

Alpha Phi Omega—Alpha Kappa Chapter

(Updated January 27, 2019)

Bylaws

Article I—Name

The name of this organization is the Alpha Kappa Chapter of Alpha Phi Omega.

Article II—Purpose

The purpose of Alpha Phi Omega shall be to assemble college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leadership, to promote friendship and to provide service to humanity; and to further the freedom that is our national, educational and intellectual heritage.

Article III—Membership

SECTION 1 – OPEN MEMBERSHIP.

Application for membership shall be open to all students in accordance with the organizational and human rights policies of the University of Southern California, irrespective of course of study or involvement in organizations fraternal or otherwise.

SECTION 2 – PLEDGE MEMBERSHIP.

A Pledge Member (referred to as a “Pledge”) is an enrolled student member who has participated in the Chapter Pinning Ceremony that seeks Active Membership and who has been installed by the chapter as a Pledge in accordance with the National Bylaws of the Fraternity.

SECTION 3 – ACTIVE MEMBERSHIP.

An Active Member (referred to as an “Active”) is an enrolled student member in Good Standing, who has successfully completed a Pledge membership education program, and who has paid applicable dues for the current academic term.

SECTION 4 – ASSOCIATE MEMBERSHIP.

An Associate Member (referred to as an “Associate”) is an enrolled student member who has successfully completed a Pledge or membership education program, but who finds it necessary to cease full involvement in chapter affairs. In order to request the status of Associate Membership, a member must request said status before the day of the Pinning Ceremony for the new pledge class.

An Associate Member (Associate) will have membership restricted in accordance with chapter policy as follows:

- i. Is ineligible to hold elected offices of the Executive Committee.
- ii. Cannot participate in the Pledge testing, including but not limited to the final board reviews and any other written and/or oral tests, without the consent of the pledge team.

iii. Shall receive no funding from Fraternity-sponsored events.

SECTION 5 – DEFINITION OF GOOD STANDING.

Good Standing is achieved by any Member of the Fraternity who has fulfilled all requirements established by the current Executive Committee. All members not satisfying these requirements may request a review of their particular circumstances by submitting a written request to the Executive Committee. The Executive Committee may then deem the member in Good Standing with a majority vote. The standard Active requirement for a good standing semester is 25 service hours, 4 Membership points (2 of which has to be pledge Membership points), 2 Diversity and Inclusion point, 4 Fellowship points, 3 Fundraising points, 2 Inter-Chapter points, 2 Philanthropy Point, 8 General Body Meeting points and 1 Executive Committee Meeting point. The standard Associate requirement for a good standing semester is 10 service hours, 3 General Body Meeting points, and 6 total points coming from all other categories of requirements. A maximum of 3 points from one category may be used towards the required 6. For all events, 1 event equals 1 point, if it lasts for at least 1 hour, then the individual receives a point. VPs are not allowed to change the standard requirements without a Town Hall vote.

Decreasing requirements for multiple semesters of good standing shall be applied as followed. After one good-standing active semesters, actives may decrease requirements as follow:

Reduction 1: -2 service hours

Reduction 2: -2 service hours,

Reduction 3: -2 service hours, -1 Membership

Reduction 4: -2 service hours, -1 Fellowship, -1 Membership, -1 Fundraising

Reduction 5: -2 service hours, -1 Fellowship, -1 Membership, -1 Fundraising, -1 Philanthropy point

No field can be decreased to 0, and Inter-chapter events may not be decreased under any circumstances. Requirements can be decreased until the baseline requirements which is 15 service hours, 3 fellowship points, 2 membership points, 1 Inter-chapter point, 1 fundraising point, 1 Philanthropy point, and 1 Diversity and Inclusion point. In this whole process, Inter-chapter points may not be decreased under any circumstances.

SECTION 6—DEFINITION OF BAD STANDING.

Bad Standing shall be bestowed upon any member of the Fraternity who has not successfully fulfilled all requirements for the previous semester as established by the Executive Committee. Members who wish to regain their Good Standing status must fulfill additional requirements the following semester as determined by the VP of Membership, subject to approval by the Executive Committee. Additional requirements may include 5 service hours for every semester of bad standing. Brothers who finish the semester in bad standing are ineligible to hold office the following semester.

SECTION 7 – INACTIVE MEMBER.

An Inactive Membership (referred to as an “Inactive”) is any otherwise-qualified member who fails to maintain Membership by non-compliance with Membership Requirements. Inactive

members have no rights or privileges within the chapter. Inactive members may regain Active or Associate status by paying applicable dues for the current term and fulfilling any outstanding financial or material obligations to the Fraternity and Chapter. After two consecutive semesters of inactivity, a member must petition their case to the Executive Committee should they wish to become an Active or Associate member. The Executive Committee will determine whether or not it is necessary for the brother to re-pledge through a simple majority vote.

SECTION 8 – ALUMNI MEMBERSHIP.

An Alumni Member (referred to as an “Alumnus”) is any former member who is no longer an enrolled student at the University of Southern California. Alumni shall be granted non-voting rights and privileges of Active Membership, in accordance with chapter policy.

SECTION 9 – ADVISORY MEMBERSHIP.

An Advisory Member (referred to as an “Advisor”) is an individual that is granted all non-voting rights and privileges of Active Membership. Selection of Advisor shall require a two-thirds affirmative vote of Actives present and voting at a regular meeting.

SECTION 10 – HONORARY MEMBERSHIP.

An Honorary Member is an individual that has contributed greatly to the principles of Leadership, Friendship and Service. Selection of Honorary Members shall require a two-thirds affirmative vote of Actives present and voting at a regular chapter meeting.

SECTION 11 – VISITING BROTHERS.

All Brothers of the National Fraternity who are not local residents and are not otherwise affiliated with this chapter or the University of Southern California shall be accorded all rights and privileges of a non-voting Active Member.

SECTION 12 – TRANSFER OF MEMBERSHIP.

Any enrolled student who is a registered member of another chapter of Alpha Phi Omega, in Good Standing with the Fraternity and who is otherwise qualified for Active Membership in this chapter may be accepted for Active Membership in accordance with the National Bylaws. Membership may be conferred by a majority vote of the Active Members present and voting at a regular chapter meeting. Said membership shall be contingent upon successful completion of an active semester of membership. During said active semester, the transfer member will only be required to complete associate requirements. Transfer members may be required to complete various pledge requirements during their transfer semester as well, such as interviews and specific events. Said requirements are to be determined by the VP of Membership. Transfer members may not participate as a Big Brother in the Big Brother Program, but may become a “Little Brother” if they so wish. If there are not enough Big Brothers participating in the program

to accommodate the transfer members during their transfer semester, they will still be assimilated into one of the families- which will be determined during the Big Brother pairing process.

SECTION 13—NEOPHYTE MEMBERSHIP.

A Neophyte Member (referred to as a “Neophyte”) is any member that has completed the pledging requirements but was unable to participate in the Initiation Ceremony for reasons deemed acceptable by the Executive Committee. Neophytes shall have the same rights and requirements as Active Members. A Neophyte must be initiated in the Initiation Ceremony of the following semester and shall not be registered as active until initiated.

SECTION 14—ABROAD MEMBERSHIP.

Active Members traveling overseas or leaving the University for a period of up to two semesters during their membership in the Fraternity must submit a written request for Associate Membership but shall not be held to any requirements deemed necessary by the Executive Committee. Abroad brothers are not required to pay dues to the Chapter, however may still be subject to pay dues to Nationals.

SECTION 15—RECRUITMENT PERIOD.

The recruitment for potential pledges will be held at the beginning of each semester. This period of recruitment will be defined and carried out by the Co-Directors of Recruitment along with any pertaining officers. The following is the recruitment conduct that was established to keep the recruitment process fair and orderly. Consequences for breaking recruitment conduct shall be

determined by Co-Directors of Recruitment and the Pledgemaster. The Selection on Due Process protects this right. The recruitment rules are as follows:

- Brothers may not be in contact with recruits outside of specified recruitment events. This includes both social media and walking back from recruitment or other events.
Roommate interaction is allowed only within said room.
- Any brother who is found in violation of proper recruitment conduct shall be subject to consequences as deemed appropriate by the Co-Directors of Recruitment and the Pledgemaster.
- Recruits will be on a three strikes system if found guilty of breaking recruitment conduct.

Article IV—Officers and Delegates

SECTION 1 – ELECTED OFFICERS.

The elected officers of this chapter are: President, Pledge Master, Vice President of Service, Co-Vice Presidents of Membership, Vice President of Fellowship, Co-Vice-Presidents of Finance, Vice President of Communications, and Interchapter Chair.

SECTION 2 – APPOINTED OFFICERS.

The appointed officers of this chapter are: Special Events Coordinator, Creative Director, Alumni Liaison, Historian, Sergeant-at-Arms, Webmaster, Sectionals Co-Chairs, Philanthropy Co-Chairs, Co-Directors of Recruitment, Pledge Aunts/Uncles, and Diversity and Inclusion Chair.

SECTION 3 – EXECUTIVE COMMITTEE.

The Executive Committee shall be comprised of the elected and appointed officers of this chapter. Any advisor may serve as a non-voting member of the committee. The President Emeritus of the chapter shall also serve as a non-voting member of the committee if he or she is not otherwise holding an elected chapter office and has not graduated or dis-enrolled from the University of Southern California.

SECTION 4 – TERM OF OFFICE.

The standard term of office shall be one university semester. For officers elected for the fall, the term shall begin on the first day of the university's summer vacation and end on the last day of the Fall Semester. For officers elected for the spring, the term shall begin on the first day of Winter Recess and end on the last day of the Spring Semester.

SECTION 5 – CONSECUTIVE TERMS OF OFFICE.

Elected officers may succeed themselves only once in the same position unless there is no other member able to hold a specific office. Officers may hold multiple offices in succession.

SECTION 6 – QUALIFICATIONS.

An elected officer must be an Active in Good Standing or Associate in good standing for one full fall or spring semester immediately prior to beginning his or her term of office, at the time of election to office, and during his or her entire term of office. Appointed officers must be Actives or Neophytes in good standing. Actives who are traveling abroad that wish to run for an elected or appointed position for the semester immediately following their abroad semester must have been in good standing the semester prior to their semester abroad.

Officers are also expected to attend a majority of general and Executive Committee meetings. Officers are allowed a maximum of 3 executive board meeting absences and 3 general body meeting absences. Should an officer have more than 3 absences from either of these meetings, they will be subject to removal from their position. Sergeant at Arms will be responsible for bringing excessive absences to the attention of the Executive Committee. Said removal will be decided by a majority vote of the executive committee, not including the subject officer. Should the executive committee vote result in a draw, President Emeritus will serve as the tie-breaking vote.

SECTION 7 – VACANCIES OF OFFICE.

In case of removal or resignation of any chapter officer, or the failure of an officer to remain otherwise qualified for office, the chapter shall elect a replacement to complete the term of office.

Said election and subsequent installation shall take place at the first regular chapter meeting following the regular chapter meeting at which the vacancy is announced. During the time of said officer's absence, the Executive Committee as a whole shall fulfill the duties and obligations of the vacated office. If the vacancy cannot be filled, it will be up to the executive committee to decide how to fulfill the duties of the vacant office.

SECTION 8 – INSTALLATION OF OFFICERS.

Officers shall be installed at the initiation ceremony of the term in which they are elected, by the President of said term. The Installation Ceremony shall be conducted as prescribed by the official ceremony handbook of the Fraternity.

SECTION 9 – CHAPTER DELEGATES.

The chapter may elect voting delegates to represent the chapter at National Conventions and other representative bodies of this Fraternity as entitled. Elections shall be held according to chapter policy. It is the responsibility of the Interchapter Chair to ensure the election of these delegates before any such convention takes place.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1 – 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. Serve as an ex-officio member of all committees, including the Advisory Committee.
- D. Plan and carry out leadership development activities for the benefit of the Executive committee and the chapter as a whole.
- E. 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 in collaboration with the Sergeant at Arms.
- F. Serve as spokesperson for the chapter.
- G. Serve as main communicator with advisor.
- H. The President, Interchapter Chair, Sergeant-At-Arms, or any combination of two are mandated to attend Sectionals and Nationals. If no other Active volunteers to attend and the respective positions are mandated to attend, the two will be partially reimbursed by the chapter.

SECTION 2 – 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 fellowship 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.

SECTION 3 – 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.

SECTION 4 – CO-VICE-PRESIDENT OF MEMBERSHIP.

The Co-Vice-Presidents 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 according to the pledge master's discretion.
- F. Oversee the meetings of Alumni Liaison and Sergeant-at-Arms subcommittees.

SECTION 5—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 subcommittees.

SECTION 6 – CO-VICE-PRESIDENT 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.

SECTION 7 – 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 Creative Director, Historian, and Webmaster subcommittees.

SECTION 8 – 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.

SECTION 9 – 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.
- 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.
- E. Ensure the election of any delegates for National Conventions before any such convention takes place.
- F. The President, Interchapter Chair, Sergeant-At-Arms, or any combination of two are mandated to attend Sectionals and Nationals. If no other Active volunteers to attend and the respective positions are mandated to attend, the two will be partially reimbursed by the chapter.

SECTION 10 – 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.

SECTION 11 – CREATIVE DIRECTOR.

The Creative Director 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.

SECTION 12 – 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

SECTION 13 – 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.

SECTION 14 – 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 when needed.
- 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. Educate members on bylaws procedures.
- F. Maintain and distribute, as necessary, copies of these Bylaws, written chapter policies and other governing documents of the Fraternity.
- G. See that the chapter is operated in accordance with the policies set forth in the National Bylaws and the Chapter Constitution and Bylaws.
- I. Serve as a member of the Membership Committee.
- J. Ensure all chapter meetings are conducted properly and efficiently.
- K. The President, Interchapter Chair, Sergeant-At-Arms, or any combination of two are mandated to attend Sectionals and Nationals. If no other Active volunteers to attend and the respective positions are mandated to attend, the two will be partially reimbursed by the chapter.

SECTION 15 – 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 Membership Committee

SECTION 16– PHILANTHROPY CO-CHAIRS.

The Philanthropy Co-Chairs shall:

- A. Coordinate the planning and successful execution of at least one service event with other organization and one “large” service event for the Chapter.
- B. Establish the philanthropy requirement for all Actives, Associates, and Pledges.
- C. Attend all service committee meetings.

SECTION 17 – CO-DIRECTORS OF RECRUITMENT.

The Co-Directors of Recruitment shall:

- A. Coordinate the planning and successful execution of the chapter's recruitment period as Chair of the Recruitment Committee.
- B. Establish the recruitment requirements for recruits.
- C. Establish big eligibility requirements for all Actives in coordination with the Pledgemaster.
- D. Help the Creative Director with projects (PR for the next semester), help with Philanthropy events, and help with Membership events throughout the semester after the chapter's recruitment period is over.

- E. Serve as a member of the membership committee.

SECTION 18 – 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.
- 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. Cannot participate in the “Big Brother” 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. Should they decide to be in the room during pairing, they may not leave once it begins. Either neither or both Pledge Aunts/Uncles may be in the room. They may elect to advise before pairings instead of actually attending.
- G. Help with coordination of pledge events and pledge meetings.

SECTION 19 – DIVERSITY AND INCLUSION CHAIR

The Diversity and Inclusion Chair shall:

- A. Attend membership committee meetings

- B. Collaborate with other executive committee positions to incorporate diversity and inclusion efforts throughout all chapter functions
- C. Plan and carry out events to promote diversity and inclusion
- D. Initiate actions to foster an open and inclusive environment
- E. Encourage collaboration and serve as a liaison with other campus organizations, community groups and diversity coalitions
- F. Host coffee chats to encourage open communication about diversity and inclusion topics in a safe environment
- G. Work with Special Events Coordinator to include diversity and inclusion in major chapter events, such as retreat activities.
- H. Participate in chapter recruitment efforts, including (but not limited to): Attending information sessions, Working with the Vice President of Communications, Co-Directors of Recruitment, and Creative Director to create a plan to expand outreach to different communities and organizations on campus
- I. Address issues and tension related to diversity and inclusion topics as needed

SECTION 20 – 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.
- B. Serve as tiebreaker for Executive Committee Voting Disputes.

SECTION 21 – 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.

ARTICLE VI—Advisors

SECTION 1 – ADVISORY COMMITTEE

The Advisory Committee of this chapter shall consist of one or more Scouting, Faculty, Staff, and Community Advisors as elected by the chapter.

SECTION 2 – ADVISORY COMMITTEE CHAIR

The Advisory Committee Chair shall be selected by the members of the Advisory Committee following semester chapter elections, with approval of the Executive Committee.

SECTION 3 – SELECTION PROCEDURE

Advisors shall be elected by the chapter for a term of office of one academic year as defined in Article IV, Section 4. Election shall be by a two-thirds vote of the Actives present and voting during the regular chapter meeting at which annual elections are held. Advisors shall be eligible for an unlimited number of terms.

SECTION 4 – DUTIES AND PRIVILEGES.

Advisors shall:

- A. Encourage the development of high fraternal and scholastic standards.
- B. Assist the chapter in planning and carrying out its various programs and initiations.
- C. Help to ensure that all events and activities are conducted in adherence with chapter, school and Fraternity risk management policies and procedures, and that all members are aware of said policies and procedures.
- D. Have all privileges of chapter membership except those of voting and holding elected chapter office.

ARTICLE VII – COMMITTEES

SECTION 1 – STANDING AND SPECIAL COMMITTEES.

The standing committees of this chapter shall be the Executive Committee, the Advisory Committee, the Service Committee, the Communications Committee, the Membership Committee and the Fellowship Committee. Additional or “special” committees may be established and their chairs may be appointed by the President with the approval of the Executive Committee. Pledge committees may be created at the discretion of the Pledge Executive Board.

SECTION 2 – EXECUTIVE COMMITTEE.

The Executive Committee shall:

- A. Meet a minimum of twice per month during the regular school year. Special meetings of the Executive Committee may be held at the discretion of the chapter

President, or upon the written request of a majority of the members of the Executive Committee. The Pledge Executive Committee shall be elected at the second Pledge meeting or other meeting as determined by Pledge Team.

- B. Make Executive Committee meetings open to the general chapter membership unless closed at the discretion of the chapter President or the Advisory Chair. The decision of the chapter President or the Advisory Chair may be overturned by a majority vote of the Executive Committee.

SECTION 3 – SERVICE COMMITTEE.

The Service Committee shall:

- A. Ensure that the chapter service program has a balance of new and traditional service projects that address the needs of the campus, community, nation, youth, and chapter membership based upon suggestions and input from members, students, campus organizations, college officials and outside agencies.
- B. Ensure that each project is adequately planned, and monitor each project through to its conclusion and proper evaluation.
- C. Pursue opportunities for joint service activities with other local organizations and existing and prospective chapters of Alpha Phi Omega.
- D. Ensure that the chapter participates in national service programs, including National Service Week, National Spring Service Day, and programs of emphasis, and report said participation through prescribed means.

- E. Ensure that projects and events are planned and conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.
- F. Be chaired by the Vice-President of Service, and include the Philanthropy Chairs and a number of Actives, Pledges, and Associates to be determined by the chair as members.

SECTION 4 – MEMBERSHIP COMMITTEE.

The Membership Committee shall:

- A. Plan and execute the chapter membership program, which shall encompass Membership Recruitment, Education, and Retention programs:
 - i. Membership Recruitment shall include planning, publicizing, and coordinating membership recruitment campaigns which utilize open and informational meetings and events to which prospective members will be invited.
 - ii. Membership Retention shall include development and execution of a membership retention program in which Actives, Associates, and Inactives encouraged through one-on-one communication to maintain or renew their Active status with the chapter as applicable.
- B. Ensure that membership events and programs are conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.

- C. Be chaired by the Vice-President of Membership, and include Alumni Liaison, Sergeant-at-Arms, Co-Directors of Recruitment, all Family Heads, and a number of Actives and Pledges to be determined by the chair as members.

SECTION 5 – FELLOWSHIP COMMITTEE.

The Fellowship Committee shall:

- A. Plan, publicize, and coordinate all fellowship events, consistent with the principles of brotherhood and intended to foster camaraderie and friendship among chapter members and guests. Said events may include (but not be limited to) activities with nearby chapters, annual or semiannual celebrations, and banquets or other appropriate events in recognition of new members, alumni, and significant chapter milestones.
- B. Ensure that fellowship events and activities are conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.
- C. Be chaired by the Vice-President of Fellowship and include Special Events Coordinator, and a number of Actives and Pledges to be determined by the chair as members.

SECTION 6 – FUNDRAISING COMMITTEE

The Fundraising Committee shall:

- A. Discuss and inform the Executive Committee about the financial state of the chapter.
- B. Brainstorm, organize, and oversee fundraising opportunities for the chapter.
- C. Ensure timely collection of dues from all Actives and Pledges

Be chaired by the Co-Vice Presidents of Finance and include a number of Actives and Pledges to be determined by the chair as members.

SECTION 7 – COMMUNICATIONS COMMITTEE

The Communications Committee shall:

- A. Contact outside organizations in order to raise public awareness for the fraternity.
- B. Organize internal and external opportunities to improve public relations.
- C. Be chaired by the Vice President of Communication and include the Creative Director, Historian, Webmaster, and a number of Actives and Pledges to be determined by the chair as members.

SECTION 8 – INTERCHAPTER COMMITTEE

The Interchapter Committee shall:

- A. Maintain contact with other chapters of Alpha Phi Omega in the area, building and maintaining a positive relationship
- B. Organize events, whether it be service or fellowship, with other chapters of Alpha Phi Omega.
- C. Ensure that the Alpha Kappa Chapter of Alpha Phi Omega maintains good standing nationally, with actions such as sending representatives to Regionals, Sectionals, and Nationals, communicating with the Executive Committee actions that the chapter needs to complete, etc.

ARTICLE VIII – MEETINGS AND CHAPTER BUSINESS

SECTION 1 – GENERAL BODY MEETINGS.

This chapter shall hold weekly meetings during the academic term except when holidays, examination periods, or other events make said meetings impractical in the judgment of the Executive Committee.

SECTION 2 – SPECIAL MEETINGS.

Special chapter meetings shall be held upon the written request of one-third of the Actives or at the discretion of the President or the Executive Committee. Adequate notice shall be provided to the chapter members no less than 24 hours in advance of such meetings.

SECTION 3 –TOWN HALL.

A Town Hall meeting shall occur on the third to last General Body Meeting of every semester. It is every active's right to call a Town Hall meeting at any time in a semester. Town halls have two purposes. The first shall be to serve as an open space for every active to speak up about issues they have witnessed and would like to change. Secondly, Town Halls can serve to propose changes that can be voted into the Bylaws, taking effect immediately. Changes to the Bylaws must be in accordance with the Amendments procedure in in Article XIV.

SECTION 4 – QUORUM.

Quorum shall consist of over forty percent of the Active membership, and shall be assumed present unless challenged. For elections, quorum shall consist of over fifty percent of the Active membership, and Associate/Pledge membership when applicable.

SECTION 5 – VOTING.

Only Actives and Neophytes shall be allowed to vote in meetings of this chapter, unless otherwise specified in these Bylaws. No proxy or absentee voting will be allowed in matters of regular chapter business.

SECTION 6 – MAJORITY.

Unless otherwise noted in these Bylaws or the prescribed parliamentary authority of the chapter, a simple voting majority shall be required to pass any motion or resolution.

SECTION 6 – MATERIAL CHAPTER BUSINESS.

- A. “Material Chapter Business” shall be defined as any item of business which includes or implies a financial transaction of greater than \$50.
- B. All Material Chapter Business must have the consent of the Executive Committee, or else be enacted by a two-thirds majority of the voting Actives and Associates at a chapter meeting.

SECTION 7 – EXECUTIVE COMMITTEE AUTHORITY.

- A. The Executive Committee may take action if a quorum is challenged and not achieved at two consecutive meetings.
- B. The Executive Committee may act swiftly on any matters it deems expedient to the operations of the chapter. Said decisions will be subject to approval by a simple majority of the active body at the next regular chapter meeting.

ARTICLE IX – ELECTIONS

SECTION 1 – NOMINATIONS.

Nominations for chapter officers shall be opened two weeks prior to the election and permitted until the time of election. Nominations and seconds made outside of a chapter meeting shall be submitted electronically through the chapter's Website or in writing to the Sergeant-at-Arms and announced prior to the election. A Brother is not eligible to run for elected office until at least one good active semester has passed. Subsequently, a Brother is not eligible for the appointed positions of Co-Directors of Recruitment, Special Events Coordinator, Pledge Aunt/Uncle, and Alumni Liaison until completing one active good standing semester.

SECTION 2 – ORDER OF ELECTION.

The election of officers shall proceed in the order in which the offices are listed in Article IV, Section 1 of these Bylaws.

SECTION 3 – SECRET BALLOT.

All elections for which more than one person has been nominated shall be conducted by secret ballot.

SECTION 4 – ELECTION PROCEDURE.

- A. The Sergeant-at-Arms shall serve as chairperson for all elections, be responsible for the integrity of said elections, count the votes, and announce the name of the person elected.
- B. The number of votes received by each nominee shall be made available on request, but shall not be publicly announced.

SECTION 5 – REQUIRED MAJORITY.

All offices shall be granted to the nominee receiving a simple majority of all votes cast. In the event that no nominee receives the necessary number of votes, the nominee with the least number of votes shall be dropped from the ballot and the voting process shall be repeated.

Options for each elected officer are limited to the candidates or abstain. For example, Candidate 1, Candidate 2, Neither, Abstain. An “abstain” is counted as no vote at all. Every “abstain” is subtracted from the denominator.

SECTION 6 – TIME AND PLACE.

The time and place of elections shall be announced no less than two weeks in advance.

SECTION 7 – ELECTION OF PAIRS

In the situation where a single nominee receives a simple majority of all votes cast for a co-position, all candidates running in pairs shall be split. A second round of voting shall be conducted to determine the second officer, according to Article IX, Section 5 of these Bylaws.

ARTICLE X—FINANCE AND PROPERTY

SECTION 1 – DUES AND FEES.

This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. The amounts of all dues and fees shall be established by the Co-VPs of Finance, and voted upon by all Active and Associate Members.

Restrictions:

- Dues may not change by more than 15% without the approval of the chapter.
- Dues must be collected in full by the first Monday at 11PM of the 7th week of school.
- In some circumstances, members may request an extended payment plan that may be approved by a committee formed by the President, Co-VPs of Finance and VP of Membership. Financial need, financial responsibility and membership history will determine if the extension is approved. All matters presented must remain confidential and should an officer be found in violation of this discretion, said officer will be subject to removal by chapter vote.
- Failure to pay dues by the deadline will result in restrictions to any APO events, suspension from the national roster (to avoid AAMD fees) and automatic bad standing. Executive Committee members who have not paid dues by the deadline are subject to removal from their position. Said removal will be facilitated by the Sergeant at Arms. Removal will be voted on by the executive committee and require a simple committee. Upon removal, vacancy procedures will be followed as outlined in these Chapter Bylaws.
- The VP of Finance may set an earlier due date and institute a late fee penalty but after 11PM of the 7th week of school, no exception may occur.

SECTION 2 – CHAPTER EXPENDITURES.

This chapter shall follow the budget plan in control of its financial activities. A budget shall be developed for each regular academic term, with the exception of the summer term. The budget for each term shall be approved by a majority of the Actives present and voting at a chapter meeting no later than the third week of the academic term.

SECTION 3 — INSURANCE POLICY.

The Co-Vice-Presidents of Finance may elect to make available for active members an insurance policy for dues and fees. The insurance plans will be created at the discretion of the Vice-Presidents and shall be administered based on seniority. The purpose of insurance is to refund dues fees on special events if the active brother is unable to attend said event.

ARTICLE XI—PARLIAMENTARY AUTHORITY

When meeting procedure is questioned, the latest edition of Robert’s Rules of Order shall govern all meetings of this chapter in all cases to which they are applicable and consistent with these Bylaws, the policies of this chapter, and those of the Fraternity.

ARTICLE XII—DISCIPLINE

SECTION 1 – SUSPENSION AND REMOVAL.

This chapter shall have the power to suspend any member or to remove any officer with just cause. “Just cause” may include, but not be limited to, financial or personal misconduct,

misrepresentation of the chapter, or behavior deemed to be injurious to the chapter, the Fraternity, or any individual. Any active, associate or pledge member is eligible to present such a charge to the executive committee. Charges will fall into two categories:

- Category 1 Offenses: Includes everything that is not illegal at the Federal or State level.
- Category 2 Offenses: Includes everything illegal at the Federal or State level.

SECTION 2 – DUE PROCESS.

Category 1 Charges against any member shall be presented to the Executive Committee at least seven days prior to consideration by the chapter. The member charged shall have the opportunity to speak before the Executive Committee and the chapter before final recommendations or rulings are made. If the member charged is a member of the Executive Committee, the member charged may not participate in the deliberations of the Executive Committee regarding the charges. The Executive Committee shall make a report of its findings to the chapter prior to the consideration of charges by the chapter.

A Category 2 Charge shall remain confidential between the President and VP of Membership. Pledgemaster will become aware of this offense if a Pledge member is involved. Upon presentation of proof or a confession, the charged member will immediately be removed from the Chapter and reported to the proper authorities.

SECTION 3 – VOTE REQUIRED.

A two-thirds vote of the Actives present and voting at a regular chapter meeting is required for suspension of a member or removal of an officer that has committed a Category 1 Offense.

ARTICLE XIII—POLICIES

SECTION 1 – AUTHORITY.

This chapter may adopt such policies, rules, and regulations consistent with these Bylaws, the rules and regulations of the University of Southern California, and the governing documents of the Fraternity as considered necessary. Chapter policies shall be maintained in writing and in a single document or other repository which shall be made readily accessible to all interested parties including officials of the University of Southern California, current and prospective members, and officials of the Fraternity.

SECTION 2 – ADOPTION PROCEDURE.

Chapter policies may be adopted by the Executive Committee and, if challenged, are subject to review by the general membership. A simple voting majority is required to amend or rescind any policy.

SECTION 3 – DURATION OF POLICIES.

Chapter policies, once adopted, shall remain in effect until amended or otherwise modified.

SECTION 4 – REVIEW OF POLICIES.

Each new Executive Committee member shall review policies pertaining to their duties and the general operation of the chapter at the beginning of their term of office.

ARTICLE XIV—AMENDMENTS

SECTION 1 – SUBMISSION.

Amendments to these Bylaws must be submitted to the Executive Committee in writing one day prior to the General Body Meeting it will be discussed at.

SECTION 2 – APPROVAL.

Discussion of the proposed bylaws amendments shall occur at the time of presentation during town hall. Voting on said bylaw amendment proposals shall occur at the regular chapter meeting following the presentation of the proposed amendments. Amendments must receive a simple majority to pass.

SECTION 3 – CONSISTENCY.

No amendment or addition to these Bylaws can be made which is not in harmony with the Constitution and Bylaws of the National Fraternity.