



# ORDER OF OMEGA

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HONORING GREEK LEADERS SINCE 1959

## CHAPTER LEADERSHIP HANDBOOK FOR OFFICERS & ADVISORS

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# PREFACE

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Chapter officers and advisors are the lifeblood of the chapter. Officers provide leadership and management for the chapter, while advisors are the most vital asset to a chapter other than university support. Both leadership roles are equally important and allows for continuity and long-term success.

Just like any other student organization, Order of Omega chapters need support from the university administration and faculty in order to make a significant contribution to higher education. Because of good leadership, weaker chapters have become more active and prevalent on campus, and strong chapters have been able to maintain their commitment to excellence. Chapters that have not been able to experience the influence and support of strong chapter leadership continue to decline as leaders on their campus, and chapters begin to fall apart.

The task of a chapter officer/advisor is no small one, but your reward will be large! It is impossible to reference all that encompasses your leadership role and we realize your time is precious and should not be wasted trying to wade through pages of an extensive manual. Hopefully this easy reference handbook will help guide you in the right direction. As your knowledge of our organization and your responsibilities grow, we hope you will provide us with feedback for those who are just beginning on this journey. Thank you for your commitment and service to Order of Omega!

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# PURPOSE & POSITION STATEMENTS

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## GENERAL STATEMENT OF PURPOSE

- WHEREAS, Order of Omega serves to recognize outstanding leadership in fraternity and sorority systems on college and university campuses, and
- WHEREAS, the recognized campus leadership serves to promote fraternity and sorority life on campuses, and
- WHEREAS, outstanding leadership requires being a role model for fraternity and sorority chapter leaders and members, therefore,
- BE IT RESOLVED: that Order of Omega Chapter members adopt and promote the following position statements with their campus Order of Omega chapter, Greek governing bodies, and individual fraternity and sorority chapters.

## RESOLUTION ON HUMAN DECENCY

- WHEREAS, Harassment based upon gender, race, sexual orientation, religion, or national origin is inappropriate, insensitive, and sometimes violent, and
- WHEREAS, this type of human interaction is contrary to the principle of Order of Omega and fraternities and sororities, and
- WHEREAS, such human interaction is reportedly practiced by some collegians, and
- WHEREAS, this type of human interaction is destructive and contrary to human decency, therefore
- BE IT RESOLVED: that Order of Omega urges each member chapter to make every effort to educate its members and the members of its fraternity and sorority system regarding principles of human decency.

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## RESOLUTION AGAINST HAZING

- WHEREAS, The Executive Board of Order of Omega and its member chapters recognize and are concerned about any pre-initiation or initiation practices which constitute hazing, and
- WHEREAS, hazing is contrary to everything fraternities and sororities stand for, and
- WHEREAS, hazing is demeaning and illegal, therefore,
- BE IT RESOLVED: that Order of Omega disapproves, in the strongest possible terms, of any activity that constitutes hazing on college and university campuses.

## POSITION STATEMENT ON ALCOHOL AND ILLEGAL SUBSTANCES

- WHEREAS, The Executive Board of Order of Omega and its member chapters recognize and are deeply concerned with the continued abuse of alcohol and illegal substances in our fraternity and sorority systems and in society, and
- WHEREAS, the dangers of misuse and abuse of alcohol and illegal substances to individuals and groups are becoming increasingly evident, and
- WHEREAS, the misuse and abuse of the substances are inconsistent with the goals and missions of Order of Omega, fraternities and sororities, and higher education institutions, therefore
- BE IT RESOLVED: that Order of Omega members accept and promote the following:
1. that each Order of Omega member be encouraged to make a responsible decision concerning the use of alcohol and promote within his/her fraternity and sorority system this decision,
  2. that when alcohol is present, responsibility be encouraged and promoted,
  3. that all chapters develop and implement guidelines for responsible use of alcohol,
  4. that events and activities sponsored by chapters of Order of Omega will comply with all university or college policies and local and state laws regarding the purchase, sale, distribution, and use of alcoholic beverages,
  5. that the purchase of alcohol with Order of Omega chapter funds will be prohibited, and
- BE IT FURTHER RESOLVED: that use, sale, or distribution of illegal substances be forbidden and considered as grounds for expulsion from Order of Omega chapter.

# ROLE OF AN OFFICER/ADVISOR

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Leadership responsibilities include, but are not limited to, the following areas:

- Ensuring that the chapter is properly reporting membership, dues, officer and chapter information to the regional director and Headquarters.
- Coordinate membership recruitment, planning and implementing tapping and initiation ceremonies, officer installation/transition, and chapter meetings.
- Be familiar with Order of Omega's Constitution & Bylaws, membership requirements and chapter reporting procedures.
- Planning chapter events and promoting Order of Omega on campus.
- Encouraging the chapter's attendance at Greek and university functions.
- Communicating effectively with the active membership, the university, regional directors, and Headquarters.
- Maintain and safely store chapter initiation supplies and roll book while in your possession.
- Setting and evaluating chapter goals annually.

## **Specific to Advisor:**

- Be available to assist chapter officers in membership recruitment, planning and implementing tapping and initiation ceremonies, officer installation and chapter meetings.
- Assisting with chapter events and communications.
- Assisting the chapter in setting and evaluating goals annually.

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# CONSTITUTION & BYLAWS

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The complete Constitution & Bylaws of Order of Omega can be found at:  
[www.orderofomega.org](http://www.orderofomega.org).

The following is an overview of the contents for reference purposes:

## **Constitution**

*Article One:* Name

*Article Two:* Purpose

*Article Three:* Emblem and Colors

*Article Four:* Membership

*Article Five:* Eligibility

*Article Six:* Membership Selection

*Article Seven:* Organization

*Article Eight:* Local Powers

*Article Nine:* Suspension and Expulsion

*Article Ten:* Bylaws

*Article Eleven:* Amendments

## **Bylaws**

*Article One:* Meetings

*Article Two:* List of Officers and Their Duties

*Article Three:* Finances

*Article Four:* Parliamentary Authority

*Article Five:* Amendments

# MEMBERSHIP

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Chapters may extend membership to juniors and seniors who meet the GPA requirement – at or above the all-Greek average. Each chapter may initiate up to 3% of the Greek population, or 15 annually, whichever is greater. For example, if your institution has a Greek population greater than 500 students, you should use the 3% rule when figuring the chapter's new member membership quota. If the Greek population is less than 500 students, the chapter is automatically eligible to initiate 15 new members each academic year. The total number of active members does not count against your annual membership quota, nor do honorary memberships.

Honorary memberships can be extended to faculty, staff, and graduate students as a way to show appreciation for their support and dedication to the organization or Greek life in general. They are not required to have a Greek affiliation, and should be listed at the end of the initiation form. Chapters normally front the initiation fee of \$10 for honorary members. Honorary members will receive a certificate of membership and pin.

The selection of student members shall consider the following areas of a candidate's collegiate record:

- Character
- Scholarship
- Greek offices held
- Greek participation
- Service to the university
- Service to the local community



# RECRUITMENT

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New members may be chosen either annually or semi-annually by each chapter, with the manner and frequency of selections being subject to the provisions of the chapter's bylaws.

Older chapters may have a recruitment plan already in place, so the following information is just a suggestion to help the chapter be successful in new member recruitment.

- First and foremost, ***PLAN AHEAD!***
- Request a list of eligible students from the registrar or Greek life office. This list will include juniors and seniors who already meet the GPA requirement at your institution. Send an invitation letter or email to eligible students. Include membership application and deadline. A sample letter can be found on the Omega website.
- In addition to contacting the students, send a letter to their chapter president or advisor. Fraternities and Sororities are proud of such recognition and will often encourage their students to join.
- Send a follow-up letter, postcard, or email as a reminder of the deadline.
- If the chapter chooses to have an open application process it will need to advertise and get the word out. Utilize the campus newspaper and website to recruit new members. Include criteria for membership and the deadline for applying. Advertising can also attract the attention of any students who may have been overlooked initially, and can also serve as a reminder to those already invited to join.
- Hold an informational meeting for prospective members. This is a good way to introduce the students to Order of Omega and inform them of the benefits of membership:
  - Campus wide and international acknowledgement and recognition of each student's leadership, scholarship, and success.
  - Lifetime membership
  - A one-time fee of \$50 for national membership dues
  - \$70,000 in scholarships available annually
  - A great way to meet new people and lifetime friends.
  - This is a leadership honor society – no hazing or pledging! The students have earned this honor.
  - Refer prospective members to [OrderofOmega.org](http://OrderofOmega.org) for more information.
- Determine the date, time, and location of the tapping and initiation ceremonies.
- Set a deadline for prospective members to respond to the invitation and submit an application.
- Chapters should collect membership fees approximately two to three weeks prior to the scheduled initiation. This will allow sufficient time for the officers to review the final list of members, deposit dues into the chapter or student organization account, get a check cut, and submit initiation form and dues to Headquarters.

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# MEMBERSHIP APPLICATION & DUES

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## **Membership Application**

Headquarters allows each chapter to create and utilize its own version of our general application as long as it collects the same information. Both the general membership application and a sample application from a chapter can be found on the website.

## **Membership Dues**

Membership dues are a one-time fee of \$50.00 per undergraduate member, and \$10.00 per honorary member. Dues must be sent to Headquarters within 30 days of initiation or late fees will be assessed. This is a lifetime membership fee, and includes an official Order of Omega membership certificate and pin.

Local dues should be determined by chapter operations and programming. Local dues should be sufficient to cover the above mentioned expenses, as well as any expenses that may be associated with the initiation ceremony. Local dues are not meant to be an added hardship to members, and should be kept as reasonable as possible.

Membership dues (excluding local dues) must be submitted to Headquarters with the Initiation Form to register new members. Membership is not official until reported to Headquarters.

Do not assume all new members will automatically pay - you may have to remind them!

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# REGISTERING NEW MEMBERS

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New member registration is simple. Complete the Initiation Form (located online) and submit it to Headquarters with one check for dues. Headquarters will also accept the new member list in excel format as long as all the information requested on the initiation form is provided. Incomplete lists will not be processed.

Suggested format for Excel:

- Students name as they would like it to appear on the certificate
  - First, Middle, Last
- Greek Affiliation
- Permanent email
- Status: Junior/Senior
- Also, please complete and include the first page of the Initiation Form with your new membership list.

Order of Omega Headquarters will accept membership lists (Initiation Form) by email ([hq@orderofomega.org](mailto:hq@orderofomega.org)), by fax (817-459-3355), or by mail (300 E. Border Street, Arlington, TX 76010).

Headquarters would respectfully ask that dues be submitted prior to initiation with one check made payable to Order of Omega. However we can invoice upon receipt of the membership list.

To ensure that your membership certificates and pins reach your chapter in time for the initiation, we need to have your membership list and dues at least two weeks prior to the date of initiation. Express processing and delivery is available for an additional cost of \$35.00\*. Membership items are shipped via United States Postal Service priority mail, and on average arrive within 3-4 business days of ship date.

*\*Prices are subject to change.*

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# TAPPING, INITIATION & ORIENTATION

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A tapping ceremony is optional, but is a great way to recognize the students chosen for membership in front of their peers. This is also helpful in marketing Order of Omega to future members and Greek life in general. If you choose not to hold a tapping ceremony you should send each Tappee an invitation card welcoming and congratulating them on their selection into Order of Omega. You will also need to include the date, time, and place of initiation, and the cost of membership (remember to include local dues).

*\*A sample tapping card can be found on our website.*

The tapping, initiation ritual and guidelines may be obtained from Headquarters. The Ritual Handbook will go over the required materials, room setup, and proper ritual procedures. There are four speaking parts which may be filled by the officers and advisor. Rituals set forth by Headquarters are expected to be followed to the best of the chapter's ability. Variations in the room setup and speaking parts are acceptable as long as all the sections are covered, and the reading is dignified.

Officer installation is also covered in the Ritual Handbook.

Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms and taboos is equally as important. By taking the time to orient new members to the responsibilities and privileges of membership, the organization will develop people who can and will make significant contributions. A successful organizational orientation program should include:

- Organizational history, traditions, and programs
- Assimilation of new members into the organization
- Rights and responsibilities of members
- Organizational governance, operating policies and procedures
- An overview of campus services, activities and programs for student organizations
- Information about any support groups or affiliations the group may have
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**When planning your orientation program, keep the word *AIM* in mind.**

Acquaint Inform Motivate

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## **ACQUAINT**

The purpose of any orientation program is to acquaint your recruits to both the organization and each other.

## **INFORM**

Informing your members should include the organization's history, purpose and structure. If there are written records, be sure to give everyone a copy. In addition, include organizational charts, officer descriptions and a complete membership list.

## **MOTIVATE**

Motivate your members and get them excited about the group. Provide time for "older" members to meet the new recruits and share ideas and expectations.

Finally, it is important to learn what new members' interests are and what skills they bring to the group. Using this information, give them tasks which successfully use their interests and talents. Further, give them a reason to be committed. Whenever possible, recognize members' accomplishments, both publicly and privately. If they report to a committee chair, be sure to let their superiors know about their contributions.

By including the above suggestions in your new members' orientation program, you will discover that you have built group cohesion. By following these tips you will ensure

- New members know the organization and are able to articulate its purpose
- Members understand their rights and responsibilities to self and organization
- Leadership and discipline

*\* A more detailed orientation program can be found in the "Group Dynamics" document online.*

# MEMBERSHIP REVIEW & REVOCAATION

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Order of Omega Constitution & Bylaws  
Article Nine;  
Section 1:

Any member found responsible of conduct unbecoming of Order of Omega shall be deprived of membership and required to surrender the pin and certificate. Written notification shall be sent to the individual in question and the Executive Office. A three-fourths (3/4) vote of the active members of the local chapter is required to deprive an individual of membership and shall be subject to review by the Executive Council before it shall be made finally effective.

Section 2:

Resignation or expulsion from a fraternal organization may subject one to termination of membership in Order of Omega. Such termination may be subject to review by the Executive Council before it shall be made finally effective.

1. Chapter officers and advisor should call a meeting upon learning of the issue to determine if further action should be taken, with the possible result of revoking the student's membership in Order of Omega.
2. The student should then be notified by both the chapter advisor and officers that their membership is under review. The student is entitled to the following rights as a guarantee of fundamental fairness:
  - a. A written statement of the alleged violations in sufficient enough detail to enable the student to understand why their membership is under review and to prepare a defense.
  - b. A written statement of the possible sanctions that may be imposed.
  - c. An opportunity for a hearing with the Chapter Advisor and Board to answer charges of alleged misconduct, resignation, or expulsion from a fraternal organization.
  - d. The right to speak on one's own behalf.
  - e. The right to a chapter vote and decision within five class days of meeting.
  - f. The right to request an appeal from the Executive Council at Headquarters.
3. In accordance with the constitution, the chapter shall then hold a vote to determine the individual's membership status. A three-fourths vote of the active members is required to revoke an individual of membership.

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4. If the chapter votes to revoke membership, written notification shall be sent to the individual and Headquarters for final approval. Please complete and include the Membership Review Form with notification.
  5. The Executive Council will review the individual's membership status based on the membership review and documents submitted, and notify the chapter and individual of their decision within 30 days of receipt of documents. If the Executive Council approves the chapter's decision, the student must surrender their membership certificate and pin at once.

# CHAPTER OFFICERS & DUTIES

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As outlined in the constitution, the officers of each collegiate chapter shall be president, vice president, secretary, treasurer, and advisor. All officers shall be elected by the chapter in accordance with local bylaws. An officer shall be eligible for re-election or reappointment. Chapter officers shall be installed in accordance with the Order of Omega Constitution and Bylaws.

## **Officer Duties**

The following is an outline of the minimum expectations for each officers' duties. Please expand these duties to fit your local chapter and its officers' structure, goals and programs.

### **The President shall:**

- Have overall responsibility for the operation of the Chapter.
- Call and preside at all regular and special meetings of the Chapter.
- Call and preside at all Chapter Executive Board meetings.
- Review, approve and sign all the Chapter's checks and contracts.
- Serve as an ex-officio member of all Chapter Committees with voice but not vote.
- Report as required to Order of Omega Headquarters.
- Maintain a complete and up-to-date President's file, including the current Order of Omega Constitution & Bylaws, Standing Rules, the current budget, current correspondence and materials received from the Order of Omega Headquarters, and other pertinent information or materials.
- Keep in regular contact with the Chapter Advisor.
- Represent the Chapter to outside parties.
- Perform all other duties as required.

### **The Vice President shall:**

- Develop and implement special programs (i.e. New Member Symposium, Greek Awards Night, Greek Retreat) per chapter vote.
- Keep notebook containing all records and notes for each program sponsored.
- Supervise subcommittees coordinating and implementing each program.
- Coordinate all membership recruitment activities according to the Constitution.
- Train membership on proper selection procedures and how to obtain the most diverse membership pool.



- Perform the duties of the President in their absence, inability to serve or as requested by the President.
- Oversee tapping and initiation activities per Order of Omega rituals and policies.
- Keep all initiation supplies in proper condition.

**The Secretary shall:**

- Keep an up-to-date membership roster and call roll at all meetings.
- Keep current statistics concerning the number of initiated members and honorary members and their respective Greek affiliation.
- Keep all meeting minutes and record all actions taken by the Executive Board.
- Maintain a complete and up-to-date file, including meeting minutes since the Chapter's inception, copies of all contracts and current correspondence.
- Be responsible for the official correspondence unless provided for otherwise.
- Sign Order of Omega contracts when authorized.
- Publish a chapter newsletter.
- Keep Order of Omega Headquarters informed of all membership changes.

**The Treasurer shall:**

- Be responsible for the general supervision of Chapter finances.
- Prepare the annual budget for approval by the Chapter.
- Receive all payments, collect dues and issue receipts.
- Promptly pay all bills of the Chapter.
- Maintain up-to-date financial records, give a financial report at each regular meeting and provide an annual report at the close of their term.

**The Executive Board shall:**

- Appoint all standing and special committees and their Chairs. When making these appointments, consider the representation of all member fraternities.
- Conduct routine business meetings and all business approved for action by Chapter vote.
- Report all action taken by the Executive Board at the next regular meeting via the Recording Secretary and record the action in the meeting minutes.
- Keep the membership informed of all Order of Omega policies and guidelines.

When an officer's term has ended, the selection and transition of new officers is necessary. A thorough leadership transition plan is key! Below is an easy to reference checklist for officers to use during this transition period.

# OFFICER TRANSITION

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When your year as an officer ends and new officers are selected, how can you leave your position gracefully? How can you ensure the new officers are ready to provide your organization with strong leadership? A thorough leadership transition plan is the answer and has several benefits.

- Most obvious is the opportunity for transferring significant organizational knowledge.
- Minimize officer transition confusion. Often, precious time is lost while new officers try to figure out what is going on! This lag affects the whole membership and the group's ability to accomplish its goals and tasks.
- The process of transition can give outgoing leaders a sense of closure, by helping them let go, which is often a difficult for committed members.
- Leadership transition ensures the valuable contributions of experienced leaders will be utilized. They are often the most taken for granted group members.
- Finally, shared information gives the new leadership more knowledge and greater confidence in their ability to be effective in their roles.

## **A SMOOTHER TRANSITION CAN OCCUR IF YOU:**

- Begin to identify emerging leaders in your organization early in the year.
- Encourage potential leaders through personal contact, skill development, delegation of responsibilities, shared benefits of leadership and clarification of job responsibilities.
- When new officers have been elected, orient them as a group with all the outgoing officers. This allows new officers an opportunity to understand each other's roles and begin team building. It is also recommended that new and old officers meet to transfer detailed information about organization business.
- Transfer the necessary knowledge, information, resources and materials.

More specifically, what is important to transfer? Reflect on your first few weeks; what did you wish someone had told you?

## **PERSONAL EXPERTISE, KNOWLEDGE AND EXPERIENCE**

- Effective leadership, qualities and skills
- Share problems, ideas, procedures and recommendations

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- Write and share reports about traditions, ideas for completed projects, continuing projects and concerns, or ideas never carried out
  - Review personal and organizational files together
  - Acquaint new officers with physical environment, supplies and equipment
  - Introduce related personnel (advisor, contact, etc.)

**KNOWLEDGE OF THE ORGANIZATION’S STRUCTURE, GOALS AND ACCOMPLISHMENTS** (through complete and organized files)

- Constitution and bylaws
- Job descriptions and role clarifications
- Organizational goals and objectives
- Status reports on current projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources
- Financial books and records
- Historical records, equipment, scrapbooks

*We give credit to the University of Michigan Student Organization Development Center for the development of this information.*

# TRANSITION CHECKLIST

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## **Minimize Officer Transition Confusion:**

- Orienting new officers as a group with outgoing officers.
- Make new officers aware of the following:

## **Documents:**

- Constitution & Bylaws
- Financial Records, Account Information
- Membership Records, Current Roster
- Forms and Applications
- Copies of Correspondence, Minutes, Reports

## **Personnel Resources:**

- Campus Advisor
- Regional Chapter Director
- Headquarters Staff

## **Other Resources:**

- Website - [www.orderofomega.org](http://www.orderofomega.org)
- Chapter Handbooks

## **Other Things to share during transition meeting:**

- Review Officer descriptions and role clarification
- Review Chapter programming and goals.
- Review fall Scholarship Program and Outstanding Chapter Award application process and criteria.
- Review new member selection process, tapping and initiation ceremony.
- Pass on initiation equipment and other chapter materials
- Review new member registration process and make sure all current members have been registered.
- Any outstanding business that still needs to be taken care of.
- Things during your term of office were considered important.
- Things you wish you had done during your term in office.
- Any advice for the incoming officers.
- Have new officers go online and complete the chapter update form.

# CHAPTER REPORTING & OPERATIONS TIMELINE

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## Chapter Reporting

The following should be reported to Headquarters each academic year:

- New members: within 30 days of initiation.
- Chapter Roster: at the beginning of the fall semester.
- Officer Update: immediately following officer transition or at the beginning of the fall semester.
- Chapter Update: at the beginning of the fall semester.
- Chapter Activities, Events, and Programs: submit pictures and a brief description of each event via email to - [hq@orderofomega.org](mailto:hq@orderofomega.org)
- Chapter Report: submit to your Regional Director in the fall and/or spring semester.

\*\*The forms mentioned above can be found on the website.\*\*

## Operations Timeline

### Fall Semester:

#### September

- New & returning officers should complete online Officer & Chapter update forms
- Submit a Chapter Roster to HQ – form available online
- Contact HQ and make sure Chapter is in good standing
- Look for fall letter/email from HQ and your Regional Chapter Director

#### September - November

- Start planning for fall recruitment & initiation – forms available online
- Start planning for fall and spring programming
- Chapter should select two (2) outstanding members to apply for the fall scholarship program – application and criteria online
- Chapter should start putting together application for the Outstanding Chapter Award program – application and criteria online
- Order graduation cords/honor stoles for December graduates - online
- Schedule officer transition meeting – if selecting new officers

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## **December**

- Officer Transition for spring – transition checklist available online
- Make sure new fall initiates have been registered and dues paid
- HQ will announce scholarship winners

## **Spring Semester:**

### **January**

- Scholarship recipients will receive their awards
- Start planning for spring recruitment & initiation – forms available online
- New officers should complete online Officer Update Form and contact HQ with any questions or concerns
- Follow up with HQ to make sure fall initiates were registered

### **February – April**

- Outstanding Chapter Awards announced
- Plan a Day of Service activity for April.
- HQ representatives will be attending each Regional Conference:
  - AFLV-Central, AFLV-West, NGLA, SEPA, SEIFC
- Look for spring letter/email from HQ and your Regional Chapter Director
- Send pictures and descriptions of chapter activities to HQ
- Student Board Member position available – application & criteria online
- Order graduation cords/stoles for spring graduates – online
- Register spring members before the end of the semester!!
- Schedule officer transition meeting & transition new officers for fall.

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# AWARDS & PROGRAMS

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## **Scholarship & Fellowship Program**

Order of Omega is very proud to support its outstanding undergraduate and graduate members with annual scholarship and fellowship awards. Both the scholarship and fellowship program has a fall application deadline in November, and awards are presented in January. Each chapter is eligible to nominate 2 outstanding members to apply for scholarships. Chapters who meet their 3% or 15 member quota are eligible to have 3 nominees. Fellowships are done on an individual basis. You can find the criteria, application and deadline at [OrderofOmega.org](http://OrderofOmega.org).

## **Outstanding Chapter Awards**

The Outstanding Chapter Award honors chapters for their scholarship, diversity of membership and efforts to foster a positive image within their Greek community, on campus and in their community at large. Four chapters will be selected each year as Outstanding Chapter Award Recipients. The \$1,000 award will be presented at each recipient's respective regional conference. We believe that each of our chapters are deserving of recognition for their dedication to the embodiment of the positive values of Greek Life, and we strongly encourage every chapter to apply!

## **Student Board Member**

Each year an undergraduate member of Order of Omega is selected to serve as the Student Board Member of the Board of Directors. Applications are due in the spring. For complete details and deadline, please visit the Order of Omega website.

# CHAPTER ACTIVITIES & PROGRAMMING

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Being that this is an honor society there is not a requirement for chapter programming. However, we highly encourage chapters to sponsor or commit to one activity per academic year.

Headquarters recently added a “Day of Service” activity to its agenda, and would like each chapter to sponsor a day of service during the month of April. This can be a simple chapter activity, or include the entire Greek community. Service ideas are available on the website. Also, we ask that chapters report their service activity and any documentation and pictures to Headquarters after the event.

As far as other programming and chapter sponsored activities, you can refer to the list of suggestions on the website under “Chapter Leadership Resources.” The size of your chapter will determine what kind of programming you are able to successfully accomplish. Some of our chapters host educational programming seminars and sessions throughout the year, some help with study hall and mentoring, while others sponsor/co-sponsor activities during Greek Week. Besides the list of activities on our website, you can find educational workshops and programming resources on there as well. There are so many ways that your chapter can get involved on campus, you just have to find your niche. Feel free to contact your regional director with any questions you may have about this topic.

Please submit pictures and text of any activities or programs done throughout the year to Headquarters.

## **Chapter Programming Grants**

Contact Headquarters if financial assistance is needed for programming. Grants are given to chapters based in their need and specific program being presented. The application and criteria can be found online.