

By Laws of the Alpha Zeta Chapter of Alpha Phi Omega

(Last modified: September 6, 2005)

Article I: Purpose and Scope of these Bylaws

Section 1: Governing Documents

This Chapter of Alpha Phi Omega shall be governed by the National Articles of Incorporation of Alpha Phi Omega, the National Bylaws, the Standard Chapter Articles of Association of Alpha Phi Omega, the rules and regulations of the University of Kentucky, **and any official chapter standing policies.**

Section 2: Purpose and Scope

The purpose of these bylaws is to define the regulations and operating procedures of the Alpha Zeta Chapter of Alpha Phi Omega. These bylaws shall supplement and extend the other governing documents in respect to the operations of this Chapter.

Section 3: Deference to Higher Authority

In the event that any provision in these bylaws conflicts with the provisions of the National Articles of Incorporation, National Bylaws, or the Standard Chapter Articles of Association of Alpha Phi Omega, said provision of these bylaws shall be void. In the event that any provision in these bylaws conflicts with the rules and regulations of the University of Kentucky, or in the event that any provision in the National Articles of Incorporation, National Bylaws, and Standard Chapter Articles of Association of Alpha Phi Omega conflicts with the rules and regulations of the University of Kentucky, the rules and regulations of the University of Kentucky shall take precedence.

Article II: Membership

Section 1: Pledge Membership

Clause 1: Requirements to Become an Active

To qualify for active membership in this Chapter, each prospective member shall serve a formal period of pledging. During this period the pledge shall participate in a documented pledging program. The length, content and requirements of this program shall be outlined in chapter standing policy. No part of this program shall involve hazing of any type, or require the performance of personal service for any pledge or member. Upon the successful completion of this pledging program, the pledge shall become eligible for elevation to neophyte status.

Clause 2: Requirements to Become a Pledge

To become a pledge of the Alpha Zeta Chapter, the prospective member must be enrolled at the University of Kentucky or Lexington Community College, and must register his or her intent to pledge with the Vice-President of Membership. The pledge period shall begin no later than the third regular meeting of the semester, and shall extend up to the day of the pledge elevation meeting. Prospective pledges may, at the discretion of the Pledge Trainer, join the pledging program at any time from the beginning of the pledge period up to the date six weeks in advance of the pledge elevation meeting.

Clause 3: Elevation of Pledges to Active Status

If a pledge has met all of the pledging requirements as defined in chapter standing policy, they are eligible for a vote of elevation from pledge to active status. Confirmation of this eligibility must be given to the chapter by the Pledge Trainer and Vice President of Membership no later than 3 days before the initiation ceremony. Before being allowed to be elevated to active status and to participate in the official initiation ceremony, pledges must pass a two-thirds vote of those present and voting (provided that notice has been given at the previous regular meeting and that a quorum is present), or a vote of a majority of the active membership. A special meeting for the purpose of this elevation voting shall be called by the chapter president. This special meeting shall be held no later than the day of and immediately prior to the initiation ceremony, but may be held at any other point up to one week prior to the initiation ceremony, provided that notice is given at the previous regular meeting.

Section 2: Active Membership

Clause 1: Fundamental Requirements for Active Membership

Elevated Pledges:

Elevated pledges shall become active members in Alpha Zeta Chapter immediately after paying the initiation fee, undergoing the initiation ceremony, and being registered with the National Office.

Transfers from other Chapters:

On enrolling at the University of Kentucky, a member in good standing of any other chapter of Alpha Phi Omega may become a member of the Alpha Zeta Chapter by submitting acceptable proof to this Chapter of that fact, and then being given permission to join this Chapter by a majority vote at a regular Chapter meeting.

Graduate Students:

Graduate students may serve in the Alpha Zeta Chapter either as active members or as advisory members. Before participating in any Chapter activities, the graduate student must choose and announce to the membership which role they desire; once this decision has been presented it to the membership, it cannot be changed. If a graduate student has never been an active member of Alpha Phi Omega, they must go through the usual pledging program.

Clause 2: Continuation of Active Status

All active members from the previous semester who are still students at the University of Kentucky shall be considered active until the dues payment deadline specified by the Chapter. Active members from the previous semester who pay their dues after the deadline shall be restored to active status at the first Chapter meeting following payment of the dues. In order to vote at the Pledge Elevation Meeting and in meetings subsequent to it, and in order to retain active status in the next semester, excluding summer sessions, an active member must do the following:

- 1) Complete a minimum of ten hours of service (including one fundraising hour) from at least two different projects during the current semester. Up to 5 hours of service towards this total can be obtained through outside projects not officially sponsored by the chapter. Approval for these outside hours must be given by a Vice President of Service in order for them to count towards the 10 required hours. Fundraising activities can be counted as service hours.
- 2) Do any one of the following: 1) Plan or co-plan a service project, fellowship or fundraising activity. 2) Serve on a committee planning and running a service project, fellowship or fundraising activity. 3) Sponsor or co-sponsor a service project for a group or organization outside of the chapter. All Service projects must be approved by a Vice-President of Service, all Fellowship activities must be approved by a Vice-President of Fellowship, and all Fundraising activities must be approved by the Treasurer.
- 3) Attend at least five regular standing or special chapter committee meetings.
- 4) Attend at least fifty percent of the regular meetings held during the current semester, and not miss more than two regular meetings in a row without an excuse. Excuses will be determined by the parliamentarian and should be submitted within one week of the absence.
- 5) Attend at least two official fellowship events.
- 6) Pay chapter dues by the last day to drop classes or have made suitable arrangements with the treasurer to pay those dues before that date.
- 7) Fulfill all other financial obligations to the Chapter and the National Office in a timely manner.
- 8) Refrain from any hazing activities or other behavior specifically denounced by the Chapter's governing documents, bylaws, and rules.
- 9) It shall be the obligation of each of the active members to transmit their current mailing address to the Vice-President of Membership.

Clause 3: Privileges of Active Membership

Active members shall have the following privileges:

- 1) the right to vote on chapter affairs and on pledge elevation
- 2) the opportunity to hold a chapter elected or appointed office
- 3) the opportunity to chair a committee
- 4) the opportunity to have a little brother
- 5) the opportunity to serve as a chapter delegate to any sectional, regional or national conference or convention*
- 6) the opportunity to participate in events or activities partially or fully paid for by the chapter
- 7) the opportunity to use monies set aside by the chapter for the purpose of partially or fully subsidizing the costs of attending conferences, projects or fellowships.

*(Any member who graduates at the end of an academic semester may serve as delegate at any convention held before the beginning of the next academic semester).

Section 3: Associate Membership

Clause 1: Associate Status

An active member who cannot attend at least fifty percent of the regular meetings may petition the chapter for Associate status. To petition, an active member must show proof of class, work or another valid reason keeping them from attending meetings. The member must submit a written statement to the chapter stating the reasons that they would like to be placed on associate status. Upon an affirmative majority vote of the chapter at any regular meeting after the petition has been received he/she shall become an associate member. An associate member can participate in chapter functions but cannot:

- 1) hold any office.
- 2) chair any committee
- 3) have a little brother
- 4) serve as a delegate to a sectional, regional or national conference or convention
- 5) vote on any issue or in any election

Associate membership is limited to two semesters of associate status for the first eight semesters after a member initiates. If a member is still active following their eighth semester, the opportunity for associate membership is unlimited. Co-op semesters do not count towards the total number of associate status semesters allowed. An associate member must pay discounted dues of \$10 per semester they are associate, complete 15 service hours, and fulfill all financial obligations to the Chapter and the National Office in a timely manner and refrain from any hazing activities or other behavior specifically denounced by the Chapter's governing documents, bylaws, and rules. They must also give the Vice-President of Membership a current mailing address.

Clause 2: Returning to Full Active Status from Associate Status

Associate members do not have to petition the chapter or fulfill any special requirements to become full active members again after being an associate member.

Section 4: Inactive Status

Clause 1: Inactive Status

A member will be considered inactive if they:

- 1) are enrolled in classes at the University of Kentucky or Lexington Community College and do not wish to or are not approved to be placed on active or associate status.
- 2) are not currently enrolled in classes (excluding summer classes), but are still enrolled at the university of Kentucky or Lexington Community College and intend to return to classes at a later date.
- 3) do not or cannot meet the active membership requirements for the semester as outlined in Article 2, Section 2, Clause 2 of these by laws.

Inactive members may attend any fraternity functions, but will have no rights or privileges associated with active or associate membership. If an inactive member attends a fraternity function where the fraternity had purchased food or other items they must pay a minimum \$3 fee for partaking in the items.

If dues are not paid by the last day to drop classes at UK, and suitable arrangements have not been made with the treasurer, the member will immediately become inactive and a \$5.00 late fee will be assessed upon that member. Upon payment of the dues or at such time as suitable arrangements are made with the treasurer for payment of those dues, full active status will be restored for that semester.

If a member did not complete the required number of service hours from the previous semester, that member will be considered inactive until the remaining balance of their service hours have been completed and recorded by a Vice-President of Service. Once those service hours have been completed, the member will be immediately reinstated (if eligible) to active membership.

If a member does not complete the required number of service hours for two consecutive semesters, that member must make up the balance of both semester's service hours, *complete an additional five hours of service*, and must pass a majority chapter vote before they will be reinstated to active membership.

Clause 2: Returning to Full Active Status from Inactive Status

A member returning to the chapter from a semester of inactive status shall be considered eligible for active membership and shall retain all the rights and privileges of active membership. Members who were on inactive status for two or more consecutive semesters must pass a majority affirmative chapter vote at any regular chapter meeting in order to be reinstated to full active status.

Section 5: Alumni Membership

An Alumni member is defined as any brother of Alpha Zeta chapter who has left the University of Kentucky, due to graduation or any other reason, without the intention to return. There are no duties or privileges associated with this type of membership. Alumni members may attend any activity of the fraternity.

Section 6: Suspension and Expulsion

Clause 1: Suspension

At the discretion of the chapter, any of its members may be suspended for just cause. Said suspensions shall be of definitely specified length and shall consist of the complete loss of duties, responsibilities and privileges in the chapter for the duration of the suspension. The member shall also not be allowed to participate in fraternity activities during the term of their suspension. A three fourths (3/4) majority of all active members shall be required to suspend an individual member. Furthermore, the member affected must be informed of the charges against them in writing by the chapter at least two weeks prior to the suspension vote, and the advisory committee should be notified of the charges and intent to suspend the member. The chairman of the advisory committee shall preside over the suspension vote.

Clause 2: Expulsion

In extreme cases, the members of Alpha Zeta chapter may petition the national fraternity to have a member expelled from Alpha Phi Omega. Expulsion of members from Alpha Phi Omega will be carried out in accordance with national fraternity policies and guidelines for the removal of members.

Article III: Officers and Duties

Section 1: Officers

Clause 1: Elected Officers

The elected officers of this Chapter shall be a President, two (2) Vice-Presidents Service, a Vice-President of Membership, a Pledge Trainer, two (2) Vice-Presidents of Fellowship, a Vice President of Communications, a Treasurer, a Secretary, and a Parliamentarian/Sergeant at Arms. If the president is unable to attend a meeting, the order of succession shall be: the VP of Service with the longest tenure as an active brother, the second VP of Service, the Membership Vice President, the Pledge Trainer, the VP of Fellowship with the longest tenure as an active brother, the second VP of Fellowship, The VP of Communication, The Treasurer, and the Parliamentarian.

Clause 2: Eligibility to Hold Office

Only active members may hold office. No member shall hold more than one elected office at a time, and no member may hold any particular office for more than two consecutive terms. In order to hold the office of President, a brother must have been active for at least two (2) semesters prior to holding that office. In order to hold the offices of VPs of Service, VP of Membership, Pledge Trainer or VPs of Fellowship, a brother must have been an active member for at least one (1) semester prior to holding that office.

Clause 3: Term of Elected Office

The elected officers shall be chosen by ballot to serve for one year or until their successors are elected, and their term of office shall begin immediately after the official officer installation ceremony is performed. This installation should take place no later than two weeks after the meeting at which they are elected.

Clause 4: Appointed Officers

The regular appointed officers of this Chapter shall include a Historian and a Section Representative. Temporarily appointed officers may include a Project Coordinator for each service, fundraising, or fellowship project and a newsletter editor.

Clause 5: Term of Appointed Office

Appointed officers shall serve from their time of appointment for one year or until their successors are appointed, or until their duties are fully discharged.

Clause 6: Vacancies

If a Chapter office becomes vacant, the President shall appoint an active member to temporarily fill the vacancy, except that if the vacancy occurs in the presidency, the Vice-President of Service with the longest tenure as an active brother shall act as the President until an election to fill the vacancy is held. The Vice-President of Membership shall immediately notify all active and associate members that a vacancy has occurred. At the second regularly scheduled chapter meeting occurring after this notification, elections shall be held to fill the vacant office, as well as any other offices that become vacant during the course of the elections. Nominations for these elections shall be open from the time members are notified of the vacancy through the completion of the elections.

Clause 7: Removal from Office

An officer shall be liable for removal from office if a written petition is made by the majority of the active membership. Written charges must be given to the officer in question at least two weeks before the impeachment proceedings; at the same time, a copy of the charges shall be given to the Chairperson of the Advisory Committee. At such time as the charges have been delivered, said officer shall be suspended from performing their duties. The Executive committee, exclusive of the officer in question, shall appoint an active member to fill the office until the proceedings are complete. The removal proceedings shall be held at a regular chapter meeting at which a majority of the active members are present. All active, associate and advisory members shall be notified of the proceedings at least two weeks prior to the time at which they are to be held. For due cause, after just deliberation, an officer may be removed by a two-thirds vote of the active members present at the impeachment proceedings. The Chairperson of the Advisory Committee shall preside over the impeachment proceedings.

Clause 8: Replacing Officers who move to Associate or Inactive Status

If an officer can no longer complete the term of his/her office due to being placed on associate or inactive status, the office will be immediately vacated and a replacement will be selected as set forth in Article 3, Section 1, Clause 6 of these bylaws.

Section 2: Duties

Clause 1: General Duties of Officers

Each officer shall perform the duties appropriate to their office, as described by the Standard Chapter Articles of Association and by the parliamentary authority adopted by the Chapter. Each officer shall also perform any additional duties the Chapter may prescribe. Each officer shall, at the end of their term of office, instruct the successor in the duties of their office, and shall transmit the term of office records to the Chapter Historian, except that the Treasurer shall retain the financial books covering the past five years. Besides these general duties, each officer shall perform the specific duties described for their office in the subsequent section clauses of these bylaws, as well as any other such duties as may appear elsewhere in these bylaws. Officers are expected to attend all regular chapter meetings and should notify the president if they have to miss any regular meeting.

Clause 2: President

The specific duties of the President are:

- 1) To serve as Chairperson of the Executive Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To preside over all regular and special chapter meetings, except at meetings where charges for the purpose of impeachment of an officer will be voted on.
- 3) To prepare, prior to each meeting, an order of business, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
- 4) To serve as a member of the Advisory Committee.
- 5) To appoint a Chapter Historian and a Section Representative.
- 6) Except as otherwise provided in these bylaws, the special rules of order, and the standing rules, or by authority of the Chapter: to appoint any committees necessary in carrying out the program of the Chapter.
- 7) To serve as an ex-officio member of all committees.
- 8) To serve as chief spokesperson and representative of this Chapter and to coordinate its external relations, except as otherwise provided in these bylaws and the standing rules, or by authority of the Chapter.
- 9) To supervise and coordinate the functions of the Chapter, its officers and committees, and to ensure that the Chapter is operated in conformity with its governing documents.
- 10) Fill out the University of Kentucky student organization re-registration forms by the appropriate due date.
- 11) Make room reservations for regular and pledge meetings.
- 12) Complete and submit the chapter's Annual Active Membership dues and H. Roe Bartle chapter evaluation forms to the national office in a timely manner.
- 13) Complete whatever actions are necessary to keep the chapter in good standing.

Clause 3: Vice Presidents Service

The specific duties of the Vice-President of Fraternity/Community Service are:

- 1) To serve as co-Chairpersons of the Service Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To serve as a members of the Executive Committee.
- 3) To supervise the operation and coordination of all service activities of the Chapter, and, if necessary, to appoint a coordinator for each service project.
- 4) Assure there are enough service events so that all active and pledge members may meet their requirements (including a minimum of one project each week).
- 5) To notify the Communications Officer of upcoming service projects.
- 6) In a timely manner, to collect the project reports from the service project coordinators and transmit them to the Executive Committee.

- 7) To compile and maintain a service record for each member, and to notify the Vice-President of Membership when each active or associate member meets the service requirement.
- 8) To explore opportunities for joint service projects with other chapters.
- 9) To perform all presidential duties in the absence of the President.

Clause 4: Vice President of Membership

The specific duties of the Vice-President of Membership are:

- 1) To serve as Chairperson of the Membership Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To serve as a member of the Executive Committee.
- 3) To maintain all membership records for the Chapter, including a list of all Chapter members with their addresses, phone numbers, and membership status.
- 4) To be responsible for the determination of the current Membership status of each member.
- 5) To work with the Parliamentarian/SAA to ensure that, on the day of elections, candidates for Chapter office meet the criteria for eligibility given in Article III, Section 1, Clause 1; and to disqualify any ineligible candidates in accordance with Section 1 of Article VIII.
- 6) To have on hand at each meeting a list of all officers, as well as a list of all existing committees and their members.
- 7) To receive notice from the Vice-Presidents of Service when each active or associate member has fulfilled their service requirement.
- 8) To receive notice from the Parliamentarian/SAA in the event that an active member fails to meet the attendance requirement.
- 9) With the assistance of the Pledge Trainer and Communications Officer, to devise and implement a membership recruitment program (including the planning and implementation of Fall and Spring rush) for the Chapter.
- 10) To ensure the coordination of the pledging program with the Chapter program and activities.
- 11) To assist the Pledge-Trainer in the development and implementation of a pledging program.
- 12) Attend all pledge meetings
- 13) Design and implement a "big brother" program for the pledge class; assign each pledge a big brother, and ensure that big brothers are fulfilling their obligations.
- 14) To develop and execute a membership retention program, in which active members who have not attended recent events are contacted for the purpose of informing them of recent and upcoming activities and inviting them to upcoming events.
- 15) To ensure that all chapter members conform to the requirements of the governing documents regarding membership in this Chapter, and to enforce those chapter membership policies.
- 16) To promote and encourage continuing brother education, including reviews of material from the pledge program and attendance at conferences and national leadership development workshops.

Clause 5: Pledge-Trainer:

The specific duties of the Pledge-Trainer are:

- 1) With the assistance of the Vice-President of Membership and the approval of the Chapter, to develop and implement a pledging program in accordance with the National Pledging Standards.
- 2) To serve as a member of the Membership Committee.
- 3) To serve as a member of the Executive Committee.
- 4) Order pledge pins before the pledge ceremony and order active pins before the initiation ceremony.
- 5) Order pledge manuals for the pledge class.

Clause 6: Vice Presidents of Fellowship

The specific duties of the Vice-Presidents of Fellowship are:

- 1) To serve as Co-Chairpersons of the Fellowship Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To serve as members of the Executive Committee.
- 3) To supervise the operation and coordination of all fellowship activities of the Chapter, and, if necessary, to appoint a coordinator for each fellowship project.

- 4) Assure there are enough fellowship events so that all active and pledge members may meet their requirements (including a minimum of one fellowship event a month).
- 5) To correspond and maintain active contact with neighboring chapters, and to explore opportunities for fellowship with other chapters.
- 6) To explore opportunities for joint fellowship projects with other chapters.
- 7) To notify the Communications Officer of upcoming opportunities for fellowship.

Clause 7: Vice President of Communication

The specific duties of the Communications Officer are:

- 1) To serve as Chairperson of the Publicity Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To serve as a member of the Executive Committee.
- 3) To assist the Vice-President of Membership in publicizing the membership recruitment program (including Fall and Spring Rush) for the chapter.
- 4) To serve as or appoint an Editor for the Chapter Newsletter.
- 5) To inform the membership of each regular and special meeting of the Chapter.
- 6) To maintain the chapter webpage.
- 7) To update and maintain the chapter e-mail listservs.
- 8) To receive notice from other officers about upcoming projects and events, and to inform the membership about these.
- 9) To inform the membership of specific matters as directed by the Chapters governing documents, bylaws, rules, and parliamentary authority, as well as by authority of the Chapter.
- 10) Notify the Section chair or sectional representatives of service projects and fellowship events.

Clause 8: Treasurer

The specific duties of the Treasurer are:

- 1) To serve as Chairperson of the Finance Committee, and to ensure the execution of its responsibilities as listed in these bylaws.
- 2) To serve as a member of the Executive Committee.
- 3) To receive all monies of the Chapter and keep an accurate record thereof.
- 4) To maintain a bank account for the Chapter, and to deposit Chapter funds therein.
- 5) To disburse funds as prescribed by authority of the Chapter, or by these bylaws.
- 6) At the beginning of the fall semester, to submit to the Executive Committee a proposed budget for the year.
- 7) At least once a month, at a regular meeting of the Chapter, to submit a report on the Chapters financial condition, including a breakdown of income and expenses by budget category.
- 8) At the close of each semester and at the end of summer, to submit to the Executive Committee a complete, written report on the finances of the Chapter during that time period, including a breakdown of income and expenses by budget category.
- 9) To open the Chapters financial books for audit as required by Article VIII, Section 1, Clause 3 of these bylaws.
- 10) In a timely and diligent manner, to collect all dues, fees, and assessments owed by Chapter members to the Chapter or to the National Fraternity, and to transmit a record of these collections to the Vice-President for Membership.
- 11) To maintain a ledger account of the payments made by each individual member of the Chapter, either to the National Fraternity or to the Chapter, and to give a written receipt for all such funds.
- 12) To supervise the operation and coordination of all fundraising activities of the Chapter, and to appoint a coordinator for each fundraising project.
- 13) To notify the VP of Communications of upcoming fundraising projects.
- 14) To fulfill the financial obligations of the Chapter as described in its governing documents.
- 15) To audit the financial books of the Chapter at the close of his or her term as Treasurer, before turning the duties of the office over to his or her successor.

Clause 9: Secretary

The specific duties of the Secretary are:

- 1) To record the minutes of all Chapter meetings and to make a typed copy of those minutes.
- 2) To make the minutes of the Chapter meetings available to members upon request.
- 3) To serve as a member of the Executive Committee, to record the minutes of its meetings, and to make a typed copy of

those minutes.

- 4) To make the minutes of the Executive Committee available to members of the Executive Committee upon request.
- 5) To carry on the general correspondence of the Chapter.
- 6) In case no other officers are available to run a meeting, to call the meeting to order and preside until the immediate election of a chairperson pro tem.
- 7) To work with the VP of membership to compile and maintain a list of all Chapter members with their addresses, phone numbers, and membership status, and to distribute this list to the chapter each semester.

Clause 10: Parliamentarian/ Sergeant at Arms

The specific duties of the Parliamentarian are:

- 1) To serve as a member of the Executive Committee.
- 2) To acquire and maintain current copies of all governing documents of this Chapter, including these bylaws and standing policy, the special rules of order, and the standing rules, and to acquire and maintain a copy of the Chapters parliamentary authority; furthermore, to have these documents available at all regular and special Chapter meetings, and to ensure that the Historian also has copies of these documents.
- 3) To advise the President and other officers, committees, and members on matters of parliamentary procedure.
- 4) To take the attendance at each regular and special Chapter meeting.
- 5) To compile and maintain an attendance record for each member.
- 6) To work with the VP of Membership, Secretary, VP(s) of Service and Treasurer to determine the active status of each member, and to notify the Vice-President of Membership if an active or associate member fails to meet any of the requirements for active membership.
- 7) To determine the validity of excuses when members miss meetings, and to approve absences.
- 8) To chair the bylaws committee.
- 9) To work with the president and advisory committee to conduct a yearly review of the by-laws to see if changes or updates are necessary.
- 10) To plan and set up all ceremonies, including Pledging, Big Brother and Initiation Ceremonies.

Section 3: Appointed Officers

Clause 1: Historian

The specific duties of the Historian are:

- 1) To maintain a Library of documents relevant to the operation and history of the Chapter, including a family tree, for the reference of Chapter members.
- 2) To cooperate with the Parliamentarian to ensure that the Library contains current copies of all governing documents of this Chapter, including these bylaws, the special rules of order, the standing rules, and a copy of the Chapters parliamentary authority.
- 3) To retain old copies of the bylaws, special rules of order, and standing rules, as these are superseded, and to incorporate these into the Library.
- 4) To accumulate old issues of the Chapter Newsletter, as it is published, and to incorporate these into the Library.
- 5) To maintain an Archive of old Chapter records, for the reference of Chapter members.
- 6) To receive the records of the Chapter officers at the end of their terms of office, and to incorporate these records into the Archives.
- 7) To receive service project reports from the Executive Committee, after they have been transmitted to the Executive Committee by the Vice-President of Service, and to incorporate these reports into the Archives.
- 8) To maintain a scrapbook containing photographs and newspaper clippings pertaining to the activities of the Chapter.

Clause 2: Section Representative

The duties of the Section Representative shall coincide with the duties for the position as described in the most current Section Operations Manual, and any other additional duties as assigned by the President.

Clause 3: Newsletter Editor

The specific duties of the Newsletter Editor are:

- 1) To publish the Chapter Newsletter, at regular intervals specified by the Chapter.
- 2) To transmit an extra copy of each Newsletter issue to the Historian.
- 3) To serve as a member of the Publicity Committee.

Clause 4: Project Coordinators

The specific duties of a Project Coordinator are:

- 1) To organize and carry out the project they were appointed to coordinate, under the supervision of the appointing officer.
- 2) In the case of a service project, to submit a written report describing the project to the appropriate Vice-President of Service; in the case of a fundraising project, to immediately turn over all monies collected to the Treasurer, along with a written record of the same.
- 3) To serve as a member of the Standing Committee chaired by the officer that appointed them.

Article IV: Advisory and Honorary Membership

Section 1: Advisors

Clause 1: Advisory Committee

The Advisory Committee shall consist of such advisors as are required by the Standard Chapter Articles of association, at least one Scouting advisor, and any other advisors the Chapter deems necessary, as well as the current President of the Chapter and the immediate past president.

Clause 2: Selection and Appointment of Advisors

No later than the third regular meeting of each fall semester, the Executive Committee shall submit a list of advisors to the Chapter for its approval. At this meeting the Chapter shall elect the Chairperson of the Advisory Committee by plurality vote. Advisors may be added to this list at any regular Chapter meeting.

Clause 3: Term of Office

Advisors shall serve from the time of their approval by the Chapter for one year or until their successors have been appointed. Advisors will not have limits on the number of consecutive terms they may serve.

Clause 4: Vacancies

Advisors should notify the President in writing if they do not wish to continue their advisor duties. Vacancies in the list of required advisory positions shall be filled as quickly as possible. If the Chair of the Advisory Committee should become vacant, an election for a new Chairperson shall be held at the next regular Chapter meeting at which a quorum prevails.

Clause 5: Removal from Office

Advisors may be removed during their term of office under the same rules as for removal of Chapter officers, except that a written copy of the charges against the Advisor shall be given to the President, the President shall preside over the impeachment proceedings, and the Executive Committee shall appoint a qualified individual to fill the advisory position in question until the proceedings are complete.

Section 2: Duties of Advisors

Clause 1: General Duties of Advisors

In addition to serving on the Advisory Committee, all advisors are ex-officio but non-voting members of all Standing Committees of the Chapter. They shall attend Chapter meetings as regularly as possible, and shall serve as personal advisors and counselors on Chapter matters at all times. It shall be the obligation of each advisor to transmit their current mailing address to the Vice-President of Membership.

Clause 2: Faculty and Administration Advisors

The specific duties of the Faculty and Administration advisors are:

- 1) To encourage the Chapter members to develop and uphold high fraternal and scholastic standards.
- 2) To assist the Chapter in planning and executing projects which are of interest to the campus.
- 3) To assist with the recruitment of additional Faculty and Administration advisors.

Clause 3: Scouting Advisors

The specific duties of the Scouting Advisors are:

- 1) To encourage the Chapter members to develop and uphold the principles of Scouting.
- 2) To assist the Chapter in planning and executing projects which are of interest to the Scout movement and the community at large.

Clause 4: Chairperson of the Advisory Committee

In addition to any other duties as an advisor, the duties of the Chairperson of the Advisory Committee are:

- 1) To call and preside over all meetings of the Advisory Committee.
- 2) To call and preside over Special Chapter Meetings upon the written request of one fourth of the active membership.
- 3) To preside at Chapter meetings where impeachment charges against a Chapter officer are voted on, and at Chapter meetings where the suspension of a member is voted on.
- 4) To keep the Sectional Representative informed about the status and progress of the Chapter.

Clause 5: Duties of the Advisory Committee

The duties of the Advisory Committee are:

- 1) To meet, when necessary, for the purpose of advising the Chapter on its program and administration.
- 2) If necessary, to give leadership in starting the Chapters program at the beginning of the academic year.
- 3) To audit the Chapters financial books at the end of each semester and as otherwise required by the Chapter.

Section 3: Honorary Membership

Honorary membership may be conferred upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have the same rights of Alumni members of this chapter. Selection of honorary members shall require a vote of at least three-fourths of the chapter's active membership. Honorary membership cannot be granted to undergraduate students.

Article V: Committees

Section 1: Standing Committees

Clause 1: General Provisions for Standing Committees

The Standing Committees of this Chapter shall include the Executive Committee, the Service Committee, the Membership Committee, the Fellowship Committee, the Finance Committee, and the Communication and Publicity Committee. Except for the Executive Committee, or as otherwise provided, membership in Standing Committees shall be open to all interested members and pledges who register with the committee chairperson, except that the committee chairperson shall have the right to limit the size of the committee as they see fit, and the President shall have the right to appoint additional members to the committee, even if this causes the committee to grow beyond the size limit set by its chairperson. The chairperson of each Standing Committee shall ensure that the Vice-President of Membership has an up-to-date list of the committee members.

Clause 2: Executive Committee (E-Board)

Membership:

The Executive Committee of the Chapter shall consist of President, the two Vice-Presidents Service, the Vice-President of Membership, the Pledge Trainer, the two Vice-Presidents of Fellowship, the Vice President of Communications, the Treasurer, the Secretary, and the Parliamentarian/Sergeant at Arms. All of these are voting members of this committee.

Meetings:

The Executive Committee shall meet at least bi-weekly at a regular time and place of its own choosing. Special meetings of the Executive Committee may be held on the call of the President, or upon the written request of one-third of its voting members.

Duties:

The duties of the Executive Committee are:

- 1) To see that the resolutions, policies, and activities of the Chapter are carried out.
- 2) To advise the President in the coordination of all Chapter affairs.
- 3) To refer to the Chapter such legislation as it may desire.
- 4) To analyze any particular problems of the Chapter pertaining to its program or administration, and to plan for their solution.
- 5) To receive service project reports from the Vice-Presidents of Service, analyze these projects, weigh their value, and determine the advisability of their continuance; subsequently, to transmit these service project reports to the Chapter Historian.
- 6) Each year, to consider the proposed budget submitted by the Treasurer and to refer it to the Chapter, together with the committee's recommendations, for consideration at the second regular Chapter meeting of the fall semester.
- 7) At the close of each semester and at the end of summer, to review the financial status of the Chapter, based on the financial report submitted by the Treasurer; subsequently, to transmit this financial report to the Chapter Historian.
- 8) To perform any other duties as directed by the Chapters governing documents, bylaws, and rules, or by authority of the Chapter.

Clause 3: Service Committee

The duties of the Service Committee are:

- 1) To assist the Vice-Presidents of Service in the performance of their duties.
- 2) To make plans for carrying out the Chapter's traditional service projects.
- 3) To work with the Faculty and Administration Advisors, the Administration of the University of Kentucky and the Student Volunteer Center to identify potential service projects to aid the campus, community, or nation.
- 4) To work with the Scouting Advisor(s), the local Scout Executives, and community leaders to identify potential service projects to aid the Scouts or the local community.
- 5) To present definite plans for each service project to the Chapter for its approval, well in advance of the time the project is to take place, and to secure the cooperation of the entire membership in making each project a success.

- 6) To assist in the formation and continuance of other service organizations.
- 7) At the end of each semester, to prepare a service report. This report shall include a summary and evaluation of the service program for that semester.

Clause 4: Membership Committee

The duties of the Membership Committee are:

- 1) To assist the Vice-President of Membership in the performance of his/her duties.
- 2) To run the Chapters membership recruitment program (including Fall and Spring Rush), with the assistance of the Publicity Committee.
- 3) To check the qualifications and eligibility of prospective members and recommend them for membership.
- 4) To train the pledges in the fundamentals of Alpha Phi Omega and prepare them for active membership.
- 5) To develop and execute a membership retention program, in which active members who have not attended recent events are contacted for the purpose of informing them of recent and upcoming activities, and when appropriate, to inform them of associate status.
- 6) To plan and execute the formal initiation of new members.
- 7) To oversee the production and distribution, for the benefit of Chapter members, of all T-shirts, signs, etc. bearing the Chapter insignia.
- 8) To work with the section chair and region director to assist in the establishment of Alpha Phi Omega chapters at other universities.
- 9) At the end of each semester, to prepare a report for its future use which shall include an evaluation of the pledging program for that semester.

Clause 5: Fellowship Committee

The duties of the Fellowship Committee are:

- 1) To assist the Vice-President of Fellowship in the performance of their duties.
- 2) To plan and coordinate all Chapter fellowship projects.
- 3) To plan the end of the year awards/ officer installation banquet.
- 4) At the end of each semester, to prepare a fellowship report. This Report shall include a summary and evaluation of the fellowship program for that semester.

Clause 6: Finance Committee

The duties of the Finance Committee are:

- 1) To assist the Treasurer in the performance of their duties.
- 2) To help coordinate the financial and fundraising activities of the Chapter.
- 3) To help maintain complete and accurate records of the finances of major Chapter projects.
- 4) To train members in the bookkeeping techniques used by the Chapter.
- 5) To help prepare reports for the Chapter on the state of the Chapters finances and long-range needs.

Clause 7: Communication and Publicity Committee

The duties of the Publicity Committee are:

- 1) To assist the VP of Communications in publicizing Chapter meetings, projects, events, and other matters.
- 2) To assist the Newsletter Editor in the production and distribution of the Chapter Newsletter.
- 3) To assist the VP of Communications in maintaining the chapter website and e-mail listservs.
- 4) To assist the Membership Committee with the Chapter's membership recruitment program (including Fall and Spring Rush).
- 5) To submit regular reports of Chapter activities to the National Office, for the editor of the Torch and Trefoil.

Section 2: Special Committees

Clause 1: General Provisions for Standing Committees

The Chapter may create special committees, as the need arises, to carry out specific tasks, at the completion of which-that is, on the presentation of the committees final report to the Chapter the committee ceases to exist. The membership of such a committee shall be fixed at the time it is created, with the provision that any vacancies that occur in the committee may be filled as they arise.

Clause 2: Awards Committee

The awards committee should be formed at least 3 weeks before the end of the year awards/ officer installation banquet. (at least 1 week to gather nominations from the chapter, at least 1 week for the committee to vote, and at least 1 week to order materials from the national office). Members of the committees will be chosen to serve on a volunteer basis, but should generally include a mix of more senior and newer brothers, representing a broad cross section of the fraternity membership. The committee may take nominations from any member of the chapter or may make nominations internally within the committee. Voting procedures for awards will be determined at the discretion of the committee.

Clause 3: Holiday Outreach Committee

At the beginning of every fall semester a holiday outreach chair will be appointed by the executive committee. A committee will also be formed to oversee and implement the Manchester Center Holiday Outreach Program. The duties of this committee shall include:

- 1) By the beginning of October, prepare and distribute a fundraising letter asking for donations of money or supplies to campus Fraternities and Sororities and student organizations, as well as local businesses and individuals
- 2) To obtain a list of participating children (and their "wish lists") from the Manchester center.
- 3) Raising sufficient money to purchase gifts for the children (suggested \$50/child) and to throw the Christmas party.
- 4) Organize the purchasing and wrapping of gifts.
- 5) To coordinate the date and time of the Christmas party with the Manchester center.
- 6) To plan the party, including location, food and beverages, and a Santa actor.

Clause 4: By-Laws Committee

At least annually, a by-laws committee will meet to perform a review of the by-laws to see if changes or updates are necessary. This committee will be chaired by the parliamentarian and will include at minimum the chapter president and the chair of advisory committee.

Article VI: Meetings

Section 1: Regular Meetings

The regular meetings of the Chapter shall be held every Tuesday at 7:30 for actives and 6:15 for pledges during the Fall and Spring semesters at the University of Kentucky, excluding the weeks when final exams are held and the week of spring break, unless otherwise ordered by the Chapter. A regular meeting may be canceled at the discretion of the President or the Executive Committee, in the event of severely inclement weather.

Section 2: Chapter Planning Meeting

Before the first regular meeting of each semester, the executive committee shall meet to plan the general chapter program for the semester. This meeting shall include:

- 1) Planning dates for rush and the informational meeting,
- 2) Planning the pledge program dates (including pledge ceremony, big brother ceremony and initiation ceremony)
- 3) Officer budgets
- 4) Any necessary changes to conform with new Sectional, Regional or National fraternity policies.
- 5) Planning dates for officer nominations and elections, and (in the spring Semester) the date of the Awards Banquet/Officer Installation ceremony.

Section 3: Special Meetings

Special meetings may be called by the President or by the Executive Committee and shall be called on the written request of one fourth of the active membership. The purpose of the special meeting shall be stated in the call, and except in cases of emergency, at least three days notice shall be given.

Section 4: Closed Meetings

By a majority vote, a meeting may be closed either to include only active and advisory members of Alpha Phi Omega, or to include any combination of active members, advisory members, associate members, honorary members, alumni members and pledges, but at least one meeting a month shall be open.

Section 5: Quorum

One-third of the active members of the Chapter shall constitute a quorum.

Article VII: Elections

Section 1: Nominations

Nominations for Chapter offices shall commence at the regular chapter meeting preceding the election of officers, and shall remain open for each office or seat until that position has been filled. Any active member may nominate a candidate for Chapter office. In order for a nomination for Chapter office to be valid, it must be seconded by an active member and the suggested candidate must accept the nomination. Any candidate for Chapter office who, on the day of the election, fails to meet the criteria for eligibility given in Article III, Section 1, Clause 2, and in Article II, Section 2, Clause 2 of these by laws shall be disqualified.

Section 2: Balloting Procedure

All officer elections shall be conducted by secret ballot, and a majority of votes is necessary to win. If no candidate attains a majority in a race with three or more candidates, the candidate(s) in last place shall be eliminated and a run-off election shall be held between those remaining. If an election ends in a tie between all candidates, the vote shall be retaken; if the vote ends in such a tie a second time, the winner shall be decided by the vote of the chapter president.

Article VIII: Finances

Section 1: General Procedures

Clause 1: Procurement

This Chapter shall procure its funds through membership dues, fees, and assessments, and through fundraising activities conducted in accordance with the Chapters governing documents.

Clause 2: National Fraternity Funds

All receipts handled for the National Fraternity, such as pledge fees, initiation fees, annual chapter assessments, and orders for supplies, shall be kept carefully segregated by adequate bookkeeping procedures so that these revolving funds may not be used by the Chapter.

Clause 3: Audits

At the end of each semester, and as otherwise required by the Chapter, the Chapters financial books shall be audited by the Advisory Committee and such other auditors as the Chapter may specify.

Section 2: Dues and Fees

Clause 1: Dues

The amount, distribution and collection of dues for active members shall follow the procedures outlined in standing policy. Dues shall not be required for the term in which a member is initiated. The payment deadline for dues is the last day to withdraw from classes at the University of Kentucky unless suitable arrangements have been made with the treasurer. After this date, a \$5.00 late fee will be assessed.

Clause 2: Pledge and Initiation Fees

Each person becoming a pledge or active member shall be required to pay the appropriate Chapter and National Pledge or Activation Fee(s) before they are duly pledged or initiated.

Clause 3: Assessments

An assessment may be levied on all active members upon a two-thirds vote at a regular Chapter meeting, provided that the proposal for the assessment has been submitted in writing two regular meetings in advance.

Clause 4: Activity Charges

For the sole purpose of defraying expenses directly associated with a Chapter project or event, the Chapter may require that an activity charge be paid in order for members to participate in that project or event.

Section 3: Standing Policy Regarding Finances

The adoption or amendment of any standing policy regarding Chapter finances requires a two-thirds vote at a regular Chapter meeting, provided that notice has been given at the previous regular meeting, or a vote of a majority of the active membership.

Article IX: Rules

Section 1: Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order, Newly Revised, shall govern this Chapter 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. Questions of legislative and elected procedures shall be ruled upon by the parliamentarian, but may be appealed to the president.

Section 2: Special Rules of Order

The Chapter may adopt such special rules of order as it finds needed to supplement or modify the rules in the parliamentary authority. These special rules shall be attached to these bylaws.

Section 3: Standing Policy

The Chapter may adopt such standing policy as it finds needed to order the details of the Chapter administration. These standing rules shall be supplemental to these bylaws and the other governing documents, and shall be attached to these bylaws. Standing policy can be amended at any regular chapter meeting by a simple majority vote, unless otherwise stated in these by laws. Once adopted by the chapter, a standing policy shall remain in effect until rescinded or altered by the chapter.

Article X: Ratification

Section 1: Submission to Membership

These bylaws shall be submitted, in writing, to the membership of the Alpha Zeta Petitioning Chapter of Alpha Phi Omega at least two weeks prior to the time when the ratification vote is to be taken. At the same time, an announcement of the date, time, and location of the ratification meeting shall be made, in writing, to the active membership.

Section 2: Ratification Procedure

These bylaws shall be ratified by an affirmative vote of at least two-thirds of the active members present at the Ratification Meeting, provided that this majority constitutes at least half of the total active membership of the Alpha Zeta Petitioning Chapter. The ratification vote shall be taken by roll-call.

Section 3: Effects

Upon ratification, these bylaws shall replace the interim constitution of the Alpha Zeta Petitioning Chapter of Alpha Phi Omega. They shall become the bylaws of the Alpha Zeta Chapter of Alpha Phi Omega at the moment the Chapter attains active status.

Article XI: Amendments

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted in writing two regular meetings in advance. However, Section 2 of Article III, Article IV, Article V (excluding the paragraph on membership in Clause 2 of Section 1), Article VI, Article VIII, and Article XI may be amended at any regular meeting of the Chapter by a two-thirds vote. Other articles may be added to the bylaws at any regular meeting of the Chapter, upon a two-thirds vote.