



# ORDER OF OMEGA

HONORING GREEK LEADERS SINCE 1959

## LEADERSHIP HANDBOOK FOR OFFICERS & ADVISORS

**PREPARED BY**

Order of Omega Headquarters  
300 E. Border  
Arlington, TX 76010

Updated October 2022

# TABLE OF CONTENTS

<i>PREFACE</i>	<b>3</b>
<i>PURPOSE AND POSITION STATEMENTS</i>	<b>4</b>
GENERAL STATEMENT OF PURPOSE	4
RESOLUTION ON HUMAN DECENCY	4
RESOLUTION AGAINST HAZING	5
POSITION STATEMENT ON ALCOHOL & ILLEGAL SUBSTANCES	5
POSITION STATEMENT ON SEXUAL MISCONDUCT	6
POSITION STATEMENT ON DEIB	6
<i>ROLE OF AN OFFICER/ADVISOR</i>	<b>7</b>
SPECIFIC TO ADVISOR:	7
<i>CONSTITUTION &amp; BYLAWS</i>	<b>8</b>
CONSTITUTION	8
BYLAWS	8
<i>MEMBERSHIP</i>	<b>9</b>
HONORARY MEMBERSHIP	9
<i>RECRUITMENT</i>	<b>10</b>
<i>REGISTERING NEW MEMBERS</i>	<b>11</b>
MEMBERSHIP APPLICATION	11
MEMBERSHIP DUES	11
LOCAL DUES	11
<i>USING MYHONORSOCIETY (MHS)</i>	<b>12</b>
<i>TAPPING, INITIATION &amp; ORIENTATION</i>	<b>13</b>
ACQUAINT	14
INFORM	14
MOTIVATE	14
<i>MEMBERSHIP REVIEW &amp; REVOCATION</i>	<b>15</b>

ORDER OF OMEGA CONSTITUTION & BYLAWS	15
PROCESS & PROCEDURES	15
<i>CHAPTER OFFICERS &amp; DUTIES</i>	<i>16</i>
OFFICER DUTIES	16
PERSONAL EXPERTISE, KNOWLEDGE, AND EXPERIENCE	19
KNOWLEDGE OF STRUCTURE, GOALS, & ACCOMPLISHMENTS	19
<i>TRANSITION CHECKLIST</i>	<i>20</i>
<i>CHAPTER REPORTING &amp;</i>	<i>21</i>
<i>OPERATIONS TIMELINE</i>	<i>21</i>
CHAPTER REPORTING	21
OPERATIONS TIMELINE	21
<i>AWARDS &amp; PROGRAMS</i>	<i>23</i>
SCHOLARSHIP & FELLOWSHIP PROGRAM	23
OUTSTANDING CHAPTER AWARDS	23
STUDENT BOARD MEMBER	23
<i>CHAPTER ACTIVITIES &amp; PROGRAMMING</i>	<i>24</i>

# PREFACE

Welcome to Order of Omega! We are so pleased that you are taking an active role in this organization and your campus chapter. In this handbook, you will find guidance on membership, recruitment, reporting, and organizational policies. We look forward to working with you and the great things you will undoubtedly bring to Order of Omega.

The task of a Chapter officer/advisor is no small feat, 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 wading through pages of an extensive manual. Hopefully, this easy reference handbook will guide you in the right direction. As your knowledge of our organization and your responsibilities grow, we hope you will provide us with feedback to share with those who are just beginning their journey.

Thank you for your commitment and service to Order of Omega!

# PURPOSE AND POSITION STATEMENTS

## GENERAL STATEMENT OF PURPOSE

- WHEREAS, Order of Omega serves to recognize outstanding leadership in fraternity and sorority communities 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 community regarding principles of human decency

## 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 & 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 communities 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 an Order of Omega chapter

## **POSITION STATEMENT ON SEXUAL MISCONDUCT**

- WHEREAS, sexual misconduct based upon sexual harassment, discrimination, or sexual assault and all forms of discrimination relating to one's sex or gender identity violates the rights and dignity of individuals and will not be tolerated, and
- WHEREAS, domestic violence, dating violence, stalking, sexual coercion, and non-consensual sexual contact will not be condoned, and
- WHEREAS, sexual misconduct is considered to be abusive and aggressive, whether physical, mental, or emotional, and is not welcome within this organization, and
- WHEREAS, this type of conduct is contrary to the values and principles on which fraternity and sorority organizations and Order of Omega were founded, and therefore
- BE IT RESOLVED: Order of Omega members and chapters will work to educate their respective chapters and campus communities on available resources, promote healthy interactions amongst all people, to foster a campus climate that is supportive of collaboration creating a safe campus environment.

## **POSITION STATEMENT ON DIVERSITY, EQUITY, INCLUSION AND BELONGING**

Order of Omega recognizes diversity, inclusion, and belonging in an academic environment adds value to the educational experience. We are committed to fostering communities that value and support diversity, equity, and inclusiveness for individuals of all backgrounds, orientations, and abilities.

# ROLE OF AN OFFICER/ADVISOR

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

- Ensure that all Chapter Advisors are updated on MyHonorSociety (MHS) and with headquarters (HQ)
- Complete and submit the online Chapter Advisor and Officer Update Form to HQ.
- Ensure that the Chapter is properly reporting membership, dues, officer, and Chapter information to the Regional Chapter Director (RCD) and Headquarters (HQ).
- Coordinate membership recruitment, planning and implement 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.
- Plan Chapter events and promote Order of Omega on campus.
- Encouraging the Chapter's attendance at Fraternity/Sorority and university functions.
- Communicate effectively with the active membership, the university, RCDs, and Headquarters.
- Maintain and safely store Chapter initiation supplies and roll book while in your possession.
- Set and evaluate Chapter goals annually.

## **SPECIFIC TO ADVISOR:**

- Ensure that all new Chapter Officers and advisors are updated on MHS.
- Be available to assist Chapter officers in membership recruitment, planning and implementing tapping and initiation ceremonies, officer installation and Chapter meetings.
- Ensure that Chapter has properly registered new members and are financially in good standing with HQ.
- Assist with Chapter events and communications.
- Assist the Chapter in setting and evaluating goals annually.

# CONSTITUTION & BYLAWS

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*

**NOTE:** The Constitution & Bylaws are reviewed annually. Please check our website for the most current version.

# MEMBERSHIP

Chapters may extend membership to undergraduate students who have completed at least one academic year at the institution, demonstrate leadership and service within their chapter, FSL community and campus. Each chapter may initiate up to 5% of the FSL population, or 20 annually, whichever number is greater. For example, if your institution has an FSL population greater than 500 students, you should use the 5% rule when calculating the chapter's new member membership quota. If the FSL population is less than 500 students, the chapter is automatically eligible to initiate 20 new members each academic year. The total number of active members does not count against your annual new member membership quota, nor do honorary members.

## HONORARY MEMBERSHIP

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 Fraternity/Sorority life in general. They are not required to have a fraternity/sorority affiliation and should be marked in MyHonorSociety as Honorary Members. Chapters traditionally pay 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 (*Article Five: Section 4 of the Constitution*):

- A. Character
- B. Greek offices held
- C. Greek participation
- D. Service to the university
- E. Service to the local community
- F. Scholarship

# RECRUITMENT

Individual chapters have the autonomy to recruit and select new members as many times annually until they meet their new member quote (5% or 20, whichever is greater). Chapters may have a recruitment plan already in place, so the following information is a suggestion to help the Chapter be successful in new member recruitment.

- First and foremost, **PLAN AHEAD!** We recommend selecting an initiation date/time and reserving a room on campus at the beginning of the academic year.
- Request a list of eligible students from the registrar or Fraternity & Sorority life office. This list should include sophomores, juniors and seniors who have been enrolled for at least one academic year, be in good standing with the institution and their respective Fraternity or Sorority. Send an invitation to eligible students. Include membership application deadline. A sample letter can be found on the Order of Omega website.
- In addition to contacting the students, send a letter to their respective chapter president or advisor. Fraternities and sororities are proud of such recognition and will often encourage their students to join.
- Email a reminder of the deadline.
- Utilize the campus newspaper, website, social media tools, and other communication capabilities to recruit new members. Include criteria for membership and the deadline for application. 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 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 for national membership dues. A technology fee will also be charged at that time.
  - \$60,000+ in undergraduate scholarships available annually
  - A great way to meet new people and establish lifelong friends - networking can be a powerful tool in your future career.
  - This is an international leadership honor society- no hazing or pledging! The students have already earned this honor.
  - Refer prospective members to [orderofomega.org](http://orderofomega.org) for more information.
- Set a deadline for prospective members to respond to the invitation and submit an application to the chapter.
- After applications have been submitted, the chapter will make the selection of new members for that semester's new member class. The chapter is now ready to register these selected new members on the MyHonorSociety (MHS) portal.

# REGISTERING NEW MEMBERS

Beginning fall 2021, Order of Omega's membership, payment, and Chapter communication migrated to MyHonorSociety (MHS). Each Chapter must set up their Chapter profile which will assist with the membership process and Chapter communication. If you have not yet created your profile, contact Headquarters at [hq@orderofomega.org](mailto:hq@orderofomega.org).

## 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. Your chapter may use the template chapter membership application found on our website for the required information.

**Pro tip:** Most chapters use Google Forms or similar online data collection tools to create the chapter membership application. (Note: when prospective new members submit their chapter membership application, it stays with your chapter. HQ does not need to receive it.)

## MEMBERSHIP DUES

Membership dues are a one-time fee, which includes membership dues and a technology fee. This is a lifetime membership fee and includes an official Order of Omega membership certificate and membership pin.

Membership dues (excluding local dues) must be submitted to Headquarters for the individual new members to be considered as official members. The easiest way is for each individual new member to pay their dues is via the MyHonorSociety (MHS) portal.

If the chapter chooses to have the new members' dues invoiced by Headquarters, a reminder that the invoice must be paid in full within 30 days of the invoice issue date or the chapter may be assessed late fees. HQ advised the chapter to have all dues paid at least two weeks prior to the Initiation Ceremony.

## LOCAL DUES

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 not exceed the national initiation fee.

## USING MYHONORSOCIETY (MHS)

After the chapter has received chapter membership applications from prospective new members, your chapter will select the new member class based on the eligibility requirements and the strength of the individual's leadership. Each new member class should be reflective of the diversity of the campus' FSL community (i.e. membership from all Governing Councils).

Your chapter is now ready to register the new members and have them pay their one-time initiation dues directly to Headquarters.

The chapter advisor will log into the chapter's MyHonorSociety (MHS) portal and set up a new invitation group using the following steps:

- Create an Excel spreadsheet with the selected new members' names and email addresses. Save for later use.
- On the left-hand side of the chapter profile dashboard, click on "**Invitations**" and then click on "**Invitation Groups**".
- Click on "**Create New Invitation Group**" (a green button on the top right)
- You will then create the name of the invitation group (for example: "**Fall 2022**") and create a group closing date that **is at least 10 days before the induction/initiation date your chapter has chosen**.
- Click on "**Create Invitation Group**" (a green button at the bottom of the page).
- Upload selected new members' emails using the Excel spreadsheet you saved earlier. This should populate the names and emails of the selected new members for this class.
- You will see options to use an invitation message template and welcome message template (we have preloaded templates for your use in a dropdown menu).
- Click the "**Send Invitations**" button. MHS will email each new member an invite to create their profile with name, contact info, Fraternity/Sorority affiliation, etc.
- This is also where they can pay their initiation dues. MHS does not accept local dues payments. Members will have to pay that to the chapter separately.
- Please note that the new members have to accept and create their profile before the group closing date.
- If the chapter wants to bypass the option of having individual new members paying with a credit card, click the green money icon by each new member's name. This means that Headquarters will be invoicing the chapter for the total new member dues amount and technology fee for the class and the chapter will be responsible to collect all fees.
- After the group invite date passes and all payment has been received, Headquarters will ship out the new member certificates and pins to the advisor using the campus FSL address.

# TAPPING, INITIATION & ORIENTATION

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 fraternity/sorority life in general. If you choose not to hold a tapping ceremony you should send each selected new member an invitation card welcoming and congratulating them on their selection into Order of Omega. You will 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 at [orderofomega.org](http://orderofomega.org) or in the MyHonorSociety portal.

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 officers and advisor. Rituals set forth by Headquarters are expected to be followed to the best of the Chapter's ability.

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 are equally 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.
- Overview of campus services, activities, and programs for student organizations.
- Information about any support groups or affiliations the group may have.

**When planning your orientation program keep the word “AIM” in mind.**

## **Acquaint Inform Motivate**

### **ACQUAINT**

The purpose of any orientation program is to acquaint your new members to both the organization and each other. Ensure that all members are aware of the services and programs offered by Order of Omega.

### **INFORM**

Informing your members should include the organization's history (both international history as well as local chapter history), purpose, and structure. In addition, include organizational charts, officer descriptions, and a complete membership list.

### **MOTIVATE**

Motivate your members and get them excited about the organization. Provide time for older members to meet the new members 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 responsibilities that 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 the chairs know about their contributions.

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

- New members know the organization and can articulate its purpose.
- Members understand their rights and responsibilities to self and organization.
- Will ensure the development of leadership skills and a deep dedication to the organization.

*\*A more detailed orientation program can be found in the group dynamics document at [orderofomega.org](http://orderofomega.org).\**

# MEMBERSHIP REVIEW & REVOCATION

## ORDER OF OMEGA CONSTITUTION & BYLAWS

### *Article Nine: Suspension and Expulsion; Section 1: Expulsion*

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 International Executive Council before it shall be made finally effective.

### *Article Nine: Suspension and Expulsion; Section 2: Termination*

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 International Executive Council before it shall be made finally effective.

## PROCESS & PROCEDURES

1. Chapter officers and advisors should call a meeting when notified 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 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 the meeting. The decision will be forwarded to Headquarters.
  - f. The right to request an appeal from the International 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 (3/4) vote of the active members is required to revoke an individual of membership.
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 International Executive Council will review the individual's membership status based on the membership review and document submitted and notify the Chapter and individual of their decision within 30 days of receipt of documents. If the Council approves the Chapter's decision the student must surrender their membership certificate and pin at once.

# CHAPTER OFFICERS & DUTIES

As outlined in the Constitution the officers of each collegiate chapter shall be President, Vice President, Secretary, and Treasurer. 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 should 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 officer's 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 and approve all the chapters finances and chapter commitments.
- Serve as an ex-officio member of all chapter committees with voice but no vote.
- Provide reports and information as required to Order of Omega Headquarters.
- Maintain a complete and up-to-date President's file, including the current Order of Omega Constitution and 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 within the FSL and university communities.
- Perform all other duties as required.

### The Vice President Shall:

- Develop and implement special programs parentheses (i.e. New Member Symposium, Greek Awards Night, Greek Retreat) per chapter vote.
- Maintain all records and notes for all chapter programs.
- 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.
- Ensure that all selected new members are registered via MyHonorSociety.
- 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 role at all meetings.
- Keep current statistics concerning the number of initiated members and honorary members and their respective Fraternity/Sorority affiliation.
- Keep all meeting minutes and record all actions taken by the Executive Board.
- Be responsible for the official correspondence unless provided for otherwise.
- Publish a chapter newsletter and update chapter's social media channels.
- 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 any local 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 and sororities and members' interests and skills.
- Conduct routine business meetings and all business approved for action by chapter vote.
- Report all actions 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 to the chapter's successful continuity!

# OFFICER TRANSITION

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

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

- Effective leadership, qualities, and skills
- Shared problems, ideas, procedures, and recommendations
- 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 STRUCTURE, GOALS, & ACCOMPLISHMENTS**

(complete and organized files)

- Constitution and Bylaws
- Job descriptions and roll 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.*

Below is an easy reference checklist for chapter officers to use during the transition period.

# TRANSITION CHECKLIST

## 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)
- MyHonorSociety (MHS) platform: [www.orderofomega.myhonorsociety.com](http://www.orderofomega.myhonorsociety.com)
- Chapter Handbooks
- Social media passwords, posting authority, and content calendar

## Other Things to Share During Transition Meeting:

- Review officer descriptions and role clarification.
- Review chapter programming and goals.
- Review Scholarship Program and Outstanding Chapter Award application process and criteria and deadlines.
- Review new member selection process, tapping and initiation ceremony.
- Pass on the initiation equipment and other chapter materials.
- Review new member registration process and make sure all current members have been registered with Headquarters through MyHonorSociety.
- Take care of any outstanding business.
- Review things during your term of office which were considered important.
- Share things you wish you had known during your term in office.
- Share any advice for the incoming officers.
- Have new officers update Order of Omega Headquarters using the Chapter Officers and Advisor Update Form on Order of Omega's website and through MyHonorSociety.

# CHAPTER REPORTING & OPERATIONS TIMELINE

## CHAPTER REPORTING

The following should be reported to Headquarters each academic year:

- New Members: Register through MHS at least two weeks prior to initiation.
- Officer Update: immediately following officer transition or at the beginning of the fall term.
- Chapter activities, events, and programs: submit pictures and a brief description of each event via email to [HQ@orderofomega.org](mailto:HQ@orderofomega.org) and on Instagram (@orderofomegahq).
- Chapter Report: submit to your Regional Chapter Director in the fall and or spring term.

*The forms mentioned above can be found at [orderofomega.org](http://orderofomega.org)*

## OPERATIONS TIMELINE

### FALL SEMESTER:

#### **September**

- New and returning officers should complete Officer and Chapter Update Form on the Order of Omega website.
- Contact HQ and make sure chapter is in good standing.
- Look for fall letter/email from HQ and your RCD.

#### **September to November**

- Start planning for fall recruitment and initiation – forms available online.
- Create social media and messaging plan for recruitment and outreach.
- Start planning for fall and spring programming.
- Chapter should start putting together application for the Outstanding Chapter Award Program - application and criteria online.
- Order graduation cords/honor stoles/medallions for December graduates – online at the Omega Store.
- If selecting new chapter officers, schedule officer transition meeting and complete necessary forms.

#### **December**

- Make sure new fall initiates have been registered and dues paid and all necessary reports have been submitted.

## **SPRING SEMESTER:**

### ***January***

- Identify which two (or three) chapter members will be selected to apply for an undergraduate scholarship and have them complete the application process found on the Order of Omega website. Your chapter's selection process should be outlined in your chapter bylaws.
- Start planning for spring recruitment and initiation process through MHS.
- New officers should complete officer update information using the Officer Update Form and contact HQ with any questions or concerns.
- Follow up with HQ to ensure all fall initiates were registered.

### ***February to April***

- Register spring members through MyHonorSociety.
- Outstanding Chapter Awards will be announced.
- Scholarship recipients will be announced.
- Plan a day of service activity for April to honor Order of Omega's founding month in 1959.
- Plan to visit HQ representatives who will be attending each regional conference: AFLV-Central, AFLV-West, NGLA, and SGLA.
- Look for spring letter/email from HQ and your RCD.
- Send pictures and descriptions of chapter activities to HQ and on Instagram.
- Student Board Member position available - application and criteria online.
- Order graduation cords/stoles/medallions for spring graduates online through the Omega Store.
- Schedule officer transition meeting and transition new officers for fall term.
- Recognize outstanding chapter members for their leadership.

# AWARDS & PROGRAMS

## SCHOLARSHIP & FELLOWSHIP PROGRAM

Order of Omega is very proud to support its outstanding undergraduate and graduate members with annual scholarship and fellowship awards. The undergraduate scholarship application is typically available during the spring semester, each chapter is eligible to nominate two (or three) outstanding members to apply. Chapters who meet their 5%- or 20-member quota are eligible to have three nominees. Fellowships for Master's or Doctoral graduate students are typically available during the fall semester and are done on an individual basis. You can find the criteria, application and all deadlines at [www.orderofomega.org](http://www.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 Fraternity/Sorority community, on campus and in their community at large. Four chapters are selected each year as Outstanding Chapter Award recipients. The award is 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 Fraternity/Sorority 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 on the Board of Directors. This is an important position as this student serves as a voice for undergraduate members. For complete details and deadline, please visit the Order of Omega website.

# CHAPTER ACTIVITIES & PROGRAMMING

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

Headquarters encourages each chapter to sponsor a “Day of Service” activity during the month of April in honor of our founding date in April 1959. This can be a simple chapter activity, or include the entire Fraternity/Sorority community. Service ideas are available on the website. Also, we ask that chapters report their service activity and any documentation and pictures to Headquarters for our social media channels.

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 may determine what kind of programming you are able to successfully accomplish. Some of our chapters host educational 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 Chapter 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 and remember to tag us on Instagram (@orderofomegahq).

## CHAPTER PROGRAMMING GRANTS

If financial assistance is needed for programming, grants may be given to chapters based on their need and specific program being presented. Contact Headquarters to see if programming grants are available.