



PREAMBLE

We the members of Omega Phi Alpha National Service Sorority, in order to secure for ourselves, the people of the nation and of the world, the rewards that come from the affiliation of members and to deliver a program of service to others, do hereby adopt and establish the following constitution and bylaws.

CONSTITUTION OF OMEGA PHI ALPHA

Article I Name and Organization

- Section 1.** The name of this organization is Omega Phi Alpha National Service Sorority.
- Section 2.** The colors are dark blue, light blue, and golden yellow.
- Section 3.** The sorority flower is the yellow rose.
- Section 4.** The national publication is called the Chevron.
- Section 5.** The sorority symbols are the bee, the beehive, and the chevron.

Article II Purpose and Goals

The purpose and goals of this sorority are to assemble its members in the fellowship of Omega Phi Alpha, to develop friendship, leadership, and cooperation by promoting service to the university community, to the community at large, to the members of the sorority, and to the nations of the world.

Article III National Policies

- Section 1.** Alcohol and Illegal Drug Policy
- Clause 1.** Omega Phi Alpha complies with all federal, state, local, and university laws and regulations regarding the use, possession, and distribution of alcohol and illegal drugs.
- Clause 2.** It is a violation of this policy to use, possess, or distribute alcohol or illegal drugs of any kind at an Omega Phi Alpha new member, or active event. Omega Phi Alpha members and invited guests may not attend an Omega Phi Alpha new member or active event if they are under the influence of alcohol or illegal drugs.
- A.** An Omega Phi Alpha new member or active event is defined as an event, project, meeting, or gathering that has been officially coordinated, sponsored, or promoted by a chapter, an active, new member, or prospective chapter member as a part of sorority activities.
- B.** An Omega Phi Alpha new member or active event is also defined as any outing, meeting, or gathering that is discussed or planned 1) at another Omega Phi Alpha new member or active project, meeting, or gathering, or 2) through official means of active chapter communication, including but not limited to sorority email, email lists, or social media groups.

- C. When an Omega Phi Alpha new member or active event ends, or an individual active, alum, new member, or prospective chapter member leaves the event with the intent of not returning, attendees are subject to federal, state, local, and university laws and regulations.

Section 2. Alcohol may be consumed at Omega Phi Alpha alumni events in accordance with the guidelines published by the national organization.

- Clause 1.** An Omega Phi Alpha alumni event is defined as an event, project, meeting, or gathering that has been coordinated, sponsored, or promoted by the national organization, alumni chapter, or an alum as a part of sorority activities.
- Clause 2.** An Omega Phi Alpha alumni event is eligible for attendees to consume alcohol only if no Omega Phi Alpha active member is in attendance, regardless of the active member's age.
- Clause 3.** Omega Phi Alpha funds may not be used for the purchase of alcohol under any circumstances.
- Clause 4.** Alcohol at an Omega Phi Alpha alumni event must be served by a licensed, third-party vendor.
- Clause 5.** When an Omega Phi Alpha alumni event ends, or an individual active, alum, new member, or prospective chapter member leaves the event with the intent of not returning, attendees are subject to federal, state, local, and university laws and regulations.
- Clause 6.** Alumni members are prohibited to attend any Omega Phi Alpha new member or active event following the consumption of alcohol, per Clause 2.

Section 3. Discrimination and Harassment Policy

- Clause 1.** Omega Phi Alpha complies with all federal, state, local, and university laws and regulations governing various forms of discrimination and harassment.
- Clause 2.** Omega Phi Alpha has a responsibility to maintain an environment for active and alumni sisters, new members, and all interested parties that is free of discrimination and harassment. Harassment of any person in the form of verbal or physical conduct for any reason including, but not limited to race, gender, gender identity, sexual orientation, color, religion, national origin, or disability will not be condoned when such conduct:
 - A. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
 - B. has the purpose or effect of unreasonably interfering with an individual's performance; or
 - C. otherwise adversely affects an individual's opportunities associated with the sorority.

Section 4. Hazing Policy

- Clause 1.** Omega Phi Alpha complies with all federal, state, local, and university laws and regulations pertaining to hazing.
- Clause 2.** "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person may recklessly participate in the hazing of another.
- Clause 3.** The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section.

Section 5. Policy Violations

- Clause 1.** In the event there is a violation of sections 1–3, the active, alum, new member, or prospective chapter member found in violation, or the chapter—if the event, meeting, or gathering is coordinated, sponsored, and promoted by the chapter—will be responsible for any and all damages and/or repercussions caused by such violation.
- Clause 2.** In the event there is a violation of sections 1–3, neither the national organization of Omega Phi Alpha nor the Board of Directors, individually or jointly, will be responsible for any damages caused by a violation of this policy by a chapter, active, alum, new member, or prospective chapter member.
- Clause 3.** In the event there is a violation of sections 1–3, collegiate chapters found in violation will be placed on suspension.
- Clause 4.** In the event there is a violation of sections 1–3, actives, alumni, new members, or prospective chapter members found in violation will be subject to the following steps:
- A.** For the first offense, actives, alumni, new members, or prospective chapter members found in violation will be subject to a consequence set by the National Standards Board. Consequences may range from a fine to automatic disassociation, depending on the severity of the violation.
 - B.** In the event there is a subsequent violation, actives or alumni found in violation will be disassociated; new members or prospective chapter members found in violation will be dropped from the new member class or expansion process, respectively.

Article IV Sister Membership Status

- Section 1.** To be eligible for active membership, a student must be duly enrolled in the college or university in which the chapter is located.
- Clause 1.** Actives who have dual enrollment at multiple campus locations that include the charter location, as members can choose to be active only during the semester they are fully enrolled at the charter campus. For semesters during which members are required to be at satellite campuses, the member may make the decision whether to take an automatic LOA or remain active, if they can fulfill all the chapter requirements for active members.
- Section 2.** Active members must be in compliance with all local university policies, rules, and regulations allowing members to participate and become members of campus organizations.
- Section 3.** Active membership will be granted to those students who have completed the national new member requirements as prescribed by the national bylaws.
- Section 4.** A new member is a student in the process of fulfilling requirements to become an active member. Until all requirements, both local and national, are fulfilled, the student would be considered a new member.
- Section 5.** A prospective chapter member is a member of a group in the process of establishing a new active chapter.
- Section 6.** An active member may be granted a one-semester leave of absence upon approval of the Chapter Standards Board. This status reflects a temporary condition that prohibits the active member from meeting active member requirements..
- Clause 1.** An active member whose course of study removes them from the main campus will automatically be granted leave of absence status from the Chapter Standards Board.

Clause 2. The Chapter Standards Board may grant a member an emergency leave of absence for the remainder of the term at any point during the semester. This status does not relieve the member from financial obligations owed to the chapter prior to the emergency leave of absence being granted.

Clause 3. The local chapter will not place any requirements on any member who is on a leave of absence.

Section 7. A disassociated member is one whose lifetime membership has been revoked at the local and national level.

Clause 1. Members may be disassociated only for the following reasons:

- A.** At the written request of the member via the voluntary disassociation form.
- B.** Failure to complete local and/or national service requirements.
- C.** Placement on disciplinary probation by the university.
- D.** Failure to attend the locally required number of chapter meetings and/or functions listed in the chapter's local constitution.
- E.** Violating national policies as stated in Article III of the national constitution.

Clause 2. Members must be disassociated for the following reasons:

- A.** Failure to meet national and/or local financial obligations for an entire school semester.
- B.** Being found guilty of an illegal act impacting the sorority.

Clause 3. All disassociations for reasons in clauses 1 and 2 must follow the disassociation procedures.

Clause 4. To disassociate an alum member, a written request including the rationale for disassociation must be submitted to the National Standards Board chair. The National Standards Board must approve the disassociation by a three-fourths vote.

Clause 5. The National Standards Board chair will provide a written document with the National Standards Board's decision to all parties involved in the disassociation of an alum, as well as the procedures for appealing the decision, within 30 days of the disassociation decision.

Clause 6. Disassociation as decided by the local chapter may be appealed one time in writing to the National Standards Board, within 90 days from the postmark date of the disassociation letter. A three-fourths affirmative vote of the National Standards Board is required to overturn any disassociation decision.

Section 8. Lifetime membership is granted upon completion of national and local new member/prospective chapter member requirements and payment of an activation fee as prescribed by three-fourths of the voting delegates at the national convention.

Clause 1. This activation fee is waived for the charter members of a chapter in recognition of the extra dedication required to start a new chapter.

Clause 2. Charter members are granted lifetime membership, with all its rights and privileges.

Clause 3. Any member who loses lifetime privileges as decided by the National Standards Board may be able to regain such privileges by submitting an appeal to the national President, per Article IV, Section 7, Clause 6.

- Section 9.** An active sister may declare alum status automatically for the following reasons:
- A.** When no longer enrolled at the university where the member was active.
 - B.** When a student is in their final term.
 - C.** As a student who has been an active member for at least four academic years..
- Clause 1.** If a sister satisfies one of the reasons to automatically declare alum status, the sister must notify their Chapter Standards Board in writing of their status declaration in order to remain in good standing as a lifetime member.
- Clause 2.** Any alum who owes the sorority money or does not return sorority property will not be considered in good standing until those issues are resolved.
- Section 10.** Active chapters conduct recruitment events to attract new members at the collegiate level.
- Clause 1.** If a chapter deems it necessary to conduct selective recruitment, they must receive prior written approval from the Collegiate Membership Director and comply with the selective recruitment guidelines that will be provided in procedures. Selective recruitment is defined as a recruitment period in which some interested students attending recruitment are not invited to become new members.
- Clause 2.** Once an invitation to a new member is extended and accepted, Omega Phi Alpha does not deny membership on any basis other than the non-fulfillment of established requirements for membership and/or policy or rule violations.
- Clause 3.** Membership may include members and non-members of social fraternities, sororities, other Greek-letter organizations, and students enrolled in all departments of the college or university.
- Section 11.** Honorary members may be elected at the discretion of the sorority, national and/or local, but will not have voting power.
- Section 12.** Any Omega Phi Alpha lifetime member who transfers to, or enrolls in, a school where an Omega Phi Alpha chapter exists may gain membership into this chapter. To join this chapter, the member must have a favorable recommendation letter from the most prior chapter sent to the chapter at the new school.
- Clause 1.** This letter should include, but not be limited to, information regarding the following topics:
- A.** The sister's membership status when the prior school was left or graduated.
 - B.** Any outstanding obligations or issues the sister has to the prior chapter.
- Clause 2.** This letter must be obtained in the following way:
- A.** The sister is responsible for requesting the letter and ensuring that the letter is received by the chapter.
 - B.** The sister should request the letter early enough in the term so that the new chapter receives the letter no later than the fifth regular meeting of the term.
 - C.** If the new chapter does not receive the letter from the prior chapter within 30 days of the written request, the sister should contact the Vice President of Membership.
 - D.** After this letter is received by and presented to the chapter, the sister will be considered an active in that chapter.

Section 13. All members of Omega Phi Alpha, regardless of gender, are referred to as “sisters” and will respect the preferred pronouns of each member.

Article V National Leadership Team

Section 1. Board of Directors. The Board of Directors consists of the following members: National President, Vice President of Programs, Vice President of Communications, Vice President of Lifetime Membership, and Vice President of Finance.

Section 2. Operational Leadership Team. The Operational Leadership Team consists of the following members: Chapter Operations Director, Cardinal Principles Director, Alumni Membership Director, Expansions Director, Collegiate Membership Director, and other directors, managers and coordinators as appointed.

Section 3. Officers’ duties are prescribed in the national procedures.

Article VI Elections — National

Section 1. Any active or alum member of Omega Phi Alpha may run for a national office.

Clause 1. Candidates for president must have served for one year as a member of the Board of Directors.

Clause 2. All candidates for the Board of Director offices must be alumni. All candidates for Alumni Membership Director must be an alum at the time they would take office.

Clause 3. All candidates for national office must have been a member of the sorority for a period of one year after their activation or induction date.

Section 2. Election of Board of Directors and Operational Leadership Team.

Clause 1. Members of the Board of Directors are elected at the biennial national conventions held in the odd-numbered years.

Clause 2. The elected members of the Operational Leadership Team include: the Chapter Support Director, the Cardinal Principles Director, the Alumni Membership Director, the Collegiate Membership Director, and the Expansions Director. The slate for these officers will be presented at even-year District Summits. The officers will be elected according to the Summit Election Procedure for two-year terms.

Clause 3. All remaining Operational Leadership Team members will be appointed in even years for two-year terms.

Section 3. A member of the Board of Directors or the Operational Leadership Team may not be elected or appointed to the same office for more than two consecutive full terms.

Section 4. Vacancies.

Clause 1. The national President with the recommendations of the Board of Directors will fill vacancies on the Board of Directors and/or Operational Leadership Team. Any person appointed to elected offices will serve until the next scheduled election.

Clause 2. In the case of a vacancy of the national President, the next officer in succession as per the order stated in Article V, Section 1 of the constitution should assume the position of interim president until the Board of Directors can elect a new president to serve until the next national convention.

Article VII Committees and Councils

- Section 1.** National standing committees consist of: Nominating, Budget, Legislation, Chapter Assistance, Standards, and Financial Review.
- Section 2.** National standing councils consist of: Alumni Liaison, Membership, Presidents, and Service.
- Section 3.** Special committees are appointed by the national President when it is deemed necessary by the Board of Directors.
- Section 4.** Alumni committee chairpersons and task forces may be appointed by the Alumni Membership Director at their discretion.
- Section 5.** Duties of these committees and councils are assigned by the Board of Directors or as outlined in the national bylaws.
- Section 6.** The terms of these committees and councils will coincide and be limited to the terms of the appointing Board of Directors member.

Article VIII National Records

The national records are located at Alpha Chapter, Bowling Green State University, Bowling Green, Ohio. A time capsule was placed in the national office in 1992, which was opened at Convention 2017.

Article IX Finance

- Section 1.** National dues, paid semiannually, are set by three-fourths of the voting delegates to national convention. The national dues are required of all active members and are nonrefundable.
- Section 2.** National new member fees are one-half of the yearly dues for active members. The national new member fees are required of all new members and are nonrefundable.
- Section 3.** An activation fee is set by three-fourths of the voting delegates at the national convention. The activation fee is a one-time fee required of all new members when they activate and may be refunded only if all local and national requirements are not met during recruitment.
- Section 4.** The financial records are reviewed after the books are closed each year by the Financial Review Committee appointed by the national President. The books and records are subject to audit and/or review by a licensed public accountant who is not affiliated with Omega Phi Alpha at any time deemed necessary by the Board of Directors.

Article X Meetings — National

- Section 1.** Beginning in 2017, a biennial national convention will be held. The national convention is used to conduct national business. Voting members of the convention are active chapter delegates and alumni delegates.
- Section 2.** Regular meetings of the Board of Directors are held just prior to and just following each convention. The incoming and outgoing Board of Directors members meet at the end of the convention to organize ideas for the coming year. The national President determines the time and place of such meetings.
- Section 3.** The national President will call a mid-year meeting each year to be held prior to the submission deadline for the constitutional revisions.
- Section 4.** Special meetings may be called by the national President or by petition of three or more members of the Board of Directors.

- Section 5.** All meetings of the Board of Directors or the Operational Leadership Team are considered open to any lifetime member of the national organization unless otherwise specified by the Board of Directors.
- Section 6.** The Board of Directors meets a minimum of three times a year.
- Section 7.** The National Board meets at the call of the national President.
- Section 8.** The board of directors and operational leadership team shall ensure that hotels, restaurants, venues, and service project venues are ADA accessible. Planned service, fellowship, leadership development, and other activities should be accessible as well. The team should work together to accommodate requests for accessibility from members with disabilities.

Article XI National Voting

- Section 1.** All substantive proposals brought before the national convention are to be decided by a two-thirds affirmative vote of the ballots cast at the convention.
- Section 2.** Each active chapter in good standing present at the convention will have two votes. If a chapter has only one delegate present, that delegate has the power to cast the two votes. Any active chapter on conditional status will have only one vote.
- Section 3.** For every three possible votes at the convention, alumni will have one vote. Alumni votes are distributed among the alumni delegates as described in the procedures. The number of alumni votes is determined on January 1 each year.
- Section 4.** A majority vote is required to elect a national officer. Voting will be carried out in the established procedures adopted by the convention.
- Section 5.** To be considered an official voting delegate at national convention, delegates must:
- A.** Attend at least 75 percent of business meetings and
 - B.** Attend at least 75 percent of workshops and council meetings and
 - C.** Have paid in full all monies due to the convention coordinator no later than the start of the convention. Any exceptions to this policy may be reviewed and approved or denied by the Board of Directors, based on individual circumstances.

Article XII Chapter Constitutions and Bylaws

- Section 1.** Chapter constitutions and bylaws may not conflict with the national constitution and bylaws.
- Section 2.** Chapter constitutions and bylaws must be submitted to and approved by the legal counselor of the sorority before becoming effective.
- Section 3.** Chapter constitutions and bylaws must be filed with the administrator at the national office each year before the end of the spring school term.

Article XIII

Chapters

Section 1. The national organization has the power to place its chapters on conditional status for one year at any time. The recommendation of the Board of Directors must be obtained to bring the conditional status issue to a vote and a three-fourths affirmative vote of the convention delegation is required to place the chapter on conditional status. A chapter may be placed on conditional status for any of the following reasons:

- A.** Failure to send a delegate to two consecutive national conventions.
- B.** Failure to perform at least six service projects per year.
- C.** Failure to submit a written report for a period of one year.
- D.** Failure to pay national dues within 30 days of due date.
- E.** Failure to attend at least one event planned as a District Summit per school year for two consecutive years.
- F.** Any other reason(s) the Board of Directors deems necessary

Clause 1. The Chapter Support Director, in cooperation with the Chapter Success Coordinator and a representative from the chapter, will establish written guidelines for the chapter to follow for one year.

Clause 2. The status of the conditional chapter is reviewed by the Board of Directors at the end of one year.

Clause 3. Failure to correct deficient condition(s) or to comply with the purpose of Omega Phi Alpha will result in further action deemed necessary by the Board of Directors.

Section 2. The national organization has the right to suspend any of its chapters upon three-fourths affirmative vote of the Board of Directors for any one or more of the following reasons:

- A.** Violation of the national constitution, national bylaws, policies, or procedures.
- B.** Violation of university rules, regulations, or policies.
- C.** Violation of local, state, or federal laws.
- D.** Having any kind of disciplinary action taken against the chapter by the university or any law enforcement body.
- E.** Loss of university recognition.

Clause 1. The suspended chapter may appeal its suspension in written form to the national organization through the national President.

Sub-clause 1. The appeal will be reviewed by the Board of Directors at mid-year or national convention. A special meeting of a majority of the Board of Directors may be called by the national President to review the appeal.

Sub-clause 2. This meeting will be restricted to the Board of Directors, the national legal advisor or legal counsel, and a representative(s) of the suspended chapter.

Sub-clause 3. After review of the appeal, the entire Board of Directors will vote again on the suspension. A three-fourths affirmative vote is needed to overturn the suspension.

Sub-clause 4. A chapter may appeal only once per each suspension.

Clause 2. Chapter suspension will include the following:

- A.** The Board of Directors will present to the chapter a plan for the chapter to follow for one year to best correct the problems at the chapter.
- B.** The chapter is responsible for carrying out the plan provided and for contacting the national President, Chapter Success Coordinator, or other appointed national officer on a monthly basis to update the status of the chapter.
- C.** If a problem involving legalities has occurred, the national legal advisor or counsel for the national organization will be asked to aid the chapter in whatever way possible.

Clause 3. Any suspended chapter that does not comply with the ruling set forth for it by the Board of Directors will have its charter revoked and the chapter will be dissolved. The dissolved chapter cannot recolonize on the previously affiliated campus for a minimum of five years.

Clause 4. A chapter placed on suspension will be deprived of all national voting rights and/or chapter privileges, as specified in the chapter plan until said action is lifted.

Clause 5. A suspended chapter will have a minimum of six months and a maximum of two years to comply with the rulings set forth by the Board of Directors. A three-fourths affirmative vote of the Board of Directors is needed to remove the suspension.

Section 3. An inactive chapter is one that has had no activity for two consecutive years. The charter of an inactive chapter will be declared null and void by the national President.

Section 4. A chapter that wishes to dissolve itself must contact the national President. The Board of Directors must approve by a majority vote that the dissolution is the best or only course of action. Files will be transferred to the national records office.

Section 5. A chapter that wishes to re-charter must meet all requirements for a new chapter.

Section 6. Active chapters must hold regular meetings at least twice a month as designated in their local constitutions.

Section 7. All chapters will elect the following local officers to serve on their Chapter Executive Board: president, vice president, secretary, treasurer, membership director, and service director. Each active chapter will have an alumni liaison whose executive board privileges are at the discretion of the chapter. Their suggested duties are prescribed in the national bylaws. Additional offices, chairs, and committees may be appointed and/or elected at the discretion of the local active chapter.

Section 8. If a vacancy occurs on the Chapter Executive Board, the chapter president may appoint an interim officer to fulfill the duties on a short-term basis. The chapter should hold an election to fill the remainder of the term no sooner than one week after the vacancy is announced.

Section 9. All chapters must have a Chapter Standards Board. The duties are outlined in the national bylaws.

Section 10. To attain alumni chapter status, the alumni group must petition the Alumni Membership Director and complete a provisional period of at least one year during which the group must complete all required events.

- Clause 1.** The petition for alumni chapter status must include the following information:
- A.** Location of the group.
 - B.** Names and respective chapters of all members.
 - C.** Chapter goals and reasons for desiring chapter status.
 - D.** Names and addresses of all elected officers.
 - E.** A \$25 nonrefundable petition fee per member.
- Clause 2.** Required events include 2 events in each of the following categories which are defined in standard operating procedure: sisterhood, service, leadership, and tradition.

Article XIV Districts

- Section 1.** The sorority is divided into districts using the national procedure.
- Clause 1.** Each district holds a yearly District Summit.
- Clause 2.** A district consists of no less than two chapters.
- Clause 3.** Each district has Active District Officers (ADO) from each chapter in that district.
- Clause 4.** Active chapter distribution will be reevaluated at least once every 10 years using the national procedure.

Article XV Regions

- Section 2.** The sorority is divided into regions using the national procedure.
- Clause 1.** Each region has at least one Regional Alumni Activities Coordinator to be appointed by the national procedure.
- Clause 2.** Alumni membership will be reevaluated at least once every 10 years using the national procedure to ensure proper representation.

Article XVI Service

- Section 1.** The chapters have a service program for all of their members. The service program is planned and carried out so that a reasonable balance is achieved among Omega Phi Alpha's six areas of service, which are:
- A.** Service to the university community.
 - B.** Service to the community at large.
 - C.** Service to the members of the sorority.
 - D.** Service to the nations of the world.
 - E.** Service in the area of mental health.
 - F.** Service in honor of the President's Project.

Article XVII Impeachment

- Section 1.** National officers may be impeached for misconduct or malfeasance in office. Charges must be submitted in writing to the members of the Board of Directors.
- Section 2.** Charges are investigated by the Board of Directors. If two-thirds of the board deems these charges to be sufficient reason for impeachment, the officer will be removed.
- Section 3.** An appeal of the action of the Board of Directors may be made at the next biennial national convention.

Article XVIII Method of Amending

- Section 1.** Amendments to the national constitution must be submitted in writing to the chair of the Legislation Committee on or before February 15 prior to the national convention, so that the chair of the Legislation Committee can distribute copies to each chapter on or before March 15 for discussion before the conclusion of the academic year. The chair of the Legislation Committee is appointed by the national President.
- Section 2.** Amendments to the national constitution require an affirmative vote of three-fourths of the ballots cast. All revisions to the national constitution take effect upon the final adjournment of that convention.
- Section 3.** Amendments to the bylaws may be proposed at the national convention and voted on at a national business meeting allowing time for a discussion of said amendments.

Article XX Dissolution of the Sorority

No member, officer, or employee of this sorority, or any private individual, will receive at any time any of the net earning or pecuniary profit from the operations of the sorority, provided that this does not prevent payment to any person as such reasonable compensation for service rendered to or for the sorority in affecting any of the purposes for which this sorority is formed; and no such person will be entitled to share in the distributions of the sorority's assets upon the dissolution of the sorority. All members of the sorority will be deemed to have expressly consented and agreed that, upon the dissolution or winding up of the affairs of the sorority, the assets of the sorority, after all debts have been satisfied will be distributed, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine, exclusively to charitable, religious, scientific, literary, or educational organizations that qualify under the provision of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

BYLAWS OF OMEGA PHI ALPHA

Article I

The bylaws of this sorority supplement the national constitution and may not conflict with it.

Article II

Principles, Motto, and Mission

- Section 1.** The three cardinal principles are friendship, leadership, and service.
- Section 2.** The national motto is “Today’s Friends, Tomorrow’s Leaders, Forever in Service.”
- Section 3.** The mission of Omega Phi Alpha is to provide service to the university community, to the community at large, to the members of the sorority, and to the nations of the world; and to promote friendship, leadership, and service.
- Section 4.** The vision of Omega Phi Alpha is to be an inclusive and diverse provider of lifelong, service-oriented leadership development through a community of dedicated sisters. The sorority will strive to better the lives of others worldwide by collaborating with organizations and by volunteering through a flexible service program.
- Section 5.** The core values that guide Omega Phi Alpha are service, leadership, diversity/inclusiveness, sisterhood, education, and tradition.

Article III

Sister Membership Status

- Section 1.** Active members have the power to vote, decide chapter questions, to be delegates to the national convention, to wear the letters, to hold local, regional, or national office, to have a little sister, and to participate in chapter functions, both service and social.
- Section 2.** Any active member not adhering to the standards of Omega Phi Alpha is to be brought before the chapter’s executive board for review. If the board feels the reasons given warrant investigation, then it will take place at a called meeting of the Chapter Standards Board.
- Section 3.** A member on leave of absence has the right to attend social and service functions, participate in meetings, wear the letters, and receive the Chevron. Said member cannot vote on sorority issues, hold local, regional, or national office, serve as a convention delegate, or have a little sister. Said member does not pay national dues and is not included in chapter-level awards programs.
- Clause 1.** A member must petition the Chapter Standards Board for leave of absence status.
- Clause 2.** A member with special circumstances, who cannot complete the first active term immediately after activation, may petition the National Standards Board for a leave of absence.
- Clause 3.** A member may have up to two chapter granted leave of absence terms. After two leave of absence terms, a sister must petition the National Standards Board by contacting the National Standards Board chair for any additional leave of absence terms. All petitions must be filed by September 15 for the fall semester and February 15 for the spring semester.
- Clause 4.** After serving at least one active term, if a member wishes to have leave of absence status, said member must petition the chapter standards board.
- Clause 5.** A leave of absence may not be granted for longer than two academic terms at a time. In the case of a yearlong school-related absence, a member may petition the National Standards Board for alum status by contacting the National Standards Board chair.

- Clause 6.** The Chapter Standards Board has the right to revoke a member's leave of absence status if the reason a sister requested the leave of absence is found to be false or if the original reason has changed.
- Sub-clause 1.** This must be done before the Membership Status Report Form is due. If the leave of absence was granted at the end of the previous term, a decision must be made by the second meeting of the current school term.
- Sub-clause 2.** This decision must have a unanimous vote from the Chapter Standards Board.
- Sub-clause 3.** A Chapter Standards Board cannot revoke a member's emergency leave of absence.

- Section 4.** A disassociated member has no rights as a member in the sorority. Their lifetime membership has been permanently revoked.
- Section 5.** An alum member has the right to attend the national convention, serve as an alum delegate, wear the letters, hold district or national office, and receive the Chevron.
- Section 6.** Honorary members have the following rights:
- Clause 1.** They are allowed to any open meetings when invited by the national President or chapter president.
- Clause 2.** They may attend convention functions but are not permitted in business meetings unless invited by the national President.
- Clause 3.** They may receive a copy of the Chevron.
- Section 7.** A chapter may not recognize any membership status other than those outlined in the national constitution and bylaws.
- Section 8.** Any member who attained alum status because of leaving the university of active membership may petition the Chapter Standards Board for return to active membership status upon re-enrollment at that university. If said member enrolls at another university where there is an active chapter, membership may be attained by following the guidelines in Article IV, Section 12 of the national constitution.

Article IV

Duties — National Officers

- Section 1.** Duties of all officers: All elected and appointed officers of Omega Phi Alpha have a responsibility to perform all duties, as described in their position descriptions, to the best of their abilities, and to obey and uphold the constitution and principles of Omega Phi Alpha..
- Section 2.** Officer transition:
- Clause 1.** Officers elected at the national convention take office at the conclusion of the convention at which they are elected.
- Clause 2.** Officers appointed take office upon appointment.
- Clause 3.** Officers elected in District Summits take office by July 1 following the District Summit cycle in which they were elected.
- Section 3.** Board of Directors may not serve in more than one Board of Director role concurrently, but other officers of the national team may serve in more than one role concurrently.

Article V

National Committees and Councils

- Section 1.** The President's Council consists of the Chapter Operations Director, Chapter Success Coordinators, and all chapter presidents. Council members will seek to provide open channels of communication and understanding. It is the duty of all council members to respond promptly to communications received, to remain objective, to provide constructive criticism, to attend or send a representative to the national convention or any special meetings, to keep national objectives and goals in mind, and to represent their members as a whole while serving as members of this council.
- Section 2.** The Service Council is chaired by the Cardinal Principles Director and Service Program Coordinator, and includes at least one service director from each chapter. Its members' duties include assisting all local service officers in the coordinating of projects and providing ideas for service projects. It is the duty of all council members to respond promptly to communications received, to remain objective, to provide constructive criticism, to attend or send a representative to convention or any other special meetings, to keep national objectives and goals in mind, and to represent their chapter while serving as members of the council.
- Section 3.** The Legislation Committee is chaired by a sister appointed by the national President. This officer is named before December 1 to serve from that time until the end of the next national convention. The committee consists of the chair and members of the national team. This committee reviews all amendments and forwards them to the national convention. It has the power to screen duplicate amendments before presentation and informs the convention of said screening.
- Section 4.** The Nominating Committee is chaired by a former national officer and is comprised of former Board of Directors officers. This committee meets before elections of officers at each convention and reviews all petitions. They recommend a slate of candidates consisting of no more than two or three for each office.
- Section 5.** The Budget Committee consists of the Board of Directors and is chaired by the Vice President of Finance. It is the duty of the committee to propose an annual operating budget for the approval of the convention delegation.
- Section 6.** The Alumni Liaison Council is chaired by the Alumni Membership Director and consists of the alumni liaison of each chapter and the president of each alumni chapter. Members serve as a liaison between the alumni and the local chapters. They assist with chapter growth, maintain alumni rosters according to the national procedure, and work together to establish relationships between alumni and active sisters.
- Section 7.** The Membership Council is chaired by the Collegiate Membership Director and is composed of a new member educator from each chapter. Its purpose is to assist the Chapter Operations Director in keeping active membership to 10 or higher and to assist in maintaining membership and pledging guidelines.
- Section 8.** The Chapter Assistance Committee is chaired by the Chapter Support Director and consists of all Chapter Success Coordinators, all Chapter Alumni Advisors, and any other persons appointed by the Chapter Support Director. The committee chairperson may call upon any active to serve on the committee as deemed necessary. The committee's purpose is to assist chapters exhibiting distress signals before they reach the point of conditional status and to assist chapters that are on conditional status.
- Section 9.** The Financial Review Committee is chaired by a former national officer and consists of two other Board of Directors members. Other members may be appointed at the discretion of the national President. Each year, after the books are closed, this committee will review the sorority's financial records. This review will include (but not be limited to): confirmation of all assets held by the sorority, review of financial statements, review of sample of transactions, and review of tax return.
- Section 10.** The National Standards Board is appointed by the Vice President of Lifetime Membership and consists of a National Standards Board chair, and National Standards Board members that will be defined in procedures. It is the duty of this committee to ensure that the standards of Omega Phi Alpha are being upheld by all members, in the fashion that Chapter Standards Boards do. National Standards Board members are responsible for making decisions on the national level regarding disassociations and statuses of members and providing training materials to Chapters Standards Boards.

Article VI Initiatives

- Section 1.** The week beginning with the first Sunday of November is Omega Phi Alpha National Service Week.
- Section 2.** The national Permanent Project is mental health. Each chapter must complete at least one project per semester to further the cause of mental health..
- Section 3.** Every national President will declare a national President's Project each year. Each chapter must complete hold at least one project per semester for the cause named as the President's Project..
- Section 4.** The first full week of October will be designated National Insignia Week to recognize and publicize the organization. All members are encouraged to participate by wearing sorority insignia during the week.
- Section 5.** To promote sisterhood, unity, and awareness of Omega Phi Alpha on campuses, the first Monday of every month will be declared National Pin Day. Members from every chapter are encouraged to wear business casual clothing along with their active pin or new member pin when they are on campus.
- Section 6.** The fourth Monday of January every year will be designated Susan Terzian Day. Active and alumni members are encouraged to wear business casual clothing along with their active pin that day in honor of Susan Terzian.
- Section 7.** To celebrate the expansion of Omega Phi Alpha, sisters are encouraged to dress in ceremony attire (all black and active pin) on the day that a new chapter is inducted.
- Section 8.** The sorority encourages sisters to support the sorority's mission and vision through contributions to the Giving Program.
- Section 9.** The sorority encourages families and friends of sisters to honor the sorority's mission and vision through contributions and support.

Article VII Service

- Section 1.** Each chapter will execute at least six projects each semester in which 60% of the active chapter participates.
- Clause 1.** One project should represent service to the university community.
- Clause 2.** One project should represent service to the community at large.
- Clause 3.** One project should represent service to the members of the sorority.
- Clause 4.** One project should represent service to the nations of the world.
- Clause 5.** One project should represent service to the national Permanent Project, mental health.
- Clause 6.** One project should represent service to the President's Project.
- Section 2.** All active sisters should complete a minimum of 10 service hours per semester..
- Clause 1.** All 10 of these hours must be completed through participation in chapter-planned projects.
- Clause 2.** Hours completed through participation in service projects outside of the chapter will not be counted toward a member's service hour total.
- Section 3.** All active chapters must report all chapter service projects and individual service hours to the national office in accordance with standard operating procedure.

Section 4. The chapter service director shall be responsible for organizing the projects, approving the hours submitted by the sisters, and ensuring their accuracy.

Article VIII Chapter Management

Section 1. Every chapter must adhere to the following national rules regarding new membership:

- Clause 1.** Each new member must be in good standing with the university.
- Clause 2.** There will be a pinning ceremony for new member induction and activation. The local chapter will determine when new members should wear their pins.
- Clause 3.** New member pins or ribbons are to be worn above the heart on all suitable attire as determined by the local chapter. New members should not wear their pins in any situations that conflict with the national drug and alcohol policy. Disciplinary actions are not to be taken by local chapters in consequence to new member pins and their wear.
- Clause 4.** Every new member is required to have a new member book that includes national new member material. The local chapters will decide when they should carry it and how it is made.
- Clause 5.** Each chapter must make a mid-year recruitment check and report the progress of each new member. New members should have one-half of their local requirements completed at this time and reminders of deficiencies should be made.
- Clause 6.** New members must attend at least one active meeting per new member period as designated by the chapter in order to provide better relationships between actives and new members.
- Clause 7.** Upon activation, the new member class will present a gift to their chapter.
- Clause 8.** Each new member class will select an outstanding new member who will be recognized as established by the local chapter.
- Clause 9.** Any new member not adhering to the standards of Omega Phi Alpha is to be brought before all available members of the chapter's executive board for review. If the board feels the reasons given warrant investigation, then it should take place at the next active meeting.
- A.** All meetings, reviews, and/or investigations should be well documented.
 - B.** This documented information should include written confirmation that any new member in question was made aware of her infractions and their consequences.
 - C.** Signatures of the chapter president, membership officer, and new member should be included in the documentation.
 - D.** If new members have been duly notified and choose not to attend or provide an alternate time for said meeting, notation of this should be included in the documentation and signed by the chapter president and membership officer.
- Clause 10.** A new member will be dropped from the recruitment process if attendance is not in accordance with local regulations. An excuse in writing should be given to the new member educator or other stipulated person for any meeting missed.
- Clause 11.** New member activation outfits are to be all white with no jewelry worn except the new member pins.

- Clause 12.** At least one big sister/little sister function is to take place before the end of the recruitment period. To qualify as a function for credit, the function must be attended by at least 75 percent of the big sisters and 75 percent of the little sisters.
- Clause 13.** At least one new member/active function is to take place before the end of the new membership period. To qualify as a function for credit, the function must be attended by at least 75 percent of the new member class and half of the active chapter.
- Clause 14.** Each new member class is required to participate in a new member-planned project in each of the following areas of service: university community, community at large, members of the sorority, and nations of the world. In order for each project to count, 75 percent of the new member class is required.
- Clause 15.** Each new member must individually participate in 75 percent of the new member class required projects.
- Clause 16.** Each new member class is encouraged to participate in one active planned President's Project and one active-planned Permanent Project.
- Clause 17.** Each new member class is required to plan and carry out a fundraising project to raise money for their activities. At least 75 percent of the entire new member class must participate.
- Clause 18.** All new members must complete their local and national requirements.
- Clause 19.** All new members are required to take and pass the national new member test with a score of 85 percent.
- Clause 20.** A new member may retake one section of the national new member test in order to improve their score. If retaking the one section does not improve the score to an 85 percent or higher, they will be dropped from the new membership.
- Clause 21.** All new members must pay a new member fee and an activation fee as determined by the local and national organization.

Section 2. Duties of local officers: It is the duty of the local elected officers to each Omega Phi Alpha chapter to perform all duties to the best of their abilities, to obey and uphold the local and national constitution, bylaws, and the principles of Omega Phi Alpha.

- Clause 1.** The local chapter president will preside at chapter meetings, represent the chapter in sorority-related functions, and be aware of all committee and officer business.
- Clause 2.** The local vice president presides at chapter meetings in the absence of the local president, be at the head of the Chapter Standards Board, maintain the local constitution, and keep accurate records of member statuses.
- Clause 3.** The local treasurer is responsible for the accurate recording and reporting of all chapter financial activity. The treasurer ensures that the chapter prepares an annual budget and coordinate fundraising activities, collects all monies for the national organization (national dues, convention fees, loan payments, etc.), and submits them along with all required forms to the national office.
- Clause 4.** The local secretary is responsible for the taking and preparing the local chapter minutes, will keep an accurate record of attendances or meetings and functions and maintain an accurate record of addresses for actives.

- Clause 5.** The local membership director is responsible for recruiting, training, and activating new members. The membership director adds all new members to the membership portal and submits a copy of the local new member rules to the national office at the end of each academic year for review. The membership director must submit national test scores, the new member summary form, and update the new member roster on the membership portal two weeks prior to the activation ceremony. The membership director must report the activities of the new member class to the active chapter at each meeting. The membership director cannot activate the eligible new members until written confirmation is received from the national Collegiate Membership Director..
- Clause 6.** The local service director is responsible for maintaining an accurate record of all actives' participation in service projects. The service director oversees the service function for the chapter.
- Clause 7.** The local alumni liaison establishes and maintains relationships with alumni, contacts alumni with information pertaining to upcoming events, activities, and projects, addresses alumni issues that may arise, and keeps chapter records up-to-date and current in regard to alumni addresses and other pertinent information.
- Clause 8.** Chapter Standards Boards oversee the following duties.
- A.** They make status recommendations to the active chapter after meeting with a member.

Section 3. Every chapter must choose accessible buildings and sites for hosting activities, plan accessible activities, and make accommodations for members with disabilities when requested.

- Clause 1.** Chapter presidents, membership directors, service directors, and other local officers should schedule chapter meetings, service projects, recruitment events, and other events in ADA accessible buildings on campus or in the community at large. Any mandatory meetings should be held in ADA accessible buildings. All mandatory chapter activities should be accessible activities so that all members can participate and be included.
- Clause 2.** If a member with a disability requests accommodations including but not limited to service animals, sign language interpreters, closed captioning, ceremony scripts, or change of venue due to non-accessible buildings, the chapter shall work with their college/ university or the venue/ business to find a way to accommodate these requests. These same accommodations should be made when planning and hosting chapter activities.
- Clause 3.** Chapter success coordinators and other members of the operational leadership team will provide guidance, support, or assistance to chapter officers in fulfilling requests for accessibility and accommodation.

Article IX District Summits

Section 1. All active chapters in a district attend and participate in at least one District Summit per school year with 25 percent of each chapter's active members attending at least 75 percent of the summit, planned by the District Summit Coordinator, in cooperation with Active District Officers of each chapter.

Section 2. To qualify as a District Summit:

- Clause 1.** The summit date and location must be approved by the District Summit Coordinator, and all active and alumni chapters in the district must be notified no less than eight weeks before the summit date.
- Clause 2.** A module from the national Leadership Program will be delivered by a member of the Leadership Development Team.
- Clause 3.** A sisterhood activity must take place.

Clause 4. A service project must take place.

Section 3. Other workshops may be given by either a sorority representative or an outside consultant with knowledge in a specific area.

Section 4. Chapters may hold other district-level events in addition to a District Summit.

Section 5. All district summit organizers shall work to ensure that buildings are ADA accessible.

Clause 1. Members organizing district summits shall ensure that all university or college campus buildings or business booked for district summits are ADA accessible. Planned activities should also be accessible to be inclusive of the different abilities of the members attending.

Clause 2. Members organizing district summits shall work together to accommodate members with disabilities requests to ensure accessibility. These requests can include but are not limited to allowing members to bring their service dogs, providing a sign language interpreter, or ensuring that there is accessible seating and bathrooms available.

Article X Finances

Section 1. The national organization's fiscal year is July 1 through June 30. The annual operating budget must be a balanced budget in compliance with guidelines set forth in the national procedures. The annual operating budget is approved by a majority vote of the delegates at the national convention. Amendments to the annual operating budget to change the total expenditure/uses must be approved by a two-thirds vote of all active chapters and the alumni delegates present and voting at the previous convention. Amendments to the annual budget to move money between line items without changing the total budget must be approved by a two-thirds vote of the Board of Directors.

Section 2. The national organization requires competitive bids for all purchases paid from the national treasury greater than \$5,000 in compliance with purchasing procedures set forth in the national procedures.

Section 3. Reimbursement for authorized sorority travel will be made in compliance with the travel procedures in the national procedures.

Section 4. In cases of extreme financial hardship, national active dues, new member fees, activation fees, and expansion fees may be waived by the national organization in compliance with guidelines set forth in the national procedures.

Article XI Records

Section 1. A permanent set of records is stored at the national records office.

Clause 1. These records include the most current copies of the national policies and procedures, national constitution, and national bylaws.

Clause 2. These records include one copy of each national officer's annual report and one copy of the national convention minutes.

Clause 3. These records also include files of all chapters that have gone inactive or have been suspended by the national organization. These records will be returned to the chapter for reactivation or lifting of suspension.

Clause 4. These records include a copy of each chapter's annual report.

- Section 2.** Each national officer will keep a copy of the electronic files pertaining to the office held and a duplicate copy will be given to the national office for safekeeping. Each national officer will be responsible for maintaining files and forwarding the files of their office to a successor upon the end of the term.
- Section 3.** Board of Directors members will file their annual reports with their successor, as well as the national President; the reports are entered in the national files.

Article XII Colonization

- Section 1.** A prospective chapter is a group of students in the process of earning an Omega Phi Alpha charter.
- Clause 1.** A prospective chapter can be formed only at campuses that do not currently have an active chapter.
- Clause 2.** To be recognized as an Omega Phi Alpha prospective chapter, the group must submit a petition for expansion to the Expansions Director.
- Clause 3.** To be considered for prospective chapter affiliation, the petitioning group must have at least 25 enrolled members. A petitioning group that does not meet this requirement, that has no fewer than 20 enrolled members, may apply for an expansion waiver. Waiver approval is at the discretion of the Expansions Director.
- Clause 4.** Each petitioning member must pay an expansion fee to the national organization. This initial fee covers dues for their first semester of the expansion process. All prospective chapter members must pay a fee equal to national active member dues in each additional semester of the expansion process.
- Clause 5.** The prospective chapter is named after the college or university at which it is located.
- Clause 6.** The prospective chapter has between 3 to 12 months to complete the requirements for charter. This time period begins when the Expansions Director formally accepts the petition for expansion.
- Section 2.** Requirements for a prospective chapter to earn a charter are as follows. Documentation of each completed requirement must be included with the application for charter.
- Clause 1.** The prospective chapter must submit a list of activities conducted during the expansion period. This list should include prospective chapter meetings, committee meetings, service projects, fellowship projects, and any other activities organized by the prospective chapter.
- Clause 2.** The prospective chapter must conduct at least two fundraising projects. The proceeds of one project will be sent to and held by the national treasury until used by the prospective chapter/chapter to offset convention attendance expenses. The proceeds of the second project will be used to supplement the prospective chapter's operating budget.
- Clause 3.** The prospective chapter must plan and implement at least six service projects, each of which must have a 75 percent participation rate among prospective chapter members. One service project must be conducted in each area of service.
- Clause 4.** At least 15 prospective chapter members must complete the individual requirements written below. These prospective chapter members will be listed on the new chapter's charter as its founding members.
- Sub-clause 1.** Each prospective chapter member must participate in at least five prospective chapter-sponsored service projects, earning at least one hour of service in each.

Sub-clause 2. Each prospective chapter member must successfully complete the national new member test with a score of 85 percent or better.

Clause 5. The prospective chapter must submit a local constitution to the Expansions Director.

Clause 6. The prospective chapter must submit a written budget that includes all anticipated revenues and expenses. The budget must also include an addendum that specifies the amount of local dues per semester.

Clause 7. The prospective chapter must conduct recruitment during the expansion period and must submit a detailed recruitment plan to the Expansions Director no less than one month before the first recruitment event takes place. The plan should include details pertaining to the new chapter's first recruitment events including but not limited to: recruitment dates, recruitment events, locale, publicity plan, event agendas, estimated cost, and specific assignment of responsibilities for each member.

Clause 8. The prospective chapter must submit a detailed action plan of all activities to be conducted for the first full year of the new chapter's life. This action plan must include a chapter meeting schedule, tentative service projects, fellowship projects, active committees in use, dates for new member pinning and new member activation rituals, dates classes begin and end each semester, an operating budget, proposed dues, and a membership goal.

Clause 9. Each prospective chapter member must attend weekly meetings. A prospective chapter member may miss up to three meetings in a semester.

Clause 10. The prospective chapter must be represented at the national convention, if the convention takes place during the expansion period.

Clause 11. The prospective chapter must participate in the District Summit of the district closest to them geographically, if the summit takes place during the expansion period.

Clause 12. The prospective chapter must hold weekly meetings. Minutes of these meetings must be submitted to the Expansions Director within 48 hours of the meeting.

Clause 13. The prospective chapter must hold and organize an overnight, off-campus retreat. It will be scheduled with the Expansions Director and held at least halfway through the expansion process.

Section 3. The Expansions Director determines whether the requirements have been met, based on the review of the application for charter and supporting documentation. With the Expansions Director approval, a charter will be issued for the new chapter.

Clause 1. The charter is presented at the chapter's induction ceremony.

Clause 2. The charter is presented by a representative of the national organization, as designated by the national President.

Section 4. If the prospective chapter generated alumni as a local organization prior to its affiliation with Omega Phi Alpha, those alumni may be granted lifetime membership in Omega Phi Alpha. These members will have the same rights and privileges as members who recruited at or founded an active chapter.

Clause 1. The prospective chapter must provide a list of all local alumni, including contact information (if known) prior to submitting the application for charter.

Clause 2. Each alum of the local group will be contacted jointly by a prospective chapter leader and an Omega Phi Alpha representative, inviting them to affiliate and informing them of the process.

- Clause 3.** Each alum who wishes to affiliate must:
- A.** Provide contact and networking information as defined by the Alumni Membership Director;
 - B.** Pay a one-time fee equal to the current activation fee;
 - C.** Participate in an activation ceremony, presided over by an Omega Phi Alpha member.
- Clause 4.** Alumni who affiliate with Omega Phi Alpha through this process will have a member-since date that corresponds with the date the prospective chapter was inducted.

Article XIII Naming Chapters

- Section 1.** Collegiate chapters are given a Greek-letter name by the Expansions Director at the chapter induction event.
- Section 2.** Alumni chapters are named with the Greek-letter Omega and a second Greek letter. The second letter is assigned by the Alumni Membership Director.
- Section 3.** A re-chartered chapter receives its original Greek-letter name.
- Section 4.** To maintain alumni chapter status, the chapter must submit an annual report by June 1 to the Alumni Membership Director outlining activities of the chapter for the preceding year along with names and addresses of the current members and officers.

Article XIV Parliamentary Procedure

- Section 1.** The national convention follows the current accepted edition of Robert's Rules of Order.
- Section 2.** The national President will designate a parliamentarian for each convention.

Article XV Amendments

Amendments to the bylaws may be proposed and submitted to the Legislation Committee before and at the national convention prior to the opening of new business, allowing time for discussion and proper consideration by the Legislation Committee. If the proposal is approved by the Legislation Committee, it will be considered at the National Convention at the end of new business. Ratification of bylaw amendments requires an affirmative two-thirds of the ballots cast. All revisions to the national bylaws take effect upon the final adjournment of the national convention.