

# **IOTA PHI CONSTITUTION**

## **Preamble**

This constitution, together with the National Bylaws, National Alpha Phi Omega standard Chapter Articles of Association, and Iota Phi Chapter Bylaws shall set forth the rules, ideas, and procedures with which this service fraternity shall operate.

## **Article I: Name**

The name of this organization shall be the Iota Phi chapter of Alpha Phi Omega.

## **Article II: Purpose**

The purpose of this chapter shall be to assemble those students who have an earnest desire to render service to others, are guided by the principles of the Scout Oath and Law, and believe and support the ideas of freedom and democracy. No member of this chapter shall participate in hazing of any nature to any fellow member or pledge.

## **Article III: Membership**

### ***3.1 Open Membership***

3.1.1. Membership in this chapter shall be open to all students, regardless of race, creed, color, religion, gender, ethnicity, sexual orientation, or physical ability, irrespective of their course of study or other fraternal affiliation.

**3.1.2. Membership in this chapter shall be granted either after by an affirmative vote of at least 2/3 of the active membership of the chapter present at a meeting with a quorum or after the applicant has completed the requirements for membership prescribed by the National Fraternity and by this chapter.**

### ***3.2 Pledgeship***

3.1.1. Pledgeship in this chapter shall be conferred upon students enrolled at the University of California, Davis, and the Planned Educational Leave Program, who are selected to participate in a period of preparation and training in the ideas and purposes of Alpha Phi Omega.

3.1.2. This chapter shall determine the content and duration of the pledge term in accordance with the Articles of Association, the National Bylaws, the Articles of Incorporation, the Iota Phi Chapter Bylaws, and the operating policies of the National Fraternity.

3. Pledges shall participate in the pledge ceremony, which shall be conducted according to the official ritual of the National Fraternity.

### ***3.3 Active Membership***

3.3.1. Active membership in this chapter shall be conferred upon students in good standing enrolled at the University of California, Davis, and the Planned Educational Leave Program, who have participated in a period of preparation and training in the ideas and purposes of Alpha Phi Omega.

**3.3.2. Pledges shall be accepted into active membership upon completion of a period of Pledgeship as prescribed in Iota Phi requirements or by an affirmative vote of at least 2/3 of the active members of the chapter at a meeting with a quorum and completion of the initiation ritual.**

3. Active member status will 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 that was taken upon initiation into Alpha Phi Omega. Member status is also maintained by fulfilling active requirements and paying all dues, fees, and assessments by the specified dates.

4. Active membership shall continue so long as the member meets the active requirements stated above, does not become an associate member by choice or assignment, and is an enrolled student or graduate student at the University of California, Davis, or in a Planned Educational Leave Program.

5. Any active member who does not fulfill the active requirements will be assigned associate membership for the subsequent term.

6. Any active member who is enrolled in the Education Abroad Program shall be allowed to suspend active membership for the duration of the program and be restored to active status for the subsequent term.

7. Only active members may vote upon chapter business or hold chapter offices.

### ***3.4 Associate Membership***

3.4.1. This chapter may confer associate membership upon any active member in good standing with the University who finds it necessary to cease full involvement in chapter affairs because of other commitments of time and effort, and who informs the chapter membership vice president of his or her desire for such membership.

3.4.2. An associate member shall be required to pay associate chapter dues, and will have all privileges of active membership except for voting and holding office. Associate members that wish to hold an office for the following term must ensure that the previous term's requirements are met before the elections date.

3.4.3. If an associate member chooses to become an active member at the beginning of a given term then reinstatement to active status shall be accomplished by informing the chapter vice president {membership}, paying active membership dues, completing active membership requirements the current term. After the requirement deadline of the current term, the member will be considered an active member.

3.4.4. An active member can choose to become an associate member up until eight weeks into a given term. There is no time requirement for the changing of associate status to active status.

### ***3.5 Inactive Status***

Failure to fulfill the requirements for active membership or associate membership shall result in inactive status and shall revoke privileges of active members as stated in Article III, Section 4. Reinstatement shall be made by informing the chapter membership vice president and complete all necessary requirements as listed.

### ***3.6 Advisory Membership***

This chapter may confer Advisory Membership upon any person approved by a majority vote of the chapter. Advisors shall have all privileges of active membership except for voting and holding office (except as Chairperson of the Advisory Committee). Such membership may not be conferred upon undergraduate students.

### ***3.7 Honorary Membership***

This chapter may confer Honorary Membership upon any person approved by at least a 3/4 vote of the chapter. Honorary members shall have all privileges of active membership except for voting and holding office. Honorary membership may not be granted to undergraduate students of this university.

### ***3.8 Alumni Membership***

This chapter shall confer Alumni Membership to active or associate members who leave this chapter and university (without having been suspended or expelled). Alumni shall have all privileges of active membership except for voting and holding office.

### ***3.9 Membership Transfer***

This chapter may accept the transfer into Iota Phi of any brother from another Alpha Phi Omega chapter by majority vote of the chapter at a meeting where there is a quorum.

## **Article IV: Officers and Advisors**

4.1. The elected officers of this chapter shall be president, service vice president(s), membership vice president(s), fellowship vice president(s), pledge parent(s), treasurer(s), recording secretary(ies), corresponding secretary(ies), sergeant at arm(s), and historian(s). The hierarchy of the chapter officers shall be the order as listed in this section.

4.2. All chapter officers and advisors shall be installed according to the installation ceremony provided by the National Fraternity.

4.3. Chapter officers may be impeached for misconduct or failure to perform their duties by  $\frac{3}{4}$  majority of the active members of the chapter. Impeachment may occur only when the proposed charges have been presented at an active meeting and to the advisory committee chairperson at least seven (7) days prior to the active meeting at which the vote will be taken. All members should 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.

4.4. In the event of a vacancy, a special election shall be held to fill the vacant office. Until the office is filled, the president may appoint a temporary officer. If the office of the president is vacant, the next service vice president shall fill the vacancy until the special election may be held. The special election must take place within two (2) weeks unless approval of the advisory committee is granted due to special circumstances.

## **Article V: Meetings**

### ***5.1 General Chapter Meetings***

General chapter meetings shall be open to all interested. Only brothers may speak at general meetings unless sponsored by a brother. No partisan or political speeches may be made during general meeting time.

### ***5.2 Special Meetings***

A date for special meetings shall be determined by the president upon approval of the executive committee within fifteen (15) days of such a request.

## **Article VI: Chapter Business**

### ***6.1***

Chapter business shall be conducted under Robert's Rules of Order, except as outlined by this chapter's constitution.

### ***6.2***

There shall be no proxy voting. Absentee votes may be delivered to the sergeant-at-arms or membership vice president.

### ***6.3***

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

### ***6.4***

In chapter election, a nominee must obtain at least 50% plus one (1) of all votes cast, in order to be elected. If no nominee receives 50% plus one (1), there shall be a run off election between the two (2) nominees receiving the highest plurality.

### ***6.5 A Quorum***

6.5.1. A quorum shall consist of a simple majority of the current active members in good standing.

6.5.2. A quorum shall be required in order to conduct any type of chapter business for which a vote is required by the constitution.

6.5.3. When a chapter meeting has been previously announced at a general meeting or takes place annually, the chapter may move in to a "committee as a whole" to conduct

chapter business without a quorum. This shall include but not be limited to the voting on the budget, voting at grilling, and elections.

#### **6.6**

Nominations shall be opened at a general chapter meeting and remain open for at least one (1) week. All nominations must be seconded in order to be valid.

#### **6.7**

Nominations shall be closed no more than one (1) day prior to elections.

#### **6.8**

Nominations, written or telephoned, will be accepted prior to the close of nominations by the secretary or president from members who cannot attend regular nominations.

#### **6.9**

Nominees shall be notified of their nomination prior to voting by the sergeant(s)-at-arms.

#### **6.10**

Chapter elections for the Fall term officers shall be conducted only after the Activation of the Spring term's pledges and prior to the close of the Spring term. Chapter elections for the Spring term officers shall be conducted only after the Activation of the Fall term's pledges and prior to the close of Fall term.

#### **6.11**

All elections shall be by secret ballot unless there is only one (1) candidate, at which time the chapter may vote to accept the candidate by unanimous acclamation. Each active shall have only one (1) vote per ballot.

#### **6.12**

No member may hold more than one (1) elected office simultaneously or the same office for more than two (2) complete and consecutive terms. (Any officer specially elected more than ½ way through a term shall not be considered to have served an entire term).

### **Article VII: Dues, Fees, Distributions, and Assessments**

#### **7.1**

All pledges shall pay a chapter pledging fee in addition to the national pledging fee. This fee shall be paid at the time of initiation.

#### **7.2**

All pledges shall pay a chapter activation fee in addition to the National Initiation fee. This fee shall be paid at the time of activation and active membership shall not be formal until paid in full.

### **7.3**

All membership shall pay membership dues, both National and chapter, according to their membership status.

### **7.4**

Advisory, alumni, and honorary members shall be exempt from paying chapter dues.

### **7.5**

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 twenty-one (21) days to pay these assessments.

### **7.6 General Fund (Unrestricted Funds)**

7.6.1. The General Fund will consist of all deposits of membership dues, pledge dues, fundraising profits, and muggings money.

7.6.2. All budgeted and non-budgeted items will be withdrawn from the General Fund.

7.6.3. Following Article VII, Section 7.5, all non-budgeted items may be proposed and approved on the same day by the chapter.

7.6.4. The treasurer, in conjunction with chapter officers, shall submit a budget to the general chapter for approval no later than one (1) week following the Initiation of the current term's pledges.

7.6.5. The General Fund may not be used to purchase alcohol for any chapter event.

7.6.6. The Fellowship budget may not fund events that exclude any members and/or are unannounced at a regular meeting.

7.6.7. The chapter may vote at any active meeting to loan any office money to be used as a deposit on rooms or buildings to be used for chapter events. The office shall be responsible for the return of the entire deposit and must give a date on which the loan will be repaid. The office in question shall repay any money forfeited within sixty days of the loan repayment date.

### **7.7 Emergency Funds (Restricted Funds)**

7.7.1. The Emergency Fund shall be used for emergency purposes only as approved by  $\frac{3}{4}$  majority of the actives at a general meeting where a quorum prevails.

7.7.2. Money in the emergency fund may be placed in secured investments (i.e.: CD or Treasury bond) or in a savings account.

7.7.3. Loans may be taken from the Emergency Fund not exceeding \$1000.00 and shall be approved by  $\frac{2}{3}$  of the actives at a General Meeting where quorum prevails. All loans must be paid in full within two (2) weeks of the event.

7.7.4. In the event any loan is not repaid, both the General and Emergency Fund will be frozen until the loan is paid in full (i.e.: members can not seek reimbursement for purchases).

7.7.5. All interest gained on the Emergency Fund shall be transferred to the LDF.

7.7.6. Any amount of money may be deposited into the Emergency Fund at any time. Money in the Emergency Fund may not be withdrawn unless as stated as above.

### **7.8 Leadership Development Fund**

7.8.1.The Leadership Development Fund (LDF) shall consist of donations, mug money etc. to be used to offset the costs of members going to Regional and National Conventions (henceforth called delegates).

7.8.2.Delegates may only use their portion of the LDF to offset the following costs: Transportation costs, hotel fees, registration costs. Delegates may not use LDF money on alcohol.

7.8.3.External contributions (i.e. fundraisers) to the LDF must be explicitly stated as such, whereas there is no confusion as to whether money is going to the general fund or a charity.

7.8.4.A motion at an Active meeting can also be made to transfer funds from the General Fund to the LDF, given that it be approved by 2/3 of the active quorum.

## **7.9**

Associate member fees must be greater than active member fees.

## **7.10**

Any changes in membership status shall be accompanied by the appropriate refund or additional charge of the membership fee.

## **Article VIII: DSK Voting**

Chapter Distinguished Service Key voting shall be conducted by the membership vice president at the request of any active brother, when accompanied by a second. A  $\frac{3}{4}$  approval of the active members at a meeting where a quorum prevails shall be required. All votes shall be taken by a secret ballot.

## **Article IX: Amendments**

### **9.1**

This constitution may be amended by a  $\frac{3}{4}$  affirmative vote of the active members present at a general chapter meeting where a quorum prevails.

### **9.2**

All proposed amendments to this constitution must be submitted in writing to the general chapter membership at least two (2) weeks prior to the meeting at which the vote is to be taken.

## **Article X: Constitutional Responsibility**

All elected chapter officers shall have a copy of the constitution. The President and Sergeant-at-Arms 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.