

DUTIES OF OFFICERS (Edited January 25, 2015)

PRESIDENT.

The President shall:

- A. Serve as the presiding officer at all chapter meetings and at meetings of the Executive Committee.
- B. Oversee and coordinate the functions of all chapter officers and committees.
- C. Appoint such committees as are necessary to carry out the program of the chapter.
- D. Serve as an ex-officio member of all committees, including the Advisory Committee.
- E. Plan and carry out leadership development activities for the benefit of the Executive committee and the chapter as a whole.
- F. Ensure that the chapter operates in conformity with the principles and policies set forth in the National Bylaws, Standard Chapter Articles of Association, Risk Management and Membership Policies, the rules and regulations of the University of Southern California and the Chapter Constitution and Bylaws.
- G. Serve as spokesperson for the chapter.

PLEDGE MASTER.

The Pledge Master shall:

- A. Implement Pledge education in accordance with national standards and Bylaws, as well as in adherence with university and national policy. Membership Education shall include planning and execution of the chapter's Pledge or Membership Education program, consisting of instruction with regard to Fraternity and chapter history, development of leadership skills through meeting and project planning, service and fellow ship events and an organized Pledge/Active interaction program.
- B. Oversee the elections of Pledge officers, Pledge events, and Pledge meetings.
- C. Refrain from participation in elections of Pledges or matters of inter-pledge disputes, in order to maintain impartiality.
- D. Attend all Pledge meetings and all mandatory Pledge events.
- E. Refrain from participation in the "Big Sib/Little Sib" program.

VICE-PRESIDENT OF SERVICE.

The Vice-President of Service shall:

- A. Coordinate the planning and successful execution of the service program of the chapter as Chair of the Service Committee.
- B. Coordinate the planning and successful execution of National Service Week in the fall semester or National Spring Service Day in the spring semester depending on term of office and provide necessary documentation to the Alpha Phi Omega National Office.

- C. Establish the service requirement for all Actives, Associates, and Pledges members.
- D. Keep a record of all service events, including, but not limited to, a description of the event, number of people in attendance, and contact information of the event coordinator.

VICE-PRESIDENT OF MEMBERSHIP.

The Vice-President of Membership shall:

- A. Coordinate the planning and successful execution for the membership of the chapter as Chair of the Membership Committee.
- B. Ensure the proper and timely registration of all Active, Pledge, Advisory, Alumni and Honorary Members of this chapter with the National Office.
- C. Reaffirm or revise requirements for Good Standing Active Membership, with approval of the Executive Committee, to be communicated to the general membership at the first regular meeting of the semester.
- D. Maintain an accurate record of all past and present members of this chapter, as well as the attendance and standing of all current members of the chapter.
- E. Attend all Pledge meetings and assist the Pledge Master in ensuring the success of the Pledge education program.
- F. Oversee the meetings of the Interchapter, Alumni Liaison and Sergeant-at-Arms subcommittees.

VICE PRESIDENT OF FELLOWSHIP.

The Vice-President of Fellowship shall:

- A. Coordinate the planning and successful execution of the fellowship program of the chapter as Chair of the Fellowship Committee.
- B. Keep a record of all chapter fellowship events, including, but not limited to, the amount of participants and the event location and description.
- C. Set the fellowship requirement for Active, Associate, and Pledge members.
- D. Oversee the Special Events Chair.
- E. Oversee the meetings of the Special Events and Interchapter subcommittees.

CO-VICE-PRESIDENTS OF FINANCE.

The Co-Vice-Presidents of Finance shall:

- A. Receive and disburse the funds of the chapter in a prudent manner, as authorized by these Bylaws and the Executive Committee. These funds shall include any and all monies collected by the chapter on behalf of third-party organizations through the auspices of the chapter's service program.
- B. Collect and transmit to the National Office all dues and fees as prescribed by the Fraternity.

- C. Develop the chapter for approval by the general chapter membership in conjunction with the Executive Committee and strive to ensure that the budget is followed.
- D. Ensure that all financial forms and reports prescribed by the Fraternity and by federal, state, and educational institution regulations are filed as required.
- E. Maintain an accurate record of all chapter transactions and report on the chapter's financial status at the first regular chapter meeting of each month in which school is in session
- F. Complete an audit of the chapter's financial records and make a complete report to the Executive Committee, the Advisory Committee, and the incoming Co-Vice-Presidents of Finance prior to leaving office.
- G. Coordinate the planning and execution of all fundraising activities of the chapter as Chairs of the Finance Committee
- H. Coordinate the preparation of donation or funding requests and any sponsorship correspondence as deemed necessary by the Executive Committee.
- I. Set the fundraising requirement for Active, Associate and Pledge members.
- J. Keep a detailed report of all fundraising events, including a description, attendance, place, cost, and any other pertinent data.

VICE-PRESIDENT OF COMMUNICATIONS.

The Vice President of Communications shall:

- A. Maintain and distribute accurate records of chapter and Executive Committee meetings in a timely fashion.
- B. Maintain and distribute a calendar of chapter events.
- C. Coordinate with the President for other administrative duties.
- D. Assist the President in submission of all required National documents in order to keep the chapter in Good Standing.
- E. Oversee chapter participation in Regional and Sectional Conferences and the National Convention.
- F. Maintain a historical record of the activities of the chapter in the absence of an appointed Historian.
- G. Oversee the meetings of the Public Relations, Historian, and Webmaster subcommittees.

SECTIONALS CO-CHAIRS.

The Sectionals Co-Chairs shall:

- A. Select a Sectionals Committee.
- B. Plan the Section 1 Sectional Conference when applicable.
- C. Gather all information needed regarding Sectionals, including, but not limited to: event/workshop content, guest speakers, housing for participants, overall theme of the weekend, dates and times of events, ending banquet, locations for events, etc.

INTERCHAPTER CHAIR.

The Interchapter Chair shall:

- A. Initiate contact with other chapters of Alpha Phi Omega in an effort to establish interchapter fellowship, fundraising, service, and overall information.
- B. Serve as a member of the Fellowship Committee.
- C. Be responsible for setting the interchapter requirement for Actives, Associates, and Pledges.
- D. Keep a detailed record of all interchapter events including other chapters, locations, description of the event, and attendance.

SPECIAL EVENTS COORDINATOR.

The Special Events Coordinator shall:

- A. Serve as a member of the Fellowship Committee.
- B. Plan and carry out the special events, including, but not limited to, the Pledge Retreat, Pledge Initiation and the end-of-the-year social.
- C. Keep a detailed report of all special events, including a description, attendance, place, cost, and any other pertinent data.

PUBLIC RELATIONS CHAIR.

The Public Relations Chair shall:

- A. Be responsible for the creation of advertising, fliers, and general information for events.
- B. Submit at least one article to the "Torch & Trefoil," a publication of Alpha Phi Omega, at least once a semester.
- C. Serve as a member of the Communications Committee.

ALUMNI LIAISON.

The Alumni Liaison shall:

- A. Be the primary means of contact with Alumni of the chapter.
- B. Prepare at least one alumni event each semester.
- C. Ensure the contact information of all alumni, graduating members, and disenrolled members is valid.
- D. Serve as a member of the Membership Committee

HISTORIAN.

The Historian shall:

- A. Maintain the ritual materials and other chapter properties.
- B. Take responsibility for the creation of some form of remembrance of the term including, but not be limited to, a scrapbook, a family tree, pictures, and film items.
- C. Take responsibility for enforcing and preserving rituals and ceremonies.
- D. Serve as a member of the Communications Committee.

SERGEANT-AT-ARMS.

The Sergeant-at-Arms shall:

- A. Perform such disciplinary and parliamentary procedures as are appropriate and in accordance with the National and Chapter Bylaws and Robert's Rules of Order.
- B. Chair the Bylaws Committee whenever it meets.
- C. Receive nominations and related motions related to chapter elections.
- D. Prepare, distribute and collect ballots at chapter elections and take responsibility of the count.
- E. Function as parliamentarian of the chapter and educate members in the ways of such procedures.
- F. Facilitate Merit Badge Counselor verification and delegate verification authority to members of the Executive Committee when deemed necessary.
- G. Maintain and distribute, as necessary, copies of these Bylaws, written chapter policies and other governing documents of the Fraternity.
- H. See that the chapter is operated in accordance with the policies set forth in the National Bylaws and the Chapter Constitution and Bylaws.

WEBMASTER.

The Webmaster shall:

- A. Maintain the integrity and accuracy of information found on the chapter's Website.
- B. Make timely updates to the Website when new information is presented.
- C. Serve as a member of the Communications Committee

PHILANTHROPY CO-CHAIRS.

The Philanthropy Co-Chairs shall:

- A. Coordinate the planning and successful execution service events with other organizations as chairs of the Philanthropy Committee.
- B. Establish the philanthropy requirement for all Actives, Associates, and Pledges.

RUSH CO-CHAIRS.

The Rush Co-Chairs shall:

- A. Coordinate the planning and successful execution of the chapter's rush period as Chair of the Rush Committee.
- B. Establish the rush requirements for Rushees.
- C. Establish big eligibility requirements for all Actives.
- D. Help the Public Relations Chair with projects, etc. throughout the semester after the chapter's rush period is over.

PLEDGE AUNTS/UNCLES.

The Pledge Aunts/Uncles shall:

- A. Assist the Pledge Master as part of the Pledge Team to help implement the Pledge education.
- B. Facilitate the elections of Pledge officers, Pledge events and Pledge meetings.

- C. Refrain from participation in elections of Pledges or matters of inter-pledge disputes, in order to maintain impartiality.
- D. Attend all Pledge meetings and all mandatory Pledge events.
- E. Refrain from participation in the “Big Sib/Little Sib” program.
- F. Serve only as an advisory role in the process of big and little pairings. They will voice their concerns and opinions, but will not partake in voting.

EMERITUS.

The Emeritus shall:

- A. Serve as Emeritus on the Executive Committee to advise chapter operations in the semester following their presidency if they so choose.

ALL OFFICERS.

Each officer shall, in addition to stated duties:

- A. Train his or her successor and transfer all records and related materials in an up-to-date condition within the first two weeks of the new term.
- B. Regularly attend meetings of the Executive committee, regular and special chapter meetings, and chapter projects and events.
- C. Assume other duties as deemed necessary by the chapter President.