

# OMEGA PHI ALPHA AT UC SAN DIEGO CONSTITUTION - 2024-2025 ACADEMIC YEAR

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## ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Omega Phi Alpha at UC San Diego.

## ARTICLE II. STATEMENT OF PURPOSE

*Omega Phi Alpha is a sisterhood of compassionate, service-driven leaders dedicated to creating positive change through meaningful community service, leadership development, and lifelong friendships. The purpose and goals of this sorority shall be 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. During their first quarter after joining, new members engage in activities designed to cultivate the skills and knowledge needed to effectively contribute to impactful service projects with their class. In the following quarter, members are empowered with the support and resources to pursue service initiatives that align with their personal passions, either individually or in small groups. Omega Phi Alpha stands by its core values of promoting a culture of service, fostering leadership, embracing diversity and inclusion, building strong bonds of sisterhood, and celebrating lifelong fellowship through tradition.*

## ARTICLE III. NONPROFIT STATEMENT

Omega Phi Alpha at UC San Diego is a non-profit student organization.

## ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

### I. **Section A:** Requirements

1. A student qualifies for membership in Omega Phi Alpha if they are enrolled and actively pursuing a degree at the host university and are selected through a quorum vote by active members during recruitment. Members are expected to actively participate in the sorority's operational governance.
  - **Active Members:** To be considered an Active Member, a student must complete the New Member Education curriculum, fulfill all financial obligations to the sorority, and meet the minimum attendance requirements, service hour requirements, sisterhood requirements, committee requirements, and academic requirements each quarter. Active members are encouraged to take on leadership roles and contribute to the sorority's activities and projects.
  - **New Members (Associates):** To be considered a New Member, a student is currently engaged in the New Member Education program, having been initiated but awaiting formal induction. Associates are required to actively participate in activities that promote their growth and understanding of the sorority's values and mission.
  - **Inactive Members:** A member may be considered inactive if they have completed the New

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Member Education curriculum but have not fulfilled other membership requirements. Inactive status may also be requested for a temporary leave of up to one year, subject to approval by a vote of the executive board.

- **Affiliate Members:** An individual qualifies as an Affiliate Member of Omega Phi Alpha if they actively contribute to the organization's affairs to maintain their connection as honorary members. However, Affiliates may not be eligible to run for positions on the executive board.
- **Alumni Members:** To be considered an Alumni Member, a student must have graduated in good standing as a member of Omega Phi Alpha or have petitioned for early alumni status. Alumni are valued members who may attend most events at their discretion.
- **Advisors:** To be considered an Advisor, an individual must receive a quorum vote from the executive members and have connected with at least one-third of active members. Advisors serve as mentors and resources for student projects, and in turn, receive support from the sorority.

2. The sorority upholds a non-discrimination policy in all membership decisions, regardless of age, race, religion, national origin, ethnicity, disability, or sexual orientation

### II. Section B: Recruitment

- A. Omega Phi Alpha reserves the right to select members every recruitment cycle to ensure a high-quality experience for incoming members in terms of education and funding. This helps preserve a close-knit environment and strong sense of sisterhood.
- B. The decision to grant Associate Membership to new members is based on:
  - **Exemplification of Core Values:** The new member must demonstrate attributes aligned with the five core values of Omega Phi Alpha: service, leadership, diversity, sisterhood, and education.
  - **Mentorship Compatibility:** Given the sorority's mentorship program, only those who can be effectively supported within this framework will be selected.
  - **Additional Qualities:** Other considerations, including but not limited to attendance, financial sustainability, value addition, commitment to inclusivity and integrity, and alignment with the recruitment theme, may be detailed in future documents.
- C. Applicants who are not extended a bid have the right to request feedback and a review of their application.

### III. Termination of Membership

1. Grounds for termination
  - a. Minor Offenses (Minor Offenses may be considered Major Offenses if repeated excessively)
    - i. Unintentional actions that are in direct contrast with Omega Phi Alpha's Constitution, Principles/Traditions, and Code of Conduct
    - ii. Actions inconsistent to Sisterhood or any of our 5 pillars
    - iii. Consistent failure in attendance, service hours, events or pay dues
    - iv. Miscommunication between members, causing internal turmoil
    - v. Consistent tardiness, inappropriate language, or otherwise disrupting events
    - vi. This is not an extensive list. Minor Offenses are characterized by unintentional blips of judgment.
  - b. Major Offenses

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- i. Intentional actions that are in direct contrast with Omega Phi Alpha's Constitution, Principles/Traditions, and Code of Conduct
    - ii. Divulging confidentiality of Sisters or dis-representing Omega Phi Alpha publicly
    - iii. Dishonesty or dis-representation of self in the sisterhood recruitment process
    - iv. Vandalism, Discrimination, theft, harassment, bullying
    - v. This is not an extensive list. Major Offenses are characterized by intentional harmful actions that prove intent to be changed
  - c. Severe Misconduct
    - i. Physical or sexual assault
    - ii. Attempting murder, especially on a Sister's life
    - iii. Other Criminal Activities
    - iv. This is not an extensive list. Severe Misconduct is characterized by an active and harmful engagement against our Sisters and our values. We will work with Sisters to ensure an action is only considered Severe Misconduct under no other option.
2. The Judicial Board will be headed by The VP Judicial, 2 executive members, 2 non executives - 1 randomized sister from the accused' pledge class, and 1 sister from the org at large.
3. Any 2 Sisters can bring up concerns to the 2 executive members running J-board.
4. In the case of Minor or Major Offenses, the accused will be given 3 or 2 official warnings.
  - a. The first warning will be an official text detailing the accusations with opportunity for rebuttal
  - b. The second warning will be an in-person discussion with the president, defendant, and plaintiff
  - c. The third warning will be a request for an informal judicial meeting with the president, the defendant, the plaintiff, and one party chosen by the defendant. All parties must be given 24 hours advance notice, and the agenda of the meeting must be disclosed by the president.
  - d. Upon Probation, Siblings will be granted probationary status to be discussed according to their hearing
5. Judicial Hearings:
  - a. If behavior continues to persist, an offer for Judicial Hearing may be extended. There must be 72 hours advance notice for a Judicial Hearing, and the defendant may accept a compromise with the plaintiff prior if both parties are willing. It is highly recommended that they meet in person before the trial.
  - b. If Judicial Hearing proceeds, at least 80% of the fraternity must be present unless both parties request a closed hearing, in which case only J-board and their representatives will be present. The plaintiff or representative will present their

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evidence, the defendant pleads guilty or innocent and then their case, and J-board (or all of the sorority) will vote.

6. If a Sister's membership is terminated within Sorority, they will also be required to forfeit any rights and privileges associated with the Sorority including attendance at events and participation in voting process. This ensures that members are held accountable for their actions and adherence to the values and standards of the organization
7. Termination is a serious matter that is approached with fairness, transparency, and due process. We seek to provide our Sisters every opportunity to grow with us, and termination will only be the result of a last resort if all other measures fail.
8. We reserve the right to adjust or change the process at any given point in time, however, Sisters will be notified of these changes and given the opportunity to challenge them before adjustments might be applied to their own hearings.

### ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

- A. General Chapter Meetings:
  - a. Chapter meetings shall be held once per week and are open to Actives and Associates of the organization. The purpose of these meetings is to provide a brief platform for updates and discussion, as well as round-table exercises in innovational case studies and current events. Occasionally, we may have an after-social or service prep component to these meetings.
- B. New Member Education Meetings
  - a. New Member Education shall be held once per week and are open to Actives (optional) and Associates (required) of the organization. The purpose of these meetings is to provide a structured and personalized educational plan to guide students on principles of changemaking and their class project as well as to bond the incoming class
- C. Social Meetings:
  - a. Social Meetings serve to foster a sense of community among members. These meetings may range from outings, innings, study jams, and recreational activities. VP Siblinghood, along with the Executive Board are responsible for planning and organizing these social meetings, however any member may pitch.
- D. Service Prep Meetings:
  - a. Service meetings will be held at the VP Service' discretion in order to provide opportunities to give back to the community. They may be combined to other meetings.
- E. Committee Meetings:
  - a. Committee meetings shall be organized by the VPs of the organization in order to discuss and work on sorority organizational matters.
- F. Special Meetings:
  - a. Other meetings may be called upon discretion, included but not limited to recruitment events, workshops, externals, induction ceremonies, etc
- G. E-board Meetings:
  - a. E-board meetings shall be held once per week for VPs and Presidents to discuss initiatives, progress, and operational affairs in regards to administration and coordination.

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### ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

**Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers**

#### **A. Section A: Executive Titles**

- a. President - Sylvan
- b. VP Judicial
- c. VP Service
- d. VP Finance
- e. VP Sisterhood
- f. VP Marketing/Recruitment
- g. Director of New Member Education
- h. Director of Design
- i. Director of Social Engagement
- j. Director External

#### **B. Section B: Executive Committees**

- a. Executive Board : All VPs, current Pledge Mom, and Presidents
- b. Judicial Board : As listed under Termination of Membership

#### **C. Duties**

- a. President
  - i. Coordinate Executive and Chapter Meetings
  - ii. Maintain Internal Communications and maintains contact with Extensions Director
- b. VP Judicial
  - i. Leads Standards Board along with 2 E board and 2 General Members/Directors
  - ii. Uploads Meeting Notes onto Portal
  - iii. Upholds legislation
  - iv. Track Attendance Rates
  - v. Coordinate logistics such as pricing, venue, timing, and transportation
- c. VP Service
  - i. Plan and implement at least six service projects, each of which must have a 75% participation rate among prospective new chapter members. There must be one service project in each of Omega Phi Alpha's areas of service (university community, community at large, members of the sorority, nations of the world, mental health, president's project)
- d. VP Finance
  - i. Organize budget and assign dues every quarter
  - ii. Manage Bank Account and find potential Sponsorships for Organizations.
  - iii. Obtain an IRS TIN
  - iv. Open a checking account with President and Treasurer as account owner
  - v. Collect Fees and File Annual taxes
  - vi. Conduct fundraisers (at least 2 during the chartering process)
- e. VP Sisterhood
  - i. Plan weekly socials and facilitate environment of diversity, equity, and inclusion

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- f. VP Marketing/Recruitment
  - i. Create Marketing Strategy and Manage Social Media Accounts
  - ii. Plan recruitment events and pledge challenge events
  - iii. Support pledge class throughout the process
- g. Director of New Member Education
  - i. Carry out Education Plan when Pledge cycles begin
- h. Director of Design
  - i. Design Sorority Merch
  - ii. Design Social Media Posts
- i. Director of Social Engagement
  - i. Manages the social media accounts
  - ii. Creates and pitches content to connect with other orgs on campus
- j. Director External
  - i. Outreaches for potential speakers, workshops, and sponsors
  - ii. Outreach with other orgs for potential mixers
  - iii. When meeting professionals for networking opportunities, may accompany a president
- k. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

### D. Elections

- a. Any Active member, including oneself, may nominate another for an Executive, Director, or Chairperson position. Each nominee must fulfill outlined thresholds established by the Executive board. This is to ensure adequate involvement with the sorority community.
- b. All individuals intending to run for positions must submit a form outlining their campaigns at least 3 days prior to voting meetings
- c. VPs will be given the opportunity to present a short pitch about their campaign before voting. All attending Siblings are eligible to vote.

### E. Removal from Office

- a. An executive position may be removed from office under a similar ritual to termination, but will require unanimous vote from the executive board, or 80% vote from all siblings, whichever the accused prefers.
- b. Terms of office shall begin at the end of the elected quarter to the beginning of the next election cycle. This spacer quarter is intended for training the next executive.
- c. Upon vacancy, the executive board assumes responsibility, or may vote on a current Active to take on a temporary term.

### F. General Guidelines

- a. Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- b. All officers must be Active Siblings of Omega Phi Alpha at UC San Diego. VPs are chosen by formal annual election, Directors are chosen quarterly at the discretion of their respective committees, and chairs are decided to give new associates a chance to grow within a specified field of their choice, which they may pitch to the executive board. Brothers may hold Director positions, but not VP positions.

**ARTICLE VII. RISK MANAGEMENT**

Omega Phi Alpha at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Omega Phi Alpha at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

- A. Omega Phi Alpha recognizes that organizing events and activities inherently carries the risk of emergencies, such as medical issues, natural disasters, or accidents. We prioritize the safety and well-being of our members and have developed strategies to mitigate these risks.
  - a. Medical Emergencies: During events, there is a possibility of medical emergencies, such as injuries, illnesses, or allergic reactions. To address this risk, we designate members as first-aid responders who are trained to provide immediate assistance. Additionally, we maintain a readily accessible first-aid kit and have an established protocol for contacting medical professionals or emergency services if needed. Finally, upon initiation, associates will provide 3 emergency contacts to be contacted in case of danger.
  - b. Natural Disasters: Depending on the location and timing of our events, we may encounter natural disasters such as earthquakes, storms, or wildfires. To mitigate this risk, we monitor weather forecasts and local conditions in advance. In cases of imminent danger, we have an evacuation plan in place and communicate it to all participants. We also provide emergency supplies and shelter options when necessary.
  - c. Security Concerns: We understand the importance of ensuring the security of our members and participants during events. We implement access control measures, where applicable, and collaborate with local law enforcement or security personnel when organizing larger events. Additionally, we have clear communication channels for reporting security concerns and protocols for addressing them promptly.
  - d. Fire Safety: Fire hazards are a concern during events, particularly when using indoor or outdoor spaces. We adhere to local fire safety regulations, maintain fire extinguishers, and conduct fire drills when necessary. We also have designated members responsible for fire safety awareness and response

**ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY**

Omega Phi Alpha at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu> . Sigma Upsilon Delta will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and

how to properly report potential harm or neglect to minors or the elderly with whom they are working.

## ARTICLE VIII. HAZING PREVENTION

### A. Section 1: Definition and Recognition

- a. Omega Phi Alpha defines hazing as any action or situation, whether on or off organizational premises, that recklessly or intentionally endangers the mental, physical, or emotional health or safety of any individual regardless of consent. Members are required to understand the broad spectrum of behaviors that constitute hazing and acknowledge that such activities are contrary to the organization's values and missions. While we seek to push our Siblings to grow into themselves, which at times requires slight discomfort, we will take measures to ensure that we will never unproductively cause boundaries to be forced.

### B. Section 2: Education and Training

- a. All members shall undergo comprehensive training to identify, prevent, and report hazing activities. This training will be provided upon induction and as part of ongoing education, emphasizing the importance of respect, dignity, and the well-being of all individuals. The organization commits to providing resources and support to ensure all members are equipped with knowledge to uphold these standards through ongoing workshops and educational plans

### C. Section 3: Prevention Measures

- a. In order to prevent hazing, Omega Phi Alpha will:
  - i. Clarify expectations and boundaries through intake documents upon initiation
  - ii. Foster a culture of transparency, respect, and accountability
  - iii. Implement a zero-tolerance policy towards hazing
  - iv. Encourage open communication and safe spaces for members to express concerns or report incidents
  - v. Conduct regular reviews of activities and events to ensure compliance with anti-hazing policies
  - vi. Proactively check in with Associate members to ensure boundaries are being respected
  - vii. Consistently conduct workshops and activities to safely and powerfully gauge sorority culture climate

### D. Section 4: Reporting and Repercussions

- a. Members are encouraged to report any suspected hazing incidents anonymously to Presidents, or any executive members through designated organization channels. We aim to implement active protocols to create a safe environment to grow with our members, training communication styles and setting strong standards. We guarantee that all reports will be taken seriously and investigated promptly and thoroughly.
- b. If Members still feel endangered after thorough reporting via organization protocols, members may report any incidents to [hazing@ucsd.edu](mailto:hazing@ucsd.edu).
- c. Should hazing be found to have occurred within Sigma Upsilon Delta, it will result in
  - i. Immediate referral to the Center for Student Accountability, Growth, and Education for organizational and/or individual violations
  - ii. Disciplinary actions against those involved, which may include suspensions, expulsions, or even legal consequences under extreme circumstances.

### E. Section 5: Compliance and Accountability

- a. This organization acknowledges to abide by the UC San Diego hazing policy, relevant UC



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policies, California State Law, and national policies regarding hazing. We acknowledge that failure to comply with these policies and laws will subject the organization and its members to disciplinary action up to and including dissolution of the organization.

### F. Section 6: Commitment to Safety and Integrity

- a. This Organization pledges to uphold the highest standards of safety, respect, and integrity. Through the implementation of this Article, we commit to a culture where hazing is not tolerated, and the dignity and well-being of all members are protected.

## ARTICLE IX. COMMUNITY MENTOR

Community Mentors, also referred to as Affiliates, consist of Alumni and Advisors. As a whole, they serve as our sorority network, and we are grateful for their presence in our community.

### A. Section 1: Selection

- a. Alumni, as outlined above, are graduated members of Omega Phi Alpha.
- b. Brothers/Buddies (undergrads) and Advisors (graduates of Nationals) are upstanding members of the greater community who exemplify the values and mission of the organization, and showcase a close relationship with Actives, and hence granted honorary status

### B. Section 2: Responsibilities and Benefits

- a. Responsibilities and Benefits will vary from various mentors.
- b. Generally, Affiliates will go through a short program to learn about the values of the organization, as well as be required to coffee-chat with a specified amount of Actives as determined by the current Active Body. They must fulfill half of the required Active requirements. In addition, Affiliates are open to outreach for Active projects to advise New Member Class Projects and/or Neophyte Projects
- c. Attendance:
  - i. Undergrad Affiliates are highly encouraged, but not required to attend Chapter Meetings, New Member Education, Socials, and Externals.
  - ii. Graduated Affiliates are highly encouraged to attend Externals, and may request or be requested attendance at other events as agreed upon.
- d. Affiliates will in turn have the support of Siblings for their own projects as well

### C. Section 3: Length of Term

- a. Term lasts from vote intake til termination or dissolution.

## ARTICLE X. FINANCIAL MANAGEMENT

### A. Funding Sources

- a. Omega Phi Alpha will finance its activities through a diverse range of funding sources including membership dues, fundraising events, sponsorships, and other legitimate means as determined by the finance committee.

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### **B. Bank Account**

- a. Omega Phi Alpha will establish an off-campus account to effectively manage its finances. VP Finance, as well as finance committee will be responsible for its administration and maintenance of organization financial records.

### **C. Compliance with AS Rules and Regulations**

- a. The Sorority will comply with all requirements set forth by the AS Rules and Regulations.

### **D. Membership dues:**

- a. Dues shall be established annually by the nationals and executive board and approved by the active membership. Dues shall be used to cover operating expenses, programming costs, and other organizational needs.

### **E. Budget**

- a. A budget shall be prepared and approved by the executive board at the beginning of each fiscal year. The budget shall outline anticipated revenues and expenses for the upcoming year.

### **F. Financial Aid**

- a. Upon demonstrated need and request, financial aid may be negotiated.
- b. Individual need: If one individual requires financial need, they will be given support in a personal fundraiser and extension of due deadlines.
- c. If half the incoming class or more requires financial aid, they may pitch a personal project in alignment with SigUp's values, of 80% proceeds will be allocated towards their dues, the other 20% to be determined by executive committee
- d. Any Actives seeking financial aid may also participate in above options.

## **ARTICLE XI. AFFILIATION WITH OTHER GROUPS**

### **a. Affiliation**

- i. Sigma Upsilon Delta is currently an interest group affiliated with Omega Phi Alpha international service sorority.

## **Article XII: AMENDMENTS**

### Section 1: Proposal

- a. Proposed amendments to these bylaws may be submitted by any active member of the sorority.

### Section 2: Approval

- A. Amendments to these bylaws shall require a two-thirds (2/3) majority vote of the active membership present at a regular or special meeting.