

# **National Bylaws and Standard Chapter Articles Of Association**



**Alpha Phi Omega**  
National Service Fraternity

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**ARTICLES OF INCORPORATION  
OF  
ALPHA PHI OMEGA  
UNDER THE  
GENERAL NOT FOR PROFIT  
CORPORATION ACT  
STATE OF MISSOURI**

To the Secretary of State, Jefferson City, Missouri:

We, the undersigned

E. Ross Forman, 702 Avondale Road, Erdenheim, Philadelphia, PA 19118

Dr. Glen T. Nygreen, Hunter College in the Bronx, New York, NY 10468

Aubrey B. Hamilton, 6105 Lindell Boulevard, St. Louis, MO 63112

Robert J. Hilliard, P.O. Box 108, College Station, Pullman, WA 99163

Gerald M. Plessner, 15781 N. E. 14th Avenue, North Miami Beach, FL 33162

Dr. Tom T. Galt, 711 North Church Street, Spartanburg, SC 29301

Joseph J. Scanlon, 1100 Waltower Building, Kansas City, MO 64106

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under the "General Not For Profit Corporation Act" of the State of Missouri, do hereby adopt the following Articles of Incorporation:

1. The name of the corporation is ALPHA PHI OMEGA.
2. The period of duration of the corporation is PERPETUAL.
3. The address of its initial Registered Office in the State of Missouri is 1100 Waltower Building, in the City of Kansas City, State of Missouri, and the name of its initial Registered Agent at said address is Joseph J. Scanlon.
4. The first Board of Directors shall be thirty-nine (39) in number, their names and addresses being as follows:

E. Ross Forman, 702 Avondale Road, Erdenheim, Philadelphia, PA 19118  
 Dr. Glen T. Nygreen, Hunter College in the Bronx, New York, NY 10468  
 Aubrey B. Hamilton, 6105 Lindell Boulevard, St. Louis, MO 63112  
 Robert J. Hilliard, P.O. Box 108, College Station, Pullman, WA 99163  
 Gerald M. Plessner, 15781 N.E. 14th Avenue, North Miami Beach, FL 33162  
 Dr. Tom T. Galt, 711 North Church Street, Spartanburg, SC 29301  
 Joseph J. Scanlon, 1100 Waltower Building, Kansas City, MO, 64106  
 Ed Andrews, American Camping Assoc., Bradford Woods, Martinsville, IN 46151  
 Prof. Harry C. Barnett, 533 Elm Street, Ann Arbor, MI 48104  
 Dr. H. Roe Bartle, 4712 Roanoke Pkwy., Apt. 404, Kansas City, MO 64112  
 Dr. Lester G. Brailey, Room 930, 33 West 42nd Street, New York, NY 10036  
 George F. Cahill, 7th Floor Keenan Building, 643 Liberty Ave., Pittsburgh, PA 15222  
 Dean Earle W. Clifford, Jr., Rutgers-The State University, New Brunswick, NJ 08903  
 Frank G. Cuny, 337 Placerville Drive, Placerville, CA 95667  
 Dr. Malcolm N. Dana, 555 Glen Avenue, Madison, WI 53711  
 Dr. James W. Dean, Virginia Polytechnic Institute, Blacksburg, VA 24061  
 M. R. Disborough, 100 E. 10th Street, Wilmington, DE 19801  
 Irwin H. Gerst, 22136 Bryant Street, Canoga Park, CA 91304  
 John E. Hanke, 721 San Juan, La Junta, CO 81050  
 Dean James P. Hannigan, Texas A & M University, College Station, TX 77843  
 Douglas M. Harris, 29 Ten Eyck Place, Edison, NJ 08817  
 Dr. Lawrence L. Hirsch, 2434 West Grace Street, Chicago, IL 60618  
 Dr. Albert E. Iverson, Boy Scouts of America, New Brunswick, NJ 08903  
 Dean Lewis N. Jones, Administration Building, Texas Tech, Lubbock, TX 79406  
 Sidney B. North, 1856 Sherman Avenue, Evanston, IL 60201  
 Arno Nowotny, University Development Board, Box 7458-Littlefield House,  
 Austin, TX 78712  
 Gen. H. O. Paxson, Kirkland Hall, Vanderbilt University, Nashville, TN 37203  
 Rev. Robert J. Payne, 339 Hillsdale Avenue, Hillsdale, NJ 07642  
 Dr. Harold F. Pote, 336 Bandera, Sun Gold Point, La Jolla, CA 92037  
 Dean Hershel G. Potts, Eastern New Mexico University, Portales, NM 81130  
 William S. Roth, Bethany Hospital, 51 North 12th Street, Kansas City, KS 66102  
 A. G. Spizzirri, Ursuline College, 3105 Lexington Road, Louisville, KY 40206  
 Dr. Lester R. Steig, 2160 Newell Road, Palo Alto, CA 94303  
 Warren Stookey, Southern Illinois University, Alumni Office, Edwardsville, IL 62025

Richard L. Tombaugh, Purdue University, Ag Hall Annex, Lafayette, IN 47907  
Rev. Frans A. Victorson, Saron Lutheran Church, St. Joseph, MI 49085  
Dr. Delmer H. Wilson, Boy Scouts of America, New Brunswick, NJ 08903  
Dr. Ray O. Wyland, 7123 Estepa Drive, Tijuana, CA 90142  
Lt. Col. Lucius E. Young, 4508 Argyle Terrace, N.W., Washington, D.C. 20011

5. The purpose and objects for which the corporation is organized are as follows:

To carry on the educational and charitable purposes hereinafter set or any of them, both directly and by application of assets, to or for the use of "Alpha Phi Omega", and, in connection therewith, to receive and administer funds for such services, and to that end to take and hold by bequest, devise, gift, purchase or lease, either absolutely or in trust, any property, real, personal or mixed, without limitation as to amount or value; to sell, convey, and dispose of any such property and to invest and reinvest the principal and income thereof, and to deal with and to spend or apply the assets and earnings thereof for any of the aforesaid purposes; to receive, take title to, hold, use and apply the principal and income of the aforesaid properties and the principal and income of any stocks, bonds, obligations or other securities of any corporation or corporations, domestic or foreign, municipal or governmental; provided, however, no activity conducted by the corporation shall be contrary to the provisions of Section 501 (c) (3) of Internal Revenue Code (1954), as now or hereafter amended.

In furtherance thereof, for and on behalf of Alpha Phi Omega:

1. To purchase, rent, erect or otherwise acquire buildings and facilities, remodel, and rehabilitate buildings and facilities to be used for the educational and charitable purposes herein specified, and to purchase or acquire equipment incidental or necessary for use in such facilities; and

2. To be and remain organized and operated exclusively as a nonprofit charitable corporation 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.

3. To provide and finance such professional staff and other staff as may be necessary, in the opinion of the Directors, to further any or all of the above purposes; and

4. To adopt bylaws for the administration of the corporation; and to amend the same from time to time in the manner provided therein; provided, no bylaw or amendment thereto may be contrary to or inconsistent with the purposes of the corporation as herein set forth, nor with any provisions of these Articles of Incorporation.

5. The corporation shall have all of the powers enumerated in Sections 355.010 to 355.520, Revised Statutes of Missouri, as now or hereafter amended; provided, however, that the corporation shall not exercise any powers presently granted by such statutes, or as they may hereafter be amended, inconsistent with or contrary to the provisions of Section 501 (c) (3) of the Internal Revenue Code (1954) or as said Section may hereafter be amended.

6. No part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, nor intervening in any political campaign on behalf of any candidate for public office. No part of the income or property of this corporation shall inure to the benefit of, or be distributed to, its Members, directors or officers, except for reasonable compensation for services actually rendered in carrying on the work of the corporation.

7. In the event of dissolution of this corporation, or if for any reason the purposes of this corporation should become impossible of performance, all assets remaining after all liabilities and obligations of the corporation have been paid, satisfied and discharged, or adequate provision made, shall be distributed to one or more organizations organized and operated for similar exempt purposes or for other purposes within the purview of Section 501 (c) (3) and which have exemption from Federal income tax under Section 501 (c) (3) of the 1954 Internal Revenue Code, or such Section as it may be amended, or a corresponding provision of a prior law, or to the Federal, state or local government for a public purpose.

IN WITNESS WHEREOF, we have hereunto set our hands and seals as of this 17th day of January, 1968.

E. ROSS FORMAN  
DR. GLEN T. NYGREEN  
ROBERT J. HILLIARD  
JOSEPH J. SCANLON

GERALD M. PLESSNER  
DR. TOM T. GALT  
AUBREY B. HAMILTON

# **ALPHA PHI OMEGA**

## **National Bylaws**

Adopted by the National Constitutional Convention of 1967  
As amended through the 2006 National Convention

### **ARTICLE I - NAME**

The name of this Fraternity shall be ALPHA PHI OMEGA.

### **ARTICLE II - PURPOSE**

The purpose of this Fraternity 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. Membership in Alpha Phi Omega shall be open to all students, upon the approval of the respective collegiate Chapter and after fulfilling the Membership requirements prescribed by the National Fraternity and by that Chapter. Without gender implication, all initiated Members of the organization are known nationally as Brothers of the Fraternity.

#### **SECTION 2. TYPES AND CONDITIONS OF MEMBERSHIP.**

(1) PLEDGE MEMBERSHIP. Pledge Membership shall be conferred upon enrolled students of an institution of higher education at which a Chapter of Alpha Phi Omega is located who are selected by that Chapter to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be according to the official ritual of the Fraternity. The content and duration of the preparatory period are to be determined by the collegiate Chapter in so far as these matters do not conflict with the Articles of Incorporation and Bylaws or operating policies of the National Fraternity. Pledge Membership shall be held until the student participates in the initiation ritual of the Fraternity or ceases pledging by not completing the pledge program during the time specified by the Chapter.

(2) ACTIVE MEMBERSHIP. Active Membership shall be conferred upon enrolled students who are in the fellowship of the principles of Alpha Phi Omega; who, to the satisfaction of their Chapter, are so oriented; who have successfully completed a Membership education program structured in accordance with the guidelines established in the National Pledging Standards and the Membership Policies of the Fraternity; and who are encouraged, but not required, by their Chapter to be a registered Member of any Scout or youth service organization. Initiation shall be according to the official ritual of the Fraternity. Active Membership shall carry all rights and responsibilities in the Chapter, except that the individual Chapters may determine the degree of participation of Members in graduate or professional school. Active Membership shall be continued so long as the Member remains in good standing with the Chapter and continues enrollment in the institution. Active Membership may be transferred from one Chapter to another if the Member transfers institutional enrollment, provided that the new Chapter accepts the Member as an Active Member, and that the new Member completes the necessary forms and sees that they are forwarded to the National Office. Individuals who hold Alumni Membership may be reinstated to Active Membership in accordance with any provisions adopted by the Chapter. The Chapter shall notify the National Office of the change in Membership Status and transmit to the National Office the Active Membership Reinstatement Fee as defined in Article VIII, Section 13.

(3) ASSOCIATE MEMBERSHIP. Associate Membership may be conferred upon Active Members who find it necessary to cease full involvement in Chapter affairs, because of other commitments of time and effort, and who petition the Chapter for Associate Membership. Procedures for conferring such status, for reinstatement of active status, and rights and responsibilities of Associate Members are left to the discretion of the Chapter.

(4) ADVISORY MEMBERSHIP. Advisory Membership may be conferred upon persons approved by the Chapter to serve on the Advisory Committee and whose Chapter has completed the necessary forms and submitted them to the National Office. Advisory Members shall have all rights and privileges of Active Membership except those of voting, directing the supervision of pledges, and directing the establishment of Pledge or Active Membership programs and policies. The only Chapter office Advisory Committee Members can hold is the office of the Chair of the Advisory Committee. Such Membership may not be conferred upon undergraduate students.

(5) HONORARY MEMBERSHIP. Honorary Membership may be conferred by any collegiate Chapter, Petitioning Group upon charter approval, or the National Board of Directors, 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 and holding office. Honorary Membership shall not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations.

Selection of Honorary Members by a collegiate Chapter shall require the approval by vote of at least three-fourths of the Chapter's Active Members.

Selection of Honorary Members by a Petitioning Group shall require the approval by vote of at least three-fourths of the Petitioning Group Membership and shall be recognized upon charter approval, with the Honorary Members included as Chartering Members.

Selection of National Honorary Members shall require the approval by vote of three-fourths of the Membership of the National Board of Directors.

(6) LIFE MEMBERSHIP. Life Membership recognition shall be granted to any Active, Advisory, Honorary, or Alumni Member who contributes to the Alpha Phi Omega Endowment Fund an amount as specified in Article VIII, Section 7. If requested, Life Members shall receive a free subscription to the Fraternity magazine, renewable at no cost every five years.

(7) ALUMNI MEMBERSHIP. Upon leaving their respective academic institution as a result of graduation or termination of student status or university employment, all who have held Active, Associate, Advisory, or Honorary Membership in a collegiate Chapter and who have not been suspended or expelled by that Chapter or the National Fraternity, shall be recognized as Alumni Members.

(8) PETITIONING MEMBERSHIP. Petitioning Membership shall be conferred upon enrolled students of an institution of higher education in which a Petitioning Group of Alpha Phi Omega is located and upon selection by the Petitioning Group to participate in the establishment of a Chapter of Alpha Phi Omega.

(9) SUSPENSION OF CHAPTER MEMBERSHIP. Upon the suspension of a Member by a Chapter, 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.

(10) NATIONAL SUSPENSION AND/OR EXPULSION OF MEMBERS AND OFFICERS. Any Member of this Fraternity may be suspended or expelled. The National Board of Directors, for just cause and after due deliberation, by a two-thirds vote thereof, may suspend a Member of the Fraternity until the next National Convention and may recommend to that convention that such Member be expelled. The suspension of such Member shall terminate at the end of the last day of this convention, unless the convention has taken specific action against the Member. The National Convention can expel any Member from the Fraternity by an affirmative ballot vote of two-thirds of the votes of the registered delegates present and voting, and such expelled Member cannot be eligible for subsequent Pledge, Active, Associate, Advisory, Honorary, Life, Petitioning, or Alumni Membership in Alpha Phi Omega, unless two-thirds of the registered delegates present and voting at a National Convention approve.

SECTION 3. RESIGNATION OF MEMBERSHIP. Any Member of the Fraternity may resign their membership at any time they deem necessary. Their resignation should be in writing, addressed to the National Executive Director, and notarized. The correspondence should include any necessary identifying information such as Chapter and Member Number; upon receipt of this letter, the Chapter shall be notified. Unlike members who have been expelled as described in Section 10 of this Article, members who have chosen to resign may be eligible for subsequent Pledge, Advisory, or Honorary membership if they meet the other requirements for eligibility for these membership types.

## **ARTICLE IV - NATIONAL CONVENTIONS**

SECTION 1. MEMBERSHIP. The supreme authority of the Fraternity, consistent with the provisions of the Bylaws, shall be vested in the National Convention composed of the Members of the National Board of Directors, the Sectional Chairs or designees, two delegates from each Chapter who shall be Active Members or Chapter Advisors, one Alumni Voting Delegate from each region, and two delegates from each Petitioning Group who shall be Petitioning Members or Petitioning Group advisors. An Advisor may only serve as a delegate if no Active or Petitioning Members from the Chapter or Petitioning Group are registered at the Convention. Other Members of the Fraternity may observe but may not participate in floor debate. Members who have not been initiated shall not be allowed to observe debate over rituals.

In the case that a Sectional Chair cannot be in attendance at the National Convention, the Sectional Chair may designate a replacement, with approval of their Regional Director, to serve in the Sectional Chair's place. The Sectional Chair must provide the name of the designee to the National Executive Director in writing no later than seven days prior to the opening of the Convention. If the Sectional Chair is unable to provide the name of the designee to the National Executive Director by that date, the Sectional Chair shall

provide, in writing, the name of the designee to the Regional Director. The Regional Director shall, in person, transmit the written notice containing the name of the designee directly to the National Executive Director.

**SECTION 2. VOTING POWER.** Each collegiate Chapter in good standing represented at a National Convention shall have two votes. If a Chapter has only one delegate registered, that delegate shall have the power to cast both votes. Each voting Member of the National Board of Directors and each Alumni Voting Delegate registered at a National Convention shall have only one vote. Delegates from Chapters not in good standing but represented at a National Convention shall be entitled to all privileges of delegates from Chapters in good standing, with the exception of voting.

**SECTION 3. QUORUM.** A quorum to do business shall consist of two-thirds of the registered delegates entitled to vote.

**SECTION 4. VOTE REQUIRED TO ADOPT A MEASURE.** A simple majority of the votes cast shall be necessary to adopt a measure.

**SECTION 5. PARLIAMENTARY AUTHORITY.** The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings of the National Convention in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the convention may adopt.

**SECTION 6. POWERS AND DUTIES OF THE NATIONAL CONVENTION.** The National Convention shall have:

The power to elect officers and Members of the National Board of Directors as herein prescribed.

The sole power to establish rituals, ceremonies and Fraternity symbols. The established symbols of the Fraternity are the Jewel, Flower, Tree, Colors, Bird, Coat of Arms, Badge, Sign, Handclasp, Greek Letters, and National Membership Pins.

The sole power to revoke charters in the manner provided in Article IX, Section 5, of these Bylaws.

The sole power to impose and modify national fees and assessments on Chapters, Charter Petitioning Groups, Members and Pledges.

The power to suspend or expel a Member for just cause and after due deliberation.

The power to enact other legislation necessary for carrying on the work of the Fraternity.

The power to adopt resolutions and directives which shall be considered by the National Board of Directors.

The power to amend as prescribed in Article XIII.

**SECTION 7. TIME AND PLACE.** The National Convention shall be held biennially in even numbered years. The time and place for each convention shall be brought as a motion by a reference committee and presented for ratification by the delegates in accordance with the following rotation:

There shall be four convention areas, the areas to be defined as follows:

Eastern-The States of Vermont, West Virginia and Pennsylvania, the District of Columbia, and all Atlantic Seaboard States except South Carolina, Florida, and Georgia.

Southern-Texas, Oklahoma, Arkansas, Louisiana, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, and all commonwealths, territories and possessions of the United States located in the eastern waters.

Western-All Pacific Seaboard states, and the States of Arizona, Nevada, Idaho, Utah, Montana, Wyoming, Colorado, New Mexico, Alaska, Hawaii, and all other commonwealths, territories and possessions of the United States located in the western waters.

North Central-Michigan, Ohio, Kentucky, Indiana, Wisconsin, Illinois, Iowa, Minnesota, Missouri, Kansas, Nebraska, South Dakota, and North Dakota.

The convention site shall be rotated so that in each eight-year period the convention shall be held once in each area, rotating consecutively through the Eastern, Southern, Western, and North Central in that order. It shall not be held in the same city in the same area two consecutive times.

All bids for proposed sites for National Conventions shall be submitted in writing to the National Executive Director no later than July 1 of the year of the National Convention at which the bid will be presented; only those bids which meet the Fraternity's minimum prescribed criteria shall be submitted by the National Executive Director to the Chapters and the Board of Directors at least eighty (80) days before the first legislative session of the next convention.



In the event that, between the time of the National Convention and the time of the negotiation of a contract with a hotel in the chosen host city, an agreeable contract cannot be made, the National Board of Directors will have the option of choosing a substitute host city from among those cities which submitted bids at the National Convention. If no other cities submitted bids, then the National Board of Directors will have the option of choosing any city within the same convention area.

**SECTION 8. REFERENCE COMMITTEES.** The National President may establish Reference Committees to consider proposals submitted per Article XIII or to evaluate and report to the National Convention on the programs or other business of the Fraternity. Each Reference Committee shall consist of one Active Member serving as a voting delegate from each Region and a Chair who shall be an Active Member serving as a voting delegate from any Region. The Members of each Reference Committee will be selected by the National President after consultation with the Regional Directors. The National President may also appoint one or more advisors to each Reference Committee.

## **ARTICLE V - NATIONAL OFFICERS**

**SECTION 1. ELECTED NATIONAL OFFICERS.** The National Convention shall elect the following National Officers to serve for a term of two years or until their successors shall have been elected and qualified: National President, National Vice President.

The National Convention shall also elect six Members to the Board of Directors as Program Directors to serve for a term of two years or until their successors shall have been elected and qualified.

The National President, National Vice President and Program Directors shall be nominated and elected in accordance with the procedures established in the Standing Rules of the National Convention and shall begin their term of office upon adjournment of the final legislative session of the National Convention at which they are elected.

**SECTION 2. APPOINTED OFFICERS.** The National President shall appoint, with the approval of the National Board of Directors and to serve at its pleasure, the National Executive Director, the National Legal Counsel, the National Archivist, and the International Relations Director.

**SECTION 3. HONORARY NATIONAL OFFICERS.** The National Convention may appoint Honorary National Officers to serve for a fixed term or at its pleasure.

**SECTION 4. DUTIES OF THE NATIONAL PRESIDENT.** It shall be the duty of the National President to preside at all National Conventions; to call meetings of the National Executive Committee; to enforce a due observance of the Articles of Incorporation, the National Bylaws, and the Standard Chapter Articles of Association of Alpha Phi Omega; to serve as Chair of the National Board of Directors and of the National Executive Committee; to appoint, in the manner specified in these Bylaws, such national officers, national committee Chairs, national committee Members and other persons as are specifically designated for presidential appointment; to appoint all national committees not otherwise provided for; to serve as an ex-officio Member of all national committees; and to perform such other duties as the office may require.

**SECTION 5. DUTIES OF THE NATIONAL VICE PRESIDENT.** It shall be the duty of the National Vice President to preside in the absence of the National President and perform the duties of that office, and perform such other duties as may be assigned by the National President.

**SECTION 6. DUTIES OF THE NATIONAL PROGRAM DIRECTORS.** The National President shall appoint five of the National Program Directors to serve, respectively, as the National Membership and Extension Director, the National Leadership Development Director, the National Service and Communication Director, the National Finance and Operations Director, and the National Alumni Relations and Internal Volunteer Development Director. The National President shall appoint the remaining National Program Director to serve in such capacity as the President deems is in the Fraternity's best interest.

**SECTION 7. DUTIES OF THE NATIONAL EXECUTIVE DIRECTOR.** The National Executive Director shall work under the direction of the National President and shall perform such duties as are prescribed by the President and by the National Board of Directors. The National Executive Director shall employ and supervise the office and professional staff of the National Fraternity subject to policies adopted by the National Board of Directors.

The National Executive Director shall receive and provide for the security of all monies of the National Fraternity, and issue all withdrawals made against National Fraternity funds in accordance with procedures and policies as shall be established by the National Board of Directors.

The National Executive Director shall be the general editor of all publications of the Fraternity.

**SECTION 8. DUTIES OF THE NATIONAL LEGAL COUNSEL.** It shall be the duty of the National Legal Counsel to advise the National Board of Directors, National Executive Committee, National President and National Executive Director on all corporate legal matters.

**SECTION 9. DUTIES OF THE NATIONAL ARCHIVIST.** It shall be the duty of the National Archivist to

receive and provide for the security and proper display of items of national historical importance.

**SECTION 10. DUTIES OF THE REPRESENTATIVE OF THE NATIONAL COUNCIL OF THE BOY SCOUTS OF AMERICA.** A representative of the National Council of the Boy Scouts of America shall serve as a liaison between the Boy Scouts of America and the National Board of Directors.

**SECTION 11. DUTIES OF THE INTERNATIONAL RELATIONS DIRECTOR.** It shall be the duty of the International Relations Director to coordinate the international affairs of Alpha Phi Omega National Service Fraternity (USA), including its participation in the International Council of Alpha Phi Omega and coordinating international extension activities, and to advise the National President and the National Board of Directors of Alpha Phi Omega National Service Fraternity (USA) on its relations with other national Alpha Phi Omega organizations. If appointed to do so by the National President with the approval of the National Board of Directors, the International Relations Director may perform the duties of Regional Director for a specific geographical area outside the United States of America.

**SECTION 12. SUCCESSION.** In the event the office of National President shall become vacant between National Conventions, the National Vice President shall become National President.

**SECTION 13. VACANCY IN THE OFFICE OF VICE PRESIDENT.** Whenever a vacancy shall occur in the office of National Vice President, the National Board of Directors shall elect one of the elected members of the Board to serve as National Vice President.

## **ARTICLE VI - NATIONAL BOARD OF DIRECTORS**

**SECTION 1. NATIONAL BOARD OF DIRECTORS.** There shall be a National Board of Directors which shall be the governing body of the Fraternity between National Conventions, with power to act on all matters for the best interests of the Fraternity, consistent with the provisions of these Bylaws. Each Member of the National Board of Directors shall be held responsible for near-term and long-range planning and development for his or her prescribed duties in accordance with the Fraternity's common, overall, near-term and long-range goals.

**SECTION 2. MEMBERS OF THE NATIONAL BOARD OF DIRECTORS.** The National Board of Directors shall consist of the following elected Members: National President, National Vice President, six Program Directors, and eleven Regional Directors, and the following ex-officio Members: National Executive Director, the National Legal Counsel, the National Archivist, the International Relations Director, Past National Presidents, Life Members of the Board, and a representative of the National Council of the Boy Scouts of America. The ex-officio Members shall also serve as advisors to the Board and assume responsibility for special assignments on appointment by the National President. Each Member of the Board shall have one vote at meetings of the National Board of Directors, except for the National Executive Director, the National Archivist, and the National Legal Counsel, who shall have voice, but no vote. Every two years, past National Presidents and Life Members of the National Board will be given the option to elect Emeritus/a status with voice but no vote. Unless a voting Member of the National Board of Directors is appointed to serve as International Relations Director, the International Relations Director shall have voice but no vote.

**SECTION 3. EXECUTIVE COMMITTEE OF THE NATIONAL BOARD.** There shall be an Executive Committee of the National Board of Directors with the authority to act in the name of the Board between Board meetings on those matters which the Board delegates to it. In the event of a financial, legal, personnel or public relations emergency, the Executive Committee will have the powers of the National Board to act, for the best interests of the Fraternity, on emergency matters which the Committee reasonably determines require handling before the next scheduled meeting of the National Board of Directors.

The Executive Committee of the National Board of Directors shall meet at the call of the National President or by petition of a majority of its Members. The time and place of all Executive Committee meetings shall be determined by the National President.

**SECTION 4. MEMBERSHIP OF THE EXECUTIVE COMMITTEE.** Membership of the Executive Committee of the National Board of Directors shall consist of the National President, the National Vice President, the six Program Directors and, as ex-officio, nonvoting Members, the National Executive Director, the National Legal Counsel and the immediate Past National President.

**SECTION 5. REGIONAL DIRECTORS.** There shall be eleven (11) Regional Directors serving on the National Board of Directors. The Regional Directors shall participate in the policy making activities of the National Board of Directors acting in the best interests of the Fraternity, and are encouraged to actively participate in National Committees. They shall be elected in the manner prescribed in Article XI, Section 2 of these Bylaws to serve until the next National Convention.

SECTION 6. BOARD MEETINGS. The National Board of Directors shall meet at least once each calendar year. Special meetings may be called by the Executive Committee of the National Board of Directors or by petition of a majority of the elected Members of the National Board of Directors. The time and place of all regularly scheduled Board meetings shall be determined by the National Board of Directors. A quorum at all Board meetings shall consist of a majority of the currently elected voting Members of the National Board of Directors. All action taken by the Board shall be reported to the Chapters electronically within thirty (30) days and in the next edition of the Torch and Trefoil.

SECTION 7. BOARD LIFE MEMBERSHIP. Life Membership on the National Board of Directors may be conferred by the affirmative vote of two-thirds of the delegates present at a National Convention upon persons who have served on the Board twenty years or more. Life Members of the National Executive Board as of February 29, 1968, shall retain Life Membership on the National Board of Directors.

SECTION 8. BOARD VACANCIES. Any Member of the Board may resign from the Board by submitting a letter to the National Executive Director. Such resignation by a Past National President or Life Member of the Board shall not constitute a Board vacancy. Vacancies occurring among currently elected Members of the Board shall be filled by vote of the remaining Members of the Board until the next National Convention. Any person selected to fill a vacancy shall meet the eligibility requirements prescribed in these Bylaws for the predecessor.

SECTION 9. IMPEACHMENT. Members of the National Board of Directors and other elected officials of the National Fraternity, including regional officials, may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the National Board of Directors. The National Board of Directors shall investigate and hear the charges. If two-thirds of the Members of the National Board of Directors present and voting sustain the charges, the official shall be suspended and removed from office. Those who have been impeached and removed from office shall not be eligible to serve on the National Board of Directors as a Past National President or Life Member of the Board unless they are reinstated by a 2/3 vote of the National Convention.

The National Board of Directors may impose any lesser penalty or take other appropriate action in lieu of impeachment where deemed warranted. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of those Members present and voting.

## **ARTICLE VII - NATIONAL COMMITTEES**

SECTION 1. APPOINTMENT OF COMMITTEES. It shall be the duty of the National President, with the approval of the National Board of Directors, to appoint Chairs of all standing committees and to appoint or consent to the appointment of subcommittees of standing committees. The Chairs of such subcommittees shall be derived from the Membership of the appropriate standing committee. There shall be at least one Member of the National Board of Directors on each national standing committee.

SECTION 2. NATIONAL ADVISORY COMMITTEE. The National Advisory Committee shall consist of a Chair and Members appointed by the National President.

It shall be the duty of the National Advisory Committee to advise the National President in matters concerning the welfare of the Fraternity.

SECTION 3. NATIONAL ALUMNI RELATIONS AND INTERNAL VOLUNTEER DEVELOPMENT COMMITTEE. The National Alumni Relations and Internal Volunteer Development Committee shall consist of the National Alumni Relations/Internal Volunteer Development Director as Chair, one alumni Member from each region and other Members as deemed necessary.

The National Alumni Relations and Internal Volunteer Development Committee Member from each region shall be nominated by the National Alumni Relations and Internal Volunteer Development Director and appointed by the National President.

It shall be the duty of the National Alumni Relations and Internal Volunteer Development Committee to coordinate all alumni affairs of the Fraternity, to promote continued alumni interest in the Fraternity's ideals and programs, and to serve as the governing body of the Fraternity's alumni. It also shall be the duty of the National Alumni Relations and Internal Volunteer Development Committee to initiate and coordinate identification, recruitment, development, retention and recognition programs for volunteers to work within and for the Fraternity.

SECTION 4. NATIONAL MEMBERSHIP AND EXTENSION COMMITTEE. The National Membership and Extension Committee shall consist of the National Membership and Extension Director as Chair and Members nominated by the National Membership and Extension Director and appointed by the National President.

It shall be the duty of the National Membership and Extension Committee to promote and encourage programs and activities that serve and support Chapters, to promote and encourage programs and activities for the enhancement of Membership recruitment, retention and reporting in the Fraternity, to promote and

encourage programs and services for Chapter Advisors, to promote and encourage the reactivation of previously voided charters, and to promote and encourage the formation of new Chapters.

**SECTION 5. NATIONAL FINANCE AND OPERATIONS COMMITTEE.** The National Finance and Operations Committee shall consist of the National Finance and Operations Director as Chair and two or more Members nominated by the National Finance and Operations Director and appointed by the National President.

It shall be the duty of the National Finance and Operations Committee to propose ways and means to finance the Fraternity adequately, to propose expenditures through annual budget recommendations and a written report, to oversee and coordinate the Fraternity's fund-raising programs and activities, to evaluate National Office personnel practices and operational procedures for the purpose of providing recommendations, advice and counsel to the National President, the National Executive Director and the National Board of Directors regarding personnel and operational matters, and to oversee the use and development of Fraternity symbols.

**SECTION 6. NATIONAL SERVICE AND COMMUNICATION COMMITTEE.** The National Service and Communication Committee shall consist of the National Service and Communication Director as Chair and Members nominated by the National Service and Communication Director and appointed by the National President.

It shall be the duty of the National Service and Communication Committee to develop a two-year National Service Program for consideration and action by the biennial National Convention; to stimulate effective and well-rounded service programs by instigating resource development and distribution; to encourage high-quality Chapter service programs through an effective program of promotion and recognition of Chapter service activities, opportunities and incentives; and to coordinate the Fraternity's youth-service activities, including those related to scouting organizations, such as the Boy Scouts of America, the Girl Scouts of the United States of America and similar associations.

Further, it shall be the duty of the National Service and Communication Committee to publicize the Fraternity's success and leadership in service and volunteerism so as to foster good relations with college and university administrators and faculties and with the general public; to build, maintain and enhance cooperative relationships between the Fraternity and other major service and volunteerism organizations; to promote and encourage effective communication within the Fraternity through all available resources and methods, including printed publications and electronic means; and to assist in the promotion of Fraternity events, such as Sectional, Regional, and National Conferences.

**SECTION 7. NATIONAL LEADERSHIP DEVELOPMENT COMMITTEE.** The National Leadership Development Committee shall consist of the National Leadership Development Director as Chair, and Members nominated by the National Leadership Development Director and appointed by the National President.

It shall be the duty of the National Leadership Development Committee to establish and coordinate leadership development programs on the Sectional, Regional, and National levels.

**SECTION 8. NATIONAL SCOUTING AND YOUTH SERVICES COMMITTEE.** The National Scouting and Youth Services Committee shall consist of a Chair appointed by the National President, a representative of the Boy Scouts of America, and other Members nominated by the Chair and appointed by the National President.

It shall be the duty of the National Scouting and Youth Services Committee to advise the National Service and Communication Director, the National President, and the National Board of Directors on relations between the Fraternity and youth service organizations; to offer suggestions to enable the Fraternity to be of greater service to youth; and to promote interest in Alpha Phi Omega among professional and volunteer leaders of youth-service organizations.

**SECTION 9. NATIONAL HISTORY AND ARCHIVE COMMITTEE.** The National History and Archive Committee shall consist of the National Archivist as chair and Members nominated by the National Archivist and appointed by the National President.

It shall be the duty of the National History and Archive Committee to assist the National Archivist in recording and preserving the history of Alpha Phi Omega, to promote and encourage programs for Chapters to record and preserve their history, to promote and encourage Sections and Regions to record and preserve their history, and to develop means by which our history may be shared with our membership. The Committee will also work with the National Office in securing and preserving records and other items of historical importance.

## **ARTICLE VIII - FINANCE**

**SECTION 1. DUTIES OF THE NATIONAL FINANCE AND OPERATIONS DIRECTOR.** It shall be the duty of the National Finance and Operations Director to enforce the maintenance of sound fiscal policies in the budgeting and handling of Fraternity funds, in accordance with procedures and policies as shall be established by the National Board of Directors; to issue periodic financial reports to the National Officers and Members of the National Board of Directors; and to issue annually a finance report to all Chapters.

**SECTION 2. DISSOLUTION OF CHAPTER.** Upon the dissolution of a Chapter a written report concerning any money or property on hand shall be filed by the Chapter with the university or college, and a copy thereof filed with the National Executive Director. Such money or property shall be held in trust by the university or college, or otherwise by the National Office, until the Chapter is reactivated and thereupon shall be returned to the Chapter. If the Chapter is not reactivated within five years such funds shall be transferred to an organization exempt from Federal Income Tax within the meaning of the provisions of Section 501 (c) (3) of the Internal Revenue Code.

**SECTION 3. PETITIONING MEMBER FEE.** There shall be a national Petitioning Membership Fee equal to the national Pledge Fee to be paid by each Petitioning Member. The fee shall be nonrefundable and shall be sent to the National Executive Director not later than ten business days after the Petitioning Ritual is conducted.

**SECTION 4. PLEDGE FEE.** There shall be a National Pledge Fee of twenty-five (\$25) dollars to be paid by each new Pledge. The fee shall be nonrefundable and shall be sent to the National Executive Director not later than ten business days after the Pledge Ritual is conducted.

**SECTION 5. INITIATION FEE.** There shall be a National Active Initiation Fee of thirty-five (\$35) dollars to be paid by each new Active Member. The fee shall be nonrefundable and sent to the National Executive Director not later than ten business days after the Initiation Ritual is conducted.

**SECTION 6. ANNUAL ACTIVE MEMBERSHIP DUES.** Annually by November 15th, each Chapter shall submit to the National Office a roster of Active Members, together with the Annual Active Membership dues of twenty-five (\$25) dollars per Active Member regardless of Life Membership status. The minimum annual dues per Chapter shall be seventy-five (\$75) dollars. The definition of an Active Member shall be determined by Article III, Section 2 (2). A Chapter, to remain active and in good standing, must meet the above requirements by yearly paying all dues.

**SECTION 7. LIFE MEMBERSHIP RECOGNITION.** Life Member recognition shall be granted to all Active Members and to Alumni Members within one year of their obtaining alumni status who are in good standing and have contributed fifty (\$50) dollars in a single sum or cumulatively and to Advisory, Honorary, and other Alumni Members who have contributed one hundred (\$100) dollars in a single sum or cumulatively to the Alpha Phi Omega Endowment Fund.

**SECTION 8. AUDITING OF NATIONAL RECORDS.** The financial records of the National Fraternity shall be audited by a Certified Public Accountant and a report concerning the financial affairs of the Fraternity shall be published annually in an official publication of the Fraternity and sent to all Chapters. This financial report shall include income and expenditures and a balance sheet, which summarizes all assets and liabilities.

**SECTION 9. BONDING.** All National Officers and employees of the Fraternity handling National Fraternity funds shall be bonded.

**SECTION 10. FEE FOR HONORARY MEMBERSHIP.** There shall be an Honorary Membership fee of twenty-five (\$25) dollars to be paid by the conferring party.

**SECTION 11. ANNUAL RECOGNITION FEE FOR LOCAL ALUMNI ASSOCIATIONS.** There shall be an annual recognition fee for all local Alumni Associations as provided in Article XII, Section 2 (4).

**SECTION 12. FEE FOR ADVISORY MEMBERSHIP.** There shall be no registration fee for Advisory Members. The definition of an Advisory Member shall be determined by Article III, Section 2 (4).

**SECTION 13. ACTIVE MEMBERSHIP REINSTATEMENT FEE.** A member who previously held Alumni Membership and who has been reinstated to active Membership pursuant to Article III, Section 2, of these Bylaws, shall pay an Active Membership Reinstatement Fee equal to the Annual Active Membership Dues for one Active Member. If such a member has been reinstated in such a manner that he or she would

appear on the Chapter's roster during the Charter Reaffirmation Process and would therefore pay the Annual Active Membership Dues, the Active Membership Reinstatement Fee is waived.

**SECTION 14. ANNUAL INSURANCE FEE.** Annually by November 15<sup>th</sup>, each Chapter shall submit to the National Office a roster of Active Members, together with an annual insurance fee of seven (\$7) dollars per Active member. The annual insurance fee shall be paid for each pledge member within 10 days of the date of the pledge ritual. The definition of an Active Member shall be determined by Article III, Section 2 (2). A Chapter, to remain active and in good standing, must meet the above requirements by paying the fee when due.

## **ARTICLE IX - CHAPTERS**

**SECTION 1. LOCATIONS OF CHAPTERS.** Chapters may be established in a college or university which is accredited by a recognized accrediting association. The National Board of Directors shall determine which accrediting associations will be recognized.

**SECTION 2. REQUIREMENTS FOR ESTABLISHING A CHAPTER.** A charter shall be granted only on a formal petition of fifteen or more students at an accredited college or university. Prior to the issuance of a charter, a Petitioning Group shall be established when it meets the qualifications recommended by the Membership and Extension Committee and approved by the National Board of Directors. Should Petitioning Group status be denied, a written explanation of the reasons for denial must be submitted to the National Executive Director, who shall forward it within 14 days to the National Board of Directors and to the group seeking Petitioning Group status.

A group which submits an application for charter shall have four or more advisors including, at minimum, two advisors from the faculty, administration or staff of this educational institution, one advisor representing Scouting or other youth services, and one advisor from the community. The group shall meet the published requirements for charter recommended by the National Membership and Extension Committee and approved by the National Board of Directors.

**SECTION 3. ISSUANCE OF CHARTERS.** Charters shall be issued by the National Executive Director after the approval of the Regional Director and Sectional Chair for the area in which the Petitioning Group is located and, following the approval of the National Membership and Extension Committee through the National Executive Director, an affirmative vote of two-thirds of the Members of the National Board of Directors and an affirmative vote of two-thirds of the Chapters in good standing voting in the Section in which the Petitioning Group is located. At the National President's discretion, the approval of the National Board of Directors may be by mail ballot with the unanimous written consent of Board Members responding within ten business days of the date the petition information is mailed to all Board Members. Chapters shall have ten business days from the date the petition information is mailed to them for their vote to be received at the National Office. Voting shall be based upon criteria published by the National Membership and Extension Committee. A negative vote by either a Board Member or a Chapter shall be accompanied by a written explanation of the reasons for such denial, which shall be forwarded to the Petitioning Group within fourteen days of such a vote. Any Petitioning Group denied a charter may then resubmit an application.

Any Petitioning Group failing to obtain all necessary approvals required by the first part of this Section may appeal the decision to the National Board of Directors at its next regularly scheduled meeting. The National Board may solely, with a three-fourths vote of those present and voting, approve a charter application.

**SECTION 4. PRESENTATION OF CHARTERS.** Charters shall be presented by the National President, the Regional Director for the region in which the Petitioning Group is located, or by a representative appointed by the National President.

**SECTION 5. SUSPENSION AND REVOCATION OF CHARTERS.** Charters may be suspended for just cause between National Conventions only after an affirmative vote of two-thirds of the National Board of Directors. A Chapter whose charter has been suspended shall still be responsible for meeting its yearly financial, administrative and annual charter reaffirmation obligations to the National Fraternity, unless deemed otherwise by the National Board of Directors. A charter that has been suspended shall remain suspended until it is reinstated by an affirmative vote of two-thirds of the National Board of Directors or by an affirmative vote of two-thirds of the registered delegates present and voting at the National Convention. A Chapter whose charter remains suspended for two years shall be declared inactive as herein prescribed. Charters may be revoked only by a two-thirds vote of registered delegates present and voting at the National Convention. Following revocation of a Chapter's charter by a National Convention, no Petitioning Group shall be recognized nor Chapter chartered at that campus for a minimum of two years after the charter's revocation.

**SECTION 6. ANNUAL CHARTER REAFFIRMATION.** Each Chapter shall annually reaffirm its charter by November 15 by submitting a roster of the Active Members, a roster of the Advisory Members, payment of Annual Active Membership Dues, and certifications that the Chapter is in compliance with the Membership

and Risk Management Policies of the Fraternity and is in compliance with the Standard Chapter Articles of Association.

**SECTION 7. INACTIVE CHAPTERS.** A Chapter shall be considered inactive when it fails to remain in good standing for two (2) consecutive years, unless good cause can be shown by the Regional Director. Those Chapters still not in good standing for an additional consecutive year shall be declared inactive. The charter of an inactive Chapter shall be declared null and void by the National President. Rechartering procedure shall consist of fulfilling all the requirements for a new Chapter.

**SECTION 8. CHAPTERS IN GOOD STANDING.** A Chapter in good standing is one which yearly meets its financial, administrative, and Annual Charter Reaffirmation obligations to the National Fraternity; is not more than 90 days delinquent in its financial accounts with the National Office; has confirmation of submission of a Spring Youth Service Day Report and a National Service Week Report; has at least one Active Member; and which has not been declared inactive or suspended, or had its charter revoked, or has not otherwise been deemed in violation of the policies or National Bylaws of Alpha Phi Omega; or of the rules, regulations, or policies of its school.

**SECTION 9. STANDARD CHAPTER ARTICLES OF ASSOCIATION.** Petitioning Groups shall be required to submit an executed copy of the Standard Chapter Articles of Association with their charter application.

**SECTION 10. MEMBERSHIP RECORDS.** The National Office shall keep permanent records of Members of the Fraternity. Chapters shall maintain a permanent record of their Members.

**SECTION 11. CHAPTER PERMANENT MAILING AND ELECTRONIC MAIL ADDRESS.** Each Chapter shall maintain a post office box or other permanent Chapter mailing address, and if feasible a permanent Chapter electronic mail address.

**SECTION 12. CHAPTER DUES.** Chapters may establish reasonable Chapter initiation fees, dues, and assessments, in addition to those established by the National Fraternity.

**SECTION 13. ALCOHOL.** No Chapter funds shall be used to purchase alcohol under any circumstances.

**SECTION 14. HAZING.** There shall be no hazing or informal initiation in connection with the functions of the Chapter. Any mistreatment of Pledges, Members or other persons at any time shall be considered a violation of the purposes of the Chapter and of the National Fraternity.

**SECTION 15. HOUSING POLICY.** As a Service Fraternity, Alpha Phi Omega does not operate nor maintain a fraternity house as lodging quarters for Members nor for any other persons. A Chapter may maintain rooms for meetings at the discretion of its Members.

**SECTION 16. POLICY ON ASSOCIATION MEMBERSHIP.** Chapters of Alpha Phi Omega shall neither seek nor accept Membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

**SECTION 17. AUTHORITY OF CHAPTERS.** Any Chapter may adopt bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, National policies, or the rules, regulations, or policies of the educational institution, state, commonwealth, or territory in which the Chapter is located. In the event that the rules, regulations, or policies of the educational institution, state, commonwealth, or territory in which the Chapter is located are more stringent than those included in the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, or other National policies, the rules, regulations and policies of the host institution, state, commonwealth, or territory in which the chapter is located shall prevail.

**SECTION 18. FINANCE AND PROPERTY.** Chapter Officers shall, annually, cause the appropriate local, state, and federal income tax forms to be filed.

The financial records of each Chapter shall be audited annually by an official approved by the institution in which the Chapter is located, and a confirmation of the audit will be sent to the National Office upon request by the National Executive Director.

Upon dissolution of a Chapter, a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held in trust by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of the Chapter, and delivered to the Chapter at such time.

Should reactivation of a Chapter not be accomplished within five years of dissolution, such funds shall then be paid to an organization exempt within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

**SECTION 19. CHAPTER DEBT.** When a Chapter's charter is declared null and void due to chapter inactivity, all debt owed to the Fraternity resulting from Chapter operations or lack thereof shall be forgiven.

A Chapter that has been placed on an intervention program after two years of inactivity may petition the National Finance Committee for forgiveness of unpaid debts. Debts incurred as a result of financial malfeasance or impropriety on the part of a member shall be recouped by the Fraternity using any legal means necessary.

When a Chapter's charter is revoked, the petitioning group reactivating the Chapter must petition the National Finance Committee for debt forgiveness or must meet any acquired debts.

## **ARTICLE X - SECTIONS**

### **SECTION 1. FORMATION AND PURPOSE OF SECTIONS.**

(1) **FORMATION.** There shall be Sections composed, as nearly as is practical and convenient to the Active Members of the Fraternity, of an equivalent number of Chapters. Each Region shall have no more than ten (10) Sections.

It shall be the duty of a Regional Director to set, with approval from Chapters affected, the boundaries of Sections within a region. The Regional Director shall give sixty (60) days prior notice to Chapters affected.

A Regional Director shall submit proposed Sectional boundaries to all Chapters of a region not later than sixty (60) days following a National Convention at which the regional boundaries were realigned or considered for realignment.

(2) **PURPOSE.** A Section shall be a unified geographical area within a region established to facilitate Chapter administration, inter-Chapter conferences, leadership training, the formation of new Chapters and the utilization of National Office and National Staff services.

### **SECTION 2. SECTIONAL LEADERSHIP**

(1) **SECTIONAL CHAIR.** The Sectional Chair shall be elected for a one year term, or until his or her successor has been elected, by a majority vote of those Chapters in good standing belonging to that Section that are present and voting at a Sectional Conference. The Sectional Chair is under the guidance of the Regional Director of that area.

In the event that the Sectional Chair is unable to complete his or her term, the Regional Director shall appoint an interim Sectional Chair to serve until the next Sectional Conference.

Results of elections shall be reported to the National Office within 15 days. Appointments shall be reported to the Chapters in the Section within 15 days by the National Office.

(2) **SECTIONAL VICE CHAIRS.** Sectional Vice Chairs may be appointed by the Sectional Chair to serve concurrently with the term of the Sectional Chair. The duties of Sectional Vice Chairs shall be assigned by the Sectional Chair.

(3) **SECTIONAL REPRESENTATIVES.** Sectional Representatives may be appointed by the Sectional Chair and approved by the Chapter or Chapters to which they are assigned. Their terms shall be concurrent with the term of the Sectional Chair. A Sectional Representative may serve more than one Chapter.

The Sectional Representative shall assist Chapters and provide the Sectional Chair with a report thereon.

(4) **SECTIONAL STAFF.** For administrative purposes Sectional Staff Members may be appointed by the Sectional Chair to serve concurrently with the term of the Sectional Chair. The Sectional Chair shall define their duties.

(5) **IMPEACHMENT.** Sectional Officials may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the National Board of Directors. The National Board of Directors shall investigate and hear the charges. If two-thirds of the Members of the National Board of Directors present and voting sustain the charges, the official shall be suspended and removed from office.

The National Board of Directors may impose any lesser penalty or take other appropriate action in lieu of impeachment where deemed warranted. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of those Members present and voting.

Impeachment by the National Board of Directors of Sectional Officials may be appealed to the Membership of the Section at the next Sectional Conference or National Convention. If two-thirds of the registered delegates from the Section present and voting at the Sectional Conference or Sectional meeting at said National Convention affirm the Board's action, the action shall be sustained. If the Board's action is not sustained, then the official shall immediately be reinstated for the remainder of the term of office.

**SECTION 3. SECTIONAL CONFERENCES.** A Sectional Conference shall be held at least annually at a time and place determined by the Chapters in the Section, subject to the approval of the Regional Director. A Sectional Conference may formulate recommendations and propose amendments for the consideration of a Regional Conference, the National Convention or the National Board of Directors. Any Chapter not in good standing but represented at a Sectional Conference shall be entitled to all privileges as a Chapter in good standing, with the exception of voting.



## **ARTICLE XI – REGIONS**

### **SECTION 1. FORMATION AND PURPOSE.**

(1) **PURPOSE.** A Region shall be a unified geographical area established to facilitate national administration, leadership training, intersectional conferences and efficient utilization of National Office and Sectional services.

(2) **DEFINITION OF BOUNDARIES.** There shall be eleven (11) geographical Regions as defined by the National Convention.

(3) **REALIGNMENT.** The National Board of Directors shall have a census of the active Chapters taken every six years, beginning in 1998, and being completed at least six (6) months prior to the National Convention to allow dissemination to the Chapters. The National Board must submit Regional Boundaries to the National Convention that contain as practical an equivalent number of Chapters as reasonable geographic alignment of Sections allow. Chapters involved in any change shall be notified in writing at least eighty (80) days before the first legislative session of the next National Convention.

**SECTION 2. REGIONAL LEADERSHIP.** The Regional Director shall be the administrative director of the Region represented. The Regional Director shall enforce due observance of the National Bylaws and Standard Chapter Articles of Association, and shall maintain the standards of the Fraternity throughout the Region.

The Regional Director shall facilitate communication among Chapters and Sections within the Region and between the Chapters and Sections in the Region and the National Office. Regional Directors are responsible for developing and implementing activities to meet the components of National Goals for their respective Regions and have responsibility for maintaining a positive relationship with university faculty and staff of the Region on behalf of the National Fraternity.

For administrative purposes, Regional Staff Members may be appointed by the Regional Director to serve concurrently with the term of the Regional Director. The Regional Director shall define their duties.

Nomination and election of the Regional Directors shall take place in Regional Meetings at National Conventions in accordance with the procedures established in the Standing Rules of the National Convention. Only registered delegates entitled to vote, representing Chapters within the appropriate region, may nominate and elect their Regional Director. Regional Directors' term of office shall begin upon adjournment of the final legislative session of the National Convention at which they are elected or upon their election, whichever is later. Regional Directors may be impeached pursuant to Article VI, Section 9.

**SECTION 3. REGIONAL CONFERENCES.** A Regional Conference may be held at a time and place determined by the Chapters in the Region, subject to the approval of the Regional Director. A Regional Conference may formulate recommendations and propose amendments for the consideration of the National Convention or the National Board of Directors. Any Chapter not in good standing but represented at a Regional Conference shall be entitled to all privileges as a Chapter in good standing, with the exception of voting.

## **ARTICLE XII – ALUMNI**

### **SECTION 1. NATIONAL ALUMNI ASSOCIATION.**

(1) **FORMATION.** There shall be a National Alumni Association of Alpha Phi Omega composed of Alumni Members of Alpha Phi Omega [See Article III, Section 2 (7)]. The Chair of the National Alumni Relations and Internal Volunteer Development Committee shall also serve as the Chair of the National Alumni Association.

(2) **PURPOSE.** The purpose of the National Alumni Association shall be to encourage support of Alpha Phi Omega National Service Fraternity, to serve, inform, and involve alumni of Alpha Phi Omega National Service Fraternity so as to foster interaction and friendship among Alpha Phi Omega Members of all ages, and to promote civic and professional service by Alpha Phi Omega alumni.

All Members of the National Alumni Association are encouraged to carry the principles and ideals of Alpha Phi Omega to their civic and business community and to provide leadership and service to those affiliations to the best of their ability.

### **SECTION 2. LOCAL ALUMNI ASSOCIATION.**

(1) Alumni Members may organize themselves locally into any or all of the following:

(a) Alumni associations composed of the alumni of a single Chapter;

(b) Alumni associations composed of all alumni Members within a single geographical area; or

(c) Any combination of alternatives within this Section or any other method of local association which local alumni may deem desirable with the approval of the National Alumni Relations and Internal Volunteer

Development Committee.

(2) The purpose of local alumni associations shall be to promote the principles of Alpha Phi Omega among alumni Members and the entire Fraternity through such activities as the local alumni associations may deem desirable.

(3) Membership in an Alpha Phi Omega Alumni Association shall be granted only to persons who are duly registered in the National Office as former active, advisory, or honorary Members of a Chapter. Alpha Phi Omega Alumni Associations shall not grant any form of Membership

(a) that does not comply with the above standards or

(b) to any Member expelled from the Fraternity under Article III, Section 2 (11).

(4) Each recognized local Alumni Association shall annually reaffirm its recognition by January 15 by application to the National Alumni Relations and Internal Volunteer Development Committee. New Associations may apply for recognition at any time. Initial recognition for an Alumni Association or annual reaffirmation of recognition shall consist of the filing of the required forms with the National Alumni Relations and Internal Volunteer Development Committee. Recognition must be certified or rejected by the National Alumni Relations and Internal Volunteer Development Committee within one month from receipt of the properly prepared forms. The fee for formal recognition will be twenty-five (\$25) dollars. The minimum requirements for initial recognition will be no fewer than five alumni members. Additional requirements for alumni associations may be established at the discretion of the National Alumni Relations and Internal Volunteer Development Committee with majority approval of the National Board of Directors.

### SECTION 3. REGIONAL ALUMNI COUNCILS

(1) There shall be an Alumni Council in each Region of Alpha Phi Omega formed and chaired by the National Alumni Relations and Internal Volunteer Development Committee Member for that Region.

(2) The Regional Alumni Council shall be composed of at least one Alumni Member from each recognized alumni association within the Region and at least one Alumni Member-at-large from the Region, appointed by the Regional Alumni Council Chair. The council shall also include at least one Alumni Member-at-large from each Section, appointed by the Regional Alumni Council Chair and approved by the respective Sectional Chair, in order to represent the interests of those alumni not affiliated with a recognized alumni association within said Region.

(3) The Regional Alumni Council shall aid local alumni associations within the region, aid the National Alumni Association in locating and maintaining contact with Alumni within the Region, coordinate all regional alumni meetings and activities, and elect the Alumni Voting Delegate to the National Convention with the certification of the Regional Director. It shall also serve as an advisory board to the Regional Director concerning issues related to alumni affairs.

### SECTION 4. ALUMNI VOTING POWER.

At National Conventions, each Region [as defined in Article XI, Section I (2)] shall have one Alumni vote.

## ARTICLE XIII - AMENDMENTS

SECTION 1. POWER TO AMEND. The power to amend the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, Rituals, Ceremonies, Symbols, and Toast Song shall rest in the National Convention.

SECTION 2. PROCEDURE FOR AMENDMENT. Every proposed amendment to the Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, Rituals, Ceremonies, Symbols, or Toast Song shall be submitted to the National Executive Director in writing or electronically at least ninety (90) days before the first legislative session of the next National Convention. All proposals shall be submitted by the National Executive Director to the Chapters and the National Board of Directors at least eighty (80) days before the first legislative session of the next National Convention. Any corrections to the text of proposals must be submitted to the National Executive Director in writing or electronically at least sixty (60) days before the first legislative session of the next National Convention. All text or omission corrections of proposals must be submitted by the National Executive Director to the Chapters and the National Board of Directors at least fifty (50) days before the first legislative session of the next National Convention. If there are no corrections, the National Executive director must send notification of this to the Chapters and to the National Board of Directors no later than fifty (50) days before the first legislative session of the National Convention.

Written testimony pertaining to any proposal may be submitted to the National Executive Director no later than the opening session of the Convention. Fifteen (15) copies shall be provided. The National Executive Director shall be responsible for transmitting such testimony to the appropriate Convention Committee.

All proposals submitted shall be considered by an appropriate convention committee, prior to the opening of the legislative session of the convention. Such committee shall determine the proposals to be placed on

the agenda of the legislative session of the convention. Such committee shall also have the power to propose amendments to lesser documents to maintain consistency with proposals made to superior documents.

Proposals not placed on the agenda of the convention may be brought to the floor only by a delegate from the Chapter proposing the amendment, or by a Member of the Fraternity who proposed it and is present as a delegate at the convention, or by a petition signed by all of the delegates present from five Chapters.

**SECTION 3. VOTE REQUIRED TO AMEND.** An affirmative vote equivalent to three-fourths of the total votes cast by registered delegates present and voting at any session of the National Convention shall be necessary for the adoption of any amendment to the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, Rituals, Ceremonies, Symbols, or Toast Song.

Maggie Katz  
*National President*

Richard F. Schmidt  
*Legal Counsel*

# **ALPHA PHI OMEGA**

## **Standard Chapter Articles of Association**

Adopted by the 1967 National Constitutional Convention  
As amended through the 2002 National Convention

### **PREAMBLE**

We, the Members of \_\_\_\_\_ Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of \_\_\_\_\_, and established for the purpose of assembling college students 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, do adopt these Standard Chapter Articles of Association.

### **ARTICLE I NAME**

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

### **ARTICLE II PURPOSE AND POLICY**

This Chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, and these Standard Chapter Articles of Association of Alpha Phi Omega.

### **ARTICLE III MEMBERSHIP**

**SECTION 1. OPEN MEMBERSHIP.** Membership in this Chapter of Alpha Phi Omega shall be open to all students. Membership in this Chapter shall be granted only upon the approval of the applicant by this Chapter and after the applicant has fulfilled the Membership requirements prescribed by the National Fraternity and by this Chapter.

**SECTION 2. PLEDGE MEMBERSHIP.** Pledge Membership in this Chapter shall be conferred upon students enrolled in the institution where this Chapter is located 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 according to the official ritual of the Fraternity. This 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.

**SECTION 3. ACTIVE MEMBERSHIP.** Active Membership in this Chapter shall be conferred upon enrolled students of this educational institution who are in fellowship of the principles of Alpha Phi Omega and who, to the satisfaction of this Chapter, are so oriented; who have successfully completed a Membership education program structured in accordance with the guidelines established in the National Pledging Standards and the Membership Policies of the Fraternity; and who are encouraged, but not required, by this Chapter to be a registered Member of any Scout or youth service organization. Active Membership shall carry all rights and responsibilities in this Chapter, except that this Chapter shall determine the degree of participation of Members in graduate school. Active Membership shall continue so long as the Member remains in good standing in this Chapter, does not become an associate Member, and continues enrollment in this educational institution.

**SECTION 4. ASSOCIATE MEMBERSHIP.** The Chapter may confer associate Membership on an Active Member who finds it necessary to cease full involvement in Chapter affairs, because of other commitments of time and effort, and who petitions for such Membership. This Chapter shall determine the procedures for conferring associate Membership, the rights and responsibilities thereof, and for reinstatement to Active Membership.

**SECTION 5. ADVISORY MEMBERSHIP.** Advisory Membership may be conferred upon persons approved by the Chapter to serve on the Advisory Committee and whose Chapter has completed the necessary forms and submitted them to the National Office. Advisory Membership shall have all rights and privileges of Active Membership except those of voting, directing the supervision of pledges, and directing

the establishment of Pledge or Active Membership programs and policies. **SECTION 6. HONORARY MEMBERSHIP.** This 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 Membership may not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. The approval by a vote of at least three-fourths vote of this Chapter's Active Members shall be required for the conferring of Honorary Chapter Membership.

**SECTION 7. ALUMNI MEMBERSHIP.** Upon leaving this Chapter, without having been suspended or expelled by this Chapter or the National Fraternity, all who have held Active, Advisory, or Honorary Membership in this Chapter shall be recognized as Alumni Members.

## **ARTICLE IV**

### **OFFICERS**

This Chapter shall elect a President, one or more Vice Presidents, a Treasurer, and other such officers as the Chapter deems necessary. Such officers shall be elected at least annually. Such officers shall be properly installed by a traditional ceremony according to the official Ritual Book and as added to by the Chapter. This Chapter may remove an officer for not meeting assigned responsibilities only in a method prescribed by this Chapter's Bylaws.

## **ARTICLE V**

### **EXECUTIVE COMMITTEE**

This Chapter shall have an Executive Committee. The Executive Committee shall meet between Chapter meetings as deemed necessary by the Chapter. Membership shall consist of the Chapter President, all Vice Presidents, the Treasurer, Chair of the Advisory Committee, and other Members selected by the Chapter.

## **ARTICLE VI**

### **ADVISORS**

This Chapter shall have an Advisory Committee consisting of four or more Advisors including, at minimum, two Advisors from the faculty, administration or staff of this educational institution, one Advisor representing Scouting or other youth services, and one advisor from the community. One of the Advisors shall be elected by the Chapter as the Chair of the Advisory Committee and shall serve on the Chapter's Executive Committee.

## **ARTICLE VII**

### **MEETINGS**

There shall be a minimum of two Chapter meetings per month throughout the academic year as permitted by the college calendar. The type of meeting shall be determined by the Chapter.

## **ARTICLE VIII**

### **INITIATION**

All individuals meeting the published requirements for Active, Advisory, or Honorary Membership of this Chapter shall be initiated into the appropriate Membership type according to the official ritual of the National Fraternity. All such rituals shall be shared only with Members having previously been so initiated.

## **ARTICLE IX**

### **SUSPENSION**

This Chapter shall have the authority to suspend Members for just cause and after due deliberation. Upon the suspension of a Member, 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.

## **ARTICLE X**

### **REGISTRATION OF PLEDGES, ACTIVE MEMBERS, AND ADVISORS**

The officers of this Chapter shall cause Pledge Membership applications and the required National Pledge fees to be mailed to the National Office not later than ten days after the Pledge Ceremony. The officers shall also cause applications for Active Membership and the required National Active Initiation fees to be mailed to the National Office not later than ten days after the Initiation Ceremony. Any initiation not followed by the registration of Pledges or Active Members with the National Office shall be null and void.

The officers of this Chapter shall submit the required advisor registration form within ten days of adding

an advisor to the Advisory Committee. No fees are required for Advisory Members.

In addition, the Officers of this Chapter shall submit the required Annual Active Membership Dues and confirm the Advisory Members no later than November 15.

## **ARTICLE XI**

### **MEMBERSHIP RECORDS**

This Chapter shall maintain a permanent record of all of its Members. To the extent that such records are practically available, these records shall include: 1) a permanent file of each duplicate Pledge and/or Active Membership form, beginning with the Charter Members and including all subsequent Members; and 2) a current roster of all Pledge, Active, Associate, Advisor, Honorary, and Alumni Members.

## **ARTICLE XII**

### **PERMANENT MAILING ADDRESS**

This Chapter shall maintain a post office box or permanent Chapter mailing address.

## **ARTICLE XIII**

### **CHAPTER DUES**

This Chapter may establish reasonable Chapter initiation fees, dues, and assessments, in addition to those established by the National Fraternity.

## **ARTICLE XIV**

### **Alcohol**

**No Chapter funds shall be used to purchase alcohol under any circumstances.**

## **Article XV**

### **HAZING**

There shall be no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment of Pledges, Members or other persons at any time shall be considered a violation of the purposes of this Chapter and of the National Fraternity.

## **ARTICLE XVI**

### **HOUSING POLICY**

As a Service Fraternity, this Chapter does not operate nor maintain a fraternity house as lodging quarters for Members nor for any other persons. It maintains rooms for meetings at the discretion of its Members.

## **ARTICLE XVII**

### **POLICY ON ASSOCIATION MEMBERSHIP**

This Chapter of Alpha Phi Omega shall not seek nor accept Membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

## **ARTICLE XVIII**

### **SERVICE PROGRAM**

This Chapter shall have a service program for all of its Members. The service program shall be planned and carried out such that a reasonable balance is achieved among Alpha Phi Omega's four areas of service, which are:

1. Service to the college;
2. Service to the Fraternity;
3. Service to the community;
4. Service to the nation as participating citizens.

**ARTICLE XIX**  
**AUTHORITY OF CHAPTERS**

This Chapter may adopt Bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these Standard Chapter Articles of Association, National policies, or the rules, regulations, or policies of the educational institution, state, commonwealth, or territory in which this Chapter is located. In the event that the rules, regulations, or policies of the educational institution, state, commonwealth, or territory in which this Chapter is located are more stringent than those included in the National Articles of Incorporation, the National Bylaws, these Standard Chapter Articles of Association, or other National policies, the rules, regulations and policies of the host institution, state, commonwealth, or territory in which the chapter is located shall prevail.

**ARTICLE XX**  
**FINANCE AND PROPERTY**

The officers of this Chapter shall, annually, cause the appropriate local, state, and federal income tax forms to be filed.

The financial records of each Chapter shall be audited annually by an official approved by the institution in which the Chapter is located; and a confirmation of the audit will be sent to the National Office upon request of the National Executive Director.

Upon the dissolution of this Chapter a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of this Chapter, and delivered to the Chapter at such time.

Should reactivation not be accomplished within five years of dissolution, such funds shall then be paid to an organization tax exempt within the meaning of Section 501(c) (3) of the Internal Revenue Code.

**ARTICLE XXI**  
**AMENDMENTS**

The National Convention shall have the sole power to amend these Standard Chapter Articles of Association. The procedure for amendments shall be the same as that prescribed for amending the National Articles of Incorporation and the National Bylaws.

**CERTIFICATION**

This is to certify that \_\_\_\_\_ Chapter of Alpha Phi Omega, chartered on the campus of \_\_\_\_\_, acknowledges receipt of the Standard Chapter Articles of Association and understands these are part of the National Bylaws and that the Chapter is required to abide by them and certifies its willingness to do so, subject to amendments adopted at subsequent National Conventions.

Dated this \_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Other Chapter Officer

\_\_\_\_\_  
Chair, Advisory Committee