

Alpha Phi Omega Chi Chapter Articles Of Association



**Alpha Phi Omega
National Service Fraternity**

**April 30, 2014
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ALPHA PHI OMEGA
Chi Chapter
Articles of Association

Adopted by the Rechartering Members of Chi Chapter on the 7th day of May, 1997

Founding Members (13th day of November, 1931):

Edmund Carmody	Palen Keith	John Luebsen	Jack Requarth
Malcolm Donohoo	Richard Killen	Joseph Maguire	Edward Saxton
Donald Dotson	Robert Lamott-President	Frank Ohly	Charles Skutt
Jay Dresser	Philip Lukei	Lloyd Pack	Leonard Stone
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Founding Advisor:

Dr. Ernest Carroll Moore (Provost of University of California at Los Angeles)

Rechartering Members:

Heather Banh	Christina Chiang	Carolyn Kwok	Jennifer Ryu
Greg Barnes-President	Terence Hayter	Rose Lee	Helen Wang
May Chan	Emi Hosaka	Christine Niho	Stephen Wong
Ken Chang	Joanne Huang	Hoang-Thi Pham	Jennifer Yamamoto-Fellowship VP
David Chen	Truong Huynh	Diana Rivera	Clarissa Yu
John Chen-Finance VP	Stacie Ishida-Membership VP	Porndej Rushatakankovit-Fellowship VP	
Maggie Chen	Gordon Kwan-Service VP	Sirintorn Rushatakankovit-Administrative VP	

Rechartering Advisors:

Christine Chan	Glenn Ige	Kanta Sircar
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PREAMBLE

We, the members of Chi Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of the University of California at Los Angeles, and established for the purpose of assembling college students in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America, to develop leadership, to promote friendship and to provide service to humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt this document and the Standard Chapter Articles of Association of Alpha Phi Omega, herein also referred to as the "Standard Articles", as our Chapter Bylaws.

ARTICLE I

NAME

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

ARTICLE II

PURPOSE AND POLICY

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

ARTICLE III MEMBERSHIP

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

1.1. Membership shall be open regardless of race, creed, color, religion, gender, ethnicity, sexual orientation, ability, course of study, or other fraternal affiliation.

SECTION 2. PLEDGE MEMBERSHIP. Pledge Membership in this Chapter shall be conferred upon students enrolled in the institution where this Chapter is located who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be according to the Official Ritual of the Fraternity. This Chapter shall determine the content and duration of the pledge period in accordance with the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity.

2.1. Pledge Membership shall only be conferred to the prospective member who undergoes the Pledge Ceremony.

2.2. Pledge Membership shall be maintained by participating in the activities of this Fraternity, giving unselfishly of one's time and energy to build a program of service, keeping in mind the solemn oath which was taken upon initiation into Alpha Phi Omega, and fulfilling Pledge requirements, paying all dues, fees, and assessments by the specified dates.

2.3. Pledge Membership shall end when Active Membership is earned, when the Initiation Ceremony for the given Pledge term occurs, when the Pledge Parent(s) are notified that the Pledge has discontinued to seeking Active Membership in this Chapter, or when the Pledge does not accomplish a pledging requirement, whichever comes first.

2.4. Pledges may vote upon Pledge Class business when the decision-making right is not already assumed by or granted to another entity of this Chapter. Only Pledges may run for and hold office on the Pledge Executive Committee.

2.5. Pledges shall hold at least one position of leadership.

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

3.1. Active Membership shall only be earned by a Pledge who has fulfilled pledging requirements, which must include undergoing the Initiation Ceremony.

3.2. Active Membership shall be maintained by participating in the activities of this Fraternity, giving unselfishly of one's time and energy to build a program of service, keeping in mind the solemn oath which was taken upon initiation into Alpha Phi Omega, and fulfilling Active requirements, paying all dues, fees, and assessments by the specified dates.

3.3. Active Membership subsequent to one's Pledge term shall also be referred to as Probationary Active Membership. An Active shall fulfill Active Requirements to pass Probationary Active Membership. During this period, a failure to fulfill necessary Active requirements shall result in an assignment of Delinquent status.

3.4. Non-probationary Active Members who fail to fulfill Active requirements shall be placed on Inactive status if they do not follow procedures to become an Associate Member (See Article III, Section 4.1).

3.5. Only Active Members may vote upon Chapter business. With the exception of the position of Chairman of the Advisory Committee, only Active Members may run for or hold office on the Chapter Executive Committee. Executive Committee members with Active Membership for more than half the term may remain in office until the completion of their term.

3.6. Active Members shall hold at least one position of leadership.

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

4.1. Only Active Members may choose to become Associate Members with the approval of the Membership VP(s) and by paying Associate dues within 21 days after the start of the term. Probationary, Inactive, or Delinquent Members may not choose to become Associate Members (See Article III, Section 3.3).

4.2. Associate Members who fail to fulfill Associate Membership requirements shall be placed on Inactive status the following term.

4.3. Associate Members shall have all privileges of Active Membership except for subsidies, voting, and holding office.

4.4. Associate Members may be reinstated to Active status at any time during a given term with the approval of the Membership VP(s).

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

5.1. Advisory Membership may not be conferred upon undergraduate students.

SECTION 6. HONORARY MEMBERSHIP. This Chapter may confer Honorary Chapter Membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of Active Membership except those of voting or holding office. Honorary Chapter Membership may not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. An affirmative vote of $\frac{3}{4}$ of the Active Members at a meeting where quorum prevails shall be required for the conferring of Honorary Chapter Membership.

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

SECTION 8. INACTIVE STATUS. Failure to fulfill any requirements for Active Membership or Associate Membership shall result in Inactive status and shall revoke privileges of Active Membership (see Article III, Section 3) or privileges of Associate Membership (see Article III, Section 4). Reinstatement to Active status shall be accomplished by informing the Membership VP(s) and completing all necessary requirements.

SECTION 9. DELINQUENT STATUS. Membership VP(s), with the Executive Committee, shall review members with Delinquent status, and note their expulsion (see Article IX, Section 1).

SECTION 10. EXECUTIVE AUTHORITY. In exceptional cases, the President, in consultation with the Executive Committee, may grant Active or Associate Member status to an active for just academic or personal cause, and recognize completion of their Probationary period for significant service to the chapter.

SECTION 11. MEMBERSHIP TRANSFER. This Chapter may accept into it the transfer of any Member from another Alpha Phi Omega Chapter and set requirements for such transfer.

ARTICLE IV OFFICERS

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

SECTION 1. ORDER OF SUCCESSION. The hierarchy of the Chapter officers shall be the following: President, Administrative Vice President(s), Membership Vice President(s), Service Vice President(s), Pledge Parent(s), Finance Vice President(s), Fellowship Vice President(s), Historian, Sergeant-at-Arms, and Interchapter Chair.

SECTION 2. ELECTIONS. Elections shall be held in the following order: President, Service Vice President(s), Membership VP(s), Pledge Parent(s), Administrative Vice President(s), Finance Vice President(s), Fellowship Vice President(s), Historian, Sergeant-at-Arms, Interchapter Chair, and Chair of the Advisory Committee.

2.1. There shall be no proxy voting. Absentee votes may be delivered to the Administrative or Membership VP(s).

2.2. Absentee votes must be delivered prior to the election, and count only for the first ballot, not for run-off elections.

2.3. In Chapter election, a nominee must obtain a majority of all ballots cast to be elected. If no nominee receives a majority, there shall be a run-off election between the remaining nominees receiving the highest number of votes.

2.4. Nominations shall be opened at a Chapter Meeting and remain open for at least one week unless it is nominations for a special elections. All nominations must be seconded to be valid.

2.5. Nominations shall be closed no more than one day prior to elections.

2.6. Nominees shall be notified of their nomination prior to voting.

2.7. Chapter elections for the following term's officers shall be held during the second half of each term.

2.8. All elections shall be by secret ballot unless there is only one candidate, when the Chapter may vote to accept the candidate by acclamation as long as there are no "nay" votes. Each Active shall have only one vote per ballot.

2.9. No Member may hold two elected offices simultaneously or the same office for more than two complete and consecutive terms. Any officer specially elected more than halfway through a term shall not be considered to have served a complete term.

2.10. Each member may run for more than one office in each chapter election.

2.11. Nominees who intend to share their office with another nominee shall seek that office with and only with that nominee.

2.12. Only non-probationary Active Members may hold the office of President, Membership VP(s) and Pledge Parent(s).

SECTION 3. IMPEACHMENT. Chapter officers may be impeached for misconduct or failure to perform their duties by $\frac{3}{4}$ of the Active Members at a Chapter Meeting where quorum prevails, and only when the proposed charges have been presented to the Chair of the Advisory Committee and to the chapter by an Active Member at least seven days prior to the Chapter Meeting at which the vote will be taken. All members shall be notified that the vote is to be taken. An officer so impeached shall be immediately removed from office and a special election shall be scheduled as stated below.

SECTION 4. VACANT POSITIONS. In the event of a vacancy, including vacancies for the subsequent term's positions after the Elections has been conducted, a special election shall be held to fill the vacant office(s). Until the office is filled, the President may appoint a temporary officer. If the office of the President is vacant, the next highest offices according to the Order of Succession (see Article IV, Section 1) shall fill the vacancy until the special election may be held. The special election must take place within two weeks unless approval of the Advisory Committee is granted because of special circumstances.

SECTION 5. DUTIES. All officers shall do their best to serve for their term or partial term following their election by attending Executive Committee meetings, keeping materials in an organized and understandable order, and by helping their Pledge Executive Committee member counterparts. Each officer shall be responsible for the training of a successor and compiling and turning over all records and materials of their office in an up-to-date condition within three weeks of the new term.

5.1. President:

- a. 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.
- b. To coordinate the efforts of all other Chapter officers.
- c. To appoint officers or establish ad-hoc committees as stated in these Bylaws.
- d. To serve as an ex-officio Member of all committees.
- e. To see that all National and Chapter policies are followed and that the Chapter is operated according to the National standards and Chapter Bylaws.
- f. To serve as chief spokesperson and primary representative of the Chi Chapter.
- g. To serve as chief liaison to the National Office.
- h. To have possession of the gavel and bring it to all regular Chapter events.
- i. To work to promote leadership within the chapter.
- j. To oversee the allocation of the Leadership Development Fund.

5.2. Administrative Vice President(s):

- a. To make a written record of the proceedings at all Chapter meetings.
- b. To prepare an outline agenda for all Chapter meetings.
- c. To work with the Membership Vice President(s) to compile and update an Active roster.
- d. To formulate and execute a system for encouraging the participation of alumni and other Chapters in assisting with Chi projects.
- e. To check office mail and e-mail, and forwarding or replying as necessary.
- f. To take charge of the chapter webpage by:
 1. Creating and heading the web committee
 2. Posting weekly agenda
 3. Helping Membership VP(s) post and record requirements
 4. Making sure the webpage is current and informative
- g. To audit the financial books of the Chapter.
- h. To carry out chapter correspondence with Chapter alumni.
- i. To keep an up-to-date record of current contact information of all Chapter alumni

5.3. Membership Vice President(s):

- a. To serve as chairperson(s) of the Membership Committee.
- b. To coordinate the Family System by:

1. Evaluating applications and selecting Family Heads
2. Organizing families
- c. To design projects and activities to increase involvement, retention, diversity, and recruitment of members by:
 1. Determining Active requirements with the approval of the Chapter
 2. Keeping track of Active requirements
 3. Maintaining the Active Roster
- d. To assist the Pledge Parent and President to ensure that all National and Chapter pledging standards are met.
- e. To take charge of Chapter membership paperwork and records.
- f. To prepare a term record to be used for reference by future Membership VP(s).
- g. To maintain a roster of voting Actives at every meeting.
- h. To perpetuate and promote the Chapter awards ceremony.

5.4. Service Vice President(s):

- a. To serve as chairperson(s) of the Service Committee.
- b. To ensure each service project has a chairperson
- c. To create enough service projects so as to ensure fulfillment of requirements.
- d. To prepare a service term report for the next Service Vice President.

5.5. Finance Vice President(s):

- a. To serve as chairperson(s) of the Finance Committee.
- b. To receive and deposit all general Chapter funds and to keep an accurate record thereof.
- c. To make, under proper Chapter budget approval, payments from Chapter accounts by check (checks must be countersigned by another Active Member and a receipt for all services/materials purchased must be obtained.)
- d. To be diligent in the collection of Membership dues, National fees, and Chapter assessments.
- e. To keep an accurate written record of payments and receipts of all moneys and to supply written receipt when asked.
- f. To see that all national fees are promptly transmitted to the National Office by the Membership VP(s).
- g. To see that the Chapter budget is prepared and approved by the 3rd Chapter Meeting of the term.
- h. To submit a financial report showing the Chapter's financial condition bimonthly at a Chapter meeting.
- i. To be in charge of the planning and implementation of fund-raisers to replenish the Chapter fund.
- j. To prepare tax forms under the guidance of the Advisory Committee during the spring term.

5.6. Fellowship Vice President(s):

- a. To serve as chairperson(s) of the Fellowship Committee.
- b. To work with the Finance Committee to ensure that fellowship funds are available and there is a reserve for the next term.
- c. To decide on and create fellowship activities, and to ensure each fellowship activity has a chairperson.
- d. To prepare a record of fellowship activities and information to be passed to later Fellowship Vice Presidents.
- e. To coordinate Banquet

5.7. Pledge Parent(s):

- a. To give to all Pledges the opportunity to learn the fundamentals of Alpha Phi Omega and grasp the spirit of this Fraternity before joining by:
 1. Recruiting and organizing Pledge Trainers
 2. Determining and keeping track of Pledge Requirements
 3. Coordinating the Big Brother/Little Brother system
 4. Coordinating Pledge and Initiation Ceremonies and surrounding activities
 5. Coordinating Pledge meetings
 6. Coordinating the election of Pledge Class officers
 7. Attending Pledge Executive Committee meetings
 8. Creating and maintaining the Pledge Roster
 9. Coordinating Chapter Project
 10. Increasing the interaction between Pledges and Actives.
 11. Making and administering Pledge Test
- b. To present the Chapter with any major prospective changes in the Pledge training method for approval before implementation.
- c. To coordinate Rush Week by:
 1. Creating a Rush committee
 2. Deciding on times and locations of events
 3. Taking charge of flyers, sandwich boards, banners, and all rush materials
 4. Keeping a record of all prospective pledges
- d. To prepare a record of their term for use by future Pledge Parent(s).

5.8. Historian:

- a. To serve as chairperson of the Historian Committee.
- b. To prepare a Chapter history for the term, noting significant changes in policy and reasons for changes.
- c. To take pictures, or designate members to take pictures at all events.
- d. To work with Administrative VP to update chapter history information on website.
- e. To create a slide show for Banquet
- f. To be responsible for the preservation of the Chapter traditions.
- g. To make a written record of and to post all passed bylaw amendments.
- h. To store and preserve for future classes of the chapter:
 1. Charter
 2. Photos
 3. Minutes of Executive Committee and Chapter meetings

5.9. Sergeant-at-Arms:

- a. To maintain order at Chapter meetings and Executive Committee meetings and record attendance at all Chapter meetings.
- b. To have knowledge of parliamentary procedures.
- c. To be responsible for collecting outstanding dues.
- d. To conduct voting procedures and counting the votes.
- e. To enforce the pin policy
- f. To keep track of Active and Pledge pins, inform the chapter when new pins need to be ordered, and to have sufficient pins at all Pledge and Initiation ceremonies.
- g. To keep an accurate record of the attendance at all Chapter meetings

5.10. Interchapter Chair:

- a. To promote and facilitate Chapter involvement in interchapter, Sectional, Regional, and National Fraternity events by acting as chair.
- b. To coordinate activities between chapters.

- c. To work with the Finance Committee and Membership Committee to raise money for the Leadership Development Fund.
- d. To work with the President to allocate the Leadership Development Fund as stated in these Bylaws.
- e. To carry out Chapter correspondence with National, Regional, and Sectional staff, and other Chapters
- f. To keep an up-to-date record of current contact information of all Sectional, Regional, and National staff, and other Chapters

5.11. Chair of the Advisory Committee:

- a. To serve as chairperson of the Advisory Committee.
- b. To coordinate between Advisors and the Executive Committee.
- c. To provide guidance to the Executive Committee and the Chapter.

ARTICLE V COMMITTEES

This Chapter shall have an Executive Committee. The Executive Committee shall meet between Chapter Meetings as deemed necessary by the Chapter. Membership shall consist of the Chapter President, Administrative Vice President(s), Membership Vice President(s), Service Vice President(s), Pledge Parent(s), Finance Vice President(s), Fellowship Vice President(s), Historian, Sergeant-at-Arms, Interchapter Chair, Chair of the Advisory Committee, and other Members selected by the Chapter.

SECTION 1. EXECUTIVE COMMITTEE. The Chapter Executive Committee shall be chaired by the President and shall:

- 1.1. Consist of all elected student officers and the chairs of any standing committee.
- 1.2. Provide for interpretation of these Bylaws.
- 1.3. Special meetings may be held at the discretion of the Chapter President, or upon written request by a majority of Members of the Executive Committee.
- 1.4. 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.
- 1.5. 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.
- 1.6. Shall work with the Finance Committee to formulate a budget for the term.

SECTION 2. MEMBERSHIP COMMITTEE. The Membership Committee shall be chaired by the Membership VP(s) and shall:

- 2.1. Coordinate the Active Membership program.
- 2.2. Insure that all National and Chapter policies and requirements are met.
- 2.3. Work with the President and Interchapter Chair to assist Members in making Sectional, Regional, and National Convention plans.
- 2.4. Work closely with the Interchapter Chair and the Finance Committee in an effort to raise monies for the Leadership Development Fund.
- 2.5. Work to increase Active retention.
- 2.6. Assist in the establishment and/or reactivation of Chapters of Alpha Phi Omega at other colleges and universities.
- 2.7. Determine Active requirements which 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 majority of Members at a regular Chapter Meeting where a quorum prevails.
- 2.8. Coordinate the Chapter awards ceremony.

SECTION 3. SERVICE COMMITTEE. The Service Committee shall be chaired by the Service Vice President(s) and shall:

- 3.1. Coordinate the Chapter Service Program.
- 3.2. 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.
- 3.3. Make plans to carry out "traditional" service projects.
- 3.4. Present suggestions for new types of projects to the Executive Committee or general Membership for approval.
- 3.5. Prepare a detailed written evaluation of service projects at the end of the term.

SECTION 4. FINANCE COMMITTEE. The Finance Committee shall be chaired by the Finance Vice President(s) and shall:

- 4.1. Formulate a term and yearly budget with the assistance of the Executive Committee to be approved by the chapter.
- 4.2. Formulate a term budget and include a tentative outline of Chapter income and expenditures for the current term.
- 4.3. Submit the term budget to the Chapter no later than the 3rd Chapter Meeting of the new term.
- 4.4. Obtain Chapter approval for all expenditures exceeding budgeted amounts at a Chapter meeting before such expenses are reimbursed.
- 4.5. Ensure that the Chapter accounts are properly audited at the end of the term by the Administrative VPs.
- 4.6. Propose any necessary changes to the Membership dues. This proposal is subject to approval by majority of Active Members at a regular Chapter meeting where a quorum prevails.
- 4.7. Work closely with the Interchapter Chair and the Membership Committee in an effort to raise monies for the Leadership Development Fund.

SECTION 5. FELLOWSHIP COMMITTEE. The Fellowship Committee shall be chaired by the Fellowship Vice President(s) and shall:

- 5.1. Coordinate the Chapter Fellowship program.
- 5.2. Coordinate Chapter Banquets.

SECTION 6. HISTORIAN COMMITTEE. The Historian Committee shall be chaired by the Historian(s) and shall:

- 6.1. Prepare a Chapter history for the term.

SECTION 7. AD-HOC COMMITTEES. Ad-hoc committees shall be created by the President to fulfill the needs of the Chapter during the term, with the approval of the Members. They shall 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.

SECTION 8. ALL COMMITTEES. All committees shall make recommendations to the Chapter for carrying out their responsibilities. The Active Membership may override the decision of any committee by an affirmative vote of two-thirds of the Active Members at any Chapter meeting where a quorum prevails.

ARTICLE VI ADVISORS

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

SECTION 1. DUTIES

1.1. Faculty/Administrative/Staff Advisors:

- a. To serve as a Member of the Advisory Committee.
- b. To serve as a special Advisor to a committee upon appointment by the Chairman of the Advisory Committee.

1.2. Scouting/Youth Services Advisors:

- a. To serve as a Member of the Advisory Committee.
- b. To advise the Chapter regarding Scouting activities.
- c. To assist in contacting former Scouts as prospective Members.
- d. To assist the Chapter with projects of interest to the Scouting movement.

1.3. Community Advisors:

- a. To serve as a Member of the Advisory Committee.
- b. To assist with general or specific Fraternity functions

ARTICLE VII MEETINGS

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

SECTION 1. CHAPTER MEETINGS. General Chapter meetings shall be open to all interested parties unless quorum prevails. Only Members may speak at meetings unless sponsored by a Member. No partisan or political speeches may be made during general meeting time.

1.1. In the event that the President cannot attend a Chapter meeting, the next officer according to the Order of Succession shall be the Chairman of that meeting (see Article IV, Section 1).

SECTION 2. SPECIAL MEETINGS. A date for special meetings shall be determined by the President upon approval of the Executive Committee within fifteen days of such a request.

SECTION 3. BUSINESS. Chapter business shall be conducted under Robert's Rules of Order, except as outlined by this Chapter's Bylaws.

SECTION 4. QUORUM. A quorum shall be required in order to conduct any type of Chapter business for which a vote is required by this Chapter's Bylaws.

4.1. A quorum shall consist of a simple majority of the current Active Membership.

ARTICLE VIII INITIATION

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

ARTICLE IX DEACTIVATION, SUSPENSION AND EXPULSION

This Chapter shall have the authority to deactivate, suspend, or expel Members from this Chapter for just cause and after due deliberation. Upon the suspension or expulsion of a Member, this Chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's Membership record or request that a Member be expelled.

SECTION 1. DEACTIVATION. A motion to initiate deactivation proceedings may be made against any member whose actions, or lack thereof, indicate a failure to uphold their sworn oaths as a member of this Chapter and of the National Fraternity.

SECTION 2. SUSPENSION AND EXPULSION. A motion to initiate suspension or expulsion proceedings may be made against any member whose actions indicate gross violations of the purpose, spirit, and standards of this Chapter and of the National Fraternity. The motion to suspend or expel must be made, seconded, and passed by a $\frac{3}{4}$ vote at a Chapter meeting where quorum prevails.

ARTICLE X

REGISTRATION OF PLEDGES, ACTIVE MEMBERS, AND ADVISORS

The officers of this Chapter shall cause Pledge Membership applications and the required National Pledge fees to be mailed to the National Office not later than ten days after the Pledge Ceremony. The officers shall also cause applications for Active Membership and the required National Active Initiation fees to be mailed to the National Office not later than ten days after the Initiation Ceremony. Any initiation not followed by the registration of Pledges or Active Members with the National Office shall be null and void. The officers of this Chapter shall submit the required advisor registration form within ten days of adding an advisor to the Advisory Committee. In addition, the Officers of this Chapter shall submit the required Annual Active Membership Dues and confirm the Advisory Members no later than November 15.

ARTICLE XI

MEMBERSHIP RECORDS

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

ARTICLE XII

PERMANENT MAILING ADDRESS

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

ARTICLE XIII

CHAPTER DUES

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

SECTION 1. All Pledges shall pay a Chapter pledging fee in addition to the National pledging fee. This fee shall be paid at the time of pledging.

SECTION 2. All Pledges shall pay a Chapter initiation fee in addition to the National initiation fee. This fee shall be paid at the time of Initiation and Active Membership shall not be formal until it is paid.

SECTION 3. All Members shall pay Membership dues, both National and Chapter, according to their status as Actives, associates, etc.

SECTION 4. Advisory and Honorary Members shall be exempt from paying Chapter dues.

SECTION 5. In the event of financial debt incurred by the Chapter, equal assessments may be levied by an affirmative vote of $\frac{3}{4}$ of the Active Members present at a meeting where a quorum prevails. All Active Members shall have 21 days to pay these assessments. There shall be no penalty against anyone unable to pay these assessments who is able to demonstrate financial constraints.

ARTICLE XIV

HAZING

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

**ARTICLE XV
HOUSING POLICY**

As a Service Fraternity, this Chapter does not operate nor maintain a fraternity house as lodging quarters neither for Members nor for any other persons. It maintains rooms for meetings at the discretion of its Members.

**ARTICLE XVI
POLICY ON ASSOCIATION MEMBERSHIP**

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

**ARTICLE XVII
SERVICE PROGRAM**

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

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

**ARTICLE XVIII
AUTHORITY OF CHAPTERS**

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

**ARTICLE XIX
FINANCE AND PROPERTY**

The officers of this Chapter shall, annually, cause the appropriate local, state, and federal income tax forms to be filed. The financial records of each Chapter shall be audited annually by an official approved by the institution in which the Chapter is located; and a confirmation of the audit will be sent to the National Office upon request of the National Executive Director. Upon the dissolution of this Chapter a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of this Chapter, and delivered to the Chapter at such time. Should reactivation not be accomplished within five years of dissolution, such funds shall then be paid to an organization tax exempt within the meaning of Section 501(c) (3) of the Internal Revenue Code.

ARTICLE XX AMENDMENTS

This Chapter shall have the sole power to amend these Bylaws. Amendments may be passed by an affirmative vote of $\frac{3}{4}$ of the Active Members at a Chapter meeting where a quorum prevails. All proposed amendments to this Constitution must be submitted in writing to the Chapter membership at least two weeks prior to the meeting at which the vote is to be taken.

ARTICLE XXI DSK VOTING

Chapter Distinguished Service Key Voting shall be conducted by the Membership Committee at the request of any Active Member. It may be awarded by an affirmative vote of $\frac{3}{4}$ of the Active Members at a meeting where a quorum prevails. All votes shall be taken by secret ballot.

ARTICLE XXII LEADERSHIP DEVELOPMENT FUND

There shall be a fund to provide financial support for Chi Chapter's voting delegates at Sectionals, Regionals, and Nationals, and for our non-voting delegates at Nationals. Monies shall be placed in the Leadership Development Fund by allocating a portion of Active Dues to be set by the chapter each term, a motion to appropriate any additional funds, or donations.

SECTION 1. ALLOCATION. The Fund shall be disbursed in the following order:

- a. Registration fees for two voting delegates shall be paid for Sectionals, Regionals, and Nationals.
- b. $\frac{1}{2}$ of the Registration fees for the non-voting delegates shall be paid for Nationals.
- c. $\frac{1}{2}$ of the Transportation costs for the voting delegates shall be paid for Nationals.
- d. The remainder of the Registration costs for the non-voting delegates shall be paid for Nationals.
- e. The remainder of the Transportation costs for the voting delegates shall be paid for Nationals.
- f. $\frac{1}{2}$ of the Transportation costs for the non-voting delegates shall be paid for Nationals.
- g. $\frac{1}{2}$ of the Lodging costs for the voting delegates shall be paid for Nationals.
- h. $\frac{1}{2}$ of the Lodging costs for the non-voting delegates shall be paid for Nationals.
- i. The remainder of the Lodging costs for the voting delegates shall be paid for Nationals.

SECTION 2. ENFORCEMENT. If a voting or non-voting delegate chooses to decline any portion of funds allocated to the delegate, these funds will return to the Leadership Development Fund. In case there are any funds remaining after all of the above allocations have been made, the remaining funds shall remain in the Leadership Development Fund.

ARTICLE XXIII CONSTITUTIONAL RESPONSIBILITY

All elected Chapter officers shall have a copy of the Constitution. The President and Membership VP(s) shall be responsible for seeing to it that each officer and interested Member receives a Constitution, and should also carry their own with them to all scheduled Chapter Meetings, Pledge and Active ceremonies, installations, and awards ceremonies.

Adopted: May 7, 1997

Amended: Spring 1998

- responsibility for interchapter relations removed from the office of the President and a new office of Interchapter Chair created

Amended: Spring 1999

- due to lack of actives in good standing who wanted to hold office, the idea that pledges at the end of a term are on close to equal standing to actives, and the enthusiasm of the Epsilon Pledge Class, pledges (probationary Actives) are allowed to run for certain offices; other offices are not open to pledges due to the amount of experience needed to adequately perform the functions of the office

Amended: Spring 2000

- updated to current National Office guidelines

Amended: January 14, 2004

- updated to current National Office guidelines by adding articles regarding suspension, hazing, registration, mailing address, housing policy, association membership, chapter authority; merged old Chapter Bylaws with the Standard Chapter Articles of Association, founders and rechartering members added to beginning of Bylaws, moved sections around document to provide better continuity

- all references to Membership VP(s) changed to Active Parent(s)

- officer duties updated

- order of succession and order of elections added

- definitions for probationary, Inactive, and Delinquent status added and procedures for deactivation, suspension, and expulsion added

- added procedure to allocate Leadership Development Fund

Amended: November 17, 2004

- all references to Active Parent(s) changed to Membership VP(s)

- members allowed to run for more than one office

Amended: November 07, 2007

- reassigned some Executive Committee duties among positions

- redefined eligibility for holding office

Amended: April 30, 2014

- updated with past passed amendments. Associates now allowed to run for ExComm. "Safe" from Delinquent status after completing Active Requirements for one term, but now automatically gone if Delinquent, chapter cannot "save" them. Updated LDF disbursement, presented and reapproved all changes due to wiCHlpedia hack that had lost updated document, language revisions.

Source: PDF file posted on www.apo-x.org website