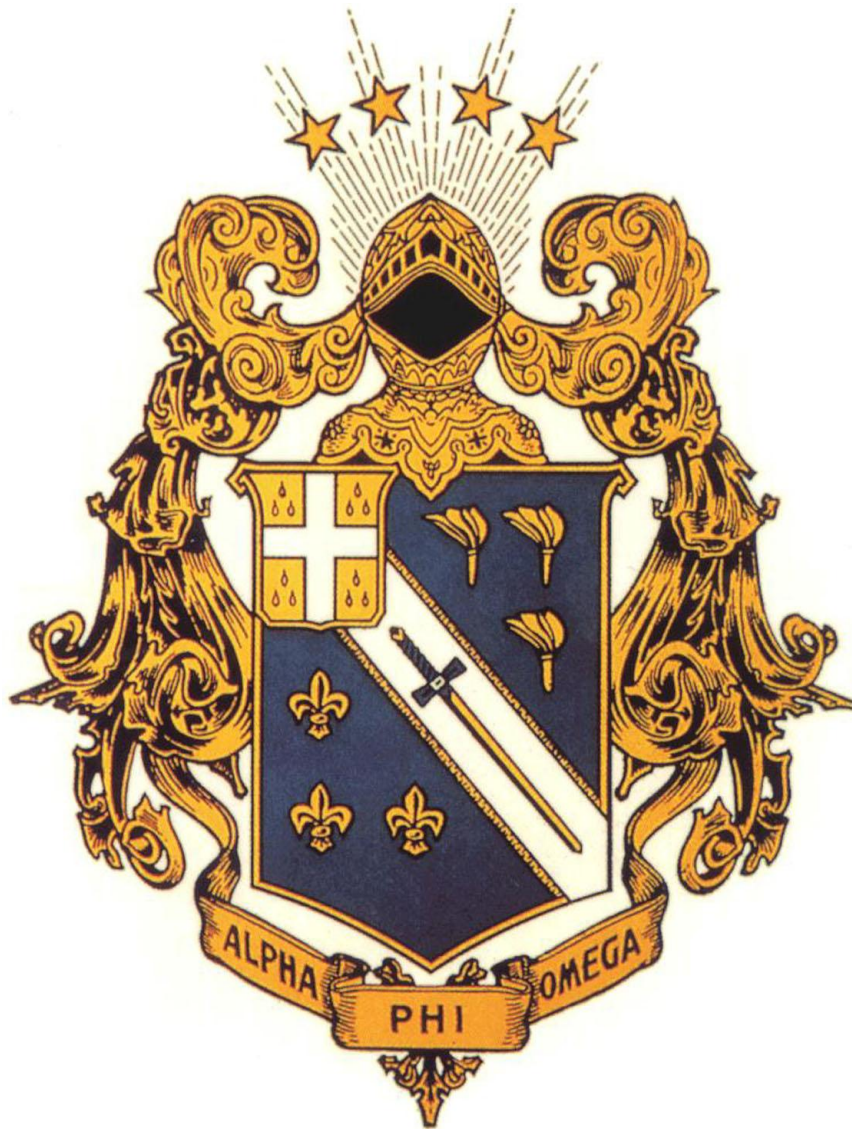


# IOTA PHI - CONSTITUTION



**Alpha Phi Omega**

**National Service Fraternity**

May 2011

## 0 Preamble

- 0.1 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.

## 1 Name

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

## 2 Purpose

- 2.1 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.

## 3 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 by an affirmative vote of at least two-thirds 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

- 3.2.1 Pledgeship in this chapter shall be conferred upon students enrolled at the University of California, Davis, or 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.
- 3.2.2 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.
- 3.2.3 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, or 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 two-thirds of the active members of the chapter at a meeting with a quorum and completion of the initiation ritual.
- 3.3.3 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.
- 3.3.4 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.
- 3.3.5 Any active member who does not fulfill the active requirements will be assigned associate membership for the subsequent term.
- 3.3.6 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.
- 3.3.7 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 office for the following term must ensure that the current 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 membership vice president, paying active membership dues, and completing active membership requirements for 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**

- 3.5.1 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 completing all necessary requirements as listed.

### 3.6 **Advisory Membership**

- 3.6.1 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**

- 3.7.1 This chapter may confer Honorary Membership upon any person approved by at least a three-fourths 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**

- 3.8.1 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**

- 3.9.1 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 quorum.

## 4 **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), finance vice president(s), recording secretary(ies), corresponding secretary(ies), press secretary(ies), sergeant(s) at arms, 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 a three-fourths vote 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.

## 5 Meetings

### 5.1 General Chapter Meetings

5.1.1 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

5.2.1 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.

## 6 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.

6.3 Absentee votes must be delivered prior to the election, and count only for the first ballot, not for runoff 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 sergeant-at-arms from members who cannot attend regular nominations.

6.9 Nominees shall be notified of their nomination prior to voting by the sergeant-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 the 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 halfway through a term shall not be considered to have served an entire term.)

## 7 Dues, Fees, Distributions, and Assessments

7.1 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.

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

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

7.4 In the event of financial debt incurred by the chapter, equal assessments may be levied by an affirmative vote of three-fourths 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.

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

- 7.5.1 The General Fund will consist of all deposits of membership dues, pledge dues, fund raising profits, and mug money.
  - 7.5.1.1 Money collected from general chapter meetings shall remain in the General Fund.
  - 7.5.1.2 Money collected from pledge meetings shall be allocated from the General Fund as directed by the current pledge class during the pledge term to offset pledge class costs (i.e. pledge parent gifts, pledge class t-shirts, etc.).
  - 7.5.1.3 Money collected from pledge meetings not allocated by the pledge class will be reabsorbed into the General Fund at the end of the pledge term.
  - 7.5.1.4 Money collected at a combination meeting shall be split. 50% shall be dispersed as if collected at a general chapter meeting. The other 50% shall be dispersed as if collected at a pledge meeting.
- 7.5.2 All budgeted and non-budgeted items will be withdrawn from the General Fund.
- 7.5.3 Following Article VII, Section 7.5, all non-budgeted items may be proposed and approved on the same day by the chapter.
- 7.5.4 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.
- 7.5.5 The General Fund may not be used to purchase alcohol for any chapter event.
- 7.5.6 The Fellowship budget may not fund events that exclude any members and/or are unannounced at a regular meeting.
- 7.5.7 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 (60) days of the loan repayment date.

## 7.6 **Emergency Funds (Restricted Funds)**

- 7.6.1 The Emergency Fund shall be used for emergency purposes only as approved by two-thirds vote of the actives at a general meeting where a quorum prevails.
- 7.6.2 Money in the Emergency Fund may may be placed in secured investments (i.e. CD or Treasury bond) or in a savings account.
- 7.6.3 Loans may be taken from the Emergency Fund not exceeding \$1,000.00 and shall be approved by two-thirds of the actives at a general meeting where quorum prevails. All loans must be paid in full within two (2) weeks of the event.
- 7.6.4 In the event that any loan is not repaid, both the General and Emergency Fund will be frozen until the loan is paid in full (i.e. members cannot seek reimbursement for purchases).
- 7.6.5 All interest gained on the Emergency Fund shall be transferred to the LDF.
- 7.6.6 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 above.

## 7.7 **Leadership Development Fund**

- 7.7.1 The Leadership Development Fund (LDF) shall consist of donations, etc. to be used to offset the cost of members going to Regional and National Conventions (henceforth called delegates).
- 7.7.2 Delegates may only use their portion of the LDF to offset the following costs: transportation fares, hotel fees, and/or registration costs. Delegates may not use LDF money on alcohol.
- 7.7.3 External contributions (i.e. fund-raisers) 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.
- 7.7.4 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 a simple majority of the active quorum.

## 7.8 **Dance For Kids Fund**

- 7.8.1 The Dance For Kids Fund (D4KF) shall consist of grants and outside donations, and be used exclusively to cover the costs associated with Dance For Kids.
- 7.8.2 External contributions (i.e. fund-raisers) to the D4KF must be explicitly stated as such, whereas there is no confusion as to whether money is going to the General Fund or a charity.

7.8.3 Internal contributions may be taken back from the D4KF by the chapter. The amount withdrawn may not exceed the amount internally donated to the D4KF and said reallocation must be approved by a simple majority of the active quorum.

7.9 Associate member dues must be greater than active member dues.

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

## **8 DSK Voting**

8.1 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 three-fourths approval of the active members at a meeting where a quorum prevails shall be required. All votes shall be taken by secret ballot.

## **9 Amendments**

9.1 This constitution may be amended by a three-fourths 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.

## **10 Constitutional Responsibility**

10.1 All elected 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 at all scheduled chapter meetings, pledge and active ceremonies, installations, and awards ceremonies.