

Chapter Bylaws of the Association

Preamble

WE THE MEMBERS OF THE BETA GAMMA CHAPTER OF ALPHA PHI OMEGA, NATIONAL SERVICE FRATERNITY, RECHARTERED ON THE CAMPUS OF ROOSEVELT UNIVERSITY, AND ESTABLISHED FOR THE PURPOSE OF ASSEMBLING COLLEGE STUDENTS IN THE FELLOWSHIP OF THE PRINCIPLES OF THE BOY SCOUTS OF AMERICA AS EMBODIED IN ITS SCOUT OATH AND LAW, TO DEVELOP LEADERSHIP, TO PROMOTE FRIENDSHIP AND TO FURTHER THE FREEDOM THAT IS OUR NATIONAL, EDUCATIONAL AND INTELLECTUAL HERITAGE, DO ADOPT THESE CHAPTER BYLAWS OF ASSOCIATION.

ARTICLE I

NAME

The name of this organization is the Beta Gamma Chapter of Alpha Phi Omega at Roosevelt University.

ARTICLE II

PURPOSE AND POLICY

The purpose of this organization is to bring together members of Roosevelt University in Leadership, Fellowship and Service to the Campus, to the Youth and Community, to the Nation, and to the Members of the Chapter. The provisions set forth in the National Bylaws and in these Chapter Bylaws shall be conducted as a Service Fraternity under the following policies and principles.

ARTICLE III

MEMBERSHIP

Section 1. Open Membership.

Open membership shall be Active Members fulfilling the ideals and purposes of the Chapter and of Alpha Phi Omega, National Service Fraternity. The organization will not discriminate against any person. Membership in this Chapter shall be granted only upon the approval of the applicant by this Chapter as according to the membership requirements prescribed by the National Fraternity and by this Chapter.

Section 2. Pledge Membership.

Pledge membership in this Chapter shall be conferred upon students in good standing who are participating in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The pledge ceremony shall be conducted according to the official ritual of the Fraternity. Pledges must meet all of the following requirements to participate in the Initiation Ritual. The pledge period shall commence no later than the fourth (4th) week of the semester and terminate at least eight (8) weeks later. School week-long breaks are excluded.

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Section 3. Active Membership

Active membership in this Chapter shall be conferred upon students in good standing, who are in fellowship of the principles of Alpha Phi Omega as embodied in the scout oath and law; who, to the satisfaction of this Chapter, are so oriented, and who have successfully completed the period of pledge membership. Active membership shall carry all rights and responsibilities in this Chapter, pending the member remains in good standing with the university, Fraternity and Chapter, and does not become an associate member. Should fulfillment of the following requirements fall significantly behind, the member's good standing will be brought before the consideration of the Executive Board.

Section 4. Associate Membership.

The Chapter may confer associate membership upon an active member who finds it necessary to cease full involvement in Chapter affairs, because of other commitments of time and effort.

Section 5. Inactive Membership.

A member who leaves his or her chapter but remains a member of the academic institution and who has not been suspended by the chapter or the Fraternity shall be an inactive member. An inactive member has no rights or responsibilities in the Chapter. The person will not be erased from any historical past of the Chapter. Full documentation of the event and review will be placed in the Chapter's personnel file, as the Secretary's responsibility. An inactive member may return to active status at any time, as long as the Chapter is notified of their intent to return within the first three weeks of a new semester.

- 1) Conditions leading to inactive status. A member will be considered inactive if:
 - A) The member wishes to temporarily suspend their membership from the Chapter.
 - B) The member studies abroad for one semester or longer.

Section 7. Probation and Appeals

- 1) Probation status refers to any Active or Associate member exceeding excused and/or unexcused absences. A member on probation status shall not attend fellowship events (unless event is within 24 hours). Members are still required to attend weekly Chapter meetings and service events (as deemed appropriate by VP of Service).
- 2) Any member on probation status can appeal their probation by following the Appeals Process. At any point throughout the process, the Executive Board reserves the right to revoke the probation status of said Member. If a member is revoked probation and starts breaking membership requirements again, the executive board has the right to put said member in Not in Good Standing status for the remaining of the semester.
 - A) Member must write letter to Executive Board explaining their situation and why they believe their probation should be lifted.
 - i) Executive Board will vote on whether to revoke probation status. If a two-thirds (2/3) vote is met, probation will be lifted. If not, Member may appeal to Chapter.
 - B) Member shall appear to Chapter, automatically receiving five (5) minutes to speak and address their situation. The Executive Board is allotted three (3) minutes to explain their voting reasoning. A vote will then be taken of Chapter to

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lift the Member's probation status (refer to Voting, Article VII). If Chapter does not vote to revoke probation status, Member may seek one (1) campus advisor for meeting.

- C) Meeting shall have one (1) campus advisor present, along with Member and President. Meeting shall be held as soon as time permits, in hopes of resolving the issue in a timely manner.

Section 7. Member not in Good Standing

A member who is of not good standing with the Chapter has no right to nominate members during elections, vote on any matters of the Chapter, run for an Executive Board position, become the Chair of a committee, and attend certain Fellowship events, determined by the Executive Board.

1) Conditions Leadings to Not Good Standing status

- A) The member does not fulfill all the requirements of Associate membership
- B) The member does not fulfill all the requirements of Active duty
- C) The member has not submitted payments by deadlines.
- D) The member has three (3) or more excused absences and/or one (1) or more unexcused absence.
- E) The member has been on probation but breaks any membership requirements more than once.

Section 8. Suspended Membership

A suspended member is one who has been suspended by a chapter and/or the National Board of Directors. A member who has been suspended by a Chapter has no rights in the Chapter, except for those provided within that these bylaws or National bylaws, if any. A member who has been suspended by the National Board of Directors has no rights in any Chapter or the National Fraternity other than those provided for in National bylaws. Suspended membership will be voted upon by Chapter, requiring a four-fifths (4/5) decision of the entire voting membership.

1) Conditions Leading to Suspended Membership

- A) The member intentionally breaks any of the policies, principles, purposes, or ideals of the Fraternity or Chapter.
- B) The member disgraces the Chapter, whose actions bring sanctions by the National Fraternity against the Chapter.
 - i. For appeals process, refer to Article III, Section 4.

Section 9. Honorary Membership.

This Chapter may confer honorary Chapter membership upon the person who has 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 of an institution by which a charter is held or institutions where extension efforts are ongoing. The approval of a

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vote of at least three-fourths (3/4) of the Chapter's voting membership shall be required for the conferring of honorary Chapter membership.

Section 10. Alumni Membership.

Upon graduating from their respective university where Chapter is located, all who have held active or honorary memberships in the Chapter shall be recognized as alumni members. These members shall be recognized as alumni members when they become life members or upon leaving their respective Chapters.

**ARTICLE IV
REQUIRMENTS**

Section 1. Pledge Period Requirements

The following requirements are the only necessities of the pledge period and may be revised each semester by the Executive Board and ultimately decided by a majority of Active and Associate members.

- 1) Twenty (20) hours of planned Chapter, university, community or national service. No more than five (5) hours may be transferred from individual volunteer work.
- 2) Attendance at five (5) planned fellowship activities. A fellowship is defined as an activity that is announced to the Chapter within three weeks, and has at least 7 members present. In order to count a fellowship for a requirement a member must be in attendance for at least 3/4 of the time that the event plans to be.
- 3) Each pledge must pay the National Fraternity pledge fee and new member fee.
- 4) The pledge class must organize one of its own independent service projects and one of its own fellowship events for the pledge class.
- 5) Pledges must elect a President, and Secretary, as well as hold their own pledge meetings under the supervision of the Vice-President of Membership and Pledge Trainer.
- 6) Pledges must attend Pledge Ceremony and Initiation.
 - A) Pledges are allowed two (2) excused absences per pledge period.
 - a) An excused absence consists of sufficient reason (as determined by the VP of Membership and Pledge Trainer, referencing Chapter's list of excused and unexcused absences) for absence being presented to the Pledge Trainer and VP of Membership in either written or email form at least 24 hours prior to the meeting. All reasons are subject to review by the Pledge Trainer.)
 - B) Pledges are not allowed any unexcused absences during the pledge period.
 - b) The first unexcused absence will result in review by the Pledge Trainer. The second unexcused absence will result in being dropped from the pledging process for that semester.
- 7) Each potential pledge must attend an individual interview prior to bid day.
 1. The interviews will be overseen by the Vice President of Membership and at least two other Executive Board members, preferably the President and Pledge Trainer.
- 8) All pledges will participate in one (1) leadership development experience during the pledge period.

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Section 2. Active Membership Requirements

The following requirements are the only necessities of active membership, and may be revised each semester by the Executive Board and ultimately decided on by a quorum of active members. If the following requirements are not met, members will be placed on probation status. Refer to the Appeals Process, Article III, Section 4.

- 1) Twenty (20) hours of planned service benefiting the Chapter, university, community, or nation. No more than five (5) hours may be transferred from individual volunteer work.
 - a) Actives who have signed up to participate in service project that are unable to attend must give coordinator up to 24 hours' notice.
- 2) Attendance at five (5) planned fellowship activities.
 - a) A fellowship is defined as an activity that is announced to the Chapter and has at least 7 members present. Mandatory events and/or the dinners that follow them do not count towards the fellowship requirement.
 - b) In order to count a fellowship for a requirement a member must be in attendance for at least $\frac{3}{4}$ the time the event plans to be.
 - c) Actives who have signed up to participate in fellowship that are unable to attend must give coordinator up to 24 hour notice.
- 3) Actives must elect an Executive Board to maintain order and consistency in the Chapter.
- 4) Actives must regularly attend the Chapter meetings.
 - a) Actives are allowed three (3) excused absences per semester without obtaining probation status (refer to Article III, Section 4). An excused absence consists of sufficient reason for absence being presented to the Secretary in either written or email form at least 24 hours prior to the meeting. All reasons are subject to review by the Executive Board.
 - b) The first Executive Board meeting of each semester the Executive Board will vote on a list of reasonable excused absences. This list shall remain available to all members.
 - c) All actives are allowed one (1) unexcused absence per semester without obtaining probation status (refer to Article III, Section 4).
- 5) Actives must be in good standing with the Treasurer.
 - a) All dues are paid to or a payment plan is outlined and agreed upon by the Treasurer and President.
- 6) Active members must attend all mandatory events, as stated, Initiation, Activation, one (1) Pledge Meeting, and any other meetings deemed necessary by the Executive Board.
 - a) Failure to attend one of these events results in a meeting and review by Executive Board, and becomes inactive.
 - b) President determines whether absence is excused.

Section 3. Associate Membership Requirements

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The following requirements are the only necessities of associate membership, and may be revised each semester by the Executive Board and ultimately decided on by a quorum of active members.

- 1) The member petitions, in writing by the 3rd week of the semester, any request for associate membership to the Executive Board to be voted upon.
- 2) An associate member must pay annual national dues owed by each member to the national office in order to remain a member of the Fraternity.
 - a) Exact amount will be determined by Executive Board at the beginning of the semester
- 3) An associate member may be required to pay all or a fraction of the semester's Chapter dues.
- 4) An associate member must complete half of all requirements of Active members except an associate does not have to attend weekly meetings.
 - a) Associate members attend any/all meetings that Executive Board determines mandatory.

ARTICLE V

EXECUTIVE BOARD

The Executive Board shall consist of: President, Vice-President of Membership, Vice-President of Service, Vice-President of Fellowship, Treasurer, Pledge Trainer, Secretary, Historian, Sergeant at Arms, Director of Communications and Conference Chair. The Chair of the Advisory Committee is a non-voting member. Such officers (excluding Chair of the Advisory Committee) shall be elected by a majority vote of Chapter, Active and Associate. Such officers shall be properly installed by a traditional ceremony according to the official ritual book.

The Executive Board is responsible for the immediate and emergency decisions of the Chapter. All decisions may be reviewed and acted upon by the Chapter membership. The Executive Board will oversee the general functioning of the Chapter by holding a By-law review at least once per academic year. The board will settle all disputes among committees and among committee members when conflict occurs. The board may call a special meeting of the Chapter whenever needed.

Section 1. General Officer Duties

Each officer shall:

- 1) Attend all Executive Board and Chapter meetings unless excused by the President or presiding Executive Board member.
- 2) Be present at all Chapter activities unless excused by the President or presiding Executive Board member.
- 3) All Executive Board members will be provided with binders or will be required to purchase binders if funds are not available.
 - A. Said binders shall be passed down to the successor of that position.
- 4) Designate a member to fulfill their duties in their absence per planned activity or event unless otherwise stipulated in the Bylaws.

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- 5) Perform any other duties as prescribed by the Executive Board.
- 6) Present a report at every Executive Board meeting.

Section 2. Specific Officer Duties.

President

The President shall:

If a Chapter member would like to run for President for the next academic year, said member must have had a position on the Beta Gamma Chapter Executive Board for at least $\frac{3}{4}$ of a semester before being considered.

- 1) Serve as the single representative of the Chapter.
- 2) Serve as the presiding officer at all Chapter meetings and serve as the chair of the Executive Board, and provide agenda for such meetings.
- 3) Present precise goals and objectives for the Chapter at the beginning of the semester.
- 4) In cooperation with the Vice-President of Membership, approve any ad-hoc committee(s) that has been proposed by any Executive Board member which has been deemed necessary to carry out special events or actions of the Chapter with approval from the Executive Board.
- 5) In cooperation with the Sergeant at Arms, be responsible for communicating and keeping track of inactive members. This entails facilitating a fair process by which members are reinstated or dropped from the Chapter.
- 6) Be responsible for associate members, entailing that the President assign the responsibility of forwarding information, accepting associate members' letters of intent, and achievement of responsibilities.
 - A. Act as liaison between other groups and administrative offices on campus, and other Alpha Phi Omega Chapters
- 7) Insure that the Chapter is operating in conformity with the principles set forth in the National Bylaws, Standard Chapter Articles of Association, Articles of Incorporation, and this Chapter's Bylaws.
- 8) Give a State of the Chapter Address at the middle and end of the semester, with regular updates on the status of the Chapter throughout the school year.
- 9) Serve as support and informative source for all officers and committees. Organize officer exchange sessions by which new officers can be informed in depth by their predecessor as to their responsibilities and duties. Obtain necessary space for all Chapter meetings and events.
- 10) The President shall appoint the Chairman of the Advisory Committee with confirmation by the Chapter. The Chairman continues as Chairman until he resigns or is removed by majority vote of the Executive Board.

Vice-President of Membership

The Vice-President of Membership shall:

- 1) In cooperation with the Pledge Trainer, plan and execute a period of rush at least one (1) week in which people will be invited to attend informational meetings that educate the prospective pledges about their individual requirements and those of the pledge class during the semester.

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- 2) In cooperation with the Director of Communication, appropriately advertise and promote said rush week at least two (2) weeks prior the first day of events.
- 3) In cooperation with the Pledge Trainer, make sure that pledges are given the necessary information to understand the spirit and ideals of the Fraternity.
- 4) In cooperation with the Pledge Trainer, plan and coordinate the Pledge Ceremony where persons of the University are formally invited as pledges to learn of the ideas and purposes of Alpha Phi Omega.
- 5) In cooperation with the Pledge Trainer, plan and coordinate the Initiation where pledges of the Fraternity are formally invited to join active membership of this Chapter and the membership of Alpha Phi Omega.
- 6) Perform all presidential functions in the absence of the President.
- 7) Maintain membership records of pledge, active, associate, advisory, honorary and alumni members, and sent to Secretary to keep on file.
- 8) Report, at the beginning, middle, and end of semester at the Executive Board meeting, numbers of pledge, active, associate, advisory, honorary and alumni members.
- 9) In cooperation with the Pledge Trainer, maintain a record of pledge requirement fulfillment.
- 10) Keep track of all members (including pledges) birthdays and coordinate any gift giving deemed appropriate.

Vice-President of Service

The Vice-President of Service shall:

- 1) Plan and coordinate the service programs of the Chapter.
- 2) Maintain a record of semester service projects in the service folder including written descriptions to be submitted to the successor at the end of the term.
- 3) Maintain a record of semester's service project, and their respected forms that must be sent to Nationals at the end of this year.
- 4) Structure service projects with respect to variety, time, on/off campus, and to meet the needs of the Chapter.
- 5) Ensure that at least one (1) service project is completed in each of the following areas: nation, youth and community, campus, Fraternity and scouting.
- 6) Perform all presidential functions in the absence of the President and Vice President of Membership.
- 7) Administer sign-up process to maintain good attendance at all service functions.
- 8) At each Chapter meeting, present a report discussing both past and future events, giving details as to time, place, transportation, and contact person.
- 9) Maintain a record of members' service requirements.
- 10) Approve any and all pledge service projects
- 11) Be present at SAFAC* meetings when requesting money from the university for a service event
 - A. Responsible for filling out all associated SAFAC forms

Vice-President of Fellowship

The Vice-President of Fellowship shall:

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- 1) Plan all activities and events including Involvement Fair, in conjunction with VP of Membership, in the fall and spring semester.
- 2) Assist in planning and organizing the activity following Initiation.
- 3) Plan and execute at least one fellowship event per month.
- 4) Plan and execute at least one campus-wide event.
- 5) Maintain a record of members' fellowship requirements.
- 6) Maintain a record of semester fellowship events in the fellowship folder including written descriptions to be submitted to the successor at the end of the term.
- 7) Structure fellowship events with respect to variety, time, on/off campus, and to meet the needs of the Chapter.
- 8) Maintain a record of attendance during events
- 9) Attend SAFAC* meeting when requesting money from the university.
 - A. Responsible for filling out all associated SAFAC forms
- 10) Approve any and all pledge fellowship events.

Treasurer

The Treasurer shall:

- 1) Receive and disburse the funds of the Chapter in a prudent manner.
- 2) Establish a date by which the Chapter dues and National will be received.
- 3) Maintain an accurate record of all Chapter transactions.
- 4) Transmit to the National Office all fees and dues as prescribed by the National Convention.
- 5) Insure that all financial forms and reports prescribed by federal, state, and university policies are filed as required by National Bylaws.
- 6) The treasurer shall represent the organization as SAFAC* representative when requesting funds.
- 7) Retain records of all funds requested by SAFAC*.
- 8) With cooperation from the Vice President of Fellowship, plan and organize fundraiser events.

Pledge Trainer

The Pledge Trainer shall:

- 1) In cooperation with the Vice-President of Membership, advertise and promote a period of rush of at least one (1) week in which people will be invited to attend informational meetings that educate the prospective pledges about their individual requirements and those of the pledge class during the semester.
- 2) Plan and coordinate, in cooperation with the Vice President of Membership, the Big/Little Program in which each pledge will be assigned to a well-suited, active member. Requirements will be set by Vice-President of Membership and Pledge Trainer and approved by Executive Board.
- 3) In cooperation with the Vice-President of Membership, make sure that pledges are given the necessary information to understand the spirit and ideals of the Fraternity.
- 4) In cooperation with the Vice-President of Membership, plan and coordinate the Pledging Ceremony where persons of the University are formally invited as pledges to learn of the ideas and purposes of Alpha Phi Omega.

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- 5) In cooperation with the Vice-President of Membership, plan and coordinate the Initiation where pledges of the Fraternity are formally invited to join active membership of this Chapter and the membership of Alpha Phi Omega.
- 6) Educate and evaluate pledges on the requirements and history of the Fraternity and Chapter.
- 7) Facilitate and preside over a pledge review session at an Executive Board meeting prior to activation.
- 8) In cooperation with the Vice-President of Membership, maintain a record of pledge requirement fulfillment.
- 9) Plan all activities and events including Involvement Fair, in conjunction with VP of Membership, in the fall and spring semester.
- 10) Be responsible for all tests, handouts, and all things associated with planning and executing pledge meetings

Secretary

The Secretary shall:

- 1) Keep an accurate typewritten record in a binder that shall be sent via e-mail of the proceedings of all Chapter meetings.
- 2) Minutes shall be completed within forty- eight (48) hours of the meeting.
- 3) Construct a Chapter phone and e-mail list to be published and distributed by the third (3rd) Chapter meeting.
- 4) Be responsible for maintaining the Chapter Bylaws as the Chapter amends or corrects them, and send an updated copy to the national office.
- 5) Notify all members the time, date, and location of all Chapter meetings.
- 6) Keep track of all phone numbers, addresses, and birthdays of all Chapter members and pledges.
- 7) Direct letters of appreciation to persons and organizations who have cooperated with Chapter projects and activities.

Historian

The Historian shall:

1. Maintain a Chapter scrapbook consisting of Chapter memorabilia collected
2. during the Historian's term.
3. Promote Chapter traditions and institute new ones when appropriate.
4. Keep a record of a quote list.
5. Find and collect information about the history of the Chapter.
6. Keep a record of projects by documenting them with pictures.
7. In cooperation with Director of Communications, make decisions on the purchasing of any Chapter paraphernalia.

Sergeant at Arms

The Sergeant at Arms shall:

- 1) Maintain order at all Chapter meetings.
- 2) Take roll call and present copy to secretary to keep on file.

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- 3) Maintain solemnity and security at all ceremonies, in the official rituals of the Fraternity.
- 4) Be responsible for understanding and maintaining all guidelines written in these Bylaws.
- 5) Be responsible for setting up judiciary hearings when necessary.
- 6) Contact members who have been excused/unexcused of events/meetings.
- 7) Maintains record of members in good standing.

Director of Communications

Director of Communications shall:

- 1) Create and submit any advertisement deemed necessary in a timely manner.
- 2) Control all social media networking (including Facebook and Twitter) and the Chapter website.
- 3) In cooperation with the Historian, make decisions on the purchasing of any Chapter paraphernalia.
- 4) Create advertising for APO Rush Week and all other service and fellowship events that are open to the public, including but not limited to fundraisers.

Conference Chair

The Conference Chair shall:

1. Be responsible for the maintenance and tasks of any and all upcoming National conferences, including Section 51 Day, Sectionals, Regionals, and Nationals.
2. Provide all needed information about conference in adequate time for members to prepare to attend.
3. Encourage actives and pledges to participate in conferences.
4. Keep records of participation, assist with registration and in compliance with Treasurer collect and track all payments made toward conferences.
5. Attend conferences if possible, and serve as a point person for any needed accommodations. If unable to attend, select another member attending the conference to serve as the point person.
6. If Chapter is interested in hosting a conference, prepare presentation and if chosen prepare for conference (with assistance of committee if desired).

Section 3. Pledge Class Officers Duties

Pledge Class Officers shall:

- 1) Perform duties, which are suggested by their names and perform duties similar to those of the Active Membership.
- 2) Be assigned duties deemed necessary by the Pledge Trainer and Vice President of Membership, approved by the Executive Board.
- 3) Be removed from office for the same reasons as Active Officers.
- 4) Be replaced by the same process as those of the Active Officers.

ARTICLE VI ADVISORS

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Advisory Membership

This Chapter may confer advisory membership upon persons approved to serve on the advisory committee and they shall have all rights and privileges of active membership except those of voting or holding office in the Chapter other than the chairperson of the advisory committee. Such membership may not be conferred upon undergraduate students.

Section 1. Advisor Types

- 1) The Chapter shall have at least four (4) advisors. At least two (2) advisors shall be faculty or staff of Roosevelt University, one (1) shall be a community member, and one (1) shall be the representative of the local Scout Council or hold the rank of Eagle Scout.
- 2) The Alumni Advisor(s) will primarily focus on internal relations, retention, and membership concerns the Chapter may have.
- 3) The Community Advisor(s) will primarily focus on service events and expanding our outreach to the Chicago community.
- 4) The Campus Advisor(s) will primarily focus on local concerns regarding our status with Roosevelt University, specifically our relationship with SAFAC*.
- 5) The Scouting Advisor(s) will primarily focus on reinforcing the Boy Scout Oath, and assist with Boy/Girl Scout community service events.

Section 2. Adviser Term

An advisor shall be appointed by the Chapter President, and confirmed by the Chapter (refer to voting, Article VI), and shall remain an advisor until resignation or removal by two-thirds (2/3) vote of the Chapter. If an advisor is not a member of Alpha Phi Omega at the time of confirmation, he or she shall be activated as an Advisor at the next scheduled Initiation.

Section 3. Adviser within Chapter

Advisors shall pay no dues. They are ex-officio members of the Chapter, and hold all rights of members, except voting at regular Chapter meetings and holding Chapter office. The VP of Membership is a member of the Executive Board of the Chapter, and shall annually appoint the other advisors to liaison with the Chapter officers.

Section 4. Advisory Committee

The Advisory Committee shall meet a minimum of twice per academic year. All advisors are members of this committee. The Chair of the Advisory Committee will be appointed by the Advisory committee annually by the 3rd meeting of the year. The Chair of the Advisory Committee shares the duties and responsibilities of those in the committee, acts as a voting member, and is responsible for conducting committee meetings.

ARTICLE VII

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VOTING

Section 1. Elections.

- 1) Elections shall be held three weeks prior to the end of the spring semester (not including finals week).
- 2) Nominations shall be held for one (1) week prior to elections during the regular scheduled meeting of that week. A member need not be present to be nominated, but must accept the nomination within 72 hours of written documentation of nomination.
- 3) Nominations will be conducted as silent nomination.
- 4) The President and Sergeant-at-Arms shall conduct the election meeting for every office, except when that officer's name is in nomination for a particular office. In such a case, a member, with approval of the Chapter, shall officiate for the office in question.
- 5) The nominees for each office shall be allowed a period to speak and the Chapter shall be allowed a period to respond to the nominee and ask questions.
 - A. The nominees for the office of President shall be allowed a three (3) minute speech, with a three (3) minute question and answer period.
 - B. The nominees for all other offices will all be allowed a two (2) minute speech and a question and answer period of two (2) minutes.
- 6) Nominations for an office may only be closed immediately prior to the speeches of that office.

Section 2. Voting

Elections should be held one (1) office at a time, with the results of that office being known before the speeches of the next office begin.

The order of elections will be: President, Vice-President of Membership, Vice-President of Service, Vice-President of Fellowship, Pledge Trainer, Treasurer, Secretary, Historian, Sergeant At Arms, and Director of Communications, and Conference Chair.

- 1) A member may only accept nominations for a maximum of three (3) offices.
- 2) A member cannot hold an executive board position for no longer than 3 complete semesters.
- 3) Candidates must be present at election. Special circumstances are to be reviewed by the Executive Board.
- 4) All voting will be by secret ballot. All votes are final. The nominees may vote for all offices including the office in which they are a candidate.
- 5) If there is a tie, the tied candidates will participate in a question and answer session and a run-off vote will be held. If this results in a tie, the President will cast the deciding vote.
- 6) A quorum is necessary for all votes. A quorum shall represent over half active membership in good standing.
- 7) If a quorum is not present, the election shall take place exactly one week from original date.
- 8) Elections are considered mandatory for all active members
- 9) Elections will be conducted in the Spring for the following year.

Section 3. Quorum for Voting

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In order to carry out any official business at a meeting, a quorum (majority of Active membership in good standing and eligible to vote) must be present.

Section 4. Who May Vote

Pledges may vote to decide matters of the Pledge Class. Active and Associate members, in good standing with the Chapter, have a say in all matters but those of the Pledge Class. Advisory, Honorary and Alumni Members have no vote in Chapter matters.

ARTICLE VIII

RESIGNATION AND REPLACEMENT

If an officer resigns, becomes inactive, is considered an associate, or is removed from office during the semester, the vacancy will be filled by special election. Special elections are to be held the same way that all elections for an office are held.

Section 1. Resignation Process.

An officer must give a two (2) week notice of intent to resign at a meeting of the Executive Board, by attendance at the meeting or a letter of intent. Knowledge of the resignation must be brought to the attention of the Chapter at the next regular Chapter meeting.

Section 2. Removal of Officers from Office.

An officer can only be removed by a unanimous vote of the Executive Board, followed by a two-thirds (2/3) vote of the voting members in attendance at a regular closed Chapter meeting.

Section 3. Temporary Replacement of Officers.

The President may appoint any member to temporarily fill any office, except President, from the time the President acknowledges the resignation of an officer to the time when a special election can be held to replace the previous officer.

The temporary replacement proposed by the President must receive approval from the Executive Board.

ARTICLE IX

COMMITTEES

As the occasion arises the Chapter can form various committees. The Executive Board member whose position relates closest to the purpose of the Committee will automatically be the chair of said Committee. The Executive Board member may also select another Active member to the committee chair as they see fit. Committee membership is open to all Actives, Associates, Pledges, and Advisors.

ARTICLE X

MEETINGS

*SAFAC is the Student Activity Fund Allocation Community, which grants money to registered student organizations at Roosevelt University.

Section 1.Time and Day of Meetings.

The time and day of the week of regular meetings will be left up to the Chapter membership, to be set at a uniform time and day. The time and day for meetings shall be set the week after the first meeting. The first meeting of each semester will be the first week of the semester, same day and time as the previous semester, unless otherwise notified. The Chapter must meet at least bi-monthly and shall go no longer than two (2) weeks without a meeting.

Section 2.Quorum at Meetings

A quorum to conduct business at any meeting shall be defined as a majority of the Active membership in good standing and eligible to vote.

Section 3.Official Business

Official business is defined as any decision that the Chapter must approve, or any decision where it is proper that the Chapter have a say. The Executive Board must bring any change of business that affects the membership of the Chapter, to a vote at a regular meeting. Meetings should allow an appropriate time to debate a decision before a vote is taken. It is the responsibility of the President and Sergeant at Arms to make sure the debate applied to the decisions and is constructive in nature. Decisions will be made with a majority vote.

Section 4.Rules of Order.

Robert’s Rules of Order is the official procedure for meetings, specifically in matters of roll call, voting, discussions, and adjourning meetings.

Section 5.Executive Board Meetings.

Executive Board meetings shall be held weekly, and any other time as deemed necessary by the Chapter President. The day and time for the meetings will be left up to the members of the Executive Board. The time of day for meetings shall be set after every election, unless otherwise notified.

ARTICLE XI

REGISTRATION OF PLEDGES AND ACTIVE MEMBERS

The officers of this Chapter shall cause pledge applications and the required national pledge fees to be mailed to the National Office no later than ten (10) 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 no later than ten (10) days after the Initiation ceremony. In addition, the officers of this Chapter shall submit the required annual active membership dues no later than November 15.

An Initiation not followed by the registration of Pledges or Active members with the National office shall be considered null and void.

ARTICLE XII

MEMBERSHIP RECORDS

*SAFAC is the Student Activity Fund Allocation Community, which grants money to registered student organizations at Roosevelt University.

This Chapter shall maintain a permanent record of all of its members. Such records should be readily available, and should include:

- 1) A permanent file of each duplicate pledge and/or active membership form, beginning with the charter members and including all subsequent members.
- 2) A current roster of all pledge, active, associate, advisor, honorary and alumni members.

ARTICLE XIII

HAZING

There shall be no hazing or informal Initiation in connection with the functions of this Chapter.

ARTICLE XIV

HOUSING POLICY

As a service Fraternity, this Chapter does not maintain a Fraternity house as lodging quarters for members or any other persons. It maintains room for meetings at the discretion of its members.

ARTICLE XV

AUTHORITY OF CHAPTER

This Chapter may adopt bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these Chapter Bylaws, and of the rules, regulations, or policies of Roosevelt University.

ARTICLE XVI

FINANCE AND PROPERTY

Section 1. Finance

- 1) All funds collected on campus will be deposited in the Chapter's Student Organization Fund (SOF) account. The Treasurer shall be the primary officer designated to handle the Chapter finances and manage the SOF account. ~~Other~~ executive officers will also be authorized as indicated on the registration form.
- 2) Upon dissolution of this Chapter, a written report of any money or property on hand shall be filed by its officers with Roosevelt University and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the national office of Alpha Phi Omega, until the reactivation of this Chapter, and delivered to the Chapter at such time.
- 3) Should reactivation not be accomplished within five (5) years of dissolution, such funds shall then be paid to an organization tax exempt within the section 510(C) (3) of the Internal Revenue Code.

Section 2. Financial Policy

- 1) The treasurer must keep set budgets for all pertinent positions/Chapter.
- 2) There must be an update on the estate of the chapter accounts at the beginning and the end of each semester. Additional updates to be added when necessary.

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- 3) Cash on hand is money from the account kept with the treasurer:
 - A) At least \$100 cash on hand needs to be kept.
 - B) For every withdrawal, it must be recorded and accounted for.
- 4) For every transaction, there must be a receipt or proof of purchase.
- 5) For every transaction, it must be recorded on a balance sheet to keep all money accounted for. The President and the treasurer will have access to the account.
 - A) When withdrawing or depositing cash in the bank, a description of the transaction needs to be on the deposit or withdraw slip.
 - B) The password for the bank account must be rotated each treasurer at the time of training of next treasurer.
- 6) For inventory of all physical resources of chapter:
 - A) There must be an update with every purchase for any supplies that need to be bought; the treasurer must get them at least 1 week in advance, and 2 days in advance for food items.

ARTICLE XVII

FEES AND ASSESSMENTS

Annually, by November 15, this Chapter shall submit a roster of active members to the National Office, along with the annual active dues. As well as the national dues, each active shall contribute to the Chapter's working budget.

- 1) Any member who does not have these dues in by the set date will be placed on the Inactive member list and charged five dollars (\$5) per week until the dues are received. Special circumstances may be approved by the Treasurer.
- 2) The Treasurer shall notify, via email and in hard copy, each member who has not paid Chapter dues within two (2) weeks after the set due date.

Section 1. Pledge Fees.

A pledge shall pay a national pledge fee and Initiation fee, sent to the National Executive Director, no later than ten (10) days after each ritual is conducted. Pledges may also be required to contribute to the Chapter's working budget.

Section 2. Honorary Membership Fee.

The conferring party shall pay an honorary membership fee.

ARTICLE XVIII

DISTINGUISHED SERVICE KEY AWARD

Section 1. Purpose

The Distinguished Service Key (DSK) is the highest award that this Chapter may present. The DSK may be conferred upon eligible graduating members that have distinguished themselves in the three cardinal principles: Leadership, Friendship, and Service. The DSK is to be voted on at the elections meeting during the fall semester, and the key will be presented at Spring Banquet.

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Section 2. Eligibility

Graduating members will automatically be eligible if they:

- 1) Have been a member in good standing each semester since their activation or transfer to this school. (Minimum of three (3) including their pledge semester)
- 2) Are completing their last semester at the school (graduating, transferring or another reason for absence up for discretion by executive board).
- 3) Have never been considered for a DSK for their current degree.
- 4) Have never received a DSK from this Chapter.

Section 3. Extenuating Circumstances

All extenuating circumstances concerning eligibility shall be considered before the Executive Board before voting.

Section 4. Advisors

Advisors may be considered for DSKs in a vote separate from graduating members. Advisors may not receive more than one DSK. An advisor must receive two-thirds (2/3) of the votes cast by the active membership.

Section 5. Nominations

Nominations can come from members of the active body (submitted to APO email account, in hard copy, or another Executive Board approved upon form) and address what the individual has done to provide outstanding service to the Chapter, how they exemplify the cardinal principals, and why they are deserving of this recognition. The nominations are then read at a specified meeting, minus the name of the nominator, and the Chapter members will vote to select recipients.

Section 6. Registration

The chapter will register all DSK winners with the national office.

ARTICLE XIX

Amendments

Section 1. Bylaw Amendments

All amendments to these bylaws must be submitted in writing at a Chapter business meeting at least two (2) weeks prior to any vote taken. Copies of the proposed amendment(s) shall be distributed to all members with the meeting minutes. An affirmative vote is equivalent to three-quarters (3/4) of the total votes cast. Unless specified in the motion, all amendments become effective upon approval.

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Certification

This is to certify that Beta Gamma Chapter of Alpha Phi Omega, chartered on the campus of Roosevelt University, acknowledges receipt of the Standard Chapter Articles of Association and understands these are part of the national bylaws and that the chapter is required to abide by them and certifies its willingness to do so, subject to amendments adopted at subsequent National Conventions.

Dated this _____ day of the month of _____, _____.

Chapter President

Other Chapter Officer

Chair, Advisory Committee

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