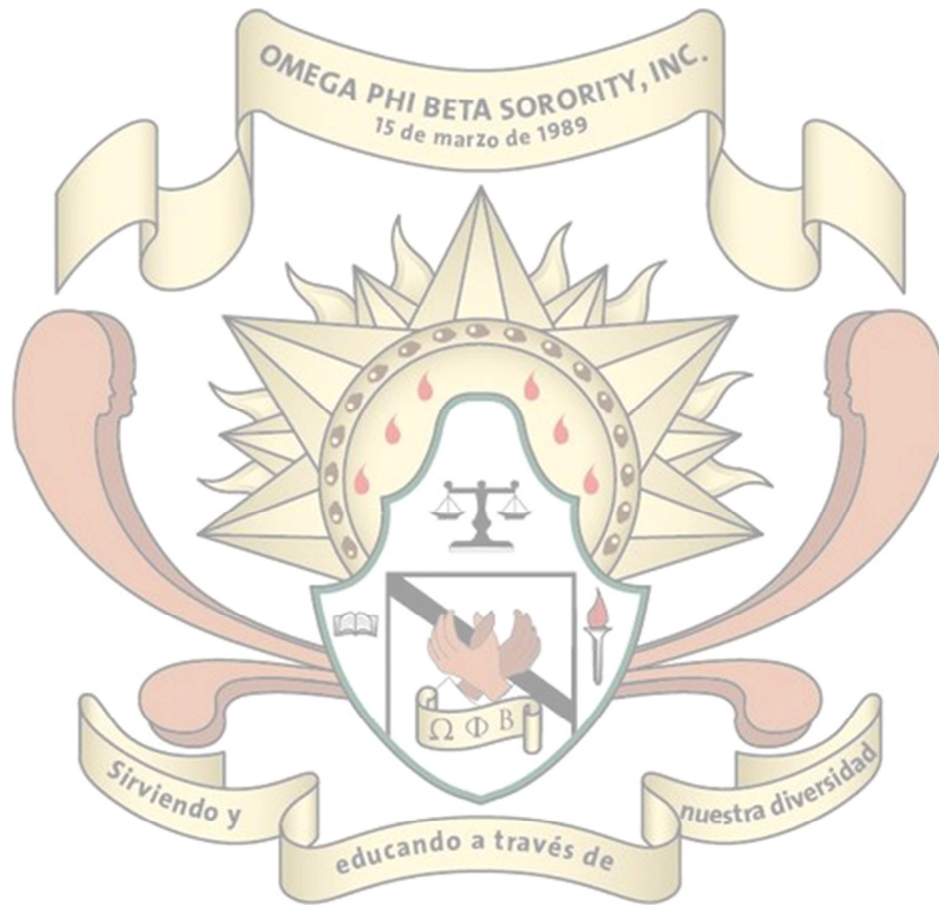


Omega Phi Beta Sorority, Incorporated



National By-Laws



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

GRAND CENTRAL STATION P.O. Box 3352
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TABLE OF CONTENTS

| | | |
|---------------|---|----|
| ARTICLE I | PREAMBLE | 1 |
| ARTICLE II | NAME..... | 1 |
| ARTICLE IV | VISION | 1 |
| ARTICLE V | STRUCTURE | 1 |
| ARTICLE VI | SORORITY SYMBOLS | 1 |
| ARTICLE VII | MEMBERSHIP | 1 |
| ARTICLE VIII | MEMBERSHIP DUES, FEES AND OBLIGATIONS | 5 |
| ARTICLE IX | CHAPTERS/COLLECTIVES | 8 |
| ARTICLE X | REGIONS..... | 17 |
| ARTICLE XI | GOVERNANCE | 17 |
| ARTICLE XII | OFFICERS OF THE BOARD OF TRUSTEES..... | 18 |
| ARTICLE XIII | OFFICERS AND AGENTS OF THE NATIONAL COUNCIL OF OFFICERS | 20 |
| ARTICLE XIV | ALUMNAE ASSOCIATION..... | 25 |
| ARTICLE XV | ELECTIONS, TERMS, AND VACANCIES | 26 |
| ARTICLE XVI | GENERAL BODY MEETINGS | 31 |
| ARTICLE XVII | QUORUM SECTION 1: QUORUM OF MEMBERS | 34 |
| ARTICLE XVIII | EXECUTION OF INSTRUMENTS | 34 |
| ARTICLE XIX | FINANCES SECTION 1: POWER OF THE BOARD TO BORROW MONEY | 34 |
| ARTICLE XX | COMMITTEES AND OTHER APPOINTMENTS | 35 |
| ARTICLE XXI | AMENDMENT OF BY-LAWS | 35 |
| ARTICLE XXII | REVIEW OF BY-LAWS | 36 |
| ARTICLE XXIII | PARLIAMENTARY PROCEDURE SECTION 1: PURPOSE AND GOVERNING AUTHORITY..... | 36 |



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

GRAND CENTRAL STATION P.O. Box 3352
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BY-LAWS OF OMEGA PHI BETA SORORITY, INCORPORATED

ARTICLE I: PREAMBLE

We, the members of Omega Phi Beta Sorority, Incorporated, strive to uphold the high principles and standards for which it stands. The laws and rules of the constitution are set forth to ensure our organization's success. We do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and By-laws.

ARTICLE II: NAME

In accordance with the Articles of Incorporation, a non-profit corporation created and existing under and by virtue of the laws of the State of New York, the name of the organization shall be Omega Phi Beta Sorority, Incorporated.

ARTICLE III: MISSION

In accordance with the Articles of Incorporation, the mission of Omega Phi Beta Sorority, Incorporated, is to serve and educate people of diverse backgrounds through sisterhood, leadership, and guidance. As positive role models, we promote unity of all cultures, focus on the empowerment of our gender and raise the standards of excellence in our academic, social, and personal endeavors.

ARTICLE IV: VISION

Omega Phi Beta Sorority, Incorporated, envisions a world without oppression, where empowered women celebrate the essence of womanhood and act as resources in the advancement of their communities.

ARTICLE V: STRUCTURE

Omega Phi Beta is a private non-profit Latina-oriented organization that provides programs and services to educate people of diverse backgrounds through sisterhood, leadership and guidance and focus on the empowerment of our gender by raising the standards of excellence in our academic, social, and personal endeavors. The Sorority is comprised of Collegiate Members, Alumnae Members, Members-at-Large, Honorary Members, a Board of Trustees (BOT), a National Council of Officers (NCOO), an Alumnae Association (AA), and members who are deceased and memorialized through the Omega Chapter.

ARTICLE VI: SORORITY SYMBOLS

The Sorority's symbols are defined by Article V, Sections 1 through 10, in the National Constitution of this Sorority.

ARTICLE VII: MEMBERSHIP

Section 1: Membership



OMEGA PHI BETA SORORITY, INC.

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GRAND CENTRAL STATION P.O. Box 3352
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The membership of this Sorority shall consist entirely of women. A member must be a woman of good character and standing. A Certificate of Membership shall be issued to each member of this Sorority, which will include an individual membership number. No membership or Certificate of Membership shall be transferable. No member shall become affiliated with any other fraternal organization, except an honorary, community service, or professional one.

Section 2: Classification and Definition of Membership

The membership of this Sorority shall consist entirely of women who are of good character and standing. Members of this sorority may be classified in the following way:

1. Undergraduate Collegiate Member:
 - a. Must be registered in a full-time program leading to a bachelor's degree at an accredited four-year institution where Omega Phi Beta Sorority, Incorporated has an established chapter or collective.
 - b. Must have paid national undergraduate membership dues for each active year, including chapter dues where applicable.
 - c. Must be in good academic standing with the university and the Sorority.
 - d. Those undergraduate members who have transferred to an institution as a full-time student where there is a collegiate chapter/collective of the Sorority.
2. Graduate Member:
 - a. Must be registered in a graduate school at a minimum of a part-time basis, as defined by the school, at any accredited institution.
 - b. If the Sorority has not expanded to the institution that said graduate member is attending, the member may work in conjunction with the Vice President of Expansion of the National Council of Officers to bring the Sorority to that accredited institution.
 - c. Member can choose to vote as an Alumna member [Article VII, Section 4], or as a member of a chapter or collective where applicable, but not both.
 - d. Must have paid national membership dues for each active year, including chapter dues where applicable.
3. Member-at-Large Member:
 - a. Member who is registered in a full-time program leading to a bachelor's degree at an accredited four-year institution where there is no Sorority chapter/collective established.
 - b. Member who is not registered in a full-time program leading to a bachelor's degree at an accredited four-year institution.
 - c. Member who, due to extenuating circumstances, has not completed a bachelor's degree from an accredited four-year institution and does not meet the criteria for an Alumnae member.
 - d. Said member must pay national membership dues for each active year.
4. Alumna Member:
 - a. A non-collegiate, professional member who has, at a minimum, acquired a Bachelor's degree at an accredited four-year institution.
 - b. Member may or may not be affiliated with an alumnae chapter/collective.
 - c. Member may or may not choose to be classified as a graduate member [Article VII, Section 2], but will only have the voting privilege for one classification.



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- d. Said member must pay all national membership dues for each active year, including chapter dues where applicable.
5. Honorary Member:
 - a. A non-collegiate, professional member who has, at a minimum, acquired a Bachelor's degree at an accredited four-year institution, and/or who has rendered distinguished service to the Sorority and/or who, by a two-thirds vote of the National Council of Officers and/or of the membership at Convention, are elected to such honorary membership.
 - b. Said member must pay all national membership dues for each active year, (with the exception of said member's first year in the sorority) including chapter dues, where applicable.
 - c. Said member's application dues will be waived for the first year of membership.
 - d. Said member shall be initiated through the honorary membership intake process and have all the privileges of active, due-paying members.
6. Board of Trustees Member:
 - a. A non-collegiate, professional member who has, at a minimum, acquired a Bachelor's degree at an accredited four-year institution. An exception to the educational degree requirement can be made for the Founder Advisor who sits on the BOT as a non-voting member.
 - b. Said member must be active and in good-standing and an alumnae member for at least three years.
 - c. Said member must have previously served and completed their duty on the OPBSI National Board of Directors or National Council of Officers for a minimum of two years or served on an outside organization(s)' board(s) for a minimum of two years.
 - d. Said member must have the capacity to make a significant monetary contribution, or its equivalent, to the organization which may be viewed in the following ways: a direct charitable contribution, a gift of talent (pro-bono legal advice, grant writing, fundraising) or a gift of time (active volunteerism).
 - e. Said member must make Omega Phi Beta Sorority, Incorporated, their highest philanthropic priority during their time of service.
 - f. Said member must pay all national membership dues for each active year, including chapter dues, where applicable.
 - g. Said member cannot have been under sanction of the Standards Board of this Sorority at any time.
7. National Council Member:
 - a. A non-collegiate, professional member who has, at a minimum, acquired a Bachelor's degree at an accredited four-year institution.
 - b. Said member must be active and in good-standing and fulfill the minimal requirements for her position as defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
 - c. Said member must pay all national membership dues for each active year, including chapter dues where applicable.
 - d. Said member cannot have been under sanction, by the Standards Board of this Sorority, at any time within the last three years.



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

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NEW YORK, NY 10163-3352
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8. Omega Chapter Member:
 - a. Omega Chapter shall be designated for those members who are deceased. Each member shall be memorialized according to the mourning ritual as prescribed in the National Policy Manual.

9. Founding Member:
 - a. Any of the Members that have been recorded, listed and documented as a Founding Member of Omega Phi Beta Sorority Incorporated.
 - b. These 17 Founding Members are as follows: Saida Abrego, Ileana Adorno, Ana E. Almonte, T.Lisa Auson, Bevene B. Bablington, Brunilda Y. Cruz, Sara Delgado, Nancy Diaz, Frances Echevarria, Annette A. Ettrick, Lissette Jorge, Samantha P. Lopez, Renee Padilla, Grace Rivera, Sylvia Toledo, Michelle Vasquez and Jane M. Vega.
 - c. Said Founding Member will be exempt from all National dues.
 - d. Said Founding Member must maintain good standing within the Sorority, which is deemed by adhering to the codes of conduct and national Sorority policies while doing everything in her power to promote the interests, welfare, and dignity of the chapter/collective, Alumnae Association, and the Sorority.
 - e. To hold office, said Founding Member must comply with all OPBSI educational electoral requirements for desired position. Educational requirement exception given to Board of Trustees Founder Advisor Role, which holds no vote.
 - f. Said Founding Member may choose to vote as a Member-at-Large or an Alumna Member but will only have the voting privilege for one classification.

All members shall have been selected in the manner prescribed by this Constitution and National By-Laws of this Sorority, complete the New Member Education Program, and is initiated according to the ritual of the Sorority. Prior to and after joining Omega Phi Beta Sorority, Incorporated, no member shall become affiliated with any other fraternal organization except an honorary, community service, or professional one.

Section 3: Membership Selection, New Member Education, and Initiation

1. Acquirement of Membership

All candidates for membership shall have been selected in a manner prescribed in Article VI, Sections 2 and 3, in the National Constitution of this Sorority, shall complete a New Member Education Program and shall be initiated according to the ritual of the Sorority.

2. Eligibility

A member must be a woman of good character and standing. She must be classified in one of the ways determined in Article VI, Section 1, in the National Constitution, and Article VII, Section 1 and 2, in the National By-Laws of this Sorority.

3. Termination from New Member Education Program

If the candidate has failed to show an aptitude for Sorority life, the New Member Education Program may be canceled by three-fourths of the chapter or collective, after the consent from the Vice President of Membership has been attained. Under special circumstance, the Vice President of Membership has the power to immediately terminate the New Member Education Program of a candidate upon consultation with the National Council.



OMEGA PHI BETA SORORITY, INC.

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GRAND CENTRAL STATION P.O. BOX 3352
NEW YORK, NY 10163-3352
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4. Initiation

To be eligible for initiation, a candidate for membership shall fulfill all requirements set forth by the Sorority Constitution and the New Member Education Program. Given three-fourths approval of the chapter/collective, the new member shall be duly initiated as an active member upon payment of all fees prescribed therefore by the National Council.

ARTICLE VIII: MEMBERSHIP DUES, FEES AND OBLIGATIONS

Section 1: Payment and Classifications of Dues and Fees

1. Individual Members

- a. Candidates for membership shall pay such National dues and fees as shall be required by the National Council and set forth in the National Finance Policy and Procedures and chapter/collective fees as are required by the Chapter /Collective Standing Rules. The National dues for newly initiated members are paid in full only for the first year of membership based on having paid their full New Member Education fee prior to initiation.
 - b. Individual members shall pay such National dues and fees as shall be required by the National Council and other dues and fees as may be required by the Chapter/Collective Standing Rules, as applicable.
 - c. Members of newly established collectives and chapters shall be required to pay the National membership dues if not a newly initiated member.
 - d. All recorded Founders of OPBSI shall be exempt-from paying National and shall be considered financially active members of this Sorority for the duration of their lives.
 - e. Individual alumnae members shall pay such National dues and fees as required by the National Council; and other applicable dues and fees as may be required by the Chapter/Collective Standing Rules. Within the first calendar year after degree conferment, alumnae members shall be eligible to pay membership dues at the collegiate rate.
2. Chapters/Collectives: Chapters /collectives shall pay such National dues and fees to the National treasury as shall be required by the National Council of this Sorority as well as the Chapter/Collective Handbook, and such other dues and fees as may be required by the Chapter/Collective Standing Rules.
 3. Penalty for non-payment: A member, chapter/collective or entity within the sorority, member of the alumnae association, or any other entity within the Sorority, who has failed to meet financial obligations will be considered bad standing and may be deemed inactive or suspended, as determined by the National Council.

Section 2: Membership Obligations

4. It shall be the duty of and the privilege of each member to do everything in her power to promote the interests, welfare, and dignity of the chapter/collective, alumnae association, and the Sorority; to pay all fees, dues, and assessments which may be imposed or levied by the National Council and the National Board of Trustees.

Section 3: Membership Status



OMEGA PHI BETA SORORITY, INC.

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GRAND CENTRAL STATION P.O. BOX 3352
NEW YORK, NY 10163-3352
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1. **Definition:** The status of “good standing” for all members of this Sorority including individuals, collegiate chapters/collectives, and members of the Alumnae Association shall be the fulfillment of all financial, academic, and ethical obligations, duties, and privileges as prescribed by the National Sorority Constitution, National By-Laws, Chapter/Collective Standing Rules, Alumnae Standing Rules and Sorority policies.
1. **Interpretation**
 - a. **Individual Active and Good Standing Membership Status:**
 - i. Undergraduate members must meet the minimum required grade point average as prescribed by this Sorority; have paid in full national membership dues as well as chapter/collective dues where applicable; and adhere to the codes of conduct and national Sorority and chapter/collective policies. Said members must also consistently attend chapter meetings and uphold duties as an elected officer of the chapter/collective.
 - ii. Members enrolled in Graduate or Professional Programs (i.e., Medical/Law School, MBA, Masters or Ph.D.) must meet the minimum required grade point average (GPA), as prescribed by this Sorority; have paid in full national membership dues and chapter/collective dues where applicable; and adhere to the codes of conduct and national Sorority policies.
 - iii. Members-at-Large (MAL) must have requested to become an MAL via the RD or DAD, or applicable officer, in addition to maintaining a minimum GPA, if applicable, as prescribed by this Sorority; have paid in full national membership dues; and adhere to the codes of conduct and national Sorority policies.
 - iv. Alumnae, Honorary, Board of Trustees, and National Council members must have paid in full national membership dues as well as chapter/collective dues where applicable; and adhere to the codes of conduct and national Sorority and chapter/collective, where applicable, policies.
 - b. **Chapter /Collective Active and Good Standing Status:**
 - i. A chapter/collective must consistently meet its financial obligations to this Sorority.
 - ii. A chapter/collective must submit its monthly packets in accordance with the Chapter/Collective Handbook.
 - iii. A chapter/collective must follow directives of the National Council, a National Officer, and/or its National Advisor.
 - iv. A chapter/collective must send required monies, forms and receive permission to initiate the New Member Education Program from the National Council, specifically the Vice President of Membership.
 - c. **Inactive and Bad Standing Membership Status**
 - i. Inactive status may be granted to a member by the National Council upon receipt of a written request for such status. The formal request, as outlined in the Voluntary Inactive Protocol, must be sent to both the chapter/collective and the corresponding Regional Vice President (as outlined in the Voluntary Inactive Protocol). If approved, inactive status shall be granted for six



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

GRAND CENTRAL STATION P.O. BOX 3352
NEW YORK, NY 10163-3352
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months (limited inactive status), one year (full inactive status), or a maximum of 2 years (prolonged inactive status). Prolonged inactive status will not be granted for sisters who have been inactive for 2 consecutive terms. Reasons for the inactive status can include, but are not limited to, serious health problems, and/or extreme financial burden.

- ii. A chapter/collective or individual member who has failed to meet her financial obligations for two consecutive national membership meetings shall be suspended and denied legislative privileges, including but not limited to, voting privileges, membership intake process privileges, and social privileges.
- iii. A chapter/collective (or individual member) who has failed to meet its (or her) academic obligations as set forth in the national Sorority policies, shall be denied legislative privileges, including but not limited to, voting privileges, membership intake process privileges, and social privileges of membership until such a time that she meets the academic obligations.
- iv. Individual chapter/collective members who have failed audits and not complied with proper closeout procedure of their chapters/collectives will be in bad standing. The outgoing chapter/collective members shall be denied legislative privileges, including but not limited to, voting privileges, New Member Education privileges, and all social privileges associated with membership of OPBSI. Concurrently outgoing chapter/collective members shall be prohibited from participating in reactivation endeavors for their outgoing chapter/collective until they are no longer in bad standing.

Section 4: Suspension, Termination, and Dismissal of Membership

1. The policy and procedure for addressing the suspension or expulsion, inactivity, termination, dismissal, reinstatement of membership, and the appellate process shall be defined in the Standards Board procedures.
2. In the case of suspension or expulsion of a member, the Standards Board procedures will be executed as determined by the Standards Board procedures. All appeals must be directed to and addressed by the Vice President of Policy and Compliance (VPPC), and her committee, for review to determine validity of appeal. If determined to be valid then the VPPC will forward all relevant information to the BOT who will respond to the appeal. The final decision shall lie with BOT.
3. In the case for inactive membership, the same procedure shall be conducted as stated in part (2) of this article and section; with exception of that the final decision shall lie with the VPPC. The VPPC shall consult with the Executive Vice President of Operations, Vice President of Finance, Vice President Membership, and all other relevant national officers prior to making a final decision. The VPPC will notify all relevant officers and directors of the National Council of Officers (NCOO) as well as relevant chapters and collectives of the final decision made.
4. The VPPC and/or the BOT, in all scenarios covered in this article, may request from the NCOO a recommendation or consider a recommendation made by the NCOO in order to ensure a fair, impartial, and thorough review of all appeals and final decisions.



ARTICLE IX: CHAPTERS/COLLECTIVES

Section 1: Membership

1. Collegiate Chapter/Collective: Every undergraduate member of the Sorority pursuing a bachelor's degree at an accredited four-year institution, where a chapter/collective of this Sorority is located shall be a member of that chapter/collective. At the discretion of the National Council collegians may be granted exception under extreme circumstances to become a Member-at-Large, as specified in Article VII, Section 2 of the National By-Laws. Only those members who are students in the institution where the collegiate chapter/collective is located may be members of the chapter/collective.
2. Alumnae Chapter/Collective: Every alumna member of the Sorority, who has completed at least a bachelor's degree from an accredited four-year institution and resides near an alumnae chapter/collective, can be a member of that chapter/collective. Only those members who are within the radial proximity described in Section 5 of this Article may be members of the chapter/collective. Graduate members, registered in an institution near the alumnae chapter/collective, may also be members of that chapter/collective.

Section 2: Location

Chapters/Collectives may be located in any accredited, four-year institution of learning in any country of the world.

Section 3: Nomenclature

1. Chapters shall be named according to the letters of the Greek Alphabet used consecutively starting with Alpha, and with double combinations of the Greek Alphabet in sequence thereafter (Beta Alpha, Beta Beta, Beta Gamma, etc.). Each new collegiate chapter shall be designated by a combination of Greek letters not used previously by any chapter. The names of inactive chapters shall not be used again unless chapters shall be re-established at the same college or university. Hence, a chapter shall be known as "_____Chapter of Omega Phi Beta Sorority, Incorporated."
2. Alpha Alpha Chapter shall be designated as the Greek letter classification for Honorary members.
3. Each Alumnae Chapter shall be designated by using a combination of Greek letters beginning with Alpha Beta (continuing with Alpha Gamma, Alpha Delta, etc.), but not previously used by any other Alumnae Chapter.
4. Omega Chapter shall be designated for those members who are deceased.

Section 4: Chartering a Collegiate Chapter

1. Collegiate Collective Status:
 - a. Terminology Defined:
 - i. Petitioning Member: An individual woman that meets the criteria for membership and who requests to become a Collective group Member. She must meet all requirements for the New Member Education Program (Article VI, Section 2 of the National Constitution of this Sorority) before pursuing collective member status.



OMEGA PHI BETA SORORITY, INC.

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GRAND CENTRAL STATION P.O. BOX 3352
NEW YORK, NY 10163-3352
WWW.OMEGAPHIBETA.ORG

- ii. **Petitioning Group:** A group of women that meet the criteria for membership (Article VI, Section 2 of the National Constitution of this Sorority), seeking subsequent approval to become a Collective Group from the National Council of Officers. This group may also be known as the “Interest Group.” Those women that complete the New Member Education Program and meet all other criteria are eligible to become collective group members.
 - iii. **Formation of Collective:** The process of organizing of a group of women eligible for membership, which will form the nucleus of a new collegiate chapter/collective following the recommendation of the Regional Vice President.
 - iv. **Collective group Member:** An individual collegiate, sorority member (who has completed the New Member Education Program and has met all the requirements for membership) who meets the criteria for becoming a part of the Collective Group.
 - v. **Collective Group:** A group of collegiate, sorority members seeking to charter a new collegiate chapter/collective upon the approval of the National Council of Officers.
 - vi. **Collegiate Collective:** The intermediate status of a collective group seeking to charter a collegiate chapter according to the guidelines and requirements set forth by the National Constitution and By-laws of this Sorority.
- b. **Collective Group Criteria:**
- i. Each member of the Collective Group must participate in weekly meetings and required activities as outlined by the Chapter/Collective Handbook. Exceptions to this clause are at the discretion of the Executive Cabinet and the Regional Vice President of the National Council.
 - ii. Mandatory attendance for all members of the Collective Group to attend the Collective Orientation conducted by a member of the Executive Cabinet and the Regional Vice President of the National Council.
 - iii. All collective group members must be registered as full-time students at the College or University to which they are seeking collective status. Exceptions to this clause are at the discretion of the Executive Cabinet and the Regional Vice President of the National Council.
2. **Collegiate Chapter Status:**
- a. **Charter Member Defined:**
 - i. **Charter Member -** A Sorority member, who participates, contributes and completes the charter process for approval by the National Council. Charter members are subject to the policies, financial obligations, and Code of Conduct established by the Sorority and as outlined in the Chapter/Collective Handbook. A Charter Member shall receive all of the privileges of membership in this Sorority.
 - If a petitioning member does not complete the New Member



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

GRAND CENTRAL STATION P.O. BOX 3352
NEW YORK, NY 10163-3352
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Education Program or is unable to complete the collective formation process, they will not be considered a charter member.

- If a collective group member is not able to participate in the completion of the charter process they will not be considered a charter member.
 - An alumna member is eligible to become a charter member if they meet all aforementioned guidelines.
 - In all other cases of exceptions to this guideline, it is at the discretion of the Executive Cabinet and the Regional Vice President of the National Council of Officers whether or not to grant charter member status.
- ii. There must be a minimum of 4 Charter Members upon the granting of the charter. If the original petitioning group or collective group does not have a minimum of four members, the group must pursue another petitioning group or membership education class in order to meet this criterion. In some cases, an alumnae member who meets all other criteria may become part of the collective group
- iii. Special Note: There is no group defined as a "charter line." A group of chartering members is not considered a "charter line" even in cases in which they are members of the same New Member Education class or petitioning group. Charter members are not required to be members of the same New Member Education class. The first New Member Education class of an expansion school will be known as the Alpha Line, with the exception of New Member Education classes inducted prior to Summer 2005. This exception does not include those collectives that are pending chapter status as of summer 2005.
- b. Requirements for Chartering a Collegiate Chapter: In order to apply for a Charter the following requirements must be met:
- i. Fulfill all the requirements outlined in the Omega Phi Beta Sorority, Incorporated Chapter/Collective Handbook.
 - ii. Complete Collective Orientation.
 - iii. All members must meet requirements for good academic and financial standing and not be under investigation or sanction by the National Council.
 - iv. Open a bank account under Omega Phi Beta's name and maintain a minimum operating balance as outlined in the Chapter/Collective Handbook.
 - v. Open an official mailing address for the Chapter/Collective at a post office or campus administration office/building, at the discretion of the chartering members and the approval of the National Council.
 - vi. Create Chapter Standing Rules and submit to the National Council for approval.
 - vii. Pay Charter Dues as specified in the Chapter/Collective Handbook.
 - viii. Must be granted official "Recognition" by their College/University administration and show documentation stating such.



OMEGA PHI BETA SORORITY, INC.

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NEW YORK, NY 10163-3352
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- ix. Pass an audit conducted by a member(s) of the National Council.

The expected completion time for this procedure is one (1) year. If the group requires more time to meet requirements, a request for an extension must be submitted to the National Council of Officers at least two (2) months prior to the original one (1) year deadline date. The National Council will then notify the group if they have obtained approval for the extension or not.

- c. **Collective Review:** Upon completion of all requirements above, a Collective Review Conference will be scheduled with the Executive Vice President of Operations, the Regional Vice President, and/or other assigned members of the National Council. At or before such Conference the Collective Group must present proof of the completion of all requirements for chapter status.
- d. **Granting of a Charter:** A majority vote of the Executive Cabinet and the Regional Vice President of the National Council of Officers is required to grant a Charter and attain Chapter status. The Collective Group will be notified in writing of the approval or rejection for chapter status within 30 days following the Collective Review. If a Charter is granted the following will occur:
 - i. The chapter will be assigned a chapter Greek letter(s) as outlined in Section 3 of this Article.
 - ii. The charter must be issued by the Executive Cabinet of the National Council of Officers and signed by the chartering members.
 - iii. The chapter e-mail alias will change to include the Greek letter assigned (i.e., Alpha@OmegaPhiBeta.org).
 - iv. The chapter webpage template will be placed on the national website.
 - v. The chapter must submit an annual Charter Fee at the time the charter is issued.
 - vi. The chapter is subject to an annual audit at the end of each fiscal year.
- e. **Responsibilities of a Chapter/Collective:** The chapter/collective must be responsible for administrative responsibilities, financial obligations, and for meeting programming requirements as set forth in the National By-Laws and the Chapter/Collective Handbook. These requirements shall be reviewed prior to chartering, during the Collective Orientation.

Section 5: Chartering an Alumnae Chapter

1. **Alumnae Collective Status:**
 - a. **Terminology Defined:**
 - i. **Petitioning Member:**
 1. An individual woman who meets the criteria for alumnae membership and who requests to become a Collective group member. She must meet all requirements for the New Member Education Program (Article VII, Section 2) before pursuing Collective member status; or
 2. An individual alumna member who is seeking to become a Collective group member.



OMEGA PHI BETA SORORITY, INC.

Serving and Educating Through Our Diversity

GRAND CENTRAL STATION P.O. Box 3352
NEW YORK, NY 10163-3352
WWW.OMEGAPHIBETA.ORG

- ii. **Petitioning Group:** A group of alumnae members seeking approval from the Executive Cabinet and the Regional Vice President of the National Council of Officers to become a Collective Group, otherwise known as the initial interest group.
 - iii. **Collective group Member:** An individual alumna member who meets the criteria for becoming a part of the Collective Group
 - iv. **Collective Group:** A group seeking to charter a new alumnae chapter and have received the approval of the Executive Cabinet and the Regional Vice President of the National Council of Officers.
 - v. **Alumnae Collective:** The intermediate status of a collective group seeking to charter an alumnae chapter under the guidelines and requirements outlined by the National Constitution and By-laws.
- b. **Collective group Criteria**
- i. **For current members:** a minimum of three (3) alumnae members who meet the criteria for active status, are in good standing, and meet the obligations of alumnae membership, including full payment of membership dues.
 - ii. **For non-members:** a minimum of five (5) interested women who meet the criteria for alumnae membership and work with the Vice President of Expansion to establish an Alumnae Collective, and to meet all requirements of the New Member Education Program.
 - iii. **Members who have been under sanction of the Standards Board within the 2 years prior to petitioning to become a collective group member shall require a special review and approval of the Executive Cabinet and the Regional Vice President of the National Council of Officers.**
 - iv. **A collective group cannot be based within 60 miles of a chartered alumnae chapter, unless the group demonstrates a sufficient rationale in their application to the Executive Cabinet and the Regional Vice President of the National Council of Officers.**
 - v. **At least one collective group member must be a legal resident of the city for which the collective shall be based, for at least one (1) year prior to becoming a collective group.**
- c. **Procedure for Becoming a Collective group**
- i. **For Members:** a “Statement of Intent” must be sent to the Executive Cabinet and the Regional Vice President of the National Council of Officers by the petitioning group expressing an interest in becoming a Collective group.
 - ii. **For Non-Members:** the petitioning group will work with the Vice President of Expansion to meet all requirements for the New Member Education Program (Article VII, Section 2) and establish an Alumnae Collective.



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- iii. Upon receipt and review of the “Statement of Intent,” the Executive Cabinet and the Regional Vice President of the National Council of Officers will send information regarding the criteria and procedure.
- iv. A “Charter Packet” must then be created by the petitioning group and submitted to the Executive Cabinet and the Regional Vice President of the National Council of Officers. The “Charter Packet” must contain the following:
 - a) Statement of Intent form.
 - b) Overview of the city/location, which shall be the base of the intended collective, including a brief history and how the city/location can contribute to the Alumnae Association and the Sorority as a whole.
 - c) A biographical profile of each petitioning member.
 - d) Create a chapter/collective template for the national website.
 - e) List of academic institutions in the city/location of intent.
 - f) Tentative plan for collective meetings.
 - g) Tentative Fundraising Plan.
 - h) Research and provide a list of programs, agencies or groups in the city/location that focus on our national philanthropy.
- v. Upon receipt of a complete “Charter Packet,” the Executive Cabinet and the Regional Vice President of the National Council of Officers will review its contents within a reasonable period of time.
- vi. A majority vote of the Executive Cabinet and the Regional Vice President of the National Council of Officers is required in order for Collective status to be granted.
- vii. The Regional Vice President will notify the petitioning group by mail of the decision, with thirty (30) days.
- viii. If collective status is denied, an explanation and a deadline for re-submission shall be provided in such correspondence with thirty (30) days.
- ix. If collective status is approved, the correspondence will indicate the collective a name as assigned by the Executive Cabinet of the National Council of Officers. Typically, collectives are named after the city or town in which they are based. In rare instances, there shall be regional or state collectives. The collective shall be known as the (city/region/state) Alumnae Collective of Omega Phi Beta Sorority, Incorporated.
 - a) An e-mail alias shall be created and will be effective within 30 days of approval.
 - b) The Executive Cabinet and the Regional Vice President of the National Council of Officers will send the Collective the following:
 - a. National Constitution and By-laws;
 - b. Sample/Model Alumnae Chapter/Collective Standing Rules;
 - c. Chapter/Collective Handbook;
 - d. Roles and Responsibilities.



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The Collective has two (2) weeks from the receipt of the above listed information to schedule a Collective Orientation with the Regional Vice President.

2. Alumnae Chapter Status:

- a. Requirements for Chartering an Alumnae Chapter: In order to apply for a Charter the following requirements must be met:
 - i. Fulfill all the requirements outlined in the Omega Phi Beta Sorority, Incorporated Chapter/Collective Handbook.
 - ii. Complete Collective Orientation.
 - iii. All members must meet requirements for good academic and financial standing and not be under investigation or sanction by the National Council.
 - iv. Open a bank account under Omega Phi Beta's name and maintain a minimum operating balance as outlined in the Chapter/Collective Handbook.
 - v. Open an official mailing address for the Chapter/Collective at a post office or campus administration office/building, at the discretion of the chartering members and the approval of the National Board.
 - vi. Must hold chapter/collective meetings and maintain minutes of meetings in an Administrative or President's Binder.
 - vii. Create Chapter/Collective Standing Rules and submit to the Regional Vice President and Vice President of Policy and Compliance for approval.
 - viii. Pay Charter Dues as specified in the Chapter/Collective Handbook.
 - ix. Pass an audit conducted by a member(s) of the National Council.
 - x. Complete at least one community service with an agency, program or group prior to collective review that focuses on our national philanthropy.
- b. Collective Review: Upon completion of all requirements, a Collective Review Conference will be scheduled with the Executive Vice President of Operations and the Regional Vice President. At such Conference the Collective group must present proof of the completion of all requirements for chapter status.
- c. Charter Member Defined:
 - i. Charter Member: A member of a collective group, who initiates, participates, contributes and completes the charter process to the point of approval by the Alumnae Association. Charter members are subject to the policies, financial obligations, and Code of Conduct established by the Sorority and as outlined in the Chapter/Collective Handbook. A Charter Member shall receive all of the privileges of membership in this Sorority.
 - ii. There must be a minimum of 3 Charter Members upon the granting of the charter.
- d. Granting of a Charter: A majority vote of the Executive Cabinet and the Regional Vice President of the National Council of Officers is required to grant a Charter and attain Chapter status. The Collective group will be notified in writing of the approval or rejection for chapter status within 30 days following the Collective Review. If a Charter is granted the following will occur:
 - i. The chapter will be assigned a chapter letter as outlined in Section 3 of this Article.



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- ii. The chapter e-mail alias will change to include the Greek letter assigned (i.e., AlphaBeta@OmegaPhiBeta.org).
 - iii. The chapter template will be placed on the national website.
 - iv. The charter must be issued by the Executive Cabinet of the National Council of Officers and signed by the chartering members.
 - v. The chapter must submit an annual Charter Fee at the time the charter is issued.
 - vi. The chapter is subject to be audited annually at the end of each fiscal year.
- e. Responsibilities of a Chapter/Collective: The chapter/collective must be responsible for administrative responsibilities, financial obligations, and for meeting programming requirements as outlined in these By-laws and the Chapter/Collective Handbook.
- i. Administrative or President's:
 - a) Maintain an Administrative Binder containing meeting agenda, minutes, forms, documents, correspondence, etc.
 - b) Meet for chapter/collective meetings.
 - ii. Financial:
 - a) Maintain a financial ledger.
 - b) Maintain minimum operating budget.
 - c) Ensure that all members meet financial obligations of chapter/collective and the Sorority.
 - d) Report quarterly financial statements to the Vice President of Finance of the National Council.
 - iii. Programming:
 - a) Community Service related to Raising Awareness of Violence against Women.
 - b) Assist in fundraising for the national book scholarship.
 - iv. Mission: To carry out the Mission of the Alumnae Association by creating opportunities for alumnae members to bond and support one another.

Section 6: National Supervision, Relinquishment, Suspension, and Termination of Charters

1. National Supervision: A chapter/collective that is not functioning and performing according to the National By-Laws, Rules, Regulations and Procedures and National Policies of this Sorority, including, but not limited to, failure to comply with any directives of the National Council, failure to pay National dues, fees, fines, or penalties, or refusal to submit required reports or information at a specified time shall be placed under special supervision of the Executive Cabinet and the Regional Vice President of the National Council of Officers. Said members of the National Council shall inform the chapter/collective of its being placed under National Supervision and shall advise them of the areas in which they are deficient. The Executive Cabinet and the Regional Vice President of the National Council shall maintain the chapter/collective under National Supervision, as defined in the Chapter/Collective Handbook and shall make additional visits during this period. The chapter/collective will be reviewed at each National Council



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Meeting for possible release from this sanction, as determined in the Chapter/Collective Handbook.

2. Grounds for Relinquishment, Withdrawal, Suspension, and Termination of a Charter:
 - a. With the unanimous affirmative vote of the Board of Trustees and the Executive Cabinet, with the exception of the Vice President of Policy and Compliance, and subject to the provisions in the procedure, charters of collegiate chapters may be terminated for any of the following reasons:
 - i. If the college administration requests that the chapter/collective is withdrawn from the campus.
 - ii. If the college in which the chapter/collective is located no longer meets the requirements of Omega Phi Beta Sorority, Incorporated.
 - iii. If the chapter/collective fails to comply with the requirements of the Constitution, policies and procedures of the Sorority, or if the personnel or general conditions of the chapter/collective are below the standards of the Sorority and all efforts to improve conditions have proved to no avail, or if it appears that the interest of the Sorority will best be served by removal of the charter.
 - iv. If the chapter/collective fails to meet financial obligations set forth by the National Council.
 - b. With the unanimous affirmative vote of the Board of Trustees and the Executive Cabinet, with the exception of the Vice President of Policy and Compliance, subject to the provisions in the procedure, charters of alumnae chapters may be terminated for any of the following reasons:
 - i. If the alumnae chapter/collective no longer meets the requirements of Omega Phi Beta Sorority, Incorporated.
 - ii. If the chapter/collective fails to comply with the requirements of the Constitution, policies and procedures of the Sorority, or if the personnel or general conditions of the chapter/collective are below the standards of the Sorority and all efforts to improve conditions have proved to no avail, or if it appears that the interest of the Sorority will best be served by removal of the charter.
 - iii. If the chapter/collective fails to meet financial obligations set forth by the National Council.
3. Procedure for Relinquishment, Withdrawal, Suspension, and Termination of a Charter: Sixty (60) days in advance of the date set by the Board of Trustees and Executive Cabinet, in which the matter is to be considered, the chapter/collective shall be notified of the proposed action and the specific grounds on which such a proposed action is based. Any active collegiate or alumnae member may submit a written summary of the reasons against the proposed action or defense of charges made, which must be read, within three (3) weeks after the Board of Trustees Executive Cabinet has received the proposed action or defense of charges, by all members of the Executive Cabinet and the Board of Trustees, before any action is taken.
4. Assets upon Relinquishment, Withdrawal, Suspension, and Termination of a Charter: Upon termination or suspension of a chapter's charter, all net assets of such chapter, after payment of all legitimate obligations, shall be transferred to Omega Phi Beta



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Sorority, Incorporated, and a New York corporation, to be and become part of the general assets of the Sorority. The chapter charter will be turned over to the National Council. The assets from said charter will be relinquished within thirty (30) days.

5. Reinstatement of a Charter: A charter that has been suspended pending an improvement in local conditions may be reinstated upon the unanimous affirmative vote of the Board of Trustees Executive Cabinet and the Board of Trustees, when the conditions are favorable for reinstatement and assets shall be not be returned.

ARTICLE X: REGIONS

Section 1: Definition and Purpose

1. A Region shall be a geographical grouping of undergraduate and alumnae chapters and collectives arranged by the National Council for the purpose of manageable governing and ease of communication.
2. Each region will elect a Regional Vice President who, under the direction of the Executive Vice President of Operations, shall have the supervision of the collegiate chapters/collectives, alumnae chapters/collectives in the region, any unaffiliated collegiate members attending college in which there is a chapter/collective of Omega Phi Beta Sorority, Incorporated, and any active member who resides within the region.

ARTICLE XI: GOVERNANCE

Section 1: Board of Trustees

The ultimate governing body of the Sorority shall be vested in the Board of Trustees, also referred (by membership and in this document) as the BOT.

1. The BOT is composed of five (5) voting members, who are elected, and two (2) non-voting Advisory members (Founder Advisor and National President). One position on the Board is reserved for an Honorary Sister, which may be filled by any sister, who meets the aforementioned requirements, should an Honorary Sister not be elected to fill this position. Only one Honorary Sister can be on the BOT at one time.
2. The Executive officers of the Board of Trustees shall include a Chair, Vice Chair, Secretary, and Treasurer.
3. Each BOT member shall be active [Article VII, Section 6], maintain an undergraduate degree, is in good standing. An exception to the educational degree requirement can be made for the Founder Advisor who sits on the BOT as a non-voting member.

Section 2: National Council of Officers

The administrative power of the Sorority shall be vested in the National Council of Officers, also referred (by membership and in this document) as the National Council or NCOO.

1. The National Council is composed of four elected positions (National President, Executive Vice President of Operations, Vice President of Policy and Compliance, and the Vice President of Alumnae Affairs); four appointed VP positions (Vice President of Expansion, Vice President of Finance, Vice President of Membership, and Vice President of Community Relations) that are nominated for appointment by the elected Executive Cabinet and conferred by the Board of Trustees; five appointed Director positions (Director of Herstory and Rituals, Director of Technology, Director of Marketing, Director of Philanthropy, and Director of Academic Development) that are nominated



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for appointment by the NCOO EC and conferred by the Board of Trustees; one elected Regional Vice President per region. The NCOO is also supported by national committees.

2. The elected positions and the four appointed Vice President positions will be known as the Executive Cabinet of the National Council with voting power.
3. Each National Council member shall be active [Article VII, Section 7], maintain an undergraduate degree, is in good standing, with the exception of an undergraduate representative.
4. The number of the National Council members shall be no less than 9 individuals.

Section 3: Alumnae Association

The Alumnae Association shall have a board of officers, comprised of Vice President of Alumnae Affairs, Director of Alumnae Programming and Development, Administrative Coordinator and all other Directors and committees when necessary. Each member of the national officers shall be an active sister in good standing as provided by the National By-Laws.

Section 4: Chapter/Collective Governance

1. Collegiate Chapter/Collective: Each collegiate chapter/collective shall have an executive board comprised of a President, Vice President, Treasurer, Secretary and all other positions when necessary. Each of who shall be active and in good academic standing [Article VIII, Section 3, Subsection 2] has never been sanctioned by the Standards Board, and at least 18 years of age.
2. Alumnae Chapter/Collective: Each alumnae chapter/collective shall have an executive board comprised of a President, Director of Membership, and the Director of Programming and all other positions when necessary. Each of who shall be active and in good academic standing, [Article VIII, Section 3, Subsection 2], has never been sanctioned by the Standards Board, and at least 18 years of age.

ARTICLE XII: OFFICERS OF THE BOARD OF TRUSTEES

Section 1: Members to be Elected

At each National Meeting of this Sorority, members of the Board of Trustees (BOT) shall be elected by the members entitled to vote at such meeting. In turn, the BOT members will vote for their Chair and the other positions, as listed in Section 4 of this Article. They shall assume their duties by January 1 of the next calendar year. In order to evolve into a consistent staggering process, during the first year of the BOT, two BOT members were elected to serve a term that is four years long. After the first round of staggered terms, the terms for all members will return to three-year terms. This will begin in Year 4. Should a BOT member resign in the middle of her three-year term, a special election may be conducted. The sister who is elected during either a special election or regular election will complete the remainder of the term. Terms and term limits for said officers shall be followed as stated in Article XV of these National By-Laws.

Section 2: Non-voting Members

1. The National President serves on the Board of Trustees as a non-voting Advisory member.
2. A Founder will hold a second non-voting Advisory position on the Board of Trustees. Additional Founders may run for one of the five voting BOT positions. The Founder holding the non-voting position may nominate her replacement, but the final decision



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shall be made by appointment, as described in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 3: Meetings

1. All Board of Trustees members, including non-voting advisory members, are expected to attend all Quarterly Trustee meetings. The meeting schedule is as follows:
 - Winter
 - Spring
 - Summer
 - Fall
2. In addition, they are expected to meet for an end of year Transition Meeting/Retreat during a Board of Trustees Election year, when applicable.

Section 4: Board of Trustee Officers

Said position must be nominated, elected, or appointed by the BOT members:

1. Board Chair
2. Vice Chair
3. Secretary
4. Treasurer

BOT members are expected to chair at least one committee. The committees include but are not limited to: Nomination, Election, and Appointment Committee (NEAC), Investment, Quality Assurance, and Fundraising and Advancement.

Section 5: Board of Trustee Committees

1. Nomination, Election, and Appointment Committee (NEAC): This committee is overseen by the BOT. Its purpose is defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures. Membership in this committee is based on membership in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
2. Investments Committee: The committee will develop the long-range financial plan and will oversee investments. Membership in this committee consists of members who have graduated from an accredited 4-year institution.
3. Fundraising and Advancement Committee: This committee is not solely responsible for generating financial resources for the organization. All trustees should be involved in fund development. Membership in this committee consists of members who have graduated from an accredited 4-year institution.
4. Quality Assurance (QA) Committee: The role of this committee is to identify research, develop, and implement new processes aimed at enhancing the organizational infrastructure of the sorority. This committee has oversight over the organization's major business and operational risks to assure the BOT that risks are being identified and managed appropriately. As a BOT committee, there should be no overlap of members of this committee with the Finance Committee and its subcommittee. This is due to the audit function possibly including evaluation of the Finance Committee's oversight of the organization's resources. Membership in this committee consists of members who have graduated from an accredited 4-year institution.



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Section 6: Delegation of Powers

For any reason deemed sufficient by the Board of Trustees, whether occasioned by absence or otherwise, the Board of Trustees may delegate all or any of the powers and duties of any Officer to any other Officer, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity.

Section 7: Duties and Responsibilities

The Board of Trustees shall have full and final authority over and the responsibility for the activities and operations of the Sorority and shall have the power to do and perform all such acts in the best interest of this organization. The Board of Trustees shall:

1. Administer all rules, regulations and policies of the Sorority and the provisions of the constitution.
2. Manage the financial affairs of the organization.
3. Exercise final authority over the organization of financial activity and supervise general ledger activities of collegiate and alumnae chapters/collectives, the National Council of Officers, the Alumnae Association, and any other OPBSI entity.
4. Establish and maintain the national office and authorize all major expenditures relative to its structure and facilities.
5. Approve content and authorize the publications of all national policy publications, manuals and other Sorority publications.
6. Approve the expansion policy of the organization and adopt standard procedures and policies for expansions and installation of new collegiate chapters/collectives.
7. Enforce and establish policies (where necessary) on building and university-owned property, the rental of university facilities and other similar matters.
8. Adopt standing rules to clarify, define or implement Sorority policies.
9. Have the power to remove from office any member of the National Council for just cause, in absence of a Standards Board, as defined in the Standards Board Manual.
10. Fill vacancies on the National Council in absence of National Meetings or emergency vacancy.

ARTICLE XIII: OFFICERS AND AGENTS OF THE NATIONAL COUNCIL OF OFFICERS

Section 1: Officers to be elected

At the National Meetings of this Sorority the following officers shall be elected by the members entitled to vote at such meeting: the National President, Executive Vice President of Operations, Vice President of Policy and Compliance, the Vice President of Alumnae Affairs, and the Regional Vice Presidents. They shall assume their duties by January 1 of the next calendar year. Terms and term limits for said officers shall be followed as stated in Article XV, Section 6 of these National By-Laws.

Section 2: Elected Officers of the Executive Cabinet

1. National President: The purpose of the National President is to serve as the primary representative of the organization and to organize the quality work efforts of the National Council of Officers in their attempt to fulfill the role and responsibilities of the positions they hold. As NP she serves as the liaison between the National Council and the Board of Trustees (BOT), is responsible for ensuring all officer goals are in line with the overall sorority goals (including BOT goals) and that each director is working to



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fulfill these goals. The NP is elected by the membership. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

2. Executive Vice President of Operations: The purpose of the Executive Vice President of Operations (EVPO) is to serve as the secondary representative of the National Council of Officers and enable the organization to provide a seamless transition in leadership should the National President become unavailable or is unable to fulfill her responsibilities. The EVPO everyday responsibilities ensure that she is as informed about current operations as the National President. The EVPO is elected by the membership. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
3. Vice President of Policy and Compliance: The purpose of the Vice President of Policy and Compliance is to serve as the authority on all sorority policies, procedures, protocols, manuals, and governing laws at all levels of the organization. Specifically, the Vice President of Policy and Compliance (VPPC) must have a working knowledge of the constitution, bylaws, standing rules, and Roberts Rules of Order. Although considered a member of the National Council of Officers, the VPPC will be jointly overseen by the BOT and the National President. In addition, the VPPC oversees the Policy and Compliance Committee. The VPPC must appoint a Policy and a Compliance Chair, separately, to lead the Policy and Compliance Committee. The VPPC is elected by the membership. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
4. Vice President of Alumnae Affairs: The purpose of the Vice President of Alumnae Affairs (VPAA) is to serve as the national representative for the Alumnae Association. The VPAA drives the Alumnae Association Cabinet to achieve the sorority's vision through the alumnae membership. The VPAA oversees all Alumnae Association activities, events, programs and financial obligations, as well as manages the Alumnae Association's board members. The VPAA is elected by the membership. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 3: Elected Officers of the National Council of Officers

1. Regional Vice Presidents: The purpose of the Regional Vice Presidents (RVPs) is to serve as the liaison between the National Council and undergraduate and alumnae chapters and collectives in her region. As the representative for a region, each RVP is expected to oversee the entire assigned region equally. Each RVP is elected by the chapters and collectives of said region. There shall be an RVP for each of region. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 4: Appointed Officers of the Executive Cabinet

1. Vice President of Expansion: The purpose of the Vice President of Expansion (VPE) is to oversee the external growth of the sorority at the undergraduate and alumnae levels. The VPE is the first point of contact for any expansion related matter, including contact from an expansion interest group, contact from school administration, etc. The VPE will work with the Expansion Committee and partner with the Regional Vice Presidents to manage



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the overall growth of the sorority. The elected NCOO EC members appoint the VPE, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

2. Vice President of Finance: The purpose of the Vice President of Finance (VPF) is to ensure that the organization's finances adhere to the guidelines/regulations of local, state, and federal regulatory agencies. Additionally, the VPF is responsible for monitoring the organizations treasury and ensures that expenses are aligned with the sorority's mission/purpose. The elected members of the NCOO EC appoint the VPF, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
3. Vice President of Membership: The purpose of the Vice President of Membership (VPM) is to ensure that the overall needs of the membership are met and to oversee the efforts of the Director of Herstory and Rituals and Membership Committee. The elected members of the NCOO EC appoint the VPM, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
4. Vice President of Community Relations: The purpose of the Vice President of Community Relations (VPCR) is to assist the sorority in establishing a positive public image. The VPCR is responsible for enforcing and protecting this image and overseeing the efforts of the Director of Marketing, Director of Technology and the Director of Philanthropy and national programs and initiatives, as assigned. The elected members of the NCOO EC appoint the VPCR, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 5: Appointed Directors of the National Council of Officers

1. Director of Herstory and Ritual: The purpose of the Director of Herstory and Ritual (DHR) is to develop and maintain a means by which to capture/archive important sorority events, milestones, and accomplishments. Additionally the DHR is responsible for understanding, preserving, and communicating (teaching) important sorority ritual and customs. To provide clear unbiased representation/accounts of our herstory as it takes place. The DHR reports directly to the VPM. The elected and appointed positions of the NCOO EC appoint the DHR, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
2. Director of Technology: The purpose of the Director of Technology (DT) is to assist the organization (as a whole) with the understanding and utilization of technology as it applies (or can apply) to sorority business operations. As an expert in technology, the DT's scope spans all functional areas of the organization and her role/tasks/goals will be dictated by functional/business processes. The DT reports directly to the VPCR. The elected and appointed positions of the NCOO EC appoint the DT, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be



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defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

3. **Director of Academic Development:** The purpose of the Director of Academic Development (DAD) is to design, implement, and evaluate academic development efforts within the sorority and does related work as required. The DAD reports directly to the EVPO. As a professional organization, Omega Phi Beta Sorority, Incorporated, places a significant emphasis on the academic/professional well-being of all our members (which is comprised of alumnae, graduate, undergraduate, members at large and finally prospective members). The elected and appointed positions of the NCOO EC appoint the DAD, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
4. **Director of Marketing:** The purpose of the Director of Marketing (DM) is to carry out the daily operations related to public relations and media activities of the sorority. To serve as a resource on such areas for chapters and collectives as how to create, execute, and maintain public relation campaigns. The DM reports directly to the VPCR. The elected and appointed positions of the NCOO EC appoint the DM, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
5. **Director of Philanthropy:** The purpose of the Director of Philanthropy (DP) is to develop partnerships and/or working relationships with national non-profit organizations and advocacy groups in the pursuit of furthering our National Philanthropy. The DP reports directly to the VPCR. The elected and appointed positions of the NCOO EC appoint the DP, with the approval of the Board of Trustees. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 6: National Committees

1. **Policy and Compliance Committee:** The purpose of the Policy and Compliance Committee is to serve as the staffing committee to the VPPC. The VPPC appoints the PCC members, with the approval of the NCOO EC. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
2. **Expansion Committee:** The purpose of the Expansion Committee (EC) is to assist in the management and monitoring of expansion endeavors. The EC reports directly to the VPE. The VPE appoints the EC members, with the approval of the NCOO EC. There must be a minimum of 7 members and no more than 14 members, with preferably at least one member representing each of the regions. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
3. **Finance Committee:** The purpose of the Finance Committee (FC) is to manage the day-to-day fiscal operations of the sorority and reports directly to the VPF. The VPF appoints the FC, with the approval of the NCOO EC. There shall be a minimum of two members.



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Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

4. **Membership Committee:** The purpose of the Membership Committee (MC) is to oversee the management and monitoring of the Collegiate and Alumnae New Member Education Program and reports directly to the VPM. The MC also periodically reviews the application process and makes modification if necessary; and does related work as necessary. The VPM appoints MC members, with the approval of the NCOO EC. There must be a minimum of 3 members and no more than 7 members, with preferably at least one member representing each of the regions. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
5. **Events Committee:** The purpose of the Events Committee (EvC) is to oversee the management and execution of the National Meetings. The EvC monitors the development of the programming, set-up, and day of logistics of the National Meetings. EvC reports directly to the NP. The Events Planner role may be held by, but is not always the VPCR. The EvC periodically reviews the National Meeting Set-up and Processes Protocol and makes modifications/recommendations if necessary; and does related work as necessary. The NP appoints the EvC members. There must be a minimum of 3 members and no more than 7 members. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 7: Delegation of Powers

For any reason deemed sufficient by the National Council, whether occasioned by absence or otherwise, the National Council may delegate all or any of the powers and duties of any Officer to any other Officer, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity.

Section 8: Duties and Responsibilities

The National Council of Officers shall have full and final administrative authority over and the responsibility for the activities and operations of the Sorority and shall have the power to do and perform all such acts in the best interest of this organization. The National Council shall:

1. Administer all rules, regulations and policies of the Sorority and the provisions of the constitution.
2. Manage the financial affairs of the organization.
3. Supervise general ledger activities of collegiate chapters/collectives and alumnae associations.
4. In consultation with the Board of Trustees, establish and maintain the national office and authorize all major expenditures relative to its structure and facilities.
5. Extend the right to veto the initiation of an individual woman into the membership education process.
6. In consultation with the Board of Trustees, approve content and authorize the publications of all national policy publications, manuals and other Sorority publications.
7. In consultation with the Board of Trustees, approve the expansion policy of the organization and adopt standard procedures and policies for expansions and installation of new collegiate chapters/collectives.



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8. Develop and coordinate the overall public relations program of the organization and approve activities in regards to promoting the Sorority.
9. In consultation with the Board of Trustees, enforce and establish policies (where necessary) on building and university-owned property, the rental of university facilities and other similar matters.
10. Enact all necessary rules and regulations, procedures and guidelines, in governing the operations of this organization.
11. Adopt standing rules to clarify, define or implement Sorority policies.
12. Exercise final disciplinary authority over member and chapters/collectives, in the absence of a Standards Board.
13. Have the power to remove from office any member of the board of directors for just cause, in absence of a Standards Board.
14. In consultation with the Board of Trustees, fill vacancies on the National Council in absence of a National Meeting or emergency vacancy.
15. Through the National President, the NCOO will consult with the BOT at their quarterly meetings.

Section 9: Meetings by Conference Telephone or Similar Communications Equipment

The National Council may hold a meeting by means of conference telephone or similar communications equipment. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting and any business transacted in any such meeting shall be just as binding and have the same effect as though all such persons had been personally present at one place in such meeting.

Section 10: Special Meeting of the Council

Special meetings of the National Council may be called by the National President at any time, by means of such written notice by postal mail or electronic mail of the time, place, and purpose thereof, to each Executive Cabinet Officer as the National President in her discretion shall deem sufficient, but action taken at any such meeting shall not be invalidated for want of notice if such notice shall be waived as herein before provided.

ARTICLE XIV: ALUMNAE ASSOCIATION

Section 1: Officers and Committees

1. Vice President of Alumnae Affairs: The Vice President of Alumnae Affairs will fulfill the purpose of this position, as prescribed in Article XII, Section 2 of these National By-Laws.
2. Director of Alumnae Development and Programming: The purpose of the Director of Alumnae Development and Programming is to serve as the secondary representative for the Alumnae Association. The DADP is responsible for developing, coordinating and managing alumnae flagship and outreach programs. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
3. Administrative Coordinator: The purpose of the Administrative Coordinator (AC) is to serve as the administrative officer for the Alumnae Association. The AC is responsible for executing any necessary administrative duties in conjunction with the Alumnae



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Association activities. Responsibilities and Requirements for this position shall be defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 2: Meetings by Conference Telephone or Similar Communications Equipment

The Alumnae Association may hold a meeting by means of conference telephone or similar communications equipment. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting and any business transacted in any such meeting shall be just as binding and have the same effect as though all such persons had been personally present at one place in such meeting.

ARTICLE XV: ELECTIONS, TERMS, AND VACANCIES

Section 1: Nomination, Election, and Appointment Committee (NEAC)

Nomination, Election, and Appointment Committee (NEAC): This committee is overseen by the BOT, and supervises nominations, elections, and appointments processes. Its purpose is defined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Membership in this committee is based on membership defined within Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.

Section 2: Eligibility for National Officer Positions

Candidates for elected and/or appointed positions must be in good standing, active, and meet the requirements as prescribed in Article VII of these National Bylaws.

Section 3: Voting Eligibility

1. Each official representative shall be entitled to vote on behalf of respective chapter/collective provided that:
 - a. The collegiate and alumnae chapter/collective delegates meet the qualifications for good standing [Article VIII, Section 3, Subsections 1 and 2] and the chapter/collective which they represent is in good standing, has met all its Sorority obligations as stated under active membership status in [Article VIII, Section 3, Subsections 1 and 2].
 - b. The Alumnae and Members-at-Large delegates meet the qualifications for good standing and have met their Sorority obligations as stated under active membership status in [Article VIII, Section 3, Subsections 1 and 2].
 - c. The Board of Trustees and National Council delegates meet the qualifications for good standing and have met their Sorority obligations as stated under active membership status in Article VIII, Section 3, Subsections 1 and 2 of these National By-Laws.
2. The membership of this Sorority, from among which the elected officers of the Board of Trustees, National Council of Officers, and Alumnae Association shall be elected, shall be composed of the following classes of members:
 - a. Individual Voting Members:



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- i. Active Members: Members who have paid all national membership dues in full. Levels of active membership include:
 - Said undergraduate member who meet the requirements as prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Said Graduate members who meet the requirements as prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Said Members-at-Large members who meet the requirements as prescribed in [Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Said Alumnae members, Honorary members, Board of Trustees members, and National Council members who meet the requirements as prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
- b. Individual Non-Voting Members:
 - i. Inactive Members: Members who have not fulfilled the requirements prescribed in [Article VIII, Section 3, Subsections 1 and 2] these National Bylaws. Inactive Membership includes:
 - Said undergraduate member who has failed to complete, at minimum, the requirements prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws. In addition, said member may be deemed inactive if they have not attended three consecutive chapter/collective meetings; has failed to uphold duties as an elected officer of the chapter/collective; and/or violates the codes of conduct or national Sorority policies.
 - Said Graduate member who has failed to complete, at minimum, the requirements prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Members-at-Large member who has failed to complete, at minimum, the requirements prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Said Alumnae member, Honorary member, Board of Trustees member, and National Council member who has failed to complete, at minimum, the requirements prescribed in Article VIII, Section 3, Subsections 1 and 2 of these National Bylaws.
 - Inactive status may be granted to a member of the National Council upon receipt of a written request for such status. Inactive status shall be granted for period of time determined by the National Council. Reasons for inactive status can include, but are not limited to, serious health problems and extreme financial burden.

Section 4: Sorority Voting

1. Chapters: Active [Article VIII, Section 3, Subsections 1 and 2] A Chapter in good standing has one vote, at National Meetings.
2. Collectives: Active [Article VIII, Section 3, Subsections 1 and 2] Collectives in good standing have one vote *collectively* at National Meetings.
3. Members-at-Large: Active [Article VIII, Section 3, Subsections 1 and 2] Members-at-Large have one vote collectively at National Meetings.



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4. Alumnae Members: Active [Article VIII, Section 3, Subsections 1 and 2] Alumnae members, who are not members of an Alumnae Chapter/Collective, have one vote collectively at National Meetings.
5. Honorary Members: Active [Article VIII, Section 3, Subsections 1 and 2] members of Alpha Alpha Chapter vote as one collective body at National Meetings.
6. National Council: Active [Article VIII, Section 3, Subsections 1 and 2] elected members of the Executive Cabinet of the National Council of Officers (National President, Executive Vice President of Operations, Vice President of Alumnae Affairs and the Vice President of Policy and Compliance) shall each have one vote. Appointed members of the Executive Cabinet of the National Council of Officers (Vice President of Expansion, Vice President of Finance, Vice President of Membership, and Vice President of Community Relations) shall have one vote as a collective body at National Meetings.
7. Board of Trustees: Active [Article VIII, Section 3, Subsections 1 and 2] elected members of the Board of Trustees shall each have one vote. Non-elected members of the Board of Trustees shall not have a vote.

Section 5: Election Procedures

1. The elections of all officers shall take place at each National Meetings. They shall assume their duties on January 1 of the next calendar year and shall serve through the term ending on December 31st, or until a successor is elected and qualified. Voting shall be by ballot; except when there is one candidate for each office, voting may be by voice vote. A majority vote shall be required to elect said officer. Elections procedures will be conducted by the NEAC, as prescribed in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures.
2. Upon installation, each officer shall take the following oath, to be administered by the Chair of the Board of Trustees: *“I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution, policies and procedures of Omega Phi Beta Sorority, Incorporated and the bylaws and standing rules of the (appropriate body being represented), the duties of the office to which I have been elected.”*

Section 6: Terms and Term Limits

1. Terms
 - a. Terms for Elected Positions:
 - i. For the BOT, one term shall be defined as a total of three consecutive calendar years beginning on January 1 of the following calendar year. BOT officer terms are staggered in groups of two or three BOT member positions. Should a BOT member resign in the middle of her three-year term, the position will be filled during election by another sister who will complete the term.
 - ii. For the NCOO, all nationally- and regionally-elected positions, one term shall be defined as a total of two consecutive calendar years beginning on



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- January 1 of an even year and ending on December 31 of the following odd year. These positions are not staggered.
- iii. For the AA, all nationally-elected positions, one term shall be defined as a total of two consecutive calendar years beginning on January 1 of an even year and ending on December 31 of the following odd year. These positions are not staggered.
- b. Terms for Appointed Positions:
 - i. For the BOT, the appointed position shall have a term of three consecutive calendar years.
 - ii. For the NCOO and AA, all appointed positions may have a term of one year and may be reappointed the following year for up to two years in said position [See NEATV for reappointment requirements].
2. Term Limits:
- a. BOT:
 - i. No elected BOT member may serve more than three terms on the BOT (one term equals three years for a total of nine years), serving either consecutive or non-consecutive terms. No elected BOT officer may serve more than two terms in the same office.
 - ii. No appointed BOT member may serve more than three terms on the BOT (one term equals three years for a total of nine years), serving either consecutive or non-consecutive terms.
 - b. NCOO:
 - i. No elected officer may serve more than three terms on the NCOO (one term equals two years for a total of six years), serving either consecutive or non-consecutive terms. No elected officer may serve more than two terms in the same office.
 - ii. No appointed officer may serve more than four terms on the NCOO (one term equals one year for a total of four years), serving either consecutive or non-consecutive terms. No appointed officer may serve more than two terms in the same office.
 - c. AA:
 - i. No elected officer may serve more than three terms on the AA (one term equals two years for a total of 6 years), serving either consecutive or non-consecutive terms. No elected officer may serve more than two terms in the same office.
 - ii. No appointed officer may serve more than four terms on the AA (one term equals one year for a total of four years), serving either consecutive or non-consecutive terms. No appointed officer may serve more than two terms in the same office.

Section 7: Vacancies

1. Board of Trustees: A vacancy in the Board of Trustees shall be filled by national election at a National Meetings or by special election.
2. National Council: A vacancy of an elected officer of the NCOO Executive Cabinet or Regional Vice President shall be filled by election at a National Meeting of the membership or by special election.
 - a. A vacancy occurring in any office outside of the Executive Cabinet shall be filled by appointment and confirmed by the Board of Trustees.



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Section 8: Action by Written Consent

When not in session, the National Council may vote by postal mail or electronic mail on any matter properly brought before it, and a majority vote of the members thereof shall be required for passage, except that in any matter of suspension, probation, or disciplining of chapters/collectives or alumnae associations a two-thirds majority vote of the members of the National Council shall be required. As per Roberts Rules of Order, ballots not submitted by the determined deadline are considered invalid and are not counted. Votes submitted by US Mail must be sent with certified return receipt.

Section 9: Powers

The National Council shall, in the interim between annual meetings of the membership, have all the powers granted to the members with the exceptions of that of amending the By-Laws and electing of officers other than to fill a vacancy. Its actions shall be subject to reversal, repeal or made invalid by the members only as provided in Article XIII. The National Council shall have the power to appoint such other officers and agents, as it may deem necessary for transaction of the business of the Sorority. Any appointed National Council position can be filled by the regular process as determined by the National Election and Appointment Protocol. Any nationally elected position that becomes vacant shall be filled through a special election process as determined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures. This special election process may occur electronically if a national meeting is unable to take place in person. The National Council shall have full and final authority over and the responsibility for the activities and operations of the Sorority and shall have the power to do and perform all such acts in the best interests of this organization.

Section 10: Impeachment

1. Removal:

- a. Appointments: Any appointed officer or agent of the Sorority, excluding the Board of Trustees, may be removed by the Executive Cabinet of the National Council of Officers whenever in the judgment of the Cabinet the business interests of the Sorority will be served thereby. In the event that such appointed officer or agent fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Cabinet of the National Council of Officers to resign. If she does not resign, her removal will be presented to the Board of Trustees, with the approval said appointed officer or agent shall be removed from office.
- b. Executive Cabinet: In case of the failure and neglect of any elected officer to perform her duties, the charges against her shall be drafted by the National President, or if the National President is the subject of the charges, by the Executive Vice President of Operations. The officer charged shall be notified thereof in writing. The National President, or in her failure to do so within fifteen (15) days, thereof, the Executive Vice President of Operations shall call a special meeting of the Executive Cabinet of the National Council of Officers and the Vice President of Policy and Compliance, as a vehicle of the Board of Trustees, upon fifteen (15) days written notice specifying the time and place of the special meeting, to the person charged and to the other members of the Executive Cabinet and to the Vice President of Policy and Compliance to hear the charges. If the charges are established by a preponderance of evidence, and the party charged thereupon fails to resign, the Executive Cabinet by a two-thirds majority vote shall request for the removal of such officer from office from



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- the Board of Trustees. The Executive Cabinet shall then appoint her successor to serve until the completion of the term of office of the officer who was removed from office.
2. **Board of Trustees Impeachment:** Any member in good standing can submit a request for impeachment of any member of the BOT. The impeachment process will go according to the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures. Any member of the BOT that has been impeached shall be ineligible for election to any national, regional or chapter/collective office. In the event a BOT member fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Board of the BOT to resign. If she does not resign, her removal will be presented to the Vice President of Policy and Compliance and the formal impeachment process will be executed as determined in the Nomination, Election, Appointments, Terms and Vacancies Policy and Procedures. All appeals will go through a Standards Board Hearing that shall be comprised of a Standards Board of members that have been active for 10 years or more.
 3. **National Council Impeachment:** Any member in good standing can submit a request for impeachment of any member of the Executive Cabinet to the Vice President of Policy and Compliance. The Vice President of Policy and Compliance shall determine the necessity for a Standards Board Hearing in cases in which an officer of the National Council has violated the Standards of this Sorority. In all other cases, the Vice President of Policy and Compliance and the Board of Trustees shall determine the legitimacy of the impeachment requests and shall have final say. Requests to impeach the Vice President of Policy and Compliance should be submitted to the Board of Trustees. Any officer of the NCOO, including regional directors, Alumnae Association, chapters/collectives that has been impeached shall be ineligible for election to any national, regional or chapter/collective office for a period of 7 years. Any member of the NCOO that has been impeached shall be ineligible for election to the BOT.
 4. **Alumnae Association Impeachment:** Any member in good standing can submit a request for impeachment of any member of the Alumnae Association cabinet to the Vice President of Policy and Compliance. The Vice President of Policy and Compliance shall determine the necessity for a Standards Board Hearing in cases in which an officer of the Alumnae Association has violated the Standards of this Sorority. In all other cases, the Vice President of Policy and Compliance and the Board of Trustees shall determine the legitimacy of the impeachment requests and shall have final say. Any officer of the Alumnae Association that has been impeached shall be ineligible for election to any national, regional or chapter/collective office for a period of 7 years. Any member of the Alumnae Association that has been impeached shall be ineligible for election to the BOT.

ARTICLE XVI: GENERAL BODY MEETINGS

Section 1: Place of Meeting

Any or all meetings of the members, and of the National Council, of this Sorority shall be held in any city, state, or country as may be determined by the National Council.

Section 2: Notice of Annual Meetings



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Written notice of the time, place, and purpose of such meeting shall be sent, as hereinafter provided, to each member entitled to vote at such meeting, at least 180 days prior to the date fixed by the National Council.

Section 3: Delay or Modification of Annual Meetings

In special circumstances, such as, in a state of war, or other national emergency, the National Council shall have the power to postpone an annual meeting or otherwise modify the time and place of an annual meeting.

Section 4: Powers of Members

The ultimate and overall powers of this Sorority, subject to such limitations and restrictions as are imposed upon it by the General Corporation Law of the State of New York and these By-Laws, are held by the voting members of this Sorority. The powers of members shall be exercised by them at their annual National Meetings assembled or at any special meeting of said members for the purpose(s) set forth in the notice of any such special meeting. Such powers shall include but not be limited to amending By-Laws and electing officers of the Board of Trustees and National Council. No action previously taken by the National Council provided for in said General Corporation Law of the State of New York or in these By-Laws shall be rescinded, reversed or made invalid by said voting members except by a two-thirds majority vote of said members present and voting thereon, and any such action by the said members shall have only a prospective effect and shall not have any retroactive effect to invalidate any contract or obligation of this Sorority legally entered into by said National Council with any third person(s).

Section 5: Annual National Meeting “Convention”

1. An annual national meeting to be known as a “Convention” shall be held during the summer and the place shall be designated by the National Council.
2. Attendance: The membership of the Convention shall consist of:
 - a. Two official active [Article VIII, Section 3, Subsections 1 and 2] delegates from each collegiate chapter/collective,
 - b. One official active [Article VIII, Section 3, Subsections 1 and 2] delegate from each alumnae chapter/collective,
 - c. Members-at-Large, Alumnae members and Honorary Members,
 - d. All Officers of the Alumnae Association,
 - e. All members of the National Council, and,
 - f. All members of the Board of Trustees.
3. Purpose: The Convention shall be the Professional Meeting for the Sorority whereby the following activities shall take place :
 - a. All business pertaining to the general operation of the Sorority except for those which executive authority is otherwise delegated in the Constitution;
 - b. Receive national updates;
 - c. Have professional development workshop(s);
 - d. Display information and activities of interest to the event organizers and attendees;
 - e. To hold elections for the elected positions on the Board of Trustees and National Council, if necessary.
 - f. Feature a keynote speaker;



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- g. Deliberate on the organization's common issues.
4. Distribution of Votes:
 - a. Each collegiate chapter/collective shall have one vote.
 - b. Each alumnae chapter/collective shall have one vote.
 - c. Collectives, as a collective body, will have one vote by appointing one representative to cast the vote.
 - d. Members-at-Large, as a collective body, will have one vote by appointing one representative to cast the vote.
 - e. Alumnae members (not part of an alumnae chapter/collective) as a collective body will have one vote by appointing one representative to cast the vote.
 - f. Honorary members, as a collective body, will have one vote by appointing one representative to cast the vote.
 - g. Each elected member of the Executive Cabinet of the National Council of Officers (National President, Executive Vice President of Operations, Vice President of Alumnae Affairs and the Vice President of Policy and Compliance) shall each have one vote.
 - h. Appointed members of the Executive Cabinet of the National Council of Officers (Vice President of Expansion, Vice President of Finance, Vice President of Membership, and Vice President of Community Relations) shall have one vote as a collective body.
 - i. Each elected member of the Board of Trustees shall each have one vote.
 5. Delay of Convention: If an emergency makes it inadvisable to hold a Convention, the National Council may, when authorized by a majority vote of the chapters/collectives, provide for the postponement or omission of a Convention.

Section 6: Certification of Annual Meeting Delegates

All delegates and alternates must be chosen at least one month before the annual meeting, and certified by the President and Secretary of their respective undergraduate chapter/collective or by the President of their respective alumnae chapter/collective to the Executive Vice President of Operations. Delegates must be active members pursuant to [Article VIII, Section 3].

Section 7: Special Meeting of Voting Members

A special meeting of the voting members may be called at any time by the National President, or by a majority of the Executive Cabinet of the National Council. The method by which such meeting may be called is as follows: Upon receipt of a specification in writing setting forth the date and objects of such proposed special meeting, signed by the National President, or by a majority vote of the Executive Cabinet. The Executive Vice President of Operations shall prepare, sign, and mail the notices requisite to such meeting. Such notice must include a signed, stamped, typewritten or printed signature of the Executive Vice President.

1. Notice of Special Meeting of Voting Members: At least ten (10) days prior to the date fixed for the holding of any special meeting of voting members, written notice of the time, place, and purpose of such meeting shall be mailed, as herein before provided, or electronically sent, to each member entitled to vote at such meeting. No business not mentioned in the notice shall be transacted at such meeting.



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ARTICLE XVII: QUORUM

Section 1: Quorum of Members

The active members entitled to vote shall constitute a quorum when two thirds of the eligible voting bodies are in attendance at a national meeting for the transaction of any business, provided that when a specified item of business is required to be voted on by a class or classes, the holders of a majority votes of such class or classes shall constitute a quorum for the transaction of such specified item of business.

1. Any voting decision made by a quorum shall only be passed if all members were notified of a meeting a minimum of seven (7) days in advance.
2. When a quorum is present to conduct a meeting, it is not broken by the subsequent withdrawal of any eligible voting members or bodies.
3. The meeting will be adjourned as per Roberts Rules of Order.

Section 2: Board of Trustees

The Board of Trustees entitled to vote shall constitute a quorum when two thirds of the eligible voting bodies are in attendance at a national meeting for the transaction of any business.

Section 3: National Council of Officers

The Executive Cabinet Officers entitled to vote shall constitute a quorum when two thirds of the eligible voting bodies are in attendance at a national meeting for the transaction of any business.

Section 4: Alumnae Association

The Alumnae Association entitled to vote shall constitute a quorum when two thirds of the eligible voting bodies are in attendance at a national meeting for the transaction of any business.

ARTICLE XVIII: EXECUTION OF INSTRUMENTS

Section 1: Signatory Power

The first signatory power goes to the National President and the Vice President of Finance. In the event that either of these two positions is vacant signatory power goes to the Executive Vice President of Operations. In the event that the EVPO is not available power goes to the BOT Treasurer.

Section 2: Contracts, Conveyances, Etc.

When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the National President, or the Executive Vice President of Operations, may execute the same in the name and behalf of this Sorority and may affix the corporate seal thereto. The National Council shall have power to designate the officers and agents who shall have authority to execute any instrument on behalf of this Sorority.

ARTICLE XIX: FINANCES

Section 1: Power of the Board to Borrow Money

The Chair and the Treasurer of the BOT shall have full power and authority to borrow money from a financial lender, the exercise of said power is required in the general interests of this Sorority. The BOT may also authorize the proper officers of this Sorority to make, execute, and deliver in the name and behalf of this Corporation such notes, bonds, and other evidence of indebtedness as said National Council shall deem proper. Said BOT shall have full power to mortgage the property of this Sorority, or any part thereof, as security for such indebtedness,



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and no action on the part of the membership of this Sorority shall be requisite to the validity of any such note, bond, evidence or indebtedness or mortgage.

Section 2: General Fund

The revenues of this Sorority not raised for or designated to be used only for a specific purpose, such as, but not limited to, that of the Scholarship Fund, shall be paid into and carried in the General Fund, and shall be used to finance the general purposes and activities of this Sorority, as specified in the Sorority's annual budget which is approved annually by the BOT.

Section 3: Fiscal Year

The fiscal year corresponds to the calendar year, beginning in January 1st and ending on December 31st.

ARTICLE XX: COMMITTEES AND OTHER APPOINTMENTS

Section 1: Appointment and Terms

Except as otherwise provided, all special committees, the various standing committees, and the standing appointments shall be appointed by the Executive Cabinet with the approval of the Board of Trustees.

Section 2: Special Committees

All special committees shall be appointed to handle particular non-recurring situations that have arisen and shall be disbanded when the situations have been resolved. In no case shall their existence continue beyond the close of the ensuing national membership meeting, unless the members at such national membership meeting specifically authorize extension of its existence for a period not extending beyond the next succeeding national membership meeting.

Section 3: Professional or National Affiliation Delegate(s)

The Executive Cabinet, with the approval of the Board of Trustees, shall appoint a delegate(s) for any professional or national affiliation organization requiring such, for a term of one (1) year. She may serve in that capacity for a maximum of twelve (12) consecutive years. The Executive Cabinet, with the approval of the Board of Trustees, shall appoint a delegate alternate, or serve as a delegate, if deemed necessary.

ARTICLE XXI: AMENDMENT OF BY-LAWS

Section 1: Required Vote

The By-Laws of this Sorority may be amended, altered, revised, added to or repealed by a two-thirds affirmative vote at a meeting of the membership, due notice of any proposed amendment having been given.

Section 2: Required Notice

Notice in writing of any proposed amendments shall be submitted to the Vice President of Policy and Compliance, who shall refer them to the National Council of Officers, sixty (60) days prior to the next general body meeting or will be considered for a subsequent general body meeting. Within ten (10) days prior to the designated general body meeting, the Vice President of Policy and Compliance shall submit the proposed amendments to all members and entities within the Sorority, noting those approved by the National Council of Officers.



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ARTICLE XXII: REVIEW OF BY-LAWS

These By-Laws shall be reviewed by the Policy and Compliance Committee (PCC). The Policy and Compliance Committee shall review the By-Laws at least every two (2) years and make appropriate recommendations as necessary.

ARTICLE XXIII: PARLIAMENTARY PROCEDURE

Section 1: Purpose and Governing Authority

The conduct of all meetings of the members, the Board of Trustees, the National Council, the Alumnae Association, the committees, chapters/collectives, and any other entity of this Sorority shall be governed by and in accordance with the provisions of Robert's Rules of Order, Revised.