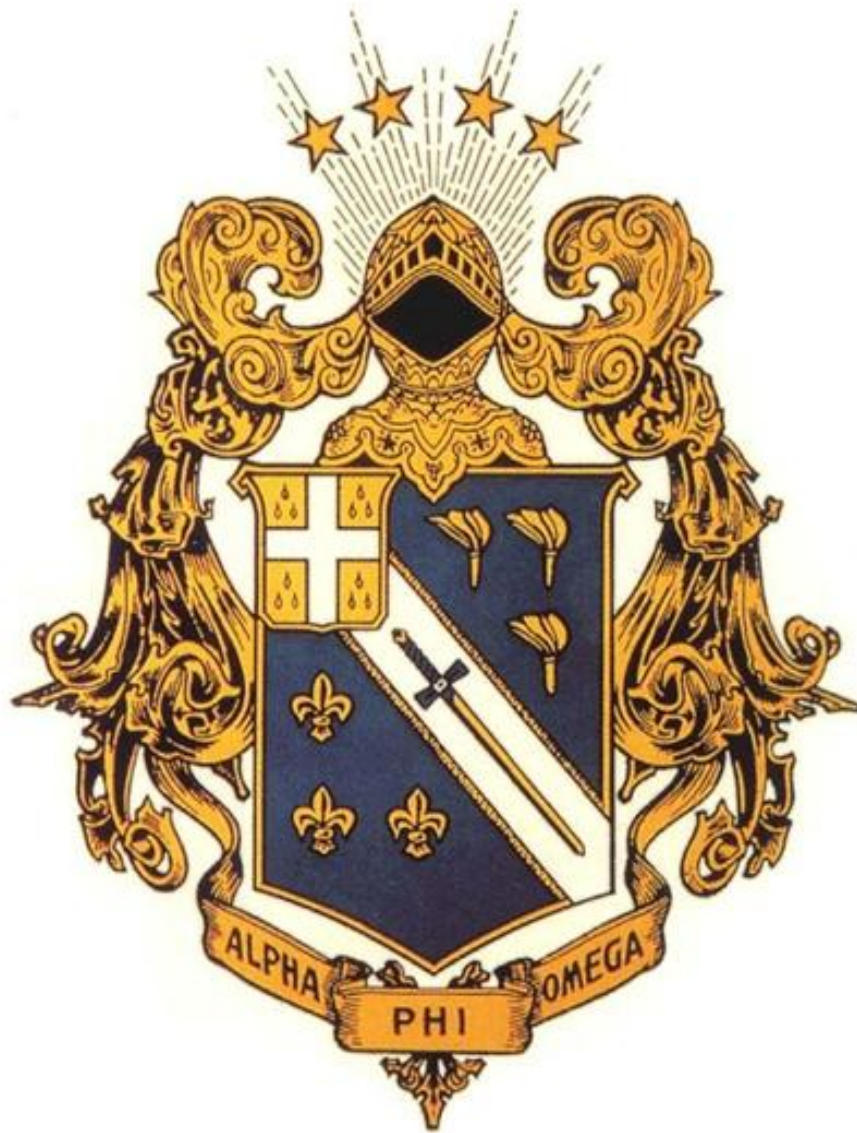


IOTA PHI BYLAWS



Alpha Phi Omega

National Service Fraternity
May 2011

- 1 Name
 - 1.1 The name of this document shall be the Iota Phi Chapter Bylaws.
- 2 Purpose
 - 2.1 The purpose of these bylaws shall be to guide Iota Phi in chapter business.
- 3 Officers - Eligibility and Duties
 - 3.1 Number of Officers
 - 3.1.1 There shall be up to two officers in each office, with the exceptions of the president and sergeant-at-arms.
 - 3.1.2 President - the office of president shall have only one officer.
 - 3.1.3 Sergeant-at-Arms - the office of sergeant-at-arms shall have up to three officers.
 - 3.2 Eligibility of Officers
 - 3.2.1 President - the president must retain active status for a minimum of two (2) terms prior to their nomination.
 - 3.2.2 Pledge Parent - at least one nominee must retain active status for a minimum of two (2) terms prior to their nomination. If a second nominee is present, he or she must retain active status for a minimum of one (1) term prior to nomination.
 - 3.2.3 Service, Membership, Fellowship, and Finance - at least one nominee must retain active status for a minimum of one (1) term prior to their nomination.
 - 3.2.4 Nominees for all other offices must be active members.
 - 3.3 Duties of Officers
 - 3.3.1 President
 - 3.3.1.1 To serve as the presiding officer at regular and special chapter meetings, meetings of the executive committee, and to serve as a member of the advisory committee.
 - 3.3.1.2 To coordinate the efforts of all other chapter offices.
 - 3.3.1.3 To appoint officers or establish ad-hoc committees as stated in Article IV of the Bylaws.
 - 3.3.1.4 To serve as an ex-officio member of all committees.
 - 3.3.1.5 To see that all national and chapter policies are followed and that the chapter is operated according to the National Articles of Association, National Bylaws, and Chapter Constitution and Bylaws.
 - 3.3.1.6 To serve as chief spokesperson and primary representative of the Iota Phi chapter.
 - 3.3.1.7 To have possession of the gavel and bring it to all chapter meetings.
 - 3.3.1.8 To promote and facilitate chapter involvement in inter-chapter, sectional, regional, and national fraternity events.
 - 3.3.1.9 To ensure that the Chapter qualifies and applies for the Chapter of Excellence Award.
 - 3.3.1.10 To prepare a term record, used by the next chapter president.
 - 3.3.1.11 All other duties as specified in the National Handbook for Chapter Presidents.
 - 3.3.1.12 To appoint a webmaster, should no other webmaster be present or active.
 - 3.3.1.12.1 Should there be at least one active webmaster, they will appoint webmaster after an interview conducted by any active webmaster.
 - 3.3.1.12.1.1 An active webmaster is defined as a webmaster that has active or associate status in the chapter.
 - 3.3.1.12.1.2 Any current webmaster could perform and/or be present at an interview.
 - 3.3.1.12.2 A webmaster has no term of expiration on his position, however they may resign from the position.
 - 3.3.1.12.3 A webmaster may be unappointed by a two-thirds vote of the active membership present at a meeting at which there is a quorum.

- 3.3.1.12.4 A webmaster may continue to perform duties of the webmaster after they have gained alumni status in the chapter, and will be considered an active webmaster as long as they perform the duties.
 - 3.3.1.13 To facilitate communication with the pledge class through its elected pledge spokesperson.
 - 3.3.1.14 To serve as chairperson of the Long Term Strategic Planning Committee.
- 3.3.2 Service Vice President
 - 3.3.2.1 To serve as chairperson of the Service Committee.
 - 3.3.2.2 To serve as president pro-tempore in the absence of the president.
 - 3.3.2.3 To facilitate communication with the pledge class through its elected pledge service coordinators.
 - 3.3.2.4 To appoint a service project chairperson for each service event.
 - 3.3.2.5 To compile a listing of up-to-date service contacts and project listings including evaluation reports on organizations and said projects for at least the prior four (4) terms.
 - 3.3.2.6 To make sure any national service report, such as the National Service Week report or the Spring Youth Service Day report, is submitted to the National Office on time.
 - 3.3.2.7 To create at least one project per year with one of Alpha Phi Omega's National Partners.
 - 3.3.2.8 To prepare a service term report for the next service vice president.
 - 3.3.2.9 To perform other duties as directed by the chapter president.
 - 3.3.2.10 To perform all other duties as specified by the National Handbook for Service Vice Presidents.
- 3.3.3 Membership Vice President
 - 3.3.3.1 To serve as chairperson of the Membership Committee.
 - 3.3.3.2 To serve as chief liaison to the National Office and ensure that all national paperwork and fees are sent to the National Office by their due dates.
 - 3.3.3.3 To work with the president to promote and facilitate chapter involvement in sectional, regional, and national conferences.
 - 3.3.3.4 To assist the pledge parents and president to ensure that all national and chapter pledging standards are met.
 - 3.3.3.5 To formulate and execute a system for encouraging the participation of chapter members in national leadership programs.
 - 3.3.3.6 To have charge of materials in conjunction with active membership, including service pins.
 - 3.3.3.7 To prepare a term record to be used for reference by future membership vice presidents.
 - 3.3.3.8 To perform other duties as specified by the chapter president.
 - 3.3.3.9 To perform all other duties applicable as specified in the National Handbook for Membership and Pledging.
- 3.3.4 Fellowship Vice President
 - 3.3.4.1 To serve as chairperson of the Fellowship Committee.
 - 3.3.4.2 To facilitate communication with the pledge class through its elected pledge fellowship coordinators.
 - 3.3.4.3 To plan and carry out fellowship activities that foster brotherhood in the chapter.
 - 3.3.4.4 To prepare a record of fellowship activities and information to be passed to later fellowship vice presidents.
 - 3.3.4.5 To perform other duties as directed by the chapter president.
 - 3.3.4.6 To perform all other duties as specified by the National Handbook for Fellowship.

- 3.3.5 Pledge Parent
 - 3.3.5.1 To give all pledges the opportunity to learn the fundamentals of Alpha Phi Omega and grasp the spirit of this fraternity before joining.
 - 3.3.5.2 To have charge of pledge meetings and the election of pledge class officers.
 - 3.3.5.3 To oversee the execution of pledge and active activities concerning the pledging and activation rituals and all surrounding activities.
 - 3.3.5.4 To have charge of materials to be used in all pledge rituals, rush, and grilling and to work in conjunction with the Secretary Committee to have an effective rush period.
 - 3.3.5.5 To appoint ritual chairperson(s).
 - 3.3.5.6 To present the chapter with any major prospective changes in the pledge training method for approval before implementation.
 - 3.3.5.7 To prepare a record of their term for use by later pledge parents.
 - 3.3.5.8 To perform other duties as directed by the chapter president.
- 3.3.6 Finance Vice President
 - 3.3.6.1 To serve as chairperson of the Finance Committee.
 - 3.3.6.2 To receive and deposit all general chapter funds in a timely manner and to keep an accurate record thereof.
 - 3.3.6.3 To make, under proper chapter budget approval, payments from chapter accounts by check. (Checks must be counter-signed by either the co-Finance Vice President or another active member and a receipt for all services/materials purchases must be obtained.)
 - 3.3.6.4 To be diligent in the collection of membership dues (defined as all dues related to the chapter).
 - 3.3.6.5 To keep an accurate written record of payments and receipts of all moneys (in the form of a written journal or ledger) and to supply a written receipt when asked.
 - 3.3.6.6 To see that all National fees are transmitted within ten days of collection to the National Office by the membership vice president.
 - 3.3.6.7 To see that the chapter budget is prepared and approved by the third chapter meeting of the year.
 - 3.3.6.8 To audit the financial books of the chapter before turning them over to a new finance vice president and to prepare tax forms under the guidance of the advisory committee during the spring term.
 - 3.3.6.9 To submit a financial report showing the chapter's financial condition monthly at a chapter meeting.
 - 3.3.6.10 To be in charge of the planning and implementation of fund-raisers to replenish the chapter funds.
 - 3.3.6.11 To appoint a fund-raising chairperson.
 - 3.3.6.12 To perform other duties as directed by the chapter president.
 - 3.3.6.13 To facilitate communication with the pledge class through its elected pledge finance coordinator(s).
- 3.3.7 Recording Secretary
 - 3.3.7.1 To serve as a chairperson of the Secretary Committee.
 - 3.3.7.2 To make a written record of the proceedings at all chapter meetings and to upload them within one week onto the chapter website.
 - 3.3.7.3 To prepare an outline agenda for all chapter meetings.
 - 3.3.7.4 To keep an accurate record of the attendance at all chapter meetings.
 - 3.3.7.5 To work with the membership vice president to compile and update an active roster.
 - 3.3.7.6 To perform other duties as directed by the chapter president.

- 3.3.8 Corresponding Secretary
 - 3.3.8.1 To serve as a chairperson of the Secretary Committee.
 - 3.3.8.2 To carry out chapter correspondence with national, regional, and sectional staff, chapter alumni, and other chapters.
 - 3.3.8.3 To appoint liaisons to the other Section Four chapters, and to oversee their reports to the chapter.
 - 3.3.8.4 To keep an up-to-date record of present addresses and phone numbers of all chapter alumni, sectional, regional, and national staff, and other chapters.
 - 3.3.8.5 To formulate and execute a system for encouraging the participation of alumni and other chapters in assisting with Iota Phi projects.
 - 3.3.8.6 To be responsible for the production and distribution of Xpressions, the chapter newsletter.
 - 3.3.8.7 To formulate and execute a system for encouraging the participation of chapter members in inter-chapter events.
 - 3.3.8.8 To perform other duties as directed by the chapter president.
- 3.3.9 Press Secretary
 - 3.3.9.1 To serve as a chairperson of the Secretary Committee.
 - 3.3.9.2 To formulate a publicity program for the chapter in order to raise awareness in the public of chapter events.
 - 3.3.9.3 To maintain publicity contacts with campus service organizations, local charitable groups, local media (television, print, radio, and online), and with the national fraternity publicity office.
 - 3.3.9.4 To formulate a listing of publicity contacts and a record of the term's publicity campaign for use by subsequent press secretaries.
 - 3.3.9.5 To create and maintain publication and outreach materials in order to facilitate the publicity and rush campaigns.
 - 3.3.9.6 To direct letters of appreciation, on chapter stationery, to persons and organizations that have cooperated with chapter projects.
 - 3.3.9.7 To perform other duties as directed by the chapter president.
- 3.3.10 Sergeant-at-Arms
 - 3.3.10.1 To see that chapter members follow all policies and traditions noted in the national standards, chapter constitution, and bylaws.
 - 3.3.10.2 To know parliamentary procedure and conduct meetings and votes accordingly.
 - 3.3.10.3 To keep order at all chapter meetings.
 - 3.3.10.4 To have possession of a chapter mug at all chapter meetings.
 - 3.3.10.5 To collect and deliver mug money to the finance vice presidents.
 - 3.3.10.6 To begin all mugs by mugging those members not wearing their service or pledge pin.
 - 3.3.10.7 To assign a person to begin singing the toast song.
 - 3.3.10.8 To conduct all elections (excluding those done by unanimous of a single candidate) acclamation.
 - 3.3.10.9 To receive all absentee ballots.
 - 3.3.10.10 To see that all chapter officers and any interested members have a copy of the chapter constitution and bylaws.
 - 3.3.10.11 To be chairperson of the Sergeant-At-Arms Committee.
 - 3.3.10.12 To perform other duties as directed by the chapter president.
- 3.3.11 Historian

- 3.3.11.1 To serve as chairperson of the Historian Committee.
- 3.3.11.2 To be responsible for the Chapter documents and update such documents upon passage of amendments. Chapter documents include Chapter Bylaws, Chapter Constitution, and Standing Rules of Order.
- 3.3.11.3 To submit a copy of revised Chapter Bylaws to the National Office upon revision.
- 3.3.11.4 To prepare a chapter history for the term, noting significant changes in policy and reasons for such changes.
- 3.3.11.5 To prepare a chapter scrapbook.
- 3.3.11.6 To be responsible for perpetuation and promotion of the chapter awards ceremony and the preservation of the chapter traditions.
- 3.3.11.7 To record and maintain chapter family trees in conjunction with the secretary committee.
- 3.3.11.8 To perform other duties as directed by the chapter president.
- 3.3.12 Alumni Secretary
 - 3.3.12.1 To serve as chairperson of the Alumni Committee.
 - 3.3.12.2 To work closely with the Iota Phi Alumni Association.
 - 3.3.12.3 To maintain a contact list of alumni, and to continue to collect and to keep an up-to-date record of present addresses, phone numbers, and email addresses of all chapter alumni.
 - 3.3.12.4 To formulate and execute a system for encouraging the participation of alumni in chapter news, events, and projects.
 - 3.3.12.5 To organize at least one alumni event (usually the Alumni BBQ).
- 3.4 Duties of the Advisors
 - 3.4.1 Duties of the Advisors include, but are not limited to, the following
 - 3.4.2 Faculty Advisors
 - 3.4.2.1 To serve as a member of the advisory committee.
 - 3.4.2.2 To serve as a special advisor to a committee upon appointment by the chairperson of the advisory committee.
 - 3.4.3 Scouting Advisors
 - 3.4.3.1 To serve as a member of the advisory committee.
 - 3.4.3.2 To advise the chapter regarding scouting activities.
 - 3.4.3.3 To assist in contacting former scouts as prospective members.
 - 3.4.3.4 To assist the chapter with projects of interest to the scouting movement.
 - 3.4.4 Additional Advisors
 - 3.4.4.1 Additional advisors may be appointed by the fraternity to assist with general or specific fraternity, they shall be responsible for such assistance and be members of the advisory committee.
 - 3.4.5 All advisors shall not make adversarial comments during chapter meetings if the issue being discussed does not involve a clear contradiction of national or chapter rules or policies.

4 Committees

- 4.1 Active Committee Members
 - 4.1.1 All active members shall belong to at least one (1) chapter committee.
- 4.2 Duties and Organization of Committees
 - 4.2.1 Executive Committee shall:
 - 4.2.1.1 Be chaired by the president.
 - 4.2.1.2 Consist of all elected officers and the chairs of any standing committee.
 - 4.2.1.3 Provide for interpretation of the chapter constitution and bylaws.

- 4.2.1.4 Meet at least twice a month during the school year. Special meetings may be held at the discretion of the chapter president, or upon written request of the majority of members of the executive committees.
- 4.2.1.5 Hold open or closed meetings at the discretion of the chapter president. Executive committee meetings may never be closed to advisors or sectional, regional, or national representatives.
- 4.2.1.6 Formulate a program at the beginning of each term, which shall be subject to approval by the active membership at a meeting where a quorum prevails. This program shall include a tentative outline of chapter events for the term.
- 4.2.1.7 Work with the finance committee to formulate a yearly and term budget.
- 4.2.2 Service Committee shall:
 - 4.2.2.1 Be chaired by the service vice president(s).
 - 4.2.2.2 Formulate and execute the chapter service program.
 - 4.2.2.3 Solicit suggestions from members, students, campus organizations, faculty, college officials, community members and organizations, and advisors for possible new service projects to the campus, community, nation, and fraternity.
 - 4.2.2.4 Make plans to carry out traditional service projects. (Those that are regular events such as Picnic Day.)
 - 4.2.2.5 Present suggestions for new types of projects to the executive committee or general membership for approval.
 - 4.2.2.6 Prepare a detailed written evaluation of service projects and the service term at the end of the term.
 - 4.2.2.7 Assist and be assisted in publicity duties by the secretary committee when publicizing service events.
- 4.2.3 Membership Committee shall:
 - 4.2.3.1 Be chaired by the membership vice president(s).
 - 4.2.3.2 Ensure that all national and chapter policies and requirements are met.
 - 4.2.3.3 Work with the president to assist members in making sectional, regional, and national convention plans.
 - 4.2.3.4 Work closely with the leadership development fund executor and the finance committee in effort to raise funds for the leadership development fund.
 - 4.2.3.5 Work to increase active retention.
 - 4.2.3.6 Work to increase knowledge of sectional, regional, and national events.
 - 4.2.3.7 Assist in the establishment and/or reactivation of chapters of Alpha Phi Omega at other colleges and universities.
 - 4.2.3.8 Determine active requirements that shall include but not be limited to service hours and/or number of service projects for a given term. Any changes in requirements from the previous term must be approved by a simple majority of members at a regular chapter meeting where a quorum prevails.
 - 4.2.3.9 Prepare applications and apply for the Chapter of Excellence Award, H. Roe Bartle Award, Dean Arno Nowotny National Service Award, Josiah Frank Historian's Award, M.R. Disborough Scouting Service Award, and the Earle M. Herbert National Friendship Award.
 - 4.2.3.10 To host a minimum of one leadership development event per term (e.g. Chapter Leadership Workshop day, LEADS, etc.).
- 4.2.4 Fellowship Committee shall:
 - 4.2.4.1 Be chaired by the fellowship vice president(s).
 - 4.2.4.2 Formulate and execute the chapter fellowship program.

- 4.2.4.3 Work with the service committee to coordinate fellowship events at service projects.
- 4.2.4.4 Coordinate chapter banquets.
- 4.2.4.5 Submit a monthly income and expense report along with an estimate of future income and expenses to the executive committee.
- 4.2.5 Pledge Training Committee shall:
 - 4.2.5.1 Be chaired by the pledge parent(s).
 - 4.2.5.2 Formulate and execute, under approval of the chapter, the chapter pledge program.
 - 4.2.5.3 Suggest the spring pledge class namesake for chapter approval.
 - 4.2.5.4 Contact the elected spring pledge class honoree, if possible, for permission to use their name.
 - 4.2.5.5 Determine pledge requirements. Requirements shall include but not be limited to service hours and/or number of service projects for a given term. Any changes in requirements from the previous term must be approved by a simple majority of members at a regular chapter meeting where quorum prevails.
- 4.2.6 Secretary Committee shall:
 - 4.2.6.1 Be chaired by the press secretary(ies), recording secretary(ies), corresponding secretary(ies), and alumni secretary(ies)
 - 4.2.6.2 Perform duties of publicity under press secretary(ies) as follows:
 - 4.2.6.2.1 Work in conjunction with pledge parents and/or the pledge parent committee to formulate an effective rush period.
 - 4.2.6.2.2 Keep in contact with campus media (The California Aggie, Horizons Newsletter), community media (Sacramento Bee, Davis Enterprise, local television and radio), and fraternity media (Torch and Trefoil) to publicize large events (i.e. Santa-For-Kids or Picnic Day).
 - 4.2.6.2.3 To work in conjunction with the MU Information Desk to coordinate MU Display advertising rush or large events.
 - 4.2.6.2.4 Create/Update/Maintain/Pick-up A-Frames to be placed in the appropriate places on campus, advertising rush or large events.
 - 4.2.6.3 Perform duties of communication under recording secretary(ies) and corresponding secretary(ies) as follows:
 - 4.2.6.3.1 Formulate and execute a communications program for informing actives, pledges, and alumni of chapter events.
 - 4.2.6.3.2 Work to extend appropriate invitations to alumni, sectional, regional, and national staff, and other chapters to select chapter events.
 - 4.2.6.3.3 To record and maintain chapter family trees.
 - 4.2.6.3.4 Divide into subcommittees as deemed necessary by Secretary Committee chairs.
- 4.2.7 Finance Committee shall:
 - 4.2.7.1 Be chaired by the finance vice president(s).
 - 4.2.7.2 Formulate a term and yearly budget with the assistance of the executive committee to be approved by the chapter.
 - 4.2.7.3 Formulate a term budget and include a tentative outline of chapter income and expenditures for the current term.
 - 4.2.7.4 Submit the term budget to the chapter no later than the third chapter meeting of the new term.
 - 4.2.7.5 Seek two-thirds approval on all non-budgeted items at a chapter meeting before such expenses are paid.
 - 4.2.7.6 Seek chapter approval for all expenditures exceeding budgeted amounts at a chapter meeting before such expenses may be reimbursed.

- 4.2.7.7 See to it that the chapter books are properly audited at the end of the term by a brother other than the treasurers.
- 4.2.7.8 Propose any necessary changes to the membership dues. This proposal is subject to approval by a simple majority of members at a regular chapter meeting where a quorum prevails.
- 4.2.7.9 To care for the chapter storage unit.
- 4.2.8 Historian Committee shall:
 - 4.2.8.1 Be chaired by the historian(s).
 - 4.2.8.2 Formulate and execute the chapter awards ceremony.
 - 4.2.8.3 Prepare a chapter history for the term.
- 4.2.9 Alumni Committee shall:
 - 4.2.9.1 Be chaired by the alumni secretary(ies).
 - 4.2.9.2 Work closely with the Iota Phi Alumni Association.
 - 4.2.9.3 Maintain a contact list of alumni.
 - 4.2.9.4 Organize at least one alumni event per term.
- 4.2.10 Advisory Committee shall:
 - 4.2.10.1 Consist of all advisors to the chapter, the chapter president, and the sectional representative.
 - 4.2.10.2 Elect a chairperson, who shall be approved by the chapter and submit a letter of recommendation to the National Office outlining the Chapter's service on campus during the year. .
 - 4.2.10.3 Formulate and execute communication between the advisor and the chapter leadership.
 - 4.2.10.4 Meet monthly or bi-monthly to review the progress of the chapter and make possible suggestions.
- 4.2.11 Sergeant-At-Arms Committee shall:
 - 4.2.12.1 Be chaired by the Sergeant-At-Arm(s).
 - 4.2.12.2 Review the Chapter Constitution and Bylaws for relevance and errors.
 - 4.2.12.3 Advise the chapter as to revisions and amendments to chapter documents.
 - 4.2.12.4 Formulate and execute ideas to make the chapter meetings more efficient and effective.
- 4.2.12 Long Term Strategic Planning Committee shall:
 - 4.2.13.1 Be chaired by the President.
 - 4.2.13.2 Monitor development and goals of the Leadership Development Fund in preparation for future expenditures.
 - 4.2.13.3 Inform the chapter of any upcoming opportunity to present a bid to host a sectional or regional conference.
 - 4.2.13.4 Create bid proposals to host upcoming conferences.

4.2.13.5 To monitor progress toward qualifying for chapter awards, such as the Chapter of Excellence Award.)

4.2.13 Ad-hoc Committees shall:

4.2.14.1 Be created by the president to fulfill the needs of the chapter during the term, with approval of the members.

4.2.14.2 Be chaired by a person selected by the president who will serve until the end of the term or until the purpose of the committee has concluded, whichever comes first.

4.2.14 All Committees

4.2.15.1 All committees shall make recommendations to the chapter for carrying out their responsibilities.

4.2.15.2 The active membership may override the decision of any committee of two-thirds vote at any meeting with a quorum.

5 Legislation and Amendments

5.1 Any active member during the new business section of a general meeting may introduce legislation and amendments to the bylaws. Action will proceed according to Robert's Rules of Order.

5.2 The bylaws may be temporarily suspended at any time by a three-fourths vote of the active members present at a meeting at which there is a quorum.

5.3 An amendment to the bylaws must be introduced two (2) weeks prior to the meeting at which it is to be voted upon.

5.4 Any amendment shall take effect immediately (unless specified otherwise) by a two-thirds vote by the active membership present at a meeting at which there is a quorum.