

## ORDER OF OMEGA OFFICERS

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### PRESIDENT

A. The President shall be responsible for conducting organization and executive meetings and may co-sign checks.

#### *Specific Responsibilities*

1. Coordinate monthly meetings.
2. Coordinate weekly executive meetings.
3. Hold weekly meetings with Greek Advisor.
4. Assign individuals to committees.
5. Coordinate BANG (Being A New Greek).
6. Coordinate yearly elections.

### VICE PRESIDENT OF PROGRAMMING

B. The Vice President of Programming shall, in the absence of or when requested by the President, preside over meetings and conduct official business of the organization.

#### *Specific Responsibilities*

1. Oversee the development and implementation of special programs, e.g. Greek Awards.
2. Supervise subcommittees with the coordination and implementation of each program.
3. Keep a notebook containing all records and notes pertaining to productions of each program sponsored.
4. Be responsible for updating the Greek Handbook each year.

### VICE PRESIDENT OF MEMBERSHIP

C. Vice President of Membership shall be responsible for coordinating the biannual membership recruitment and initiation services.

#### *Specific Responsibilities*

1. Be responsible for the coordination of all membership recruiting activities according to the national constitution.
2. Be responsible for recruitment and initiation activities per The Order of Omega rituals and policies.
3. Chair the Membership Selection Committee.
4. Chair the Adopt-A-Family Committee at Christmas.

### SECRETARY/TREASURER

D. Secretary/Treasurer shall keep official minutes and records for the Order, shall be responsible for distributing and processing communications among members and shall be responsible for keeping accurate records of all financial matters and collecting dues. He/She shall also co-sign checks with the President.

#### *Specific Responsibilities*

1. Collect dues from the new members and deposit into account within one week of receiving funds.
2. Send dues to national office with roster within one week of initiation.
3. Provide a roster to all members and the Greek Advisor within one week of the first meeting of the semester.
4. Send reminders to all Order of Omega members at least one week in advance of each meeting.
5. Plan the Greek Leadership Retreat at the beginning of the Spring semester.

### EXECUTIVE BOARD

1. Appoint all standing and special committees and their Chairperson.
2. Report all action taken by the Executive Board at the next regular meeting of The Order of Omega.
3. Attend weekly executive board meetings.
4. Keep Greek Advisor informed of all actions.

# **ORDER OF OMEGA CONSTITUTION**

## **ARTICLE I - NAME**

**Section 1.** The name of this Organization shall be The Order of Omega.

**Section 2.** The Order of Omega is a Leadership Honorary Society.

## **ARTICLE II – PURPOSE**

**Section 1.** The purpose of The Order of Omega shall be threefold.

First, to bring together the most representative fraternity and sorority members and recognize these students who have attained a high standard of leadership in Greek activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.

Second, to bring together members of the faculty, alumni, staff, and student members of the institution's fraternities and sororities on a basis of mutual interest, understanding, and helpfulness.

Third, to encourage intra-Greek leadership by sponsoring activities to promote the Greek community at Creighton. For example, an intra-Greek philanthropy project, Greek Week, a Greek leadership retreat, or establishing a scholarship will fulfill this activity.

## **ARTICLE III – MEMBERSHIP**

**Section 1.** There shall be four classes of members: student, faculty, alumni, and honorary.

Student members shall be confined to members of Greek-letter, social organizations and duly elected to membership as students by a chapter and they shall be designated during the remaining period of their collegiate enrollment.

Faculty members shall be those members of the faculty or the administrative staff of Creighton elected by the chapter as faculty members.

Alumni members shall be former student members after their graduation or the termination of their collegiate enrollment.

Honorary members shall be any person associated with Creighton elected for showing a dedication in serving Creighton and the Greek community.

**Section 2.** Membership in the Order of Omega entitles the person elected to the rights and privileges of life membership, except that only active student members may vote and hold office in a local chapter.

**Section 3.** Student members who maintain 75% involvement are considered members in good standing and are therefore eligible for honor cords. Members not in good standing are not eligible for honor cords.

**Section 4.** The total number of faculty and alumni members shall not exceed forty percent (40%) of the membership of the chapter.

**Section 5.** The total number of honorary members shall not exceed 5% of the membership of the chapter a year, and shall not have the privilege of voting at regular business meetings.

## **ARTICLE IV - ELIGIBILITY**

**Section 1.** The qualifications for membership in the Order shall be leadership, scholarship, and intelligence, in addition to service and leadership in the Greek community.

**Section 2.** To be eligible for membership in The Order of Omega, a student shall meet the following minimum requirements:

- a. One full academic year of residence at the institution where elected;
- b. Junior or Senior (undergraduate) standing;
- c. Ranked academically above the All-Greek average;
- d. Be in good standing with the individual's respective fraternal organization.

**Section 3.** In the selection of student members, the complete collegiate record of each candidate (both in and out of the local institution as far as possible, including also their record in other institutions attended) shall be obtained and classified into the following subjects:

- a. Leadership
- b. Scholarships
- c. Greek offices held
- d. IFC/Panhellenic participation
- e. IFC/Panhellenic offices held
- f. Service to the University
- g. Service to the local community
- h. Ideas as to the betterment of The Order of Omega

## **ARTICLE V - ELECTION OF MEMBERS**

**Section 1.** Applications shall be distributed at the latest by the third month of the semester (October or March).

**Section 2.** New members shall be voted in and Initiated at the latest by the fourth month of the semester (November or April).

**Section 3.** The number of students elected to membership in any one semester may not exceed three percent (3%) of the total number of enrolled full-time Greek undergraduates at the beginning of the semester, or fifteen, whichever ever is greater.

**Section 4.** At least one-third of each new member class must be of Junior standing.

**Section 5.** New members shall be approved for membership by the Membership Selection Committee with approval from the Executive Council.

**Section 6.** Any member convicted by the chapter to which they belong of conduct unbecoming of the Order shall be dishonorably dismissed, deprived of membership, and required to surrender the pin and certificate; notification of which fact shall be sent to the member in question. Such expulsion must be approved by three-fourths of the active members of the chapter in which the proceedings have been initiated and shall be subject to termination of membership in The Order of Omega.

## **ARTICLE VI - OFFICERS**

**Section 1.** Officers of the organization shall be as follows:

1. President
2. Vice President of Programming
3. Vice President of Membership
4. Secretary/Treasurer
5. Faculty Advisor

**Section 2.** Officers of the Order shall be elected during the last yearly meeting by a majority vote of the quorum of the Order (50% + 1).

**Section 3.** Officers shall take office at the time of election and shall serve for a period of one year.

**Section 4.** If an officer signs a letter of resignation, the President will announce a vacancy. At the next meeting an election for the vacant office will be held.

**Section 5.** At any time a member of the organization feels that the officers are not performing their duties, an impeachment trial can take place. To impeach an officer, charges must be raised at a meeting and 50% plus one voting member can oust that charged officer.

**Section 6.** Duties of the officers are as follows:

- A. The President shall be responsible for conducting organization and executive meetings and may co-sign checks.

*Specific Responsibilities*

- i. Coordinate monthly meetings.
- ii. Coordinate weekly executive meetings.
- iii. Hold weekly meetings with Greek Advisor.
- iv. Assign individuals to committees.
- v. Coordinate BANG (Being A New Greek).
- vi. Coordinate yearly elections.

- B. The Vice President of Programming shall, in the absence of or when requested by the President, preside over meetings and conduct official business of the organization.

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- i. Oversee the development and implementation of special programs, e.g. Greek Awards.
- ii. Supervise subcommittees with the coordination and implementation of each program.
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- iv. Be responsible for updating the Greek Handbook each year.

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- i. Be responsible for the coordination of all membership recruiting activities according to the national constitution.
- ii. Be responsible for recruitment and initiation activities per The Order of Omega rituals and policies.
- iii. Chair the Membership Selection Committee.
- iv. Chair the Adopt-A-Family Committee at Christmas.

- D. The Secretary/Treasurer shall keep official minutes and records for the Order, shall be responsible for distributing and processing communications among members and shall be responsible for keeping accurate records of all financial matters and collecting dues. He/She shall also co-sign checks with the President.

*Specific Responsibilities*

- i. Collect dues from the new members and deposit into account within one week of receiving funds.
- ii. Send dues to national office with roster within one week of initiation.
- iii. Provide a roster to all members and the Greek Advisor within one week of the first meeting of the semester.
- iv. Send reminders to all Order of Omega members at least one week in advance of each meeting.
- v. Plan the Greek Leadership Retreat at the beginning of the Spring semester.

## ARTICLE VII - MEETINGS

**Section 1.** A regularly scheduled general meeting shall be held at least four times a semester.

**Section 2.** A quorum shall consist of a simple majority.

## ARTICLE VIII - COMMITTEES

**Section 1.** The officers of the organization shall have the authority to create any committees, standing or special that will further the purpose of the Order.

## ARTICLE IX - FINANCES

**Section 1.** Dues shall be determined by the officers of the organization subject to the approval of a majority vote at a meeting of the organization.

**Section 2.** If the organization dissolves, any accumulated funds will be distributed to a scholarship fund administered by Creighton University.

**Section 3.** Initiation fee is set by the national headquarters and are currently at \$40.

**Section 4.** Dues should be paid in full before a member may be initiated, unless otherwise arranged with the Secretary/Treasurer.

## ARTICLE X - AFFILIATION

**Section 1.** This organization shall be affiliated with The Order of Omega and shall abide by its constitutions and bylaws in all cases where there is no conflict between their constitution and bylaws and this constitution and/or rules, regulations, or policies of Creighton University. In instances of conflict, the rules, regulations, or policies of Creighton University shall take precedence over the institution or bylaws of The Order of Omega.

## ARTICLE XI - PARLIMENTARY AUTHORITY

**Section 1.** The parliamentary authority shall be the current edition of *Robert's Rules of Order, Newly Revised*.

## ARTICLE XII - AMENDMENTS

**Section 1.** All amendments require majority vote of quorum for ratification.

**Section 2.** All amendments must be approved by Student Life and Policy and/or the Assistant Director of Student Activities before going into effect.