



**THE CONSTITUTION AND BYLAWS OF  
THE RHO CHAPTER OF  
THE OMEGA TAU SIGMA FRATERNITY**



Article I - Name and Location

- Sec. 1 The name of the Fraternity shall be the Rho Chapter of the Omega Tau Sigma Fraternity.
- Sec. 2 It shall be located in Glendale, Arizona.

Article II -- Purpose and Non Discrimination Policy

- Sec. 1 The purpose of this Fraternity shall be the promotion of and provision for professional, fraternal, and social interaction among its membership.
- Sec. 2 This Fraternity and its members shall not discriminate against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

Article III -- Membership

- Sec. 1 The Fraternity shall be composed of the students of the College of Veterinary Medicine at Midwestern University, graduate, associate, and honorary members as defined below.
- Sec. 2 A graduate member shall be one who has been a member of the Rho Chapter of the Omega Tau Sigma Fraternity prior to graduation as a Doctor of Veterinary Medicine.
- Sec. 3 An associate member shall be one who is a graduate of any College of Veterinary Medicine recognized or accredited by the American Veterinary Medical Association, and who has been an active member of any chapter of the Omega Tau Sigma Fraternity.
- Sec. 4 An honorary member shall be any person upon whom the



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chapter deems worthy by the qualities and ideals upheld by the Rho Chapter of Omega Tau Sigma or any person who is felt to be contributing to the betterment of the chapter and the profession of veterinary medicine.

Sec. 5 Membership is open to all members of the College of Veterinary Medicine as stated in the Bylaws. The names of the candidates for membership shall be announced at the regular meeting preceding initiation ceremonies.

Sec. 6 In order to remain in good standing, members are required to fulfill one (1) social and one (1) non-social event including, but not limited to, community service [] events during the calendar year. Fourth-year members are excluded from this requirement due to clinical rotation responsibilities. Failure to do so would result in a monetary fine. Priority when volunteering for events will be given to those that have not yet fulfilled this fraternal requirement. Implementation of this amendment will commence Autumn 2016. A calendar year is defined as the beginning of the academic year until one (1) day prior to the following academic year.

Article IV -- Officers

Sec. 1 The elected officers of this Fraternity shall be as follows: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Recruitment representative, Historian/Webmaster, Alumni Relations Officer, two (2) Social Co-chairs, Faculty Relations Officer, two (2) Fundraising co-chairs, Community Service representative, Public Relations representative, Explorers representative, and three (3) Class Representatives (one for each class year).

Sec. 2 The order of succession shall be as listed in Article



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IV, Sec. 1.

- Sec. 3 The duties of the various officers shall be as stated in Article X of the Bylaws.
- Sec. 4 The executive committee shall consist of the President, Vice-President, Secretary, Treasurer, and Recruitment representatives.
- Sec. 5 Any first, second, or third year *initiated* chapter member with a *cumulative GPA over 2.5* with the College of Veterinary Medicine at Midwestern University is eligible to run for elected office in the Rho Chapter of Omega Tau Sigma.

Article V -- Elections/Impeachment

- Sec. 1 All officers except the Treasurer and Explorer co-chair shall be elected at the second to last regular meeting of the Spring Quarter. Newly elected officers shall assume office following the last day of Spring Quarter.
- Sec. 2 All members running for office must submit their platform to the President or Vice-President at least one week prior to the election date. Platforms will be emailed out to the members of the Rho Chapter of Omega Tau Sigma no later than three days prior to the election date.
- Sec. 2 All elected officers shall serve office for a term of one (1) year.
- Sec. 3 Vacancies in any elective office shall be filled by the active membership of the Fraternity at the second regular meeting after such a vacancy has been declared. The member who serves in such office for the remainder of the term shall be entitled to the



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full honors of the full term.

- Sec. 4 All elective officers of the Fraternity shall be filled by a majority vote of those members present at the time said elections are held. Votes shall be placed on paper ballots distributed by the Seagent at Arms at the start of the election meeting.
- Sec. 5 In the event of an excusable absence, see Article VII section 4, as determined by the President or Vice-President of the chapter, a Fraternity member in good standing may submit an absentee ballot. A paper absentee ballot must be requested within 48 hours of elections and submit to either the President or the Vice-President within 24 hours of the chapter elections. Any member who uses an absentee ballot acknowledges the inability to vote for nominations added during this meeting and as such the ballots may not be changed once submitted.
- Sec. 6 In the event of unsatisfactory performance of any elected officer, an impeachment motion shall be put forth in writing and signed by 10% of the active membership and one faculty advisor.
- Sec. 7 A three-fourths ( $\frac{3}{4}$ ) majority vote held at the following meeting will confirm the impeachment.
- Sec. 8 In the event that the President is impeached, the Vice-President will assume the President's responsibilities immediately following impeachment until a new President is elected. In the event that any other position is impeached, the President will fill the position until an election can be held. Active chapter members in good academic standing will be eligible to run for the Presidential position.
- Sec. 9 The vacant position(s) will be elected two meetings



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after the impeachment. Chapter members with a GPA over 2.5 will be given up to one week prior to the election date to submit their platform to the President or Vice-President. The position will be filled following a chapter vote as stated in Article V, Sec. 4-5.

Article VI -- Committees

- Sec. 1 The President and Vice-President shall be responsible for appointing the following standing committees from among the membership of the Fraternity: Constitution Committee, Awards Committee. Their duties shall be described in Article X of the Bylaws of the Fraternity.
- Sec. 2 The President shall appoint ad hoc committees as he/she deems necessary. Such committees shall serve until revoked by the President or until the expiration of the President's term in office.

Article VII -- Amendments

- Sec. 1 All motions for amendments to this Constitution shall be submitted in writing to the Constitution Committee for its consideration and approval. All motions for amendments must be accompanied by a written petition bearing the signature of no less than ten percent (10%) of the active membership. The Constitution Committee must then read the proposed amendment as to its Constitutionality at the next regular meeting of the Fraternity.
- Sec. 2 The Constitution may then be amended by three-fourths (3/4) of the members present, the total affirmative votes not to be less than fifty percent (50%) of the total active membership.



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Article VIII -- Meetings

- Sec. 1 The regular meeting of the Fraternity shall be held during the first Monday of every month during the regular academic Quarter. In the event that the first Monday of the month falls during a scheduled academic break or National Holiday, the meeting shall be held the following Monday. **NOTED**
- Sec. 2 Special meetings may be called by the President at his/her discretion or when petitioned to do so by a written request of ten percent (10%) of the membership. No business shall be transacted at special meetings except that for which the meeting is specifically called.
- Sec. 3 At all meetings, one-fifth (1/5) of the active membership plus a qualified presiding officer shall constitute a quorum.
- Sex. 4 Any absence of a meeting or activity held by the Rho Chapter of Omega Tau Sigma must be approved by the President or Vice-President no later than 24 hours prior to the event. It is at the discretion of the President or Vice-President whether the absence is excusable or not.

Article IX -- Order of Business

- Sec. 1 The meeting shall be called to order by the presiding officer. He/She shall greet each member present and then proceed with the ritualistic opening. The agenda shall be as follows:
- a. **Seargent at Arms -> Welcoming/Opening**
  - b. Committee Reports (as needed) will be presented in the following order:
    - 1. President → Unfinished Business, New Business, Announcements



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2. Vice-President → Class Announcements,  
Attendance
  3. Secretary → Reading of previous minutes
  4. Treasurer → Financial Report
  5. Sergeant-at-Arms
  6. Historian
  7. Ritual Representative
  8. Social Representative
  9. Faculty-Relations
  10. Alumni Relations
  11. Community Service Representative
  12. Public Relations Representative
  13. Explorers Representative
  14. Class Representatives
- c. Date of the next meeting
  - d. Motion for adjournment
  - e. Roundtable

Article X -- Duties of Officers

- Sec. 1 The duties of the President shall be:
- a. To preside at all meetings of the Fraternity and conduct said meetings according to Robert's Rules of Order. His/Her decision shall be subject to appeal by a majority of the members present at the meeting as described in Article V.
  - b. To sign all legal documents pertaining to the business of the Fraternity when so ordered by the Fraternity. He/She shall hold responsibility for all property of the Chapter, both real and personal, but shall have no power to dispose of same unless so ordered by the Chapter.
  - c. To appoint all standing committees, chairpersons thereof and non-elected officers and other committees; all appointments are to be with the approval of a majority of the Executive Committee.
  - d. To officially represent the Fraternity, either personally or by a duly appointed representative,



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on all occasions that might arise and call for such representation.

- Sec. 2 The duties of the Vice-President shall be:
- a. To preside in the absence of the President.
  - b. To defend the decisions of the President from the floor.
  - c. To fulfill, in the event of the death, resignation, or impeachment of the President, all the duties of the absent President until the next elections.
  - d. To represent the Rho Chapter in all matters pertaining to the foundation of new chapters of the Omega Tau Sigma Fraternity.
  - e. To be responsible for the signing of promissory notes by the graduating senior no later than thirty (30) days prior to such graduation.
  - f. To be responsible for determining which events should have food and/or beverages.
  - g. In a year that the Grand Council is hosted by the Rho chapter of Omega Tau Sigma, organize and lead the Grand Council Committee.
  - h. To obtain white carnations for the outgoing senior class.

- Sec. 3 The duties of the Secretary shall be:
- a. To keep a correct record of all proceedings of each meeting of the Fraternity, to call the roll whenever directed by the President, to read the minutes of any previous meeting whenever so directed, to read and distribute all incoming Fraternity correspondence, and to reply to same when so directed.
  - b. To be responsible for the orderly and safe keeping of all current records, books, seals, papers, etc., except those pertinent to other officers.
  - c. To keep permanent record of all members joining the Chapter, including full name, home and local



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address and telephone number, and all changes of address as they are reported by the members.

- d. To procure from the Secretary of the Grand Council graduate certificates for graduation seniors of the Fraternity. This is to be accomplished at least 45 (Forty-Five) days prior to the Senior Appreciation banquet.
- e. To submit, upon request, the names of those members of the Fraternity not in attendance at said meeting to the President and Vice-President after each regular meeting.
- f. Submit nominations for each elective office of the Fraternity.
- g. To maintain and update the OTS licensees and member roster.
- h. To perform such other duties as directed by the President.
- i. To maintain record of membership standing.

Sec. 4 The duties of the Treasurer shall be:

- a. To be responsible for all collections and disbursements of moneys of the Fraternity.
- b. To render a financial report of the Fraternity when directed to do so by the President or at a minimum once quarterly.
- c. To notify in writing any member who may be in arrears for one (1) academic Quarter, and to arrange with said member for prompt payment, and to report to the Executive Committee when satisfactory arrangements cannot be agreed upon.
- d. To ensure that payments to the Rho Chapter, and annual dues payments to the Grand Council of the Omega Tau Sigma Fraternity are promptly disbursed when due.
- e. To maintain the financial records and procedures in accordance with the directives of the Auditing Office, The Midwestern University, and to submit such records to said office for audit when so directed or requested.



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- f. To maintain and submit Treasurer's Report to Grand Council of Omega Tau Sigma.
- g. The office of the treasurer shall be a compensated position. The chapter dues shall be credited on his/her behalf.

Sec. 5 The duties of the Recruitment Representatives shall be:

- a. To appoint a Rush Committee, with approval from the President, and to serve as its co-chair persons
- b. To plan and direct the pledge training program of the Fraternity. He/She shall comply with the directives of the Fraternity but shall have direct authority in all appropriate pledge activities.

Sec. 6 The duties of the Sergeant-at-Arms shall be:

- a. To maintain order at all Fraternity meetings.
- b. To prohibit the admission of, or supervise the removal of, all unauthorized persons at any Fraternity function.
- c. To be responsible for the preparation of the meeting room prior to and after all meetings.
- d. To be responsible for the refreshments at all regular Fraternity meetings and social events when deemed necessary by the Vice President.

Sec. 7 The duties of the Historian/webmasters shall be:

- a. To be responsible for the orderly and safe keeping of all past records, books, seals, papers, etc. except those pertinent to other offices.
- b. To create a Chapter history book for their term of office and post tasteful photos of service and events to the OTS Rho Chapter Facebook account. All members of the executive committee of the Rho Chapter will have access to this account.
- c. To fulfill all duties as ascribed by the Grand



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Council of the Omega Tau Sigma Fraternity.

- d. To keep all passwords in files to be shared with any other executive member and to pass said passwords on annually to incoming executive committee.

Sec. 8 The duties of the Social Chairman(s) shall be the planning, preparation, and supervision of the social program of the Fraternity as directed by the Executive Committee and the Fraternity.

- a. Communication with the Treasurer for the approved budget, and coordinating with the President and Fundraising officers if additional funding is needed.
- b. Coordination with Public Relations for advertisement of social events.
- c. Coordination with Sergeant-at-Arms for securing beverages for social events.
- d. Social event themes, decorations, etc.
- e. Organization of social event volunteers (set-up, cooking, serving, designated drivers, managing the door, clean-up) from members of the Fraternity.

Sec. 9 The duties of the Faculty Relations Officers shall be:

- a. To be responsible for all faculty relations of the Fraternity as directed by the Executive Committee.
- b. To be responsible for informing all faculty and staff of Fraternity events.

Sec. 10 The Class Representatives shall consist of four (4) members, one (1) from each of the four (4) classes of the College of Veterinary Medicine. They shall be responsible for announcements and communications among the members of the Fraternity, help coordinate the class project/gift to the Fraternity, and be instrumental in coordinating inter/intra class



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studying and mentoring opportunities.

Sec. 11 Public Relations consist of one chairperson elected by the Fraternity. They shall have complete responsibility for announcing and promoting meetings, parties, extracurricular activities, and submitting articles to any Veterinary College publications. They shall also be responsible for any other publicity it deems necessary for the promotion of public relations of the Rho Chapter of Omega Tau Sigma.

Sec. 12 Duties of the Community Service Chairpersons  
Community Service will consist of one (1) chairperson elected by the Fraternity. He/She shall be responsible for surveying the chapter and determining their philanthropic areas of interest and arrange events accordingly.

Sec. 13 The Executive Committee shall appoint a Junior Delegate annually based upon a letter of intent submitted to the Executive Committee of the Rho Chapter of Omega Tau Sigma, which will convey the applicant's desire to represent the Rho Chapter at Grand Council as well as assist, with help of the Vice-President and Senior Delegate, in preparation and presentation of the Chapter Presentation and Report at the Grand Council Delegate's meeting, and to assist with all plans regarding traveling to, or hosting, the Grand Council meeting that year. Those who are appointed Junior Delegate will be charged with a two year commitment consisting of holding the Junior Delegate position for one year and upon completion of their initial term, and approval of the Executive Committee, will be automatically appointed to the Senior Delegate position, with the previous Senior Delegate being relieved of their duties, and a new



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Junior Delegate being appointed by the Executive Committee.

Sec. 14 The Executive Committee shall approve the transference of title, role, and responsibility of the Senior Delegate to the Junior Delegate upon successful completion of a one year term as Junior Delegate, and satisfactory fulfillment of their responsibilities as Junior Delegate. Transference of this title shall occur during the annual elections and will be announced to all members present at the meeting. The Senior Delegate will continue to represent the Rho Chapter at Grand Council as well as assist the Vice-President and Junior Delegate in the preparation and presentation of the Chapter Presentation and Report at the Grand Council Delegate's meeting that year.

Sec. 15 Inactivation or deactivation of title-bearing officers of the Rho Chapter of Omega Tau Sigma for disciplinary reasons shall be penalized in the following manner:  
The offending member may not list on any professional or legal document as being active in their relinquished position, nor having ever been active in their relinquished position, so as to misinform viewers as to the nature of their responsibilities and their departure. If going on inactive-status during their terms as either an elected or appointed titled-officer, the offending member may not hold office again upon reactivation of their membership, nor may they list on any professional or legal document that they held the aforementioned title in any capacity upon their reactivation. Finally, all title-bearing officers who wish to deactivate or go on inactive-status must contact the current President of the Rho Chapter of Omega Tau Sigma, and must find a



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suitable candidate for replacement unless otherwise instructed by the President and Executive Committee. Failure to abide by these regulations will cause the offending member or party to be held responsible for any consequences deemed suitable by the President and Executive Committee of the Rho Chapter of Omega Tau Sigma.

Article XI -- Duties of Committees

- Sec. 1 The Recruitment Committee shall consist of members of the Fraternity and shall advise and assist the Recruitment Chair in planning and directing the rush program of the Fraternity. It shall investigate and submit to the Fraternity a roster of candidates for membership at the regular meeting preceding each initiation of the Fraternity. Once new members have been invited, the Recruitment Committee shall organize and carry out an informal welcome ceremony for future members to be held during the fall Quarter of classes prior to the National Grand Council date.
- Sec. 2 The Constitution Committee shall consist of three (3) members who shall acquaint themselves with the Constitution and Bylaws of the Rho Chapter of the Omega Tau Sigma Fraternity, and shall determine the Constitutionality of actions of the Fraternity. The chairman of this committee shall act as parliamentarian to the Fraternity and shall present Constitutional amendments to the general membership.
- Sec. 2b The Constitution committee shall review proposed amendments submitted in accordance with the Constitution by any members of the Fraternity for Constitutionality and clarify them if necessary before placing them before the Fraternity for ratification procedures.



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- Sec. 2c The Constitution committee shall maintain a complete and current copy of the Constitution and by-laws, and shall make said copies available to the Executive Committee and to any Fraternity member requesting said copies.
- Sec. 4 The Awards committee shall designate a recipient for each established reward no later than one (1) month prior to end of the year banquet.
- Sec. 5** All immoral, questionable, or inappropriate activities both in the capacity of an Omega Tau Sigma event, as a member of the Rho Chapter of Omega Tau Sigma posting to any form, for personal and for Omega Tau Sigma, of social media as considered by any committee or Fraternity member must be brought to the attention of the Executive Committee for recommendation of appropriate disciplinary actions. The recommendations of the Executive Committee will be presented to the active chapter for a majority vote, being not less than fifty percent (50%) of the total active membership. It will be the duty of the President to inform the committee or member of the the Fraternity's action.

Article XII -- Fees, Dues and Property

- Sec. 1 a. The fees and dues of the Fraternity shall be as follows:  
Active members:  
Chapter dues - \$100.00 once yearly (Fall Qtr)  
National Dues -- \$12.00 once yearly (Fall Qtr)  
Pledges:  
Chapter dues - \$75.00 once yearly (Winter Qtr)
- b. Dues bills will be assessed the first week of the



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quarter and are to be paid by the following third week of classes. Exception is made during the Senior year and in the case where previous payment plans are approved by the Executive Committee.

- c. Members who have failed to meet the requirement of volunteering for one social and one non-social event for the academic year as stated in Article III Sec. 6 of the Constitution will be subject to a fine on the order of \$30.00. This shall be paid at the time of dues payment by the third week of classes.

Sec. 2 The funds and property of the Fraternity, having been accrued for the defrayment of all proper and legal liabilities of the Fraternity, shall not be divided in any manner among the members individually, nor between this Fraternity and any other that may stem from it without the approval of two-thirds (2/3) of the Fraternity membership. Upon the written proposals to donate a specific sum of money to aid in the establishment of a new chapter of the Omega Tau Sigma Fraternity, said proposal shall be read aloud not less than two (2) regular meetings preceding that at which a vote shall be taken.

Sec. 3 Whenever a brother/sister ceases to be a member by reason of death, expulsion, suspension, or withdrawal, his/her right, title and interest in and to the property or funds of this Fraternity or any part thereof, thereby becomes null and void, and shall be reported to the Grand Council Secretary.

Sec. 4a. Any indebtedness to the Fraternity shall be handled in an appropriate business manner. All Quarterly dues shall be considered due on the 21st calendar day following the billing date.



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- b. A grace period of thirty (30) days will be automatically granted to any member needing one, provided they contact the Treasurer before the due date of payment. The Treasurer shall record all extensions granted.
- c. Payment plans waiving late fees may be made at the Treasurer's discretion
- d. Failure to contact the Treasurer before the due date will enact the following:
  - 1. A \$5/month late fee on all balances below \$200
  - 2. An additional 1.5%/month fee on any amount over \$200.
  - 3. Any amount uncollected for six (6) calendar months without Treasurer's extension will be referred for collection, at the member's cost.
- e. All of the above said fees will be compounded on the monthly anniversary of the due date.

Article XIII -- Pledgeship

- Sec. 1 A pledge shall be any candidate regardless of class rank who has been invited by the members of this Fraternity, and has been accepted for candidacy by participation in the formal pledging ceremony.
- Sec. 2 The pledge class shall be under the jurisdiction of the Recruitment Chairs, with input as requested from Faculty Advisor.
- Sec. 3 A pledge must meet both the requirements of the office of the Dean of Midwestern University College of Veterinary Medicine and Rho Chapter of the Omega Tau Sigma Fraternity before being formally initiated into the membership of this Fraternity. Any pledge failing to meet these requirements may continue as a pledge until said requirements are fulfilled, such time not



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to exceed three (2) additional quarters. Initiation to active membership and assumption of active obligations, financial and otherwise, is mandatory at the next formal initiation.

- Sec. 4 The length of pledgship shall be not less than one (1) quarter.
- Sec. 5 Active membership will be granted to a pledge that has met all assessed and authorized financial obligations as stated in Article XII, Sec. 1a.
- Sec. 6 All those seeking pledgship will be granted the opportunity to become an active member of the Fraternity and will not be discriminated against based on race, religion, sex or physical handicap.

Article XIV -- Status of Membership

- Sec. 1 An active member of the Fraternity shall be a student member who meets and maintains his/her moral and financial obligations to the Fraternity, or previous payment plan arrangements have been signed and approved by the member and the Treasurer.
- Sec. 2 An active member can request inactive status upon presentation of a written request to the Executive Committee showing sufficient and worthy cause. Inactive status shall be granted upon the affirmative vote of three-fourths (3/4) of the members present at the first meeting [of the Quarter] providing all monies due the Fraternity have been paid in full.
- Sec. 3 An inactive member shall be free of all financial and social obligations; however, he/she shall remain morally obligated to the Fraternity.
- Sec. 4 Any member granted inactive status via Article XIII, Sec. 3, shall be allowed a period of inactivity of not



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more than one (1) year which shall not include the inactive's senior year of Veterinary education.

Sec. 5 Deactive status denotes a member that has chosen to relinquish all financial, social and moral ties with the Fraternity for their entire professional interim. All financial obligations must be met in full prior to granting of deactive status. Deactive members accept and understand that they CANNOT use the OTS affiliation in an future capacity.

-----AMENDMENT RECORD-----