

ALPHA PHI OMEGA

ALPHA BETA XI

Chapter Bylaws:

Last Revised 27 December 2020

We, the members of Alpha Beta Xi of Alpha Phi Omega, with our national, educational, and intellectual heritage in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law, do adopt these Chapter Bylaws.

## **Article I. Membership**

### **Section 1. Open Membership**

Membership in this Chapter shall be open to any student enrolled in the State University of New York College at Geneseo.

### **Section 2. Active Membership**

a. An Active Member shall fulfill all Chapter financial obligations.

b. Service: An Active Member must attend at least four (4) different service projects, and perform at least twenty-four (24) hours of service per semester.

1. A one-time monetary donation of at least ten dollars (\$10) to any legitimate charity, as determined by the Vice President of Service (herein referred to as VPS), or a service project being carried out by the brotherhood, will count as only one project.

2. All service projects must last at least one hour each to be counted as a service project. Furthermore, wearing of letters, or when not possible, a service pin, is required during all service projects. Brothers must represent themselves professionally at all service projects.

3. At least twelve (12) of the twenty-four (24) hours must be performed through projects that are open to the Brotherhood and announced by the VPS and Service Secretary (herein referred to as SS) as Service to the College, Community, and Nation (herein referred to as "Inside Hours"). These include, but are not limited to: projects completed through Programming Committees; events coordinated by the VPS, SS, and/or any other brother, and events hosted by another organization but with a liaison within the Brotherhood.

4. The remaining hours may be fulfilled through any combination of:

Inside Hours of Service to the College, Community, and Nation;

Outside Hours of Service approved by the VPS; and

Brotherhood Hours of Service (i.e., table sitting that promotes the Brotherhood, fundraisers for the Brotherhood, mailings for the Brotherhood, Rush, appointed and elected positions).

5. Members are expected to attend service projects that they sign up for, or notify the VPS of any cancellations at least 24 hours in advance. If a brother does not notify the VPS of the cancellation prior to the 24 hours, it will be considered a default. For members that default on three (3) projects, ½ of the service hours that they would have earned will be deducted from their total service hours. In the case of exculpatory circumstances, the VPS will evaluate the situation on an individual basis.

c. Leadership: An Active Member must take part in programming one (1) VPS-approved service project per semester. In order to complete this requirement, brothers should form programming committees. Committees are capped at six (6) brothers per committee unless otherwise approved by the VPS. All committees must be formed (and names submitted to the VPS) by the second brotherhood meeting of each semester. All committees will be responsible for programming a service project that meets one of the four pillars of our brotherhood: Service to the College, Community, Nation and Brotherhood. Each committee is responsible for:

Allocating responsibilities to committee members

Appointing a primary program contact person who will serve as the project liaison.

Keeping VPS updated on project progress

Meeting all programming committee deadlines as listed by the VPS

No more than five (5) hours of service to the fraternity, per committee per brother, may be logged in committee-related activities. Exceptions to this policy may be granted by the Vice President of Service.

Members of pledge team are exempt from the requirement of sitting on a programming committee. Members of pledge team may log a maximum of ten (10) hours of service to the fraternity for duties related to new member education.

d. Fellowship: An Active Member must attend at least two fellowships per semester.

e. Mandatory Events: For an Active Member, attendance at the Pledge Ritual, Induction, the Formal, Senior Sendoff, Friday Night Membership Development Session, Day of Service and CAPS is required barring insufficient time notice, excessive cost of over twenty dollars (\$20) per person, or unforeseen emergency; all of which must be presented, in writing, to and per the discretion of the Vice-President of Membership (herein referred to as VPM). In the fall semester, an Active Member may not miss more than two Mandatory events with excused absences and one Mandatory event with an unexcused absence. In the spring semester, an Active brother may not miss more than three Mandatory events with excused absences and one Mandatory event with unexcused absences. After the second unexcused absence, the brother will be placed Inactive. If any of these events are combined together, such as Senior Sendoff and Formal, then they shall be counted together as one event.

f. An Active Member may not miss more than half of the Chapter meetings with excused absences. An Active Member may not have more than two unexcused absences. Two (2) unexcused latenesses or early departures from Chapter meetings, without sufficient notice, as per discretion of the VPM, will also equal one (1) unexcused absence (See Article II Section 3). An Active Member shall have full voting, Chapter, and fellowship privileges.

g. Active members must be present at the meeting prior to a vote (when the material being voted on is presented) in order to participate in that vote.

### **Section 3. Associate Membership**

An Associate Member shall be a Member who finds it necessary to cease full involvement in Chapter affairs because of other commitments of time and effort. Members must petition, in writing, to the Chapter for Associate Membership through the Vice President of Membership (VPM).

Associate Members shall be required to participate in two service projects over the course of the semester. These projects must follow the same guidelines defined in Article I Section 2.

An Associate Member shall have full Chapter and fellowship privileges. An Associate member shall have limited voting rights. Associate members shall be allowed to vote on amendments to the bylaws, chapter elections, and general chapter business. Associate members shall not be allowed to take part in the individual or pledge class votes.

Financial obligations to the Chapter will be at a reduced rate as defined by the Treasurer.

Associate Members may not hold an elected office or appointed position in the brotherhood. Furthermore, Associate Members shall not be allowed to take a "little" (Pledge Member) during the pledging period.

An Associate Member will automatically become Active again at the first meeting of the following semester. No Member may hold Associate Membership for two (2) consecutive semesters.

Associate members must be present at the meeting prior to a vote (when the material being voted on is presented) in order to participate in that vote.

#### **Section 4. Leave of Absence**

Leave of Absence shall be defined as a Membership status where a Member, due to special circumstances, must cease full involvement in Chapter affairs because of other commitments of time and effort. Members must petition, to the Vice President of Membership (VPM) of their intentions. The Leave of Absence status shall be granted to a Member for a time period specified by the VPM, which will not exceed at maximum one year in duration. Once granted Leave of Absence, a Member shall have no voting or chapter privileges. Leave of Absence members shall have limited fellowship privileges; they shall be allowed to attend Pledge Ritual and Induction only. A Member on Leave of Absence shall be exempt from all Chapter obligations for their term of absence. A Member on Leave of Absence will automatically become Active again at the first meeting of the semester following their specified time of absence.

a. Acceptable circumstances for requesting a Leave of Absence are the following:

1. Student teaching for the semester.
2. Studying in another country, while still enrolled as a student at the State University of New York College at Geneseo.
3. Living somewhere other than Geneseo where it would be too long of a drive to attend every Sunday meeting.
4. By petitioning of the VPM with a special circumstance in which the Member feels Leave of Absence should be granted. If the Leave of Absence petition is approved by the VPM, Leave of Absence status shall be granted.

#### **Section 5. Probationary Membership**

A Member on Probation shall be defined as a Member who has failed to complete either their service, financial, or fellowship obligations to the Chapter by the twelfth (12) week of the semester.

The Executive Committee (herein referred to as Executive Board, or EC) may, by unanimous vote, place a brother on probation as a punitive measure for failing to complete membership requirements in a timely manner, or for a violation of the Risk Management Policy.

A Probationary Member will not be allowed voting privileges and will have limited fellowship privileges as determined by the VPM.

A Probationary Member will automatically return to full Active Membership upon completion of the abovementioned obligations. If these obligations are not fulfilled by the last meeting of the semester, a probationary member will become inactive as specified in Article I, Section 6.

#### **Section 6. Inactive Membership**

An Inactive Member shall be defined as a Member who fails to meet the Chapter requirements specified in Article I. The Membership status of all Members will be reviewed at the end of each semester to determine if all requirements have been met. In the case of attendance, Inactive status will be evaluated immediately following the third unexcused absence. In the case of mandatory events, inactive status will be evaluated immediately following the second unexcused absence. Completion of Chapter requirements will be

reviewed by the joint consultation of the Executive Committee. An Inactive Member shall have no voting, Chapter, or fellowship privileges.

An Inactive Member requesting Active membership may do so by petitioning, in writing, the Brotherhood through the VPM. The deadline for petitions is up to the discretion of the VPM. Active Membership shall be granted by a two third (2/3) vote of approval of the Brotherhood. Voting will take place at the second Brotherhood meeting of the semester. Suspension of Chapter membership shall be requested from Nationals as per Article III, Section III, Paragraph (9), of the National Bylaws as deemed necessary.

### **Section 7. Pledge Membership**

A Pledge Member shall be a member who has gone through the Pledge Ritual but not initiation. A Pledge Member shall have fellowship privileges and limited Chapter privileges at the discretion of the New Member Educator, but no voting privileges.

Pledge Members will primarily be referred to as "New Members" (herein also referred to as NM) within our chapter. The term "New Member" can serve as a substitute for the term "Pledge," however "Pledge" may also be used as per Article III, Section II, Paragraph (1) of the National Bylaws. The purpose of this substitution is to promote a more fulfilling relationship between the Brothers and the Pledge Members.

### **Section 8. Alumni Membership**

Upon leaving this Chapter, all Members who held Active or Advisory Membership in this Chapter shall be recognized as Alumni Members. An Alumni Member shall have Chapter and fellowship privileges by Chapter invitation, but no voting privileges.

### **Section 9. Honorary Membership**

Honorary Membership shall be conferred by a three-quarters (3/4) vote of the Active Brotherhood. Honorary Membership may be given to educators, outstanding citizens, or others whom the Chapter deems have merited such honor. A recipient's name shall have been read fourteen (14) days prior to the vote at a regular Chapter meeting. An honorary member shall have no voting privileges.

### **Section 10. Transference of Membership Status**

Any Member wishing to change their Membership status within the Chapter must submit their request by the Sunday of the Pledge Ritual.

### **Section 11. Suspension of Membership**

Any member may be suspended from their membership status, providing there is good cause by unanimous vote of the Executive Committee as a punitive measure for a violation of the Risk Management Policy. Suspension may be sentenced for up to an indefinite period to allow for a petition to the National Board of Directors for expulsion, pursuant of Section III Article 12 of the National Bylaws.

### **Section 12. Declaration of Membership Status**

Brothers must be decided on their membership status by the second brotherhood meeting. Failure to complete this or changing their status after the Pledge Ritual will result in the brother being placed inactive for the current semester.

## **Article II. Meetings**

### **Section 1. General Meetings**

There shall be at least two (2) meetings of the Chapter each month of the curricular year, as permitted by the college calendar. All meetings are closed, meaning they are only open to members of the chapter and affiliated personnel (e.g. section chairs, region chairs) unless

deemed open by the approval of a simple majority of the Active Brotherhood. As per Robert's Rules of Order, a quorum must be present to hold an official meeting, as per Article III Section 1.

## **Section 2. Special Meetings**

Special meetings of this Chapter may be called by the President or the Executive Committee on their own initiative, or upon the request of one-third (1/3) of the Active Brotherhood. The President shall call a special meeting of the Chapter to be held within seven (7) days after the presentation of such a request. In the event the President does not comply with the request within the required time, a request, in writing, of one-third (1/3) of the Active Brotherhood, may be presented to the Vice President of Membership (VPM), who must call and preside over a special meeting of the Chapter within seven (7) days after the receipt of the request. A notice of all special meetings shall contain a statement of the purpose of the meeting or business to be transacted. Such notice shall be presented to the Active Brotherhood whenever possible.

## **Section 3. Attendance**

A. An excused absence from any event where attendance is required (such as chapter meetings and mandatory events) will be defined as notifying the VPM no later than 11:59 PM the day prior to the event. An unexcused absence will be defined as failing to notify the VPM by 11:59 PM the day prior or failing to attend the event.

B. Being late to any Chapter meeting where attendance is taken shall occur when a Brother enters the meeting more than ten (10) minutes after the scheduled time of the start of the meeting. An early departure from a Chapter meeting is defined as leaving before the President adjourns the meeting. Either of these can be excused by the VPM when given at least 24 hours prior notice. Being late, or leaving early, and being unexcused for two (2) such meetings shall equal one (1) unexcused absence. In emergency situations, excuses may be accepted by the VPM after the meeting.

## **Section 4. Procedure**

Regular meetings shall be conducted according to standard Parliamentary procedure, as prescribed by the current revision of Robert's Rules of Order.

# **Article III. Votes and Voting Procedure**

## **Section 1. Defined Quorum**

A quorum at all regular meetings and special meetings of this Chapter shall be a simple majority of the Active Brotherhood. Electronic quorum shall be two-thirds (2/3) of the Active Brotherhood.

## **Section 2. Members Voting**

Once quorum is established, any votes will be taken only out of the Active Brothers present and voting.

## **Section 3. Absence of Quorum**

A quorum of the Active Brotherhood voting is necessary for any Chapter business to be transacted. Official Chapter business can be conducted in the absence of a quorum provided that the meeting was announced to a majority of the Active Brotherhood at least seven (7) days prior to the meeting and is approved by a two-thirds (2/3) vote of the Active Brotherhood present.

## **Section 4. Ballots**

All votes mentioned within these bylaws shall be conducted by secret ballot. All other voting shall follow the rules of Parliamentary Procedure according to Robert's Rules of Order. If a recount for the voting ballots is not immediately requested by an Active Brother at the meeting following the announcement of the results, the ballots will be immediately destroyed by the President and Parliamentarian.

### **Section 5. Pledge Class Vote**

At the discretion of the New Member Educator, there will be a vote on the pledge class as a whole, not as individuals, to determine whether or not the Pledge Class has completed the following requirements: Pledge Class Unity, Attitude towards the brotherhood, and any Pledge Class requirements noted in the pledge policy. A positive vote of a simple majority of the Active Brotherhood shall be necessary to approve the pledge class. Once the Pledge Class has been approved, the date of crossing shall be at the Membership Development Session immediately following completion individual Pledge Requirements by all pledges. However, the date of crossing can be delayed by the New Member Educator after approval by the Executive Committee, as per any violations of the aforementioned requirements (Article VIII, Section 1, Subsection g).

### **Section 6. Individual Pledge Votes**

A negative vote of a simple majority of the Active Brotherhood shall be necessary to deny acceptance of a pledge for Initiation. Individual Pledge Votes will take place at the end of the third (3) and sixth (6) weeks of the pledging process.

### **Section 7. Emergency Pledge Vote**

An Emergency Individual Pledge vote may occur at any time during the pledging process provided that a motion calling for such a vote is submitted in writing to, and is approved by a simple majority vote of, the Executive Committee. Upon the approval of the EC, the motion will then be brought to the entire Chapter for a vote. A two-thirds (2/3) vote of the Active Brotherhood shall be necessary to deny acceptance of a Pledge Member for Initiation.

### **Section 8. Additional Voting Requirements for the Pledge Class**

The votes defined in Article III, Sections 5-6 shall be on completion of requirements as defined in the current semester's pledge policy as well as commitment toward the principles of Alpha Phi Omega. Included in this is respect for the Brothers and dedication to the Brotherhood. However, the votes shall not be based on personality or events unrelated to the fraternity.

### **Section 9. Negative Votes**

Any pledge(s) who fail to pass the votes in Sections 5-6 will automatically be dropped from the rolls of this Chapter. This person may re-pledge at a later time if desired.

## **Article IV. Nominations and Elections**

### **Section 1. Ballots**

All elections shall be by secret ballot. Voting by proxy or by absentee ballot shall not be permitted.

### **Section 2. Results**

The results of the elections shall be known by the announcement of the name of the newly elected person after all tallies are collected and counted by the Parliamentarian (herein referred to as PA) and Sergeant at Arms (herein referred to as SA). The tally, while unannounced, shall be recorded in the official minutes.

### **Section 3. Nominations**

Nominations shall be accepted, by the Parliamentarian, at the Brotherhood meetings held two (2) weeks and one (1) week prior to the meeting at which elections are held. No nominations shall be accepted at the Brotherhood meeting at which elections occur.

#### **Section 4. Proxy**

Acceptance of nominations by proxy shall be permitted.

#### **Section 5. Resignation**

In the event that an officer resigns before the end of their term, the election of their successor shall occur as per Article IV, Section 4 in the timeliest manner possible.

#### **Section 6. Vacancy of President**

In the event of a vacancy in the office of President, the Vice President of Membership shall fulfill the duties of both President and Vice President of Membership until such time that a new Vice President of Membership is elected.

#### **Section 7. Vacancy of President and VPM**

In the event of a vacancy in the offices of President and Vice President of Membership, the Vice President of Service shall fulfill the duties of both President and Vice President of Service until such time as a new Vice President of Service is elected. The Membership Secretary will serve as the acting Vice President of Membership in the absence of the VPM, until a new VPM is elected.

#### **Section 8. Resignations and Appointed Positions**

In the event of resignation of an officer or the vacancy of an office, all positions appointed under that officer shall serve out the remainder of their term.

#### **Section 9. Further Questions**

Any other questions regarding the succession of officers not described in Article IV, Section 7-8 shall be left to the discretion of the Executive Committee.

### **Article V. Elected Officers**

#### **Section 1. Elected Officers**

The elected officers of this Chapter shall be the President (P), Vice President of Membership (VPM), Vice President of Leadership (VPL), Membership Secretary (MS), Vice President of Service (VPS), Service Secretary (SS), Treasurer (T), Secretary of Records (SR), and New Member Educator (NME).

#### **Section 2. Duration of Term**

The President, VPM, VPS, T, and SR shall be elected before the end of the Fall Semester. The P, VPM, VPS, T, and SR shall assume their offices at the start of the Spring Semester following elections. The VPM, VPS, T, and SR shall have terms of one year. The MS, SS, and NME shall be elected at the end of each semester to serve the following semester. An officer may succeed himself or herself if so elected by the Chapter.

#### **Section 3. Membership Status**

All brothers must hold Active Membership, Associate Membership, Leave of Absence Membership, or Probationary Membership status to be eligible for election. Officers must hold Active Membership status for the entirety of their term.

### **Article VI. Duties of Elected Officers**

#### **Section 1. President**

- a. The President shall give leadership and supervision to the Chapter and its officers, and see that its bylaws and national and local duties and obligations are fulfilled.
- b. The President shall preside at all Chapter and Executive Committee meetings. The President shall serve as ex-officio member of all Chapter committees.
- c. The President shall appoint, with the approval of the Active Brotherhood, the Parliamentarian, Sergeant-at-Arms, Leadership Coordinator, Diversity Chair, and any special committees necessary for expediency in carrying out the Chapter program.
- d. The President shall become thoroughly familiar with procedures as prescribed in the current revision of Robert's Rules of Order.
- e. The President shall see that all other committee personnel are selected properly.
- f. The President will hold primary responsibility for determining membership status of all Brothers of this Chapter, after consultation with the VPM, VPS, and Parliamentarian, based on the procedures outlined in Article I.
- g. The President shall be the primary point of communication for the Associate Dean for Fraternal Life for Alpha Phi Omega. This includes submitting member roster at the beginning of each semester, an updated officer roster, and a new member roster after pledge ritual. The President shall also maintain communication with the Senior Coordinator of Student Programs and Activities.
- h. The President shall perform all other duties the office may require.

## **Section 2. Vice President of Membership (VPM)**

- a. The VPM shall serve as the Chairperson of the Membership Committee consisting of: the Membership Secretary, Fellowship Chairperson, Alumni Contact, Advisor Contact, Inter-Chapter Liaison, Unity Chair, Formal Chair, and any other person(s) the VPM may deem necessary. The VPM shall coordinate the duties and functions of the Membership Committee.
- b. The VPM will act as chairperson of the Internal Relations committee, a subcommittee of the membership committee, which will include unity chair, fellowship chair, advisor contact, and any other person(s) the VPM deems necessary
- c. The VPM shall serve as a member of the Executive Committee.
- d. The VPM, in conjunction with the Membership Secretary, shall appoint, with the approval of the Active Brotherhood, the Fellowship Chairperson, Unity Chairperson, Alumni and Advisor Contact, and Inter-Chapter Liaison.
- e. The VPM shall perform all Presidential function in the temporary absence of the President. Refer to Article IV Section VI.
- f. The VPM shall assume the duties and responsibilities of the President in the event of a vacancy in the office of the President. Refer to Article IV Section VI.
- g. The VPM shall interview all inactive Members who petition to become Active. The VPM will then report to the Active Brotherhood.
- h. The VPM need not to act as a member of the pledge training team.
- i. The VPM shall notify members of any changes in their membership status.
- j. The VPM shall perform all other duties and responsibilities prescribed by the President.

## **Section 3. Membership Secretary (MS)**



- a. The MS shall serve as a member of the Executive Committee
- b. The MS will act as vice chair of the Membership Committee.
- c. The MS will act as chairperson of the Outreach committee, a subcommittee of the Membership Committee, which includes the alumni contact, inter-chapter liaison, and any other persons the MS deems necessary.
- d. The MS shall keep an accurate attendance record and submit this to the College and Fraternity upon request.
- e. The MS shall serve two (2) office hours in conjunction with the VPM per week.
- f. The MS and VPM shall both have access to the membership email; the MS has the primary responsibility to respond to emails regarding attendance.
- g. The MS shall be responsible for any other tasks (not described in these bylaws) deemed necessary by the VPM.
- h. The MS shall assume the duties and responsibilities of the VPM in the event of vacancies in the office of the VPM. Refer to Article IV Section VII.

#### **Section 4. Vice President of Service (VPS)**

- a. The VPS shall serve as the chairperson of, and coordinate the functions and duties of the Service Committee. Furthermore, they must coordinate and approve the activities of programming committees as per 1§2c and serve as ex-officio chair of every service project.
- b. The VPS shall serve as a member of the Executive Committee.
- c. The VPS shall appoint, with the approval of the Active Brotherhood, the Scouting Representative, the Relay Chair, and the On-Campus Service Chair.
- d. The VPS shall appoint, in conjunction with the Service Secretary and with the approval of the Active Brotherhood, the Distinguished Service Key Chairperson.
- e. The VPS shall be responsible for planning and carrying out the traditional service projects of the Chapter, including one scouting-related project per semester.
- f. The VPS shall serve two (2) office hours with the Service Secretary per week to coordinate service.
- g. The VPS shall maintain a constant check on all project details and follow each project to a successful conclusion.
- h. The VPS has the final approval of all service carried out by this Brotherhood.
- i. The VPS shall maintain all records of contacts.
- j. The VPS shall perform all Presidential functions in the temporary absence of the President and VPM. Refer to Article IV Section VII.

#### **Section 5. Vice President of Leadership (VPL)**

- a. The VPL shall serve as the chairperson of, and coordinate the functions and duties of the Leadership Committee. Furthermore, they must coordinate and approve the activities of programming committees as per 1§2c and serve as ex-officio chair of every leadership project.
- b. The VPL shall serve as a member of the Executive Committee.

- c. The VPS shall appoint, with the approval of the Active Brotherhood, the Leadership Coordinator
- d. The VPL shall be responsible for organizing seminars and promoting other events to foster Leadership among the brotherhood
- e. The VPL shall maintain a constant check on all leadership project details and follow each project to a successful conclusion.
- f. The VPL shall be the primary point of communication between the Assistant Dean of Students for Leadership and Service and Alpha Phi Omega. This includes consulting about leadership opportunities, leadership projects, conferences, GOLD workshops, and other leadership related events.
- g. The VPL shall work with the GOLD office to lead one GOLD event per semester.
- h. The VPL shall serve two (2) office hours per week to coordinate leadership activities.
- i. The VPL shall perform all Presidential functions in the temporary absence of the President, VPM, and VPS. Refer to Article IV Section VII.

## **Section 6. Service Secretary (SS)**

- a. The SS shall serve as a member of the Executive Committee.
- b. The SS shall, in conjunction with the VPS, plan for carrying out at least one traditional service project of the Chapter per area of service (Service to the Nation, Service to the Community, Service to the Campus and Service to the Brotherhood), including one scouting-related project per semester.
- c. The SS shall, in conjunction with the VPS, lead an ad-hoc committee in planning and carrying out a large service project per semester that has the capacity to be open to the entire active brotherhood and meets at least one of the four areas of service. This project will be considered as one of the projects that must be carried out in Article VIII Section 3 Subsection B.
- d. The SS shall maintain records of all service hours and projects completed and submit them to the College and Fraternity upon request.
- e. The SS shall serve two (2) office hours with the VPS per week to coordinate service.
- f. The SS and the VPS shall both have access to the service email and calendar account; the SS has primary responsibility to update the service calendar and coordinate signups and rides.
- g. The SS shall be responsible for any other tasks (not described in these bylaws) deemed necessary by the VPS.
- h. The SS shall assume the duties and responsibilities of the VPS in the event of vacancies in the office of the VPS.

## **Section 7. Treasurer (T)**

- a. The T shall serve as a member of the Executive Committee.
- b. The T shall appoint, with the approval of the Active Brotherhood, any ad hoc positions the T deems necessary.
- c. The T shall receive all monies of this Chapter and keep accurate records. The T shall make all Chapter payments upon proper authorization. The T shall diligently collect all

membership dues and fees, pledge dues, initiation fees, and all assessments. The T shall keep an accurate written record of payments made by each member, either for National Fraternity, or the Chapter, and give a written receipt for such funds. The T shall transmit promptly the funds for pledge fees, National Membership fees, or Chapter expenditures, and file all receipts for such payments. All Chapter payments that are made by check, T shall institute a procedure whereby all checks contain the President's or the Secretary of Records' signature in addition to the T's. The T shall deposit all local and National Funds in the Chapter accounts.

d. The T shall prepare and file all necessary forms with the Director of Internal Revenue in the District.

e. The T shall prepare the financial books properly audited before turning them over to the successor

f. The T shall give a report on the condition of the Chapter treasury at all Chapter and Executive Committee meetings.

g. The T shall perform all other duties prescribed by the President.

### **Section 8. Secretary of Records (SR)**

a. The SR shall serve as chairperson of the Secretariat, consisting of the Historian. The SR shall coordinate the duties and functions of the Secretariat.

b. The SR shall appoint, with the approval of the Active Brotherhood, the Historian.

c. The SR shall serve as a member of the Executive Committee.

d. The SR shall keep an accurate written record of all Chapter and Executive Committee meetings.

e. The SR shall perform all other duties prescribed by the President.

### **Section 9. New Member Educator (NME)**

a. The NME shall be a member of the Membership Committee.

b. The NME shall present a pledge policy for the approval of the Brotherhood. The pledge policy must be approved by a simple majority of the Active Brotherhood before the Pledge Ritual.

c. The NME shall appoint, with the approval of the VPM and Brotherhood, the Rush Chairperson and necessary assistant pledge educator(s).

d. The NME and the necessary assistant pledge educator(s) shall be a part of the semester's Pledge Team. The VPM is not required to be a member of the Pledge Team.

e. The Pledge Team shall be responsible for giving all Pledge Members the opportunity to learn the fundamentals of Alpha Phi Omega, and to become imbued with the spirit of this Fraternity, in accordance with National Pledging Standards and the Pledge Policy before completion of the pledge period.

f. The NME, with the approval of the brotherhood, shall be responsible for determining when Pledge Members have satisfactorily completed the pledging process.

g. The NME is responsible for informing the Brotherhood of the date of crossing. The NME, with approval of the Executive Board may delay the date of crossing if the Pledge Class violates any of the requirements as stated in Article III, Section 5.

h. The NME shall secondarily be referred to as the Pledge Educator. Refer to Article I Section VII.

### **Section 10. Reports**

It shall be the duty and responsibility of each Chapter officer to compile an end-of-term report on all activities and committees of the officer's responsibilities. These reports shall be given to the SR, to be bound in logical order, and presented to the President at the end of the term. These reports are to be kept on file in the Chapter historical records for future reference.

### **Section 11. Appointed Positions**

It shall be the duty and responsibility of each Chapter officer to "supervise the duties of positions appointed by that officer."

## **Article VII. Elected Positions**

### **Section 1. Elected Positions**

Elected positions shall be the Faculty, Staff, and Alumni Advisors, Chairperson of the Advisory Committee, and Voting Convention Delegates.

### **Section 2. Delegates**

Voting delegate(s) to the National Convention shall be elected two (2) months prior to the National Convention, in accordance with the National Bylaws.

### **Section 3. Voting of Delegates**

Voting delegate(s) to a Regional or Sectional Convention shall be elected two (2) weeks prior to that Convention.

### **Section 4. Succession**

Persons holding elected positions may succeed themselves if so elected by the Active Brotherhood.

## **Article VIII. Duties of Elected Positions**

### **Section 1. Faculty and Staff Advisors**

- a. Faculty and Staff Advisors shall serve as members of the Advisory Committee.
- b. Faculty and Staff Advisors shall encourage the development of high fraternal and scholastic standards.
- c. Faculty and Staff Advisors shall assist the Chapter in planning and carrying out service projects.
- d. Faculty and Staff Advisors shall attend Chapter meetings as regularly as possible.
- e. Faculty and Staff Advisors shall serve as personal advisors and counselors to this Chapter at all times.
- f. Faculty and Staff Advisors shall serve as special advisors to the respective Chapter committees assigned to them by the Chairperson of the Advisory-Committee.

### **Section 2. Alumni Advisors**

- a. Alumni Advisors shall serve as members of the Advisory Committee.
- b. Alumni Advisors shall encourage development of high fraternal and scholastic standards.

- c. Alumni Advisors shall assist the Chapter in planning and carrying out service projects.
- d. Alumni Advisors shall assist the Alumni Contact.
- e. Alumni Advisors shall provide the communication between the Chapter alumni association and the Chapter, through the Alumni and Advisor Contact.
- f. Alumni Advisors shall attend Chapter meetings as regularly as possible.
- g. Alumni Advisors shall serve as special advisors to the respective Chapter committees assigned to them by the Chairperson of the Advisory Committee.
- h. Alumni Advisors shall serve as personal advisors and counselors to this Chapter at all times.

### **Section 3. Chairperson of the Advisory Committee (CAC)**

- a. The CAC shall call and preside at meetings of the Advisory Committee, at least twice per year.
- b. The CAC shall call and preside at special meetings any time within seven (7) days after receiving a written request of one-third (1/3) of the Active Brotherhood, when it is not possible to secure through regular procedure in Article II of these Bylaws.
- c. The CAC shall attend meetings regularly, and serve as advisor and council to the Chapter at all times.
- d. The CAC shall assign advisors Active duties on Chapter committees.
- e. The CAC shall serve on the Executive Committee.
- f. The CAC shall provide leadership in getting the Chapter program and administration under way at the beginning of each Semester. The CAC shall have the option to vote at all regular and special meetings.

### **Section 4. National Convention Delegates**

National Convention Delegates shall represent this Chapter at the National Convention in all matters that may come before the Convention.

### **Section 5. Regional and Sectional Convention Delegates**

Regional and Sectional Convention Delegates shall represent this Chapter at the Regional or Sectional Convention in all matters which may come before the Convention.

## **Article IX. Appointed Positions**

### **Section 1. Appointed Positions**

These positions which are filled by appointment by the respective officers with the Active Brotherhood are: Parliamentarian, Sergeant-at-Arms, Rush Chairperson, Fellowship Chairperson, Alumni Contact, Advisor Contact, Unity Chairperson, Scouting Representative, Historian, Formal Chair, Relay Chair, Diversity Chair, and On-Campus Service Chair.

### **Section 2. Selection Deadline**

The officers as described in Article VI shall submit to the Active Brotherhood within two (2) weeks after the selection, their nominees for the above positions.

## **Article X. Duties of Appointed Positions**

### **Section 1. Parliamentarian (PA)**

- a. The PA shall become thoroughly familiar with procedure as prescribed in the current revision of Robert's Rules of Order.
- b. The PA shall stand ready to advise Chapter officers and Members on Robert's Rules of Order.
- c. The PA shall serve as Chairperson of the Constitution Committee.
- d. The PA shall preside over all votes and elections as per these bylaws, and shall have charge of counting ballots along with the Sergeant-at-Arms.
- e. The PA shall alert the Brotherhood of any discrepancy between these bylaws and actual practice.
- f. The PA shall have primary responsibility for presenting proposed Amendment(s) to these bylaws to the Chapter.
- g. The PA shall distribute, in a timely fashion, new bylaws upon the ratification of new Amendments.
- h. The PA shall keep an accurate record of any and all version(s) of Chapter documents, as well as proposed Amendment(s) under their term of office.
- i. The PA shall perform all other duties prescribed by the President.

## **Section 2. Sergeant-at-Arms (SA)**

- a. The SA shall guard the portal and perform such disciplinary actions as deemed necessary by the President.
- b. The SA shall distribute ballot sheets on all occasions, when voting is done in writing. Upon instructions of the presiding officer, shall assemble the ballots and have charge of counting along with the Parliamentarian.
- c. The SA shall be responsible for taking care of Chapter equipment, such as initiation material, flags, banners, gavel, and other Chapter properties.
- d. The SA shall perform all other duties prescribed by the President.

## **Section 3. Rush Chairperson (RC)**

- a. The RC shall be responsible to the PE for all rushing activities and programs that follow the current SIFC policy.
- b. The RC shall serve a one (1) semester term.
- c. The RC shall plan and carry out membership campaigns and work toward membership goals.
- d. The RC shall endeavor to maintain a cross-sectional membership of students from all parts of the institution.
- e. The RC shall check the qualifications and eligibility of new students and make recommendations to the VPM for new pledges.
- f. The RC shall work with the PE to plan and execute the formal initiation services of new pledges.
- g. The RC shall perform all other duties prescribed by the PE.

## **Section 4. Fellowship Chairperson (F)**

- a. The F shall be responsible to the VPM for all fellowship activities and programs.
- b. The F shall promote a spirit of close fellowship among all members.

- c. The F shall create and maintain a spirit of friendship toward all prospective members who visit Rush meetings.
- d. The F shall plan and carry out a program of social events for the purpose of Fellowship, such as but not limited to, dances, shows, and other events.
- e. The F shall perform all other duties prescribed by the VPM.

#### **Section 5. Alumni Contact (ALC)**

- a. The ALC shall be responsible to the membership secretary for the performance of all duties.
- b. The ALC shall keep an accurate record of the present addresses of all Alumni Members of this Chapter.
- c. The ALC shall endeavor to inform all Alumni Members about Chapter activities.
- d. The ALC shall plan ways of rendering service, courtesies, and recognition to Alumni Members returning to the campus for special institutional or Chapter functions.

#### **Section 6. Advisor Contact (AVC)**

- a. The AVC shall be responsible to the VPM for the performance of all duties.
- b. The AVC shall be responsible for keeping all Faculty and Staff Advisors informed of Fraternity events.
- c. The AVC shall act as a liaison for the Active Brotherhood to the Advisory Committee.
- c. The AVC shall perform all other duties prescribed by the VPM.

#### **Section 7. Unity Chairperson (U)**

- a. The U shall be responsible to the VPM for the performance of all duties.
- b. The U shall promote a spirit of unity and harmony among all Members
- c. The U shall perform all other duties prescribed by the VPM.

#### **Section 8. Scouting Representative (SCR)**

- a. The SCR shall be responsible to the VPS for the performance of all duties.
- b. The SCR shall be responsible for acting as a liaison between the Chapter and local scouting organizations.
- c. The SCR shall organize and be responsible for carrying out at least two (2) scouting related service projects each semester in conjunction with the VPS and the SS, one involving the Girl Scouts and one involving the Boy Scouts.
- d. The SCR shall perform all other duties prescribed by the VPS.

#### **Section 9. Historian (H)**

- a. The H shall be responsible to the SR for the performance of all duties.
- b. The H shall write a detailed and accurate history of the Chapter covering the term of office.
- c. The H shall maintain a scrapbook or type of record containing photographs and newspaper clippings pertaining to the activities of the Chapter during the term of office.
- d. The H shall be responsible for the promotion and preservation of all Chapter traditions.
- e. The H shall perform all other duties prescribed by the SR.

### **Section 10. Inter-Chapter Liaison (IL)**

- a. The IL shall be responsible to the VPM for the performance of all duties.
- b. The IL shall keep an accurate record of contact information for officers of the chapters in our section.
- c. The IL shall plan and carry out social events for the purpose of fellowship with other chapters within our section.
- d. The IL shall create and maintain a spirit of friendship toward all brothers included in our section.
- e. The IL shall perform all other duties prescribed by the Membership Secretary.

### **Section 11. Leadership Coordinator (LC)**

- a. The LC shall be responsible to the President for coordinating the planning and execution of LEADS courses.
- b. The LC must provide at least one opportunity for brothers to attend a LEADS Course every semester, including courses offered at neighboring chapters.
- c. The LC must keep up to date on Alpha Phi Omega awards for leadership and encourage chapter participation.
- d. The LC shall hold a leadership workshop in the first several weeks of pledging, educating pledges on the importance of leadership opportunities provided through Alpha Phi Omega, and leadership opportunities within the brotherhood.
- e. The LC shall perform all other duties prescribed by the President.

### **Section 12. Relay Chair (RC)**

- a. The RC shall be responsible to the VPS for the performance of all duties.
- b. The RC shall plan and successfully execute at least one fundraiser each semester and donate the proceeds to the Alpha Phi Omega Relay for Life team.
- c. The RC shall be the captain of the Alpha Phi Omega Relay for Life team.

### **Section 13. Diversity Chair (DC)**

- a. The DC shall be responsible to the President for the performance of all duties.
- b. The DC shall hold a diversity workshop during pledging, educating pledges on the importance of acceptance of differences in areas such as, but not limited to, culture, sexual orientation and race.
- c. The DC shall be responsible for coordinating the planning of Safe-Zone Training.
- d. The DC shall perform all other duties prescribed by the President.

### **Section 14. On-Campus Service Chair (OCSC)**

- a. The OCSC shall be responsible to the VPS for the performance of all duties.
- b. The OCSC shall plan and successfully execute at least three distinct on-campus service projects each semester, including the delivery of the products or fundraising money of the service to their intended organization.
- c. The OCSC shall select and chair the on-campus service, service committee.



# **Article XI. Impeachment**

## **Section 1. Removal**

An officer or position-holder may be removed from office in the event that they fail to fulfill their prescribed responsibilities as per these Bylaws.

## **Section 2. Vote for Impeachment**

An elected officer or elected position-holder may be removed from their office or position by a vote of three-quarters (3/4) of the Active Brotherhood. A motion to impeach must be made at least seven (7) days before the vote takes place.

## **Section 3. Replacement**

If an elected officer or position-holder is successfully impeached, the procedure for filling the vacant office shall occur as described in Article IV.

## **Section 4. Appointed Positions**

An appointed position-holder may be removed from their position by a vote of two-thirds (2/3) of the Active Brotherhood. A motion to impeach must be made at least seven (7) days before the vote takes place.

# **Article XII. Standing Committees**

## **Section 1. Standing Committees**

The Standing Committees of this Chapter shall be the Executive Committee, the Advisory Committee, and the Distinguished Service Key Committee.

## **Section 2. Permanency**

The Standing Committees of this Chapter shall have permanent jurisdiction in areas under their authority.

# **Article XIII. Executive Committee (EC)**

## **Section 1. Members**

The Executive Committee of the Chapter shall consist of: President, Vice President of Service, Vice President of Membership, Vice President of Leadership, Treasurer, Secretary of Records Chairperson, Membership Secretary, Service Secretary, and the Chairperson of the Advisory Committee. The President shall serve as the Chairperson.

## **Section 2. Requested Attendance**

At the request of any officer, open meetings of the Executive Committee shall be attended by: the Parliamentarian, Sergeant-at-Arms, Fellowship Chairperson, Unity Chairperson, Rush Chairperson, and/or any other appointed position(s).

## **Section 3. Meetings**

The Executive Committee shall meet at least two (2) time(s) per month during the curricular year, as permitted by the college calendar. Special meetings of the Executive Committee may be held, subject to the call of the President, or upon the written request of the majority of the membership of the Executive Committee. All meetings are open to the Active Brotherhood, except at the discretion of the committee.

## **Section 4. Duties of the Executive Committee (EC)**

a. The EC shall exercise all powers of the Chapter during the intervals between regular Chapter meetings, provided that quorum prevails.

- b. The EC shall advise the coordination of all Chapter functions.
- c. The EC shall be responsible for carrying out the resolutions, policies, and activities voted by the Chapter through regular channels, as indicated in the duties of officers and the committees of the Chapter.
- d. The EC shall adopt a program at the beginning of each semester, which shall include an outline of the Chapter projects for the semester in advance. EC shall make the recommendations to the respective committees related to these projects.
- e. The EC shall analyze the past projects of the Chapter, weight their value, and determine the advisability of their continuance.
- f. The EC shall analyze any particular Chapter problems pertaining to program or administration, and plan their solutions.
- g. The EC shall, at regular intervals, check on the program and projects of the Chapter.

#### **Article XIV. Advisory Committee (AC)**

##### **Section 1. Members**

The faculty, staff, and alumni advisors, Chapter President and the Advisor Contact shall constitute the AC of this Chapter. The chairperson of the AC shall preside at all meetings.

##### **Section 2. Meetings**

The AC shall meet at least two (2) times per year to discuss and plan the Chapter program and administration.

##### **Section 3. Responsibility**

The AC shall provide leadership in getting the Chapter program and administration underway at the beginning of each semester.

#### **Article XV. Distinguished Service Key Committee (DSKC)**

##### **Section 1. Recognition**

Every year at the end of the Spring Semester, the chapter shall award up to two chapter Distinguished Service Keys (DSKs). The DSK should recognize an individual who has gone above and beyond the expectations of a brother of the Alpha Beta Xi chapter and who exemplifies the three cardinal principles of Alpha Phi Omega.

##### **Section 2. Appointment**

The VPS and Service Secretary shall work together to appoint an independent brother to form the DSKC. Apart from this members of the Executive Board shall have no say in the DSK decision process.

##### **Section 3. Application Review**

The DSKC will be responsible for developing a DSK application and a process to review the submitted applications. Both the application and the review process should mandate serious consideration. The DSK should be awarded at an appropriate chapter event and should be reported to the appropriate sectional, regional, and national offices.

#### **Article XVI. Ad Hoc Committees**

##### **Section 1. Formation**

Ad Hoc Committees of this Chapter shall be formed at the discretion of any elected or appointed position with the approval of the executive board. Possible committees are: the Membership Committee, the Service Committee, the Financial Affairs Committee, the

Secretariat, the Constitution Committee, the Fellowship Committee, the Unity Committee, the Nominations Committee, and the Awards Committee.

## **Article XVII. Dues, Fees, and Assessments**

### **Section 1. Amount**

The Chapter dues for Active and Associate Membership in this Chapter shall be determined by the Treasurer and voted on by the standing Executive Committee before the 2nd meeting of each semester.

### **Section 2. Pledge Dues**

Each person becoming a pledge of this Chapter shall be required to pay pledge dues in the amount of eighty dollars (\$80).

### **Section 3. Chapter Dues**

Each person becoming a new member of this Chapter shall be required to pay Chapter dues as per Article XVI, Section 1.

### **Section 4. Date of Payment**

The date for the remittance of the payments in Sections 1-3 is at the discretion of the Treasurer, provided that it occurs between the third (3) and tenth (10) weeks of the semester.

### **Section 5. Obligation to Pay Dues**

All Members of this fraternity in a dues-bearing Membership status on the date set forth by the Treasurer for the remittance of dues shall be obligated to make such payments.

### **Section 6. Assessment**

Assessment may be levied on the Active Members by the affirmative vote of three-quarters (3/4) of the Active Brotherhood at a regular Chapter meeting.

### **Section 7. Statements**

A statement of dues, fees, and assessments shall be issued one week prior to the payment deadline. Statements shall be issued weekly for accounts in arrears at the weekly Brotherhood meeting.

## **Article XVIII. Emergency Fund**

### **Section 1. Establishment**

An Emergency Fund shall be established by investing in an interest bearing account at the discretion of the Treasurer.

### **Section 2. Use as per Financial Hardship**

This Emergency Fund shall be liquidated in the event of financial hardship of this Chapter.

### **Section 3. Use as per Vote**

The Emergency Fund may be liquidated by an affirmative vote of three-quarters (3/4) of the Active brotherhood.

## **Article XXIV. Amendments**

### **Section 1. Proposal of Amendments**

These Bylaws may be amended at any regular Chapter meeting upon the affirmative vote of three-quarters (3/4) of the Active Brotherhood, provided that the amendment(s) have been

submitted in writing to the Active Brotherhood at least seven (7) days prior to the meeting and has been approved by a simple majority of the Executive Committee.

#### Section 2. Conflict

This Chapter may adopt such policies, rules and regulations not in conflict with the rules and regulations of the host institution, the community, or the governing documents of Alpha Phi Omega.

#### Section 3. Submission to the National Fraternity

All proposed amendments shall be submitted to the National Fraternity for approval before becoming effective in the Chapter.

#### Section 4. Date of Ratification

Upon ratification of an amendment to these bylaws, the date of the Brotherhood meeting at which the amendment was ratified shall be affixed to the header of these Bylaws.