

## **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. This service fraternity shall conduct itself according to the provisions, policies, and principles set forth in the National Bylaws and in these Chapter Bylaws.

### **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.

### **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 6. Probation and Appeals**

- 1) Probation status refers to any Active or Associate member exceeding excused and/or unexcused absences. A member on probationary status shall not attend fellowship or inter-chapter 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).

#### **Probation status - Timeline**

**Before probation: said members must meet with the President, VPM, and Sergeant at Arms with a contract that all parties must sign with 3 copies (one for the org, one for the member, and one for the advisor/ administrator)**

#### **Different Tiers**

**Level 1: Limited Association (Membership status change will be listed as associate) = Must fulfill requirements that are decided by executive board and not exceed and no pledge interactions excluding pledge events, may not obtain new litters**

**while on said status, may not attend interchapter events (no conferences, section 51 days, etc), must also attend all mandatory events and chapter meetings, do not have the right to vote in elections and bylaw.**

**Level 2: "Probation" (Membership status change will be listed as associate) =Must fulfill requirements that are decided by executive board and not exceed (no fellowship) and no pledge interactions excluding pledge events, may not obtain new litters while on said status, may not attend interchapter events (no conferences, section 51 days, etc) must also attend all mandatory events and chapter meetings, do not have the right to vote in elections and bylaw.**

- 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.

**Any member on probation status must appeal their limited association or probation the following semester using the Appeal Process. If a member is revoked probation and starts breaking membership requirements again, the executive board has the right to terminate said membership.**

- A. Member must write a letter to Executive Board explaining their situation and why they believe their probation should be lifted. 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 the campus advisor.

**A member must submit a written, formal request to meet with the executive board to discuss their situation and why they believe their probation should be lifted.**

- B. 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.
- C. If approved for status change, the member will be responsible for making up requirements within the academic semester that they are brought back in good standing that were not met the semester that they fell in "Not in Good Standing," as specified by the Executive Board.

### **Section 7. Member not in Good Standing - Switch to section 6 - Written contract similar to probation**

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, or take a little as determined by the Executive Board.

- 1) Conditions Leading 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.
- 2) Any member in Not in Good Standing status can appeal by following the Appeals Process. At any point throughout the process, the Executive Board reserves the right to revoke the status of said Member. **If a member is put back in Good Standing and starts breaking membership requirements again, the executive board has the right to suspend said member's membership.**
- A. Member must **write letter** to Executive Board explaining their situation and why they believe they should be put back in good standing. Executive Board will vote on whether to change the member's status or not. If a two-thirds (2/3) vote is met, the member will be put back in good standing. If not, Member may appeal to Chapter. **A member must submit a written, formal request to meet with the executive board to discuss their situation and why they believe their probation should be lifted.**
  - B. 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 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 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 executive board, requiring a two-thirds (2/3) decision of the entire board.**

**If suspended from chapter, said member must appeal to executive board, and with the executive board's approval the member must re-pledge to obtain new membership.**

Conditions Leading to Suspended Membership can include the member intentionally breaking any of the policies, principles, purposes, or ideals of the Fraternity or Chapter or the member disgracing the Chapter by bringing sanctions by the National Fraternity against the Chapter.

### **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 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 MISCONDUCT**

In cases of member misconduct, it is the right of the Executive Board to determine the punishment based on the severity of the offense. **The member's first offense can result in Not in Good Standing (see Article III, section 6), the second offense in probation (see Article III, section 7),** or in severe cases, suspension from the chapter (see Article III, section 8). Any act by a member that negatively impacts the chapter's well-being or reputation can be considered misconduct. Also, anything that requires the National Fraternity or any legal entity to get involved would fall under misconduct. It is ultimately up to the discretion of the Executive Board to decide if a member has acted inappropriately, as well as to decide the appropriate Executive Board member to carry out such proceedings.

### **ARTICLE V REQUIREMENTS**

#### **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 a week, and has at least 4 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, Secretary, Vice President of Service and Vice President of Fellowship, 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 Pledge Trainer, referencing Chapter's list of excused and unexcused absences) for absence being presented to the Pledge Trainer email form at least 24 hours prior to the meeting. All reasons are subject to review by the Pledge Trainer.)
- B) **a) Pledges will be allowed one (1) unexcused absence during the pledge period.**
- C) **The second unexcused absence will result in review by the Pledge Trainer and VP of Membership.**
  - b) **The second ~~third~~ 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.
  - a. 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.

## 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 notice within the designated time frame
  - b) It is considered misconduct if a member does not show up to a service event without contacting the V.P. of Service or mate without sending a brother in your stead. Any member who fails to drop an event or replace their spot with a different member within the designated time frame will have a Leadership Point deducted from their total. Members may have negative leadership points.
- 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 4 members present or attendance of an event put on by other on-campus student orgs to count as credit at the discretion of the Vice President of Fellowship.
  - 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. With the discretion of the VP of Fellowship**

- c) Actives who have signed up to participate in fellowship that are unable to attend must give coordinator up to 24 hour notice. It will be considered misconduct if a member fails to do so. - **must notify within 8 hours, if not then it will be considered a misconduct**
- 3) Accumulate three (3) Leadership Points, as determined by the Vice-President of Membership. Leadership Points can be awarded by any executive board member for any activity that they deem worthy of having earned a Leadership Point. These may include, but are not limited to, serving as a mate for a service or fellowship event, coordinating one's own approved event, leading or serving on a committee, or attending any leadership event coordinated by the Vice-President of Membership. Serving as an executive board member fulfills an active member's Leadership Point requirement.
  - 4) Actives must elect an Executive Board to maintain order and consistency in the Chapter.
  - 5) 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 **Sergeant at Arms in an email form at least 24 hours prior to the meeting.** All reasons are subject to review by the Executive Board.
    - b) All actives are allowed one (1) unexcused absence per semester without obtaining probation status (refer to Article III, Section 4).
  - 6) 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.
  - 7) Active members must attend all mandatory events, as stated, Initiation, one (1) Pledge Meeting, and any other meetings deemed necessary by the Executive Board.
    - a) Failure to attend one of these events, without 24 hour notice results in a loss of a leadership point.
    - b) Members shall be notified of mandatory events at least 2 weeks in advance of the event via Chapter minutes
    - c) If there is a disagreement on whether an absence is excused the executive board will have final say.

### Section 3. Associate Membership Requirements

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. - **we do not vote on whether or not they want to be associate of not (keep 3 weeks) at the discretion of the VPM, a member may change membership status at a later time.**

- 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 each semester
- 3) An associate member are required to pay all or a fraction of the semester's Chapter dues. **- Discretion of the VPM and Treasurer**
- 4) An associate member must complete half of all requirements (rounding up) of Active members (i.e. 10 Service hours, 3 Fellowship events, 2 Leadership Points, and 50% of chapter meetings, including mandatory meetings.)

## ARTICLE VI 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. - An advisor that has been elected by the chapter is a non-voting member do performs the installation of new executive officers by means of the traditional ceremony according to the official ritual book. Such officers (excluding Advisor(s)) shall be elected by a majority vote of Chapter, Active and Associate.**

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. 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.
- 5) Perform any other duties as prescribed by the Executive Board.

- 6) Present a report at every Executive Board meeting.
- 7) Answer all related emails sent to the @mail.roosevelt.edu account in a timely manner (i.e. within 48 hours). - **24 hours - with the exception for specific emails to specific chairs**

## **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 1 semester before being considered. **Must have had a position on executive board for at least 2 semesters, with the exception of special circumstances at executive board's discretion**

- 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) Act as liaison between other groups and administrative offices on campus, and other Alpha Phi Omega Chapters
- 6) 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.
- 7) 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.
- 8) 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.
- 9) The President shall appoint the Chairman of the Advisory Committee with confirmation by the Chapter. The Chairman continues as Chairman until they resign or is removed by majority vote of the Executive Board.
- 10) Carry out any member misconduct proceedings, in agreement with the Vice-President of Membership and Sergeant at Arms.

### **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.
- 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 send 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) Expand the development of Leadership within our members.
- 10) Carry out any member misconduct proceedings, in agreement with the President and Sergeant at Arms.
  - 1) Construct a Chapter phone, email, and preferred pronouns list to be published and distributed by the Secretary.

### **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 binder 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 respective 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. **- take out the term scouting**
- 6) Perform all presidential functions in the absence of the President and Vice President of Membership.
- 7) At each Chapter meeting, present a report discussing both past and future events, giving details as to time, place, transportation, and contact person.
- 8) Maintain a record of members' service requirements.
- 9) Approve any and all pledge service projects in agreement with pledge trainer.

- 10) Be present at SAFAC\* meetings when requesting money from the university for a service event and be responsible for filling out all associated SAFAC\* forms - **Must send a representative in their place if the respective chair is not be able to attend.**
- 11) Prior to execution of service events, claim the right to approve/deny personal service hours/projects.
- 12) All service events are required to have a mate if not attended by the Vice President of Service.
- 13) Maintain connections with organizations to build a service relationship between them and Beta Gamma.

### **Vice-President of Fellowship**

The Vice-President of Fellowship shall:

- 1) Plan and coordinate fellowship program of the chapter.
  - a. **Create and maintain a system for suggesting fellowship events for chapter**
- 2) Plan and organize the activity following ceremonies.
- 3) Plan and execute at least two fellowship events per month. - **Up to 3 events**
- 4) Plan and execute at least one campus-wide event. - **per semester**
- 5) Maintain a record of members' fellowship requirements.
- 6) Maintain a record of semester fellowship events in the fellowship binder 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) **A fellowship is defined as an activity that is announced to the Chapter within a week, and has at least 4 members present. Also should be at least an hour long.**
- 9) Encourage participation in other on-campus student organizations' events, especially SPEED board\* or SAFAC\* funded events. **Events eligible for fellowship points are at the discretion of the VP of Fellowship**
- 10) Maintain a record of attendance during events
- 11) Attend SAFAC\* meetings when requesting money from the university and be responsible for filling out all associated SAFAC\* forms with written approval from the faculty advisor and president at least three weeks in advance. - **Must send a representative in their place if the respective chair is not be able to attend.**
- 12) Approve any and all pledge fellowship events in agreement with the Pledge Trainer.

### **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, as needed. **- Must send a representative in their place if the respective chair is not be able to attend.**
- 7) Retain records of all funds requested by SAFAC\*.
- 8) The Treasurer shall head or delegate at least one major fundraiser per semester.

### **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.
- 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.
- 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) In cooperation with the Vice-President of Membership, maintain a record of pledge requirement fulfillment.
- 8) Plan all activities and events including Involvement Fair, in conjunction with VP of Membership, in the fall and spring semester.
- 9) Be responsible for all tests, handouts, and all things associated with planning and executing pledge meetings.

### **Secretary**

The Secretary shall:

- 2) Keep an accurate typewritten record in a binder that shall be sent via e-mail of the proceedings of all Chapter meetings.
- 3) Minutes shall be completed within forty- eight (48) hours of the meeting. **- the first 24 hours**

- 4) Distribute a Chapter phone, email, and preferred pronouns list created by the VP of Membership. **List of chapter be made by VPM, and pledge list must be made by Pledge Trainer - Must distribute the created list to VPM, VPF, VPS, and president**
- 5) Send an updated copy of Chapter Bylaws to the national office.
- 6) Notify all members the time, date, and location of all Chapter meetings.
- 7) Keep track of all phone numbers, addresses, and birthdays of all Chapter members and pledges.
- 8) Direct letters of appreciation to persons and organizations who have cooperated with Chapter projects and activities. **-Need to do it, must be approved by President**
- 9) Manage the email account and forward all related emails to the appropriate people.
- 10) Acknowledge member birthdays as deemed fit and fiscally appropriate.

### **Historian**

The Historian shall:

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

### **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.
- 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) When needed, carry out any member misconduct proceedings, in agreement with the President and Vice-President of Membership.

### **Director of Communications**

Director of Communications shall:

- 1) Create and submit any advertising deemed necessary in a timely manner.
- 2) Control all social media networking (including Facebook, Twitter, Instagram and Snapchat) and the Chapter website.
- 3) In cooperation with the Historian, make decisions on the purchasing of any Chapter paraphernalia, if necessary.

- 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.
- 5) In cooperation with the Executive Board, choose the “Brother of the Month” and update the Chapter website accordingly.
- 6) Receive service hours for all hours spent creating advertisements or bids in excess of 10 hours per week. A log of hours spent in Center for Student Involvement work space or spent working in alternate location shall be kept by DOC or third party.**
- 7) The elected DoC for the academic year, must prepare advertisement after the summer executive retreat, and the rush week banner on the bridge must be put up before the orientation week (approximately a week before school starts).**

### **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 brothers 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 VII**

### **ADVISORS**

#### **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.!!!!!! - Get it check out/ verified
- 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. Advisor 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. Advisor 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 VIII 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, 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**

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 IX**

#### **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. **- by attendance at the meeting AND a letter of intent**

#### **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. **- With the exception of said officer being placed on a probationary status**

#### **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 X**

#### **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. These committees may include but are not limited to Fundraising and Special Events.

## **ARTICLE XI**

### **MEETINGS**

#### **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 XII**

### **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 XIII**

#### **MEMBERSHIP RECORDS**

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 XIV**

#### **HAZING**

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

### **ARTICLE XV**

#### **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 XVI**

#### **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 XVII**

#### **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. The 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.
- 3) Cash on hand is money from the account kept with the treasurer:
  - A) At least \$100 needs to be kept in the chapter's bank account.
  - 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: 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 XVIII**

### **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. Pledges must pay at least \$30

before the pledge ceremony. The remainder of the dues may be paid through payment plan.

## **Section 2. Honorary Membership Fee**

The conferring party shall pay an honorary membership fee.

## **ARTICLE XIX**

### **AWARDS**

#### **Section 1. Distinguished Service Key**

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 spring semester and the key will be presented at Spring Banquet.

- 1) **Eligibility:** Graduating members will automatically be eligible if they:
  - A. Have been a member in good standing each semester since their activation or transfer to this school. Members who were put not in good standing and later appealed their status will not be considered. (Minimum of three (3) including their pledge semester) **- at the discretion of the executive board**
  - B. Are completing their last semester at the school (graduating, transferring or another reason for absence up for discretion by executive board).
  - C. Have never been considered for a DSK for their current degree.
  - D. Have never received a DSK from this Chapter.

- 2) **Extenuating Circumstances:**

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

- 3) **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.

- 4) **Nominations:**

Nominations can come from members of the active body or alumni, whom must have been active in APO during the nominee's active membership. Nominations can be submitted to the APO email account, in hard copy, or another Executive Board approved upon form and must 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.

**5) Registration:**

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

**Section 2. LFS Awards**

There are three LFS Awards: Leadership, Friendship, and Service. Each award is to be bestowed upon a deserving active member of the Beta Gamma chapter based on nominations that can come from qualifying members of the chapter (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 Leadership to the Chapter, outstanding Fellowship to the Chapter, or outstanding Service to the Chapter respectively. These nominations will be considered by the respective V.P. of each pillar of Alpha Phi Omega in the decision of who shall receive each award.

**ARTICLE XX**

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 the following semester.

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

\*SPEED Board is responsible for school wide programming

**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 -  
Advisor