

Article I Scope

These bylaws shall be the final governing document of Kappa Chapter of Alpha Phi Omega (hereinafter the Chapter) in so far as they are not in conflict with the Articles of Incorporation of Alpha Phi Omega, the **Alpha Phi Omega National Bylaws**, or the **Alpha Phi Omega Standard Chapter Articles of Association**.

Article II Definitions

All terms not otherwise defined shall be defined according to the current edition of *The American Heritage Dictionary*.

II.A. Brother

A person who has participated in the *Initiation Ritual of Alpha Phi Omega* shall be considered a Brother for the purposes of these Bylaws.

II.B. Semester

Semester shall be defined as either the Fall or Spring semester as set by the Carnegie Mellon schedule of classes.

II.C. Rush Period

The Rush Period shall last from the beginning of the first day of class of the Semester until the beginning of the **Pledge Bid Meeting**.

II.D. Pledging Period

The Pledging Period shall last from the conclusion of the **Pledging Ceremony** until the beginning of the **Initiation Bid Meeting**.

II.E. Enrolled

A student is considered Enrolled for the purposes of these Bylaws if they are enrolled as a degree seeking or full time student at Carnegie Mellon on the first day of the current Semester. Persons on a leave of absence from Carnegie Mellon shall be considered to remain Enrolled for the purposes of these Bylaws.

II.F. Electronic Communication

II.F.1. Communication received via electronic mail shall be considered to be written communication.

II.F.2. The Chapter shall designate by policy an official electronic mail address at which it shall receive electronic communication.

II.F.3. The Chapter shall maintain a list of contact information for all Pledge Members, Active Members, and Advisory Members which will contain at a minimum the member's name and preferred electronic mail address. This list shall be made available to all members whose names it contains, as well as others to whom the Chapter may wish to distribute it.

II.G. Week

II.G.1. A Week for the purposes of these bylaws shall be the period from Sunday to Saturday inclusive, or a part of that period containing a Wednesday.

II.G.2. If no regular undergraduate classes are scheduled to be held by the university on this campus at any time during that Week according to the official university calendar, then that Week shall not be counted.

II.G.3. Anything required by bylaws or policy to be done every Week shall not need to be done during partial weeks or weeks without classes as described above.

Article III Meetings and Ceremonies

III.A. Regular Meetings

III.A.1. Business meetings of the Chapter (“Regular Meetings”) shall be held Sunday at 2:30 PM of every Week in which regular undergraduate classes are held on the following Monday during the Semester. The chapter may alter this schedule no later than the last Regular Meeting of the previous Semester.

III.A.2. The schedule of Regular Meetings may not be altered in a way that would cause more than fifteen (15) days to elapse in any one Semester between consecutive Regular Meetings.

III.B. Special Meetings

III.B.1. Special Meetings may be called by the President or by the Chairman of the Advisory Committee.

III.B.2. **Notice** of the date, time and purpose of the Special Meeting must be given to the Active Membership no later than 48 hours prior to the time of the meeting.

III.C. Service Projects

Any person may attend any Service Project held by the Chapter or any subsidiary body.

III.D. Fellowship Events

III.D.1. All persons are invited to any Fellowship Event held by the Chapter or any subsidiary body, unless otherwise specified by the Chapter.

III.D.2. **Brothers** suspended by their respective chapters shall not be invited.

III.D.3. The Chapter may adopt other criteria for issuing invitations to Fellowship Events, so long as at least a three-fourths (3/4) vote is required to deny an invitation to a **Brother**.

III.E. Open Meetings

Any person may attend any Meeting held by the Chapter or any subsidiary body, unless the Meeting in question has been designated as a Closed Meeting.

III.F. Closed Meetings

III.F.1. The Chapter may at any time designate a meeting or a part of a meeting to be a Closed Meeting by a majority vote.

III.F.2. Only **Brothers** may attend Closed Meetings without a special invitation from the Chapter.

III.F.3. Only the outcomes and final decisions entered in the minutes of a Closed Meeting are to be discussed outside of that Closed Meeting.

III.G. Pledging and Initiation Ceremonies

III.G.1. The Chapter shall conduct one Pledging Ceremony each Semester, on the Friday of the fifth (5th) Week during the Semester.

III.G.2. The Chapter shall conduct one Initiation Ceremony each Semester, on the Friday of the fifteenth (15th) Week during the Semester, or of the last Week if the semester has fewer than fifteen Weeks.

III.G.3. The Chapter may, by a two-thirds (2/3) vote prior to the first day of classes of the Semester, change the date of the Pledging Ceremony or Initiation Ceremony as is convenient for the Chapter so long as there are at least 8 Weeks between the two ceremonies.

III.G.4. Only Brothers may attend pledging and initiation ceremonies or alternate ceremonies. A person with an invitation to pledge membership may attend and participate in the pledging ceremony. A Pledge Member with an invitation to Active Membership may attend and participate in the initiation ceremony.

III.G.5. In the case of an emergency or immovable conflict preventing a prospective Pledge Member or new Active Member from attending their respective ceremony the Pledgemaster may, with the approval of the President, schedule an Alternate Pledging Ceremony or Alternate Initiation Ceremony to be held within seven (7) days of the ceremony to be missed. The President and Pledgemaster must both agree to the validity of the reason for each person to miss the regular ceremony in order for that person to participate in the alternate ceremony. Participation in the alternate ceremony shall cause the same membership transitions that participating in the regular ceremony would have caused.

III.H. Pledge Bid Meeting

A **Closed Meeting** for the purpose of extending invitations for Pledge Membership and for conferring Transfer Membership shall be held immediately following the last **Regular Meeting** at least four (4) days before the **Pledging Ceremony**.

III.I. Initiation Bid Meeting

A **Closed Meeting** for the purpose of extending invitations for Active Membership to Pledge Members and Transfer Members shall be held immediately following the last **Regular Meeting** at least three (3) days before the **Initiation Ceremony**.

III.J. Installation Ceremony

The Chapter shall conduct an Installation Ceremony for all newly-elected Officers at the conclusion of the **Initiation Ceremony** each Semester.

Article IV Conduct of Business

IV.A. Proxy and Absentee Voting

Neither proxy voting nor absentee voting shall be permitted under any circumstances.

IV.B. Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

IV.C. Quorum

IV.C.1. Quorum for **Regular** and **Special** Meetings shall be a majority of the Active Members.

IV.C.1. Quorum for Committee Meetings shall be 2 members of the committee, or a majority of the members of the committee, whichever is greater.

IV.D. Parliamentary Rights

IV.D.1. All Members have the right to participate in debate.

IV.D.2. The right to vote or make motions is reserved for Active Members.

IV.E. Session

A session shall be from July 1 until June 30 of the following year.

IV.F. Notice

Notice shall be considered to have been given upon reading an announcement at a **Regular Meeting**, or the date indicated on the timestamp of an electronic mail message that has been sent to every Active Member, Pledge Member, and Advisory Member, at the option of the Member giving such notice.

Article V Membership

V.A. Pledge Membership

V.A.1. Invitations for Pledge Membership may be given to eligible students by a majority vote at the **Pledge Bid Meeting**.

V.A.2. In order to be eligible to receive an invitation for Pledge Membership, a person must be **Enrolled** and taking classes at Carnegie Mellon, and, during the current **Rush Period** either attend two events designated by the Pledgemaster as Rush Events, or attend one such event and provide the Pledgemaster with written notice of a desire to Pledge.

V.A.3. Invitations for Pledge Membership are valid only during the Semester in which they are given.

V.A.4. Persons who have a valid invitation for Pledge Membership shall become Pledge Members upon participating in the **Pledging Ceremony** or **Alternate Pledging Ceremony**.

V.A.5. Pledge Membership shall continue until the end of the Initiation Ceremony.

V.A.6. Pledge Membership may be revoked by a two-thirds (2/3) vote at any **Regular Meeting** or **Special Meeting** called for that purpose.

V.B. Active Membership

V.B.1. Invitations for Active Membership may be given to eligible Pledge Members by a two-thirds (2/3) vote at the **Initiation Bid Meeting**.

V.B.2. In order to be eligible to receive an invitation to become an Active Member, a Pledge Member must complete during the **Pledging Period** all pledging requirements set forth in the **Kappa Chapter Membership Standards**.

V.B.3. A Pledge Member who has a valid invitation to become an Active Member becomes an Active Member upon participating in the **Initiation Ceremony**.

V.B.4. Invitations for Active Membership may be extended to eligible Transfer Members by a two-thirds (2/3) vote at the **Initiation Bid Meeting**.

V.B.5. In order to be eligible to receive an invitation to become an Active Member, a Transfer Member must complete during the **Pledging Period** all pledging requirements set forth in the **Kappa Chapter Membership Standards**, or have previously completed an equivalent process.

V.B.6. A Transfer Member who is a **Brother** and receives an invitation for Active Membership becomes an Active Member upon accepting the invitation.

V.B.7. A Transfer Member who is not yet a **Brother** and has a valid invitation for Active Membership becomes an Active Member upon participating in the **Initiation Ceremony**.

V.B.8. An invitation to become an Active Member is valid until the end of the second semester after the invitation is given.

V.B.9. Active Membership shall continue as long as the Member is **Enrolled**, pays **dues** to the Treasurer by the deadline for doing so, and meets all requirements set forth in the **Kappa Chapter Membership Standards**.

V.C. Associate Membership

V.C.1. Associate Membership shall be conferred upon Active Members who find it necessary to cease full involvement in Chapter affairs and properly request such status.

V.C.2. In order to request the status of Associate Membership, an Active Member must have paid **dues** for the current Semester and provide a written request to the Chapter for Associate Membership. The request must specify the duration of Associate Membership.

V.C.3. The requested duration of Associate Membership must be at least three (3) weeks.

V.C.4. Associate Membership shall continue until the end of the requested duration, or until the end of the current Semester, whichever is sooner, at which time the Member shall return to Active Membership.

V.D. Inactive Membership

V.D.1. If an Active Member does not pay **dues** by the deadline, or fails to fulfill the applicable requirements set in the **Kappa Chapter Membership Standards**, the Member shall become an Inactive Member.

V.D.2. Inactive Membership shall also be conferred upon Active Members who are on leave of absence from Carnegie Mellon for the duration of their leave of absence.

V.D.3. Inactive Members not on a leave of absence shall continue as such until the beginning of the subsequent Semester, at which time they may return to Active Membership upon settling any debts or obligations that they have to the Chapter, and paying the dues for that Semester by the deadline for doing so.

V.D.4. Members who have been Inactive Members for three Semesters are considered to have left the Chapter and shall become Alumni Members.

V.E. Alumni Membership

V.E.1. Alumni Membership shall be conferred upon all Active and Associate Members of the Chapter who cease to be **Enrolled** who are not Suspended from the Chapter at the time of their departure.

V.E.2. Alumni Membership shall be conferred upon all Advisory Members of the Chapter upon the expiration of their terms.

V.E.3. Alumni Membership shall be conferred upon all Honorary Members of the Chapter upon their departure.

V.E.4. An Active Member that has graduated but is continuing enrollment at the university may elect to become an Alumni Member by providing the Chapter with written notification of that intent.

V.F. Advisory Membership

V.F.1. Advisory Members shall encourage the development of high scholastic, Scouting, and fraternal standards. They shall aid the Chapter in planning and executing projects in all fields of service. They shall serve as personal advisors and counselors on Chapter matters whenever they are able to do so. They shall attend Chapter events as regularly as possible.

V.F.2. Advisory Membership may be conferred upon eligible persons by a two-thirds (2/3) vote.

V.F.3. Advisory Membership may not be conferred upon Enrolled students.

V.F.4. If the person receiving Advisory Membership is a **Brother**, such Membership shall take effect immediately.

V.F.5. If the person receiving Advisory Membership is not yet a **Brother**, such Membership shall take effect upon participating in the **Initiation Ceremony**.

V.F.6. Advisory Membership shall last until the end of the **Session** following the one in which Advisory Membership is conferred.

V.F.7. Advisory Membership may be revoked by a three-fourths (3/4) vote at any **Regular Meeting** or **Special Meeting** called for that purpose.

V.G. Honorary Membership

V.G.1. Honorary Membership may be conferred upon eligible persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega.

V.G.2. A three-fourths (3/4) vote of all Active Members is required to confer Honorary Membership upon an eligible individual.

V.G.3. Honorary Membership may not be conferred upon **Enrolled** students.

V.G.4. Honorary Members are encouraged to participate in the **Initiation Ceremony**.

V.H. Transfer Membership

V.H.1. Transfer Membership may be conferred upon Alumni Members in order to allow them to learn about Kappa Chapter prior to their becoming Active Members.

V.H.2. A majority vote at the **Pledge Bid Meeting** shall be required to confer Transfer Membership upon an eligible individual.

V.H.3. Transfer Membership shall continue until the end of the **Initiation Ceremony**.

V.H.4. Transfer Membership may be revoked by a two-thirds (2/3) vote at any **Regular Meeting** or **Special Meeting** called for that purpose.

V.I. Membership Status

V.I.1. A **Member** shall hold one and only one type of membership as listed above at a given time.

V.I.2. Changes in the membership status of a Member shall take effect immediately upon the announcement of such change to the Chapter.

V.J. Suspension

V.J.1. A **Member** may be suspended from this Chapter for actions which violate these regulations or which tend to harm, degrade, or otherwise deter the reputation, integrity, growth, and public image of Alpha Phi Omega in general or this Chapter specifically.

V.J.2. A three-fourths (3/4) vote at a **Regular Meeting** or **Special Meeting** called for that purpose shall be required to Suspend a Member from the Chapter.

V.J.3. A Suspension shall be for a definite time, not less than six weeks.

V.J.4. A Member who is Suspended from the Chapter shall be reinstated at the expiration of the Suspension as an Inactive Member.

V.J.5. A Member who is Suspended from the Chapter may be reinstated as an Inactive Member prior to the expiration of the Suspension by a threefourths (3/4) vote at any **Regular Meeting** or **Special Meeting** called for that purpose.

V.J.6. A Member who is Suspended from the Chapter loses all rights and privileges held as a consequence of Membership.

V.K. Resignation of Membership

V.K.1. Any **Member** may resign Membership in the Chapter by providing written notice to the Chapter of intent to do so.

V.K.2. A Member who resigns Membership shall lose all rights and privileges held as a Member.

Article VI Standing Committees

The Chapter shall have the following Standing Committees:

VI.A. Executive Committee

VI.A.1. The Executive Committee will consist of all of the Officers of the Chapter with the exception of the Chairman of the Advisory Committee.

VI.A.2. Each member of the Executive Committee shall have one vote, regardless of the number of offices held.

VI.A.3. The Executive Committee shall:

VI.A.3.a. meet weekly during the Semester and advise the President on matters concerning the Chapter;

VI.A.3.b. conduct a Chapter Assessment and Planning Session at least once per **Semester**;

VI.A.3.c. pass a budget for the Chapter detailing all planned expenditures to be made during the Semester no later than the second meeting of the Executive Committee of the Semester.

VI.A.4. The Executive Committee is subject to the orders of the Chapter.

VI.A.5. None of the Executive Committee's actions may conflict with any action taken by the Chapter.

VI.A.6. The Chapter may nullify any decision of the Executive Committee by a majority vote, thus opening up the question for consideration by the Chapter.

VI.A.7.a. The Executive Committee has the power to carry out all such acts as it deems necessary for the welfare of the Chapter that must be executed before the next **Regular Meeting**.

VI.A.7.b. The members of the Executive Committee shall be held jointly and severally responsible for any such action performed in the name of the Chapter that is not ratified by a majority vote at the next **Regular Meeting**.

VI.B. Service Committee

The Service Committee shall:

- VI.B.1.** make plans to carry out traditional service projects of the Chapter;
- VI.B.2.** obtain suggestions for possible new service projects from as many sources as possible;
- VI.B.3.** present prospective service projects to the Chapter;
- VI.B.4.** recruit chairmen for Chapter service projects;
- VI.B.5.** oversee the running of service projects from planning to completion;
- VI.B.6.** evaluate the results of service projects performed by the Chapter;
- VI.B.7.** make sure that the Chapter has a balance of projects in the areas of service;
- VI.B.8.** assist in the performance of the Service Vice President's duties.

VI.C. Membership Committee

The Membership Committee shall:

- VI.C.1.** provide the Chapter with academic resources, information, and guidance;
- VI.C.2.** assist in the formation of Alpha Phi Omega chapters at other colleges and universities;
- VI.C.3.** promote lifelong involvement in Alpha Phi Omega;
- VI.C.4.** promote Chapter membership retention and growth;
- VI.C.5.** determine whether Members are in compliance with the Chapter Membership Standards;
- VI.C.6.** assist in the performance of the Membership Vice President's duties.

VI.D. Fellowship Committee

The Fellowship Committee shall:

- VI.D.1.** make plans for carrying out traditional social events of the Chapter;
- VI.D.2.** obtain suggestions for possible new social events from as many sources as possible;
- VI.D.3.** recruit chairmen for Chapter fellowship projects;
- VI.D.4.** oversee the running of social events from planning to completion;
- VI.D.5.** promote a spirit of close fellowship among all Chapter members;
- VI.D.6.** evaluate the results of fellowship projects performed by the Chapter;
- VI.D.7.** develop social relations with other campus organizations and other Alpha Phi Omega chapters;
- VI.D.8.** assist in the performance of the Fellowship Vice President's duties.

VI.E. Advisory Committee

VI.E.1. All Advisory Members, the President, and all past Presidents of the Chapter who are Active Members shall be members of the Advisory Committee.

VI.E.2. Quorum for meetings of the Advisory Committee shall be at least two (2) Advisory Members.

VI.E.3. The Advisory Committee shall:

VI.E.3.a. meet regularly, at least once per Semester, to advise and assist the chapter in the planning of projects;

VI.E.3.b. provide continuity and give leadership as necessary.

VI.F. Committee Membership

The presiding officer of each standing or ad hoc committee without a defined committee membership shall recommend prospective committee members to the President for appointment.

Article VII Officers

The Chapter shall have the following Officers:

VII.A. President

The President shall:

VII.A.1. preside over all meetings of the Chapter;

VII.A.2. be the chairman of the **Executive Committee**;

VII.A.3. appoint persons to perform services that are required by the Chapter and are not covered in these bylaws, subject to the approval of the **Executive Committee**;

VII.A.4. appoint all Committees, subject to the approval of the **Executive Committee**;

VII.A.5. be responsible for all formal correspondence with the National Office, Regional Director, and Sectional Chairman;

VII.A.6. ensure that all of the officers successfully discharge their duties.

VII.B. Service Vice President

The Service Vice President shall:

VII.B.1. carry out the duties of and act in place of the President during any temporary absence or incapacity of the President;

VII.B.2. be the Chairman of the **Service Committee**;

VII.B.3. ensure that the **Service Committee** successfully discharges its duties;

VII.B.4. perform all other duties the President may require.

VII.C. Membership Vice President

The Membership Vice President shall:

VII.C.1. carry out the duties of and act in place of the President during any temporary absence or incapacity of the President and Service Vice President;

VII.C.2. be the Chairman of the **Membership Committee**;

VII.C.3. ensure that the **Membership Committee** successfully discharges its duties;

VII.C.4. perform all other duties the President may require.

VII.D. Fellowship Vice President

The Fellowship Vice President shall:

VII.D.1. carry out the duties of and act in place of the President during any temporary absence or incapacity of the President, Service Vice President and Membership Vice President;

VII.D.2. be the Chairman of the **Fellowship Committee**;

VII.D.3. ensure that the **Fellowship Committee** successfully discharges its duties;

VII.D.4. perform all other duties the President may require.

VII.E. Treasurer

The Treasurer shall:

VII.E.1. no later than the second meeting of the **Executive Committee** of the Semester, prepare a proposed **Budget** for the Chapter detailing all expenditures to be made during the Semester;

VII.E.2. be responsible for administering the Chapter's funds in accordance with the Chapter's instructions;

VII.E.3. be responsible for maintaining all financial records for the Chapter in an accurate and timely fashion;

VII.E.4. have all of the Chapter's financial records audited at least annually;

VII.E.5. provide information on the state of the Chapter's finances to any Active Member upon request;

VII.E.6. be responsible for the collection of **dues** and fees;

VII.E.7. perform all other duties the President may require.

VII.F. The Pledgemaster

The Pledgemaster shall:

VII.F.1. train Pledge Members in the fundamentals of Alpha Phi Omega and prepare them for Active Membership in the Chapter;

VII.F.2. plan and administer the Semesterly membership recruitment campaign;

VII.F.3. check the qualifications and eligibility of new students in order to make recommendations for membership;

VII.F.4. designate several events held by the Chapter during the **Rush Period** as Rush Events;

VII.F.5. serve on the **Membership Committee**;

VII.F.6. be responsible for submitting all required membership forms to the National Office by the date they are due;

VII.F.7. perform all other duties the President may require.

VII.G. Chapter Secretary

The Chapter Secretary Shall:

VII.G.1. keep accurate minutes of all formal meetings of the Chapter and the **Executive Committee**;

VII.G.2. conduct and maintain a record of all correspondence of the Chapter;

VII.G.3. maintain up-to-date copies of the Chapter Bylaws and any other governing documents of the Chapter;

VII.G.4. regularly inform all Members about Chapter activities;

VII.G.5. maintain the permanent address of the Chapter;

VII.G.6. maintain the Chapter calendar of events;

VII.G.7. maintain the Membership records of the Chapter;

VII.G.8. inform any Member who is at risk of ceasing to comply with the **Kappa Chapter Membership Standards** of that risk;

VII.G.9. announce changes in Membership status;

VII.G.10. perform all other duties the President may require.

VII.H. Chairman of the Advisory Committee

The Chairman of the Advisory Committee shall:

VII.H.1. preside over meetings of the **Advisory Committee**;

VII.H.2. ensure that the **Advisory Committee** successfully discharges its duties;

VII.H.3. attend, or appoint a representative to attend, meetings of the **Executive Committee**.

Article VIII Election of Officers

VIII.A. Eligibility

VIII.A.1. Any Active Member is eligible to hold any office except for the office of Chairman of the Advisory Committee.

VIII.A.2. Any Advisory Member is eligible to hold the office of Chairman of the Advisory Committee.

VIII.A.3. Except for the Chairman of the Advisory Committee, no Member may be elected to the same office for a third complete consecutive term.

VIII.A.4. Any eligible Member may hold more than one office at one time, with the exception that the President and the Treasurer may not hold other offices concurrently.

VIII.B. Term of Office

VIII.B.1. Officers shall serve from the conclusion of the **Initiation Ceremony** following their election until their replacements take office.

VIII.B.2. Officers shall train their successors and turn over all records in a complete and up to date condition.

VIII.C. Election Procedure

VIII.C.1. Elections for the Chapter Officers shall be held at the first **Regular Meeting** held during or after the tenth week of the Semester in which classes are held.

VIII.C.2. Officers shall be elected in the order that they are defined in these Bylaws, with the election for one officer being completed before the next begins.

VIII.C.3. Nominations for officers shall begin at the **Regular Meeting** immediately preceding the meeting at which the election will take place.

VIII.C.4. Voting shall be by secret ballot in all elections.

VIII.C.5. Only Active Members are eligible to vote.

VIII.C.6. Advisory members shall count votes at Chapter elections.

Article IX Impeachment

IX.A. Convening an Impeachment Hearing

The Chapter may, by a majority vote at a **Regular Meeting**, call an impeachment hearing against an Officer. The hearing shall be convened at the next **Regular Meeting**.

IX.B. Procedures of an Impeachment Hearing

IX.B.1. Notice of the impeachment hearing shall be given to the Chapter and the accused officer at the Chapter's earliest convenience.

IX.B.2. The Chairman of the Advisory Committee shall either act as Chairman at the impeachment hearing or appoint another Advisory Member to do so.

IX.B.3. The accused officer shall be given the opportunity to speak at the impeachment hearing.

IX.B.4. A three-fourths (3/4) vote at the impeachment hearing shall be necessary to remove the accused officer from office.

Article X Vacant Offices

X.A. Declaring Offices Vacant

X.A.1. If an officer is impeached, resigns, or becomes ineligible to hold an office, the office shall immediately become vacant.

X.A.2. If an officer-elect resigns from the future office or becomes ineligible to hold office at any time between the election and the end of the current officers' term then a special election

shall be held to replace that officer-elect. The replacement officer-elect shall take office at the installation of officers, or at their election, whichever is later.

X.B. Presidential Succession

X.B.1. If the office of President is vacant the Service Vice President shall immediately assume the office of President until the expiration of the President's term of office.

X.B.2. If both the offices of President and Service Vice President are vacant the Membership Vice President shall immediately assume the office of President until the expiration of the President's term of office.

X.B.3. If the offices of President, Service Vice President, and Membership Vice President are vacant, the Fellowship Vice President shall immediately assume the office of President until the expiration of the President's term of office.

X.B.4. If the offices of President, Service Vice President, Membership Vice President, and Fellowship Vice President are all vacant, the Chairman of the Advisory Committee shall ensure that the President's duties are carried out, and shall preside at a special election for all vacant offices at the beginning of the next Regular Meeting.

X.C. Other Vacancies

X.C.1. In the event that an elected office other than President is vacant, the President shall appoint an eligible Member as a temporary replacement until such time as a special election can be completed.

X.C.2. After the appointment of a temporary replacement, nominations shall be accepted at the next Regular Meeting, and a special election shall be held at the following Regular Meeting in order to elect an eligible member as a successor to finish the unexpired term of a vacant office.

Article XI Finance

XI.A. Dues

XI.A.1. Dues shall be collected on a Semesterly basis, the amount to be set by the Chapter.

XI.A.2. The deadline for Active Members to pay their dues shall be fourteen (14) days after the first **Regular Meeting** of the semester.

XI.A.3. When needed, the Chapter shall pay any dues required by the National Office in the names of the Active Members.

XI.A.4. Inactive Members must repay to the Chapter any dues paid on their behalf while Inactive Members prior to regaining Active Membership.

XI.B. Budget

The Treasurer shall prepare a Budget for each Semester outlining all anticipated revenue and expenses. A copy of the Budget must be provided to all Active Members by one week after the second **Regular Meeting** of the Semester.

XI.C. Deposits

All funds of the Chapter or handled on behalf of the Chapter shall be deposited to the credit of the Chapter.

XI.D. Withdrawals

The power to withdraw funds from Chapter accounts shall be restricted to the President, the Treasurer, the Chairman of the Advisory Committee, and one other Active Member designated by the President and ratified by the Chapter. Each withdrawal must be authorized by the Chapter and by at least two of these members.

XI.E. Reimbursement

XI.E.1. Receipts must be submitted for all expenses to be reimbursed.

XI.E.2. No reimbursement shall be given for ordinary expenses not previously authorized by the Chapter.

XI.E.3. If emergency expenses occur which have not been previously authorized, they may be authorized at the first Regular Meeting after they occur.

XI.E.4. Any claim for reimbursement to Members not submitted to the Chapter by the second **Regular Meeting** after the expenses have been billed shall be deemed invalid.

Article XII Amendments to these Bylaws

XII.A. Proposal of amendments

Proposed amendments to the Bylaws must be read into the minutes at a **Regular Meeting**. The proposed amendments will then be placed on the agenda of the second subsequent **Regular Meeting**, at which time the proposed amendments shall be acted upon.

XII.B. Adoption of amendments

An affirmative vote of two thirds (2/3) of the total number of Active Members shall be required to adopt any proposed amendments to the Bylaws.

Membership Standards of the Kappa Chapter of Alpha Phi Omega

Unless otherwise noted, in this document the term Members shall be used to mean Chapter Active and Pledge Members as defined in the Bylaws.

Leadership requirement

Members are expected to take such leadership roles in Chapter activities as their time and abilities permit.

In order to evaluate the progress of Pledge Members toward this goal, they shall be required to take charge of at least one Chapter project or event during the Pledging Period, although they are encouraged to do more if they are able. If there are more Pledge Members than the number of projects and events that the Chapter can reasonably support, the Pledgemaster may determine that significantly assisting the Chairman of a major project or event shall be sufficient to show progress towards this goal.

See *National Pledging Standards, part 10*

Fellowship requirement

Members are expected to meet and establish a fraternal relationship with the other Members of the Chapter.

To this end, Pledge Members shall be expected to spend time with each Member of the Chapter in turn.

In order to evaluate the progress of Pledge Members toward this goal, they shall be expected to

obtain the signatures (in the space provided in their Pledge Manual for doing so) of the Members that they meet.

A Member giving a Pledge Member their signature is an indication that they feel that they have spent enough time with the Pledge Member to know them reasonably well.

Members are expected to make themselves available to the Pledge Members for this purpose.

The Members whose signatures the Pledge Members are asked to acquire under this clause shall be nine-tenths (9/10) of the Chapter Active and Advisory Members, with the exception of those Members that feel they would not be able to spend the requisite time with the Pledge Members, and all Pledge Members.

See *National Pledging Standards*, part 11

Service requirement

Members are expected to put as much time in on service projects as their schedules reasonably permit. The service projects that a Member works on should be varied, and they should be distributed among projects benefitting the Fraternity, the Campus, the Community, and the Country.

As such an ideal is nearly impossible to measure, no specific requirement can be set. However, at least twenty five hours spent on service projects during the current Semester prior to the end of the Pledging Period, no more than one-fifth of this number accrued from any one project, and with at least one project from each of the four fields of service being represented, shall impress upon the Chapter the Pledge Member's willingness to live up to the standard that the Chapter has set for itself.

See *National Pledging Standards*, part 12

Service Hours (so far as this requirement is concerned) are all time spent in the planning, set up, running, execution, cleanup, and evaluation of any Alpha Phi Omega service event, and time spent in the performance of the official duties of any officer or appointee of the Chapter.

Knowledge of Fraternity and Chapter history

Members are expected to know and appreciate our Fraternity, Chapter, and scouting history and heritage.

In order to evaluate the Pledge Members' progress toward this goal, each individual Pledge Member is expected to make some contribution to the recorded body of knowledge of the history of the Fraternity, Chapter, campus, or our special ties to and relationship with the scouting movement and our common background and present it, individually or as part of a group, to the chapter. This contribution may be in any appropriate form that can be added to the chapter archives, and must be approved by the Pledgemaster in advance. In addition, Pledge Members shall be expected to show satisfactory performance on a number of quizzes during the pledge period.

See *National Pledging Standards*, part 7

Knowledge of and participation in Chapter operations

Members are expected to have a working knowledge of Fraternity and Chapter rules, policies, and operating procedures and are expected to attend and conduct themselves appropriately at all Chapter meetings.

Members shall be instructed in, and expected to be familiar with parliamentary procedure, and the rules of the Fraternity and the Chapter.

To this end, Active Members are required to attend two-thirds (2/3) of all Regular Meetings each Semester, and may not miss more than two (2) consecutive Regular Meetings, in order to remain in compliance with these standards, and Pledge Members are required to attend two-thirds (2/3) of the Regular Meetings during the Pledging Period, and may not miss more than two (2) consecutive Regular Meetings, in order to be eligible to become Active Members. If a Member is not able to meet this requirement because of extenuating circumstances, the Member may petition to be excused for individual absences by submitting the reasons for the absence to the Membership Committee either prior to or within twenty-four (24) hours of the missed meeting. The Membership Committee shall meet prior to the next Regular Meeting in order to determine the validity of the excuse. If the excuse is deemed invalid, the Member may appeal to the Chapter as a whole at the next Regular Meeting, which may rule the excuse valid by a one-third (1/3) vote. If the excuse is deemed valid by either the Membership Committee or the Chapter, the missed meeting shall not be included in the calculation of attendance for the Member. After an Active Member has missed a third consecutive Regular Meeting, or more than one-third (1/3) of the scheduled Regular Meetings of the Semester, and there is no further opportunity for an excuse to be deemed valid, the Member shall immediately be considered not to be in compliance with these standards.

See *National Pledging Standards*, part 8

General requirements relating to Pledge Members

In order to provide for a consistent and fruitful Pledging Period, and to help Pledge Members realize their full potential as brothers, we have established certain standards and procedures for the Pledging Period.

As Alpha Phi Omega is a collegiate fraternity, a potential new member's decision to participate in the pledging process should be made with due consideration to their academic obligations and performance.

See *National Pledging Standards*, part 14

In order that they be capable of experiencing the wide scope of the National Fraternity, Pledge Members shall be given the opportunity to visit other chapters.

See *National Pledging Standards*, part 9

As Alpha Phi Omega is a fraternal organization, Pledge Members are encouraged to organize a Pledge-Brother social and a Pledge social event to help advance our cardinal principle of Friendship.

See *National Pledging Standards*, part 11

Pledges shall attend all Pledge Meetings. The Pledgemaster may, under extenuating circumstances, excuse a Pledge Member for missing an individual Pledge Meeting.

See *National Pledging Standards*, part 10

Pledge Members are expected to wear their pledge pins at all times.

See *National Pledging Standards*, part 5

Pledge Members shall maintain their pledge manuals, and shall be expected to bring them to meetings or anywhere else they will be needed.

See *National Pledging Standards*, part 15

In order to provide feedback to the Pledge Members, and to assist Brothers in evaluating the Pledge Members' performance, Pledge Members shall attend two Pledge Reviews, one during the fourth or fifth week of the Pledging Period, and one during the eighth or ninth week of the Pledging Period, at which 11 Active Members are expected to be in attendance.

See National Pledging Standards, part 18

In order to assist the Pledge Members in fully understanding the commitments they will make to Alpha Phi Omega when they are initiated, Pledge Members shall be instructed in the Fraternity oath before initiation.

See National Pledging Standards, part 16

Pledge Members must, to the satisfaction of the Chapter, show that they are in the fellowship of the principles of Alpha Phi Omega and the Boy Scouts of America as embodied in the Scout Oath and Law.

See National Pledging Standards, part 19 and National Bylaws, Article III, Section 2

Amendment

This document may be amended through the same procedure required for amendment of the Chapter Bylaws.

As adopted January 27, 2013