

**By-laws**  
**Zeta Chapter of Kappa Alpha Omicron (KAO)**  
**University of Southern Maine**

**ARTICLE I – NAME**

This Chapter shall be known as the “Zeta Chapter of Kappa Alpha Omicron (KAO) at the University of Southern Maine.”

The Chapter’s objectives are the promotion of undergraduate learning, research, and service in and for environmental disciplines and fields of study.

**ARTICLE II – MISSION**

The USM Chapter of Alpha Omicron (KAO) is designed to offer USM students working on interdisciplinary environmental issues an academic home and support, a hub for networking across disciplines and geographic locations, and recognition for the interdisciplinary work being performed by its Members. The KAO honor society also promotes and encourages new students to enter environmental fields while providing a foundation to support the expansion of environmental research and contacts both at USM, statewide, nationally, and globally.

**ARTICLE III – MEMBERSHIP**

**Section 1. ELIGIBILITY**

Because this Chapter is an Honor Society, members meet specified criteria to become a Member and maintain membership in good standing.

- A. A student must be a matriculated full- or part-time student at the University of Southern Maine from any field of study who is currently enrolled as a major or minor offered through the Department of Environmental Science.
- B. A student must have a current, cumulative GPA of 3.2 and have completed at least 30 credit hours.
- C. A student must have documentation of service to the department, University, or community.

Membership can be requested and authorized at any time. The official induction will occur in the spring semester of each year, depending on the academic schedule and the number of inductees.

## Section 2. FEES

There is a one-time membership fee for a new member of the USM KAO Chapter, which is \$50. The fee, paid to the national office (IEA), but collected and paid to the Department of Environmental Science, includes a one-year subscription to the journal *Interdisciplinary Environmental Review*, KAO pin, membership certificate, and a cord for graduation.

The USM KAO Chapter currently levies a \$5 Membership fee to offset the cost of certificates, copying, and mailing.

## Section 3. INITIATION

All persons brought into new membership in the USM KAO Chapter shall be initiated into the Chapter in the spring semester of each academic year. The initiation will be through an induction ceremony unique to the USM KAO Chapter.

## Section 4. EXPULSION

Any member of the Chapter may be expelled by formal action of the Chapter, after opportunity for due process and Chapter vote. Expulsion shall only be for cause, based on significant violation of the Society/Chapter ethics and standards.

# **ARTICLE IV – OFFICERS**

## Section 1. ELECTED OFFICERS

The officers of the Chapter shall be a President, Vice President/President Elect, and Secretary/Treasurer.

## Section 2. ELECTION OF OFFICERS

All officers will be elected annually by active membership in September for the following academic year. The newly-elected Chapter Secretary/Treasurer shall notify the Central Office (IEA) promptly of the results of the election. The term for each office is one academic year.

The Vice President/President Elect shall automatically succeed to the office of President, should the President no longer can (end of one-year term) or will serve. The Vice President/President Elect will be the president-elect and automatically serve as president the next academic year unless they subsequently chose not to. An election will be held in the fall of each year to fill all vacant positions.

## Section 3. ELIGIBILITY TO SERVE AS OFFICERS

Any member of the Chapter in good standing shall be eligible to hold office. The exception is that any KAO member who is currently an officer in the Department of Environmental Science

Student Group is ineligible to be an officer in the Chapter. The Vice President/President Elect must be a junior or sophomore.

#### Section 4. DUTIES

The PRESIDENT shall schedule and preside over all chapter meetings. The President may not vote on matters before the Chapter.

The VICE PRESIDENT/President Elect shall fulfill the role of President if the elected President is not able to perform the duties. While acting in the capacity of the President, the Vice-President may not vote.

The SECRETARY/TREASURER shall be responsible for meeting minutes and communication.

### **ARTICLE V – MEETINGS**

#### Section 1. MEETINGS

The Chapter shall meet at least monthly during the academic year. The President may call additional meetings of the Chapter for extraordinary reasons and with at least one week's prior notice. By written petition from a majority of members of the Chapter, the President is required to call a special meeting of the Chapter after providing one week's notice. Notice of meetings of the Chapter shall include a proposed agenda of items for consideration, but any other appropriate items may be included at any meeting of the Chapter.

#### Section 2. QUORUM

A majority of the members of the Chapter shall constitute a quorum for the transaction of business at any meeting of the Chapter. If a quorum is not present, the Chapter may transact business of an emergency nature, but must submit a summary of deliberations held at the meeting through the Secretary/Treasurer to all absent members immediately following the meeting. The summary must include the opportunity to vote on any issues decided by the group present, said votes being added to the official votes taken at the meeting and, if necessary, reversing the decision.

#### Section 3. FACULTY ADVISOR

There shall be a designated Chapter Faculty Advisory who shall be responsible for the conduct and well-being of said chapter. The Chapter Faculty Advisor must be a member of the Department of Environmental Science. The term of the Faculty Advisor will be two years. The Chapter may nominate Faculty Advisors; the final determination resides with the Chair of the Department of Environmental Science.

#### Section 4. AMENDMENTS AND BY-LAWS

Amendments to these By-Laws shall be made upon the affirmative vote of three-fourths of the active Members the Chapter. Approved Amendments and By-Laws shall be appended and posted and be subject to the rules of these By-Laws for future modification, addition, or deletion.

#### **ARTICLE VI – ADOPTION AND AMENDMENTS**