1.An Officer may be removed for the following reasons:

6.1.1.No longer meeting Officer Qualifications

6.1.2.Violating the International Risk Management Policy

6.1.3.Failing to pay dues assigned in the Budget on schedule

6.1.4.Failing to comply with the Attendance Policy

6.1.5.Missing Executive Board Meetings without a valid (including medical or family commitment) excuse

6.1.6.Violating SAFAC (Student Activity Fee Allocation Committee) policies

6.2.The process for Officer Removal is as follows:

6.2.1.Evidence of a reason to remove an officer is presented to a member of the Executive Board.

6.2.2.An inquiry of officer removal is presented to all members of the Executive Board. The inquiry of officer removal will state the officer in question, and the officer's alleged violations. It must also contain evidence or a statement from the witness.

6.2.3.The Executive Board will review the evidence without the officer in inquiry. A vote will be called to determine if there is sufficient evidence to proceed. The inquiry will continue if a majority agree there is sufficient evidence. If not, the inquiry will stop.

6.2.4.The Executive Board will then hold a hearing into the accusation with the entire sisterhood. This meeting will be held separate from a Chapter meeting.

6.2.4.1.The summary of the officer removal will be sent to all members in advance, to all time to review.

6.2.4.2.The evidence will be presented to the accused Officer and she will have a chance to defend herself.

6.2.4.3.Any Member may ask questions.

6.2.4.4. Voting will be held after the reading of each violation. The Officer will be acquitted of the accusation if less than a 2/3 majority vote guilty.

6.2.4.5. If the Officer is found guilty of at least one violation, the Officer will be removed.

6.2.5. This process is separate from Membership Removal.

#### Section 7 - In Case of Vacancy

7. Should a position ever become vacant, for whatever reason, the following should occur

7.1. If the position of President become vacant, the Vice President will fill the position

7.2. If any position on the Executive Board (other than President) becomes vacant, the President must appoint a qualified Member, and attain 2/3 majority approval in the next Chapter meeting

7.3. If a committee position becomes vacant, the President may choose whether or not to appoint a Member to fill the position

## ARTICLE VI - VOTING

### Section 1 - Surveys

1. Surveys are defined as any questionnaires or informal information gathering
  - 1.1. Surveys are optional, and do not require a quorum
  - 1.2. Surveys may be done on Facebook, Google Survey, Doodles, in person, or by any other media
  - 1.3. Surveys are informal. They may be used when making decisions, but do not constitute approval from the Chapter. Decisions must still be approved by vote, as defined in the following sections.

### Section 2 - Budget & Schedule Approval

2. For each quarter, the Budget and Schedule must be approved by the Chapter
  - 2.1. A majority Active-Active and Active-Coop Members constitutes a quorum
    - 2.1.1.2/3 of Active-Active and Active-Coop Members must be present only in the case for a Chapter Bylaw and Constitution Amendment
  - 2.2. The Budget and Schedule must pass with a majority approval in order to be instituted
    - 2.2.1. If the Budget and Schedule is not approved, changes may be made during Chapter meeting. If the Budget and Schedule is still not approved, the Executive Board may continue to make changes and a final vote on the Budget and Schedule will be held in the following Chapter meeting
  - 2.3. The Budget and Schedule must be sent out to all Members one week before the vote, and the revised Budget and Schedule must be sent out 3 days prior to the follow up vote
  - 2.4. The Budget and Schedule vote may not take more than three weeks: first week will have a discussion of the draft, the second week will be a vote and any revisions necessary, the third week will be a final vote
  - 2.5. Voting on the Budget and Schedule will proceed as follows:
    - 2.5.1. Brief review of Budget or Schedule
    - 2.5.2. President will call for a vote by secret ballot
    - 2.5.3. Members on video presence must communicate their vote in accordance with IEB policy

2.5.4.If the Budget or Schedule does not pass with a majority, the President will call for objections/suggestions to be written down and anonymously passed forward

2.5.4.1.Members on video presence may email suggestions, if desired, to the Chapter email address.

2.5.5.Objections/Suggestions will be discussed, and changes made as necessary

2.5.6.Another vote by secret ballot will be called by the President

2.5.6.1.Members on video presence must communicate their vote in accordance with IEB policy

2.5.7. If Budget or Schedule still does not pass, the revised Budget and Schedule must be redistributed, and a final vote by secret ballot will be had at the following Chapter Meeting after one final discussion and revision

### Section 3 - Candidate Approval

3. Candidates must be approved by a 90% Chapter vote

3.1.Members may not vote against a Candidate because of race, national origin, color, religion, age, veteran status, sexual orientation, and/or abilities

3.2.After the conclusion of Recruitment events and the submission of Candidate applications, a vote will be held

3.3.Voting will be held as follows:

3.3.1.Brief Review of Candidate and her application (led by Membership Educator)

3.3.2.Secret Ballot vote by all Active-Active and Active-Coop Members present

### Section 4 - Voting In Meetings

4. In Chapter meetings, it will be necessary to hold votes for general approval and decision making

4.1.For voting, the President may call for a show of hands vote

4.2.Members on video presence may vote according to the policy of the International Executive Board

4.3.A majority vote is considered approval for any motions presented in meeting

Section 5 - Secret Ballots

5. It is necessary to vote by secret ballot in the case of elections, or sensitive topics. The process for voting by secret ballot is as follows:
  - 5.1. One ballot will be collected from each Member.
  - 5.2. Ballots will be collected and counted by both the President and Recording Secretary

## ARTICLE VII - RITUALS AND TRADITIONS

### Section 1 - Anti-Hazing Adherence

1. The Chapter will maintain Alpha Omega Epsilon Sorority and Drexel University policies on hazing
  - 1.1. The Chapter shall have no Rituals or Traditions that discriminate against any Member for any reason, or that make any Member uncomfortable, or that are demeaning.
  - 1.2. Membership of the Chapter will be a valuable and beneficial experience for all Members. Leadership of the Chapter will provide new and current Members with an experience that is positive, informative, and consistent with all federal, state, and local laws, and the policies and procedures of Drexel University. Activities that detract from the goal of fostering personal and intellectual development have no place in this Chapter. Hazing will not be tolerated by or of any Member. It is the responsibility of the Chapter, its leadership, and Members to report hazing of any kind by Members to the proper authority.
  - 1.3. Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

### Section 2 - Rituals

2. The Chapter will maintain the Alpha Omega Epsilon Sorority traditions towards Rituals
  - 2.1. Members may not share Chapter Rituals with non-Members

## ARTICLE VIII - AMENDMENTS

### Section 1 - Amendment Approval

1. Amendments to the Drexel Chapter Bylaws must meet the following requirements:
  - 1.1. Proposed Amendments must be submitted in writing to the Recording Secretary
  - 1.2. The Amendment will be approved by the Chapter as outlined in the International Constitution, Article XI, Section 3
  - 1.3. Once approved by the International Judiciary Committee, the Recording Secretary will publish the new Amendment, and the section of the Bylaws it is relevant to, in the next Meeting minutes.

ARTICLE IX - MISCELLANEOUS

Section 1 - Responsibility of Members

1. The Chapter does not claim responsibility for any actions or damages incurred by its Members
  - 1.1. The Chapter shall only assume responsibility as listed in the International Executive Board Bylaws and Risk Management Policy