Bylaws Table of Contents

***Current as of November 9, 2013***

***Preamble***

**I.** **Name**

**II.** **Purpose and Policy**

**III.** **Membership**

1. Open Membership

2. Pledge Membership

3. Active Membership

4. Associate Membership

5. Advisory Membership

6. Honorary Membership

7. Alumni Membership

a. Early Alumni

8. Inactive Membership

9. Society of Life Members

a. Final Semester Dues

10. Poor Standing

a. Restrictions

b. Regaining Good Standing

**IV.** **Service**

1. Requirements

2. Penalties

**V.** **Scholarship**

1. Minimum Cumulative GPA

2. Academic Probation

3. Academic Warning Period

4. Academic Suspension

5. Academic Requirements

**VI.** **Officers and Appointees**

1. Elected Officers and Duties

a. President

b. First Vice President of Large Service Projects

c. First Vice President of Regular Service Projects

d. Second Vice President of Membership

e. Second Vice President of Pledging

f. Sergeant at Arms

g. PR Chairman

h. Recording Secretary

i. Treasurer

j. Scouting Chairman

k. Brotherhood Chairman

l. Alumni Secretary

m. Chaplain

2. Appointees and Duties

a. Rush Chairman

b. Historian

c. Formal Chairman

d. Pledge Trainers

e. Inter-chapter Relations Chairman

f. Webmaster

g. Fundraising Chairman

h. Red Cross Liaison

i. Philanthropy Chairman

j. Nationals Fundraising Chairman

k. St. Baldrick’s Chairman

l. Communications Secretary

m. Homecoming Chairman

n. Advisor Liaison

**VII.** **Executive Committee**

1. Executive Committee Membership

2. Executive Committee Meetings

3. Quorum

4. Purpose

5. Attendance

a. Excused Absences

b. Dismissal Due to Absences

6. Special Meetings

**VIII.** **Advisors and Advisory Committee**

1. Advisory Committee

2. Procedure for Selecting Advisors

3. Advisory Committee Chairman

**IX.** **Meetings**

1. Chapter Meetings

2. Quorums

3. Arrangement of Meetings

4. Special Meetings

5. Attendance

6. Required Functions

**X.** **Special Committees**

**XI.** **Election and Appointment of Officers**

1. Election Date

2. Nominations

3. Voting

4. Qualifications

5. Procedure

6. Voting Order

7. Vacancies

8. Taking Office

**XII.** **Finances**

1. Budget

2. Audit

**XIII.** **Initiation**

**XIV.** **Suspension**

1. Self-Application for Suspension

2. Reactivation

3. Exceptions

**XV.** **Amendments**

**XVI.** **Alcohol Policy**

1. Risk Management

2. Anti-Hazing Policy

3. Alcohol Policy

4. Definition of a Fraternity Function

5. On Campus Activities

6. Alpha Phi Omega Paraphernalia

7. Official Alpha Phi Omega Function Off-Campus

8. Penalties

**XVII.** **Awards and Honors**

1. *Distinguished Service Key*

a. Nominations

b. Voting

c. Qualifications

d. Procedure

e. Presentation

2. *Gold Sash Award*

a. Nominations

b. Procedure

c. Qualifications

d. Presentation

3. *Distinguished Alumni Key*

a. Nominations

b. Voting

c. Qualifications

d. Procedure

e. Presentation

**XVIII.** **Conferences**

1. Nomination and Election of National Delegates

2. Regional/Sectional Conference Delegates

3. Funding

4. Stipend for Delegates

**Epsilon Chapter Bylaws**

***Current as of October 1, 2013***

***Preamble***

We, the brothers of the Epsilon Chapter of Alpha Phi Omega, National Service Fraternity, chartered on the campus of Truman State University, and established for the purpose of assembling college students in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law, to develop Leadership, to promote Friendship and provide Service to humanity, and is our national, educational, and intellectual heritage, do adopt these Bylaws.

**Article I - Name** The name of this organization is the Epsilon Chapter of Alpha Phi Omega, hereafter referred to as the Chapter.

**Article II - Purpose and Policy** The Chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, these Bylaws of the Epsilon Chapter of Alpha Phi Omega, the Risk Management Policy of the Epsilon Chapter, and the Standard Articles of Association.

**Article III - Membership**

Section 1. *Open Membership.* Membership in the Chapter shall be open to students of every race, color, and creed, irrespective of their course of study or other fraternal affiliation. Membership in the Chapter shall be granted only upon the approval of the applicant by the Chapter and after the applicant has fulfilled the membership requirements prescribed by the National Fraternity and by the Chapter.

Section 2. *Pledge Membership.* Pledge membership in the Chapter shall be conferred upon students enrolled at Truman State University who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The pledge ceremony shall be performed according to the official ritual of the Fraternity. The Chapter shall determine the content and duration of the pledge period in accordance with the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity. Pledge membership shall continue so long as the member does not activate.

Section 2a. *Restrictions.* Pledge members may vote on all issues, except those regarding these Bylaws, DSK's, suspension or Pledging. Pledge members shall not be an officer or an appointee.

Section 3. *Active Membership.* Active membership in the Chapter shall be conferred upon enrolled students of Truman State University who are in fellowship with the principles of Alpha Phi Omega and the Boy Scouts of America as embodied in the Scout Oath and Law and who have successfully completed the period of pledge membership. Active membership shall carry all rights and responsibilities in the Chapter, except that the Chapter shall determine the degree of participation of brothers in graduate school.

Active membership shall continue so long as the member fulfills financial, service, scholarship, and attendance obligations; and continues enrollment at Truman State University.

Section 3a. *Good Standing.* To remain in good standing, fulfill all service, financial, and attendance requirements as set by the respective officers, and maintain a cumulative GPA of at least 2.40.

Section 4. *Associate Membership.* The Executive Committee may confer Associate Membership on an active brother who finds it necessary to cease full involvement in chapter affairs. Active brothers of the Chapter desiring associate brother status shall petition the Executive Committee in writing each semester by the ninth week of classes, or the Executive Committee may consider late petitions due to extenuating circumstances. Associate brother status shall continue through the semester so long as the brother fulfills the financial obligations, half of the active membership service obligation, the scholarship obligation and the attendance requirement need not be met; and continues enrollment at Truman State University. Associate member status shall terminate at the end of each semester.

Section 4a. *Restrictions.* Associate brothers shall not sponsor a pledge and shall not be officers or appointees in the semester they are associate. Brothers in good standing may go associate for up to two consecutive semesters. However, those holding associate status may run for an elected position or be appointed to a position for the next semester if they are in good standing according to the standards set forth for those of associate status.

Section 4b. *Good Standing.* The requirements for an associate to remain in good standing are the same as those for an active except that the scholarship and attendance requirements need not be met. Upon returning to active status, associate brothers are again responsible for the scholarship and attendance requirements.

Section 5. *Advisory Membership.* The Chapter may confer Advisory Membership upon persons approved to serve in its advisory committee, and they shall have all rights and privileges of active membership, except those of voting or holding office in the Chapter other than Chairman of the Advisory Committee. Such membership may not be conferred upon undergraduate students.

Section 6. *Honorary Membership.* The Chapter may confer Honorary Chapter Membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of active membership except those of voting or holding office. Honorary Chapter brother may not be bestowed upon undergraduate students. The approval by a vote of at least three-fourths vote of a Chapter’s membership shall be required for the conferring of Honorary Chapter Membership.

Section 7. *Alumni Membership.* Upon leaving the Chapter, without having been suspended or expelled by the Chapter or the National Fraternity, all who have held Active, Advisory or Honorary Membership in the Chapter shall be recognized as alumni brothers. Advisory brothers shall be recognized as alumni brothers when they join the Society of Life Members or upon leaving the respective Chapter. Active brothers who have left the Chapter and reenroll at Truman State University shall be considered active brothers.

Section 7a. *Early Alumni*. The Executive Committee may confer the honor of Early Alumni Membership to an active brother in good standing, having senior status as determined by the University and graduating within the next 2 semesters, who has been an active brother in good standing for no fewer than three semesters and who has demonstrated the cardinal principles of leadership, friendship, and service. Exceptions may be made by the Executive Committee in extraordinary cases. Active brothers of the Chapter desiring Early Alumni Membership shall petition the Executive Committee in writing by the ninth week of classes. Brothers seeking Early Alumni Membership prior to the Chapter’s dues having been set must pay a $20 fee, submitted with the application, to be refunded in the event that the status change is not granted. Those seeking Early Alumni membership after dues have been set must pay dues in full before being considered for Early Alumni Membership. The Executive Committee will consider the petition and will vote considering the Brother's cast. Early Alumni Membership will carry no obligations of membership. Early Alumni Brothers shall have all rights and privileges of active membership, except those of voting, holding office, or being a big brother. Early Alumni brothers shall be officially recognized by both the Chapter and the National office as Alumni Brothers of the Fraternity.

Section 8. *Inactive Membership*. The Executive Committee may confer inactive membership to an active brother in good standing who finds it necessary to cease full involvement in Chapter affairs. Active brothers of the Chapter desiring inactive membership status shall petition the Executive Committee in writing by the ninth week of the semester or at such time that extenuating circumstances deem necessary. Those seeking inactive membership after dues have been set must pay dues in full before being considered for Inactive Membership. Inactive member status shall terminate at the end of each semester, and may not be granted for consecutive semesters.

Section 8a*. Restrictions*. Inactive brothers shall not have voting privileges, sponsor a pledge, or be officers or appointees in the semester they are Inactive.

*Section 8b. Good Standing.* Inactive membership will carry no obligations of membership except the minimum payment of national dues each semester.

Section 9. *Society of Life Members.* Admission to the Society of Life Members shall be granted to all active brothers and to alumni brothers within one year of the alumni status who are in good standing and have contributed $50 in a single sum or cumulatively and to advisory, honorary, and other alumni brothers who have contributed $75 in a single sum or cumulatively to the Alpha Phi Omega Endowment Fund.

Section 9a. *Final Semester Dues*. Any brothers in their final semester at the University that has sent in their life membership application to the national office at least two weeks prior to the due date of the chapter dues will not be required to fulfill the chapter dues obligation. In the fall semester, the National dues obligation must still be met, but chapter dues may be excused.

Section 10. *Poor Standing.* At the beginning of each semester, any brother who did not meet the attendance, service, and/or scholarship requirements of the previous semester as set by the respective officers shall be in poor standing, and notified as such within the first two weeks of the semester. If such a brother was in poor standing during the previous semester, he or she shall be brought up for suspension as specified in Article XIV.

Section 10a. *Restrictions.* Brothers in poor standing may not sponsor a pledge, be granted Early Alumni, Associate, or Inactive status, be elected or appointed to an executive board office, or vote on official chapter business.

Section 10b. *Regaining Good Standing*. Brothers may regain good standing as soon as they have fulfilled active requirements for the current semester, as set by the respective officers, in the categories in which they were previously deficient. This may occur in the same semester that such a brother is placed in poor standing. In cases of extenuating circumstances, a brother may petition the Executive Committee to regain good standing.

**Article IV - Service**

Section 1. *Requirements.* All brothers shall fulfill the service requirement and attend required service projects as specified by the First Vice President of Large Service Projects and standing orders. Brothers are required to record their service hours in the semester they are earned in the manner specified by the First Vice President of Large Service.

Section 2. *Penalties*. Brothers who fail to fulfill the service requirements shall be in poor standing as specified in Article III, Section 10.

**Article V- Scholarship**

Section 1. *Minimum Cumulative GPA*. All brothers shall maintain at least a cumulative GPA of 2.40. Brothers must provide evidence of this requirement through a method specified by the academic advisor, Membership Chairman and the university.

Section 2. *Academic Probation*. Brothers with a cumulative GPA between 2.20 and 2.40 shall only fulfill their membership requirements as well as study hall hours, which shall be determined by the Second Vice President of Membership and the Academic Advisor and shall not be an officer or an appointee.

Section 3. *Academic Warning Period*. Brothers with a cumulative GPA less then 2.20 shall only fulfill their membership requirements as well as study hall hours which shall be determined by the Second Vice President of Membership and the Academic Advisor; shall not sponsor a pledge.

Section 4. *Academic Suspension.* Brothers with a cumulative GPA less then 2.00 for two consecutive semesters shall be brought up for suspension, or pledge membership shall be terminated.

Section 5. *Academic Requirements*. All persons wishing to become brothers of this Chapter must have a minimum cumulative GPA of 2.4. Pledges may not be activated until this requirement is met. First semester freshmen are automatically assumed in good standing because of acceptance into the University.

**Article VI- Officers and Appointees**

Section 1. *Elected Officers and Duties*. The elected officers of the chapter shall be, in order of succession, President, First Vice President of Large Service Projects, First Vice President of Regular Service Projects, Second Vice President of Membership, Second Vice President of Pledging, Sergeant at Arms, PR Chairman, Recording Secretary, Treasurer, Scouting Chairman, Brotherhood Chairman, Alumni Secretary, and Chaplain. Each elected officer shall have one vote on the Executive Committee. All officers and appointees shall perform their prescribed duties as well as any duties the President may assign.

Section 1a. *President.* The President shall oversee and coordinate chapter activities; run the Chapter with the utmost efficiency; insure that the Chapter operates according to these Bylaws and any standing orders; and shall be in charge of the election of officers and delegates.

Section 1b. *First Vice President of Large Service Projects*. of Large Service Projects shall maintain the Chapter’s service projects that does not occur more than twice in a semester, as well as fundraising for philanthropy, head the Large Service Projects Committee, set the minimum hours of service required of a brother per semester with the approval of the Executive Committee; and act in the President's place when the President is absent from Chapter meetings.

Section 1c. *First Vice President of Regular Service Projects*. The First Vice President of Regular Service Projects shall maintain the Chapter's service projects that occur more than twice a semester; and head the Regular Service Projects Committee.

Section 1d. *Second Vice President of Membership*. The Second Vice President of Membership shall oversee all matters concerning membership and scholarship in the Chapter except those concerning pledges and pledge education; coordinate the Chapter Assessment and Planning Session; and shall conform to the Chapter’s standards as set forth in these Bylaws, any standing orders, the National Bylaws; and head the Membership Committee. All letters requesting Associate Membership, Inactive Membership, Early Alumni Membership, or self-applications for suspension shall be given to the Second Vice President of Membership, who shall present the letters to the Executive Committee.

Section 1e. *Second Vice President of Pledging*. The Second Vice President of Pledging shall oversee all matters concerning pledging and pledge education including, but not limited to, the National Risk Management Policy and Chapter Risk Management Policy; be responsible for appointing pledge trainers; be responsible for all ritual material; ensure that all pledging activities conform to the Chapter’s standards as set forth in these Bylaws, any standing orders, the National Bylaws and the National Pledge Standards; all requirements of pledges shall be presented to the pledges and the Chapter, and shall be kept in writing. A pledge may not be granted Active Membership unless all of the requirements set forth are met. The pledge manual and pin must be collected from persons who depledge.

Section 1f. *Sergeant at Arms*. The Sergeant at Arms shall insure that all Chapter meetings proceed according to the methods prescribed by these Bylaws and Robert's Rules of Order Newly Revised; maintain order at meetings; head the Sergeant at Arms Committee**;** facilitate voting on Chapter business, and oversee matters related to these Bylaws and the Chapter’s risk management policy.

Section 1g. *PR Chairman*. The PR Chairman shall oversee and address matters dealing with public relations on behalf of the Chapter, and head the PR Committee.

Section 1h. *Recording Secretary*. The Recording Secretary shall oversee the major record-keeping of the Chapter; maintain an accurate record of all official Chapter functions; keep up-to-date membership records; set the maximum amount of unexcused absences from required functions, and inform brothers about all attendance policies; and maintain adequate communications outside the Chapter.Furthermore, the Recording Secretary will examine all attendance records previous to a semester’s start in order to place Brothers in Good Standing, Poor Standing, or Alumni Status.

Section 1i. *Treasurer*. The Treasurer shall be in charge of the financial activities of the Chapter; maintain an accurate and up to date record of those activities; initiate and oversee an annual audit every spring semester; propose a budget for the Chapter; set dues each semester with the approval of the Chapter; collect dues from brothers; set the deadline for dues payment, penalties for late payment, and the final deadline for late payment with Executive Committee approval, after which time any brother not meeting these deadlines shall be brought up for suspension, and head the Treasury Committee.

Section 1j. *Scouting Chairman.* The Scouting Chairman shall be in charge of scout related activities; act as liaison between scouting organizations and the Chapter; and head the Scouting Committee. Scouting Chairman is a year-long elected position, being elected at the end of the spring semester to serve in the subsequent fall and spring semesters.

Section 1k. *Brotherhood Chairman.* The Brotherhood Chairman shall work with improving Chapter unity and unity between brothers, oversee and maintain adequate fellowship activities for the Chapter and head the Brotherhood Committee.

Section 1l. *Alumni Secretary*. The Alumni Secretary shall be in charge of maintaining contact with alumni, be responsible for the update and upkeep of all alumni records, and head the Alumni Committee.

Section 1m. *Chaplain*. The Chaplain shall be in charge of the invocation and benediction at the meetings, and plan the Executive Committee Retreat; be available to consult with brothers having personal or chapter related problems; any other additional activity which involves boosting chapter morale or other fraternal activities which is to be at the discretion of the chaplain; and head the Chaplain Committee.

Section 2. *Appointees and Duties*. The Executive Committee shall approve all appointments made by officers or appointees. The President may appoint the Rush Chairman, Historian, Formal Chairman, Inter-chapter Relations Chairman, Webmaster, Fundraising Chairman, Red Cross Liaison, Philanthropy Chairman, Nationals Fundraising Chairman, St. Baldrick's Chairman, Communications Secretary, Homecoming Chairman, and Advisor Liaison. The 2nd Vice President of Pledging may appoint Pledge Trainers. The President may also create various temporary positions as deemed necessary by the Chapter. Each of these positions may be co-chaired if deemed necessary by the Chapter. Appointees shall not have a vote on the Executive Committee.

Section 2a. *Rush Chairman*. The Rush Chairman, shall oversee and maintain adequate rush activities for the Chapter and address matters dealing with public relations. The Rush Chairman shall present all potential rushees and the Chapter with the requirements rushees must fulfill; all requirements must be kept in writing. Prospective brothers who are unable to fulfill the requirements set forth, or make them up at the discretion of the Executive Committee, may not be granted Pledge Membership.

Section 2b. *Historian*. The Historian, shall keep an ongoing history of the Chapter, collect all publications of the Chapter and make an effort to collect more complete data on the history of the Chapter. The historian is also responsible for the printing of any updated Chapter history in the December of every even year and heads the Historian Committee.

Section 2c. *Formal Chairman*. The Formal Chairman, appointed by the President at the end of the spring semester, shall be in charge of Fall Semi-Formal, Spring Formal and any related duties, and head the Formal Committee.

Section 2d. *Pledge Trainers*. The Pledge Trainers, appointed by the 2nd Vice President of Pledging, shall work with the pledge class under the direction of the 2nd Vice President of Pledging.

Section 2e. *Inter-chapter Relations Chairman*. The Inter-chapter Relations Chairman, appointed by the President, shall oversee all activities concerning any National, Regional, or Sectional Conference involving Epsilon Chapter; and coordinate activities between other chapters on the National, Regional, and Sectional levels. The Inter-chapter Relations Chairman shall also coordinate any conference hosted by Epsilon Chapter and head the Inter-chapter Relations Committee.

Section 2f. *Webmaster*. The Webmaster, shall maintain the Chapter’s official website and head the Webmaster Committee.

Section 2g. *Fundraising Chairman*. The Fundraising Chairman shall oversee and maintain adequate fundraising activities for the chapter and head the Fundraising Committee.

Section 2h. *Red Cross Liaison*. The Red Cross Liaison, appointed at the end of the fall semester, shall organize publicity, volunteers, recruitment and any other activities for all blood drives sponsored by the Chapter.

Section 2i. *Philanthropy Chairman.* The Philanthropy Chairman, appointed at the end of the fall semester as a year-long position, shall be in charge of the Chapter's interactions with all other on-campus organizations, except when those duties overlap with the duties of the Homecoming Chairman. It shall be their duty to assist the Homecoming Chairman when requested. The Philanthropy Chairman must organize at least one philanthropy event in the fall involving the participation of other on-campus organizations and shall also lead the Philanthropy Committee.

Section 2j. *Nationals Fundraising Chairman.* The Nationals Fundraising Chairman, appointed by the President, shall organize fundraising events for Epsilon Brothers attending the Alpha Phi Omega National Conference, working with the Inter-chapter Relations Chairman and Fundraising Chairman when necessary. This shall be a year-long position being appointed in the fall of every odd year. Chairman shall take office in the spring of every even year.

Section 2k. *St. Baldrick’s Chairman.* The St. Baldrick's Chairman, appointed by the President, shall oversee all activities concerning St. Baldrick's and head the St. Baldrick's committee. This shall be a semester-long position being appointed at the end of the fall to serve in the subsequent spring.

Section 2l: *Communications Secretary.* The Communications Secretary, appointed at the end of every semester, shall be in charge of maintaining adequate communications within the Chapter and head the Communications Committee.

Section 2m. *Homecoming Chairman.* The Homecoming Chairman, appointed at the end of the spring semester as a semester-long position, shall work in coordination with the University’s Homecoming Committee to involve the Chapter in the activities set forth by the University, and head the Homecoming Committee.

Section 2n. *Advisor Liaison.* The Advisor Liaison, appointed at the end of each semester, shall recruit and train new advisors, perform an advisor orientation at the beginning of each fall semester, maintain contact with the Chapter's advisors, present a report on the advisors at every other chapter meeting, plan the advisor appreciation event to be held every semester, and head the Advisor Liaison Committee.

**Article VII -Executive Committee**

Section 1. *Executive Committee Membership*. The Executive Committee shall consist of the President, First Vice President of Large Service Projects, First Vice President of Regular Service Projects, Second Vice President of Membership, Second Vice President of Pledging, Sergeant at Arms, PR Chairman, Recording Secretary, Treasurer, Scouting Chairman, Brotherhood Chairman, Alumni Secretary, Chaplain, Rush Chairman, Historian, Formal Chairman, Inter-chapter Relations Chairman, Pledge Trainers, Webmaster, Fundraising Chairman, Red Cross Liaison, Philanthropy Chairman, Nationals Fundraising Chairman, St. Baldrick's Chairman, Communications Secretary, Homecoming Chairman, Advisor Liaison, Chairman of the Advisory Committee, past presidents as non-voting members, chapter members on staff with Section 49 or Region VIII as non-voting members and any other positions deemed necessary by the President and two thirds of the Chapter.

Section 2. *Executive Committee Meetings*. The Executive Committee shall meet between Chapter meetings during the academic year.

Section 3. Quorum. A quorum to do business at an Executive Committee Meeting shall consist of two thirds of the officers. Unless specifically noted otherwise, executive committee votes shall require a simple majority.

Section 4. *Purpose*. The Executive Committee shall oversee the proposal, implementation, and review of all activities of the Chapter.

Section 5. *Attendance*. Officers and appointees of the President shall be required to attend or be excused from all Executive Committee Meetings. Appointees may send another brother of the Chapter to represent them if they are unable to attend these meetings.

Section 5a. *Excused Absences*. An excuse received by the Recording Secretary at least one hour prior to an Executive Committee Meeting shall be regarded as an excused absence.

Section 5b. *Dismissal Due to Absence*. Upon the receipt of three unexcused or five excused absences from the Executive Committee Meetings, an officer or appointee shall be dismissed from his or her position. The President shall be responsible for notifying officers or appointees who are dismissed from their positions.

Section 6. *Special Meetings*. The President or two-thirds of the Executive Committee may call special meetings.

**Article VIII - Advisors and Advisory Committee**

Section 1. *Advisory Committee*. The Chapter shall have an Advisory Committee consisting of one or more scouting advisors, two or more advisors from the faculty or staff of Truman State University, one or more advisors from the community, past presidents without another position, and any other advisors which the Chapter deems necessary.

Section 2. *Procedure for selecting Advisors*. Candidates who have any type of membership in the National Fraternity and are in good standing with the Chapter and the National Fraternity shall receive advisory membership upon invitation by an active brother of the Chapter and approval of the Executive Board. Candidates who do not have membership in the National Fraternity must receive two-thirds vote of active brothers that are in attendance at a regular Chapter meeting.

Section 3. *Advisory Committee Chairman*. The Advisory Committee shall choose its own chairman who shall be responsible for attending the Chapter's Executive Committee Meetings and arranging Advisory Committee Meetings.

**Article IX - Meetings**

Section 1. *Chapter Meetings*. The Chapter shall hold regular meetings each week through out the academic year, except during vacations.

Sections 2. *Quorums*. A quorum for an official regular meeting of the Chapter shall be a majority of the Active Membership. Quorum is suspendable by a two-thirds vote of brothers present. Quorum may only be suspended if a majority of the active membership is present.

Section 3. *Arrangement of Meetings*. The President shall arrange all regular meetings and Executive Committee Meetings.

Section 4. *Special Meetings*. The President may call special meetings of the Chapter.

Section 5. *Attendance.* Active Brothers and Pledges shall be responsible for attending all regular and special meetings, ceremonies, required service projects, and any other required functions.

Section 6. *Required Functions*. The Executive Committee shall give notice of required functions.

**Article X - Special Committees**

The President, with the approval of the Executive Committee, may create temporary special committees as deemed necessary by the Chapter.

**Article XI - Election and Appointment of Officers**

Section 1. *Election Date*. The Chapter elections for officers shall take place each semester at least two weeks before the end of the semester.

Section 2. *Nominations*. The President shall appoint a Nominations Committee, which represents each extant pledge class, but shall not be a member of this committee. This committee shall present its nominations to the Chapter two weeks prior to the election date. Nominations shall be accepted from the floor one week prior to the election date.

Section 3. *Voting*. Officer elections in the Chapter shall be by ballot: no proxy voting or absentee voting shall be allowed.

Section 4. *Qualifications*. The positions of President shall be filled by brothers who have been an elected officer of the Chapter. The positions of First Vice President of Large Projects, First Vice President of Regular Projects, Second Vice President of Membership and Second Vice President of Pledging shall be filled by brothers who have been an officer of the chapter or held an appointed position. No one brother may hold more than one position at one time unless total membership in the Chapter is less than the number of elected positions. No one may hold a position for more than two consecutive semesters unless total membership in the Chapter is less than the number of elected positions.

Section 5. *Procedure*. Presidential candidates shall have three minutes to speak, all other candidates running for an office shall have two minutes to speak; two minutes for a question and answer period shall follow. The question and answer period shall be omitted for offices of which at least one of the candidates is not present. The candidate shall then be asked to leave the room; one minute of open discussion shall follow. Candidates must be present during the election of their respective offices, unless excused by a majority vote of the members present of the Chapter prior to the election. Candidates with the plurality of votes shall be installed.

Section 6. *Voting Order*. Officers shall be voted on in order of succession.

Section 7. *Vacancies.* The President, with a majority vote of the Executive Committee, shall appoint someone to fill vacant officers.

Section 8. *Taking Office*. Officers shall take office at the date specified by the President-elect, with the counsel of Executive Committee, except for vacancies. Brothers not in good standing may not take office.

**Article XII - Finances**

Section 1. The Chapter shall approve a budget, by a majority vote, at the beginning of each semester, maintain currently balanced bank accounts, and file appropriate tax forms and records of finances.

Section 2. *Audit*. The financial records of the Chapter shall be internally audited every spring semester by the Treasurer and two brothers of the Advisory Committee, with one of those brothers being a faculty advisor. The Treasurer shall initiate and oversee the audit, and the results of the audit shall be presented to the Chapter at large upon the completion of the audit.

**Article XIII – Initiation**

All prospective brothers meeting requirements for Active Membership in the Chapter shall be initiated into membership according to the official ritual of the National Fraternity. All rituals shall be shared with brothers only.

**Article XIV - Suspension**

The Chapter shall have the authority to suspend brothers who do not comply with financial, service, attendance, scholarship or alcohol policies or obligations for just cause and after due deliberation. Brothers in poor standing who will be brought up for suspension must be notified two weeks prior to suspension and a two-thirds vote is required by the Chapter. Upon the suspension of a brother, the Chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's membership record.

Section 1. *Self -Application for Suspension*. The Executive Committee shall review letters requesting self-suspension from Chapter brothers. Upon review of the Executive Committee, the Executive Committee shall grant suspension.

Section 2. All former brothers who have been suspended or have self-suspended and wish to reactivate must notify the Second Vice President of Membership by the last open meeting of the semester. Upon majority approval by the Chapter, the former brother will regain active Chapter membership after completing all requirements set forth by the Second Vice President of Membership.

Section 3. *Exceptions*. Any brother who fails to fulfill the financial, service, attendance, or scholarship policies or obligations with fewer than two chapter meetings remaining in a semester shall be brought up for suspension at the next meeting of the Chapter. Brothers who violate, at any time, the policies set forth in Article XVI shall be brought up for suspension at the next meeting of the Chapter.

**Article XV – Amendments**

These Bylaws and the risk management policy may be amended by a two-thirds vote. The proposed amendments must be introduced to the Chapter at large one week prior to voting.

**Article XVI – Risk Management**

Section 1. *Risk Management Procedures.* It is the duty of the Sergeant at Arms to oversee matters related to the Chapter’s Bylaws and the Chapter’s Risk Management Policy. The Sergeant at Arms will oversee the annual Risk Management Quiz for the Chapter, which all members must pass. If members are found in violation of Risk Management policies, any member may file a complaint in accordance with the Judicial Board Policies, laid out by the Chapter, see Article XVI Section 8.

Section 2. *Anti-Hazing.* Alpha Phi Omega, Epsilon Chapter, fully understands and will abide by the anti-hazing policy as set forth in the Student Conduct Code of Truman State University 8.050.2: Expectations for Student Organization Conduct Section 14: Abusive affiliation.

Section 3. *Alcohol Policy.* The Chapter shall be conducted at all times under the regulations of the Risk Management Policy of Epsilon including responsibility for safely providing alcohol at Formal, prohibiting alcohol at other Chapter functions, providing safe transportation to and from Fraternity functions where alcohol is provided by a bartender, observing the order of command in emergency situations, taking responsibility for prohibiting hazing activities, and using common sense in regards to health and safety issues during all activities in conjunction with the Chapter.

Section 4. *Definition of a Fraternity Function:* Advertising drinking in any way during a function, including Chapter meetings, or inviting underage members to partake of alcohol during a function, shall be considered a violation of the Risk Management Policy.

Section 5. All on-campus activities sponsored by Epsilon shall be free of alcohol in accordance to University rules and regulations.

Section 6. No Epsilon brother shall wear pins, letters, or other paraphernalia identifying them as brothers of Alpha Phi Omega while partaking of alcohol.

Section 7. When an official Alpha Phi Omega function is held off campus where alcohol is present, the following guidelines must be met: (a) the bar will be located outside of the room in which the function is being held. Alcohol will not be allowed into the room where the function is being held; (b) a non Alpha Phi Omega member, such as a DPS officer or an Adviser, must check IDs at the door to distribute wristbands upon entry of formal to brothers and guests who are 21 years or older. These wristbands must be tight, must have your full name written on it. Any member who loses their wrist band will not receive a new wristband; (c) the bartender is required to check IDs and check the wristbands at the bar before serving any alcohol to any brother or guest present, including alumni; (d) only brothers and their guests 21 years or older shall purchase or be in the possession of alcohol according to local, state, and federal laws; (e) if a brother or guest under the age of 21 is in possession or under the influence of alcohol, or if any brother or guest becomes disruptive in the judgment of all present Executive Committee brothers, they shall be removed from the function and escorted home; (f) If a brother or guest 21 years or older who are found to be providing alcohol to underage brothers in the judgment of all present Executive Committee brothers, both the of-age and underage brother or guest shall be removed from the function and escorted home; (g) once a brother has been removed from the function, Alpha Phi Omega is no longer responsible for the actions of that brother; (h) waivers will be signed by all members attending the event, including alumni. The Sergeant at Arms will be in charge of distributing, collecting, and enforcing the waivers; (i) A Judicial Board will be created if these bylaws or the Risk Management Policies are violated by any member.

Section 8. *Penalties*. Any brother of the Chapter found not complying with the guidelines specified in Article XVI shall be brought up for suspension.

**Article XVII - Awards and Honors**

Section 1. Distinguished Service Key.

Section 1a. *Nominations.* Nominations shall be accepted one week prior to the election date.

Section 1b. *Voting*. DSK elections in the Chapter shall be by ballot: No proxy voting or absentee voting shall be allowed.

Section 1c. *Voting Restrictions.* Pledges and brothers not in good standing will not be eligible to vote.

Section 1d. *Qualifications*. This award is the highest award presented by the Chapter. All active, alumni, and advisory brothers in good standing are eligible for this award.

Section 1e. *Procedure.* Each nominee for this award will be asked to leave the room; five minutes of open discussion shall follow. Nominees with two-thirds of the votes cast will be awarded this award. Votes may be cast for multiple nominees or for none of the nominees. All distributed ballots must be returned.

Section 1f. *Presentation*. The Distinguished Service Key, if any brother is awarded this honor, shall be presented to the recipient at formal.

Section 2. Distinguished Alumni Key

Section 2a. *Nominations*. Nominations shall be accepted one week prior to the election date. The Alumni Secretary shall be the conduit for this process.

Section 2b. *Voting*. DAK elections in the Chapter shall be by ballot: No proxy voting or absentee voting shall be allowed.

Section 2c. *Voting Restrictions*. Pledges and brothers not in good standing are not eligible to vote.

Section 2d. *Qualifications*. This award is given to alumni brothers who uphold the Cardinal principles and contribute above and beyond the call of duty of alumni to the well being of the Epsilon chapter beyond his or her time as an active brother. Alumni brothers are not eligible to receive this award until they have been an alumni brother for at least four years. For the purpose of this award only, early alumni membership status does not count toward time spent as an alumni brother.

Section 2e. *Procedure.* Any nominee for this award will be asked to leave the room if they are present; four minutes of open discussion shall follow. Nominees with a majority of the votes cast will be awarded this award. Votes may be cast for multiple nominees or for none of the nominees. All distributed ballots must be returned.

Section 2f. *Presentation.* The Distinguished Alumni Key, if any alumni brother is awarded this honor shall be presented to the recipient at formal.

Section 3. Linda Caraway Excellence in Leadership Award

Section 3a. *Nominations*. Nominations shall be accepted one week prior to the election date.

Section 3b. *Voting*. Linda Caraway Excellence in Leadership Award elections in the Chapter shall be by ballot: No proxy voting or absentee voting shall be allowed.

Section 3c. *Voting* *Restrictions*. Pledges and brothers not in good standing are not eligible to vote.

Section 3d. *Qualifications*. This award is given to an active brother who over the course of the academic year has most consistently exemplified the Cardinal Principle of Leadership. This award recipient embodies Leadership in such a manner that advances the Chapter’s ideals, along with actively displaying creativity, steadfastness, results, and goodwill with his or her leadership.

Section 3e. *Procedure.* Any nominee for this award will be asked to leave the room if they are present; three minutes of open discussion shall follow. The nominee with a plurality of votes cast will be awarded this award.

Section 3f. *Presentation.* Linda Caraway Excellence in Leadership Award is awarded as a commemorative plaque. This award shall be presented to the recipient at formal.

Section 4. Cupp of Brotherhood Award

Section 4a. *Nominations*. Nominations shall be accepted one week prior to the election date.

Section 4b. *Voting*. Cupp of Brotherhood elections in the Chapter shall be by ballot: No proxy voting or absentee voting shall be allowed.

Section 4c. *Voting* *Restrictions*. Pledges and brothers not in good standing are not eligible to vote.

Section 4d. *Qualifications*. This award is given to an active brother who over the course of the academic year has most consistently exemplified the Cardinal Principle of Friendship. This brother continuously fosters the spirit of brotherhood within the Chapter. He or she actively displays a genuine respect for other brothers, in such a way that advances the vision and mission of the fraternity.

Section 4e. *Procedure.* Any nominee for this award will be asked to leave the room if they are present; three minutes of open discussion shall follow. The nominee with a plurality of votes cast will be awarded this award.

Section 4f. *Presentation.* The Cupp of Brotherhood is awarded as a commemorative chalice. This honor shall be presented to the recipient at formal.

Section 5. Gold Sash Award.

Section 5a. *Nominations*. Current Gold Sashes will meet and discuss potential nominees and vote accordingly.

Section 5b. *Procedure.* Gold Sashes shall be awarded to brothers of Epsilon by a unanimous vote of all present Gold Sashes at a special meeting outside of the regular Chapter meeting.

Section 5c. *Qualifications.* This award is given to brothers who exemplify the three Cardinal principles of the fraternity beyond the call of duty. All active and alumni brothers in good standing are eligible for this award.

Section 5d. *Presentation*. Current Gold Sashes will present the Gold Sash Awards to the recipients at formal.

Section 6. Spirit Groups.

Section 6a. Spirit Groups are awards given to brothers who exemplify specific aspects of the Chapter’s ideals.

Section 6b. *Spirit Groups.* The Murfin Plaids.

Section 6c. *New Spirit Groups.* The approval by a vote of at least three-fourths of the Chapter’s membership shall be required for the creation of any new spirit group.

Section 7. The Murfin Plaids

Section 7a. *Nominations*. Current Murfin Plaids will meet and discuss potential nominees and vote accordingly.

Section 7b. *Procedure*. Murfin Plaids shall be awarded to brothers of Epsilon by a three-fourths vote of all present Murfin Plaids at a special meeting outside of the regular chapter meeting.

Section 7c. *Qualifications*. This award is given to those who show specific devotion to rendering service to scouting and youth services. All active and alumni brothers in good standing are eligible for this award.

The official insignia of Murfin Plaids is a small plaid insignia tab worn near the heart at meetings, ceremonies, banquets and formal.

Section 7d. *Presentation*. Current Murfin Plaids will present the Murfin Plaids Awards to the recipients at formal.

**Article XVIII - Conferences**

Section 1. *Nomination and Election of National Delegates*. The Chapter must nominate active brothers in good standing to act as voting delegates at the National Conference. The Chapter shall then elect two nominees to act as voting delegates, and the remaining nominees shall act as non-voting delegates. If a voting delegate is unable to fulfill his or her duties, one of the non-voting delegates shall fill this position.

Section 2. *Regional/Sectional Conference Delegates*. Epsilon Chapter shall send two voting delegates to Regional and Sectional Conferences. These two delegates shall be the two highest-ranking officers or appointees at the conference, unless no officers or appointees are present. Under such circumstances, two active brothers shall be chosen to act as voting delegates at the discretion of those attending the conference.

Section 3. *Funding.* The Treasurer, with the aid of the Inter-chapter Relations Chairman, shall determine the necessary sum of money needed for Inter-chapter Relations activities and integrate this proposed amount of money into the budget presented to the Chapter each semester.

Section 4. *Stipend For Delegates*. Voting delegates at National Conferences shall be provided with a stipend. The size of this stipend shall be one-half the total of the transportation cost, hotel cost, and registration fees. This stipend shall be provided in the form of a reimbursement, after all of the delegate’s duties have been performed. Delegates shall be reimbursed in proportion to the duties they have completed.