

Alpha Phi Omega
A Guide to Writing
Chapter Bylaws

A SHORT GUIDE TO WRITING CHAPTER BYLAWS

This guide lists many of the areas that the chapter/extension group needs to consider when creating bylaws. The section numbers and headings here are just one example of how the group's bylaws could be organized, however there are many other correct ways.

As you read through this guide, think through the points made and questions asked, and then discuss as a group to help weigh what's best for the chapter/extension group now and in the future.

I. NAME

State the Greek name of the chapter.

II. PURPOSE

State the purpose of the chapter. Citing the purpose of the Fraternity as listed in the Alpha Phi Omega National Bylaws is one way to do this.

III. MEMBERSHIP

State the Fraternity's Open Membership Policy. Define the types of membership and who is eligible. The National Bylaws define pledge, active, associate, advisory, honorary, and alumni membership. Define the requirements or how the requirements will be set for each class of membership for the chapter. Some questions to consider are:

- Are pledge and active membership limited to undergraduates or are graduate students eligible?
- Are part-time students eligible?
- What are the requirements or how will the requirements be set for remaining an active member - paying dues; meeting attendance; service hours; etc.?
- How does an active member change to associate status?
- How does an associate member regain active status?
- What requirements does a pledge have to fulfill to become a brother?
- Do you want procedures in the bylaws for handling transfers from other chapters?
- How will honorary membership be conferred?

IV. OFFICERS

Define the necessary offices and how they are elected, as well as which officers will be elected and which will be appointed (if any). The chapter must elect a president, one or more vice presidents, and a treasurer. Clearly state the duties of each officer. Don't be afraid to be specific. The duties of all officers should include an open-ended clause such as "other duties as required" to cover things that aren't explicitly assigned to a particular officer. If the officer is going to chair or be a member of any of the chapter's standing committees, that should be included in the position's duties.

The following functions should probably be included in some officer's job description:

- calling meetings
- setting the agenda

- serving as the chapter's representative both in general case

- as well as specific organizations where representation is necessary
- supervising the service program
 - supervising the pledge program
 - supervising the membership program
 - supervising the fellowship program
 - taking meeting minutes
 - keeping chapter records
 - editing and distributing a chapter newsletter (or website)
 - notifying the membership about meeting times, locations, and agendas
 - handling chapter correspondence
 - maintaining the chapter's financial records
 - check-signing privileges
 - paying required fees and any invoices to the National Fraternity on time
 - submit all required forms to the National Fraternity by their due date
 - raising money for the chapter
 - having the chapter's books reviewed or audited

There may be others that are appropriate too.

Don't forget to include the chairman of the advisory committee's duties.

Include a procedure for creating temporary officers if they are necessary to the chapter.

V. ADVISORS AND THE ADVISORY COMMITTEE

Explain how advisors are chosen. Do advisors have a term of office or do they serve until they resign? At a minimum, the chapter must have at least one scouting or youth services advisor, two advisors from the school's faculty or administration, and one advisor from the community – one of whom will serve as the chairman of the advisory committee. The chapter can choose to have additional advisors to fit a need of the chapter.

Describe the advisors' duties either for all advisors or for each type of advisor. How will the chapter choose the chairman of the advisory committee? How long is that person's term of office? What is the procedure for removing an advisor if necessary?

VI. EXECUTIVE COMMITTEE

Define which officers make up the chapter's executive committee. Minimally, the executive committee must consist of the chapter president, vice presidents, treasurer, and the chairman of the advisory committee. The chairman should be a non-voting member of the executive committee.

Define the powers of the executive committee. How often should the executive committee meet? What is quorum for executive committee meetings?

VII. STANDING COMMITTEES

List the chapter's standing committees and their responsibilities. Any committee specifically referenced anywhere else in the bylaws should be defined here.

VIII. MEETINGS

Define how often and what types of meetings will be held. The National Bylaws require at least two chapter meetings per month during the school year.

How are decisions made? Who makes them? What quorum is required to do business? How are the dates and times set? Set the requirements for how soon before the meeting people must be told about it and/or an agenda established.

Who is permitted to vote and what proportion is required for the passage of procedural motions? What proportion for substantive motions? Who may call a special meeting: the president, any member, the executive committee, etc.? The most common reasons for calling a special meeting are because either there is an issue that needs to be addressed before the next regularly scheduled meeting or because there is an issue that is important enough and large enough that the people want to hold a meeting just to discuss that issue. Keep that in mind when you decide on your procedure.

IX. ELECTIONS

When and how do nominations take place? When will elections be held? At the beginning of each term? At the end of each term? Once a year? Define the quorum necessary for elections, if it will be different from the regular quorum. State who is permitted to run for office and who is allowed to vote. What type of vote: simple majority, secret ballot, preferential balloting, etc. will be taken?

X. IMPEACHMENT AND/OR REPLACEMENT OF OFFICERS

Specify a procedure for replacing officers who resign: by appointment, by special election, by appointment until a special election, etc. Specify the grounds which could justify impeaching an officer: failure to fulfill duties; non-fulfillment of membership requirements, etc. Specify the procedure for impeaching an officer: How does it get put on the agenda (by vote of the executive committee? petition of a percentage of the active members?) How far in advance should the officer be informed that impeachment is being considered? Specify the vote required for impeachment and the rights of the officer up for removal.

The process of impeachment should be thorough and quick. At the same time the chapter wants to ensure the process isn't so quick that someone can be railroaded, nor so slow that it cannot be completed before the next transition of officers.

XI. SUSPENSION OF A MEMBER

Define the circumstances under which a member can be suspended. As with the removal of an officer, cause, procedure, and the rights of the brother in question should be specified, and due process present.

XII. FINANCES

How will dues be set? How often will dues be paid? Who approves expenditures? Is any special procedure needed for large expenditures? Who signs the checks? Any special issues related to how student activity funding is handled on your campus should be addressed. You may want to reiterate some of the rules in the Standard Articles of Association and Risk Management policies, such as "Chapter funds may not be used to buy alcohol", so that all of the rules are in one place.

XIII. PARLIAMENTARY PROCEDURES

Define the rules of order for conducting meetings. Designating the procedures in Roberts Rules of Order, Newly Revised if the bylaws don't otherwise specify is relatively standard, but you can create your own rules. Some things you may want to consider:

- Will you allow proxy voting?
- Will you allow absentee ballots? [Roberts Rules of Order strongly recommends that both proxies and absentee ballots not be used simultaneously.] Absentee balloting is problematic for any issue where the exact item being voted on can change at the meeting (text of a bylaws proposals, the candidates running for a particularly office, etc.)
- Are there any types of motions, for instance, standing policies, which require a special majority?

XIV. HAZING

From the Standard Chapter Articles of Association:

"There shall be no hazing or informal initiation in connection with the functions of this chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purposes of this chapter and of the National Fraternity".

XV. RISK MANAGEMENT POLICY

The National Risk Management Policy should not be part of the chapter's bylaws, however the bylaws should define how it is established. What is the procedure for creating and approving the chapter's risk management policy? What is the procedure for amending that policy? What happens if the policy is not followed? How will members of the chapter be made aware of the both the chapter and National Risk Management Policies?

XVI. AMENDMENT

Define the procedures for amending the chapter bylaws. Who may propose an amendment? What kind of notice is required before a bylaws amendment can be voted on? Is a special quorum needed? What size majority is needed?

XVII. SUPERIOR AUTHORITY CLAUSES

State that the chapter will follow the Alpha Phi Omega National Bylaws, Standard Chapter Articles of Association and policies. Also state that the chapter will follow the rules of whichever college/university authority the chapter falls under.

And don't forget to make sure that all the points in your chapter bylaws actually do follow all of the Alpha Phi Omega national requirements and all of your school's requirements.

Sample Bylaws

This document is intended to provide a model to use while developing a chapter's bylaws. It is not sufficient to fill in the chapter and school name and call the task of writing bylaws done. Each campus is different and what works on one campus may not on another. The final bylaws should reflect the individual chapter's way of operating, while maintaining compliance with both Alpha Phi Omega and campus regulations.

ALPHA PHI OMEGA - <xxx xxx xxx> CHAPTER BYLAWS

(Ratified on: *date*, Amended through: *date*)

ARTICLE I - NAME

The name of this organization is the <xxx xxx xxx> Chapter of Alpha Phi Omega.

ARTICLE II – PURPOSE

This chapter shall be conducted as a service fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, and other policies of Alpha Phi Omega (referred to as "the Fraternity").

ARTICLE III - MEMBERSHIP

SECTION 1 - OPEN MEMBERSHIP. Membership in this chapter of Alpha Phi Omega shall be open to all students enrolled at <School Name> are eligible in accordance with that institution's rules. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter and after the applicant has fulfilled the membership requirements prescribed by the National Fraternity and by this chapter.

SECTION 2 - PLEDGE MEMBERSHIP. A pledge member (pledge) is an enrolled student member who is engaged in period of training in the ideals and purposes of Alpha Phi Omega; seeks active membership in this chapter; and who has been installed by the chapter as a pledge in accordance with the regulations and policies of the Fraternity.

SECTION 3 - ACTIVE MEMBERSHIP. An active member (active) is an enrolled student member who has successfully completed a membership education program; has been initiated as a member in accordance with the regulations and policies of the Fraternity; is in good standing with this chapter and the Fraternity; has paid

applicable dues for current academic term; and is fulfilling the chapter's requirements for active membership. Active membership shall carry all rights and responsibilities in this chapter. The requirements for active membership shall be approved by a two-thirds vote of the chapter at the first chapter meeting of the school year.

SECTION 4 - ASSOCIATE MEMBERSHIP. Associate membership may be conferred upon an active member who finds it necessary to cease full involvement in chapter affairs and who petitions the chapter for associate membership. Said membership will be granted at the discretion of the executive committee. The rights and privileges of an associate member (associate) shall be defined by chapter policy. An associate member may regain active status by completing the requirements for active membership and petitioning the executive committee for a change of status.

SECTION 5 - INACTIVE MEMBERSHIP. An active or associate member who leaves the chapter but remains an enrolled student at <school name> and has not been suspended by this chapter or the Fraternity is an inactive member (inactive). An inactive member can regain active or associate status by completing the requirements for that membership category and petitioning the executive committee for a change of status. The rights and privileges of an inactive member shall be defined by chapter policy

SECTION 6 - ADVISORY MEMBERSHIP. Advisory membership may be conferred upon an individual meeting receiving a two-thirds affirmative vote of active members present and voting at a regular meeting. Those advisory members who have not previously held active or advisory membership shall be initiated according to the official initiation ritual of the Fraternity. Advisory membership shall have all rights and privileges of active membership except those of voting, directing the supervision of pledges, and directing the establishment of pledge or active membership programs and policies.

SECTION 7 - HONORARY MEMBERSHIP. This chapter may confer honorary chapter membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of active membership except those of voting or holding office. Honorary chapter membership may not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. The approval by a vote of at least three fourths vote of this chapter's active members shall be required for the conferring of honorary membership.

SECTION 8 - ALUMNI MEMBERSHIP. Upon leaving this academic institution as a result of graduation or termination of student status, all who have held active membership and who have not been suspended or expelled by this chapter or the Fraternity shall be recognized as alumni members of this chapter. Former advisory members who have not been suspended or expelled by this chapter or the Fraternity shall also be recognized as alumni members of this chapter. Honorary members who cease their involvement with this chapter and have not been suspended or expelled by this chapter or the Fraternity shall be recognized as alumni members of this chapter.

SECTION 9. SUSPENDED MEMBERSHIP. A member who has been suspended by this chapter and/or the National Board of Directors shall be considered to have suspended membership. A member with this classification has no rights within this chapter other than those specified in the National Bylaws of Alpha Phi Omega.

SECTION 10 - 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 an orientation

period as defined by chapter policy, not to exceed activation requirements for membership as defined in the chapter pledge or membership education program.

ARTICLE IV - OFFICERS AND DELEGATES

SECTION 1 - ELECTED OFFICERS. The elected officers of this chapter shall be: president, vice president of service, vice president of membership, vice president of fellowship, treasurer, sergeant-at-arms and secretary.

SECTION 2 - EXECUTIVE COMMITTEE. The executive committee shall be comprised of the elected officers of this chapter. 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.

SECTION 3 - APPOINTED OFFICERS. Appointed officers shall be appointed by the president and confirmed by a vote of the chapter. Appointed officers may include, but not be limited to: pledge trainer (or membership education officer), historian, advisor liaison, alumni secretary, public relations coordinator and newsletter editor. Duties of appointed officers will be documented as written chapter policy and must be approved prior to the time of appointment.

SECTION 3 - TERM OF OFFICE. The standard term of office shall be one semester and shall apply to both elected and appointed officers. Fall semester officers shall serve from the day after the spring final exam period until the last day of the fall final exam period. Spring officers shall server from the day after the fall final exam period until the last day of the spring final exam period.

SECTION 4 - CONSECUTIVE TERMS OF OFFICE. Elected officers may succeed themselves only once in the same position, but may hold more than one office in succession.

SECTION 5 - QUALIFICATIONS. An elected officer must be an active member in good standing for one full fall or spring semester immediately prior to beginning term of office, at the time of election to office, and during their entire term of office. Appointed officers must be active members in good standing at the time of appointment and during their entire term of office.

SECTION 6 - VACANCIES OF OFFICE. In case of removal or resignation of any chapter officer, or the failure of an officer to remain otherwise qualified for office, the chapter shall elect a replacement to complete the term of office. Said election and subsequent installation shall take place at the first regular chapter meeting following the announcement of the vacancy at a regular chapter meeting. With the exception of Executive committee membership, the chapter president may appoint a member or members to carry out the duties and responsibilities of the office as needed prior to the election and installation of a replacement.

SECTION 7 - INSTALLATION OF OFFICERS. Officers shall be installed as near as practicable to the beginning of their term of office. The installation ceremony shall be conducted using the official ceremony published in the National Ritual.

SECTION 8 - CHAPTER DELEGATES. The chapter may elect voting delegates to represent the chapter at the National Convention 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 the presiding officer at all chapter meetings and at meetings of the executive committee.
- B. Oversee and coordinate the functions of all chapter officers and committees.
- C. Appoint such committees as are necessary to carry out the program of the chapter.
- D. Serve as an ex-officio member of all committees, including the advisory committee.
- E. Plan and carry out leadership development activities for the benefit of the executive committee and the chapter as a whole.
- F. 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 <School Name> and these bylaws.
- G. Serve as spokesperson for the chapter.
- H. Ensure that all chapter checks are countersigned by two of the three following people: the president, the treasurer, and the vice president of service.
- I. Perform other duties as required.

SECTION 2 - VICE-PRESIDENT OF SERVICE. The vice president of service shall:

- A. As chair of the service committee, coordinate the planning and successful execution of the service program of the chapter.
- B. Appoint project chairs for individual service projects.
- C. Perform all presidential functions in the temporary absence of the president.
- D. Ensure that all chapter checks are countersigned by two of the three following people: the president, the treasurer, and the vice president of service.
- E. File all reports on service activities required by the Fraternity.
- F. Perform other duties as required.

SECTION 3 - VICE-PRESIDENT OF MEMBERSHIP. The vice president of membership shall:

- A. As chair of the membership committee, coordinate the planning and successful execution of the membership and pledge (or membership education) programs of the chapter.
- B. Ensure the proper and timely registration of all active, pledge, advisory, alumni honorary members of this chapter with the National Fraternity.
- C. Maintain an accurate record of all past and present members of this chapter.
- D. Perform all presidential functions in the absence of the president and vice president of service.
- E. Perform other duties as required.

SECTION 4 - VICE-PRESIDENT OF FELLOWSHIP. The vice president of fellowship shall:

- A. As chair of the fellowship committee, coordinate the planning and successful execution of the fellowship program of the chapter.
- B. Perform all presidential functions in the temporary absence of the president, vice president of service and the vice president of membership.
- C. Perform other duties as required.

SECTION 5 - TREASURER. The treasurer shall:

- A. Receive and disburse the funds of the chapter in prudent manner, as authorized by these bylaws, the executive committee, and the chapter. These funds shall include any and all monies collected by the chapter on behalf of third-party organizations through the auspices of the chapter's service program.
- B. Collect and transmit to the National Office all dues and fees as prescribed by the Fraternity.
- C. Ensure that all chapter checks are countersigned by two of the three following people: the president, the treasurer, and the vice president of service.
- D. In conjunction with the executive committee, develop the chapter budget for approval by the general chapter membership, and ensure that the budget is followed.
- E. Ensure that all financial forms and reports prescribed by the Fraternity and by federal, state, and educational institution regulations are filed as required.
- F. Coordinate the planning and execution of all fundraising activities of the chapter.

- G. 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. Prior to leaving office, the treasurer shall complete an audit of the chapter's financial records and make a complete report to the executive committee, the advisory committee and the incoming treasurer.
- H. Perform other duties as required.

SECTION 6 - SERGEANT-AT-ARMS. The sergeant-at-arms shall:

- A. Perform such disciplinary and parliamentary procedures as are appropriate and in accordance with these bylaws and Roberts Rules of Order.
- B. Maintain the ritual materials and other chapter properties.
- C. Receive nominations and related motions related to chapter elections
- D. Prepare, distribute, and collect ballots at chapter elections.
- E. Function as parliamentarian of the chapter.
- F. Distribute a copy of the chapter risk management policy as described in Article XIII.
- A. Maintain and distribute as necessary copies of these bylaws, written chapter policies and other governing documents of the Fraternity.
- B. Perform other duties as required.

SECTION 7 - SECRETARY. The secretary shall:

- A. Maintain and distribute accurate records of chapter meetings and of meetings of the executive committee.
- B. Carry on all necessary correspondence on behalf of the chapter.
- C. In the absence of an appointed historian, maintain a historical record of the activities of the chapter.
- D. Perform other duties as required.

SECTION 8 - 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 by the start of the successor's term of office.
- B. Regularly attend meetings of the executive committee, regular and special chapter meetings, projects and events.

ARTICLE VI – ADVISORS

SECTION 1 - ADVISORY COMMITTEE. The advisory committee of this chapter shall consist of four or more advisors including, at minimum, two advisors from the faculty, administration or staff of this educational institution, one advisor representing scouting or other youth services, and one advisor from the community.

SECTION 2 – CHAIR OF THE ADVISORY COMMITTEE. One of the advisors shall be elected by the chapter as the chair of the advisory committee at the first chapter meeting of the fall semester and shall serve on the chapter's executive committee.

SECTION 3 - SELECTION PROCEDURE. Advisors shall be approved by a two-thirds vote of the active members present and voting at a chapter meeting. Advisors shall serve until the first chapter meeting of the fall semester following their approval. At the first chapter meeting of the fall semester, the chapter shall vote on whether or not to approve each Advisor for an additional term of office. 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 the Fraternity's Risk Management Policies and Procedures, and that all members are aware of said policies and procedures.
- D. Advisors shall have all rights and privileges of active membership except those of voting, holding office except for the chair of the advisory committee, directing the supervision of pledges, and directing the establishment of pledge or active membership programs and policies.

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, the membership committee and the fellowship 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 the president based upon the recommendation of the chair.

SECTION 2 - EXECUTIVE COMMITTEE.

- A. The executive committee shall 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 president, or upon the written request of a majority of the members of the executive committee.
- B. The executive committee meetings shall be open to the general chapter membership unless closed at the discretion of the chapter president. The decision of the chapter president may be overturned by a majority vote of the executive committee.
- C. The executive committee shall be responsible for formulating a budget for the chapter program at the beginning of each semester and present it to the chapter for approval according to the provisions of Article X, Section 2.
- D. 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 3 - ADVISORY COMMITTEE. The advisory committee shall:

- A. Meet at least once per month during the regular school year. At each meeting the chapter president will give a report on the state of the chapter and 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 the chapter activities.

SECTION 4 - SERVICE COMMITTEE. The Service Committee shall:

- A. 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.
- B. Ensure that each project is adequately planned, and monitor each project through to its conclusion and proper evaluation.
- C. Pursue opportunities for joint service activities with other local organizations and existing and prospective chapters of Alpha Phi Omega.
- D. Ensure that the chapter participates in the Fraternity's national service programs
- E. Ensure that projects and events are planned and conducted in adherence with chapter, school and the Fraternity's Risk Management Policies and Procedures.

SECTION 5 - MEMBERSHIP COMMITTEE. The membership committee shall:

- A. Plan and execute the membership recruitment program of this chapter.
- B. Plan and execute the pledge and/or membership education program of this chapter.

- C. Plan and execute the membership retention program of this chapter.
- D. Ensure that membership events and programs are conducted in adherence with chapter, school and the Fraternity's Risk Management Policies and Procedures.

SECTION 6 - FELLOWSHIP COMMITTEE. The fellowship committee shall:

- A. Plan and execute the fellowship program of this chapter.
- B. Ensure that all fellowship events are consistent with the principles of the Fraternity and foster camaraderie and friendship among chapter members and guests.
- C. Ensure that fellowship events and activities are conducted in adherence with chapter, school and the Fraternity's Risk Management Policies and Procedures.

ARTICLE VIII - MEETINGS AND CHAPTER BUSINESS

SECTION 1 - REGULAR MEETINGS. This chapter shall hold weekly meetings during the academic term except when holidays, examination periods, or other events make said meetings impractical in the judgment of the Executive committee. The day and time of regular meetings shall be set by a vote of the executive committee and ratified by the chapter. If it becomes necessary to reschedule a regular meeting due to events beyond the chapter's control, the executive committee may do so, provided all pledge, active, associate, and advisory members are given at least 48 hours' notice. The agenda for a regular meeting shall be distributed to all pledge, active, associate, and advisory members of the chapter at least 24 hours in advance of the meeting.

SECTION 2 - SPECIAL MEETINGS. Special chapter meetings shall be held upon the written request of one-third of the active members or at the discretion of the president or the executive committee. Notice of the time, place and agenda for a special meeting shall be given to all pledge, active, associate, and advisory members of the chapter at least 24 hours in advance of the meeting.

SECTION 3 - QUORUM. Quorum shall be a majority of the active members of the chapter.

SECTION 4 - VOTING. Only active members shall be allowed to vote in meetings of this chapter. No proxy or absentee voting will be allowed in matters of regular chapter business. Unless otherwise noted in these bylaws or the prescribed parliamentary authority of the chapter, a simple majority (50 percent plus one of the Active members present and voting) shall be required to pass any motion or resolution.

ARTICLE IX – ELECTIONS

SECTION 1 - NOMINATIONS. Nominations for chapter officers shall be opened one week prior to the election and permitted until the time of election. Nominations and seconds made outside of a chapter meeting shall submitted in writing to the sergeant-at-arms and announced prior to the election.

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 person has been nominated shall be by conducted by secret ballot.

SECTION 4 - ELECTION PROCEDURE. The president shall serve as chairperson for any and all elections, except that should the president be running for an office, he will pass the chair of the meeting to one of the other officers for the duration of the election for that office. The president shall be responsible for the integrity of the elections. The sergeant-at-arms shall prepare, distribute, and collect all ballots and deliver them to a member of the advisory committee for counting. The advisor 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 6 - REQUIRED MAJORITY. A nominee shall be elected to office upon receiving any fraction over 50 percent 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.

SECTION 7 - TIME AND PLACE. The time and place of regular elections shall be announced no less than two weeks in advance. Regular elections shall take place no less than two weeks prior to the end of the semester.

ARTICLE X - FINANCE

SECTION 1 - DUES AND FEES. This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. Dues and fees shall be set by a two-thirds vote of those present and voting at a regularly scheduled chapter meeting, provided all active, associate, and advisory members are notified one week in advance.

SECTION 2 - BUDGETS. The executive committee shall develop a budget for each regular academic term, with the exception of summer term, and present that budget to the chapter for approval no later than the second week of the academic term. Approval of the budget requires a two-thirds vote of those present and voting at a regularly scheduled chapter meeting, provided all active, associate, and advisory members are notified one week in advance.

SECTION 3 – UNBUDGETTED EXPENDATURES. Any expenditure over \$50 that is not part of an approved budget must be approved by a two-thirds vote of those present and voting at a regularly scheduled chapter meeting, provided all active, associate, and advisory members are notified one week in advance.

SECTION 4 – DISBURSEMENTS. All disbursements from chapter funds shall be approved by two of the three of president, treasurer, and the vice president of service.

SECTION 5 – PROHIBITED EXPENDITURES. Under no circumstances shall chapter funds be used to purchase alcohol.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, 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. IMPEACHMENT. Any elected or appointed officer of this chapter may be impeached for nonfeasance, misconduct, or malfeasance in office.

SECTION 2. PROCEDURE FOR REMOVAL OF OFFICERS.

- A. Charges shall be submitted in writing to the executive committee.
- B. The executive committee shall consider the charges. A majority vote of the executive committee is required to refer the question of impeachment to the chapter for consideration. The officer in question may not vote on the matters related to their suspension and does not count against the majority need.

- C. If the executive committee refers the question of impeachment to the chapter, the officer shall be suspended from their position and duties until the chapter acts on the motion to impeach.
- D. If the executive committee does not vote to place impeachment on the agenda, the chapter may override this decision by a majority vote of those present at a regularly scheduled chapter meeting.
- E. Notice of motion of impeachment shall be sent to the member being charged and all active, associate and advisory members of the chapter at least one week ahead of the meeting where the motion to impeach will be considered.
- F. The motion to impeach shall be considered at the earliest possible regularly scheduled chapter meeting. The officer being impeach has the right to speak in their own defense at this meeting or send a statement to be read.
- G. The vote to impeach shall only take place after due deliberation.
- H. A two-thirds vote of the active members present is required to impeach. The officer in question has the right to vote in the matter of impeachment.
- I. If the officer is impeached, they are immediately removed from office and the process for filling a vacancy in office as specified in Article IV, Section 6. An impeached officer still holds the rights of active membership and any suspension of their membership shall be a separate item of business.
- J. If the officer is not impeached, they shall immediately resume the duties of their office.
- K. The chapter may impose any lesser penalty or take other action as appropriate in lieu of impeachment. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of the active membership present at a chapter meeting.

SECTION 3. REMOVAL OF ADVISORS. Advisory members of this chapter may be removed from that role for nonfeasance, misconduct, or malfeasance.

SECTION 4. PROCEDURE FOR IMPEACHMENT OF ADVISORS

- A. Charges shall be submitted in writing to the executive committee
- B. The executive committee shall consider the charges. A majority vote of the executive committee is required to refer the question of impeachment to the chapter for consideration.
- C. If the executive committee refers the question of impeachment to the chapter, the advisor shall be suspended from their position and duties until the chapter acts on the motion.
- D. If the executive committee does not vote to place impeachment on the agenda, the chapter may override this decision by a majority vote of those present at a regularly scheduled chapter meeting.
- E. Notice of motion of impeachment shall be sent to the advisor being charged and all active, associate and advisory members of the chapter at least one week ahead of the meeting where the motion to impeach will be considered.
- F. The motion to impeach shall be considered at the earliest possible regularly scheduled chapter meeting. The advisor being impeached has the right to speak in their own defense at this meeting or send a statement to be read.
- G. The vote to impeach shall only take place after due deliberation.
- H. A two-thirds vote of the active members present is required to impeach an advisor.
- I. If the advisor is impeached, they are no longer an advisory member of this chapter. As a former advisor, an impeached advisor becomes an alumni member of the chapter. Any suspension of their membership shall be a separate item of business
- J. If the advisor is not impeached, they shall immediately resume their duties.
- K. The chapter may impose any lesser penalty or take other action as appropriate in lieu of impeachment. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of the active membership present at a chapter meeting.

SECTION 5. SUSPENSION. This chapter shall have the power to suspend any member with just cause. "Just cause" may include, but is not limited to, financial or personal misconduct, misrepresentation of the chapter, behavior deemed to be injurious to the chapter, the Fraternity, or any individual. Upon the suspension of a member, the chapter may, at its discretion, petition the National Board of Directors for a

letter of suspension to be affixed to the individual's membership record

SECTION 6. PROCEDURE FOR SUSPENSION OF MEMBERSHIP.

- A. Charges shall be submitted in writing to the executive committee.
- B. The executive committee shall consider the charges. A majority vote of the executive committee is required to refer the question of suspension to the chapter for consideration. If the member in question is on the executive committee, may not vote on the matters related to their suspension and do not count against the majority needed.
- C. If the executive committee refers the question of suspension to the chapter, the member shall cease participation in all chapter activities until the chapter acts on the motion to suspend.
- D. If the executive committee does not vote to place suspension on the agenda, the chapter may override this decision by a majority vote of those present at a regularly scheduled chapter meeting.
- E. Notice of motion of suspension shall be sent to the member being charged and all active, associate, and advisory members of the chapter at least one week ahead of the meeting where the motion to suspend will be considered.
- F. The motion to suspend shall be considered at the earliest possible regularly scheduled chapter meeting. The member being suspended has the right to speak in their own defense at this meeting or send a statement to be read.
- G. The vote to suspend shall only take place after due deliberation.
- H. A two-thirds vote of the active members present is required to suspend.
- I. If the member is suspended, they shall have not rights and privileges within the chapter.
- J. If the member is not impeached, they shall immediately resume their previous status within the chapter.
- K. The chapter may impose any lesser penalty or take other action as appropriate in lieu of suspension. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of the active membership present at a chapter meeting.

ARTICLE XIII – RISK MANAGEMENT POLICY

This chapter shall have a risk management policy. The risk management policy shall be created and amended following the procedures defined in Article XV. A copy of this policy shall be distributed to all pledge, active, associate and advisory members each semester by the end of the third week in the semester.

ARTICLE XIV – HAZING

There shall be no hazing or informal initiation in connection with the functions of this chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purposes of this chapter and of the National Fraternity.

ARTICLE XV – POLICIES

SECTION 1 - AUTHORITY. This chapter may adopt such policies, rules and regulations not in conflict with these bylaws, the rules and regulations of <school name> or the governing documents of the Fraternity as 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 <School Name>, current and prospective members, and officers and other officials of the Fraternity.

SECTION 2 - ADOPTION PROCEDURE. A motion to create, alter, or remove a chapter policy must be brought at one regularly scheduled chapter meeting and voted on at the following regularly scheduled chapter meeting. A simple majority is required to create, alter, or rescind any chapter policy unless otherwise specified in these bylaws.

SECTION 3 - DURATION OF POLICIES. Chapter policies, once adopted, shall remain in effect until amended or rescinded.

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 XVI - AMENDMENTS

SECTION 1 - SUBMISSION. Amendments to these bylaws must be submitted to the executive committee in writing and must contain signatures from one-fifth 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 the second meeting following submission to the executive committee. Passage shall require an affirmative vote of two-thirds of the active members present and voting at a regular chapter meeting.