

# **Bylaws of Psi Omega, Alpha Phi Omega**

## **ARTICLE I.**

### **Name and Purpose**

#### **Section 1. Name**

- A. The name of this organization shall be the Psi Omega Chapter of the Alpha Phi Omega National Service Fraternity.

#### **Section 2. Purpose**

- A. The purpose of the Psi Omega Chapter of Alpha Phi Omega shall be to secure for ourselves and for the student body of the University of Central Florida, and for the youth of the nation and of the world, the benefits that come from the Scout Oath and Law, and to deliver a program of service to our fellow man.
- B. 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 the Standard Chapter Articles of Association of Alpha Phi Omega.

## **ARTICLE II.**

### **Membership**

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

- A. Membership in this Chapter shall be open to all students at the University of Central Florida who are duly enrolled and in good academic standing (2.0 GPA or higher), who have completed a Pledging Program of any Alpha Phi Omega Chapter and who have been granted Membership status.
- B. Any student enrolled at the University of Central Florida in good academic standing (2.0 GPA or higher) may be allowed to participate in the Pledge Program of this Chapter during the Rush Period if they receive a bid.
- C. Membership in the Psi Omega Chapter of Alpha Phi Omega shall not be denied to any student who is duly enrolled and in good standing with the University of Central Florida based on age, race, creed, color, disability, gender, sexual orientation, or national origin.

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

- A. Active Membership in this Chapter is granted to a person upon successful completion of the Psi Omega Chapter Pledge Program (except in the case of Transfer Members).
- B. Active Members must meet the requirements set forth in the bylaws for the following:
  - 1. Attendance

2. Service
  3. Fellowship
  4. Financial
  5. Committees
  6. Leadership
- C. Members reserve unto themselves the right to end Active Membership at any time and request Associate or Inactive Membership status by notifying the Vice President of Membership.
- D. Conferral of Active Membership for may be approved by a three-fourths (3/4) vote of Active Members present and voting at Final Pledge Review (FPR).

### **Section 3. Pledge Membership**

- A. A Pledge Member shall be defined as a person who is a registered student of the University of Central Florida seeking Membership into this Chapter of Alpha Phi Omega.
- B. A Pledge member must have received a bid and gone through Inductions to be considered for Active Membership status.
- C. Bids will be issued to those showing interest, as defined by the bylaws.
- D. A Pledge Member must be in good academic standing (2.0 GPA) and remain enrolled at the University of Central Florida to participate and continue in the Pledge Program.
1. A Pledge Member will be initiated following complete fulfillment of the requirements stated in the bylaws by the end of the Pledge Period.
- E. Any Pledge Member not fulfilling all requirements may be initiated regardless if given a three-fourths (3/4) vote of Active Members present and voting.

### **Section 4. Transfer Membership**

- A. A Transfer Member is a Brother who has transferred to the University of Central Florida from another institution of higher learning.
- B. A Transfer Member may petition for Active Membership to the Vice President of Membership.
1. They will be granted a two (2) week observation period.
  2. Active Membership may be granted after the observation period has ended and with a majority vote of the Psi Omega Chapter present and voting.
- C. They will finish their transfer by completing Membership Transfer forms.

### **Section 5. Associate Membership**

- A. A Member may make a request to the Vice President of Membership for Associate Member status.

- B. Members reserve unto themselves the right to end Associate Membership at any time and request Inactive Membership status by notifying the Vice President of Membership.
- C. An Associate Member shall have the right to attend Chapter and make a motion at official meetings.
- D. An Associate Member shall meet half of all requirements of an Active Member.
- E. An Associate Member may attend any activities held by this Chapter or by the Chapters in the Section and Region, or National events, though additional fees may apply.
- F. Associate Members shall be responsible for paying the \$5 Associate Insurance fee.

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

- A. An Active Member automatically becomes Inactive as the result of the following:
  - 1. They are not in good academic standing as defined by the University of Central Florida.
    - a. Active Membership will be resumed immediately once they have returned to good academic standing.
  - 2. The Active Member fails to meet the Membership requirements stated in Section 2 above.
- B. An Inactive Member shall not have to meet any of the requirements of Active Membership including dues.
- C. All Inactive Members will be stricken from the current Active Membership roster.
- D. An Inactive Member may attend events put on by this Chapter, though additional fees may apply.
- E. This Chapter shall decide whether or not Inactive Members may return to Active Membership and the conditions on which an Inactive Member may do so.
  - 1. If a previously Inactive Brother chooses to become Active, the Brother must adhere to the same policy as Transfer Brothers as stated in Article II Section 4 Subsection B.
  - 2. Inactive Members who return to Active status shall be responsible for paying the National fee (\$31) associated with this change in status.

### **Section 7. Alumni Membership**

- A. Upon leaving this Chapter, without having been suspended or expelled by this Chapter or by the National Fraternity of Alpha Phi Omega, all Members who have held Active or Advisory Membership of this Chapter shall be recognized as Alumni Members.
- B. Alumni Members may attend events put on by this Chapter, though additional fees may apply.

### **Section 8. Advisory Membership**

- A. Advisory Membership is conferred upon a person with a vote of two-thirds (2/3) of the Active Membership present and voting after a one week nomination period.
- B. Advisory Membership cannot be conferred upon any undergraduate student. Advisory Membership cannot be conferred upon any full-time graduate student at the University of Central Florida, or any graduate student attending another institution of higher education who is currently an Active Member at that University's Alpha Phi Omega Chapter.
- C. Advisory Members shall have all the rights and privileges of Active Membership, except those of voting, directing the supervision of Pledges, and holding office.

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

- A. Honorary Membership may be conferred upon persons who have contributed significantly to the ideals and purpose of Alpha Phi Omega.
- B. Honorary Members may attend events put on by this Chapter, though additional fees may apply.
- C. Honorary Membership may not be bestowed upon undergraduate students attending a university with an Alpha Phi Omega Chapter.
- D. Honorary Membership may be conferred by a three-fourths (3/4) vote of Active Members.
- E. An Honorary Member will be initiated with the next Pledge Class. This Chapter will pay the Initiation fee of Honorary Members.
- F. In the event the Honorary Member does not choose to take a Big Brother, his/her jersey and nickname will be the responsibility of the Chapter.

### **Section 10. Member Rights**

- A. Any or all of the rights enjoyed by a Member may be restricted given due process and just deliberation by a three-fourths (3/4) majority vote at any regularly scheduled Chapter meeting where quorum prevails.
  - 1. Any Member whose rights are restricted in this fashion may ask a member of the Advisory Committee to speak on his/her behalf.
  - 2. Any rights restricted in this fashion may be restored by a three-fourths (3/4) majority vote of Active Members present at a regularly scheduled Chapter meeting where quorum prevails.
- B. The rights of Active Members shall consist of:
  - 1. The right to hold office,
  - 2. The right to attend Chapter meetings, and to speak during Chapter meetings,
  - 3. The right to vote,
  - 4. The right to attend Chapter service projects and events,
  - 5. The right to make and second motions,
  - 6. The right to serve as a Big Brother
- E. The rights of Associate Members shall consist of:

1. The right to attend Chapter meetings, and to speak during Chapter meetings,
  2. The right to make motions,
  3. The right to serve as a Big Brother if there are no other Active Brothers available or willing to take a Little Brother.
- F. The rights of Inactive, Advisory, and Honorary Members shall consist of:
1. The right to attend Chapter meetings and to speak during Chapter meetings,
  2. The right to attend Chapter service projects and events.
- G. Any Brother seeking to obtain an Alpha Phi Omega graduation cord from the Chapter must have been present in the Chapter for at least one (1) of the two (2) semesters preceding their graduation. Graduation cords that were obtained for Brothers who have not fulfilled this requirement will be placed in the Chapter's inventory for the following semester.
1. The Brother must satisfy Active or Associate status requirements prior to Final Pledge Review to be considered eligible for a graduation cord.
    - a. If a Brother does not fulfill this requirement, the Chapter will not provide a graduation cord for them.
    - b. Graduation cords that were obtained for Brothers who have not fulfilled this requirement will be placed in the Chapter's inventory for the following semester.
  2. Those who pledged prior to Fall 2018 may receive a cord from the Chapter upon request.

### **Section 11. Brother/Pledge Involvement**

- A. Any Member who, after due process, is determined by the Executive Committee to be having a romantic or sexual involvement with a Pledge shall be prohibited from voting on any measure pertaining to the Pledge as an individual for the duration of their pledging semester or period.
- B. In the event that the Vice President of Pledge Education, after due process, is determined by the Executive Committee to be dating a Pledge, the office shall be considered forfeit and vacant.
  1. The Executive Committee shall assume and distribute the duties of that office as needed until a Vice President of Pledge Education is elected.
- C. Any Member who has an immediate family member within the Pledge Class shall be prohibited from voting for the duration of the semester on any measure pertaining to the Pledge as an individual for the duration of their pledging semester or period.

### **Section 12. Suspension of Membership**

- A. An Active Member may move to suspend the Membership of any Chapter Member for just cause and after due deliberation.

- B. There shall be at least a one week period from the time the motion is made to the date of the vote. During this time, the Executive Committee must meet.
- C. Both the Brother calling for the suspension and the Brother being charged must be allowed 30 minutes each to address the Chapter before the vote is taken.
- D. Suspension of Membership requires a nine-tenths (9/10) affirmative vote of voting Active Members at a regularly scheduled meeting where quorum prevails.
- E. Members suspended in this manner may not claim ongoing Membership in the Psi Omega Chapter of Alpha Phi Omega.

### **Section 13. Disassociation**

- A. Members are free to disassociate without fear of harassment or retribution.

### **Section 14. Change in Membership Status**

- A. Brothers must notify the Vice President of Membership of their intended Membership status prior to the first regular Chapter meeting within the semester.
  - 1. Prior to this notification, the Brother's status shall remain as it was determined at the previous semester's Final Pledge Review.
- B. Any Brother seeking to change their Membership status after the first regular Chapter meeting of the semester shall have only one (1) opportunity to do so prior to the four (4) weeks before Final Pledge Review.

## **ARTICLE III. Officers**

### **Section 1. Officers**

- A. The Psi Omega Chapter of the Alpha Phi Omega National Service Fraternity shall have the following Officer Positions listed below in order of precedence.
  - 1. President,
  - 2. Vice President of Membership,
  - 3. Vice President of Pledge Education,
  - 4. Vice President of Service,
  - 5. Vice President of Fellowship,
  - 6. Treasurer,
  - 7. Sergeant-At-Arms,
  - 8. Historian,
  - 9. Corresponding Secretary,
  - 10. Executive Secretary.
- B. All Members holding an Officer Position must be eligible as defined by the academic policies of the University of Central Florida.
- C. A term of office shall start when the Officer-Elect is sworn in, and end after the next General Elections, which are held semesterly when the new Officer-Elect is sworn in.

D. If the number of Active Members in the Psi Omega Chapter of Alpha Phi Omega falls below twenty-five (25) Members at the beginning of the Fall or Spring semester, the subsequent Executive Committee shall consist of the following positions.

1. President,
2. Vice President of Membership,
3. Vice President of Pledge Education,
4. Vice President of Service,
5. Vice President of Fellowship,
6. Treasurer,
7. Sergeant-at-Arms,
8. Secretary.

## **Section 2. Chairs**

A. Chairs are appointed semesterly at the President's discretion and their duties are defined in Section 4.

B. The current Chair positions available are:

1. Scouting Chair,
2. Intramural Chair,
3. Alumni Chair,
4. Philanthropy Chair,
5. Historian Chair - If no Historian is elected the current semester then this Chair position is opened up to be appointed.

B. Communications Council

1. Election and Nominations procedures defined in Article III Section 4 Subsection XVIII.

## **Section 3. Advisors**

A. The Psi Omega Chapter of the Alpha Phi Omega National Service Fraternity shall have the following Advisor Positions listed below in order of precedence.

1. Chairman of the Advisory Committee,
2. Community Advisors,
3. Scouting Advisor,
4. Faculty Advisor.

B. The Chairman of the Advisory Committee must be an Alumnus of the Psi Omega Chapter of Alpha Phi Omega.

C. There must be a minimum of two Advisors from the faculty, administration or staff of this educational institution.

## **Section 4. Duties**

I. President

The President shall:

- A. Bear ultimate responsibility for the activities conducted by the Psi Omega Chapter of the Alpha Phi Omega National Service Fraternity;
- B. Ensure, along with the Sergeant-At-Arms, that the Psi Omega Chapter is operated in conformity with the National Bylaws of Alpha Phi Omega;
- C. Serve as Chairperson of all Chapter, Executive, and Special meetings;
- D. Serve as chief spokesperson and representative of the Psi Omega Chapter;
- E. Attend all Advisory Committee meetings as an Exofficio Member;
- F. Be responsible for all correspondence to and from the Psi Omega Chapter and its timely distribution to the appropriate Members, as well as being responsible for all Interchapter correspondence;
- G. Attend all mandatory Student Activities and Student Government Association meetings for clubs and organizations, or appoint someone to attend in their place;
- H. Ensure that all reports and monies that the Alpha Phi Omega National Office requires are sent out and received by them;
- I. Plan and coordinate at least one Alumni event per semester;
- J. Appoint any necessary Special Committees for the carrying out of the programs of the Chapter;
- K. Fill all appointed offices as defined by Article III Section 4 Subsection II - XVIII;
- I. Maintain and restock this Officer's inventory;
- J. Train his/her successor and ensure a smooth transition into office; and
- K. Be an Ex Officio Member of all official Chapter Committees.

## II. Vice President of Membership

The Vice President of Membership shall:

- A. Create the Membership Program and Attendance Policies;
- B. Plan and coordinate the Recruitment Program of the Psi Omega Chapter;
- C. Present to the Chapter by the second Chapter meeting of the semester the Recruitment Program and a calendar outlining the Recruitment Activities for the semester;
- D. Record and maintain an attendance record for the current semester;
- E. Maintain a record of each individual Brother, which includes:
  - 1. First and last names (along with any middle initials);
  - 2. Phone numbers, a valid mailing address, and a non-UCF email address;
  - 3. Emergency contact information; and
  - 4. Pledge Class, Induction Date, Initiation Date, and National Membership Number.
- H. Maintain a record that all Active Members have met the requirements for Active Membership within the time frame set;



- I. Place a Member on Inactive status for failing to comply with Active Membership Requirements;
- J. Complete and submit all Membership paperwork required by the Alpha Phi Omega National Office;
- K. Complete the Graduating Senior form for Chapter and turn over records for those Members to the Executive Secretary;
- L. Chair and keep records of the Membership Committee for that semester if there is a need for one;
- M. Be responsible for Membership retention and education;
- N. Maintain Interchapter relations with the assistance of the Membership Committee;
- O. Perform the President's functions in the absence of the President;
- P. Plan and coordinate at least one Alumni event per semester;
- Q. Maintain and restock this Officer's inventory; and
- R. Train his/her successor and ensure a smooth transition into office.

### III. Vice President of Pledge Education

The Vice President of Pledge Education shall:

- A. Plan and coordinate the Pledge Program of the Psi Omega Chapter;
- B. Ensure that the Pledges are familiar with the requirements, Chapter history, rules, and bylaws regarding the joining of and participation in this Fraternity as specified by:
  - a. The University of Central Florida,
  - b. The Alpha Phi Omega National Office, and
  - c. The Psi Omega Chapter.
- C. Decide the assignment of Big/Little pairs;
- D. Assist the Sergeant-At-Arms in carrying out the activities of the Induction, Neophyte, and Initiation Ceremonies;
- E. Be responsible for all aspects pertaining to the Pledge Period;
- F. Chair and keep records of the Pledge Education Committee for that semester if there is a need for one;
- G. Maintain and restock this Officer's inventory; and
- H. Train his/her successor and ensure a smooth transition into office.

### IV. Vice President of Service

The Vice President of Service shall:

- A. Plan and coordinate the Service Program of the Psi Omega Chapter;
- B. Maintain a service record of all hours each Member has accrued for the semester;
- C. Maintain a clerical record of service material which shall include, but is not limited to:

1. The contact information of organizations which service projects were conducted through, and
  2. Participation of Members on projects, and total hours the project was for.
- D. Chair and keep records of the Service Committee for that semester;
  - E. Be responsible for submitting National Service Day reports to the National Office prior to the November 15th deadline in Fall and Spring Youth Service Day prior to the May 1st deadline;
  - F. Maintain and restock this Officer's inventory; and
  - G. Train his/her successor and ensure a smooth transition into office.

#### V. Vice President of Fellowship

The Vice President of Fellowship shall:

- A. Coordinate and help plan the Fellowship Program for the Psi Omega Chapter; including but not limited to:
  1. Retreat,
  2. Banquet.
- B. Maintain a fellowship record of all fellowship points each Member has accrued for the semester;
- C. Chair and keep records of the Fellowship Committee for that semester;
- D. Maintain and restock this Officer's inventory; and
- E. Train his/her successor and ensure a smooth transition into office.

#### VI. Treasurer

The Treasurer shall:

- A. Submit a budget to the Chapter for approval at the beginning of each semester and shall:
  1. Modify the Budget accordingly to reflect important changes throughout that semester; and
  2. Notify Chapter of any budget changes and their impact to the Chapter budget and finances at the next Chapter meeting.
- B. Ensure that all financial forms and reports prescribed by federal, state, and educational institution policies are filed as required;
- C. Transmit to the National Office all fees and dues as prescribed by the Alpha Phi Omega National Office within National deadlines;
- D. Receive and disburse the funds of the Psi Omega Chapter, including dues, rent, delegation funds, and other monies in a discreet and timely manner;
- E. Prepare and maintain financial records, including receipts, regarding all finances which can be turned over to and reviewed by the Executive Committee if needed;
- F. Maintain an accurate record of all Psi Omega transactions;

- G. Surrender all financial records, including copies of bank statements, dating to the time of the last audit, to the Chapter Auditor;
- H. Be responsible for overseeing the Fundraising Program of the Psi Omega Chapter;
- I. Chair and keep records of the Fundraising Committee for that semester if one is needed;
- J. Ensure Officers are educated on how Chapter monies are to be used;
- K. Maintain and restock this Officer's inventory;
- L. Ensure the required National Pledge fees are mailed to the National Office no later than ten (10) days after the Pledge Ceremony;
- M. Ensure Active Membership and the required National Active Initiation fees are mailed to the National Office no later than ten (10) days after the Initiation Ceremony; and
- N. Train his/her successor and ensure a smooth transition into office.

#### VII. Sergeant-At-Arms

The Sergeant -At-Arms shall:

- A. Serve as Parliamentarian during Chapter, Executive, and Special meetings;
- B. Aid in the interpretation of the Bylaws of this Chapter along with making sure, with the President, that this Chapter doesn't conflict with the National Bylaws of Alpha Phi Omega;
- C. Maintain current copies of the Psi Omega Chapter Bylaws;
- D. Prepare, distribute, and collect ballots during elections and closed votes;
- E. Review both the Bylaws of this Chapter at the beginning of each semester, as well as before the end of the semester with the transitioning Officers;
- F. Maintain the ritual properties of the Psi Omega Chapter;
- G. Make available updated Psi Omega Chapter Bylaws to Members within one (1) week of any changes made to these documents;
- H. Plan and coordinate the Ritual ceremonies of Psi Omega;
- I. Retain a current copy of the University of Central Florida Student Government Association's Constitution and Student Activities' student club and organization bylaws;
- J. Chair and keep records of the Bylaws Committee for that semester if there is a need for one; and
- K. Train his/her successor and ensure a smooth transition into office.

#### VIII. Historian

The Historian shall:

- A. Maintain all of the Psi Omega Chapter's files and records of past semesters including awards and historical properties;

- B. Maintain, as accurately as possible, records of all Members of the Psi Omega Chapter along with the Vice President of Membership;
- C. Chair and keep records of the Historian Committee for that semester, including but not limited to:
  - 1. Scrapbook,
  - 2. Banquet Video.
- D. Take pictures or appoint someone to take pictures at each of the Chapter's activities and events and collect copies of those pictures;
- E. If the Active Brother count is to fall below 25, the Executive Committee must distribute duties amongst the Officers unless a Historian Chair is appointed to fulfill Historian responsibilities; and
- F. Train his/her successor and ensure a smooth transition into office.

#### IX. Corresponding Secretary

The Corresponding Secretary shall:

- A. Promote and advertise Alpha Phi Omega and the Psi Omega Chapter and its events through all available mediums following the appropriate rules and guidelines for those mediums;
- B. Maintain correspondence between Alumni Members and the Chapter, and convey any information to them at the request of the Executive Committee and/or Chapter;
- C. Create and distribute to Alumni Members a Chapter newsletter, distributed at least once a semester, which includes photos and articles of Chapter activities and events of the past semester;
- D. Chair and keep records of the Public Relations Committee for that semester if there is a need for one;
- E. If need be, Corresponding Secretary and Executive Secretary can be combined at the discretion of the Chapter; and
- F. Train his/her successor and ensure a smooth transition into office.

#### X. Executive Secretary

The Executive Secretary shall:

- A. Record the minutes for all Chapter, Executive, and Special meetings then post them to APOOnline;
- B. Ensure the minutes are in a neat and legible form, and made available to Members within three (3) days following the meeting;
- C. Maintain and keep copies of all Chapter, Executive, and Special meeting minutes, agendas, and proposals made to the Psi Omega Chapter; and
- D. Train his/her successor and ensure a smooth transition into office.

#### XI. Chairman of the Advisory Committee

The Chairman of the Advisory Committee shall:

- A. Ensure that an Advisor is present at Chapter, Executive, and Special meetings if necessary;
- B. Attend the Executive Committee Meetings and serve as the Advisor of that Committee;
- C. Chair the Advisory Committee;
- D. Hold an Advisory Committee Meeting at least once a semester;
- E. Call a meeting of the Advisory Committee any time a situation may warrant it;
- F. Inform all other Advisors of the Psi Omega Chapter of upcoming events they should or may want to attend as well as any important matters pertaining to the Chapter; and
- G. Provide all materials required by the Alpha Phi Omega National Office regarding Advisors to them.

## XII. Advisors

Each Advisor shall:

- A. Advise the Chapter of any applicable legal, University policy, or Alpha Phi Omega National Regulations that may be violated by an action or inaction;
- B. Be available to Active Members and Pledges for advice on Chapter and scholastic issues;
- C. Provide assistance in determining and planning any service projects that can be done with respect to their respective field;
- D. Serve as members of the Advisory Committee;
- E. Be available to serve as a special Committee Advisor; and
- F. Prepare Chapter Awards at the end of the semester.

## XIII. Scouting Chair

The Scouting Chair shall:

- A. Attend local district meetings of the Boy Scouts of America (BSA) and the Girl Scouts of America (GSA) at least once a month;
- B. Be a permanent member of the Service Committee;
- C. Report to the Chapter on all service and recruiting opportunities in the local scouting community;
- D. Create and maintain a relationship between this Chapter and the local scouting community;
- E. Perform other such duties as the Chapter may prescribe; and
- F. Train his/her successor and ensure a smooth transition into office.

## XIV. Intramural Chair

The Intramural Chair shall:

- A. Inform Brothers of upcoming UCF Recreational activities, sponsored events, and competitions in a timely manner;
- B. Responsible for all financial aspects of intramural/UCF Recreational competition;

- C. Encourage and promote intramurals and team practices;
- D. Serve as team captain and attend team captain meetings;
- E. Be responsible for the coordination of the purchases of and care for team jerseys (when necessary);
- F. Be responsible for the keeping and maintaining of all Chapter athletic equipment, and for providing the President with a list of all such equipment;
- G. Perform other such duties as the Chapter may prescribe; and
- H. Train his/her successor and ensure a smooth transition into office.

#### XV. Alumni Chair

The Alumni Chair shall:

- A. Inform all Alumni about the Chapter activities by means of a semesterly newsletter;
- B. Be in charge of keeping Alumni active in Chapter activities and form special Alumni events throughout the semester;
- C. Plan ways of rendering service, courtesies, and recognition to Alumni Members returning to the campus for special campus functions;
- D. Strive to keep an accurate record of Alumni information;
- E. Cooperate with the Fellowship and Membership Vice Presidents in the execution of an annual Alumni Picnic; and
- F. Train his/her successor and ensure a smooth transition into office.

#### XVI. Philanthropy Chair

The Philanthropy Chair shall:

- A. Plan, oversee, and execute all of the Chapter's philanthropic events and fundraisers for the elected nonprofit organization of the semester;
- B. Work with the Treasurer and present all monies collected at each fundraiser to the Treasurer;
- C. Be responsible for fostering an environment in which the Brothers understand and value the benefit of giving back to their community in the form of financial contribution;
- D. Perform other such duties as the Chapter may prescribe; and
- E. Train his/her successor and ensure a smooth transition into office.

#### XVII. Historian Chair

The Historian Chair shall:

- A. Chair and keep records of the Historian Committee for that semester; Including but not limited to:
  - 1. Scrapbook; and
  - 2. Banquet Video.
- B. Take pictures or appoint someone to take pictures at each of the Chapter's activities and events and collect copies of those pictures;

- C. Work with the Corresponding Secretary to efficiently represent Alpha Phi Omega through all available mediums;
- D. Perform other such duties as the Chapter may prescribe; and
- E. Train his/her successor and ensure a smooth transition into office

#### XVIII. The Communications Council

The Communications Council shall be defined as follows:

- A. Maximum of three (3) elected Brothers as Chairs
  - 1. Follows same election procedures as defined in Article V.
  - 2. Minimum of two (2) for the council to be Active.
    - a. A three-quarter majority vote will allow an Inactive who is currently petitioning to return to Active status to run for election to the Communications Council.
- B. Council Chairs will be used to help mediate conflicts between families, Chapter issues, Brotherly conflict, and other such duties deemed necessary by the Chapter.
- C. The Membership Vice-President and Sergeant-At-Arms will co-lead the Council to ensure proper relation and bylaw procedures are followed.
- D. Reports to the Executive Board.
- E. To be voted upon at the beginning of each semester.
- F. Communications Council is to meet once monthly as an open roundtable to address any communication or conflict issues within the Chapter or to meet by a case-by-case basis.
- G. A Council Member may not hold a current Executive Committee position.
- H. A Council Member may be an Active or Associate.
  - 1. The majority of the Council needs to be Active.
- I. Nomination Process:
  - 1. You cannot nominate yourself
  - 2. Nominations can be sent in via:
    - a. Email;
    - b. Google form; and
    - c. From the floor.

#### **Section 5. Resignation and Vacancies**

- A. Officers of this Chapter reserve unto themselves the right to cease their duties by notifying the President at any Chapter or Executive Committee Meeting during their term of office.
- B. The resignation from office will be announced by the Chairman of the next Chapter meeting following the immediate notification.

- C. Any vacancies among the Officers of this Chapter shall be filled by election at the next regular Chapter meeting at which a quorum is present with nominations coming from the floor.
- D. The Executive Committee shall assume and distribute the duties of that office as needed until a new Officer is elected.
- E. Any Officer may be removed from office for gross negligence in office by an affirmative vote of three-fourths (3/4), provided that charges were cited along with the motion to remove at a regular meeting of the Chapter at least seven days prior with quorum being present.
  - 1. Both the person calling for the removal and the Officer charged must be allowed thirty (30) minutes each to address the Chapter before the vote is taken.
- F. An Officer that fails to maintain Active status shall be considered ineligible to hold office and the office shall be considered vacated.
- G. An Officer that fails to meet University requirements for holding an elected office shall forfeit said office.

#### **Section 6. Qualifications and Eligibility**

- A. To be eligible for office, candidates must be in good standing and regularly enrolled students at the University of Central Florida.
- B. All Officers must maintain a minimum overall GPA of 2.5 for undergraduate and 3.0 for graduate each term and not be on probation of any kind.
- C. The President and Treasurer must be enrolled in at least 6 credits for degree-seeking undergraduate, 5 for degree-seeking graduate students, and 3 for thesis/dissertation graduate students each semester while holding office.
- D. Officers must be Active during their elected semester.
- E. For a nomination to be President, the nominee must have been an Officer for at least one full semester.
- F. For a Vice President position, the nominee must have been Active for one (1) semester.
- G. A two-thirds (2/3) vote of those present and voting may be held to open the position to Members who do not fulfill the eligibility requirements.

### **ARTICLE IV. Meetings**

#### **Section 1. Quorum**

- A. A quorum for conducting the business of this Chapter shall be a majority (greater than two-thirds [2/3]) of the Active Membership.
  - 1. Quorum for the first Chapter meeting shall be defined as two-thirds (2/3) of the Active Membership set at Final Pledge Review the previous semester.



- a. Should Active Membership following Final Pledge Review drop below established quorum for the first official Chapter meeting of the semester, quorum will be set to two-thirds (2/3) of the present Members for any voting purposes.
- 2. Quorum for subsequent Chapter meetings shall be defined as two-thirds (2/3) of the Active Membership set at the first Chapter meeting of the semester.
  - a. Should Active Membership following the first official Chapter meeting of the semester drop below established quorum, quorum will be set to two-thirds (2/3) of the Active Members after rush is over.
  - b. Should Active Membership fall below established quorum after rush, quorum may be readjusted on a case-by-case basis.
- B. A quorum for conducting the business of this Chapter shall be a majority (greater than two-thirds [2/3]) of the Active Membership.
- C. A quorum for the Executive Committee for conducting business shall be (greater than two-thirds [2/3]) of the Committee's voting Membership as defined in Article IV Section 4 Subsection F.
- D. Quorum is necessary for binding decisions and voting.

## **Section 2. Chapter Meetings**

- A. The Chapter shall hold a minimum of two meetings a month throughout the Fall and Spring semesters of the Academic year.
- B. Meetings can be rescheduled or cancelled only by two-thirds (2/3) vote of Active Members present and voting.
- C. Regularly scheduled Chapter meetings will be set by the end of the second Chapter meeting of the semester by a majority vote of the Chapter.
- D. Chapter meetings shall use Robert's Rules of Order Newly Revised Edition as the standing rules of order.
- E. Only Active Members may vote during the meeting.
- F. All meetings and sessions of this Chapter shall be closed to non-Members of Alpha Phi Omega unless expressly determined on an individual basis, at the discretion of the Chapter.
- G. All meetings shall be open to Members of Alpha Phi Omega who are Active, Alumni, Inactive, Associate, Advisor, or Honorary, unless expressly determined on an individual basis.
- H. Pledges shall be allowed into Alpha Phi Omega meetings and sessions at the discretion of the Chapter.
- I. Chapter Assessment and Planning Session (CAPS) meetings are to be held once every Fall and Spring semester.

- J. Chapter discussion parameters for each semester shall be drafted by the Executive Committee to be voted upon at the first official Chapter meeting.
  - 1. Parameters may include setting a time limit for discussion.
  - 2. The President can propose a time extension for the approval of the Chapter to extend or modify parameters set if necessary.

### **Section 3. Special Meetings**

- A. A special meeting will be one that is not held at the regular day or time.
- B. Any Member may move to hold a special meeting and that the motion must be made at least one week prior to the special meeting.
- C. A special meeting will be held at the requested date and time upon an affirmative, majority vote of voting Members present at a regularly scheduled Chapter meeting where quorum prevails.
- D. All Active Members and Advisors shall be notified by the President or their designee at least forty-eight (48) hours prior to the meeting.
- E. Special meetings shall follow the same conduct and parliamentary procedure as regular Chapter meetings.

### **Section 4. Executive Committee Meetings**

- A. There shall be an Executive Committee of the Chapter, which shall consist of all elected student Officers of the Chapter and the Chairman of the Advisory Committee.
- B. The President shall be the chairman.
- C. The Chairman of the Advisory Committee serves in an advisory capacity only, holding no vote.
- D. This Committee may act for the Chapter between meetings.
- E. The voting Membership of the Executive Committee shall consist of:
  - 1. President
  - 2. Vice President of Membership
  - 3. Vice President of Pledge Education
  - 4. Vice President of Service
  - 5. Vice President of Fellowship
  - 6. Treasurer
  - 7. Sergeant-At-Arms
  - 8. Historian
  - 9. Corresponding Secretary
  - 10. Executive Secretary
- F. Executive Committee meetings shall use Robert's Rules of Order Newly Revised Edition as the standing rules of order.

- G. Executive Committee meetings shall be open to any inducted Member of Alpha Phi Omega with the exception of Closed Session but shall have no other voting rights.
- H. Only Executive Committee Members may vote during the meeting.
  - 1. Initiated Brothers who are not on the Executive Committee shall only be allowed to vote on Brother of the Week and Horton.
- I. The Executive Committee shall meet at least twice monthly.
- J. The Executive Committee must have quorum present to make a binding decision.
- K. Each semester the Executive Committee shall establish a tentative calendar for the following semester.
- L. In the event that a Chapter meeting cannot be held in time to make a decision on a time-sensitive issue, the Executive Committee may take action on that issue with the approval of a simple majority of the Executive Committee Members with voting rights.
  - 1. Any such decisions must be announced at the next Chapter meeting.
- M. The Executive Committee shall analyze any particular problems of the Chapter pertaining to programs or administration and plan solutions.
- N. The Executive Committee shall hold a transition meeting for all Officers between the time of General Elections and the installation of the new Officers.
- O. Any elected Member of the Executive Committee who misses three (3) meetings of the Executive Committee for the current semester is removed from office.
  - 1. The Brother's Membership status is otherwise unchanged.
- P. After the third missed meeting, or at any time previous, the Brother can ask to have their absences excused by the Brotherhood.
  - 1. If absences are forgiven, the elected officer may retain their position.

#### **Section 5. Voting During Meetings**

- A. Chapter business will be approved by a simple majority vote of Active Members present and voting unless otherwise stated in the Bylaws.
- B. No proxy or absentee voting shall be allowed at any time.
- C. Secret ballot voting shall be taken for all elections of Officers and for any other matters as requested by an Active Member.

#### **Section 6. Closed Sessions**

- A. Closed Session can be called by any voting Member during the course of any meeting of this Chapter.
- B. Closed Session shall be open to all Active and Associate Brothers of Alpha Phi Omega and those invited by the Chair.

- C. The minutes of Closed Session shall be kept by the Executive Secretary in a separate document from regular Meeting Minutes and may only be reviewed and approved during Closed Session.
- D. Closed Session Minutes will only be available to Brothers on a case-by-case basis.

### **Section 7. Minutes**

- A. Minutes shall be kept at every meeting by the Executive Secretary.
- B. In case the Executive Secretary is unable to take the Minutes, the Chair shall appoint someone to take them. The Minutes shall be turned in to the Executive Secretary within twenty-four (24) hours following the meeting.
  - 1. Minutes shall include all motions made during the said meeting and exactly what the motion said, as stated by the Chair.
- C. Minutes shall be made available to anyone upon request with the exception of Closed Session Minutes.
- D. Attendance for all business meetings shall be recorded on the Minutes at the beginning of each meeting by the Executive Secretary to include those present.

## **ARTICLE V.**

### **Election Procedures**

#### **Section 1. Advisor Continuations**

- A. Advisors are nominated two (2) weeks prior to, and voted upon for continuation one week before Officer elections in each fall semester.
- B. A week before the vote for Advisor continuations, all Advisor names will be announced and be considered nominated for continuation.
- C. Before the meeting of voting on Advisor continuations, each Advisor will be asked by either the Chairman of the Advisory Committee or the Chapter President if they wish to remain in their positions as an Advisor.
  - 1. If an advisor does not wish to retain their position, their name will be taken off the nomination list.
- D. At the meeting of the vote for Advisor continuations, they will be allowed five (5) minutes to speak and answer questions from the Brotherhood.
  - 1. Only the Advisor speaking will be present in the room.
- E. After all Advisors have had their opportunity to speak, all Advisors will leave the room and the Chapter will be allowed up to ten (10) minutes of debate.
- F. A single ballot will be used. All of the names of the Advisors under consideration will be listed.
  - 1. Votes of yea/nay for each Advisor will be counted.
- G. Each Advisor receiving a majority of votes will continue in their position as advisor.

- H. Any vacancies among the Advisors of this Chapter shall be filled by election at the next regular Chapter meeting at which a quorum is present with nominations coming from the floor.
- I. The Executive Committee shall assume and distribute the duties of that office as needed until a new Officer is elected

### **Section 2. Chairman of the Advisory Committee (CAC)**

- A. The election of the CAC will proceed before the election of Chapter Officers at the same Brotherhood meeting.
- B. At the nominations meeting, the Advisory Committee will present their nomination.
  - 1. Any Brother may, at this time, also nominate any Advisor to the position.
- C. Only current Advisors are eligible for nomination.
- D. Each nominee will individually be allowed five (5) minutes to speak and answer questions from the Brotherhood.
- E. A clear majority vote is required to win the position.
  - 1. If no such majority appears, then a runoff election as in Section 4 Subsection H below will proceed.
- F. Advisory election results will be disclosed, as they become known.

### **Section 3. Officer Nominations**

- A. Nominations open one week before elections.
- B. Nominations are open by role in the order listed in the Bylaws of Psi Omega, Article III, Section 1. That order being:
  - 1. President,
  - 2. Vice President of Membership;
  - 3. Vice President of Pledge Education;
  - 4. Vice President of Service;
  - 5. Vice President of Fellowship;
  - 6. Treasurer;
  - 7. Sergeant-At-Arms;
  - 8. Historian;
  - 9. Corresponding Secretary; and
  - 10. Executive Secretary.
- C. Any Brother can be nominated for more than one position.
- D. Nominations for all offices are closed directly before the first candidate speech for that office.
- E. Brothers may decline their candidacy at ANY time.
- F. Nominations must be accepted by the nominee. If a nomination is not accepted before nominations close, it is an automatic decline.

- G. If it becomes necessary to hold elections immediately, there must be an affirmative vote of two-thirds (2/3) Active Members present and voting.
- H. In order for a Brother to run for an Officer position they must have fulfilled the requirements of their previous office or status for the current semester before they are able to run for the upcoming semester.
- I. The Chapter may waive this requirement by a majority vote if the Brother in question was unable to fulfill their requirements due to reasons that would excuse a student from his or her academic requirements, per UCF academic rules.
- J. This requirement may also be waived if the Brother submits a letter to the Membership Vice President explaining a change of status four weeks prior to Final Pledge Review.

#### **Section 4. Speeches, Questions, and Debate**

- A. When the election process begins, voting ballots will be passed out to each Active Brother in attendance.
- B. The process will proceed by position in the order listed in the Bylaws of Psi Omega, Article III, Section 1.
- C. For each office, all of the candidates or their representatives will leave the room. Individually, they will enter the room and give a speech of up to three (3) minutes.
- D. After all candidates for that position have given their speeches, all such candidates are brought into the room together for an eight (8) minute question and answer period.
  - 1. Questions may be directed individually or to some or all of the candidates.
  - 2. Each candidate has up to one (1) minute to answer each question.
  - 3. Time taken to ask the questions will not be counted towards any time limits.
- E. After the question and answer period, all candidates leave the room while the rest of the Brotherhood is allowed up to ten (10) minutes of debate.
- F. All debates will be limited to one (1) minute per speaker per turn.
- G. After the debate period, the vote is taken where ballots will be collected by whoever will be counting votes.
- H. After the vote, the process is repeated for the next office.
- I. Any times or time limits may be changed by a majority vote of the Chapter prior to the beginning of elections.

#### **Section 5. Voting**

- A. After any position has undergone the required speech, question, and debate process, a single ballot vote will be taken for that office.
- B. Each Active Brother in attendance will write in one choice for each position.
- C. A Brother may be voted for more than one position.

- D. A majority of countable votes are required to win any position unless otherwise stated.
  - 1. All positions not having a clear winner will proceed to runoff.
  - 2. The top two plurality place winners will proceed in the runoff unless there is a tie for the top plurality in which case only the top plurality place winners will proceed in the runoffs.
  - 3. Runoff candidates are announced. If any write in candidate is in the runoff, they will be considered full candidates in the election.
  - 4. If the candidates for the position have changed by elimination only, there will be no speech, questions, or debate period for that position in the present round of runoffs.
    - a. Otherwise, proceed through a question and debate period as above but without a speech period.
- E. Election results will be disclosed as they become known.
- F. Votes must always be counted by 2 Brothers:
  - 1. The order of precedence for selecting the individuals responsible for counting votes is as follows:
    - a. Chairman of the Advisory Committee;
    - b. Advisors;
    - c. Sergeant-At-Arms; and
    - d. Inactive Brothers.
  - 2. If the above conditions still do not produce two counters, any needed counters will be nominated by the President with a majority yea vote approving said counters.
  - 3. The number of ballots cast must equal the number of persons voting.
  - 4. Any exception becomes an invalid vote and a revote shall be conducted.
  - 5. In the event that only a first name is written on a ballot, it shall be assumed that the ballot was cast for the one person with that first name who is running for that office.
  - 6. In the event that two or more people with the same name are running, the ballot shall be placed aside temporarily as an unknown ballot.
  - 7. In the event that a ballot is unreadable, it shall be cast temporarily aside as an unknown ballot.
  - 8. If it is determined that an unknown ballot has an effect on the outcome of the election, the vote shall be declared invalid and a revote shall be conducted.
  - 9. Brothers may turn in ballots that are presently on the floor to vote counters at any time before the counters are finished.
- G. Multiple Offices:

1. Should any Brother win more than one office, they must choose either one or none of the offices.
  2. Nominations for subsequently unfilled offices will be opened simultaneously. The rules for eligible nominees are the same as above.
  3. The election process then follows the same procedure as Section III above.
  4. If after winners are again determined for all offices, any Brother holds the position for more than one office, they may be allowed to keep all of the offices with a majority approval vote of the Brotherhood.
  5. If such Brothers decline some or all of their positions or where the Brotherhood does not approve by a majority vote, proceed as in Article V Section 2.
- H. In the event that three runoffs occur for the same position and the Active Brothers' votes are at a stalemate, then the Brothers who are running may choose to share the position if they wish.
1. If not, there will be a coin flip to determine the winner.

#### **Section 6. Elections For Temporary Officer Positions**

- A. Election of such positions as Convention Delegates may be held at the discretion of the Chapter.
- B. Only one (1) week between the opening of nominations and the election is needed.
- C. Temporary Officer positions are elected by a majority vote.

#### **Section 7. Installation of Officers**

- A. All Chapter Officers shall be installed according to the installation ceremony as provided by the National Fraternity.

### **ARTICLE VI.**

#### **Disciplinary Action and Appeals**

##### **Section 1. Disciplinary Action**

- A. The Executive Committee shall be informed of charges and pass on recommendations to Chapter.
- B. Chapter shall decide then if and what corrective action shall be given with a two-thirds (2/3) vote of the Active Membership present & voting.
- C. Resignation does not necessarily terminate the disciplinary process.
- D. No disciplinary action shall be enforced for one (1) week, with the exception of Membership and Chapter standing to facilitate the appeals process.

##### **Section 2. Substance Abuse**

- A. Any Brother found under the influence of alcohol or any recreational drug in a Chapter meeting, Committee meeting, Executive Committee meeting, special meeting, elections, or service events shall be prohibited from attending any Alpha Phi Omega event for the following two weeks.



1. The Executive Committee will pass the motion for temporary suspension with a simple majority vote taken at an Executive Committee meeting or online at the discretion of the President or Sergeant-At-Arms.
  2. If the Brother in question is serving on the Executive Committee of the Chapter, their position shall be vacated active immediately and they will not have the right to vote on their suspension.
  3. Any events missed within the two-week period shall not be excused unless passed at Final Pledge Review.
- B. Attending any Alpha Phi Omega event, outside of meetings/elections, under the influence shall call for a one-week suspension of the Brother in question.
1. This includes fellowship events, Bid Day, Induction, Initiation, etc.

### **Section 3. Impeachment**

- A. Any Officer of this Chapter may be impeached from office for:
1. Serious infringement in the Bylaws and or neglecting duties as listed in the Policies.
  2. Misconduct in office or as a representative of Alpha Phi Omega.
  3. Misconduct is defined as a violation of State or Federal Law, and/or University of Central Florida's policies regarding Code of Conduct or Academic Integrity.
- B. Any Active Brother of this Chapter may submit a written charge of impeachment at the Executive Committee Meeting against any Officer of this Chapter.
- C. The submission must be signed by at least one-fifth (1/5) of the Active Membership. This shall mark the beginning of the impeachment process.
1. The impeachment process may be dismissed before proceeding to Chapter by a two-thirds (2/3) vote of the Executive Committee.
- D. At the next regular Chapter Meeting following the Executive Committee Meeting in which the charges were made, the accusing party(ies) shall present any evidence in support of the charge.
- E. Then the accused party may submit any evidence in their defense.
- F. At the regular Chapter Meeting following the submittal of evidence, a two-thirds (2/3) vote of all Active Members is required for the impeachment to be carried out.
- G. Resignation of office does not necessarily terminate the impeachment process.
- H. If the Officer is impeached, further disciplinary action may be taken.

### **Section 4. Appeals**

- A. Decisions made by any of the Officers of this Chapter may be appealed to the Executive Committee and/or Chapter.
- B. Decisions made by the Executive Committee may be appealed by the Chapter.

- C. The Chapter has the ultimate power to appeal any decision made by any Officer, the Executive Committee, or other bodies within the Chapter's jurisdiction.
- D. Appeals require a majority vote of Active Members present and voting, unless the original decision required a different voting percentage.

## **ARTICLE VII.**

### **Committees**

#### **Section 1. Service Committee**

- A. The Service Committee shall be responsible for the planning of all Chapter service projects.

#### **Section 2. Membership Committee.**

- A. The Membership Committee shall be responsible for all aspects pertaining to the rushing of prospective Members, Membership development, and Interchapter activities.

#### **Section 3. Pledge Training Committee.**

- A. The Pledge Training Committee (made up of at least the Vice President of Pledge Education and Pledge Education Assistant) shall be responsible for the preparation of Pledge Members for Active Membership under the Vice President of Pledge Education's direction.
- B. The Committee shall review and recommend changes to the Pledge guidelines and tests each semester.
- C. The Vice President of Pledge Education and Vice President of Membership shall decide the Big/Little pairings.
  - 1. The Vice President of Pledge Education and the Vice President of Membership may not have a Little Brother while in office.
  - 2. The Pledge Program must consist of at least two fellowships each semester for the purpose of potential Big/Little Relations.
    - a. These events should be closed to only potential Bigs and Pledges.
    - b. Potential Bigs must attend at least one of these events to take a Little.
    - c. Exceptions are at the discretion of the Vice President of Pledge Education.
  - 3. A three-fourths (3/4) Chapter vote must be passed in order to allow the Membership Vice President to obtain a Little.
  - 4. In the case that the Chapter does allow the Membership Vice President to obtain a Little Brother, a Brother will be appointed by the Vice President of Pledge Education to assist in the matching.
  - 5. The assistant should be chosen from the following categories in order:
    - a. President (in the event they do not request a Little Brother);
    - b. Advisors;

- c. Alumni Brothers;
- d. Active Brothers not requesting a Little Brother.
- 6. Under no circumstances shall Big/Little Brother matches be discussed by anyone other than the Vice President of Pledge Education and either the Membership Vice President or the appointed Brother (if the three-fourths (3/4) case should arise) as well as consultation with Advisors if needed.
- 7. The Vice President of Pledge Education will make Big/Little matches based upon Big and Little forms completed by Active Brothers who are in good standing and seeking a Little Brother and Pledge Members who are in turn seeking a Big Brother.
- 8. Only Active Brothers in good standing who have completed the Little Brother request form, or have consulted with the Vice President of Pledge Education, are eligible to be assigned Little Brothers.
- 9. If a Big Brother forfeits Active status during the semester, because of a lapse in requirements, or through official declaration, the Vice President of Pledge Education and Vice President of Membership or the appointed Brother(if the three-fourths (3/4) case should arise) will consult with the Pledge in question and determine if a new Big Brother will be assigned to the Pledge.

#### **Section 4. Fellowship Committee**

- A. The Fellowship Committee shall be responsible for planning and execution of Chapter fellowship and social events to promote and encourage the spirit of Brotherhood.
- B. The Fellowship Committee will assist the Vice President of Fellowship in the planning and execution of Retreat and Banquet.

#### **Section 5. Fundraising Committee**

- A. The Fundraising Committee shall be responsible for planning fundraising activities to increase the Chapter's funds.

#### **Section 6. Public Relations Committee**

- A. The Public Relations Committee shall be responsible for the promotion of the Fraternity's image and recognition.

#### **Section 7. Special Committees**

- A. Special Committees may be created as needed for a specific purpose by a majority vote of the Chapter.
- B. The duties and duration of the Committee must be specified in the motion.

#### **Section 8. Advisory Committee**

- A. The Advisory Committee shall consist of elected Advisors.
- B. The Advisory Committee shall meet as requested by an Advisor or by the Active Membership for the purpose of discussing and making suggestions for this Chapter's programs and administration.

- C. The Advisory Committee must meet at least once during each semester.

### **Section 9. Executive Committee**

- A. There shall be an Executive Committee of the Chapter which shall consist of all elected student Officers of the Chapter, immediate past President, and the Chairman of the Advisory Committee.
- B. The President shall be the Chairman.
- C. The immediate past President is allowed to vote at the Executive Committee meetings provided that he/she is an Active Brother, as previously defined.
- D. The Chairman of the Advisory Committee serves in an advisory capacity only, holding no vote.
- E. This Committee may act for the Chapter between meetings.
- F. The Executive Committee shall meet during the break period between semesters or provide routine Officer reports to the rest of the Executive Committee at a scheduled time interval set before the break begins.

## **ARTICLE VIII.**

### **Programs and Policies**

#### **Section 1. Pledge Program**

- A. In accordance with the National Membership Standards, shall include, but not be limited to:
  - 1. A weekly service requirement or requirement not greater than that of the Active Brothers.
  - 2. A Pledge Dues amount and payment schedule
  - 3. A Leadership requirement where the Pledge in question exemplifies the principle of leadership (by attending Pledge meetings, carrying out projects, passing exams, participating in the organization of events, etc.)
  - 4. A Membership requirement through which the Pledge in question familiarizes themselves with the current Brotherhood by interviewing and obtaining the signatures of 90% of the Members within the Brother Book
    - a. A Brother who has interviewed with a Pledge for 30 minutes is required to give that Pledge his or her signature, to signify that the interview requirement has been met.
    - b. A Pledge may be excused from a required interview by a seven-tenths (7/10) affirmative vote of the Active Brothers present at any regularly scheduled Chapter meeting (case-by-case basis).
    - c. Definition of the Brother Book: Created at the beginning of the semester by the Vice President of Pledge Education.
      - i The Pledge Education Vice President will ask Brothers to submit information to be put into the Brother Book.

- ii The Brother Book is open to Brothers who express interest in participating through the Chapter and will be reevaluated by the Pledge Vice President based on Brother activity in the Brother Book.
  - 5. An attendance requirement consisting of two (2) Chapter meetings and all Pledge Class meetings with the exception of one excusable by the Vice President of Pledge Education and all further absences excused by a two-thirds (2/3) vote at a Brotherhood meeting.
  - 6. Make a contribution as approved by the Vice President of Pledge Education to the planning and execution of three (3) Pledge Class projects: one service, one fellowship, and one fundraiser.
  - 7. A requirement to become familiar with the Fraternity and its Brotherhood, both current and historic through a midterm and final exam upon which a grade of 80% or higher must be earned.
  - 8. And a checkpoint requirement to assess Pledge progress towards completion of all requirements.
- B. Big/Little Bylaw:
- 1. Deciding to back out of the Big Brother program after official pairings are revealed to Brothers in the program for reasons that do not reflect the three cardinal principles of Alpha Phi Omega shall be subject to a ban on receiving another Little decided upon a three-fourths (3/4) vote of Active Members within the Chapter at a regular or special meeting of the Chapter with quorum present.
  - 2. Once Big applications are turned in, a Brother cannot withdraw from being a Big unless excused by a majority vote of the Chapter.
  - 3. Both the Pledge Trainer calling for the suspension and the Brother in question must be allowed five (5) minutes each to address the Chapter before the vote is taken.
  - 4. The ban on taking a Little Brother will remain in effect until the Brother petitions the chapter to reinstate his or her Big Brother privileges.
  - 5. During this time, the Brother will be asked to provide the Chapter with evidence showing that he or she has upheld the three cardinal principles over the past semester and is now ready to accept the duties of a Big Brother regardless of whom he or she is paired with.
  - 6. The ban may be lifted via a three-fourths (3/4) vote of Active Members within the chapter at a regular or special meeting of the Chapter with quorum present.
  - 7. Should a previously banned Brother reject another Big/Little pairing in the future, a permanent ban will be given for the remainder of his or her active time in the chapter.

## **Section 2. Membership Program**

- A. The Attendance Policy for official meetings is to sign up on APOOnline beforehand and attend the required number of Chapters set forth at the beginning of the semester.
- B. Leadership Points: Leadership points can be awarded to Brothers who define, create, and execute a substantial event that includes 1 of the 3 cardinal principles and the approval of the Officer associated with the event type.

## **Section 3. Service Program.**

- A. The conditions regarding service project attendance are set forth at the beginning of the semester.
- B. The conditions regarding the required number of service hours are set forth at the beginning of the semester.
- C. Outside Volunteer Service Hours that are approved by the Vice President of Service will be counted in the total number of service hours, with the total amount credited to be no more than the amount specified by the Vice President of Service.
- D. Hours earned individually must be approved and turned in to the Vice President of Service no later than the date announced at the first Chapter meeting for that Brother to be considered to have completed their service requirement for Active Membership.
- E. Definition of a Service Hour: The hours for a moved service project will be counted from the moved meeting time to the end of the service project or the time a person leaves the project.
  - 1. If a person does not meet at the moved meeting time, the travel time to the project (the difference between the meeting time and the time the project actually starts) will be added to the time they are present at the project.
  - 2. Service hours will start the first day of the semester or the first Brotherhood meeting, whichever comes first.
  - 3. The exception to this is preliminary work done between semesters.
  - 4. These hours count for the upcoming semester.
- F. Definition of a Brotherhood Service Project: an event passed at an official meeting with the primary purpose being service to the Chapter, campus, community, or country.
- G. Legwork Hours: Legwork done for a Committee will be turned in to the Committee chair.
  - 1. At the discretion of the Committee Chair, the hours (except for the Vice President of Service) will be approved and turned into the Vice President of Service.

2. In the case of the Vice President of Service hours, the Service Chair will turn the hours to the President for their approval.
- H. Committee Hours: A person does not get hours while chairing a Committee.
  1. A Committee Chairperson gets hours for legwork done for that Committee.
  2. The hours for the Committee Chairperson are subject the approval of the Vice President of Service.

#### **Section 4. Fellowship Program.**

- A. The policies regarding fellowship attendance are set forth at the beginning of the semester.
- B. The conditions regarding Retreat and Banquet are set forth at the beginning of the semester.
- C. Fellowships planned over a semester break (Winter/Summer) may only count towards 20% of the requirement for the following semester.

#### **Section 5. Treasurer Program.**

- A. The policies regarding Chapter fees and payment deadlines.
  1. **Pledge Fees.** Each person before becoming an Active Member of this Chapter shall be required to pay the fees described on the National Pledge Induction form and Chapter Pledge Fee upon induction as a Pledge and the fees as described on the National Brother Initiation form.
  2. **Active Fees.** Each Member seeking Active status for the fall semester must pay the annual National insurance fee as well as the Annual Active Member Dues set by the National Fraternity.
  3. **Chapter Dues.** Chapter dues shall be assessed on a semester basis. The amount of dues owed shall be determined by a two-thirds (2/3) majority vote at any regular Chapter meeting where quorum is present and announced one week in advance of voting.
    - a. Dues shall not exceed two hundred (\$200) per semester.
  4. **Fines and Assessments.** Assessments may be levied on a Chapter Member by an affirmative vote of three-fourths (3/4) of the Active Members present at a regular meeting where quorum is present.
  5. **Pin Fee.** The Pledge pin is the property of the Chapter and therefore subject to a replacement fee equal to the current national price of the pin in the event the Pledge is unable to return the pin upon Initiation.
- B. The policies regarding Chapter budget are set forth at the beginning of the semester.

#### **Section 6. Chapter Program Policies**

- A. Any additions to the agenda need to be submitted to the President and presented to the Executive Committee (case-by-case basis).

#### **Section 7. Demerit System**

- A. Demerits will be given out to Brothers by the Sergeant-At-Arms, President, or any Chair Member running a Chapter meeting, Committee Meeting, Pledge Class, or any other formal meeting that calls for expected appropriate conduct.
- B. Demerits may be given out for the following reasons:
  - 1. Holding a conversation while a Brother has the floor.
  - 2. Excessive use of a cell phone, laptop, or any other device.
  - 3. Device use of any kind while a guest speaker is addressing the Chapter.
  - 4. Being tardy to a meeting without notifying the Brother in charge prior.
  - 5. When an Officer doesn't complete any cubicle hours without the approval of the President, when applicable.
- C. A demerit equals an additional 1 service hour a Brother needs to meet their requirements by Final Pledge Review.
- D. A demerit equals an additional 0.5 service hour a Pledge needs to meet their requirements by Final Pledge Review.
- E. If a Pledge or a Brother misses a service event, rush event, fundraising event, leadership workshop, tabling hour, committee meeting, or a fellowship event without the consent of the coordinator within 24 hours of the beginning of the event they shall receive one demerit for every hour of the event as posted on APO Online.
  - 1. This bylaw does not apply if the Brother or Pledge missed the event for reasons of emergency or unforeseeable obstacles outside of the Chapter's control.

## **Section 8. Conference Policy**

- A. Elected voting delegates shall submit and present a report to the Chapter within two weeks of the conference.
  - 1. Details should include a summary of any information relevant to the Chapter or Region.

## **Article IX Awards**

### **Section 1. Chapter Service Award**

- A. At the Chapter Meeting following Initiation in the spring and fall semesters, and at the last Chapter Meeting of the summer, the floor will be open for nominations for the Chapter Service Award.
- B. The five Brothers with the highest number of hours for the semester will be automatically nominated.
- C. A Chapter Advisor will count the votes and will arrange for the award to be presented at the Banquet in the case of Fall and Spring, and at the same meeting in the case of Summer.
- D. The award will go to the Brother who receives at least a plurality.



- E. In the event of a tie, the award will be shared.

### **Section 2. Most Brotherly Award**

- A. At the Chapter Meeting following Spring Initiation, Fall Initiation, and at the last Chapter meeting of the summer, the floor will be open for nominations for the Most Brotherly Award.
- B. Brothers are nominated based on their ability to display the characteristics of Leadership, Friendship, and Service.
- C. The award will also be based on how brotherly their actions are throughout the semester as perceived by fellow Brothers.
- D. A Chapter division will count the votes and will arrange for the award to be presented at the Banquet in the case of Fall and Spring and at the same meeting in the case of Summer.
- E. The award will go to the Brother who receives at least a plurality. In the event of a tie, the award will be shared.

### **Section 3. Pledge Awards**

- A. These awards will go to the Pledge and Brother that receives a plurality of votes from the Pledge Class.
- B. Pledges will be asked at the final Pledge Class which Pledge and which Brother was the most helpful to them and to the Pledge Class as a whole.
- C. The awards will be given at the Banquet. In the event of a tie, the award will be shared.

### **Section 4. Chapter Distinguished Service Award (Key).**

- A. This award is designed to recognize a Brother who exemplifies the Cardinal Principles and has demonstrated these qualities in a sustained manner over time.
- B. A Brother may submit a written nomination for this award at a regular Chapter meeting.
- C. At the next meeting, the Chapter will discuss the nomination and vote.
- D. The nominee must receive a three-fourths (3/4) percent affirmative vote of all Actives (except the nominee if Active) to receive the award.

## **ARTICLE X.**

### **Finances and Property**

#### **Section 1. Expenses**

- A. The necessary expenses of this Chapter shall be met from funds secured through Chapter Membership dues, activities, fees, fines and assessments, and secured through Chapter activities conducted in keeping with the activity and financial policies of the University of Central Florida.

#### **Section 2. Funds**

- A. All funds of the Chapter or funds handled on behalf of the Chapter and the National Fraternity, from whatever source and for whatever purpose, shall be deposited to the credit of the Chapter.

### **Section 3. Statements**

- A. The semesterly statement of receipts and expenditures, assets, and liabilities of the Chapter duly audited by the Chairman of the Advisory Council, shall be made available to the Chapter within one week of request.

### **Section 4. Receipts**

- A. All receipts handled for the National Fraternity, such as Pledge and Active Initiation fees, life Membership fees, and orders for national supplies shall be carefully separated through adequate bookkeeping and accounting procedures as may be determined by the Chapter.

### **Section 5. Fiscal Year**

- A. The Fiscal year shall be from July 1 through June 30 of the following calendar year.

### **Section 6. Budget**

- A. A budget outlining all anticipated revenues and expenses shall be developed on a semesterly basis by the Executive Committee and presented to the Chapter for approval by the second week of the semester.

## **ARTICLE XI.**

### **Compliance and Conduct**

#### **Section 1. Compliance**

- A. This Chapter, as an official student organization, shall at all times adhere to the policies and regulations of the University of Central Florida.
- B. 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.

#### **Section 2. Conduct**

- A. The Psi Omega Chapter will not mentally or physically haze anyone associated with Alpha Phi Omega, in accordance with National Bylaws, UCF Code of Conduct, and Florida State Law.
- B. Any alcohol consumption at Alpha Phi Omega events will be in accordance with National Bylaws, UCF Code of Conduct, and Florida State Law.
- C. In addition, all Members are expected to conduct themselves in a manner respectful of both Alpha Phi Omega and themselves personally.
- D. No Chapter funds will be allocated to the purchase of alcohol.
- E. Brothers are not to drink in front of Pledges.
- F. Brothers are not to drink when representing Alpha Phi Omega in any manner.

- G. Illegal substances and/or legal substance abuse are strictly prohibited.
- H. The Psi Omega Chapter will not tolerate or condone any form of abuse or discriminatory behavior on the part of its Members in any form.
- I. Use of personal property in Fraternity activities shall be strictly voluntary and sole responsibility of the owner.
- J. All reasonable efforts will be made to ensure each student Member, Pledge, Associate Member, Alumnus, and Honorary Member shall be instructed on these Articles of Compliance and Conduct.
- K. Brothers will comply with the sections listed in the National Bylaws under Risk Management that are not listed here already.

## **ARTICLE XII.**

### **Amendments**

#### **Section 1. Amendment Procedures**

- A. These Bylaws may be amended at any regular or special meeting of the Chapter with a quorum present.
- B. Amendments require an affirmative vote of three-fourths (3/4) of the Active Members voting.
- C. The proposed amendment(s) shall have been read at a regular meeting of the Chapter at least seven (7) days prior with a quorum being present.
- D. A copy of the amendment(s) must accompany the call for the regular meeting at which the proposed amendment(s) are to be voted on.
- E. The amendment(s) must receive the consideration of the Executive Committee for the presentation to the Chapter.

#### **Section 2. Policy Amendment Procedures**

- A. Amendments must be passed at any regular Chapter meeting where quorum is present.
- B. There must be a majority vote of Active Members present and voting.

## **ARTICLE XIV.**

### **Dissolution**

#### **Section 1. Assets**

- A. The Alpha Phi Omega Psi Omega chapter is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal

Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

- C. Upon the Association's dissolution, its assets shall be distributed as stated below, to entities which are nonprofit and which qualify under the Internal Revenue Code as amended:
- D. The assets shall belong to the Alpha Phi Omega National Service Fraternity provided the Fraternity uses these assets to promote other Chapters of Alpha Phi Omega.