

**Omega Phi Alpha
Psi Chapter
Constitution and By-Laws**

Constitution

**Article I
Name and Organization**

The name of this sorority shall be Psi Chapter of Omega Phi Alpha National Service Sorority.

**Article II
Purpose and Goals**

The purpose and goals of this sorority shall be to assemble its members in the fellowship of Omega Phi Alpha, to develop friendship, leadership, and cooperation, by promoting service to the university community, to the community-at-large, to the members of the sorority, and to the nations of the world.

**Article III
Membership**

- Section 1 To be eligible for active membership, a student must be enrolled in Texas A&M University-Corpus Christi with at least an overall GPA of 2.0 based on a 4.0 scale.
- Section 2 Active membership shall be granted to those students whom have completed the national pledge requirements as outlined by the national by-laws.
- Section 3 A pledge member shall be a student in the process of fulfilling requirements to become an active member. Until all local and national requirements are fulfilled, the student will be considered a pledge.
- Clause 1 Pledge classes will be accepted biannually, once in the fall semester and once in the spring semester. A pledge period will last an entire semester.
- Section 4 Active and alumnae membership status and privileges will be the same as defined in the national constitution and by-laws.
- Clause 1 After completing their pledge period a sister must serve at least one active semester before the Standards Board will consider granting alumnae status.

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Clause 2 To gain alumnae status a sister must be in good standing with the chapter.

Section 5 A maximum of 2 unexcused absences from general meetings will be allowed.

Clause 1 If a member is unable to attend a meeting, they must report to the Secretary or President before the set meeting time. A written excuse must then be given to the Secretary before the next meeting.

Clause 2 A member who exceeds 2 unexcused absences will need to petition the Standards Board to review their continued membership.

Clause 3 The Standards Board shall meet with each member on an individual basis to determine any extenuating circumstances that may have been the cause of the absences from meetings. A suggestion shall be made by the Standards Board to the chapter about the member's status. A $\frac{3}{4}$ majority chapter vote will be required to change membership status.

Clause 4 In the event that contact is not made to the Secretary or President prior to the expected absence and a letter of explanation is not turned in within a week of absence, a review with the sister will be held by the Standards Board.

Section 6 A maximum of 1 unexcused absence from projects will be allowed.

Clause 1 In the event of an absence from a project, contact must be made to the Service Director or Secretary prior to the project.

Clause 2 A member who exceeds 2 project absences per semester will have their membership status reviewed by the Standards Board.

Clause 3 The Standards Board shall meet with each member on an individual basis to determine any extenuating circumstances that may have been the cause of absences from service projects. A suggestion shall be made by the Standards Board to the chapter about the member's status. A $\frac{3}{4}$ majority chapter vote will be required to change membership status.

Clause 4 A fee of \$20 or service hours shall be levied to any sister who does not participate in any given service project. The appropriate

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amount of service hours shall be determined by the Service Director depending on the service project missed. Participation in an event shall include any or all of the following: project planning, project publicity, project attendance, post project work, and contribution of necessary items to conduct the project. You may appeal this fine to the Standards Board, in writing, within 2 weeks of the date of the project. Outstanding fees or service hours must be paid or completed within 2 weeks of the missed event, and only 1 no participation is to be allowed per semester.

- Clause 5 Contribution of items for participation in a service project is limited to 2 projects per semester.
- Section 7 Omega Phi Alpha does not discriminate on any basis other than the non-fulfillment of described requirements for membership and/or policy or rule violations. Membership may include members of social fraternities, and students enrolled in all departments of the university.
- Section 8 All actives will be required to attend one pledge meeting per semester.
- Section 9 All sisters should demonstrate leadership by doing at least one of these a semester:
- Attend a University Council of Student Organizations (UCSO) meeting
 - Plan a service event
 - Plan a sisterhood event
 - Serve on a committee
- Section 10 Any member caught breaking federal, state, or university laws must appear before the Standards Board to discuss continued membership. It shall be to the Standards Board's discretion to automatically disassociate the sister in question.

Article IV Officers

- Section 1 Chapter Executive Board: The Chapter Executive Board shall consist of the following members: President, Vice President, Secretary, Treasurer, Membership Director, and Service Director.
- Section 2 Additional officers or positions that are normally elected that cannot be filled or executed shall be appointed by the Chapter President with a majority approval of the chapter present. The appointed officer shall meet all officer duties and requirements.

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Section 3 Officer duties shall be prescribed in the by-laws.

**Article V
Elections**

Section 1 All candidates for elected or appointed offices must be active members.

- Clause 1 Elected officers must have been active at least one semester.
- Clause 2 If a position that is normally elected cannot be filled or executed, the Chapter President may appoint someone to replace that position. The appointed position must meet a majority approval of the chapter present, and fulfill all officer duties and requirements.
- Clause 2 Members of the Chapter Executive Board must maintain a 2.25 cumulative G.P.A.
- Clause 3 Candidates for President must maintain a 2.25 cumulative G.P.A., and have served at least one semester on the Chapter Executive Board.
- Clause 4 Candidates for Membership Director must have served at least two semesters as an active member or at least one semester as Assistant Membership Director.

Section 2 Elections will be held at the end of the spring semester, with term lengths equal to one school year (fall and spring semesters).

Section 3 A member of the Chapter Executive Board may not be elected to the same office more than 2 consecutive years.

**Article VI
Impeachment**

Section 1 A local officer may be impeached for misconduct or malfeasance in office. Charges must be submitted in writing to the members of the Standards Board.

Section 2 Charges shall be investigated by the Standards Board. If $\frac{3}{4}$ of the board deem these charges to be sufficient reason for impeachment, the officer shall be removed.

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Article VII Committees

- Section 1 Standing committees shall consist of, and not be limited to: Standards Board, Service Committee, Fund-raising Committee, and Social Committee.
- Section 2 Special Committees shall be appointed by the Chapter President or Committee Chair when it is deemed necessary.
- Section 3 Duties of these committees shall be assigned by the President, Chapter Executive Board, corresponding officer, or as outlined in the local by-laws.

Article VIII Finance

- Section 1 Local dues shall be set by the Chapter Executive Board at the beginning of each semester. A simple majority (50% + 1) will be needed to pass.
- Section 2 All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at a public banking facility.
- Clause 1 All funds must be deposited within 48 hours of collection.
- Clause 2 Whomever has control of the bank signature card must first have approval and signature of the Advisor or President on each expenditure before payment and/or withdrawal of funds from the account.

Article IX Meetings

- Section 1 There shall be a regular meeting at least 2 times a month. The exact days will be voted upon by the membership on a semester basis.

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- Section 2 Chapter Executive Board shall meet at least once a month. The exact days will be voted upon by the Chapter Executive Board members. These meetings shall be open to any member.
- Section 3 Special meetings may be called by the Chapter President, Vice President, or by petition of 3 or more members of the Chapter Executive Board.
- Section 4 A quorum will be defined as a simple majority (50% + 1). A quorum of the membership must be present at any meeting to conduct official business.

**Article X
Amendments**

- Section 1 Amendments to the chapter constitution require an affirmative vote of at least $\frac{3}{4}$ of the ballots cast. All revisions to the chapter constitution shall take effect upon the final adjournment of that business meeting.
- Section 2 Amendments to the chapter by-laws require an affirmative vote of at least $\frac{2}{3}$ of the ballots cast. All revisions to the chapter by-laws shall take effect upon the final adjournment of that business meeting.
- Section 3 This document will not be considered official until approved by the Director of Student Activities at Texas A&M- Corpus Christi, and the National Vice President of Omega Phi Alpha.
- Section 4 This document shall be reviewed every year and be re-submitted to the office of Student Activities and to the National Vice President of Omega Phi Alpha.

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By-Laws

Article I General Statement

The by-laws of this sorority shall supplement the constitution and not conflict with it.

Article II Principles and Motto

- Section 1 The three cardinal principles shall be friendship, leadership, and service.
- Section 2 The motto will be the same as the national motto: “Today’s Friends,
Tomorrow’s Leaders, Forever in Service.”

Article III Duties-Officers

- Section 1 Duties of all officers: It shall be the duty of all elected and appointed officers of Omega Phi Alpha Psi Chapter to perform all duties to the best of their abilities, to obey and uphold the constitution and principles of Omega Phi Alpha.
- Section 2 Duties of President:
- 1 Preside over chapter meetings and Chapter Executive Board meetings.
 - 2 Ensure that all deadlines to the national organization are met.
 - 3 Submit midyear and annual reports to the National President.
 - 4 Guide the work of all chapter officers.
 - 5 Serve as the chapter’s main communication link between the campus, the National Executive Board, and the district Traveling Leadership Consultant (TLC).
 - 6 Submit CEP annual award form.
- Section 3 Duties of Vice President:
- 1 Chair the Standards Committee.
 - 2 Act as Parliamentarian during business meetings.
 - 3 Submit the Chapter Excellence Program forms to the National Vice President along with any required documentation.
 - 4 Coordinate any other chapter awards programs.
 - 5 Act as a stand-in when President is absent.
 - 6 Submit membership status report to nationals.

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- Section 4 Duties of Service Director:
- 1 Chair/Coordinate Service Committee.
 - 2 Review service requirements for chapter activities.
 - 3 Submit a Service Project Report Form to the National Vice President along with any required documentation.
- Section 5 Duties of Secretary:
- 1 Keep accurate minutes of each chapter and Executive Board business meeting and distribute to each member.
 - 2 Take attendance at chapter business meetings.
 - 3 Handle chapter correspondence.
 - 4 Submit chapter reports and articles to the *Chevron* and the chapter newsletter.
 - 5 Serve on the Standards Board.
 - 6 Chair phone committee.
 - 7 Collect and deposit national dues and pledge fees and send them to the National Secretary.
 - 8 Collect local dues and deposit them into the chapter's checking account.
- Section 6 Duties of Treasurer:
- 1 Prepare the chapter's budget each year. Periodically present reports of actual expenses versus budgeted expenses during chapter meetings.
 - 2 Reimburse expenses/pay bills incurred by the chapter.
 - 3 Submit an annual financial report to the National Treasurer no later than June 1.
 - 4 Chair fundraising committee and conduct at least 3 fundraisers per year. One of them must be designated for the scholarship trust fund.
 - 5 Submit payment for convention delegates.
- Section 7 Duties of Membership Director:
- 1 Coordinate rush events and promote publicity.
 - 2 Plan the pledge period schedule and any associated activities such as initiation and activation ceremonies.
 - 3 Supervise the pledge class as it completes its service project requirements.
 - 4 Ensure that all pledge requirements are fulfilled two weeks before activation.

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- 5 Complete all necessary paperwork (pledge roster, pledge fees transmittal from and money, and pledge summary) and submit it to the National Membership Director by the national deadlines.
- 6 Coordinate pledge retreats.
- 7 Plan a Big-Lil and an Active-Pledge function for each semester.

Section 8 Duties of Communications Director:

- 1 Keep track and periodically update chapter's history.
- 2 Keep track of all important events, achievements, and ideas. Document any type of activities that are performed by the chapter.
- 3 Create and maintain history through a scrapbook.
- 4 Maintain web site.
- 5 Attend UCSO meetings.
- 6 Publicize OPA events.
- 7 Chair Traditions Committee.

Section 9 Duties of Alumnae Liaison

- 1 Keeps accurate and updated records of alumnae in an excel spreadsheet, in nationals format.
- 2 Keep accurate records of sisters going alumnae and collecting their alumnae forms to be kept in a folder in the cubicle.
- 3 Maintains the Alumnae Yahoo group, <http://groups.yahoo.com/group/OPAPsiChapterAlumni>. Adds new alumnae to the group and keeps alumnae posted of events that alumnae can attend.
- 4 Create and distribute at least two alumnae newsletters per year.
- 5 Keep receipts for alumnae correspondence materials and fills out vouchers for whatever reimbursements national's supports in addition to chapter vouchers.
- 6 Plan at least one alumnae event per semester.
- 7 Give awards to outstanding alumnae.
- 8 Encourages alumnae to give donations.

Section 10 Social Director

- 1 Plan social events for the sorority.
- 2 Plan a formal every spring.
- 3 Plan at least two social events per semester.
- 4 Chair the Social Committee.
- 5 Plan for any other special events.

Section 11 Any member who abandons their office may be subject to disassociation. Before the individual is disassociated, the chapter Standards Board will meet with the member. If the situation is determined to be abandonment the case will be presented to the chapter for a $\frac{3}{4}$ disassociation vote.

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Clause 1 Abandonment of office shall be defined as not completing the duties, responsibilities and requirements prescribed in the above sections. To avoid abandonment an officer may step down from their office by writing a resignation letter to the Standards Board and be current in completion of duties.

Article IV Elections

- Section 1 Two weeks before the election, candidates will have either the option to accept a nomination for office or will be able to fill out a petition for office. If a member is nominated, she will fill out a petition and submit it to the Standards Board.
- Section 2 The Standards Board will meet to review petitions and prepare the officer slate. The slate will be presented to the chapter one week before the election.
- Section 3 On Election Day, the Standards Board Chair will read each petition to the members. Candidates will give a speech explaining why they are running for this office, and then the members will have a chance to ask questions.
- Section 4 Nominations will not close until right before each office is voted on.
- Section 5 Voting will be done by secret ballot. Absentee ballots will be accepted by the Standards Board Chair in a sealed envelope before the start of business. The envelope will be signed by a member in good standing.
- Section 6 Offices will be voted on separately. When preparing to vote on an office, all candidates for that particular office will submit their votes and then be asked to leave the room. The candidates will return once the votes are counted for that particular office.
- Section 7 Offices will be voted on in this order: President, Vice President, Secretary, Treasurer, Membership Director, Service Director, Communications Director, Social Director, and Alumnae Liaison.
- Section 8 Two active members not running for an office will count ballots.

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Section 9 All offices will be elected by a simple majority (50%+1) vote. If no majority is determined, a runoff election will occur between the top two candidates.

**Article V
Duties-Committees**

Section 1 The Standards Board shall be chaired by the Vice President. The board shall consist of the Vice President, Secretary and 2 appointed actives of the organization.

- Clause 1 Duties of the Standards Board shall be to:
- 1 Review membership statuses of actives.
 - a. They shall make status recommendations to the chapter after meeting with a member.
 - b. They shall meet with members who do not comply with the standards of Omega Phi Alpha and may recommend disciplinary action after reviewing the incident.
 - c. They shall prepare corrective recommendations for the member and shall see that the recommendations are carried out within thirty days.
 - 2 Review all legislation.
 - 3 Review all petitions for local officers, and recommend a slate of candidates.
 - 4 Review all absences, rule either excused or unexcused.
 - 5 Levy service fines and review appeals.

Section 2 The Service Committee shall be chaired by the Service Director, and include and actives of the organization who volunteer to serve on the committee.

- Clause 1 Duties of the Service Committee shall be to assist the Service Director who coordinates service projects for the chapter.

Section 3 The Fundraising Committee shall be chaired by the Treasurer, and include any active of the organization who volunteers to serve on the committee.

- Clause 1 Duties of the Fundraising Committee shall be to assist the Treasurer in coordinating fundraising projects for the chapter.

**Article VI
Pledge Requirements**

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Section 1 All pledges will be required to complete the national requirements as stated in the national constitution and by-laws before becoming active members.

Section 2 In addition to the national requirements the following will be the local requirements for pledges to meet before being activated.

Clause 1 Each pledge will be required to complete a total of 15 personal hours. Personal hours may not be obtained through projects already required to meet pledge requirements.

Clause 2 Each pledge will be required to attend one active meeting.

Clause 3 Each pledge will be required to attend at least one pledge class fundraiser.

Clause 4 Each pledge will be required to participate in a Big-Lil function and a Pledge-Active function.

Section 3 Attendance for pledges will follow the same guidelines used for active members.

**Article VII
Amendments**

Section 1 Amendments to the chapter by-laws require an affirmative vote of 2/3 of the ballots cast. All revisions to the chapter by-laws shall take effect upon the final adjournment of that business meeting.

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