

**EPSILON GAMMA CHAPTER
ALPHA PHI OMEGA
ALFRED UNIVERSITY**

**CHAPTER BYLAWS
April 2009**

ARTICLE I – NAME

The name of this organization shall be called Alpha Phi Omega, Epsilon Gamma Chapter, National Service Fraternity at Alfred University.

ARTICLE II – PURPOSE

- I. The purpose of this fraternity shall be to assemble college students in a national service fraternity in the fellowship of the principles derived from the Scout Oath and Law of the Boy Scouts of America, and to develop leadership, promote friendship, and provide service to humanity, and to further the freedom that is our national, educational, and intellectual heritage.
- II. This chapter shall be associated with Alpha Phi Omega, National Service Fraternity and Alfred University, and shall abide by the rules and regulations set forth by these institutions.
- III. The rules of Alfred University and National bylaws shall take precedence over chapter bylaws.

ARTICLE III – MEMBERSHIP

SECTION 1 – OPEN MEMBERSHIP. Membership shall be open to all students of Alfred University that have fulfilling the requirements set forth by this chapter and the National Fraternity in accordance with organizational and human rights policies of Alfred University.

SECTION 2 – PLEDGE MEMBERSHIP. A Pledge Member (Pledge) is a currently matriculated student of Alfred University in good-standing, who possesses a 2.00 cumulative GPA or better, who seeks Active Membership and who has been installed by the chapter as a Pledge in accordance with the National Bylaws of Alpha Phi Omega.

To attain Active Membership, a Pledge must pay all applicable fees, be approved by the Active Members, attend the Initiation Ceremony, and complete all pledge requirements established by the chapter.

SECTION 3 – NEOPHYTE MEMBERSHIP. A Neophyte Member shall be any member that has completed the pledge requirements but was unable to participate in the initiation ceremony for reasons deemed acceptable by the Executive Committee. A Neophyte Member shall have the same rights and requirements as an Active Member, but must be initiated in the ceremonies of the following semester and shall not be registered as active until the member has participated in initiation.

SECTION 4 – ACTIVE MEMBERSHIP. An Active Member (Active) is a currently enrolled student member in good-standing, who has successfully completed a Pledge or membership education program, and who has paid applicable dues for the current academic term. An Active Member must complete at least fifteen (15) hours of service per semester from multiple sources with only five (5) of these hours from non-APO service events, attend seventy-five percent (75%) of all chapter meetings and remain in good standing with the Fraternity.

SECTION 5 – ASSOCIATE MEMBERSHIP. Associate Membership may be conferred upon an Active Member who finds it necessary to cease full involvement in chapter affairs. In order to request the status of Associate Membership, an Active Member, who is not on probation or suspension at the time of application, must have been considered active for at least one (1) semester prior to requesting associate status, unless extenuating circumstances are deemed to exist. The member must also provide a written request to the Chapter Vice President of Membership. Said membership will be granted at the discretion of the Executive Committee.

Active Members traveling overseas or leaving Alfred University for a period of one semester must also submit a written request for Associate Membership but shall not be held to any requirements deemed necessary by the Executive

Committee.

A member granted associate status must return to active status the following semester, or petition the Executive Committee for an extension, with a limit of two (2) consecutive semesters as an Associate Member.

An Associate Member (Associate) will have membership restricted in accordance with chapter policy as follows:

- i. May only vote in fiscal and general matter of the fraternity, excluding elections.
- ii. Must make arrangements with the Executive Committee for requirements to be fulfilled, as decided on by each individual case.
- iii. May not hold an office.
- iv. May attend all functions of the Fraternity but shall receive no funding for Fraternity sponsored events.

SECTION 6 – PROBATIONARY MEMBERSHIP. Any Active or Associate Member who has failed to meet the requirements of Active or Associate Membership shall be defined as a Probationary Member. Members whom are on probation shall be entitled to all rights and privileges of Active Membership, with the exception of holding office, and the additional responsibility to complete the requirements that they have not satisfied. If a member is on probation and has not satisfactorily completed the requirements to regain Active or Associate status, the member will be considered Inactive.

SECTION 7 – INACTIVE MEMBERSHIP. Any otherwise-qualified Active or Associate Member who is on probation and fails to maintain said membership, either by non-payment of dues or other non-compliance with requirements for membership, or ceases ties with the chapter while still enrolled, shall be declared an Inactive Member, having no rights or privileges within the chapter.

Inactive Members may regain Active or Associate status by payment of applicable dues for the current term and fulfillment of any outstanding financial or material obligations to the Fraternity and chapter. Probationary Membership is then granted until all obligations are met. Once all obligations are met, Active or Associate status is then granted by the Executive Committee.

SECTION 8 – RESIGNATION OF MEMBERSHIP. Resignations may be submitted in writing to the Executive Committee by any member who no longer desires to continue affiliation with Alpha Phi Omega. The resigning member must meet any financial obligations owed to the chapter before the resignation is submitted. The resigning member retains no form of membership in the chapter and the National Fraternity shall be notified of the resignation.

A resignation may be withdrawn upon a written request, and the individual may be granted Inactive or Alumni Membership, whichever is applicable, upon the approval of a majority of the chapter present and voting at a chapter meeting. The National Fraternity will then be notified of the reinstatement.

SECTION 9 – SUSPENSION OF MEMBERSHIP. Any member suspended and removed under Article XII shall be considered a Suspended Member. The Suspended Member retains no form of membership in the chapter and the National Fraternity shall be notified of this action.

A suspension may be recalled and the individual granted Inactive or other appropriate membership upon the written request of the individual, deliberation by the Executive Committee, and approval of a majority of the chapter present and voting at a chapter meeting. The National Fraternity will then be notified of any reinstatement.

SECTION 10 – ALUMNI MEMBERSHIP. Any Active, Associate, Probationary, or Inactive Member shall become an Alumni Member upon completion of any degree or disenrollment from Alfred University. An Advisor may also become an Alumni Member if leaving the advisory position. Each must have served for at least one (1) semester as an Advisor, Active, Associate, Probationary, or Inactive Member prior to departure. Alumni members shall be granted non-voting rights and privileges of Active Membership but shall not be able to hold office.

SECTION 11 – GRADUATE MEMBERSHIP. Any graduate student having previously been inducted into the Fraternity may continue participation in the Fraternity as an Active Member or as an Advisory Member. Graduate students not having been previously inducted may seek membership through pledgship, or may alternatively seek membership through Advisory Membership.

SECTION 12 – ADVISORY MEMBERSHIP. Advisory Membership, with all non-voting rights and privileges of Active Membership, may be conferred upon an individual meeting the Fraternity's requirements for Advisors and receiving a two-thirds (2/3) affirmative vote of Active Members present and voting at a chapter meeting. Removal of an Advisor shall require a two-thirds (2/3) affirmative vote of Active Members present and voting at a chapter meeting, with one (1) week notice. Upon departure, an Advisor shall be recognized as an Alumnus.

SECTION 13 – HONORARY MEMBERSHIP. Honorary Membership, with all non-voting rights and privileges of Active Membership with the exception of holding office, shall be granted to individuals having given great support or service to the principles of Leadership, Friendship and Service. Selection of Honorary Members shall require at least a three-fourths (3/4) affirmative vote of active members present and voting at a regular chapter meeting with one (1) week notice and shall be in accordance with the National Bylaws. Undergraduate students cannot be considered.

SECTION 14 – VISITING BROTHERS. All Brothers of the National Fraternity who are not local residents and are not otherwise affiliated with this chapter or Alfred University shall be accorded all rights and privileges of a non-voting Active Member.

SECTION 15 – TRANSFER OF MEMBERSHIP. Any enrolled student who is a registered member of another chapter of Alpha Phi Omega, in good standing with the Fraternity and who is otherwise qualified for Active Membership in this chapter may be accepted for Active Membership in accordance with the National Bylaws. Membership may be conferred by a majority vote of the Active Members present and voting at a regular chapter meeting. Said membership shall be contingent upon successful completion of current chapter requirements.

SECTION 16 – DEFINITION OF GOOD STANDING. Good Standing shall be defined as any Pledge, Associate or Active Member of the Fraternity who has fulfilled all requirements established by the current Executive Committee. All members not satisfying these requirements may complete the necessary requirements or request a review of their particular circumstances by submitting a written request to the Executive Committee. The Executive Committee may then deem the member in good standing with a majority vote.

ARTICLE IV – OFFICERS AND DELEGATES

SECTION 1 – ELECTED OFFICERS. The elected officers of this chapter shall be: President, Vice President of Membership, Vice President of Service, Treasurer, and Secretary who will take office at the first chapter meeting in April.

SECTION 2 – APPOINTED OFFICERS. The appointed officers of this chapter shall be: Rush Chair, Fellowship Chair, Pledge Mentor, Fundraising Chair, Public Relations Chair, Sergeant at Arms, Historian, and Webmaster. The offices of Rush Chair, Fellowship Chair and Pledge Mentor shall be appointed by the Vice President of Membership. The office of Fundraising Chair shall be appointed by the Treasurer. The offices of Public Relations Chair, Sergeant at Arms, Historian, and Webmaster shall be appointed by the President. Appointed officers shall be appointed before their term of office, or as needed and all appointments must be in concurrence with the active members of the chapter.

SECTION 3 – TERM OF OFFICE. The standard term for the elected offices of President, Vice President of Service, Vice President of Membership, Treasurer and Secretary shall be approximately one (1) calendar year. The appointed offices of Rush Chair, Fellowship Chair, Pledge Mentor, Fundraising Chair, Public Relations Chair, Sergeant at Arms, Historian, and Webmaster shall be one (1) semester in length, or determined by officer appointing the office.

SECTION 4 – CONSECUTIVE TERMS OF OFFICE. Elected officers may succeed themselves only once in the same position unless there is no other member able to hold a specific office. Officers may hold more than one office in succession.

SECTION 5 – QUALIFICATIONS. An Elected Officer must be an Active Member in Good Standing for one (1) full semester immediately prior to beginning term of office, at the time of election to office, and during their entire term of office unless extenuating circumstances are deemed to exist. Appointed officers must be Active Members in Good Standing at the time of appointment and during their entire term of office.

SECTION 6 – ELIGIBILITY. Members intending to hold the positions of President, Vice President of Service, and Vice President of Membership must have been an Active Member during their time in the fraternity for a minimum of two (2) semesters in addition to Good Standing qualifications.

Members intending to hold the positions of Treasurer and Secretary must have been an Active Member during their time in the fraternity for a minimum of one (1) semester including the semester prior to taking office in addition to Good Standing qualifications.

Members intending to hold the positions of Sergeant at Arms, Pledge Mentor, Historian, and Rush Chair must have fulfilled membership requirements during their time in the fraternity for a minimum of one (1) semester prior to taking office in addition to Good Standing qualifications.

SECTION 7 – RESIGNATION. Any officer who cannot fulfill the duties of their position shall submit a written resignation from office to the Executive Committee within one (1) week of the time the conflict arises. Failure to resign from office when necessary may invoke impeachment proceedings under Article XII.

SECTION 8 – VACANCIES OF OFFICE. In the case of removal or resignation of any chapter officer, or the failure of an officer to remain otherwise qualified for office, the Chapter President shall appoint a replacement to complete the term of office. Said appointment, and subsequent installation, shall take place at the first regular chapter meeting following the announcement of the vacancy. During the time of said officer's absence, the Executive Committee shall fulfill the duties and obligations of the office in question until an appointment is made.

SECTION 9 – INSTALLATION OF OFFICERS. Officers shall be installed prior to the first meeting in April of the spring semester. The installation ceremony shall be conducted as prescribed by the official ceremony handbook of the National Fraternity.

SECTION 10 – CHAPTER DELEGATES. The chapter may elect voting delegates to represent the chapter at National Conventions and other representative bodies of this Fraternity as entitled. Elections shall be held according to chapter policy.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1 – PRESIDENT. The President shall:

- A. Serve as chief spokesperson and representative of the Epsilon Gamma chapter of Alpha Phi Omega.
- B. Serve as the presiding officer at all chapter meetings, special meetings and at meetings of the Executive Committee.
- C. Delegate the duties of an absent or delinquent officer.
- D. Oversee and coordinate the functions of all chapter officers and committees.
- E. Appoint officers for efficiency in carrying out the business of the chapter and such committees as are necessary to carry out the program of the chapter.
- F. Serve as an ex-officio member of all committees, including the Advisory Committee.
- G. Plan and carry out leadership development activities for the benefit of the Executive Committee and the chapter as a whole.
- H. Ensure that the chapter operates in conformity with the principles set forth in the National Bylaws, Standard Chapter Articles of Association, Risk Management and Membership Policies, the rules and regulations of Alfred University and these Bylaws.

SECTION 2 – VICE-PRESIDENT OF SERVICE. The Vice-President of Service shall:

- A. Coordinate the planning and successful execution of the service program of the chapter as Chair of the Service Committee.
- B. Serve as a member of the Executive Committee.
- C. Coordinate the planning and successful execution of National Service Week in the fall semester and National Spring Youth Service Day in the spring semester and provide necessary documentation to the Alpha Phi Omega National Office.
- D. Enforce the service requirements for all Active, Associate, and Pledge members.
- E. Approve project chairs for individual service projects.
- F. Keep a record of all service events, including but not limited to a description of the event, number of people in attendance, and contact information of the event coordinator.
- G. Report on the members' status at the first regular chapter meeting of each month in which school is in session.
- H. Perform all presidential duties in the absence of both the President and Vice-President of Membership.

SECTION 3 – VICE-PRESIDENT OF MEMBERSHIP. The Vice-President of Membership shall:

- A. Coordinate the planning and successful execution of the chapter membership, including education programs and activities, as Chair of the Membership Committee.
- B. Serve as a member of the Executive Committee.
- C. Ensure the proper and timely registration of all Active, Pledge, Advisory, Alumni, and Honorary Members of this chapter with the National Office and maintain the chapter copies of these forms.
- D. Reaffirm or revise requirements for Good Standing Active Membership with approval of the Executive Committee to be communicated to general membership at first regular meeting of each semester.
- E. Ensure the coordination and execution of the Recruitment Week programs with chapter program and activities in accordance with the Pledge Mentor, Rush Chair and President.
- F. Maintain an accurate record of all past and present members of this chapter, as well as the attendance and Good Standing of all current members of the chapter.
- G. Make recommendations for a member's change in status.

- H. Attend all pledge meetings, unless extenuating circumstances are deemed to exist, and assist the Pledge Mentor in ensuring the success of the pledge education program.
- I. Perform all duties of the Pledge Mentor, Rush Chair, and/or Fellowship Chair in the event of their absence of office.
- J. Perform all presidential duties in the absence of the President.

SECTION 4 – TREASURER. The Treasurer shall:

- A. Receive and disburse the funds of the chapter in a prudent manner, as authorized by these bylaws and the Executive Committee. These funds shall include any and all monies collected by the chapter.
- B. Serve as a member of the Executive Committee.
- C. Determine the amount of all dues and fees in accordance with National dues and fees and Section dues and fees with the approval of the Executive Committee.
- D. Collect and transmit to the National Office all dues and fees as prescribed by the Fraternity.
- E. Approve project chairs for individual fundraising projects.
- F. In conjunction with the Executive Committee, develop the chapter budget for approval by the general chapter membership, and strive to ensure that the budget is followed.
- G. Ensure that all financial forms and reports prescribed by the Fraternity and by federal, state, and educational institution regulations are filed as required.
- H. Maintain an accurate record of all chapter transactions and report on the chapter's financial status at the first regular chapter meeting of each month in which school is in session.
- I. Review the chapter's financial records and make a complete report to the Executive Committee, the Advisory Committee and the incoming Treasurer prior to leaving office.

SECTION 5 – SECRETARY. The Secretary shall:

- A. Serve as a member of the Executive Committee.
- B. Maintain and distribute accurate records of chapter meetings and meetings of the Executive Committee in a timely fashion, as well as any other meeting deemed necessary by the President.
- C. Maintain and distribute calendar of chapter events.
- D. Carry out necessary correspondence with National, Regional, and Section staff, alumni members and other chapters.
- E. Oversee electronic communications of the chapter.
- F. Direct letters of the chapter to appropriate persons and organizations.
- G. Be responsible for the receiving and distribution of mail.
- H. Maintain accurate records of the current addresses and phone numbers of National, Regional, and Section staff, and other chapters.
- I. Perform all duties of the Historian and Sergeant-at-Arms in the absence of their office.

SECTION 6 – PLEDGE MENTOR. The Pledge Mentor shall:

- A. Serve as an ex-officio member of the Executive Committee.
- B. Implement pledge education in accordance with national standards and bylaws, as well as in adherence to university and chapter policy. Membership Education shall include planning and execution of the chapter's Pledge or Membership Education program, consisting of instruction with regard to Fraternity and chapter history, development of leadership skills through meeting and project planning, service and fellowship events and an organized Pledge/Active interaction program.
- C. Present, in written form, the agenda for the current semester's pledge program to be approved by the Executive Committee prior to the start of the pledge period.
- D. Work in conjunction with the Vice-President of Membership and Treasurer to ensure all induction and initiation forms and fees are transmitted to the National Office with regard to time restraints set in the National Bylaws.
- E. Oversee pledge events and pledge meetings.
- F. Not participate in matters of interpledge disputes in order to maintain impartiality.
- G. Attend all pledge meetings and all mandatory pledge events.
- H. Coordinate the execution of induction and initiation rituals and all surrounding activities.

SECTION 7 – RUSH CHAIR. The Rush Chair shall:

- A. Plan and execute a program to recruit new members during recruitment week and year round.
- B. Work in conjunction with the Pledge Mentor and Vice-President of Membership.
- C. Follow the standards of the University and the National Fraternity when designing the recruitment program.
- D. Maintain a list of prospective members.

SECTION 8 – HISTORIAN. The Historian shall:

- A. Preserve chapter traditions.
- B. Maintain the ritual materials and other chapter properties.
- C. Write a detailed and accurate history of the chapter covering the period of the office, including projects, a list of officers, fellowship activities, and other notable events or happenings.
- D. Take responsibility for the creation of some form of remembrance of the academic year. This may include but not be

limited to a scrapbook, family tree, photographs, newspaper clippings and film items.
E. Take responsibility of enforcing and preserving rituals and ceremonies.

SECTION 9 – SERGEANT-AT-ARMS. The Sergeant-At-Arms shall:

- A. Perform such disciplinary and parliamentary procedures as are appropriate and deemed necessary by the President, in accordance with Chapter Bylaws and Roberts Rules of Order.
- B. Be responsible for the authoritative set of Chapter Bylaws and their annual review.
- C. Shall Chair the Bylaw Committee whenever it meets.
- D. Receive nominations and related motions related to chapter elections.
- E. Prepare, distribute, and collect ballots at chapter elections and take responsibility of the count.
- F. Establish Meeting Standing Rules with the concurrence of the general membership at the beginning of each semester.
- G. Function as parliamentarian of the chapter by assisting the President in keeping order in chapter meetings, and educate members in the ways of such procedures.
- H. Ensure that all ritual materials are present at relevant ceremonies.
- I. Maintain and distribute as necessary copies of chapter bylaws, written chapter policies and other governing documents of the Fraternity.
- J. See that the chapter is operated in conformity with the policies set forth in the National Bylaws and the Chapter Constitution and Bylaws.

SECTION 10 – FELLOWSHIP CHAIR. The Fellowship Chair shall:

- A. Coordinate the planning and successful execution of the fellowship program of the chapter with the Vice-President of Membership.
- B. Coordinate a minimum of four (4) planned chapter fellowship events per semester.
- C. Maintain the spirit of inter club and intra fraternity brotherhood and friendship.
- D. Keep a record of all chapter fellowships, including but not limited to the amount of participants and the event location and description, and report on these events at chapter meetings.

SECTION 11 – PUBLIC RELATIONS CHAIR. The Public Relations Chair shall:

- A. Take responsibility for the creation of advertising, fliers, and general information for events.
- B. Ensure that appropriate chapter activities are publicized on the campus and in the community.
- C. Submit articles to the “Torch and Trefoil,” a publication of Alpha Phi Omega, when deemed necessary.
- D. Be a member of the Membership Committee.

SECTION 12 – WEBMASTER. The Webmaster shall:

- A. Maintain the integrity and accuracy of information found on the Chapter’s Alpha Phi Omega website.
- B. Make timely updates to the website when new information is presented.

SECTION 13 – FUNDRAISING CHAIR. The Fundraising Chair shall:

- A. Work with the Treasurer to coordinate the planning and execution of all fundraising activities of the chapter.
- B. Coordinate the preparation of donation or funding requests and any sponsorship correspondence as deemed necessary by the Executive Committee.
- C. Set the fundraising requirement for Active, Associate, and Pledge Members with the approval of the Executive Committee.

SECTION 14 – TEMPORARY OFFICE. Temporary offices may be created and appointed by the President as deemed necessary with concurrence of the majority of the Executive Committee.

SECTION 15 – ALL OFFICERS. All officers shall, in addition to stated duties:

- A. Train his or her successor and transfer all records and related materials in an up-to-date condition within the first two (2) weeks of the new term of office.
- B. Regularly attend meetings of the Executive Committee, if applicable, regular and special chapter meetings and chapter projects and events. Elected Officers are expected to attend ninety percent (90%) of chapter and executive committee meetings, unless extenuating circumstances are deemed to exist.
- C. Assume other duties as deemed necessary by the Chapter President.

ARTICLE VI – ADVISORS

SECTION 1 – ADVISORY COMMITTEE. The Advisory Committee of this chapter shall consist of one or more Scouting, Faculty, Staff, and Community Advisors as elected by the chapter.

SECTION 2 – ADVISORY COMMITTEE CHAIR. The Advisory Committee Chair shall:

- A. Be selected by the members of the Advisory Committee following chapter elections, with approval of the Executive Committee.
- B. Be responsible for the organization of advisory committee meetings

SECTION 3 – SELECTION PROCEDURE. Advisors shall be elected by the chapter for a term of office of one calendar year. Election shall be by a two-thirds vote of the Active Members present and voting during the regular chapter meeting at which annual elections are held. Advisors shall be eligible for an unlimited number of terms.

SECTION 4 – DUTIES AND PRIVILEGES. Advisors shall:

- A. Encourage the development of high fraternal and scholastic standards.
- B. Assist the chapter in planning and carrying out its various programs and initiations.
- C. Help to ensure that all events and activities are conducted in adherence with chapter, school and Fraternity risk management policies and procedures, and that all members are aware of said policies and procedures.
- D. Have all privileges of chapter membership except those of voting and holding elected chapter office unless otherwise specified in these Bylaws.

ARTICLE VII – COMMITTEES

SECTION 1 – STANDING AND SPECIAL COMMITTEES. The standing committees of this chapter shall be the Executive Committee, the Advisory Committee, the Service Committee, and the Membership Committee. Additional or “special” committees may be established and their chairs may be appointed by the President with the approval of the Executive Committee. Unless otherwise defined in these bylaws or at the time of the committee's creation, the members of a committee shall be appointed by a majority of the Active and Associate members. Pledges shall appoint their members at their first pledge meeting.

SECTION 2 – EXECUTIVE COMMITTEE. The Executive Committee shall:

- A. Be comprised of the Elected Officers of this chapter with the addition of the Pledge Mentor. The Chairman of the Advisory Committee shall also serve as a non-voting member of the committee, as will be the immediate Past-President of the chapter if not otherwise holding an elected chapter office, or has graduated or disenrolled from the university.
- B. Meet a minimum of twice per month during the regular school year. Special meetings of the Executive Committee may be held at the discretion of the chapter or President.
- C. Allow meetings to be open to the general chapter membership unless closed at the discretion of the Chapter President or the Advisory Chair.
- D. Be responsible for formulating the annual Chapter Assessment and Planning Session (CAPS) under Article VIII, Section 8.
- E. Be responsible for formulating a budgeted chapter program at the beginning of each academic semester, subject to approval by a simple majority of the Active Members present and voting at a regular chapter meeting. This program shall include a tentative outline of the chapter activities for the next semester.
- F. Be responsible for submitting the H Roe Bartle form at the beginning of the fall semester.

SECTION 3 – ADVISORY COMMITTEE. The Advisory Committee shall:

- A. Meet once per semester or as needed. The Chapter President should be in attendance unless otherwise specified. The Advisory Committee may discuss chapter activities, make recommendations and invite any chapter member or non-member to make specific reports to the Advisory Committee.
- B. Serve as a chapter resource for leadership, planning, and execution of projects.
- C. Discuss and make recommendations concerning any problems or questions expressed by a chapter member.
- D. Assist in the recruitment of additional advisors.

SECTION 4 – SERVICE COMMITTEE. The Service Committee shall:

- A. Consist of the Vice-President of Service as the chair, and a number of actives and pledges to be determined by the Active and Associate membership.
- B. Ensure that the chapter service program has a balance of new and traditional service projects that address the needs of the campus, community, nation, youth, and chapter membership, based upon suggestions and input from members, students, campus organizations, college officials and outside agencies.
- C. Ensure that each project is adequately planned, and monitor each project through to its conclusion and proper evaluation.
- D. Pursue opportunities for joint service activities with other local organizations and existing and prospective chapters of Alpha Phi Omega.
- E. Ensure that the chapter participates in national service programs, including National Service Week and National Spring Service Day, and programs of emphasis, and report said participation through prescribed means.
- F. Ensure that projects and events are planned and conducted in adherence with chapter, school and Fraternity risk management policies and procedures.

SECTION 5 – MEMBERSHIP COMMITTEE. The Membership Committee shall:

A. Consist of the Vice-President of Membership as the chair, Public Relations Chair, Pledge Mentor and Alumni liaison, when applicable, as members, and a number of actives and pledges to be determined by the Active and Associate membership.

B. Plan and execute the chapter membership program, which shall encompass Membership Recruitment, Education and Retention programs:

i. Membership Recruitment shall include planning, publicizing and coordinating membership recruitment campaigns which utilize open and informational meetings and events to which prospective members will be invited.

ii. Membership Retention shall include development and execution of a membership retention program, in which Active, Associate and Inactive Members are encouraged through one-on-one interaction and communication to maintain or renew their Active status with the chapter as applicable.

C. Check the qualifications and eligibility of prospective members and recommend them for membership.

D. Plan, publicize and coordinate all fellowship events. Said events shall be consistent with the principles of brotherhood and be intended foster camaraderie and friendship among chapter members and guests. Said events may include (but not be limited to) activities with nearby chapters, banquets or other appropriate events in recognition of new members, alumni, and significant chapter milestones and annual or semi-annual celebrations.

E. Ensure that membership and fellowship events, activities, and programs are conducted in adherence with chapter, school and Fraternity risk management policies and procedures.

ARTICLE VIII – MEETINGS AND CHAPTER BUSINESS

SECTION 1 – REGULAR MEETINGS. This chapter shall hold weekly meetings during the academic year except when holidays, examination periods, or other events make said meetings impractical in the judgment of the Executive Committee.

SECTION 2 – SPECIAL MEETINGS. Special chapter meetings shall be held upon request of one-third (1/3) of the Active members or at the discretion of the President or the Executive Committee. Adequate notice, to be given not less than twenty-four (24) hours in advance of such meetings shall be provided to the chapter members.

SECTION 3 – QUORUM. Quorum shall consist of any fraction over two-fifths (2/5) of the Active membership and shall be assumed present unless challenged. For elections, quorum shall be any fraction above fifty percent (50%) of the Active membership, and Associate/Pledge membership when applicable.

SECTION 4 – VOTING. Only Active and Associate members shall be allowed to vote in meetings of this chapter, unless otherwise specified in these bylaws. No proxy or absentee voting will be allowed in matters of regular chapter business.

SECTION 5 – MAJORITY. Unless otherwise noted in these bylaws or the prescribed parliamentary authority of the chapter, a simple majority (fifty percent (50%) plus one (1) of the members present and voting) shall be required to pass any motion or resolution.

SECTION 6 – MATERIAL CHAPTER BUSINESS

A. "Material Chapter Business" shall be defined as any item of business which includes or implies a financial transaction of greater than fifty dollars (\$50).

B. All material chapter business must have consent of the Executive Committee.

C. Any material business not receiving the consent of the Executive Committee may be enacted by a two-thirds (2/3) majority of the voting Active and Associate members at a chapter meeting.

SECTION 7 – EXECUTIVE COMMITTEE AUTHORITY

A. The Executive Committee may take action on any matter if a quorum is challenged and not achieved at two (2) consecutive chapter meetings.

B. The Executive Committee may act in a timely manner on any matters it deems expedient to the operations of chapter, subject to the review of Active members at a subsequent chapter meeting.

SECTION 8 – CHAPTER ASSESSMENT AND PLANNING SESSION

A. A Chapter Assessment and Planning Session (CAPS) shall be held annually during the Spring semester. This session shall take place during a time deemed appropriate by the membership, after officer installations, three (3) to four (4) weeks prior to the end of the school year.

B. All necessary documentation following the completion of CAPS shall be completed by the Executive Committee and submitted prior to the end of the Spring semester.

ARTICLE IX – ELECTIONS

SECTION 1 – NOMINATIONS. Nominations for chapter officers shall be opened for a minimum of one (1) week prior to the election and permitted until the time of election. Nominations and seconds made outside of a chapter meeting shall be submitted in writing to the Sergeant-at-Arms and announced prior to the election. Any Active Member or Pledge shall be eligible to nominate but an Active Member must second all nominations to be valid. A person may not be nominated for more than one (1) office at a time; however, an unsuccessful candidate may be nominated and seconded to subsequent positions throughout the election process.

SECTION 2 – ORDER OF ELECTION. The election of officers shall proceed in the order in which the offices are listed in Article IV, Section 1 of these Bylaws.

SECTION 3 – SECRET BALLOT. All elections for which more than one (1) person has been nominated shall be conducted by secret ballot.

SECTION 4 – ELECTION PROCEDURE. Active Members present and voting at the time of election shall be eligible to cast a vote. The Sergeant-at-Arms shall serve as chairperson for any and all elections and will be responsible for the integrity of said elections. The Sergeant-at-Arms shall prepare, distribute, and collect all ballots for counting. The Sergeant-at-Arms shall count the ballots and announce the name of the person elected. The number of votes received by each nominee shall be made available on request, but shall not be publicly announced.

SECTION 5 – REQUIRED MAJORITY. All offices shall be granted to the nominee receiving any fraction over fifty percent (50%) of all votes cast. In the event that no nominee receives the necessary number of votes, the nominee with the least number of votes shall be dropped from the ballot and the voting process shall be repeated. Unless otherwise noted, all other elections shall require simple majority.

SECTION 6 – TIME AND PLACE. The time and place of annual and special elections shall be announced no less than one (1) week in advance.

ARTICLE X – FINANCE AND PROPERTY

SECTION 1 – DUES AND FEES. This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. The amounts of all dues and fees shall be established by the Treasurer, and voted upon by the Executive Committee.

SECTION 2 – CHAPTER EXPENDITURES. This chapter shall follow the budget plan in control of its financial activities. A budget shall be developed for each regular academic semester, with the exception of summer sessions. The budget for each term shall be approved by a majority of the Active Members present and voting at a chapter meeting no later than the third (3rd) week of the academic term.

SECTION 3 – ASSESSMENTS. In the event of financial debt, the Chapter may levy equal assessments upon all Chapter Members by a vote of two-thirds (2/3) of those present and voting at a chapter meeting. All members shall pay these assessments within one (1) month.

ARTICLE XI – PARLIAMENTARY AUTHORITY

When meeting procedure is questioned, the latest edition of Robert's Rules of Order shall govern all meetings of this chapter, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the policies of this chapter or those of the Fraternity.

ARTICLE XII – DISCIPLINE

SECTION 1 – SUSPENSION AND REMOVAL. This chapter shall have the power to suspend any member with just cause. "Just cause" may include, but not limited to, financial or personal misconduct, misrepresentation of the chapter, behavior deemed to be injurious to the chapter, the Fraternity or any individual.

SECTION 2 – IMPEACHMENT. Chapter Officers may be impeached for nonfeasance, misconduct or malfeasance in office.

SECTION 3 – DUE PROCESS. Charges against any member or officer shall be presented to the Executive Committee at least seven (7) days prior to consideration by the chapter. The member charged shall have the opportunity to speak before

the Executive Committee and the chapter before final recommendations or rulings are made.

If the member charged is a member of the Executive Committee, the member charged may not participate in the deliberations of the Executive Committee regarding the charges. The Executive Committee shall make a report of its findings to the chapter prior to the consideration of charges by the chapter.

SECTION 4 – VOTE REQUIRED. A two-thirds (2/3) vote of the Active Members present and voting at a regular chapter meeting is required for suspension of a member or impeachment of an officer.

ARTICLE XIII – POLICIES

SECTION 1 – AUTHORITY. This chapter may adopt such policies, rules, and regulations not in conflict with these Bylaws, the rules and regulations of Alfred University or the governing documents of the Fraternity as considered necessary. Chapter policies shall be maintained in writing and in a single document or other repository which shall be made readily accessible to all interested parties, to include officials of Alfred University, current and prospective members, and officers and other officials of the Fraternity.

SECTION 2 – ADOPTION PROCEDURE. Chapter policies may be adopted by the Executive Committee and, if challenged, are subject to review by the general membership. A simple voting majority is required to amend or rescind any policy.

SECTION 3 – DURATION OF POLICIES. Chapter policies, once adopted, shall remain in effect until amended or otherwise modified.

SECTION 4 – REVIEW OF POLICIES. Each new Executive Committee member shall review policies pertaining to their duties and the general operation of the chapter at the beginning of their term of office.

ARTICLE XIV – AMENDMENTS AND SUSPENSIONS

SECTION 1 – SUBMISSION. Amendments to these Bylaws must be submitted to the Executive Committee in writing and must contain signatures from one-fifth (1/5) of all Active Members.

SECTION 2 – DISTRIBUTION. Amendments shall be distributed and read at the first meeting following submission to the Executive Committee.

SECTION 3 – APPROVAL. A discussion and vote shall occur at least one (1) week following submission to the Executive Committee. Passage shall require an affirmative vote of three-fourths (3/4) of the Active Members present and voting at a regular chapter meeting.

SECTION 4 – SUSPENSIONS. An article of these Bylaws may be suspended by two-thirds (2/3) vote of the Active Membership present and voting at a chapter meeting. All proposed suspensions must be submitted to the general active membership at least one (1) week prior to the meeting at which the vote is taken. All suspended articles shall remain suspended until the beginning of the following semester.

ARTICLE XV – RATIFICATION

These Bylaws shall become effective upon an acceptance vote of two-thirds (2/3) of the Active Members present and voting at a chapter meeting.

ARTICLE XVI – MASCOT

The official mascot of the Epsilon Gamma Chapter of Alpha Phi Omega shall be the polar bear known as “Polaris.”