



## SAMPLE CONSTITUTION CALIFORNIA STATE UNIVERSITY, FULLERTON

*Student organizations must deposit with Student Life & Leadership copies of all constitutions, charters, or other documents relating to its policies. All items in **BOLD** must be included in all student organization constitutions in order to be recognized as a registered student organization at California State University, Fullerton.*

### **ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1. The name of this organization shall be "Order of Omega at California State University, Fullerton."**

**Section 2. The purpose of this organization** is to honor and recognize the top 3% of the CSUF Fraternity and Sorority members based on leadership, scholarship and service. The Order of Omega also serves to bring together the most representative fraternity and sorority members, and to create an organization in which will help to mold the sentiment of the institution in question of local and intercollegiate affairs.

### **ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1. Membership in the organization shall be confined to members of Fraternity and Sorority-Letter organization who hold active membership positions in the Interfraternity Council (IFC), Panhellenic Council (PHC), Multicultural Greek Council (MCGC), or National Pan-Hellenic Council (NPHC).**

**Section 2.** Membership in the organization shall be open to all those regularly enrolled California State University Fullerton student who hold active membership positions in the Interfraternity Council (IFC), Panhellenic Council (PHC), Multicultural Greek Council (MCGC), or National Pan-Hellenic Council (NPHC)

**Section 2.** Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

**Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.**

**Section 3. There shall be four types of membership in the organization:** voting, associate, alumni, and honorary.

**Section 3.** Faculty/Staff members shall be those members of the faculty or administrative staff of a membership who may be subsequently serving on the faculty or staff of such institution

**Section 4. Voting membership is limited to regularly enrolled (non-extended education) students who are active members of a Fraternity or Sorority on campus.**

**Section 5.** Any eligible CSU Fullerton student, faculty or staff member who completes and signs a membership application shall be a voting member upon filing an application with the club secretary. Any eligible non-CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the club secretary. Any person giving outstanding service to the organization may be voted in for honorary membership.

**Section 6.** Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a club member. **After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers** at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

### **ARTICLE III. ELIGIBILITY**

**Section 1.** The qualification for membership in The Order shall be character, scholarship, intelligence, service, and leadership in the Fraternity and Sorority affairs at California State University, Fullerton.

**Section 2.** Exemplary character shall be the primary consideration for membership in this Order.

**Section 3.** To be eligible for membership in Order of Omega, a student shall meet the following minimum requirements:

- A.** One full academic year of residence at CSUF
- B.** Junior or Senior standing
- C.** Rank academically above the all-Greek average (combined Fraternity and Sorority). If a chapter average is less than the minimum requirement for graduation (2.0), that chapter shall be denied initiation privileges until such time as it has maintained academic requirement
- D.** Be in good standing with the fraternal organization

**Section 4.** In the Selection of student members, candidates shall complete an application detailing the following information:

- A.** Name, fraternity/sorority membership, class standing, cumulative GPA, and expected graduation date.
- B.** Fraternity and Sorority involvement (IFC/MCGC/PHC/NPHC) Including dates and offices held.
- C.** CSUF Activity Involvement. Including date and offices held.
- D.** Community Involvement. Including date and offices held.
- E.** Relevant awards and honors received
- F.** Availability to attend 3/4 required meetings.

### **ARTICLE IV. OFFICERS**

**Section 1.** The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and other officers as necessary. The term of office will be one year beginning July 1st.

**Section 2.** Powers and Duties of Officers:

**Clause 1.** The President shall preside at all meetings of the organization. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. S/he has further powers and duties as prescribed by the organization.

**Clause 2.** The Vice President presides at the organization meetings in the absence of the President. S/he performs all duties assigned by the Chair. S/he notifies all members of organization meetings. S/he is responsible for the development and implementation of special programs, e.g., New Member Program, Awards Program, initiation of new Order of Omega members

**Clause 3.** The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. All disbursements for more than \$50 require a majority vote

akes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.

### Section 3. **Officer qualifications (President and Treasurer only):**

**Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.**

**a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**

**b. Officers must maintain a minimum cumulative 2.0 grade point average each term.**

**c. Officers must be in good standing and must not be on probation of any kind.**

**d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**

**e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167**

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**ent of the units required for the graduate credential objective, whichever is greater. Section 4.      Petition by 1/3 of the total number of members is cause for a recall election.** The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election".  
**Recall requires an affirmative vote of 2/3 of the total voting membership.**

**Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election."** Any eligible member, including those already holding office, can be nominated for a vacated officer position.

#### **ARTICLE IV. MEETINGS**

**Section 1. Regular meeting are scheduled at least bi-monthly during the academic year.**

**Section 2. Special meetings are called by any elected officer or by 5% of the voting members of the organization.** All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

**Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.**

#### **ARTICLE V. ELECTIONS**

**Section 1. Officers are elected once an academic year. Elections are held at the end of each academic year for the following year's term.**

**Section 2. At least one week's notice will be provided for any meeting at which an election is held.**

**Section 3. Votes will be cast by secret ballot and counted by an unbiased committee.**

**Section 4. A candidate must receive at least 51% of the votes or if necessary runoff elections will be held.**

#### **ARTICLE VI. ADVISORS**

**Section 1. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.** (Please see the Dean of Students Office for more information on Auxiliary Employee Advisors.)

**Section 2. The advisor(s) will serve a term of one academic year and is selected at the same time as the officers of the organization.**

**Section 3. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.**

**Section 4. A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.**

#### **ARTICLE VII. DUES**

**Section 1. There shall be a one-time national initiation fee of \$50 .00 and a one-time local initiation fee of \$30.00.**  
**P** This fee shall be submitted one applicant has been notified of admission status. This fee shall include  
**e** national pin, certificate and graduation cord. The treasurer should send this fee with the form provided by  
**r** nationals at least 4 weeks before initiation. This shall be the fee for the following category of members:  
**c** student, faculty, and alumni. Honorary members may be initiated for \$10.00.

**Section 2.** All money must be deposited into an Associated Students, Incorporated Accounting Office agency account. *(The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.)*

**Section 3.** Local dues shall be used to support chapter scholarship; office costs, programming costs, and order expences of this chapter. Local dues are \$10/semester, beginning at the academic year after initiation into Order of Omega. Membership dues are collected at the first meeting of each semester.

## **ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION**

**Section 1.** Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

**Section 2.** Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**Section 3.** A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment. .

## **ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1.** In the event the "Order of Omega" should become defunct, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

## **ARTICLE X. STATEMENT OF AFFILIATION** *(required if a chapter of a national/international group)*

**Section 1.** This Epsilon Beta chapter of Order of Omega is affiliated with the National Order of Omega.

**Section 2.** A copy of any constitution/by-laws of "Order of Omega" must be filed in the Dean of Students' office at CSU Fullerton.

## **ARTICLE XI. RULES OF ORDER**

**Section 1.** The "Order of Omega " accepts "Roberts Rules of Order" *(newly revised)* as its Rules of Order.

**Section 2.** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

## **ARTICLE XII. APPROVAL**

**Section 1.** This constitution was approved on "2/10/2012". *(This must be approved by the entire organization, not just the executive officers and not by one or two organization members.)*