

# Article I: Name

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

# Article II: Purpose

The purpose of this Chapter is to assemble the students of Rensselaer Polytechnic Institute in a fraternity dedicated to the principles of the Scout Oath and Law, to develop Leadership, to promote Friendship, and to provide Service to humanity. The current goals of the Chapter shall be kept on file with the Bylaws, constitution, and the standing rules. It operates during the Spring, Summer, and Fall semesters of Rensselaer Polytechnic Institute's academic calendar.

# Article III: Membership

## Section 1: Open Membership

Membership in this Chapter is open to all students currently enrolled at Rensselaer Polytechnic Institute. Membership may not be denied on the basis of race, color, creed, gender, religion, sex, sexual orientation, age, or fraternal affiliation. Active membership in this Chapter is granted only upon the approval of the applicant by this Chapter and after the applicant fulfills all membership requirements prescribed by this Chapter. Pledgeship to this Chapter is not subject to the approval of the brotherhood.

## Section 2: Brothers

All initiated members of this Chapter, except advisors and honorary members, are considered inactive brothers until they declare active or associate status. All active and associate brothers revert to inactive status at the end of each term and may indicate their status by notifying the Membership Vice President by the second brotherhood meeting of the semester and fulfilling the appropriate membership requirements. Brothers may also change status during the semester (Article III Section 10). All brothers who graduate or leave Rensselaer Polytechnic Institute will be considered alumni brothers. Brothers who no longer wish to continue being brothers may voluntarily rescind their Alpha Phi Omega membership.

## Section 3: Active Membership

Only active brothers may vote at brotherhood meetings. They may attend Chapter functions and possess Chapter equipment, and they shall have access to the Alpha Phi Omega - Epsilon Zeta Office. Executive Committee members are assumed to declare their active status when they accept their positions. Active membership shall continue so long as the member remains in good standing in this Chapter and continues enrollment at Rensselaer Polytechnic Institute. Good standing shall be defined by completion of the following obligation(s): Payment of all Chapter, sectional, and national dues as well as completion of active Membership standards. In Fall and Spring semesters, active membership standards, or requirements, will be determined by the beginning of the semester by the Membership Vice President, subject to the approval of 2/3 of active brothers present at a quorum brotherhood meeting. In Summer semesters, brothers may not hold this status.

## Section 4: Associate Membership

Associate brothers may attend Chapter functions and possess Chapter equipment, shall have access to the Alpha Phi Omega - Epsilon Zeta Office, and shall pay National and Chapter dues.

## Section 5: Inactive Membership

Inactive brothers may attend Chapter functions and possess Chapter equipment.

## Section 6: Alumni Membership

Upon leaving this Chapter, all who have earned membership, extension, or honorary membership in this Chapter shall be recognized as alumni members. Refer to Article VIII: Advisors.

## Section 7: Transfer Membership

Upon approval of 3/4 of the active brothers present at a brotherhood meeting, this Chapter will confer active membership on any student of Rensselaer Polytechnic Institute who has held active membership of a Chapter of Alpha Phi Omega and who requests such status.

## Section 8: Advisory Membership

Persons approved to serve as advisors hold associate membership in this Chapter. They are initiated according to the National Fraternity Ritual.

## Section 9: Honorary Membership

Honorary membership in this Chapter may be conferred on those who have contributed significantly to the ideals and purposes of Alpha Phi Omega and the Chapter service program. Any brother may make nominations for honorary membership at least two weeks before a brotherhood meeting. Such nominees will become honorary members with associate status upon receiving the affirmative votes of at least 3/4 of the Chapter's total active membership, not including advisors and honorary members. Honorary members need not be initiated. Undergraduate students may not become honorary members of this Chapter.

## Section 10: Change of Status

After the second brotherhood meeting of the semester, any inactive or associate brother in good standing may receive active status if they pay their membership dues. In addition, an active brother may declare associate or inactive status at any point in the semester. Brothers may request a change in status by informing the Membership Vice President. The Membership Vice President will inform the Recording Secretary of the request, and the brother's new status will go into effect after the closing of the following brotherhood meeting. If the inactive or associate brother is not in good standing, the change of status request will be denied and the Membership Vice President will explain to that brother why they are not in good standing before the closing of the following brotherhood meeting. If a member of the Executive Committee declares inactive status, their position is rescinded, and the vacated position is filled as soon as possible. An associate Executive Committee member may still vote during Executive Committee meetings.

## Section 11: Special Cases

An active brother may be made an associate for just cause. To confer associate status on a brother, the Membership Vice President must approach the brother with specific concerns on two separate occasions over a period of two weeks. If the concerns are not rectified by the brother after this time, the brother will be brought before the Executive Committee for a preliminary vote at an Executive Committee meeting, at which time the brother may state their case. Upon receiving 2/3 approval of all members of the Executive Committee, the brother will have the opportunity to present their case before the brotherhood. Upon receiving 3/4 approval for the change of status by the active brothers present at a brotherhood meeting, the brother will be made associate and given a course of action by which to regain active status before the end of the semester.

## Section 12: Alcohol Policy

This Chapter recognizes the need to establish guidelines concerning alcohol. Therefore, we the members of Epsilon Zeta Chapter of Alpha Phi Omega affirm our commitment to abide by all laws and policies of New York State, Rensselaer Polytechnic Institute, and Alpha Phi Omega regarding alcohol and its use.

## Section 13: Committees

To achieve a diverse array of tasks within the brotherhood, brothers may form and join committees. Except for the Executive Committee, Membership Committee, Service Committee, Fellowship Committee, and Fundraising Committee, other committees must be presented to the Executive Committee before being allowed to form. They must have a chair and purpose. Upon a simple majority Executive Committee vote, the committee will exist until the end of the semester. At the beginning of the next semester, any committee outside of the aforementioned five must be reapproved. Membership of committees, outside of the Executive Committee, is assumed to be open.

# Article IV: Pledge Process & Membership

## Section 1: Pledge Membership

To earn active membership in this Chapter, pledges must participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. This pledging or new member education program is held each Fall and Spring semester, and will not last less than six weeks, but will not exceed ten weeks, in accordance with the National Pledging Standards. At the end of the pledging program, a vote for the pledge to become a brother is conducted amongst active brothers. Refer to Article X, Section 5 for possible outcomes of pledge voting. The pledging or new member education program is established by the Membership Vice President, subject to the approval of the Executive Committee.

## Section 2: Continuation

In the event of extenuating circumstances, a pledge may request a specialized program from the MVP and Pledgemasters (PMs). A request may be submitted until one week before pledge voting. Upon receiving a request, the MVP & PMs are responsible for creating a specialized program for the pledge. This specialized program must conform to national pledging period guidelines. This program must be approved by the

brotherhood by a simple majority vote. If the program is approved, the pledge drops their current pledging period and begins their new period at an approved time defined in the specialized program. If the program is rejected, the pledge continues their current pledging period and goes up for a standard pledge vote upon completion.

## Section 3: Pledge Treatment

The Pledge Ceremony is performed according to the National Fraternity ritual. There is no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment of pledges at any time is considered a violation of the purposes of this Chapter and the National Fraternity. Treatment of pledges must be in accordance with Rensselaer Polytechnic Institute and APO Nationals.

## Section 4: Big Brother Little Brother

The Membership Vice President and the Pledgemasters are responsible for making big-little pairings. The Membership Vice President may opt-out of this process. The Big Brother Little Brother Ceremony is held according to Chapter Ritual. The big brother assists the pledge in preparation for active membership. The Membership Vice President and the big brother may report to the Chapter on the pledge's preparedness for active membership.

# Article V: Officers

## Section 1: Officers

The elected officers of this Chapter in Spring and Fall semesters are, in order of succession, a President, a Service Vice President, a Membership Vice President, a Fellowship Vice President, a Senior Treasurer, a Junior Treasurer, an Office Manager, a Recording Secretary, a Corresponding Secretary, a Historian, and a Sergeant at Arms. The President appoints necessary officers and committees, subject to the approval of the Executive Committee. All officers may delegate duties to willing brothers or pledges. No brother may serve on the Executive Committee as more than one officer at a given time.

## Section 2: Officer and Chairship Reports

All elected and appointed Chapter officers and chairs shall submit written reports evaluating how their semester went, and all other pertinent files and records at the end of the semester in which they are serving. These reports are included in the permanent Chapter file.

## Section 3: President

The President supervises and represents the Chapter, and sees that its duties and obligations are fulfilled. The President is responsible for presiding at all meetings of the brotherhood and of the Executive Committee; appointing and removing all non-elected officers and committees, subject to the approval of the Executive Committee; serving as an ex-officio member of all such committees; serving as a member of the Executive Committee of the Epsilon Zeta Alumni Association of Alpha Phi Omega; proposing to the Executive Committee goals for the term at the beginning of each semester; coordinating the scheduling of all

Chapter activities to ensure a balanced program; caring for the gavel; maintaining current paper and electronic copies of the Chapter Bylaws and policies; signing contracts on behalf of the Chapter; reviewing the Bylaws to best reflect how the chapter currently operates; and filing the current version of the Chapter Bylaws with the Rensselaer Administration. The President is the de facto chair for pledge voting. They are also in charge of the Installation Banquet, which is to take place by the fourth week of the semester. In the event of an officer vacancy, the President assumes the responsibilities of the role until an election is held. They may delegate the vacant position responsibilities to brothers. If the position of President is vacant, their responsibilities are taken by the Service Vice President. If the President is unable to carry out these aforementioned duties, the order of succession is listed in Article V, Section 1.

## Section 3.1: President Appointed Chairships

### Section 3.1.1: Overnighter Chair

Each semester, the President may appoint an Overnighter Chair by the first brotherhood meeting of the semester. The Overnighter Chair shall choose an appropriate venue and date for the Overnighter activities, plan service activities to be completed at Overnighter, make travel, food, and housing arrangements for the Overnighter Weekend, and complete any other tasks necessary for planning the event.

### Section 3.1.2: Risk Management Chair

Each semester, the President shall appoint a Risk Management Chair by the first brotherhood meeting of the semester. The Risk Management Chair enforces the Risk Management Policy set forth by the National Bylaws. Any additional policies that aren't outlined in the National Bylaws are determined by the Risk Management Chair and approved by the Executive Committee.

### Section 3.1.3: Nominations Chairs

Each semester, the President shall appoint at least two Nominations Chairs at least two weeks prior to Executive Committee voting. The Nominations Chairs are responsible for posting nomination sheets one week prior to Executive Committee voting, as well as running the election meeting. The Nominations Chairs do not strike names from the list of people interested in holding office. The Nominations Chairs cannot run for an Executive Committee position.

### Section 3.1.4: Leadership Chair

Each semester, the President may appoint a Leadership Chair by the first brotherhood meeting of the semester. The Leadership Chair is responsible for planning and executing a leadership program for the Chapter, organizing any APO LEADS courses the Chapter wishes to take, and holding Chapter Assessment Planning Session (CAPS) at the end of each semester.

### Section 3.1.5: Summer Chairs (Fall Only)

Every Fall semester, the President shall appoint a set of three chairs for the Summer. This will be done before the President and their Executive Committee's terms of office officially begin at the end of the preceding Spring semester. These chairs report to the Fall President and possess no executive power. Similarly to how Executive Committee

members are assumed to declare active status, brothers who hold these chairships are assumed to declare Associate Status for the summer semester.

#### **Section 3.1.5.1: Summer Service Chair:**

The Summer Service Chair is responsible for planning service events for the Chapter during the summer semester.

#### **Section 3.1.5.2: Summer Fellowship Chair:**

The Summer Fellowship Chair is responsible for planning fellowship events for the Chapter during the summer semester.

#### **Section 3.1.5.3: Summer Office Chair:**

The Summer Office Chair is responsible for recording which brothers declare Associate Status over the summer, updating office access accordingly, and making sure the office is open during the summer semester.

## **Section 4: Service Vice President**

The Service Vice President plans, organizes, and executes the Chapter service program, maintains service records of brothers and pledges, informs the brotherhood of all service activities, and oversees the yearly scholarship that the Chapter offers freshmen in Fall semesters.

### **Section 4.1: Service Vice President Appointed Chairships**

#### **Section 4.1.1: National Service Week Chair (Fall Only)**

Every Fall semester, the Service Vice President may appoint a National Service Week Chair. This is not a necessary chairship; however, a report discussing whether or not the Chapter participated in the event must be submitted to Nationals. If appointed, the National Service Week Chair is responsible for planning an event that satisfies the theme set forth by Nationals.

#### **Section 4.1.2: Community Service Award Chair (Fall Only)**

Every Fall semester, the Service Vice President may appoint a Community Service Award Chair. The Community Service Award Chair is responsible for advertising the scholarship that the Chapter awards each year, running the meeting in which the winners are chosen, and ensuring that the award is distributed to the winners.

#### **Section 4.1.3: Meanest Man on Campus Chair (Spring Only)**

Every Spring Semester, the Service Vice President may appoint a Meanest Man on Campus (MMOC) Chair. The MMOC Chair is responsible for planning MMOC, appointing campaign managers, and making sure that the funds raised through MMOC are donated to the right charity.

#### **Section 4.1.4: Spring Youth Service Day Chair (Spring Only)**

Every Spring semester, the Service Vice President may appoint a Spring Youth Service Day Chair. ~~This is not a necessary chairship; however,~~ a report discussing whether or not the Chapter participated in the event must be submitted to Nationals. If appointed, the

Spring Youth Service Day Chair is responsible for planning an event that satisfies the theme set forth by Nationals.

## Section 5: Membership Vice President

The Membership Vice President is responsible for retention of active brothers; all rushing and pledging activities; establishing written plans for rushing and pledge training, which must be reviewed by the Executive Committee prior to their commencement; selecting Pledgemasters, PRB chairs, and rush chairs subject to the approval of the Executive Committee; creating a set of active requirements for transfer brothers alongside the active requirements for active brothers; and selecting Big brothers for pledges.

### Section 5.1: Membership Vice President Appointed Chairships

#### Section 5.1.1: Pledgemasters

Each semester, the Membership Vice President shall appoint at least two Pledgemasters by the first brotherhood meeting of the semester. The Pledgemasters are responsible for the running of pledge meetings and serve as a point of contact for pledge-related conflicts and questions. They may work in conjunction with the Membership Vice President to create pledge requirements and fulfill other duties that the Membership Vice President is tasked with regarding pledging, such as BBLB pairings.

#### Section 5.1.2: Pledge Review Board Chairs

Each semester, the Membership Vice President may appoint one or more Pledge Review Board (PRB) Chair(s) by the time the pledging process is halfway through. The Pledge Review Board Chair is responsible for running Pledge Review Boards, should they choose to have them, as well as determining how PRBs are conducted.

#### Section 5.1.3: Rush Chairs

Each semester, the Membership Vice President shall appoint one or more Rush Chairs for the upcoming semester by the end of the current semester. The Rush Chairs are responsible for planning a rush period that allows sufficient time for pledging, as well as planning the events that make up that period, and proposing a budget for rush.

#### Section 5.1.4: Brotherhood Week Chair

Each semester, the Membership Vice President may appoint a Brotherhood Week Chair. The Brotherhood Week Chair is responsible for planning that semester's Brotherhood Week.

## Section 6: Fellowship Vice President

The Fellowship Vice President plans, organizes, and executes the Chapter fellowship program, maintains fellowship records of brothers and pledges, and informs the brotherhood of all fellowship activities.

### Section 6.1: Fellowship Vice President Appointed Chairships

#### Section 6.1.1: Intramurals Chair

Each semester, the Fellowship Vice President may appoint an Intramurals Chair. The Intramurals Chair is responsible for registering the Chapter for intramurals teams, as well as getting the Chapter involved in the games.

### Section 6.1.2: Formal Chair

Each semester, the Fellowship Vice President may appoint a Formal Chair. The Formal Chair is responsible for planning a formal for the Chapter, including the date, venue, catering, etc.

## Section 7: Treasurers

The Treasurers are responsible for all Chapter financial activities and transactions; taking care of all Chapter assets and liabilities; reporting on the condition of the Chapter's finances to the brotherhood monthly; formulating a budget for the following semester, subject to the approval of the Chapter at a brotherhood meeting; revising the current semester budget as necessary, subject to the approval of the Chapter; and generating an end-of-semester summary of the state of the Chapter finances. The Treasurers are also responsible for retaining all financial records for at least 7 years. At the end of 7 years, the Treasurers shall destroy source financial records, but shall retain the end-of-semester summaries in the Chapter archives.

### Section 7.1: Term of Office

The role of Treasurer shall be split among two positions, Junior and Senior Treasurer. The Chapter shall elect one Treasurer each semester during officer elections, and that Treasurer will serve for two consecutive one-semester terms, first as a Junior Treasurer, then as a Senior Treasurer. The Treasurers who are to serve for a Fall semester will carry out any duties required of them during the preceding Summer. A brother may run for the position of Treasurer twice, meaning that they may serve as both Junior and Senior Treasurer twice. In addition, as an exception to Section 13 of this article, a brother may serve as Senior Treasurer in excess of the term limits to fill a vacancy in the office of Senior Treasurer.

### Section 7.2: Senior Treasurer

The role of the Senior Treasurer shall be to train the Junior Treasurer to perform all such necessary tasks as stated, and ensure they are completed; in addition, to act as fiscal agent for the Chapter and any funds of which the Chapter is custodian (accounts of the section, EZAA accounts, etc.), to retain signing power of all external accounts held for or by the Chapter, sign checks, handle Chapter deposits, manage and maintain in good standing any Chapter investment or endowment funds, and shall be responsible for all 6 annual tax and compliance filings, including all 4 relevant NYS Sales Tax returns (once each quarterly), 1 NYS Income Tax Return (annually), and 1 IRS 990-N Income Tax form annually, as necessary to maintain Chapter nonprofit status and keep the Chapter in good standing with governing agencies. The Senior Treasurer shall also compile the end-of-semester summary of the Chapter's financial activities and present this financial summary to the brotherhood at or before the same meeting where the following semester's budget is proposed and voted upon by the entire brotherhood.

### Section 7.3: Junior Treasurer

The role of Junior Treasurer shall be to learn the Chapter financial operations, to keep the books for all internal transactions within the brotherhood, to issue reimbursements, handle CD transactions, and update the brotherhood on the status of such at periodic intervals, including the Executive Committee, brotherhood, and Advisory Committee meetings. The Junior Treasurer shall



assist the Senior Treasurer in the following ways: in the formation of the upcoming semester's budget, making revisions to the current semester's budget, in creating the end-of-semester financial summary for presentation, and in all tax filings. The junior treasurer shall neither cast votes at Executive Committee meetings nor contribute to the Executive Committee quorum except in those instances when the Senior Treasurer is not present.

## Section 7.4: Treasurer Appointed Chairships

### Section 7.4.1: Coke in the Fridge Chair

Each semester, the Senior Treasurer may appoint a Coke in the Fridge Chair. The Coke in the Fridge Chair is responsible for maintaining the Coke in the Fridge stock and ensuring that the fridge is clean.

### Section 7.4.2: Fundraising Chair

Each semester the Senior Treasurer may appoint a Fundraising Chair. The Fundraising Chair is responsible for running the Fundraising Committee, which plans all fundraisers that are to be executed by the Chapter.

## Section 8: Office Manager

The Office Manager is responsible for maintaining the Chapter office in a clean and orderly condition, ensuring that the Chapter office is open during normal business hours, determining office curriculum, administering office exams semesterly, maintaining the 3D printer and keeping accurate records thereof, maintaining the backtest files, and managing office access of brothers. As the primary purpose is for Chapter business activities, it is expected that brothers in the front office maintain a professional demeanor.

## Section 8.1: Office Manager Appointed Chairships

### Section 8.1.1: Backtest Chair

Each semester, the Office Manager may appoint a Backtest Chair. The Backtest Chair is responsible for assisting the Office Manager with the backtest service that the office provides. This includes scanning new backtests to the hard drive, adding them to the appropriate folder, and adding them to the website.

### Section 8.1.2: Lost and Found Chair

Each semester, the Office Manager may appoint a Lost and Found (LAF) Chair. The LAF Chair is responsible for assisting the Office Manager in removing expired LAF from the website, enforcing the completion of LAF runs, and the general upkeep of the LAF storage.

### Section 8.1.3: 3D Printing Chair

Each semester, the Office Manager may appoint a 3D Printing Chair. The 3D Printing Chair is responsible for the maintenance of the 3D printing service that the office provides, including repairing the printer should it break, as well as ensuring that all prints are completed.

## Section 9: Recording Secretary

The Recording Secretary is responsible for keeping records of all brotherhood and Executive Committee meetings, posting these records on the Chapter Google Drive within one week of the meeting, keeping records of each brother's membership status, controlling the Chapter email lists (except for those explicitly maintained by the Corresponding Secretary as defined in Section 10 of this article), updating the brotherhood list, conducting Chapter statistics, and publishing a Chapter mobilization chart each semester.

### Section 9.1: Recording Secretary Appointed Chairships

#### Section 9.1.1: Webmaster

Each semester, the Recording Secretary may appoint a Webmaster by the first brotherhood meeting of the semester. The Webmaster is responsible for the maintenance of the Chapter website. The Webmaster may also make changes to the website.

## Section 10: Corresponding Secretary

The Corresponding Secretary is responsible for carrying on Chapter correspondence with the National Office, Alumni, and other outside organizations and persons; maintaining Alumni and outside organizations and persons email lists; appointing a chair for the National APO conference; appointing a chair for APO Sectionals or, if able, chairing Sectionals themselves; checking the on-campus APO mailboxes a minimum of biweekly; plan a relevant event for APO alumni during the official RPI Alumni Weekend; and keeping copies of all Chapter newsletters published during the Corresponding Secretary's term of office, as well as all issues of Torch and Trefoil published since the founding of this Chapter.

### Section 10.1: Corresponding Secretary Appointed Chairships

#### Section 10.1.1: Newsletter Chair

Each semester, the Corresponding Secretary may appoint a Newsletter Chair. The Newsletter Chair is responsible for publishing a Chapter Newsletter at least once a month, and distributing it to brothers, pledges, advisors, other Chapters, and anyone else who is interested in reading it.

#### Section 10.1.2: Social Media Chair

Each semester, the Corresponding Secretary may appoint a Social Media Chair. The Social Media Chair is responsible for the maintenance of the Chapter's presence on all social platforms.

#### Section 10.1.3: Conference Chair

Each semester, the Corresponding Secretary may appoint a Conference Chair. The Conference Chair is responsible for coordinating brothers attending sectionals, regionals, or National APO conference and handling the logistics. A second, separate Conference Chair may be appointed in advance when a Sectional, Regional, or National conference is scheduled to be held on RPI campus to plan the conference. The Corresponding Secretary may hold this chairship.

## Section 11: Historian

The Historian is responsible for developing a written and visual record of the Chapter's activities, coordinating the production and distribution of the annual composites, upkeep of the Chapter's historical collection in the Rensselaer Polytechnic Institute Archives, and the upkeep of the family trees.

## Section 12: Sergeant at Arms

The Sergeant at Arms (SAA) is responsible for counting all secret ballots, maintaining order during Executive Committee and brotherhood meetings, obtaining the use of campus facilities needed by the Chapter, distributing and collecting all Chapter keys and equipment, ensuring security and orderly maintenance of the Chapter storage room, maintaining a current inventory of all Chapter equipment every semester.

### Section 12.1: Armory Storage and Inventory

The Chapter storage space in the Armory is under the jurisdiction of the SAA. All Chapter equipment leaving the Chapter storage room shall be signed out by an active brother, or other brother or pledge with the approval of the SAA. The brother signing it out will be responsible for the equipment. In the case of loss or damage, the financial responsibility shall be determined by the SAA with the approval of the Executive Committee.

### Section 12.2: Parliamentary Duties

The SAA shall serve as the Chapter's Parliamentarian unless it is otherwise delegated. This requires familiarity with the National Bylaws, as well as that of the Chapter, including any standing rules, as well as parliamentary procedure (Robert's Rules of Order), to the extent that the Chapter demands. The duties that come with this include referring to the Bylaws when need be, presenting the parliamentary procedure rules to be used (EZ Rules of Order) by the second brotherhood meeting of the semester, and enforcing the use of parliamentary procedure as it is needed. The parliamentary rules to be decided upon include method of voting, method of queue, and voting procedure.

### Section 12.3: Sergeant at Arms Appointed Chairships

#### Section 12.3.1: Rituals Chair

Each semester, the Sergeant at Arms shall appoint a Rituals Chair by the first brotherhood meeting of the semester. The Rituals Chair is responsible for planning out and chairing every ritual of the semester, as well as making sure that the required materials are brought to the ritual and set up accordingly. They are also responsible for the maintenance of the materials used in the rituals.

#### Section 12.3.2: Bylaws Chair

Each semester, the Sergeant at Arms may appoint a Bylaws Chair. The Bylaws Chair is responsible for reviewing the Chapter Bylaws and ensuring that the Chapter is operating under their guidelines, as well as updating them to better reflect how the Chapter currently operates.

## Section 13: Assuming Office

All elected officers assume their duties the day after the last day of classes of the semester in which they were elected. The time between officer elections and the last day of final exams will serve as an interim period in which the incumbent officer will inform the officer elect of the current program status and offer suggestions for future programs. No brother may hold a particular elected office more than twice.

## Section 14: Vacancies

Any vacancies among the elected officers must be filled by election as soon as possible. A nomination sheet for the vacated position will be posted no less than two days before the election. The President may appoint a substitute subject to the approval of the Executive Committee until such an election may be held.

## Section 15: Elections

Officers for an upcoming Spring semester are elected at an election meeting within one month of the end of the preceding Fall semester. Officers for an upcoming Fall semester are elected at an election meeting within one month of the end of the preceding Spring semester.

## Section 16: Removal from Office

A member of the Executive Committee may be removed for misconduct or failure to perform their duties as outlined in this document. The charges must be brought before the Executive Committee and posted through Chapter communication for a week prior to the meeting at which the removal is approved. The officer is only removed upon a 3/4 approval of active brothers present at a brotherhood meeting. Executive Committee members shall be removed from office should they become inactive.

# Article VI: Executive Committee

## Section 1: Membership

The Executive Committee consists of all current elected officers of this Chapter, and the Chair of the Advisory Committee. The Chair of the Advisory Committee does not cast a vote at Executive Committee meetings. Attendance of the Advisory Chair at Executive Committee meetings is not required.

## Section 2: Meeting Times

The Executive Committee meets at least once every two weeks, except during school vacations. Quorum consists of eight members of the Executive Committee in Spring and Fall semesters. The Junior Treasurer does not vote unless the Senior Treasurer is absent.

## Section 3: Purpose

The Executive Committee discusses all issues of current importance to the Chapter. It makes recommendations, when appropriate, to the brotherhood on these issues. The pros and cons of these recommendations shall also be included in the presentation and the minutes. The Executive Committee determines Chapter goals and priorities.

## Section 4: Executive Privilege

The Executive Committee may exercise any powers of the Chapter whenever a question cannot be brought before the brotherhood in a timely manner. The Executive Committee may decide for the Chapter all issues not requiring Chapter secret ballot, not involving Chapter funds, not being proposed as Bylaws, amendments or standing rules, and which are not specifically the responsibility of the brotherhood according to these Bylaws. Any decision made by the Executive Committee may be prevented from further implementation by the Chapter at a brotherhood meeting. Executive Committee members may establish accounts not involving Chapter funds without a vote.

## Section 5: Appointed Chairships

For any appointed chairship, the Executive Committee must discuss and vote as to whether a nominee is approved for the chairship. Appointed chairships are those designated as an area of need by an Executive Committee member. That specific Executive Committee member describes the responsibilities of that role and nominates a brother for the role. There is no limit on the number of appointed chairships that may exist. For any existing chairship, the responsibilities of the chair lie on the Executive Committee member that appoints them until the appointment of the chair is approved. Chairships not already in these Bylaws must be approved by an Executive Committee majority vote.

# Article VII: Brotherhood Meetings

## Section 1: Meeting Times

brotherhood meetings are held at least once every other week of the semester, except during vacations. Meeting time and location is to be determined by the President.

## Section 2: Quorum

Quorum is required to hold a vote at all brotherhood meetings. Quorum is tabulated by the Sergeant at Arms and consists of 3/5 of the active brothers.

## Section 3: Guests

Any members of Alpha Phi Omega Epsilon Zeta may be present at a brotherhood meeting at any time. Persons who are not brothers or pledges of Alpha Phi Omega may be present at a brotherhood meeting upon the invitation of a brother attending the meeting. Guests may be asked to leave by the President or by a simple majority vote of active brothers present. In discussions, a guest may not participate unless asked to do so. Guests cannot vote.

# Article VIII: Advisors

## Section 1: Membership

This Chapter shall have at least five Advisors consisting of, 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. Other Advisors may be added as deemed necessary. In the event of a vacancy, an attempt should be made to fill the position as soon as possible.

## Section 2: Approval

Advisors are nominated by the President and approved by at least 3/4 of the active brothers present at a brotherhood meeting.

## Section 3: Advisory Committee

The Advisory Committee consists of the advisors and the current members of the Executive Committee. The Chair may be elected up to once every year from the advisors by a majority vote of the brothers present at a brotherhood meeting and serves until replaced.

## Section 4: Meetings

The Advisory Committee meets at least once each semester to review and discuss the Chapter's activities.

# Article IX: Finance

## Section 1: Dues

Annual Chapter dues, National dues, pledge fees, insurance fees, and initiation fees are paid by those involved. Chapter dues shall be approved with the budget.

## Section 2: Chapter Debt

The Chapter debt (CD) is a financial balance for the amount a brother owes, or is owed by the Chapter. Brothers may add money to their CD and use it to pay for Chapter-related expenses. Members may not remove money directly from their Chapter debts without prior approval of the President or Treasurer. If a brother has a CD that is negative by more than \$100 dollars, they may not charge a Chapter-related expense greater than \$50 to their CD. Upon a brother obtaining a CD that is negative by \$100, a treasurer must notify them. After contact, the brother has 1 week to raise their CD before they are no longer allowed to charge fees larger than \$50 to their CD. Graduating brothers must balance their CD four weeks before graduation. If brothers are negative after this period, the treasurers are allowed to begin the process of putting a hold on the brother's student account.

## Section 3: Subsidization and Event Attendance

This Chapter pays for prospective members to attend its activities. This Chapter may vote to subsidize the expenses of its members and pledges for certain activities and to subsidize traditional gifts.

## Section 4: Fundraisers

The necessary expenses of this Chapter are met through funds secured through Chapter activities. Such activities are conducted in keeping with the rules and policies of Rensselaer Polytechnic Institute, the Rensselaer Union, and Alpha Phi Omega. All funds raised on behalf of organizations must be dispersed to said organizations. These funds are not considered assets of the Chapter, and as such, do not apply to Section 7 of this Article.

## Section 5: Bank

All funds handled by this Chapter are deposited to the credit of the Chapter in a local bank except for the portion that may be kept in the Chapter office as petty cash. The Chapter maintains an emergency fund of at least \$1000.00.

## Section 6: Withdrawals

Withdrawals from and drafts on all Chapter accounts, with the exception of the Emergency Fund, require the signature and co-signature of two of the following: the President, the Senior Treasurer, and the Junior Treasurer. Withdrawals from the Emergency Fund require the signature and co-signature of two advisors.

## Section 7: Unbudgeted Expenses

The brotherhood must approve all non-budgeted and over budget expenditures (over \$50) of Chapter monies by majority vote at a brotherhood meeting. Notice of any motion to spend more than \$200.00 of Chapter monies must be posted at least one week before the brotherhood meeting. Any non-budgeted or over budget expenditures under \$50 may be approved by an Executive Committee simple majority.

# Article X: Voting

## Section 1: Absentee Voting

Absentee and proxy voting are prohibited under any circumstance where an official vote takes place.

## Section 2: Quorum

Quorum is  $\frac{1}{2}$  of the active brotherhood. For pledge and Executive Committee voting, quorum is  $\frac{1}{2}$  of active brothers who have met the criterion set forward as active membership requirements.

## Section 3: Affirmative Vote Percentages

A simple majority of brothers with voting status is necessary for a vote to pass at a brotherhood meeting or at an Executive Committee voting meeting. A  $\frac{3}{4}$  (rounded up) vote is necessary for a vote to pass at pledge voting. Methods of voting include show of hand, roll call, affirmation, and secret ballots.

## Section 4: Brotherhood Meeting Voting

When voting in brotherhood meetings, the brother has the option to vote "yes," "no," or "abstain." The simple majority approval vote (rounded up) necessary to pass is rescaled depending on the number of votes for "abstain." Should a simple majority abstain the vote does not pass. Voting is conducted by a show of hand. A motion may be made to change the method of voting.

## Section 5: Pledge Voting

When voting in pledge voting the brother has the option to vote "yes," "no," or "abstain." The  $\frac{3}{4}$  approval vote (rounded up) necessary to pass is rescaled depending on the number of votes for "abstain." Should a simple majority abstain, the vote does not pass. The results of the pledge votes are not revealed until the entire round of votes is completed. If a pledge receives an approval vote, they become neophytes of the Epsilon Zeta Chapter. Pledges that are dropped are no longer part of the pledging program for the semester and do not become neophytes. Each vote is conducted using secret ballot, and the method of voting for pledge voting cannot change.

## Section 6: Officer Election Voting

During an officer election voting meeting, the nomination committee presents each candidate, and additional nominations may be made from the floor at the election meeting. When voting in officer elections, the brother has the option to vote for the candidates running or "no confidence." Any vote cast that does not follow these guidelines does not count. Should "no confidence" exceed a simple majority for the position being voted on, a new election for the position shall be held at the next brotherhood meeting. Each vote is conducted using secret ballot, and the method of voting cannot change.

## Section 7: Secret Ballots

Secret ballots shall be counted by two Sergeants at Arms present at the vote. If two Sergeants at Arms are not present, the counting of votes shall be done by past Presidents. In the event that none of these people are present, off the floor nominations for vote counters shall be conducted.

## Section 8: Tie Vote

The President does not cast a vote at Executive Committee meetings nor on motions from the floor at brotherhood meetings, except during officer elections, pledge voting, or to resolve a tie vote.



# Article XI: Bylaws Procedure

## Section 1: Purpose

This Chapter is bound by, and these Bylaws conform to, the National Articles of Incorporation, the National Bylaws, and the Standard Chapter Articles of Association of Alpha Phi Omega. No amendment to these Bylaws may contradict the above National Fraternity documents. This Chapter is not bound by any guidelines or resolutions adopted by the National Board of Directors or the National Convention. These Bylaws were written in good faith; however, some typographical errors may remain. In reading and executing this document, assume these errors don't exist.

## Section 2: Amendments

Proposed Bylaws amendments must be announced at a brotherhood meeting, discussed at an Executive Committee meeting, and announced through common Chapter communication at least seven days before the meeting at which they are voted on. A proposed amendment must be approved by at least 3/4 of the active brothers present at a brotherhood meeting to become part of these Bylaws. These Bylaws may only be modified during Spring and Fall semesters. With each update that these Bylaws undergo, Section 5 of this Article shall be updated accordingly.

## Section 3: Standing Rules

The standing rules of this Chapter consist of all motions, which, once approved as standing rules, are binding on this Chapter until they are amended or removed. Additions to, deletions from, and amendments to the standing rules must be approved by a majority vote at a brotherhood meeting. No standing rule may contradict these Bylaws.

## Section 4: Ratification and Path Forward

The current version of these Bylaws was ratified on December 8, 2019. With this update, the route that must be taken to change them is now clearly defined within them, so the path forward is clear. These Bylaws shall be reviewed and updated as necessary by the Sergeant at Arms or Bylaws Chair.