



## National Bylaws

AMENDED: January 26, 2014

The *Bylaws of Gamma Alpha Omega* set forth the policies of the national organization regarding government, structure, duties of national volunteers, finances, collegiate and alumnae chapter government, membership and other areas. Every chapter and every member of Gamma Alpha Omega must abide by our bylaws. Proposed amendments to the national bylaws must be presented at least 90 days preceding a National Executive Board meeting to the National President. Changes in the national bylaws may be made at a National Executive Board meeting by a two-thirds vote of the National Executive Board.

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## BYLAWS OF GAMMA ALPHA OMEGA

### ARTICLE I. NAME

The name of this organization shall be Gamma Alpha Omega Sorority, Inc., and it shall in addition to or in place of its corporate name alternately be known as and operate as the "Gamma Alpha Omega Sorority" and/or "Gamma Alpha Omega" (herein variously referred to as one (1) or more above, or "the Sorority").

### ARTICLE II. HEADQUARTERS

The headquarters and management of the organization shall be located in Tempe, Arizona in the County of Maricopa. The corporation may establish additional offices at any location as deemed necessary by the National Executive Board.

### ARTICLE III. PURPOSE

#### Section 1. Vision

To be an innovative and international leader in the Greek Community, renowned for outstanding and diverse undergraduate chapters, prestigious and engaged alumnae, developing strong leaders and providing a lifelong sisterhood.

#### Section 2. Mission

A Latina-founded, multicultural organization that exists to:

- Increase the number of women with a college education and advanced degrees.
- Provide mentors for youth, women and under-represented communities.
- Enhance the individual leader in each member.
- Provide a family of lifelong support for sisters who live their lives by the pillars of Honesty, Integrity, Leadership, Scholarship and Unity.

### ARTICLE IV. ORGANIZATION

Gamma Alpha Omega Sorority, Inc. shall be comprised of (1) The National Executive Board (2) collegiate chapters and (3) alumnae chapters, the members of which shall meet the qualifications as stated in these Bylaws.

### ARTICLE V. GOVERNING DOCUMENTS

The Bylaws of Gamma Alpha Omega Sorority, Inc. shall be the supreme regulatory document for the Sorority. Any bylaw, regulation, legislation or resolution of any chapter of the Sorority in conflict with any of the foregoing shall be null and void.

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## ARTICLE VI. MEMBERSHIP

### Section 1. Membership Requirements

- 1) Membership in the Sorority shall be limited to women who have been activated into the Sorority through the membership intake process.
- 2) A woman who shall be willing and able to commit themselves to uphold the standards and ideals of Gamma Alpha Omega, to accept the principle that membership in the Sorority is for life; and to cooperate to the utmost in the responsibilities pertaining thereto.
- 3) No person who is or has been an activated member of any Greek lettered organization, except honorary and professional organizations, shall be eligible for membership in Gamma Alpha Omega.
- 4) Any woman who is otherwise qualified in accordance with the National Bylaws, Standing Rules, *Policies & Procedures*, National NALFO policies, University policies, and the rules of any local Greek Council, which are applicable, and conforms to the ideals of Gamma Alpha Omega, shall be eligible for membership therein regardless of race, religion, national origin or sexual orientation.

### Section 2. Classification of Membership

- 1) Collegiate Membership. Collegiate Membership may be conferred upon any female student who meets the requirements set forth in the preceding section, who has obtained the required scholarship standing, who is an enrolled college student (as defined by and permitted by her college or university) at a university or college of higher education which has four (4) year programs of study awarding bachelor degrees, and having a duly constituted chapter of the Sorority, and who is not a member of any existing social or service sorority or fraternity.
  - a) Prospective Active. All Prospective Actives affiliating during the intake process or otherwise shall be considered candidates for collegiate membership and be referred to alternatively as "Prospective Actives" and their rights, privileges, and duties to act shall be subject to the National Bylaws, Standing Rules, *Policies & Procedures*, National and Local NALFO policies, University policies, and policies enacted by the chapter.
    - i) Eligibility. A woman who has completed one term as a registered full-time student, as defined by the college or university, must have a minimum 2.50 cumulative grade point average (on a 4.0 scale) or the equivalent scholastic average on her campus to be eligible for membership in Gamma Alpha Omega.
  - b) Active Member. An Active Member shall be defined as a collegiate member who is duly activated and in good standing with the Sorority and their local chapter.

- c) Inactive Member. An Inactive Member does not meet the eligibility requirements to be Active due to grade point average, bad standing, or falling below six credit hours or are members who meet the requirements, but choose not to be active with the chapter. Inactive Members will have restrictions as outlined in the *Policies & Procedures*.
- 2) Alumnae Membership. Alumnae Membership shall consist of Activated members who have received a bachelor's degree and Alumnae Initiates.
- a) Active Alumna. An Active Alumna shall be an alumna member in good standing with the Sorority.
  - b) Inactive Alumna. An Inactive Alumna shall be an alumna member not in good standing. Inactive Alumna members will have restricted membership privileges as outlined in the *Policies & Procedures*.
  - c) Alumnae Initiates. Alumnae Initiates shall be any woman activated into the Sorority who was previously not activated into another Greek Lettered organization, who is not a collegian, but has completed a bachelor's degree, is deemed worthy of membership according to the standards and ideals of the Sorority, and who has completed the Graduate Intake Program. Alumnae Initiates shall have all the rights, privileges, and responsibilities of alumnae members.
- 3) Member at Large. Member at Large shall be a member who chooses to discontinue her studies at her current institution for documented reasons and does not meet the requirements for collegiate or alumna membership but continues as a member of the national sisterhood. Members at Large shall have rights and responsibilities outlined in the *Policies & Procedures*.
- a) Active Member at Large. Active Member at Large shall be a member in good standing with the Sorority.
  - b) Inactive Member at Large. Inactive Member at Large shall be a member not in good standing. Inactive Members At Large will have restricted membership privileges as outlined in the *Policies & Procedures*.

### **Section 3. Special Designation**

- 1) National Founder and Charter. National Founder and Charter shall be a member who is recognized as an originator and founder of the Sorority. National Founders and Charters shall be held at the highest distinction for having founded the Sorority. National Founders and Charters shall have rights and responsibilities outlined in the *Policies & Procedures*.

- 2) Honorary Membership. Honorary Membership shall be granted to women who have gained national and/or international recognition as scholars or community leaders and who have contributed significantly to the ideals and purposes of the Sorority. Honorary members shall be considered a member of all chapters within the Sorority. Honorary members shall have rights and responsibilities outlined in the *Policies & Procedures*.

#### **Section 4. Transfer of Membership**

- 1) Members may transfer membership from one chapter to another.
- 2) Upon transfer, the member shall assume the rights and responsibilities as a member of the new chapter and surrender all membership privileges granted under the previous chapter.

#### **Section 5. Members in Good Standing**

To maintain a position of good standing members must have paid all dues within the sorority's fiscal year, have a signed Non-Disclosure and Confidentiality Agreement (NDCA) on file, and comply with the National Bylaws, Standing Rules, *Policies & Procedures*, National and Local NALFO policies, University policies and other governing documents of the Sorority.

#### **Section 6. Membership Termination**

The National Standards Review Board shall have the authority to terminate a Sorority Membership in accordance with the process established in the *Policies & Procedures*. The member shall have rights and privileges revoked immediately and shall relinquish any and all documents and assets that belong to the Sorority. The Member shall have the right to appeal such termination in accordance with the *Policies & Procedures*. The National Standards Review Board will make the final decision to revoke membership privileges of any member.

#### **Section 7. Membership Resignation**

Any member may resign upon giving written notice to the National Office. Upon resignation member shall have rights and privileges revoked immediately and shall relinquish any and all documents and assets that belong to the Sorority.

### **ARTICLE VII. HOUSE OF DELEGATES (HOD)**

#### **Section 1. Definition**

The House of Delegates (HOD) shall serve as a body of members, representative of the entire organization. Members of the House of Delegates serve as an important communication, policy, and membership link between the National Executive Board and membership. The House of Delegates representative is a source of information on activities, programs, and policies of the Sorority.

## **Section 2. Meetings**

- 1) Regular Meeting. The regular meeting of the House of Delegates shall be held at such time and place as shall be determined by the National Executive Board. The regular meeting shall be for the purpose of holding an election, and conducting such other business as may properly come before the House of Delegates.
- 2) Special Meeting. A special meeting may be called by majority vote of the National Executive Board in a meeting or may be called upon written request of a majority of the House of Delegates of the Sorority.
- 3) Notice of Meeting. Notice of any meeting, regular or special, shall be given via official sorority channels of communication. The National Executive Board shall be responsible for notifying all collegiate and alumnae chapters and all other persons entitled to vote at such meetings. Such notice shall state the time and place of the meeting and shall be communicated no less than thirty (30) days prior to the date thereof.
- 4) Quorum. A majority (50 percent plus 1) of the voting members of the House of Delegates shall constitute a quorum for the transaction of business at any regular or special meeting.

## **Section 3. Voting Body**

The voting body of the House of Delegates shall consist of:

- 1) One (1) voting member from each collegiate chapter.
- 2) One (1) voting member from each alumnae chapter.
- 3) No person may serve as delegate in more than one (1) capacity.

## **Section 4. Power**

The House of Delegates shall be vested with the following duties in addition to other duties that may be given in these Bylaws:

- 1) Elect the National Executive Board.
- 2) Approve nominees for Honorary Membership.
- 3) Approve the establishment of collegiate chapters.
- 4) Relate membership views and suggestions, particularly those related to implementation of Sorority policy positions, to the appropriate Sorority, governing body, or executive staff.
- 5) Advocate membership views.
- 6) Attend and report highlights of House of Delegates meetings to membership.

### **Section 5. Inspection Rights**

The House of Delegates shall have the right to request in writing, an inspection of financial statements, records, and other materials of this corporation from the National Executive Board.

## **ARTICLE VIII. NATIONAL CONVENTIONS**

- 1) The National Executive Board shall determine the date, time, and place. The purposes shall be to receive reports, provide leadership training, and to conduct such other business as may properly come before the House of Delegates.
- 2) Cancellation of National Convention. In cases of emergency, the National Executive Board, by a unanimous vote, taken either with or without a meeting, may cancel a National Convention, in which case it shall become the duty of that National Executive Board to call a special meeting of the House of Delegates.

## **ARTICLE IX. NATIONAL OFFICE**

### **Section 1. Officers**

- 1) National Executive Board. The National Executive Board shall consist of the following positions: National President, Vice President, Vice President of Communications, Vice President of Finance, Vice President of Alumnae Affairs, Vice President of Collegiate Affairs, Vice President of Programming, Vice President of Standards, and Vice President of Expansion.
- 2) National Administration. The National Administration shall be comprised of positions and duties as defined in the *Policies & Procedures*.

### **Section 2. Eligibility**

- 1) National Executive Board
  - a) Must be an Active Alumna.
  - b) Must be or in progress of becoming a member of the National Alumnae Association.
  - c) Members shall not hold more than one Board position at a time.
- 2) National Administration
  - a) Must be either an Active Alumnae or Active Member at Large.

### **Section 3. Term of Office**

- 1) National Executive Board
  - a) Shall serve a three (3) year term.
- 2) National Administration
  - a) Shall serve a two (2) year term.

- 3) Any National Office member shall be limited to two (2) consecutive terms per position.

#### **Section 4. Selection**

A Selection Committee shall be created, consisting of sitting members of the National Executive Board not running for re-election and active members of the sorority.

- 1) The Selection Committee Chair shall be selected by the National Executive Board.
- 2) The selection process shall be completed at least ninety (90) days before the end of the current term.
- 3) The Selection Committee shall solicit applicants, review applications, interview applicants and make final recommendations to the House of Delegates for a final decision.
- 4) The National Administration and Regional Directors will be appointed by the National Executive Board.

#### **Section 5. Vacancies**

Vacancies occurring between the House of Delegates meetings shall be filled by the National Executive Board.

#### **Section 6. Powers**

The executive and administrative duties shall be vested in the National Executive Board. The National Executive Board will be responsible for the well-being of the organization and are subject to provision limitations of the Local, State and Federal Law, Articles of Incorporation, non-profit status, and of these Bylaws. The Predominate objectives are goal setting, planning, policy development, resource development, corporate supervision, evaluation, decision-making, including but not limited to:

- 1) Shall maintain Sorority non-profit status 501(c)(7).
- 2) Shall manage the property, business matters, and affairs of the corporation.
- 3) Shall supervise and manage the Sorority, determine policies and changes therein, carry forward its objectives, and monitor the collection and disbursement of funds.
- 4) Shall enforce the Bylaws of the Sorority, the Bylaws and polices set forth by the National Association of Latino Fraternal Organizations (NALFO), local college or university rules, and the rules of any local Greek Council.
- 5) Shall appoint, or approve the appointment of, standing and special committees, chairpersons, and administrative positions to support the National Executive Board.
- 6) Shall submit reports to the House of Delegates annually.
- 7) Manage all aspects related to preferred vendors that sell and distribute sorority merchandise and approve all new sorority merchandise developed.

## **Section 7. Duties**

### **NATIONAL PRESIDENT**

The National President shall have general supervision over the work of the sorority ensuring effective action of the National Executive Board in governing and supporting the organization. She is responsible for ensuring the board focuses on its strategic planning function, its legal and fiduciary responsibilities and its policy setting function. The National President shall preside over the House of Delegate and at all sessions of the National Executive Board. She shall serve as the NALFO delegate. The National President is responsible for all committee appointments through the established processes and the appointment of a parliamentarian to serve over the House of Delegates, subject to the approval of National Executive Board. She shall perform other duties as assigned.

### **VICE PRESIDENT**

The Vice President shall perform the duties of the National President in the event of her absence. She shall serve as an ex officio member of all committees, including the nominating committee. She shall perform other duties as assigned.

### **VICE PRESIDENT OF COMMUNICATIONS**

The Vice President of Communications shall act as and perform the duties of secretary of the Corporation and shall be considered the corporate secretary in any case where such a designation may be required. She shall be responsible for accurate record keeping of the proceedings of the House of Delegates and record minutes of the National Executive Board meetings. She shall attend to the general correspondence of the House of Delegates and general administration responsibilities of the National Executive Board. She shall oversee the publications and communications of the sorority and shall direct the public relations program of the sorority, including the website, social media, and other technology-based communications. She shall perform other duties as assigned.

### **VICE PRESIDENT OF FINANCE**

The Vice President of Finance shall direct all finances of the sorority. She shall act as and perform the duties of treasurer of the Corporation and shall be considered the corporate treasurer in any case where such a designation may be required. She shall be responsible for seeing that all funds of the Sorority are collected, deposited and disbursed under the direction of the National Executive Board. She shall prepare a budget for presentation to the National Executive Board for its approval. She shall prepare a report on the financial condition of the

Sorority for the House of Delegates and/or the National Executive Board. The Vice President of Finance shall serve as chairman of the finance committee and shall perform other duties as assigned.

#### VICE PRESIDENT OF ALUMNAE AFFAIRS

The Vice President of Alumnae Affairs shall be responsible for all matters pertaining to the promotion, organization, and general welfare of the alumnae membership. She shall oversee alumna recruitment and extension programs and ensure quality alumnae programming. She shall supervise the work of the officers in charge of alumnae chapters. She shall perform other duties as assigned.

#### VICE PRESIDENT OF COLLEGIATE AFFAIRS

The Vice President of Collegiate Affairs shall supervise all matters concerning the operations and functioning of the college chapters and colonies, and supervise the work of the officers in charge of college chapters and colonies. She shall direct the Standards of Excellence program and administer national policy pertaining to collegiate chapters. She shall perform other duties as assigned.

#### VICE PRESIDENT OF PROGRAMMING

The Vice President for Programming shall be responsible for the development and implementation of educational and social programming for chapters and coordinates revisions for handbooks and other resources. She shall be responsible for all educational training and national training programs. She shall supervise the work of all officers in the area of program development. She shall perform other duties as assigned.

#### VICE PRESIDENT OF STANDARDS

The Vice President of Standards shall be responsible for the development and implantation of the Sorority's National Policies; she shall coordinate revisions for the policy handbook and other resources. She shall be responsible for the educational training on updated policies. She shall serve as the Sorority's Standards Officer and will oversee the National Judicial Review Board.

#### VICE PRESIDENT OF EXPANSION

The Vice President of Expansion shall oversee the planning, promotion and organization of all matters pertaining to collegiate chapter extension of the Sorority. She shall be responsible for

the extension process of colonies including the cultivation, presentation, colonization and installation and oversee the work of the officers responsible for collegiate extension. She shall perform other duties as assigned. She works with an extension team to identify new expansion opportunities for the organization.

### **National Administration**

**Executive Director** - Serves as the chief executive of the Sorority and has the primary staff responsibility to lead and manage the work of the Sorority in alignment with its purpose and guiding principles. She works with National Executive Board under the supervision of the National President in the formation of the Sorority's future direction, policies and procedures to achieve its goals.

**Director of Marketing** - Coordinates and performs all tasks relating to the production of high-quality printed and electronic media. Maintains and updates website(s) and social media accounts. Reports to the Vice President of Communications.

**Director of Member Services** - Maintains accurate membership records; performs data entry; produces reports and statistics. Reviews all requests received through the general inbox and responds or forwards as appropriate. Reports to the Vice President of Communications.

**Director of Chapter Finance** - Supervises all efforts to ensure collegiate chapters are in compliance with national policy and IRS guidelines, to assist with chapter finances. She also tracks vendor royalties, as well as marketing new licensed items through publications and advertisements. Reports to the Vice President of Finance.

**Director of Chapter Operations** - Responsible for supervising activities of collegiate chapters and the implementation and execution of chapter development efforts. She shall assist in directing, teaching, advising, and consulting with chapter members in the areas of recruitment and chapter operations. She shall also produce collegiate chapter resources. Reports to the Vice President of Collegiate Affairs.

**Director of New Colonies and Chapters** - Responsible for the success of new colonies and the stability of newly installed chapters. She collaborates with the Vice President of Expansion on recruitment planning and colony marketing, coach's colony members and advisors on skills to meet installation goals, and works to ensure a healthy transition to chapter life and achieving accreditation goals. Reports to the Vice President of Collegiate Affairs.

Director of Risk Management – Shall be responsible for the development, implementation, assessment and education of the national risk management program. Reports to the Vice President of Standards.

Director of Policy – Shall be responsible for development, implementation, assessment and education of all Sorority policies and procedures. Reports to the Vice President of Standards.

Director of Member Development – Shall be accountable for the development, implementation, and assessment of educational and leadership initiatives for collegiate and alumnae members. She is responsible for enhancing and updating all educational programs and trainings. Reports to the Vice President of Programming.

Director of Philanthropy – Responsible for the development, implementation, and assessment of national philanthropy programs and initiatives for collegiate and alumnae members. She is responsible for enhancing and updating all programs and providing trainings if needed. Reports to the Vice President of Programming.

Director of Scholarship – shall be responsible for the development, implementation, and assessment of national scholarship programs and initiatives for collegiate members. She is responsible for enhancing and updating all programs and provide trainings if needed. Reports to the Vice President of Programming.

Director of Event Programming – Shall be responsible for the coordination, implementation, and sponsorships of National Conventions, meetings and events. She shall forecast and prepare for future conventions and events. She shall oversee regional conventions and events, manage and keep detailed records for all events and at times work on-site. Reports to the Vice President of Programming.

### **Section 8. Removal of Office**

Any National Executive Board member may be removed from office by a majority vote of the National Executive Board for any of the following reasons:

- 1) Non-performance of duties, including:
- 2) Unexcused absences or excessive absences from meeting.
- 3) Failure to submit reports.
- 4) No longer meeting eligibility requirements as stated in Section 2. Eligibility.
- 5) Performing in violation of sorority policies.

6) Conduct not befitting an officer of the sorority.

### **Section 9. Execution of Instruments**

- 1) The National Executive Board, except as otherwise provided in these Bylaws, may by resolution authorize an officer, agent, employee or member of the Corporation to enter into a contract or execute and deliver an instrument on behalf of the Corporation. Such authority may be general or confined to specific instances.
- 2) Unless authorized, no officer, agent, employee or member of the Corporation shall have any power or authority to bind the Corporation by contract, written or otherwise, or to render it monetarily liable for any purpose.

### **Section 10. Inspection Rights**

The National Executive Board shall have the right to request any and all books, records and other materials of this Corporation from any and all members, chapters, and entities.

### **Section 11. Contributions, Gifts, Bequests**

On behalf of the Sorority, the National Executive Board may accept any contribution, gift, bequest, or endowment for the nonprofit purposes of this Corporation, pursuant to Section 501(c)(7) of the Internal Revenue Code, or contributions to which are deductible under Section 170(c)(4) of the Internal Revenue Code.

### **Section 12. Fees and Compensation**

National Officers shall serve without compensation, but shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties.

## **ARTICLE X. REGIONS**

### **Section 1. Membership**

The collegiate and alumnae chapters of the Sorority shall be grouped into regions formed with regard to the geographic locations of chapters with boundaries of regions being determined by the National Executive Board.

### **Section 2. Officers**

The officers of each region shall be the Regional Directors.

### **Section 3. Eligibility**

Alumnae in good standing, who have been active in Sorority work, shall be eligible for election as Regional Directors.

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**Section 4. Term of Office**

Regional Directors shall be appointed by the National Executive Board for a term of two years. Regional Directors may serve no more than two (2) consecutive terms of office.

**Section 5. Duties**

The duties of the Regional Director(s) shall be to work with and visit the collegiate and alumnae chapters in her region, plan regional meetings, preside at the meeting, and maintain the archives of her office.

**Section 6. Vacancies**

In case an office becomes vacant for any reason, such vacancy shall be filled by the National Executive Board.

**Section 7. Request for Resignation or Removal from Office.**

Any Regional Director failing to perform her duties shall be removed from office by a majority vote of the National Executive Board.

**Section 8. Regional Meetings**

The purpose of a regional meeting shall be to provide leadership training, discuss matters of mutual interest, and make recommendations to the Regional and National Boards. Each collegiate and alumnae chapter of the region shall be represented by a delegate.

**ARTICLE XI. COLLEGIATE CHAPTERS****Section 1. Membership**

Collegiate chapters shall be comprised of activated collegiate members.

**Section 2. Establishment**

A chapter may be established at an accredited four-year institution of higher education. The establishment of new chapters shall be under the supervision of the National Office.

- 1) Any new chapter will be considered a colony until formally recognized and granted its charter as a chapter by the National House of Delegates.
- 2) While under probation the colony will not have voting rights or be considered an active chapter, however it will be permitted to speak at the National House of Delegates.
- 3) The colony shall present for chapter status after completing the requirements outlined in the *Policies & Procedures*. A colony must be active for a semester, or as stipulated by the university, before they can become a chapter. During this time the colony must complete all requirements including but not limited to community service hours, study hours, hold

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weekly meetings, submit monthly reports to their regional director and meet all national deadlines.

- 4) A majority vote by the National House of Delegates shall be required to grant chapter status to a colony there by giving it full membership rights and active chapter status.
- 5) If the colony is not granted chapter status by the National House of Delegates, it will have the chance to present at subsequent meetings for a vote until granted chapter status.

### **Section 3. Chapter Status**

- 1) Active Status. A collegiate chapter shall be considered in good standing and hold active status when it meets its responsibilities as a collegiate chapter, upholds the standards of the Sorority, and fulfills its obligations in accordance with the National Bylaws, Standing Rules, *Policies & Procedures*, NALFO policies, University policies and other governing documents of the Sorority. Including but not limited to:
  - a) Having a membership of 5 or more active members at all times or meeting the University membership minimum for student organizations if higher.
  - b) Recruit and activate Prospective Active members at least once an academic year per Intake Manual guidelines.
  - c) Completing the minimum community service and philanthropic requirements as described in the *Policies & Procedures*.
  - d) Maintaining a faculty/staff and National Alumna advisor.
  - e) Having paid annual chapter dues.
- 2) Inactive Status. Chapters failing to meet the requirements of an Active Chapter will be deemed inactive. If a chapter becomes inactive, they may face any or all of the following as deemed appropriate by the National Executive Board:
  - a) Prohibited from conducting a membership intake process.
  - b) Membership intake process to be monitored by the National Executive Board.
  - c) Revoked vote at House of Delegates.
  - d) Social probation as determined by the National Executive Board.
- 3) Dormant Status. A collegiate chapter shall be considered dormant when a chapter does not meet the required number of collegiate active members on campus.

### **Section 4. Withdrawal of Charter**

The charter of a collegiate chapter may be withdrawn by a majority vote of the National Executive Board in accordance with the *Policies & Procedures*.

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## Section 5. Suspension

A collegiate chapter may be suspended by the National Executive Board for failure to comply with any Local, State and Federal law, the National Bylaws, Standing Rules, *Policies & Procedures*, NALFO policies, University policies and other governing documents of the Sorority.

## Section 6. Reactivation and Reinstatement of a Charter

Following the suspension of a charter, the chapter shall be reestablished to active status by majority vote of National Executive Board.

A Chapter may be reinstated following the revocation of its Charter by meeting all the requirements of a petitioning group. If approved, the Chapter shall receive a new Charter but may retain its original name.

## Section 7. Appeals Process

A collegiate chapter shall have the right to appeal the withdrawal of their chapter charter in accordance with the *Policies & Procedures*.

# ARTICLE XII. COLLEGIATE CHAPTER GOVERNMENT

## Section 1. Government

- 1) The government of each chapter shall be vested in the Chapter Executive Board more commonly known as E-board.
- 2) Each chapter shall adopt its own Bylaws, which will be consistent with National Bylaws, Standing Rules, *Policies & Procedures*, University policies and other governing documents of the Sorority.
- 3) Each chapter shall establish a Standards Review Board (SRB) to encourage high morale in the chapter and to review moral, financial, scholastic and other deficiencies of its members as they might arise.

## Section 2. Executive Board

Each collegiate chapter shall have an Executive Board.

- 1) The executive board shall be composed of the President, Vice President, Treasurer, Secretary, Standards, Historian, Parliamentarian, National Representative, and P.A. Educator.
- 2) The duties of the executive board shall be to assist the chapter President and shall have the power to enforce the National Bylaws, Standing Rules, *Policies & Procedures*, University policies and other governing documents of the Sorority.

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### **Section 3. Election of Officers**

Each collegiate chapter shall elect annually by ballot President, Vice President, Treasurer, Secretary, Standards, Historian, Parliamentarian, National Representative, P.A. Educator, Programming, Philanthropy, Alumnae Relations, Academic, Marketing and NALFO/Greek Council Delegate.

### **Section 4. Duties of Officers**

#### **PRESIDENT**

The President shall preside at all chapter and executive board meetings. She shall call special chapter meetings as needed and she shall appoint officers and chair of committees with the approval of the executive board. She will maintain close contact with all officers and chair and encourage communication and participation from all members in order to maintain the integrity of our sisterhood. She shall exercise the general supervision of the chapter and see that the provisions of the Bylaws are enforced and obeyed. She shall serve as the official representative of the Sorority to any campus-wide committee, Greek organizations, and community members. She shall be responsible for all matters dealing with the sorority. She will promptly bring important matters to the attention of the membership and maintain files of all official documents. She shall serve as secondary authorized person for chapter financial account/s and serve as role model and resource for all members. She shall perform other such duties as may be specifically assigned to her in a handbook or other set of rules relating to the office of Chapter President as adopted by the National Office.

#### **VICE PRESIDENT**

The Vice President shall coordinate and facilitate the completion of projects and committees. She will preside at meetings in the absence of the Chapter President. She will work with and serve as a resource for committee chairs. She shall hold and facilitate monthly committee chair meetings and receive, catalog, and present all proposals from committee chairs or chapter members to the active house. She shall assist Treasurer or committee chairs with issuing official notices to members when delinquencies have occurred and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### **TREASURER**

The Treasurer shall invoice all fees levied by the local and national sorority. She shall pay all drafts allowed by the chapter and ordered by the Chapter President. She shall collect and

keep all funds belonging to the chapter and disburse them under the direction of the chapter. She shall present an itemized financial report each month or at such times as may be required by the chapter. She will prepare an annual budget to be adopted by the chapter, shall have the Chapter Finance books audited by the date as referenced by the *Policies & Procedures*, and shall present a written financial statement to the Vice President of Finance each term and shall make all supply purchases from national headquarters. She shall perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### SECRETARY

The Secretary shall make and keep correct record of the meetings of the chapter, to be approved by the chapter. She shall keep attendance records and send all official minutes to the active house within 72 hours and will notify members of regular and special scheduled meetings. She shall send and collect all official chapter correspondence and shall acknowledge the official correspondence of the chapter and publish all notices. She will maintain the chapter roster and chapter calendar of events. She shall compile all general reports for the proper officers of the National Office, collect and mail all officer reports and forms as needed to the proper officers, and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### PROSPECTIVE ACTIVE (PA) EDUCATOR

The Prospective Active (PA) Educator shall keep House members updated on the progress of the Prospective Actives during the Membership Intake Process. She shall organize and coordinate the recruitment and selection process, shall oversee the membership intake process by following all stated guidelines and policies in the Membership Intake Manual. She shall perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### PARLIAMENTARIAN

The Parliamentarian shall maintain order during chapter meetings and assure Chapter Bylaws, National Bylaws, Standing Rules, *Policies & Procedures*, University policies and other governing documents of the Sorority are being followed. She will update Chapter Bylaws to be current with the National Bylaws, Standing Rules, *Policies & Procedures*, National and Local NALFO policies, University policies and other governing documents of the Sorority and assure

meetings are conducted per Roberts Rules of Order. She shall work with Standards officer to maintain integrity of chapter and the organization. She shall perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### HISTORIAN

The Historian shall keep an updated scrapbook of all functions except the membership intake process (social and business) pertaining to chapter; this includes audio and visual tangibles. She shall update the chapter history book annually. She shall ensure and organize items that preserve chapter history. She will maintain, prepare, and coordinate all materials needed for ceremonies/ rituals unique to the sorority and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### STANDARDS

The Standards officer shall serve as confidant and resource for membership. She shall serve as chair of the Standards Review Board to oversee individual and chapter standards issues. She will facilitate situations between members as needed and monitor chapter and membership compliance to all national and chapter requirements and policies and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### NATIONAL REPRESENTATIVE

The National Representative shall serve as chapter liaison between regional and national leadership. She shall attend regional and national meetings/conferences. She will distribute national and regional communications, inform chapter membership of any policy changes, and shall be responsible for all outside communication deemed necessary by the President. She shall preside at meetings in the absence of the President and Vice President and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### PROGRAMMING

The Programming officer shall oversee chapter programming, planning educational programs and activities stressing sisterhood and the heritage of the sorority; shall coordinate all

membership retention activities and perform such other duties as may be specifically assigned to her in a handbook or other set of rules pertaining to the office as adopted by the National Office.

#### PHILANTHROPY

The Philanthropy officer shall be responsible for all philanthropic and community service activities of the chapter as well as the philanthropies of Gamma Alpha Omega Sorority; and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### ALUMNAE RELATIONS

The Alumnae Relations officer shall promote goodwill and cooperation between alumnae and collegiate members and supervise the maintenance of the chapter's heritage; shall prepare a quarterly chapter update in order to engage and inform alumnae on chapter progress; and shall perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### ACADEMIC

The Academic officer shall be in charge of the scholarship program, provide the chapter with academic resources provided by the college or university, mentor members experiencing academic difficulty, and shall perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Office.

#### MARKETING

The Marketing officer shall work in collaboration with the Programming officer to promote and coordinate all marketing efforts and perform such other duties as may be specifically assigned to her in a handbook or other set of rules pertaining to the office as adopted by the National Office.

#### NALFO or GREEK COUNCIL DELGATE

The NALFO or Greek Council Delegate shall represent the chapter at all NALFO or Greek Council meetings and perform such other duties as may be specifically assigned to her in a handbook or other set of rules relating to the office as adopted by the National Council.

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## Section 5. Committees

Each collegiate chapter may establish a designated position and/or committee for membership, prospective active education, programming, scholarship, social, philanthropy, marketing, ritual and sisterhood. Each may be elected by the chapter or appointed by the President of the chapter with the advice of the National Office or the Regional Director. All active members are required to serve on at least one committee.

## Section 6. Meetings of the College Chapters

- 1) Each collegiate chapter shall hold a minimum of two meetings per month with at least one of those meetings being in person. Informal meetings shall be held for the benefit of the chapter.
- 2) It shall be the duty of the collegiate members to be in attendance at all meetings and functions of the chapter at the appointed time and place.
- 3) Each collegiate chapter may make such chapter regulations as shall be deemed necessary, provided that these do not conflict with the National Bylaws, Standing Rules, *Policies & Procedures*, NALFO policies, University policies and other governing documents of the Sorority.
- 4) A majority of the collegiate members in good standing of a chapter shall be necessary to constitute a quorum for the transaction of business.

# ARTICLE XIII. NATIONAL ALUMNAE ASSOCIATION

## Section 1. Organization

- 1) The National Alumnae Association (NAA) shall be organized by geographic Regions, and further organized by Alumnae Association Chapters.
- 2) The National Alumnae Association shall promote and support the purposes of the Sorority.

## Section 2. Membership

- 1) Nationally recognized Alumnae members shall be organized and inducted into the National Alumnae Association (NAA).
- 2) National Alumnae shall fulfill all the requirements and qualifications as defined in these Bylaws, the National Alumnae Association Bylaws, National Articles of Incorporation, and the *Policies & Procedures* established to guide this organization.
- 3) Any active alumna member shall be eligible for membership in any alumnae chapter or alumnae association. This shall include alumnae initiates.

### **Section 3. Dues**

Alumnae association dues and/or fees may include annual Per Capita Fees, Activity Fees, and Convention Fees and will be determined by the National Alumnae Association Bylaws and *Policies & Procedures*.

### **Section 4. Bylaws**

- 1) The National Alumnae Association and its chapters are self-managing entities of the national organization.
- 2) The National Alumnae Association must adopt such bylaws and shall not be in conflict with any of the provisions of the National Bylaws, and general provisions, legislations, rules, and regulations of the Sorority.

## **ARTICLE XIV. DUES AND FEES**

On an annual basis, the National Executive Board may approve and publish a new schedule of dues and fees. The Sorority shall collect membership income consistent with this published schedule.

### **Section 1. Charter Fees**

Each new chapter of the Sorority shall pay in advance to the Sorority a charter fee and in addition such other sums as may be fixed by the National Executive Board to meet the installation costs.

### **Section 2. Dues and Fees of Prospective Actives**

Each prospective active shall pay to the Sorority a new member fee and per capita dues, which shall accompany her application for membership and shall be non-refundable following the service. The new member fee shall be paid prior to the activation ceremony.

### **Section 3. Dues and Fees of Members**

All membership dues shall be paid by all members as outlined in the *Policies & Procedures*.

### **Section 4. Dues and Fees of Chapters**

Each collegiate chapter shall pay annual fees to the National Office.

## **ARTICLE XV. FUNDS**

### **Section 1. Financial Administration**

- 1) All Sorority funds shall be administered under the oversight of the National Executive Board and shall be designated as Operating or Special Segregated Funds.
- 2) The National Executive Board shall direct the financial policies of the Sorority.

- 3) The Sorority shall secure bonding and insurance in such an amount deemed necessary or desirable for the proper protection of the Sorority, its property, directors, officers and other personnel.
- 4) The Sorority shall operate under an annual budget approved by the National Executive Board.
- 5) The financial institutions in which the sorority's funds shall be deposited shall be designated by the National Executive Board whose duty it shall be to make appropriate arrangements for the safekeeping and custody of all sorority funds.

## **Section 2. Voluntary Contributions**

Voluntary contributions or monies received from any source and not specifically designated by the donor thereof for other sorority purposes may be assigned to the Gamma Alpha Omega Foundation at the discretion of the National Executive Board.

## **Section 3. Operating Funds**

- 1) The sources of this fund shall be the dues, fees, and all other revenues received by the Sorority except those specified in these bylaws.
- 2) The monies in this fund shall be used to defray operating and program expenses

## **Section 4. Special Segregated Funds**

- 1) The Chapter Assets Held Account records the final net assets of any chapter that has ceased to exist. If the chapter is reinstated, the booked amount shall be applied to the reinstatement.
- 2) The Set Aside Fund is maintained by separate record keeping as authorized by the Internal Revenue Code. The Set Aside funds are comprised of the amounts of investment income and royalty income set aside by resolution of the National Executive Board of the Sorority annually, to be used for scholarships, student loans, loans for local chapter dues, leadership training, and other educational and charitable purposes.
- 3) The National Alumnae Association Fund is maintained by separate record keeping and shall be comprised of NAA dues and fees as outlined in the National Alumnae Association Bylaws.

## **Section 5. Fiscal Year**

The fiscal year of the Sorority shall begin on July 1 and end on June 30.

## **Section 6. General Supervision**

The financial operations of collegiate and alumnae chapters shall be under the general supervision of the Vice President of Finance.

## **ARTICLE XVI. NATIONAL STANDARDS REVIEW BOARD**

No member shall engage in any conduct or activity that is detrimental to the Sorority and/or violates National Bylaws, Standing Rules, *Policies & Procedures*, National and Local NALFO policies, University policies and other governing documents of the Sorority. Any incidents that occur may be investigated as outlined in the *Policies & Procedures*.

## **ARTICLE XVII. EMBLEMS & INSIGNIA**

Ownership of all insignia and emblems including the name Gamma Alpha Omega and/or its Greek letters ΓΑΩ shall be owned by Gamma Alpha Omega Sorority, a corporation. These insignia, emblems including the name Gamma Alpha Omega and its Greek letters ΓΑΩ shall not be manufactured, created, used, or offered for sale by any person, company, or firm except as specifically authorized in writing and administered by the National Executive Board.

### **Section 1. Official Greek Symbols**

The Greek symbol of the sorority shall be the Greek letters Gamma, Alpha, and Omega.

### **Section 2. Official Pillars**

The official pillars of Gamma Alpha Omega are Honesty, Integrity, Leadership, Scholarship and Unity.

### **Section 3. Official Motto**

The official motto of Gamma Alpha Omega shall be Nos Una Crescemus (United We Will Grow).

### **Section 4. Official Colors**

The official colors of Gamma Alpha Omega are Navy Blue, Forest Green and White.

### **Section 5. Official Flower**

The official flower of Gamma Alpha Omega is the White Thornless Rose.

### **Section 6. Official Fruit**

The official fruit of Gamma Alpha Omega is the Classic Red Apple.

### **Section 7. Official Crest**

The Traditions Manual will retain a color copy of the official crest with its meaning explained in detail.

### **Section 8. Official Mascot**

The official mascot of Gamma Alpha Omega is the White Bengal Tiger with Blue Eyes.

### **Section 9. Official Jewels**

The official jewels of Gamma Alpha Omega are White Diamond, Blue Sapphire and Green Emerald.

### **Section 10. Official Badge**

The official badge (active pin) of the Sorority shall be an unjeweled shield in sterling silver per bend with five stones for each of the Pillars beginning from top left to bottom right, showing the symbols of Gamma Alpha Omega in the upper right hand corner and a rose in the lower left hand corner.

The jeweled badge shall be the same as the official badge but set with White, Blue, or Green stones.

### **Section 11. Guard Pin**

The official Guard Pin shall be the Greek letter or letters of the respective chapter.

### **Section 12. Recognition Pin/Pendant**

The official Recognition Pin/ Pendant, worn by members, shall be a miniature crest or the Greek letters, Gamma Alpha Omega.

### **Section 13. Prospective Active Pin**

The prospective active pin of the Sorority shall be a small white thornless rose in silver. The white rose prospective active pin is the emblem of the uninitiated member and shall be owned by the Sorority until time of initiation. If the prospective member terminates the intake process or is terminated from the intake process the prospective active pin shall be returned to the chapter.

### **Section 14. National Philanthropies**

Philanthropic organizations supported by the Sorority will be determined by the National Executive Board.

- 1) The Gamma Alpha Omega Foundation
- 2) Big Brothers Big Sisters of America
- 3) Emeralds for Education

## ARTICLE XVIII. FOUNDING DAY

The twenty-fifth of January shall be set aside and known as Founding Day, at which time every college and alumnae chapter shall arrange appropriate observance. On this day, the colors shall be worn under the badge.

## ARTICLE XIX. INTERPRETATION

In any case where there may be doubt concerning the meaning or effect of a provision in the Sorority Bylaws, the question shall be referred in writing to the National Executive Board through the National President. The opinion, given in writing from the National Executive Board, after consultation with the Bylaws Committee, and with legal counsel if needed, shall be final and binding upon all members of the Sorority.

## ARTICLE XX. PARLIAMENTARY AUTHORITY

The most current edition of Roberts Rules of Order Newly Revised shall govern the Sorority in all cases in which they are applicable and in which they are not inconsistent with provisions of any Local, State and Federal Law, the Articles of Incorporation, these Bylaws, or the *Policy and Procedures*.

## ARTICLE XXI. AMENDMENTS

### Section 1. Articles of Incorporation

The articles may be amended at any meeting of the National Executive Board. Notice of possible changes must be sent in writing to all Directors at least ninety (90) days before the National Executive Board Meeting.

### Section 2. Bylaws

These Bylaws may be amended at any meeting of the National Executive Board. Proposed amendments shall be submitted to the Vice President of Communication.

### Section 3. Revisions

These Bylaws may be revised only upon the authority and ratification of the National Executive Board.

## ARTICLE XXII. INDEMNIFICATION

### Section 1. Membership Liabilities for Debts and Obligations

A member of the corporation is not, as such, personally liable for the debts, liabilities, or obligations of the corporation.

## **Section 2. Indemnification by the Corporation of Directors and Officers**

The corporation shall indemnify to the fullest extent permissible, the Directors and Officers of the Corporation under the applicable law for any financial loss.

## **Section 3. Non-Liability of Directors**

The Directors and Officers shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

## **Section 4. General Provision**

Officers and employees shall be indemnified by the Sorority for any and all civil liabilities for conducting their official duties, except in the case of conducting their duties in bad faith.

# **ARTICLE XXIII. NONPROFIT STATUS**

## **Section 1. Limitation of Activities**

This corporation has been formed under the general Nonprofit Corporation Law of the State of Arizona for the fraternal and charitable purposes described above, and it shall be nonprofit and nonpartisan. The corporation is a sorority organized for pleasure, recreation, and other similar non-profitable purposes; and substantially all of its activities are for these purposes. Notwithstanding any other provisions of the Bylaws, this corporation shall not carry on any activities not permitted to be carried on by a Corporation exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code.

## **Section 2. Dedication of Assets**

The properties and assets of this nonprofit Corporation are irrevocably dedicated for charitable purposes. No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its Members, Directors or Trustees, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

# **ARTICLE XXIV. DISSOLUTION**

In the event that the National Executive Board deems it impractical for any reason for the Corporation to pursue its objectives and purposes, the National Executive Board may, at a regular or special meeting of the Board, declare the Corporation dissolved and take such steps as may be necessary under the applicable laws and as set forth herein to effect the orderly dissolution of the Corporation.