

CONSTITUTION OF THE GAMMA CHAPTER OF KAPPA OMEGA ALPHA

PREAMBLE

The purpose of this Fraternity shall be to acknowledge students in pursuit of their interests in the field of public policy 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 into leaders within their field of policy interest.

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1. Article I: Membership

1.1. Section 1: Definitions

- 1.1.1. We the people of Kappa Omega Alpha establish this fraternity in order to create a professional public policy environment unique to the University of Maryland. Kappa Omega Alpha will henceforth be referred to as “the fraternity.”
- 1.1.2. The fraternity is founded on four pillars: networking, enthusiasm, service, and transformation, which represent “NEST.” In conjunction with the four pillars, the fraternity is also founded upon three values: respect, integrity, and grit, which represent “RIG.”
- 1.1.3. Risk is defined as conduct unbecoming of this professional fraternity. If a member is deemed to have breached the Constitution or Chapter code of conduct, the member of the fraternity will be sent to the ethics committee. 2

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1.2. Section 2: Recruitment

- 1.2.1. The Director of Recruitment must canvas, table, and post flyers across campus to garner interest before rush begins.
- 1.2.2. Once rush begins, the Director of Recruitment must host at least three recruiting events to reach out to potential members.
- 1.2.3. The Director of Recruitment will establish minimum attendance requirements for these events. These standards will be communicated to the rest of the executive board and potential recruits.
- 1.2.4. The Director of Recruitment will use listservs to send out recruitment material, expand social media presence beyond IG (such as Facebook, Twitter, LinkedIn, etc.), and make a recruitment video.
- 1.2.5. The Director of Recruitment will create a tabling spreadsheet where members can sign up and give out KOA promotional materials to potential new members

1.3. Section 3: Bid Process

- 1.3.1. The bid process will be conducted by the members of the executive board and the members of the rush committee.
- 1.3.2. The extension of bids for membership to the fraternity will be determined based on the following criteria: attendance, resume of the potential member, and personal characteristics as they relate to the fraternity's four pillars and three values.
- 1.3.3. After the process detailed above, the executive board and recruitment committee will determine who will be extended an interview and then notify them. The executive board must also set a date for the interviews. If a potential new member is unavailable that day, they may do a phone interview or reschedule for a convenient date.
- 1.3.4. Following interviews for potential new members, the executive board and the recruitment committee again evaluate potential new members on the criteria listed above and their performance during the interview.
- 1.3.5. The executive board and the recruitment committee will then decide which potential new members will be offered a bid. This decision will be made by consensus or by majority vote if consensus cannot be reached. The executive board will then extend bids to the selected potential new members.
 - 1.3.6. Potential new members who receive a bid may do one of the following:
 - 1.3.6.1. Accept their bid. They will enter the pledging process.
 - 1.3.6.2. Reject their bid. They will still have the option to rush again next semester.
 - 1.3.6.3. Defer their bid. They will be able to automatically join the pledging

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process the following semester. Deferring is only an option once.

1.4. Section 4: Pledge Process

1.4.1. The duration of the pledge process, number of meetings, and content of meetings will be determined by the Director of Pledge Education.

1.4.2. Pledges must learn the pillars and values of the fraternity. They will also be educated on the fraternity's ethics policies, history, and communication standards.

1.4.3. Excused absences for pledge meetings are given at the discretion of the Director of Pledge Education.

1.4.4. Pledges are welcome at other fraternity events but are not required to attend.

1.4.5. The pledge class may vote on someone to represent them, titled Pledge Representative. The Pledge Representative may join the pledge committee at the discretion of the Director of Pledge Education.

1.4.6. At the end of the pledge process, the pledge committee will review the status of pledges and determine if they have met the requirements to become initiated. While reviewing pledges, the committee may take into account pledge requirements along with the pillars and values listed in 1.1.2. The Director of Pledge Education may ask for the executive board to give input at this stage.

1.4.7. Pledges that have violated the fraternity's pillars or values or failed to satisfy pledge requirements will not be eligible for initiation.

1.4.8. If a pledge withdraws during the pledge process, they may be offered a deferral option by the executive board and pledge committee.

1.4.9. The initiation ceremony will be planned and executed by the executive board and pledge committee. It will follow a secret tradition handed down from past executive boards. Pledges that are initiated become members of the fraternity.

1.5. Section 5: Points and Membership Status

1.5.1. Members of the fraternity are expected to meet point requirements each semester. The executive board will determine point categories and the number of points in each required for active membership each semester. Point requirements will be announced at the first chapter meeting of each semester.

1.5.2. The executive board will determine what events qualify for each point category and when all point submissions are due. These standards will be clearly communicated to members.

1.5.3. There are four membership statuses:

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1.5.3.1. Active status. This member pays full dues and meets all point requirements. In order to get honor cords for graduation, a member

- must be active the semester before graduation.
- 1.5.3.2. Associate status. This member pays full dues, but fails to meet all point requirements.
 - 1.5.3.3. Inactive status. This member does not pay dues or meet point requirements. They are not invited to fraternity events. In order to be inactive, a member must notify the Secretary of their intent before the end of the add/drop period for that semester or by the process described in 1.5.5.
 - 1.5.3.4. Probationary status. This status is assigned to a member by the ethics committee or by the process described in 1.5.6. A member with this status is under review by the ethics committee. Their admittance to fraternity events may be restricted as determined by the ethics committee. Additional information may be found in 4.2.
- 1.5.4. Until the deadline to submit points, all non-probationary members that have paid dues are considered active.
 - 1.5.5. A member that pays dues with the intention of being an active or associate member has four weeks from the dues deadline to change their membership status to inactive. They must notify the Secretary and Treasurer of their intent and will receive a refund equalling 50% of their paid dues.
 - 1.5.6. If a member finishes two consecutive semesters with either an associate or inactive membership status, they will be assigned probationary member status at the beginning of the next semester.
 - 1.5.7. Newly initiated members are not expected to complete point requirements the semester they are inducted. They are considered active for the rest of that semester.
 - 1.5.8. A member may disaffiliate from the fraternity at any time. They must send a written statement to the Secretary of their intent to disaffiliate.

2. Article II: Executive Board

2.1. Section 1: Executive Board Responsibilities

2.1.1. The executive board positions are President, Vice President, Secretary, Treasurer, Director of Professional Development, Director of Philanthropy and Service, Director of Recruitment, Director of Pledge Education, Director of Member Interaction, Director of Diversity and Inclusion, and Director of Fundraising. Each member is elected and must work together to advise the fraternity in its operations.

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2.1.2. All members of the executive board will be elected according to Article III.

2.1.3. A faculty member of the University of Maryland will be selected to serve as the fraternity's advisor. The advisor will assist the executive board and with the

general functions of the fraternity.

2.1.4. Executive board members are expected to serve as model members for the rest of the chapter. As such, they will complete all point requirements and achieve active membership status for each semester they serve on the board.

2.1.5. All board members will have the following responsibilities to ensure the fraternity works at full capacity:

2.1.5.1. Bid review. Interviews for potential members will be conducted by all executive board members. The executive board will also work with the recruitment committee to decide who will be offered a bid.

2.1.5.2. Assist the Director of Pledge Education with reviewing pledges and initiation eligibility.

2.1.5.3. Execute initiation traditions.

2.1.5.4. Assist the ethics committee with their duties.

2.1.5.5. Establish committees and appoint members to committees.

2.1.5.6. Attend at least 75% of executive board meetings. The President has the sole authority to grant or deny absence requests.

2.1.5.7. Ensure the fraternity follows its pillars, values, and preamble of this Constitution.

2.1.5.8. The executive board reserves the right to make any additional decisions needed for fraternity functions. Any additional decisions can be made by a simple majority vote of the executive board and are subject to review by the advisor.

2.2. Section 2: Individual Executive Duties

2.2.1. The President has the following responsibilities:

2.2.1.1. Act as the chief officer of the fraternity and all rituals.

2.2.1.2. Serve as the official spokesperson for the fraternity.

2.2.1.3. Schedule, lead, and set the agenda for executive and chapter meetings.

2.2.1.4. Oversee all committees and director positions.

2.2.1.5. Assist the elections chair with conducting elections as necessary.

2.2.1.6. Conduct executive board evaluations and attendance reviews.

2.2.1.7. Chair the ethics committee.

2.2.1.8. Perform other duties as needed for the fraternity.

2.2.2. The Vice President has the following responsibilities:

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2.2.2.1. Execute all duties pertaining to the President if the President is unable to do so.

2.2.2.2. Act as temporary President if the President cannot fulfill their duties due to resignation, impeachment, removal, ill health, or

death until new elections can be held in accordance with Article

III.

- 2.2.2.3. Oversee all alumni communications and maintain all alumni records.
- 2.2.2.4. Update and maintain the fraternity website.
- 2.2.2.5. Organize and record senior biographies.
- 2.2.2.6. Document a written history of the fraternity.
- 2.2.2.7. Ensure all applicable events are recorded or photographed by the Historian.
- 2.2.2.8. Chair the branding and external relations committee.
- 2.2.2.9. Perform other duties as needed for the fraternity.
- 2.2.3. The Secretary has the following responsibilities:
 - 2.2.3.1. Record all minutes at meetings of the fraternity.
 - 2.2.3.2. Maintain the Constitution and enter amendments into the record.
 - 2.2.3.3. Manage the point system and membership statuses.
 - 2.2.3.4. Report disaffiliations and resignations to the executive board.
 - 2.2.3.5. Reserve rooms for meetings and other fraternity events.
 - 2.2.3.6. Manage email listservs and the OrgSync page.
 - 2.2.3.7. Record attendance at events.
 - 2.2.3.8. Communicate any attendance issues with members and the executive board.
 - 2.2.3.9. Maintain the fraternity calendar.
 - 2.2.3.10. Perform other duties as needed for the fraternity.
- 2.2.4. The Treasurer has the following responsibilities:
 - 2.2.4.1. Manage all funds of the fraternity.
 - 2.2.4.2. Record all financial transactions.
 - 2.2.4.3. Propose semesterly budgets.
 - 2.2.4.4. Distribute funds for necessary events.
 - 2.2.4.5. Accept fiduciary responsibility to the fraternity and its members.
 - 2.2.4.6. Collect dues from members and pledges.
 - 2.2.4.7. Reimburse all members, pledges, and other people for fraternity expenses in a timely manner as applicable.
 - 2.2.4.8. Perform other duties as needed for the fraternity.
- 2.2.5. The Director of Professional Development has the following responsibilities:
 - 2.2.5.1. Organize and execute professional events for members of the fraternity.
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 - 2.2.5.2. Maintain good relationships with professional contacts of the fraternity.
 - 2.2.5.3. Maintain any professional development contracts of the fraternity.
 - 2.2.5.4. Offer professional development resources and services to members.
 - 2.2.5.5. Manage a professional mentorship program.
 - 2.2.5.6. Chair the professional development committee.

- 2.2.5.7. Perform other duties as needed for the fraternity.
- 2.2.6. Director of Philanthropy and Service. The Director of Philanthropy and Service has the following responsibilities:
 - 2.2.6.1. Manage the fraternity's philanthropic efforts.
 - 2.2.6.2. Fundraise for philanthropic efforts.
 - 2.2.6.3. Organize and execute service events.
 - 2.2.6.4. Chair the philanthropy and service committee.
 - 2.2.6.5. Perform other duties as needed for the fraternity.
- 2.2.7. The Director of Recruitment has the following responsibilities:
 - 2.2.7.1. Organize and execute recruitment events.
 - 2.2.7.2. Coordinate visibility efforts to increase recruitment.
 - 2.2.7.3. Chair the recruitment committee.
 - 2.2.7.4. Perform other duties as needed for the fraternity.
- 2.2.8. The Director of Pledge Education has the following responsibilities:
 - 2.2.8.1. Manage the pledge process and execute all relevant events.
 - 2.2.8.2. Develop content for pledge meetings.
 - 2.2.8.3. Oversee the appointment of the Pledge Representative.
 - 2.2.8.4. Record pledge attendance.
 - 2.2.8.5. Coordinate the big-little program.
 - 2.2.8.6. Coordinate pledge-specific ceremonies including initiation.
 - 2.2.8.7. Review the status of pledges and help determine eligibility for initiation.
 - 2.2.8.8. Chair the pledge committee.
 - 2.2.8.9. Perform other duties as needed for the fraternity.
- 2.2.9. The Director of Member Interaction has the following responsibilities:
 - 2.2.9.1. Develop the social network of the fraternity.
 - 2.2.9.2. Create opportunities for members to interact with other members, pledges, and potential recruits.
 - 2.2.9.3. Organize and execute social events.
 - 2.2.9.4. Help organize and execute special ceremonies as applicable, including an end of semester celebration.
 - 2.2.9.5. Help plan and execute activities for pledge and chapter meetings as applicable.
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 - 2.2.9.6. Set appropriate point requirements for admittance to member interaction events.
 - 2.2.9.7. Chair the member interaction committee.
 - 2.2.9.8. Perform other duties as needed for the fraternity.
- 2.2.10. The Director of Diversity and Inclusion has the following responsibilities:
 - 2.2.10.1. Manage the fraternity's diversity and inclusion efforts.

2.2.10.2. Organize and execute diversity and inclusion events.

2.2.10.3. Report on the status of diversity and inclusion within the chapter.

2.2.10.4. Promote diversity and inclusion during all fraternity activities as applicable, including recruitment, the pledge process, and elections.

2.2.10.5. Chair the Diversity and Inclusion Committee.

2.2.10.6. Designate committee member within the Diversity and Inclusion Committee responsible for Black Lives Matter advocacy.

2.2.10.7. Perform other duties as needed for the fraternity.

2.2.11. The Director of Fundraising has the following responsibilities: 2.2.11.1.

Facilitate fundraising goals and organize successful fundraising events 2.2.11.2.

Oversee and coordinate fundraising strategies within the chapter 2.2.11.3.

Report all revenue generated at fundraising events to the Treasurer 2.2.11.4.

Identify potential donors

2.2.11.5. Chair the Fundraising Committee

2.2.11.6. Perform other duties as needed for the fraternity

2.3. Section 3: Impeachment, Succession, and Vacancies

2.3.1. Impeachment claims will be based on an executive board member's failure to complete their assigned responsibilities or abide by the Code of Conduct. 2.3.2.

Impeachment claims must be sent to the ethics committee for review. Additional information may be found in 4.2.

2.3.3. In the event that the President resigns, is impeached, or is otherwise unable to fulfill their role, other executive board members will vacate their role and assume the role of President according to the following order of succession: Vice President, Secretary, Treasurer, Director of Professional Development, Director of Philanthropy and Service, Director of Recruitment, Director of Pledge Education, Director of Member Interaction, Director of Diversity and Inclusion, and Director of Fundraising.

2.3.4. In the event that any other executive board member resigns, is impeached, assumes the role of President, or is otherwise unable to fulfill their role, their seat will be considered vacant.

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2.3.5. Vacant seats on the executive board will be filled according to the following procedure:

2.3.5.1. The President will collect applications for the vacant position.

2.3.5.2. The President will present a candidate to the executive board for a majority vote of approval. The President will continue to present candidates until one is approved.

2.3.5.3. Any filled vacancy is subject to review by the advisor.

2.3.5.4. Any non-probationary member of the fraternity is eligible to apply.

2.3.5.5. Vacancies will be filled in a timely manner.

3. Article III: Elections

3.1. Section 1: Elections Chair

3.1.1. Executive board elections will be managed by a member of the executive board that is planning to graduate or disaffiliate following the current semester. In the event that there are no executive board members that satisfy that condition, a non-candidate member from the ethics committee will be selected to manage elections. If no executive board or ethics committee members satisfy these conditions, the advisor will manage elections. The person managing elections will be known as the elections chair.

3.1.2. The elections chair has the following responsibilities:

3.1.2.1. Develop nomination and candidacy forms and set due dates.

3.1.2.2. Prepare ballots for the election.

3.1.2.3. Chair the portion of the meeting in which voting takes place.

3.1.2.4. Determine any additional rules for elections as deemed necessary and approved by the advisor.

3.2. Section 2: Procedure

3.2.1. Executive board elections will be completed in the order of succession of the executive board positions.

3.2.2. Elections for the executive board must be conducted at least two weeks before the Spring Commencement Ceremonies.

3.2.3. Any non-probationary member of the fraternity is eligible to declare candidacy.

3.2.4. Candidates must declare their intent to run prior to the meeting with elections.

3.2.5. Candidates must be planning and eligible to return to the University of Maryland for the entire succeeding academic year.

3.2.6. Elections will be conducted as follows:

3.2.6.1. Each candidate will be allotted three minutes to speak. After the three minutes have finished or the candidate is finished speaking,

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there will be time for questions to be asked by any member of the chapter.

3.2.6.2. After all candidates for each executive board position have spoken, all active members of the chapter will vote via a secret ballot.

3.2.6.3. If there is one candidate for a position, members will choose between that candidate and a no confidence option. If the candidate receives a majority of votes cast, they are elected. If there is a tie with the no confidence option, a re-vote will occur.

- 3.2.6.4. If there are two candidates for a position, members will choose between those two candidates and a no confidence option. If no candidate receives a majority of votes on the first ballot, there will be a re-vote. If no candidate receives a majority of votes on the re-vote, a second re-vote will be taken, but the standard of winning moves from majority approval to plurality approval. If a tie occurs at this point, a re-vote will be taken with the plurality approval standard.
- 3.2.6.5. If there are three or more candidates for a position, members will use a preferential ballot between all the candidates and a no confidence option. If a candidate receives a majority of top preference votes on the first ballot or on any re-vote ballot, they are elected. If no candidate receives a majority of top preference votes, then preferences will be totaled up and the top two most preferred candidates will advance to the next round of voting. If a tie in preferences occurs in such a way that the top two candidates are unable to be determined, a re-vote will occur.
- 3.2.6.6. In the event that a position cannot be filled for any reason during the designated election time, the executive board may decide to delay the election for that position until a candidate is found or appoint the position prior to the start of the next semester.
- 3.2.6.7. Candidates may not vote on the position for which they are running.
- 3.2.6.8. The advisor and the elections chair will count the votes. If the advisor cannot be present on the day of the election, another non-candidate member from the ethics committee will be granted permission to help count votes.

4. Article IV: Committees

4.1. Section 1: Establishment

- 4.1.1. The executive board will establish committees on a semesterly basis by a simple majority vote and also determine the following:
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- 4.1.1.1. Purpose and responsibilities for the committee.
- 4.1.1.2. Leadership for the committee. If an executive board member is not appointed to serve as chair, then the executive will vote to appoint a member as chair.
- 4.1.1.3. Membership for the committee.
- 4.1.1.4. Length of time the committee will remain active.
- 4.1.2. Committee functions are internal and are the responsibility of the committee

chair.

4.1.3. If a committee is failing to meet its purposes and responsibilities, it will be subject to review by the executive board.

4.2. Section 2: Ethics Committee

4.2.1. The fraternity will have a permanent standing committee on ethics for the intent of evaluating ethical disputes regarding members of the fraternity. The ethics committee may not be dissolved.

4.2.2. The President will serve as chair of the ethics committee and the committee will be composed of exactly four additional members not on the executive board. If the President is the subject of investigation, the committee will be chaired by the next eligible executive board member in the line of succession for that investigation.

4.2.3. This Constitution and the Code of Conduct will guide the decisions of the ethics committee.

4.2.4. The ethics committee will take cases according to the following procedure:

4.2.4.1. Ethics violations, constitutional violations, and impeachment claims must be reported through email.

4.2.4.2. All potential new members, pledges, and members can send a report.

4.2.4.3. Executive board members are expected to direct discovered potential ethics abuses to the committee.

4.2.4.4. The committee will review cases of probationary membership as assigned by 1.5.6.

4.2.5. Upon receiving a claim, the committee will determine whether they will review a case.

4.2.6. If a case is reviewed, resolutions and sanctions will be determined on a case-by-case basis.

4.2.6.1. Decisions must be made by a $\frac{2}{3}$ vote of the committee.

4.2.6.2. The ethics committee may assign a membership status as a resolution or temporary sanction. Members assigned probationary status in this way or by 1.5.6 will continue to have their case reviewed until an alternative resolution or sanction is determined.

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4.2.6.3. If the ethics committee recommends expulsion or impeachment as a sanction, that decision must be presented at the next chapter meeting. That action must be approved by a $\frac{2}{3}$ vote of active members present at that chapter meeting.

4.2.6.4. The ethics committee may make other resolutions or sanctions as deemed appropriate by the committee. These decisions are subject to review by the advisor.

4.2.7. Extreme issues outside of the jurisdiction of the fraternity will be reported to the proper authorities, such as the University of Maryland or law

enforcement.

4.2.8. All incidents and decisions will be relayed to the advisor and to the national headquarters or governing body of Kappa Omega Alpha.

5. Article V: Compliance

5.1. Section 1: Non-Discrimination

5.1.1. No membership or lack thereof into this fraternity will be based on “race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class,” per University of Maryland policy.

5.2. Section 2: Anti-Hazing

5.2.1. No member may directly or indirectly haze another member of this Fraternity or person in general with or without their consent. Hazing includes but is not limited to “any initiation or behavior that involves humiliation, harassment or abuse,” per University of Maryland policy.

5.3. Section 3: Abide by University Policies

5.3.1. Kappa Omega Alpha understands and is committed to fulfilling its responsibilities of abiding by University of Maryland policies.

6. Article VI: Amendments

6.1. Section 1: Proposal and Voting Procedures

6.1.1. Any member may propose an amendment to this Constitution during a chapter meeting.

6.1.2. All members present at that chapter meeting may take part in discussion of the proposed amendment.

6.1.3. Only active members may vote on the proposed amendment.

6.1.4. The proposed amendment must pass by a $\frac{2}{3}$ vote.

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6.1.5. If a proposed amendment fails to pass, no amendment containing information of a similar nature can be proposed until one month has passed since the failed proposal.

7. Article VII: Ratification

7.1. Section 1: Ratification Process

7.1.1. This Constitution must be proposed at a chapter meeting.

7.1.2. This Constitution must be ratified by a $\frac{2}{3}$ vote of active members present at that chapter meeting.

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Constitution of the Gamma Chapter of Kappa Omega Alpha, as ratified and amended:

May 3, 2018

May 2, 2019

February 20, 2020

March 5, 2020

February 4, 2021

May 6, 2021

April 14, 2022

April 20, 2023