

Updated: April 17, 2014

Constitution

**EAST CAROLINA UNIVERSITY
ALPHA PHI SIGMA**

Founded: 1991

**ARTICLE I
NAME**

Section 1. The name of this organization shall be known as OMEGA ALPHA, East Carolina University, a local chapter of Alpha Phi Sigma, which is the National Criminal Justice Honor Society.

**ARTICLE II
MISSION/GOALS/PURPOSE**

Section 1. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence; service; leadership and unity.

Section 3. Purpose. The purpose of OMEGA ALPHA chapter is to recognize and promote high scholarship among students actively engaged in collegiate preparation for professional services: to keep abreast in scientific research; to elevate the ethical standards of the Criminal Justice professions and to establish in the public mind the benefit and necessity of education and professional training.

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain high moral character and commit myself to be governed by the Bylaws of the Alpha Phi Sigma, the National Criminal Justice Honor Society and the local and national officers.

**ARTICLE III
CHAPTER MEMBERS**

Section 1. Membership in this organization is open to all ECU students and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 2. Membership. The OMEGA ALPHA shall have the following members: Collegiate Members and Faculty Members (otherwise known as “Active Members”); Honorary Members (otherwise known as “Members”) and Alumni Members (otherwise known as Alumni Members or Alumni Association Members) Criteria for memberships are set forth below.

Section 3. Criteria for Membership. Members of OMEGA ALPHA chapter shall meet the following minimum membership criteria:

- A. Collegiate Members (Active Members). Collegiate members shall be students enrolled in undergraduate or graduate programs at East Carolina University. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by the National Headquarters.
1. Undergraduate students shall be enrolled in East Carolina University, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.
 2. Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class.
 3. Transfer Members. Any Alpha Phi Sigma member who transfers to East Carolina University shall be accepted into OMEGA ALPHA chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of ALPHA OMEGA. National Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.
- B. Faculty Members. Faculty and administration involvement is recognized and encouraged. Candidates for faculty membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses adjunct faculty, in which case, adjunct faculty may be eligible for membership. They must have completed a minimum of one year full-time teaching/administrative duties at East Carolina University and be elected by majority vote during a regular meeting. Membership

applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.

- C. Honorary Members (Members). Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for OMEGA ALPHA. Honorary Members may not be students. The OMEGA ALPHA Advisor shall approve nominations. OMEGA ALPHA may grant no more than three honorary memberships in any academic year. OMEGA ALPHA members may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.
- D. Professional Members (Members). Others meeting the following criteria may be elected to professional membership by OMEGA ALPHA chapter and contribute a one-time fee to National Headquarters.
- i. Earned one or more degrees in criminal justice or related field with a minimum cumulative 3.2 GPA on a 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA on 4.0 scale or rank in the top 25% of their class as graduate students and not been previously initiated into the Society, or
 - ii. Working in the field of criminal justice as a criminal justice practitioner for a minimum of two (2) years and earned one or more degrees in a non-related field with a minimum cumulative 3.2 GPA on 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA or rank in the upper 25% of their class as graduate students.
- E. Alumni Members. OMEGA ALPHA members in good standing at the time of graduation from East Carolina University are alumni members.
- F. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members who have applied for membership in the Alumni Association. There are three categories in the National Alumni Association: Annual, Lifetime, and Professional Members.
1. Annual – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
 2. Lifetime – Alumni shall apply for membership and contribute a one-time fee.

Section 4. Privileges of Membership. Active Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the OMEGA ALPHA. Per Article VI, Section 5, members must attend two meetings/events each semester (members will be exempted from this requirement during the internship semester). Active Members who do not adhere to this requirement (and cannot provide appropriate justification to the Chapter Advisor as to why this requirement was not met) will be moved to inactive status. Members who are considered to be “inactive” will not have the right to vote, hold office, or order graduation regalia. Faculty members, Honorary members, Professional members, and Alumni members shall have all the privileges of active members except the right to vote, hold office or serve on committees, unless allowed at the chapter level.

Section 5. Dues. The national dues, fees and assessments for each category of membership shall be determined annually by the National Advisory Board. Local chapter dues shall be set as part of OMEGA ALPHA standing rules by a simple majority vote of active members.

Section 6. Voting of Active Members. Each Active Member of OMEGA ALPHA entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the bylaws of this chapter.

Section 7. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the national registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the National Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with explanation to the Executive Director. A member resigning shall not be entitled to return of dues, either local or national.

Section 8. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Alpha Phi Sigma National Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of the National Bylaws or any lawful rule or practice adopted by the Society or other conduct deemed by the National Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the National Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the National Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

Grounds for Removal: Any member not fulfilling the requirement as outlined in the bylaws of this organization to the satisfaction of the voting membership or violating East Carolina University's policy or the Student Code of Conduct may be removed from membership. A simple majority vote of the total voting membership shall be required for removal of any member. Notice of Charges: The motion to remove a member from this organization must be presented in meeting to the total voting membership at least two weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place. Right to Appeal: Appeals relating to the removal of members shall be done through the Student Affairs. Appeals must be made within two weeks after the vote for removal has been taken. Form of Vote: All voting under this section shall be done by secret ballot.

ARTICLE IV OFFICERS

Section 1. Qualifications. All officers must be part-time or full-time students at East Carolina University (at least 6 credit hours), and must maintain a minimum cumulative GPA as stated in these bylaws. No officer may hold more than one office at a time.

Section 2. Elected Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary/Treasurer. The elected officers shall be the members of the Chapter Executive Committee. The officers will be elected annually at a time deemed appropriate by the Chapter.

Section 3. Term of Office. An officer shall serve for one (1) year from his/her swearing-in, or until his/her successor is appointed or elected. Members will not be allowed to serve as officers while completing the internship required for the criminal justice major. If an elected officer must leave mid-academic year in order to complete the internship, a special election will be held to replace him or her.

Section 4. Elections. Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired. Nomination of candidates: A candidate for office must be nominated by a voting member during the first meeting in March in the case of general elections or during the meeting immediately prior to special elections. Time of Elections: General elections shall be held during the first meeting in April and special elections shall be held as necessary. Form of Vote: All elections shall be by secret ballot. An absentee ballot will be made available if a member is unable to attend the meeting when the election is held. Absentee ballot must be requested seven (7) days prior to the election, and returned to the Chapter Advisor three (3) days prior to the election.

Section 5. Duties.

- a. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers of Alpha Phi Sigma to the National Headquarters and to the East Carolina University's Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the OMEGA ALPHA Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters.
- b. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership at the last meeting in April.
- c. Secretary/Treasurer: Shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma correspondence; shall be the financial officer of Alpha Phi Sigma; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, at the end of each school year, all financial records for audit; shall assist the Advisor and the President in preparation of the requests for funding from the East Carolina University's Associated Students, and shall sign said request; shall receive and dispense all monies as approved.

Section 6. Removal of Officers. Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of elected chapter officers, for just cause, shall follow the following procedures. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days' notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the National Advisory Board. The National Advisory Board shall, by majority vote,

approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

Grounds for Removal: Any officer not fulfilling his/her duties as outlined in these bylaws to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office. A simple majority vote of the total voting membership shall be required for removal of any officer. Notice of Charges: The motion to remove an officer from his/her position must be presented in writing to the total membership at least two weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The officer subject of removal shall have the right to present his/her case to the membership at the meeting in which the removal is to take place. Right to Appeal: Appeals relating to the removal of officers shall be done through the Office of Associated Students Judiciary. Appeals must be made within two weeks after the vote for removal has taken place. Form of vote: All voting under this section shall be done by secret ballot.

ARTICLE V ADVISOR

OMEGA ALPHA chapter shall have a chapter advisor, who is a full time faculty member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution. OMEGA ALPHA may have assistant advisors, who are full time or part time East Carolina University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

Section 1: Selection: OMEGA ALPHA shall annually designate or affirm an advisor at the time of the regular chapter elections. Said advisor shall have no voting privileges. Said advisor for Alpha Phi Sigma shall be selected from OMEGA ALPHA full-time faculty at East Carolina University. The advisor will assume the responsibilities noted below.

Section 2: Duties: The advisor shall assist the Treasurer and the President in preparation of requests for funding from the East Carolina University Associated Students, and shall sign said requests. The advisor shall consult with the officers about the OMEGA ALPHA activities in compliance with university policies. The advisor shall sign any contracts established by the organization with an off-campus entity.

ARTICLE VI MEETINGS

Section 1: Quorum. To conduct business, a simple majority of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present for all elections.

Section 2: Voting Percentages. Motions dealing with amendments and the removal of officers will require a simple majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 3: Parliamentary Authority. The bylaws of OMEGA ALPHA shall be the supreme authority in parliamentary procedure at all meetings. The bylaws of OMEGA ALPHA shall be the next highest authority. Robert's Rules of Order shall be the procedure used to conduct meetings except where it conflicts with these bylaws.

Section 4: Frequency of Meetings. OMEGA ALPHA shall meet monthly during the semester. The President or a two-thirds majority of the total voting membership may call emergency meetings. Written and/or verbal notice of OMEGA ALPHA meetings shall be given to all members at least seven (7) days prior to such meetings. Written and/or verbal notice of special or emergency meetings shall be given to all members at least three (3) days in advance.

Section 5. Members shall be required to attend no less than two (2) monthly meetings per semester.

ARTICLE VII FINANCES

Section 1. Non Profit Status. OMEGA ALPHA Chapter is a nonprofit society with an IRS assigned EIN. The Chapter will receive its assigned EIN from the IRS through Alpha Phi Sigma Headquarters. OMEGA ALPHA Chapter is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 2. Use of Funds. No part of the net earnings of OMEGA ALPHA Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

Section 3: The finances of OMEGA ALPHA chapter will come from fund raising projects, individual contributions, dues, chapter awards, the Associated Students of East Carolina University, and/or from East Carolina University.

Section 4: The fiscal year for OMEGA ALPHA chapter shall begin July 1 and end June 30.

Section 5: If the OMEGA ALPHA chapter dissolves, any funds will be given to the scholarship funds of the Department of Criminal Justice at East Carolina University or to Alpha Phi Sigma National Headquarters. If this chapter dissolves, another chapter at this

institution may not be chartered until three (3) years after the dissolution of the preceding chapter.

Section 6: An annual accounting of the ledgers will be conducted by the outgoing Treasurer and shall be available to the membership for ninety (90) days following the close of the fiscal year.

ARTICLE VIII COMMITTEES

Section 1: The President or the Chapter Advisor shall have the authority to appoint any special committees that will meet the needs of OMEGA ALPHA.

Section 2: Committees may include, but are not limited to, membership committee, program committee, publicity committee, fund raising committee, and social committee.

ARTICLE IX HAZING

OMEGA ALPHA, in keeping with ECU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

OMEGA ALPHA opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual nor recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and OMEGA ALPHA if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of OMEGA ALPHA to educate the membership of this policy.

ARTICLE X
STANDING RULES, BYLAWS, AMENDMENTS

Section 1: Standing Rules. This organization may approve standing rules for the specific operation of this organization.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws. Vote Required. The organization may adopt, amend, or rescind any bylaw by a simple majority vote of local membership. Any proposed bylaw must be publicized in writing to the members at least one week prior to the meeting at which it is to be voted one.

Section 3: Amendments. A proposal to amend the bylaws must be presented to the total membership in the form of a motion at least seven (7) days before it is to be voted upon. A proposed amendment must be adopted by a majority of the total voting membership of the chapter and must be approved by the Associated Students of East Carolina University to become effective.

ARTICLE XI
EXECUTIVE COMMITTEE

Section 1: Responsibility. Management of the organization shall be vested in an Executive Committee, responsible to the entire membership to uphold these bylaws.

Section 2: Membership. Membership shall consist of President, Vice-President, Secretary/Treasurer, one member at-large, and the Advisor as a non-voting member.

Section 3: Meetings. The Executive Committee shall meet at least once per month to organize and plan future activities and agenda items for meetings.

Section 4: Quorum. A quorum of this committee shall consist of at least three (3) members.

ARTICLE XII
RATIFICATION

This constitution shall become effective upon approval by a majority vote of the membership in attendance. Enough members must be in attendance to constitute a quorum. Ratified constitutions must be submitted to Student Activities and Organizations within 10 days for final approval.