

The
Constitution
and
Bylaws
of
Kappa Omega Alpha



Beta Chapter at Michigan State University

Established in May of 2016

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Preamble:

The purpose of this Fraternity shall be to acknowledge undergraduates in pursuing their interests in the fields of law, public policy and criminal justice on both a social and professional scale;

To uphold the strength of fraternalism;

To strengthen the ideals of Kappa Omega Alpha Co-ed Fraternity;

To participate actively in the community and campus;

And to ensure that each member develops their sense of understanding while bestowing ideals actively to the advancement of others.

This Constitution was last altered on Tuesday, October 16th, 2018

Article I – Becoming a Member

1.1 – Rush and Recruitment

During the Fall and Spring semesters, the Fraternity shall hold at least four rush events to recruit new members. The Fraternity's Recruitment Chair shall be responsible for organizing and coordinating these rush events and their advertisement with the help of the Rush Committee as described in Article 5.2, which should be done to ensure adequate attendees.

The Fraternity's Recruitment Chair shall decide the content and number of rush events for a given semester under the supervision of the President and the Executive Board, with a minimum of four rush events per semester. The Recruitment Chair shall communicate with the Secretary and Executive Board about rush locations during the planning process to ensure that locations are secured.

During these rush events, members shall get to know the rushees. Rushees shall also be encouraged to get to know other rushees during rush events. The Recruitment Chair should design rush events in an effort to facilitate these processes.

The Recruitment Chair shall facilitate a meeting directly after each rush event with the entire chapter, where members can voice any negative opinions of rushees, or mention any instances of violations of the discrimination clause. This meeting, separate from the Bid Selection Committee meeting shall allow time to process negative comments about a rushee before Bid Selection Committee meets to cut rushes.

Should a rushee exhibit any behavior that is in violation of the discrimination clause, the Inclusion Chair and Recruitment Chair shall meet to determine how severe the violation is, as well as receive input from the Bid Selection Committee. In the event that a rushee violates the nondiscrimination clause, they shall be dropped from the rush process without a vote from the Bid Selection Committee. Under extraordinary circumstances, the discrimination clause shall be determinate of deciding if the Fraternity were to discuss the reason the rushee was dropped with that individual. The responsibility of this shall be between the President, Vice President, and the Inclusion Chair.

All active members shall make an effort to meet the rushees and be an informed chapter. In order to increase the sustainability of our organization, each active member therefore must be present for at least one social rush event and one professional rush event.

1.2 – Bid Process

Once all of the rush events have concluded, a Bid Selection Committee shall review each rushee and determine whether they should be offered a bid to the fraternity with the rules and regulations established in Article 5.3.

1.3 - Pledging

Once rushees have been given bids, they shall have the option to accept or reject their bid. This decision shall not be a permanent rejection from the Fraternity and if the individual wishes to rush again, they may, but they must go through the same process as any new rushee as described in Articles 1.1 and 1.2.

If a rushee is offered a bid and accepts the bid, they shall then become a pledge. They shall be a pledge until they are formally initiated by the Fraternity as described in Article 1.4. The pledge term shall last one academic semester and each pledge must show loyalty, dedication, interest, and participation in order to be considered a devoted member of this Fraternity. During the pledging term, pledges must take a final examination. Beyond this, they will take quizzes throughout the pledge process on certain aspects of the constitution and alpha member info. Pledges must achieve a score of at least 90%. These interviews shall be composed of 100% in-person interviews. Pledges will be responsible for attending all Fraternity events described by Article 2.2. The Pledges shall also be given events specifically designed for pledges during their pledging term and shall be expected to attend all of these events.

During the pledging term, a Pledge Board shall be created by both the Pledges and the Pledge Educator as elected by the Fraternity according to Article 4. They shall be responsible for organizing a pledge fundraiser, a pledge professional event, and any other pledge events as designated by the Pledge Board and the Pledge Educator. The Pledge Educator shall lead and instruct the Pledge Board to ensure that they meet these goals and do so to encourage other pledges to meet their pledging goals during the pledge semester.

1.4 - Initiation

At the end of a pledging term, the Fraternity shall hold initiation. Before initiation shall be held, the Pledge Educator shall review each Pledge and whether or not each pledge has met the pledging requirements as described in Article 1.3. The Pledge Educator shall take input from the Fraternity and Executive Board and members shall be able to voice any issues or comments to the Executive Board and Pledge Educator, but the Pledge Educator will have the power to make decisions regarding a pledge's initiation status, unless the Executive Board uses its power as defined in Article 3.2 to reverse or change the Pledge Educator's decision. The Pledge Educator must also inform the Executive Board if any pledges are not to be initiated. Any member may make a recommendation to the Executive Board regarding a pledge provided they appear before the Executive Board with a written statement explaining their reasoning.

If a Pledge is determined not to be initiated according to the policies listed above, they shall be required to repeat their pledge term during the next fall or spring academic semester. If the Pledge Educator does not believe this is a satisfactory result, they may appeal to the Executive Board to de-pledge the individual. The Executive Board shall make this decision according to the guidelines in Article 3. If the individual is de-pledged, they will no longer be considered a pledge and will no longer be allowed to rush or join the Fraternity as a new member. The Executive Board reserves the right to drop any individual pledge based on the infringement of the discrimination clause.

Once a pledge has been determined to be initiated, they shall be initiated according to the Fraternity traditions. The Pledge Educator shall organize initiation and shall do so in accordance to these traditions. If the Pledge Educator would like to alter a tradition, they shall bring it before the Executive Board during an Executive Board meeting and a majority vote shall be taken regarding the issue. Only inducted members shall be told about the details regarding initiation, other than those necessary to notify pledges for attendance. Pledge Educator shall serve as the head of the Initiation and conduct any ceremonies and rights thereof.

Article II – Membership

2.1 – Membership

Once a pledge has been initiated into the Fraternity, he/she shall have active member status. Active members are entitled to all benefits of the Fraternity, including the ability to vote at Fraternity meetings, vote on amendments, serve on committees, run for elected positions, and run for Executive Board positions during elections. An active member shall maintain this status in accordance with the remaining guidelines of this Constitution.

2.2 – Attendance

Kappa Omega Alpha will follow a strict attendance system. Members are expected at all mandatory events unless they inform the Secretary at least 24 hours in advance of the start time of an excused absence. A member who does not inform the Secretary of an absence more than 24 hours in advance may only be excused if there is a family emergency, medical emergency, or work-related reasons that will be left to the Secretary's discretion. Excused absences will not affect attendance percentages. Each member will be given 6 unexcused absences throughout the semester. If any member has more than six unexcused absences, these will then begin to affect their attendance percentage.

In order to be considered an active member, an inducted member must receive a total score of no lower than 85%; Executive Board members must make a score of at least 90%, and pledges must attain 100% attendance. If there are disputes of the accuracy of the member's attendance, they will have to appear before the Executive Board with a written description of the dispute. The Executive Board shall determine the validity of the dispute in accordance with the procedures listed in Article 3.8. If a member or pledge does not reach their respective threshold, they must appear before the Executive Board with a written explanation for their poor attendance. The Executive Board can then decide any possible disciplinary actions if necessary in accordance with the procedures listed in Article 3.8. These include, but are not limited to, membership probation, increased fraternal requirements, or in the case of repeat attendance issues, increased dues or expulsion from the Fraternity.

2.3 – Probationary Membership

In the event that an active member is placed on probation, he/she will lose certain rights that each active member is entitled to. A member can only be placed on probation by the Executive Board for a Fraternity attendance, ethical, or constitutional violation. A probationary member shall lose his or her voting rights in the Fraternity at meetings, elections, and on amendments to the Constitution. A probationary member shall also lose his or her right to run for elected positions, for a position on the Executive Board, to take a little during the pledging process, and will also pay a fine to the Fraternity of \$20. Members placed on probation can lose their probationary status after serving a four-week probationary period. Members on probation will be reviewed by the Executive Board at the end of their probationary period. If the Executive Board finds the member to be worthy of active status through improved involvement, they will be taken off probation. If a probationary member returns to active member status, they shall gain all rights to

the Fraternity of an active member with no prejudice, unless they appear before the Executive Board again for a similar Fraternity attendance or ethical violation. The Executive Board reserves the power to restore active member status to a member on probation at their discretion.

Article 2.4 – Associate Membership

Once during his/her time in Kappa Omega Alpha, a member may apply for associate membership status through the Executive Board's approval. Any member applying for Associate Membership must apply in advance and submit their application to the E-Board by the last meeting of the semester immediately before they wish to have Associate Membership. Associate membership entails a reduced required attendance percentage of 65% and bars the member from serving on all committees. An Associate Member still retains voting rights and shall pay the same dues as active members.

Excluded from Associate Membership shall include: all pledges immediately after their pledge term; active members who will be on probation during the semester in which they are requesting Associate Membership; and any members who will serve on the Executive Board during the time in which they are requesting Associate Membership.

Article III – The Executive Board

3.1 – Executive Board and Its Members

All members who serve as President, Vice President, Secretary, Treasurer, Professional Chair, Philanthropy Chair, Recruitment Chair, Pledge Educator, Social Chair, Historian, and Inclusion Chair will serve on the Executive Board. Each of these members shall be elected as according to Article 4 and serve in order to aid and advise the Fraternity in its operations.

3.2 – Duties of the Executive Board

The Executive Board shall have the following duties:

- To determine all Fraternity dues and inform the Fraternity of these dues.
- Review all attendance issues adhering to the guidelines discussed in Article 2.2.
- Administer fraternal funds according to the budget proposed by the Treasurer and passed by the general membership.
- Set and maintain fraternity traditions.
- Determine the need for a disciplinary hearing of a member to adhere with the guidelines discussed in Article 2 and make a decision according to the policies in Article 3.8
- If a disciplinary hearing is determined to be needed, the Executive Board must hold a hearing and determine whether punishment is warranted under Article 3.8 for the action and the extent of the punishment adhering to the guidelines in Article 2 of a disciplinary hearing.
- Allow for any punishment deemed necessary and proper for a member or pledge found guilty after a disciplinary hearing
- Put members on probation or to restore active member status to those already on probation.
- The power to reverse or change any Fraternity decision or policy of a Fraternal Chair
- Propose and pass bylaws
- Establish both standing and temporary committees
- Confirm appointments to temporary committees and the Recruitment Committee
- Override and nullify a Chairperson's decision or action with a simple majority vote.
- Any Executive Board member wishing to vote on an issue must be present at the Executive Board meeting at which the vote is currently being held.
- Perform all other duties necessary for the fraternity

3.3 – Line of Succession

In the event that the President is incapacitated as determined by a vote of the Executive Board according to the policies of Article 3.8 and can no longer fulfill his or her duties, the Vice President shall temporarily fulfill those duties. If the President and Vice President are incapacitated as determined by a vote of the Executive Board and can no longer fulfill the duties of the President, the Secretary shall fulfill said duties. If the President, Vice President, and Secretary are incapacitated and can no longer fulfill the duties of the President as determined by a vote of the Executive Board, the Treasurer shall fulfill the duties of the President. If the Treasurer is also incapacitated then the process shall continue according to the previously listed

process followed by the Professional Development Chair, Fundraising and Philanthropy Chair, Recruitment Chair, Pledge Educator, Social Chair, Historian, and Inclusion Chair.

3.4 – Vacant Positions

In the event that an Executive Board position other than the President becomes vacant for any reason including resignation, impeachment, or incapacitation as determined by a vote of the Executive Board using the policies described in Article 3.8, another individual may be appointed to fill the vacant position until an election can be held according to the policies listed in Article 4.4. The President shall choose the individual and they must not be a member already serving on the Executive Board. Once the President has selected an individual, the Executive Board shall meet and vote on whether to appoint the individual to the vacant position. If and only if more than 50% of the Executive Board votes for the individual to fill the vacant position, the individual shall fill the vacant position until a new election is held.

3.5 – Duties of the Officers and Chairs

President:

- Act as Chief Officer of the Fraternity
- Act as Chief Officer of rituals
- Act as the official spokesman for the Fraternity
- Responsible for leading all general meetings and Executive Board meetings
- Call for meetings of the Executive Board
- Oversee all committees and Chair positions
- Responsible for running all elections
- Set the agenda for each meeting
- Oversee all Executive Board evaluations
- Perform all other duties necessary for the Fraternity

Vice President:

- Run meetings and perform other duties pertaining to the President if the President is unable to perform such duties
- Act as temporary President if the President cannot fulfill his or her duties due to resignation, impeachment and removal, ill health, or death, until new elections can be held in accordance with Article 3.4 and the guidelines in Article 4
- Maintain and upkeep the Constitution and enter Amendments and bylaws into the record
- Oversee all alumni communications and organize and maintain all alumni records
- Oversee relationships with other Professional Fraternities
- Perform all other duties necessary for the Fraternity
- Oversee operations of the website
- Must coordinate a sexual misconduct presentation in accordance with the guidelines in Article 8.3.

Secretary:

- Maintain records and record all minutes at general meetings of the Fraternity
- Report resignations to the Executive Board

- Secure rooms for meetings and other Fraternity events
- Maintain and update all email groups
- Record attendance at all events, and communicate any attendance issues with members and the Executive Board
- Communicate with all members and the Executive Board regarding meetings and events
- Report attendance results to the Executive Board in a timely manner
- Perform all other duties necessary for the Fraternity
- Oversee all attendance reviews

Treasurer:

- Maintain all funds of the Fraternity
- Record all financial transactions
- Propose yearly and semesterly budgets
- Distribute funds for necessary events
- Collect dues from members and pledges
- Reimburse all members, pledges, and/or non-Fraternity persons in a timely manner
- Perform all other duties necessary for the Fraternity

Professional Chair:

- Organize and plan all professional events, including at least one law panel per semester
- Communicate with all professional speakers, pre-law advisors, etc.
- Maintain any and all professional development contracts (e.g. Kaplan, Princeton Review, etc.)
- Perform all other duties necessary for the Fraternity
- Shall create a running file of the resumes of each member of the fraternity, including pledges and store securely
- Shall be present for professional interviews during the recruitment process

Philanthropy Chair:

- Organize and plan all philanthropic events
- Coordinate all fundraising events
- Coordinate with and maintain relationship with official charity of the Fraternity, if applicable
- Perform all other duties necessary for the Fraternity

Recruitment Chair:

- Organize and plan all rush events, which shall amount to at least 4 rush events per semester
- Organize and plan all advertising for the Fraternity
- Organize and plan a mass meeting every semester
- Organize and plan bid night
- Oversee the Recruitment Committee
- Appoint members of the Rush Committee
- Lead the Bid Selection Committee Meetings
- Perform all other duties necessary for the Fraternity

Pledge Educator:

- Responsible for communicating with the pledges
- Responsible for overseeing the creation of a Pledge Board
- Organize and plan Initiation
- Record all pledge attendance and pledge contributions to the Fraternity
- Coordinate and decide the Big-Little Sib program, and any events it may require
- Must coordinate a detailed sexual misconduct workshop to be given at the first pledge education meeting of the semester
- Perform all other duties necessary for the Fraternity

Social Chair:

- Organize and plan all social events
- Organize and plan a yearly Formal event
- Perform all other duties necessary for the Fraternity

Historian:

- Document a written history of the Fraternity
- Photograph and record all events
- Update and maintain the Fraternity website, if applicable
- Organize and record senior biographies
- Perform all other duties necessary for the Fraternity

Inclusion Chair:

- Uphold Kappa Omega Alpha's ideological conviction on inclusion
- Plan and coordinate diversity training for pledges and fraternity members
- Work with other Executive Board and fraternity members to ensure that the ideals of inclusivity are considered in every event and decision carried out by the fraternity
- Responsible for being a resource to any pledge or fraternity member with concerns pertaining to inclusivity and diversity
- Responsible for being an omnipresent voice and consciousness of inclusivity and diversity
- Oversee the Inclusion Committee
- Perform all other duties necessary for the Fraternity

3.6 – Responsibilities of Executive Board Members

The Executive Board's responsibilities consist of all requirements listed in Article 2 and shall receive an attendance score of no lower than 90% in accordance with the policies listed in Article 2.2 to maintain their status on the Executive Board. If a member of the Executive Board receives an attendance score lower than 90%, they shall appear before the remaining members of the Executive Board to determine their status on the Executive Board. All Executive Board members with an attendance score lower than 90% shall not sit in on any attendance meetings, unless their status is restored on the Executive Board during their attendance review. If an Executive Board member is determined to have been below 90% in his or her attendance score by an Executive Board decision according to Article 3.8, he or she shall lose his or her status on the Executive Board and the Fraternity shall hold a replacement election in accordance with the

procedures in Article 4.4. If the Executive Board member's attendance score was below 85% in accordance with the policies in Article 2.2, they shall appear before the Executive Board in accordance with the policies listed in Article 2.2 and be reviewed as a normal member of the Fraternity as well as an Executive Board member.

3.7 – Impeachment Process

In the event that an Executive Board has failed to fulfill their duties and obligations to the Fraternity or is found acting in violation of the Constitution and its bylaws, either as a member or as an elected member of the fraternity, any member shall have the power to call for impeachment. In order to begin the impeachment process, a member must request that an Executive Board member be placed under impeachment during a general meeting of the fraternity and at least 40% of the present active members of the Fraternity must vote to begin the impeachment process.

If these requirements have been met and the impeachment process begins, the Executive Board minus the impeached individual if applicable, shall set a date for the impeachment of the individual. This date should work to accommodate the individual's needs and those of the general Fraternity. All members shall be permitted to attend the impeachment and the President shall preside over the meeting, unless he or she is the impeached individual. If the President is the impeached individual, the line of succession listed in Article 3.2 shall be used to determine the individual that presides over the meeting. The impeached individual shall be allowed to prepare a written statement and shall be given a maximum of 10 minutes to make verbal comments. Once the individual has concluded his or her verbal comments to the Fraternity, the Executive Board, minus the impeached individual if applicable, and the Fraternity shall be allowed to ask questions of the impeached individual for a maximum of 10 minutes. After questions or the 10 minutes have ended, the impeached individual shall leave the room. The individual presiding over the meeting will then open up debate of the Fraternity. Debate shall last no longer than 30 minutes. Once debate has concluded, the Fraternity will vote. If two-thirds or more of the Fraternity's membership that is present votes to remove the individual from their elected duties, they shall be removed from their duties. If less than two-thirds of the Fraternity's membership that is present votes for the individual to be removed from their duties, he/she shall maintain his/her elected position. If the individual is removed from his/her elected position, the Fraternity shall elect a replacement in adherence with Article 3.4.

3.8 – Executive Board Decisions & Voting

In the event that the Executive Board must make a decision for the Fraternity such as during an attendance review, the Executive Board shall conduct a vote. If the decision involves a specific individual or individuals, they shall not be present during the voting. If an Executive Board member is involved in the outcome of the decision, they shall not be present during voting and shall not vote. The Executive Board shall conduct a simple majority vote to determine the outcome.

In the event that the Executive Board is making a decision to remove a probationary member from the Fraternity, they shall use the same policies as listed above, but shall require 8 of the

Executive Board members to remove the individual from the Fraternity. An individual shall only be removed from the Fraternity for a repeat attendance issue as described in Article 2 or for an ethics violation.

In the event of a tie, the Executive Board shall continue discussion, then conduct another vote. If there is still a tie, discussion shall resume and another vote will be conducted with the Executive Board. If there is still a tie, discussion shall resume and another vote shall be conducted with the 5 highest present Executive Board members according to the line of succession in Article 3.3

Article IV - Elections

4.1 – Election Procedure

At the final general meeting of the spring semester as announced by the Secretary, a general election shall be held for the ten Executive Board positions. The elections shall begin with President, and continue with the line of succession as stated in Article 3.3. All active members present at the time of voting may cast a vote for a candidate; pledges and members on probation may not vote, but are allowed to take part in discussion. The sitting President shall head the meeting, read all required notes, and lead the election process. If the sitting President is running for a position in the election, the line of succession shall be used to determine a new head of the election for that part of the election. The President shall head all remaining parts of the election.

During an election, the following procedures shall be used. Candidates shall be listed in alphabetical order. The first candidate in alphabetical order shall begin by making their remarks with all the remaining candidates outside of the general meeting room. For the position of President, each candidate may be allowed a maximum of 5 minutes to speak, followed by a 3-minute question and answer period. A 5-minute discussion period may follow with all candidates outside of the general meetings room with a member vote to end discussion. Remaining positions shall be limited to a maximum of 3 minutes to speak, followed by a 3-minute question and answer period, and followed by a 5-minute discussion period with all candidates outside of the general meeting room with a member vote to end discussion.

After all the candidates have spoken, the question and answer session, and the discussion period have ended, the head of the election shall read the candidate names in alphabetical order and ask active members to vote for one of the candidates. After the voting has concluded, the President and Vice President shall leave the room and count the votes. If either the President or Vice President is running for the position, they shall not be allowed to count the votes. The line of succession shall be used to find two capable individuals to count the votes.

A candidate must receive a majority of 50% in order to win an election. If no candidate receives a majority, then a runoff election will be held between the two candidates with the highest number of votes to determine the winner. Once a candidate has been determined, the head of the election shall announce the elected individual. The newly elected individual shall take office beginning in the next semester.

4.2 – Requirements

In order to run for the position of President, one must be an active member, not on probation, and to have served at least one full semester in a position on the Executive Board. In the event that there are no two willing individuals who have served at least one full semester on the Executive Board, then members who have been in the Fraternity for at least one year shall be eligible to run for President. In the event there are still no two willing candidates among those who have served on the Executive Board for a semester and those who have at least a year of Fraternity membership, then all members shall be eligible to run for President. For all other Executive Board positions, one must only be an active member, and not be on probation in order to run for

the position.

4.3 – Special Elections

Once an Executive Board position becomes vacant, the Executive Board shall have 30 days to hold an election for a new chairperson for the vacant position. This also extends to any newly created elected position. Thereby, a newly created elected position will follow the same processes and procedures that a vacant position does. The vacant position will first be made available to all current Executive Board members, or any previous Executive Board members who have at least one year of experience sitting of the Executive Board. In the event that no Executive Board member or previous Executive Board member is interested in the vacant position, the vacant position will become available to any member who has had active member status for at least one year in the Fraternity. This includes the pledge term. The election procedures used must also be in adherence with Article 4.1. Once the election has ended, if the Executive Board has appointed an individual to temporarily fill the vacant position as listed above, the individual's term shall end and the elected individual shall take over the powers and responsibilities of the position as listed in Article 3.5.

In the event that a current Executive Board member fills the position, their Executive Board position will then be vacant and need to be filled. The vacant position will then be filled in adherence with the policies listed above.

Article V – Committees

5.1 – Committees

Standing and temporary committees, and their rules and regulations, may be established by the Executive Board according to the policies listed in Article 3.8. The Executive Board may appoint an active member to chair a temporary committee through a decision made according to the policies listed in Article 3.8. The Chair of the committee may appoint the members of the committee as confirmed by the Executive Board. All members of committees may be removed by the Chair with Executive Board approval according to the policies listed in Article 3.8.

There shall be two standing committees: The Recruitment Committee and the Bid Selection Committee.

5.2 – Recruitment Committee

The purpose of the Recruitment Committee is to help plan and facilitate the recruitment and rush processes. The committee shall be chaired by the Recruitment Chair. The Recruitment Chair shall have the discretion to appoint members to this committee.

5.3 – Bid Selection Committee

The Bid Selection Committee shall consist of 15 voting committee members. The committee members shall include the President, Vice President, Secretary, Treasurer, Recruitment Chair, Pledge Educator, and 9 active members of the Fraternity. If any of the Executive Board chairs assigned to the Bid Selection Committee missed any of the rush events, including mass meetings, they shall lose their spot on the Committee.

The Inclusion Chair shall serve an advisory role on Bid Selection Committee in order to ensure that deliberations remain fair and impartial. The Inclusion Chair cannot be a voting member of Bid Selection Committee.

The 9 slots assigned to active members and those vacated by the Executive board shall be determined by a temporary committee consisting of the President, Vice President, and Recruitment Chair. They must review candidates in a fair and impartial manner. Only members able to commit to perfect attendance during Rush shall be considered. If there are not enough members to fill all slots, members who have attended all rush events shall be automatically placed on Bid Committee. In the event that all open slots cannot be filled by members with perfect rush attendance, members with only one absence during rush shall be considered.

Discussion during Bid Selection Committee shall take place surrounding each pledge and what they can bring to our organization instead of debate of character. This system is designed to outline trends of poor behavior of a rushee and to allow proper consideration before we drop them.

If the committee believes that a rushee is deserving and embodies the Fraternity's ideals, they

shall give them a bid. No individual shall receive a bid if they are a member of another professional fraternity as recognized by the Professional Fraternity Council. They will decide a rushee's bid status through a majority vote. If a majority of the committee believes a rushee meets the requirements listed above through a vote, they shall be given a bid. Any rushee who does not reach this threshold shall not receive a bid to the Fraternity.

In the interest of keeping the recruitment process running efficiently, Bid Selection Committee shall hold at least 2 cuts during the duration of the recruitment process. In addition, the number of rushees can vary per cut (e.g. zero or thirty, etc.) and if the Bid Selection Committee decides during the duration of the recruitment process that they do not wish to cut any rushees, those shall be considered in accordance with at least 2 cuts. During the duration of the recruitment process, the entire bid committee shall meet for at least 2 full Bid Selection Committee meetings, in addition to any time required outside of those 2 full Bid Selection Committee meetings.

At the start of the first Bid Selection Committee meeting, all conflicts of interest must be divulged in accordance with Article 6.4. During the Bid Selection Committee's meetings and voting, no committee members shall violate the Fraternity's discrimination or hazing policies listed in Article 6. They shall also not threaten or offer any reward to any of the other committee members in an effort to sway the committee membership to favor or disfavor any rushee. If someone believes a committee member has taken any of these actions, they shall be temporarily suspended from the committee and the Executive Board shall meet to determine if the allegations are true. If they reach a decision that such allegations are true according to the guidelines listed in Article 3.8, the committee member in question shall be permanently barred from the committee, placed on automatic probation, and shall have their membership in Kappa Omega Alpha reviewed by the Executive Board immediately according to the policies listed in Article 3.8.

Discussion during meetings and voting of the Bid Selection committee shall not be discussed outside of the Bid Selection committee. If someone is accused of sharing the discussion during meetings and voting of the Bid Selection Committee with individuals other than active members of the Bid Selection committee, they will be temporarily suspended from the Bid Selection committee and must appear before the Executive Board. The Executive Board shall reach a decision regarding these allegations according to the guidelines listed in Article 3.8. If they decide that the allegations are true, the accused individual shall be permanently barred from joining the Bid Selection committee and may receive disciplinary actions at the discretion of the Executive Board according to the guidelines described in Article 3.8 with a maximum of one semester probation.

Article VI – Financial Management

6.1 – Spending

If the Fraternity is planning an event that requires \$200 or more of Fraternity funds, a written plan shall be submitted to the Executive Board at least 2 weeks prior to the planned dates of the event. If a plan is not submitted, the event cannot be planned or take place without a majority approval vote of the Executive Board according to the policies listed in Article 3.8.

6.2 - Audit

Throughout each semester, the Treasurer must prepare and present all bank transactions of the Fraternity to the Executive Board. This should occur three times throughout the semester, including once before Rush, once immediately after Rush, and at the end of the semester. The Executive Board shall then review the bank statements, and after the review the President, Vice President, and Secretary shall declare the statements accurate by their signatures. Any misplacement of funds will result in an investigation by the executive Board, and the Treasurer shall be removed from any and all Fraternity accounts until the investigation is complete.

Article VII – Safety and Compliance

7.1 - Discrimination

The Michigan State University Chapter of Kappa Omega Alpha does not tolerate discrimination of any kind within the Fraternity or beyond. Discrimination includes any unjust or prejudicial treatment of different categories of people or things. Any member partaking in or perpetuating discrimination is subject to disciplinary action or ejection from the organization. Kappa Omega Alpha prohibits any degree of discrimination on the basis of gender, gender identity, sex, race, ethnicity, sexual orientation, class, disability, height, marital status, age, color, political persuasion, religion, veteran status, or weight. Any active member under suspicion of discrimination will have their membership reviewed. Pledges accused of discrimination will be reviewed for their potential to be initiated. The Executive Board reserves the right to assess any member or pledge under investigation for accusations of discrimination. If the Executive Board elects that the accusation is beyond their review, they reserve the ability to involve the Office of Inclusion to aid in assessing the allegation. Any accusations of discrimination must be reported directly to the Executive Board immediately. The Executive Board will investigate the allegation within the week of the incident, or per the next immediate meeting of the Board. If the discriminatory matter is harmful or directly affects the entire Fraternity, the Executive Board has responsibility to not only investigate the concern, but further communicate it to the organization.

7.2 – Hazing

No member may directly or indirectly haze another member of this Fraternity or person in general. Hazing includes but is not limited to any initiation or behavior that involves humiliation, harassment or abuse.

7.3 – Conflicts of Interest

Any Pledge, Active Member, Probationary Member, or Executive Board member having a conflict of interest regarding an issue, including, but not limited, with general elections excluded: voting on Bids, probationary hearings, Executive Board hearings, etc., shall lose his/her voting rights on the matter, but may still voice his/her opinion on the subject during discussion. A conflict of interest can be defined as a situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's personal interests or concerns are inconsistent with what is best for the Fraternity, or when a member's personal interests are contrary to his/her loyalty to the Fraternity. Family relations and significant others are included in this. In situations where the person does lose voting right but may still have a vested interest in the case through friendships or other means.

All conflicts of interest among members of Bid Selection Committee regarding rushees must be presented to the other members of committee at the first meeting. Such conflicts may include but are not limited to: family members, close friends, past or present partners, roommates or suitemates, current or past residents, and brothers or sisters of a greek affiliated organization. It is at the discretion of the other bid committee members to decide whether the member must

recuse themselves through a majority vote. In the event that a member recused themselves, they may still participate in debate regarding the rushee in question. The vote required to extend a bid to an individual remains unchanged if one or multiple members must recuse themselves.

If any Pledge, Active Member, Probationary Member, or Executive Board is found concealing a conflict of interest from the members or the Executive Board of the Fraternity, whichever may apply, that person shall come before the Executive Board and lose all active member rights, and/or Executive Board member rights, whichever may apply, and may only regain these rights if the Executive Board has found the person not guilty. If the accused person is found guilty of concealing a conflict of interest by a majority vote of the Executive Board the Executive Board has the authority to set a just punishment for the individual, with a maximum punishment being a probationary status for the individual.

7.4 – Sexual Misconduct

There shall be a zero-tolerance policy for sexual misconduct in this Fraternity. Any reports of sexual misconduct must be immediately handled by the Executive Board in accordance with university policy.

A mandatory sexual misconduct prevention training must be given to chapter at the first meeting of the semester. There shall be no social event until this has occurred. A detailed sexual misconduct prevention workshop must be given at the first pledge education meeting of the semester.

7.5 - Official Events

Any event planned by fraternity members or officers and consisting of mostly fraternity members is in practicality an official fraternity event and must therefore comply with Article 7.6. This includes but is not limited to formal, semiformal and hayride. For the sake of safety and accountability, house parties hosted by members and marketed primarily to chapter are also official events. Events hosted by other organizations with their own emergency management procedures are not the responsibility of the Fraternity.

7.6 - Sober Monitors

All official fraternity events where the consumption of alcohol by members is expected shall have sober monitors adhering to the following guidelines:

- Monitors must all be active or associate members of the fraternity who are not on probation. Pledges may also be monitors at some events as noted below.
- There must be at least 2 sober monitors and one alternate per normal social event. This may include pledges at the discretion of the Executive Board
- There must be at least 3 sober monitors per special social event (hayride, semi formal, formal). They will consist only of active or associate members.
- There must be at least one male and female monitor at any event.

In the event that these requirements are not met, the Executive Board reserves the right to postpone or cancel the event. The Executive Board with the consultation of the Chapter may determine the process

for selecting sober monitors. This process must be fair and Executive Board members must also be subject to serve as sober monitors.

Sober monitors must comply with the following guidelines:

- They must not consume any alcohol or other intoxicating substances for the duration of the event, and they may not come to the event under the influence of these substances.
- They must call 911 in the case of a medical emergency, including when any person or persons becomes unconscious.
- They must walk around and look for any disturbances or unsafe situations.
- At least one monitor should be near the entrance or exit of the event.

If a sober monitor does not comply with the mandated requirements, they must appear before the Executive Board and are subject to any punishment at its discretion, including possible expulsion from the Fraternity.

All fraternity members and pledges must follow the instructions of the sober monitors. No member or pledge who has consumed alcohol should be handling a health emergency when sober monitors are available. If asked to leave the event by a sober monitor, the member or pledge must comply.

7.7 - Social Probation

In the event that any member's action are excessively dangerous or irresponsible and reflect the Fraternity poorly, they may be subject to social probation. Probation will extend but is not limited to a \$25 fine and mandatory attendance as a sober monitor at two social events. Additional punishment may be imposed depending on the severity of the member's misconduct. Members cannot attend any social in a regular capacity until this probation is fulfilled. Failure to comply with social probation will result in further disciplinary action as determined by the Executive Board.

Article IIX – Amendment and Bylaw Procedures

8.1 – Amendments

Any active member or pledge may propose an amendment to this Constitution. All members and pledges may take part in the discussion of the amendment, but only active members may vote on the amendment. Only active members present at the time of voting may cast a vote, and a two-thirds must vote in favor of the proposed amendment in order for it to pass.

8.2 – Proposal of Amendments

Any amendments to the constitution shall be proposed during the first chapter meeting of every month. The request to propose an amendment must be submitted at the previous chapter meeting. Depending on the time frame, the executive board reserves the right to limit the number of amendments submitted. The President and Vice President shall oversee the introduction, discussion, and vote of said proposals for these “Amendment Meetings”. Amendments will take precedence over general membership business during said meetings.

If an amendment fails to pass, no amendments containing information of a similar nature may be proposed, considered, or passed until one month has passed since the voting of the failed amendment.

8.3 – Ratification of Amendments

A three-fourths vote in favor of this Constitution by the active members at the time of voting shall be sufficient to ratify this Constitution.