

# **LAMBDA OMEGA ALPHA**

## **Constitution, Bylaws, and Policies Alpha Chapter**

## **ARTICLE I: ORGANIZATION**

**SECTION 1. ORGANIZATION.** The Alpha Chapter of Lambda Omega Alpha Fraternity, located at The University of Texas at Austin, being fully chartered as a regular undergraduate Chapter of Lambda Omega Alpha Fraternity, specifically adopts, accepts, and acknowledges the Fraternity Constitution, Bylaws, and Traditions of Lambda Omega Alpha, and in addition, the following Constitution is adopted under which this Chapter shall operate.

## **ARTICLE II: MEETINGS**

**SECTION 1. REGULAR MEETINGS.** Regular meetings of the Chapter shall be held every Tuesday of the regular school year at the University Catholic Center, provided that in case of emergency or necessity, the day, hour, or place may be changed by the President on sufficient notice to all members. Meetings of the Executive Council of Brothers (ECB) shall take place before any regular or special meeting.

**SECTION 2. SPECIAL MEETINGS.** Special meetings may be called at any time by the President or shall be called by him upon written request of not less than ten percent (10%) of the active members by posting sufficient notice at least 24 hours in advance of the time fixed for the meeting. The purpose of the meeting shall be clearly stated in any such request and in the call to order of such a meeting.

**SECTION 3. QUORUM.** Fifty-one percent (51%) of the active members in good standing shall constitute a quorum for the conduct of business at any regular or special meeting of the Chapter.

**SECTION 4. ORDER OF BUSINESS.** The order of business for meetings shall be as follows:

1. Opening prayer by the Chaplain;
2. Report of Officers and Committee Chairmen;
3. Reading of correspondence or other materials, if any;
4. Announcements not previously covered;
5. Unfinished business as previously reported by the Secretary;
6. New business. All new business shall be submitted to the Secretary prior to the start of any meeting.
7. Recognition by the chair for remarks for the good of the fraternity;
8. Closing prayer by the Chaplain.

**SECTION 5. SPECIAL ORDER OF BUSINESS.** The following shall be the special order of business on specified occasions:

At the next regular meeting after a vacancy in an office, the election and installation to fill said vacancy shall be taken up under the report of the ECB.

**SECTION 6. VOTING.** Only active members may vote. Voting on motions and all other voting activities of the Chapter shall be open and by yeas and nays. The President may call for a Roll Call and must do so if requested by at least five actives. Secret ballot shall be allowed only on officer elections, awards, and other special circumstances as determined by the President. Absentee voting is never permitted.

**SECTION 7. ELECTIONS.**

1. Election of officers shall be held at the second to last meeting of the spring semester, under new business.

2. Two weeks prior to the election, the President shall call for nominations at the regularly scheduled meeting. Any interested brother may post his own name in nomination for that office, provided he meets the eligibility requirements. Nominations are closed one week prior to elections.
3. The eligibility of officer candidates shall be as follows: candidates for the position of President must have been active for at least two semesters prior to the elected term; candidates for all other officer positions must have been active for at least one semester prior to the elected term.
4. During the election meeting, each candidate for office shall be given at least two minutes to present a statement as to his qualifications and his plans to carry out the office. Presidential candidates shall receive a question and answer session open to all actives present following his statement.
5. Voting for each candidate shall be closed and by secret ballot. In the event that a simple majority is not achieved, the candidates receiving the least amount of votes, who collectively combine for less than fifty percent (50%) of the total votes will be removed from the ballot, and a new vote with the remaining candidates will be done until a simple majority is achieved.
6. Special elections to fill unexpired officer terms shall proceed in the same manner as regular elections except that the duty to post notice two weeks in advance shall not apply.

SECTION 8. ATTENDANCE AT CHAPTER MEETINGS. Every member shall be present at every regular meeting unless excused by the President upon notification prior to the meeting.

SECTION 9. ALUMNI ATTENDANCE. Any Chapter alumnus may attend any meeting of the chapter and may join in discussion and debate as deemed appropriate by the President. Alumni may not make or second motions or vote.

**ARTICLE III: OFFICERS AND COMMITTEES.**

SECTION 1. PRESIDENT. The duties of the President are:

1. To preside over all meetings;
2. To enforce the Constitution, Bylaws, traditions, and rituals of the Fraternity and the Chapter;
3. To have all the duties and powers of a president: to serve as the Chief Executive Officer of the Chapter, to identify and report on the goals of the Chapter, and to carry out the wishes of the Chapter, insofar as they are consistent with the Constitution, Bylaws, traditions, and rituals of the Fraternity and the Chapter, and the laws of the state, diocese, local government, and the College or University;
4. To appoint all committee chairmen upon consultation and approval of the ECB, removing any who do not fulfill their responsibilities;
5. To serve as the voting delegate to campus organizations, unless another member shall be designated;
6. To act in the name of the Fraternity to all outside organizations;
7. To do, in general, all matters necessary to promote the good and welfare of the Fraternity and its members;
8. To serve as an ex-officio member of the Alumni Association, but with no voting privileges.

SECTION 2. VICE PRESIDENT. The duties of the Vice President are:

1. To perform all the duties of the President in the absence of the President, or upon delegation;
2. To generally assist the President;
3. To hold copies of the Constitution and Bylaws of the Chapter and Fraternity, and to be familiar with their contents, bringing copies of them to all meetings and being prepared to answer or secure answers to any question or interpretation of them.

SECTION 3. SECRETARY. The duties of the Secretary are:

1. To keep a permanent record of all proceedings of the Chapter, preserving and passing this record to his successor in office;
2. To send copies of all meeting minutes to Alpha Chapter members and Little Sisters, and to send a monthly digest to the Chapter Alumni;
3. To preside in absence of both the President and Vice President;
4. To attend to all correspondence not otherwise delegated, maintaining a file of all Chapter correspondence with the Offices of the Fraternity Headquarters, the school, and other interested parties;
5. To report any unfinished business to the Chapter at the end of each regular meeting;
6. To prepare and forward, promptly, to the Offices of the Fraternity Headquarters a record of each new initiate, honorary, or transfer member with all appropriate fees.

SECTION 4. TREASURER. The duties of the Treasurer are:

1. To act as treasurer, collecting all monies due to the Chapter and paying all bills owed by the Chapter, keeping an accurate record of all transactions;
2. To make a monthly report, in writing, to the Chapter of all receipts and expenditures;
3. To make a complete financial statement, no less frequently than once per semester, concerning all chapter accounts, filing one copy in the chapter records.
4. To assist in developing the Chapter budget for the next year and to be responsible for its proper execution after approval by the Chapter.
5. To perform all other functions as treasurer to ensure the financial well-being of the Chapter;
6. To serve as an ex-officio member of the Alumni Association, but with no voting privileges;
7. To preside in the absence of the President, the Vice President, and the Secretary.

SECTION 5. CHAPLAIN. The duties of the Chaplain are:

1. To conduct all devotional exercises of the Chapter;
2. To maintain and have custody of all ceremonial equipment, religious tracts, and other religious paraphernalia;

3. To administer the Oath of Office to the officers-elect;
4. To develop the Chapter's Scholarship Program;
5. To collect and record the GPA of each member each semester in accordance with the established Academic Policy;
6. To counsel any member about his academic progress and difficulties, arranging for further help, tutoring, and assistance as needed;
7. To extend the hospitality of the Chapter to visitors and to see to their needs;
8. To direct Chapter participation in all campus activities not otherwise directed by these Bylaws;
9. To preside in the absence of the President, the Vice President, the Secretary, and the Treasurer.

SECTION 6. HISTORIAN. The duties of the Historian are:

1. To keep a permanent record of the personal information of each member of the Chapter, informing the Offices of the Fraternity Headquarters of any changes of address of active and alumni members, especially to include change of address at graduation;
2. To act as the Chapter historian, preserving all items of historical importance;
3. To take pictures at all events and make them accessible to the Chapter;
4. To furnish information on actives of the Fraternity or its individuals to the school and community newspapers and other publications;
5. To report to the Chapter all contact with, and/or correspondence from, alumni;
6. To keep and transmit safely to his successor the charter of the Chapter.

SECTION 7. PLEDGE CAPTAINS. The duties of the Pledge Captains are:

1. To serve as Chapter Educator, responsible for the education of all pledges in Fraternity matters;
2. To coordinate and direct all pledge activities during a pledge process;
3. To coordinate the ordering and maintenance of materials and supplies for Candidates for Membership;
4. To keep records of all pledge activities and to transmit them to their successors;
5. To serve as members of the Promotions Committee.

SECTION 8. SOCIAL COMMITTEE. The duties of the Social Committee are:

1. To prepare a social program based on the budget, and to supervise and direct its execution;
2. To ensure that sufficient quantities of non-alcoholic beverages and sufficient quantities of food are available at all social functions as necessary;

3. To coordinate with the Risk Management Committee. The Chairman of the Social Committee serves as a member of the Risk Management Committee.

SECTION 9. EVENTS COMMITTEE. The duties of the Events Committee are:

1. To supervise and direct specified events: hiring venues, bands, and services, purchasing supplies, making other expenditures as approved in the budget, and signing all contracts after review and approval by the President;
2. To ensure that sufficient quantities of non-alcoholic beverages and sufficient quantities of food are available at all social functions as necessary;
3. To coordinate with the Risk Management Committee. The Chairman of the Events Committee serves as a member of the Risk Management Committee.

SECTION 10. PROMOTIONS COMMITTEE. The duties of the Promotions Committee are:

1. To develop and implement an appropriate and effective program to attract new members to the Fraternity, to increase the visibility of the Fraternity, and to form connections with other campus organizations;
2. To ensure that all Chapter members are aware of promotions and recruitment techniques;
3. To invite interested individuals to accept membership;
4. To be aware of all programs and resources available to assist the Chapter in its promotions efforts;
5. To coordinate recruitment activities with the Pledge Captains.

SECTION 11. ATHLETICS COMMITTEE. The duties of the Athletic Committee are:

1. To organize and supervise the athletic participation of the Chapter in all appropriate events.

SECTION 12. RISK MANAGEMENT COMMITTEE. The duties of the Risk Management Committee are:

1. To ensure that the Chapter follows LOA Risk Management guidelines as well as Chapter Risk Management protocols;
2. To develop, implement, and enforce a social protocol/strategy which shall address all matters of risk management, which may include but not be limited to alcohol, drugs, hazing, etc. on Chapter property or at Chapter functions, and other risk management concerns;
3. To ensure that all Chapter members are educated in, and aware of, all LOA and Chapter Risk Management guidelines;
4. To report violations of Risk Management guidelines to the ECB.

SECTION 13. DUTIES, RIGHTS, AND RESPONSIBILITIES. The duties, rights, and responsibilities of Officers and Committee Chairmen are:

1. Chapter officers are to serve from June 1 to May 31, exercising the duties as defined in the Fraternity Constitution and Bylaws of LOA and further defined in these Bylaws. The Chapter officers shall be known as the Executive Council of Brothers, consisting of the five elected positions of President, Vice President, Secretary, Treasurer, and Chaplain. During pledge

semesters, the Pledge Captain shall serve as temporary members of the ECB from the time of their appointment until initiation;

2. The Chapter may remove any of the officers by a two-thirds vote of the members in good standing attending any regular meeting at which a quorum is present, with at least one week's advance notice;
3. The President may appoint, after consultation with and approval of the ECB, committee chairmen and Pledge Captains. The President may appoint any committees he sees fit. Any active member may serve on a committee, subject to the approval of the ECB and the committee chairman;
4. Each committee chairman is responsible for the successful functioning of his committee. He may be replaced at any time by the President after consultation and approval of the ECB. The President shall report any such changes to the Chapter at the next regular meeting;
5. Each officer may appoint such members as he may see fit to assist him in proper and successful carrying out of the duties of his office;
6. The President shall, every week or whenever he deems necessary, call meetings of the officers and committee chairmen for the ECB;
7. Officers and chairmen are required to attend all ECB and regular active meetings, unless the President receives notification twenty-four (24) hours prior to the meeting;
8. The ECB shall:
  - a. Develop recruitment and Membership Standards and present them to the Chapter for approval;
  - b. Review these standards each year and present recommendations to the Chapter for approval;
  - c. Evaluate Chapter members each academic term according to the established Member Standards;
  - d. Recommend placing members on warning, probation, or suspension;
  - e. Recommend charges for revocation of membership for any member who has seriously or repeatedly fallen below the Membership Standards. These charges shall be read at the next regular Chapter meeting, and the President shall conduct a hearing before the Chapter. Revocation of membership shall be approved by a three-fourths vote of all active members.
  - f. Hear all cases involving misconduct of members and violations of Chapter Bylaws, the Chapter Risk Management Policy, and the Constitution, Bylaws, traditions, obligations, and ritualistic ceremonies of the Fraternity;
  - g. Recommend to the President appropriate sanctions.

#### **ARTICLE IV: FINANCES.**

**SECTION 1. BUDGET MEETING.** A budget meeting in which all actives of the semester are presented and budgeted shall be held before the first regular meeting of a long semester.

SECTION 2. INITIATION FEES. Each person initiated shall pay in full, prior to his initiation, the appropriate initiation fee as outlined by the ECB. No extension of time may be granted nor shall the initiation of any member commence until all fees are paid in full unless said member is in good standing with the Treasurer.

SECTION 3. MEMBERSHIP FEES. Each person shall not be considered active until all dues are paid in full as outlined by the ECB. No extension of time may be granted unless said member is in good standing with the Treasurer.

SECTION 4. DUES AND FEES. Dues and fees are set by the Chapter no later than the second meeting of the semester based on the requirements of the budget.

SECTION 5. RENDERING BILLS. The Treasurer shall, prior to the first meeting of every month, give each member a statement for the monies owed.

SECTION 6. PAYMENT OF BILLS AND DELINQUENCIES. All debts to the Chapter for dues, fees, assessments, or other monies must be paid by the tenth (10<sup>th</sup>) of every month. All accounts not paid by the tenth shall be deemed delinquent and incur a ten percent (10%) penalty. Any individual delinquent by more than 30 days (i.e. to the tenth of the following month) shall be immediately suspended from all fraternity offices and voting. The ECB shall have the power to grant extensions of time and removal of penalty to any individual signing a note for the amount of his indebtedness and presenting a satisfactory method and time for repayment.

SECTION 7. SUSPENSION FOR NON-PAYMENT. Any member who shall, under Section 5 above, be delinquent shall be automatically suspended from all fraternity activities and shall have no privileges until he shall have satisfied the indebtedness. In case the suspended individual is an officer, the President shall appoint a member to fill the office until the suspended officer is either reinstated or removed. The ECB shall have the power to grant extensions of time and removal of penalty to any individual signing a note for the amount of his indebtedness and presenting a satisfactory method and time for repayment.

SECTION 8. EXPENDITURES. No expenditures shall be made or indebtedness incurred by any person not expressly authorized to do so within these Bylaws. No person authorized to spend or incur indebtedness shall exceed his authorized budget. The budgets and any modifications must be approved by the Chapter.

SECTION 9. BILLS, PAYMENTS, AND DISPUTES. All bills in excess of \$10.00 shall be paid by check. No bill shall be paid without presentation of receipts. Small payments of less than \$10.00 shall be paid out of a petty cash account totaling \$50.00 maintained by the Treasurer. All checks require the signature of the President or the Treasurer.

## **ARTICLE V: MEMBERSHIP**

### **SECTION 1. ACCEPTING CANDIDATES FOR MEMBERSHIP.**

1. Immediately following each Pledge Information Meeting, the Pledge Captains shall meet to determine which prospective pledges meet the basic requirements for active membership.
2. After a recruit accepts an invitation to pledge, the candidate shall participate in a pledge retreat and shall be assigned a Big Brother.
3. No prospective pledge may become a pledge of the Alpha Chapter of LOA without having first been interviewed by the Pledge Captains.
4. Pledges may be interviewed by the ECB any time prior to acceptance into the Fraternity.

SECTION 2. DEFINITION OF AN ACTIVE. An active must meet both of the following standards:

Must be a student in good standing with The University of Texas at Austin;

Must have paid dues in full or have worked out a payment plan with the Treasurer.

**SECTION 3. PROBATION.** All members are subject to the Membership Standards as established by ECB and approved by the Chapter. Any member of the Chapter may be placed on a probationary status for failing to meet the Membership Standards approved by the Chapter. While on probationary status, members may lose specific privileges, if the President with a majority vote of the ECB so determines. Some of the privileges that may be taken away include: voting rights, the right to participate in social programs, the right to participate in athletic programs, the right to serve as a Big Brother, the right to hold office, and the right to serve on committees.

## **ARTICLE VI: AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**SECTION 1. AMENDMENTS.** Proposed amendments to this Constitution shall be submitted in writing to the Vice President who shall notify all active members of the Alpha Chapter after which the proposed amendment shall lay on the table until the next regular meeting when, if duly seconded and receiving a two-thirds favorable vote by a quorum of active members, it shall be declared adopted.

**SECTION 2. BYLAWS.** Proposed Bylaws to this Constitution shall be submitted in writing to the Vice President who shall present the same to the Chapter at the next regular meeting under new business for discussion, after which the proposed bylaw shall lay on the table until the next regular meeting, when, if duly seconded and receiving a majority (51%) favorable vote by a quorum of active members, it shall be declared adopted.

**SECTION 3. DUTY OF VICE PRESIDENT TO ENTER.** It shall be the duty of the Vice President to enter immediately into all copies of the Constitution all amendments and bylaws thereto. No amendment or bylaw can violate the Fraternity's Constitution or Bylaws.

## **BYLAWS TO THE CONSTITUTION**

**BYLAW 1. SOCIAL FUND.** At the beginning of each semester, members will be given the option of paying a fee along with their dues. The proceeds from this fund will be budgeted for prescribed social events chosen by the ECB during their meeting in which the calendar of events is created. The fee is not to exceed \$25 and will be determined by ECB at the meeting in which the budget is created. This fund will be maintained by the treasurer and will remain separate from the main fund. If there are any excess funds, they will be transferred to the charitable fund.

**BYLAW 2. PLEDGE CLASSES.** The chapter shall initiate a new pledge class each fall semester. The last meeting of each fall semester, the chapter will then vote on whether or not to initiate a new pledge class the following spring semester needing the approval of 2/3 and quorum.