

Alpha Phi Omega – Alpha Iota

Articles of Associate

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Article I. Name

The name of this organization is the Alpha Iota Chapter of Alpha Phi Omega. It was chartered by the National Office of Alpha Phi Omega on May 29, 1934.

Article II. Purpose and Policy

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, and these Articles of Association of Alpha Phi Omega.

Article III. Membership

Section One: Open Membership

Membership in this Chapter of Alpha Phi Omega shall be open to all students of The Ohio State University. Membership in this Chapter shall be granted after the applicant has fulfilled the Membership requirements prescribed by the National Fraternity and by this Chapter or upon the approval of the applicant by the Chapter. This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

Section Two: Pledge/Prospective Membership

Pledge Membership in this Chapter shall be conferred upon students enrolled in the institution where this Chapter is located who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be according to the official ritual of the Fraternity, as deemed appropriate by the current President of the Chapter.

Pledge members are permitted to vote only for offices which pledge members may hold. Offices available to pledging members are Pledge Class President, Pledge Class Service Chair, Pledge Class Fundraising Chair, Pledge Class Fellowship Chair, Pledge Class Leadership Chair, and Pledge Class Secretary.

This Chapter shall determine the content and duration of the pledge period within the Alpha Iota Standards of Pledging in accordance with the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity. The foundational guidelines for the pledge period are as follows.

No prospective pledge may enter any ritual without first paying required fees to the treasurer.

During the pledging period, pledges shall:

- Pledges must engage in the three main pillars (leadership, fellowship, and service) of Alpha Phi Omega and any other pledge requirements as outlined by the current Executive Board in the Operating Procedures.
- The Pledge Educator shall keep records of pledge membership progress for permanent filing.
- Changes or exceptions may be made on a per pledge basis at the discretion of the Pledge Educator, or per pledge class basis at the discretion of Executive Board.

Section Three: Active Membership

Active Membership in this Chapter shall be conferred upon enrolled students of this educational institution who are in fellowship of the principles of Alpha Phi Omega and who, to the satisfaction of this Chapter, are so oriented who have successfully completed a Membership education program structured in accordance with the guidelines established in the National Pledging Standards and the Membership Policies of the Fraternity and who are encouraged, but not required, by this Chapter to be a registered Member of any Scout or youth service organization. Active Membership shall carry all rights and responsibilities in this Chapter. Active Membership shall continue so long as the Member remains in good standing in this Chapter, does not become an Associate Member, and continues enrollment in this educational institution. Active membership is the only form of membership permitted to vote on Chapter matters.

Active members must pay all dues and fees by the date established at the first executive board meeting of the academic term.

To remain in good standing with the chapter, each academic term an active member shall demonstrate the fraternity's cardinal principles of Leadership, Friendship, and Service.

Active membership in this fraternity shall consist of two levels, Gold level and Blue level, as described below:

- **Gold Level:** Gold Level Membership is the standard level of membership.

Leadership: Gold Members must complete at least four (4) leadership credits per academic term. Two hours may be outside Alpha Phi Omega. The Leadership Chair must approve outside leadership events. Gold Members may participate in a committee as defined in the Operating Procedures.

Friendship: Gold Members must attend at least four social events each academic term. Each social event must have at least three Active members or Pledges in attendance. All members of the chapter should be invited to each event at least 12 hours in advance.

Service: Gold Members must complete a minimum number of hours totaling the equivalent of one hour of service per week of the academic term. These hours may be earned in any combination of the following: service events from the Chapter's service program (as described in Article XVIII), up to four hours from outside service programs, and approved by the Service Vice President.

Attendance: Gold Members must attend at least 70% of chapter meetings. If an active Gold Member cannot attend at least 70% of chapter meetings, their situation must be discussed with the Secretary.

Fundraising: In order to provide service to the Fraternity, Gold Members must raise a minimum of twenty dollars per academic term. Money shall be raised through events created and scheduled by the fundraising committee. Money raised from these events will be used to fund the fraternity's leadership, fellowship, and service programs.

- **Blue Level**

The chapter may confer Blue Level on an Active Member who finds it necessary to reduce involvement in Chapter affairs because of other commitments of time and effort, and who petitions for such membership. Members may not be granted Active Blue membership status in consecutive semesters, with the exception of extenuating circumstances, at the discretion of the Judicial Review Committee. Petitions must be turned into the Judicial Review Committee by the third week of the academic term. The Judicial Review Committee will review petitions and reserves the right to adjust the following requirements on a case-by-case basis.

Leadership: Active Blue Members complete at least one leadership hour

Friendship: Active Blue Members must attend at least one fellowship event.

Service: Active Blue Members must complete a minimum of 10 service hours. These hours may be earned in any combination of the following; service events from the Chapter's service program (as described in Article XVIII) and up to three hours from outside service programs.

Attendance: Active Blue Members must attend, at least, all mandatory events.

Fundraising: Blue Level Members have no fundraising requirements.

Section Four: Associate Membership.

The Chapter may confer Associate Membership on an Active Member who finds it necessary to temporarily cease all participation in Chapter affairs, because of other commitments of time and effort, such as study abroad, internships, or other valid time commitments, and who petitions for such Membership. Associate Members voluntarily abdicate their voting rights by accepting Associate Membership in lieu of completing the requirements of Active Membership. This Chapter's foundational guidelines are as follows.

All decisions on Associate Membership shall be determined by the third week of the academic term.

Associate Membership may be conferred on a member which does at least one of the following:

Any member that requests Associate Membership by the third week of the academic term in a direct written petition to the Judicial Review Committee to be reviewed and voted on by the Committee

Any member who is not enrolled in five hours of classes or is in a Co-op or Internship and has petitioned to the Judicial Review Committee by the third week of the academic term.

Any member who is not in good standing with the University and has notified the Judicial Review Committee by the third week of the academic term.

The Associate Member shall determine his/her level of involvement for the given academic term of Associate Membership unless otherwise mandated by Judicial Review Committee or Executive Committee.

Section Five: Probationary Membership

Any member that fails to demonstrate the cardinal principles of Alpha Phi Omega, as established in Section Three, or has an unexcused absence from a mandatory event, will be put on probation the following academic term.

Probationary members are still Active Members and retain full voting rights.

Probationary members must fulfill all active requirements during the academic term in which they are on probation as well as any additional requirements as prescribed by the Chapter Operating Procedures and the Judicial Review Committee.

Probationary members may petition their probationary status to the Judicial Review Committee by the end of the third week of the probationary term.

Section Six: Inactive Membership.

Inactive Membership shall be conferred upon any brother not registered as either an Active or Associate member. Inactive membership shall also be conferred upon members who neglect to pay dues and fees by the date established at the first executive board meeting of the academic term or who have not met all the requirements for Active Membership the two previous academic terms, including the probationary academic term.

Inactive Members have no voting rights and must petition the Judicial Review Committee and pay the yearly dues for re-activation.

The Judicial Review Committee may establish requirements for reactivation on a case-by-case basis, including, but not limited to requiring the petitioner to plan and execute a service or chapter-oriented event.

Section Seven: Advisory Membership.

Advisory Membership may be conferred upon persons approved by the Chapter to serve on the Advisory Committee. Advisors 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. Only recognized Chapter Advisors can hold the office of the Chair of the Advisory Committee. Such Membership may not be conferred upon undergraduate students. Graduate students may become Advisor members after a one-academic term trial period and majority vote by the Active membership. Advisory Membership may be removed at any time via a three-fourths (3/4) vote of a quorum of Executive Board, in compliance with Article VI of Chapter Bylaws. Expectations shall be prescribed in the Chapter Operating Procedures for each type of advisor. Advisor contributions and completion of requirements will be evaluated at the conclusion of each year by the Executive Board, and followed-up accordingly in compliance with Article VI.

Section Eight: 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 (3/4) vote of this Chapter's Active Members shall be required for the conferring of Honorary Chapter Membership.

Section Nine: Alumni Membership.

Upon leaving this Chapter, without having been suspended or expelled by the National Fraternity, all who have held Active, Advisory, or Honorary Membership in this Chapter shall be recognized as Alumni Members.

Article IV. Officers

This Chapter shall elect all positions as prescribed in these bylaws. Officers shall be elected annually and be installed by the traditional ceremony according to the official Ritual Book during Founder's Day. Only Active Members may hold an office and only one elected office may be held at a time (with the exception of Advisory Chair). Regionals, Sectionals, and Nationals must be attended by a minimum of one officer each. It is not required that the same officer attend all. The responsibilities of each office are described below.

Section One: President

The President shall serve as chair of the Executive committee and chair as the presiding officer at all Chapter and Executive Committee meetings.

The President shall ensure the execution of all parts of these by-laws, national bylaws, and rules dictated by the University.

The President shall also ensure coordination of all chapter officers and activities, serve as chief spokesman for the Alpha Iota chapter, serve as an ex-officio of all standing committees, and ensure execution of all responsibilities of the executive committee.

The President shall establish and maintain communication between the Chapter and Advisors.

The President oversees or delegates responsibility of ringing the victory bell.

The President oversees the completion of all chapter paperwork including but not limited to: Chapter of Excellence (COE), H. Roe Bartle, Pledge Program of Excellence (PPPOE), Active Annual Membership Dues (AAMD), and National Service Week (NSW) report.

Perform any other duties as needed for the Chapter.

The President will also perform the election duties of the Sergeant-at-Arms or Ombudsman when the Sergeant-at-Arms or Ombudsman are running for office, or otherwise excludes him/herself from the proceedings due to conflict of interest.

The President shall either maintain, or designate another executive officer to maintain, the Chapter post office box or mailing address.

Section Two: Membership Vice President

This person shall serve as chair of the Membership Committee.

The Membership Vice President shall make all correspondence required with the National Office concerning membership of Active Members at the beginning of the year.

The Membership Chair shall also maintain records of all members of Alpha Phi Omega since the founding members in chronological order in a membership report kept on permanent file including information of date of activation, membership number, big and littles, and positions held; this information shall be passed on to the alumni office at The Ohio State University.

The Membership Vice President shall oversee recruitment and rush events.

The Membership Vice President shall maintain retention efforts throughout the year

The Membership Vice President must plan and execute at least one chapter retreat per academic year.

Membership Vice President will plan at least one executive board retreat per year.

The Membership Vice President shall also maintain an accurate family tree for the Alpha Iota chapter on permanent file.

The Membership Vice President shall administer all chapter awards as established in Article XX.

The Membership Vice President shall serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the president.

The Membership Vice President will also perform the duties of the President in the absence of the President.

Section Three: Service Vice President

A Service Committee must be existent; The Service Vice President shall serve as chair of the service committee and coordinate all service efforts of the Chapter.

The Service Vice President shall ensure a written report including pertinent contact information shall be made for each project carried out and kept on file.

The Service Vice President shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Four: Leadership Vice President

The Leadership Vice President shall serve and coordinate all leadership development activities.

The Leadership Vice President shall plan a minimum of two APO LEADS course a year for the chapter, arrange chapter participation for all conferences, inform the chapter of leadership events through the university and fraternity, and hold other leadership development opportunities as needed throughout the year.

The Leadership Vice President shall organize chapter participation in conferences at all levels.

The Leadership Vice President shall complete any other extraneous tasks as the position requires.

The Leadership Vice President shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Five: Pledge Educator

The Pledge Educator shall guide pledges through their pledge period, training them in the history and spirit of Alpha Phi Omega and the Alpha Iota chapter in accordance with the Alpha Iota Standards of Pledging.

The Pledge Educator shall cooperate with the Treasurer and Membership Vice President to complete all pledge related paperwork for the National Fraternity.

The Pledge Educator also has the responsibility of organizing and performing all rituals, in conjunction with the historian, as prescribed by the National Fraternity.

The Pledge Educator shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President

Section Six: Fellowship Vice President

The Fellowship Vice President shall serve and coordinate all fellowship activities and chair the fellowship committee.

A minimum of four social activities must be planned each academic term.

The Fellowship Vice President shall complete any other extraneous tasks as the position requires.

The Fellowship Vice President shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Seven: Director of Fundraising

The Director of Fundraising will manage all fundraising efforts for the Chapter and work with the Chapter Treasurer on chapter finance and budget issues.

The Director of Fundraising will keep a record of who attends fundraising events and meets the fundraising requirement as established in Article III, Section Three.

The Director of Fundraising will also serve as a voting member of the Chapter Executive Committee and perform other duties as prescribed by the President.

Section Eight: Sergeant-at-Arms

The Sergeant-at-Arms chairs the Judicial Review Committee, oversees the election process, reviews the chapter bylaws bi-annually, and carries out any necessary disciplinary actions.

The Sergeant-at-Arms must also keep written copies of all disciplinary hearings and up-to-date copies of the bylaws.

The Sergeant-at-Arms must serve as a voting delegate at each National Convention or they must delegate the responsibility to another member of the Chapter, as agreed upon by the Executive Board.

The Sergeant-at-Arms shall also oversee active and associate status and make appropriate correspondence with associate and inactive members

The Sergeant-at-Arms shall also serve as a voting member of the Chapter Executive Committee and perform other duties as prescribed by the President.

Section Nine: Treasurer

The Treasurer shall have charge of all the receipt and check books, financial records, and moneys of the chapter.

The Treasurer shall execute all required transactions of the members of the chapter including disbursement of funds for events and collections of funds for dues with receipts to members, in accordance with the Chapter Finance Policy

The Treasurer shall also negotiate and maintain a budget with each standing committee and its chair.

The Treasurer shall also give a Chapter budget report at least once a semester to the Chapter.

The Treasurer shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Ten: Secretary

The Secretary shall keep strict and accurate records of committee, business, and special meetings for inclusion of chapter files.

The Secretary must maintain all meeting minutes at executive board and chapter meetings. Included in all minutes shall be an accurate list of attendees and an accurate description of all proceedings.

All meeting minutes shall be dispersed to all members via the listserv within one week of the meeting.

The Secretary shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Eleven: Director of Communications

The Director of Communications shall make all appropriate correspondence with the University and its entities about Alpha Iota and its activities.

The Director of Communications will have the responsibility of being in charge of social media sites and presenting the chapter to any media outlets as necessary

The Director of Communications will be in charge of the communications committee, which is responsible for producing at least two newsletters per year.

The Director of Communications shall carry out the ordering and distribution of spirit wear purchased by the chapter and its members.

The Director of Communications shall also serve as a voting member of the Chapter Executive Committee and perform any other duties as prescribed by the President.

Section Twelve: Historian

The Chapter Historian will regularly keep a chapter history, photograph and document chapter events, and help the Membership Vice President with the management of records.

The Historian will coordinate with the Pledge Educator to plan and execute teaching the chapter history to the pledge class.

The Historian will oversee the planning and execution of Founders Day activities

The Historian will maintain an updated chapter inventory.

Once a year, the Historian will create a hard copy of the chapter history for the University Archives.

The Historian will oversee the planning and execution of all University Homecoming activities.

The Historian will also serve as a voting member of the Chapter Executive Committee and perform other duties as prescribed by the President.

Section Thirteen: Membership Vice-Chair

The Membership Vice-Chair is an appointed position and shall serve as a non- voting member of the Chapter Executive Committee.

The Membership Vice-Chair shall assist the Membership Chair in their duties, head the Membership Committee in the absence of the Membership Vice President, and shall perform other duties as prescribed by the President.

In the event that the Membership Vice President office is vacated, the Membership Vice- Chair shall serve as the Interim Membership Vice President until a special election is held.

Section Fourteen: Service Vice-Chair

The Service Vice-Chair is an elected position and shall serve as a non-voting member of the Chapter Executive Committee.

The Service Vice-Chair shall assist the Service Vice President in their duties, head the Service Committee in the absence of the Service Chair, and shall perform other duties as prescribed by the President, Service Vice President, and/or Chapter Operating Procedures.

A meeting shall take place between the President, Service Vice President, and Service Vice Chair after their Executive Board installment to discuss and outline the respective duties of the Service Vice President and Service Vice Chair.

In the event that the Service Vice President office is vacated, the Service Vice Chair shall serve as Service Vice President.

Section Fifteen: Fellowship Vice-Chair

The Fellowship Vice-Chair is an appointed position and shall serve as a non-voting member of the Chapter Executive Committee.

The Fellowship Vice-Chair shall assist the Fellowship Chair in their duties, head the Fellowship Committee in the absence of the Fellowship Chair, and shall perform other duties as prescribed by the President.

In the event that the Fellowship Chair office is vacated, the Fellowship Vice Chair shall serve as interim Fellowship Chair until a special election is held

Section Sixteen: Leadership Vice-Chair

The Leadership Vice-Chair is an appointed position and shall serve as a non-voting member of the Chapter Executive Committee

The Leadership Vice-Chair shall assist the Leadership Vice President in their duties, head the Leadership Committee in the absence of the Leadership Chair, and shall perform other duties as prescribed by the President.

In the event that the Leadership Vice President office is vacated, the Leadership Vice- Chair shall serve as interim Leadership Vice President until a special election is held.

Section Seventeen: Pledge Guides

The position of Pledge Guide shall be an appointed position.

The Pledge Educator shall designate the number of Pledge Guides needed each academic term.

Pledge Guides will assist the Pledge Educator in facilitating the pledge process for the Pledging Members as the Pledge Educator sees fit.

If needed, a pledge guide may step in for the Pledge Educator, at the discretion of the Pledge Educator.

Section Eighteen: Ombudsman

Shall be a member of the general active chapter body appointed by the Executive Committee.

The Ombudsman will serve as an unbiased confidant available to brothers who wish to raise concerns about the Chapter, Executive Committee, or individual Brothers but would like to remain anonymous.

The Ombudsman will serve as a non-voting member of JRC.

In the event that the Ombudsman steps down, the Sergeant-at-Arms shall serve as interim Ombudsman.

Section Nineteen: Advisory Board Chair

The Advisory Board Chair shall coordinate all activities of the advisors and Alpha Iota relations with Ohio State's concerned administration.

The Advisory Board Chair shall also perform any other duties as prescribed by the President.

Article V. Standing Committees

Section One: Executive Committee

This Chapter shall have an Executive Committee. The Executive Committee shall meet between Chapter meetings as deemed necessary by the Chapter.

Voting Members of the Executive Committee are: Membership Vice President, Service Vice President, Fellowship Vice President, Director of Fundraising, Treasurer, Secretary, Pledge Educator, Director of Communications, Historian, Sergeant-at-Arms, and Leadership Vice President.

Non-Voting Members include Chapter President, elected Vice Chairs, Advisors, and any other temporary office, unless specifically approved by the Executive Committee.

The Chapter President may vote in case of a tie of the voting members. The committee may convene upon the request of any member of the Chapter and shall have meetings open to the Chapter membership.

Executive Committee meetings will include an open forum in which any member may discuss issues relevant to the fraternity for a portion of each meeting. The President may then call for an Executive Session, which would limit attendance to members of the Executive Committee, and members and advisors invited by the Executive Committee.

Section Two: Service Committee

This committee shall endeavor to establish a service program in strict accordance with Article XVIII.

Section Three: Fellowship Committee

This committee shall make the social program of the chapter.

Section Four: Fundraising Committee

This committee is responsible for all fundraising projects and assisting the Treasurer in managing chapter funds and balancing the budget. This committee shall be co-chaired by the Director of Fundraising and Treasurer.

Section Five: Membership Committee

This committee shall work with the Membership Vice President to accomplish designated tasks. This committee shall meet as needed.

Section Six: Leadership Committee

This committee shall work with the Leadership Chair to accomplish designated tasks.

Section Seven: Advisory Committee

This committee shall meet as needed to discuss and assist in Chapter business.

Section Eight: Judicial Review Committee

This committee shall convene as needed to: review chapter bylaws and assist in the running of chapter elections, the impeachment of chapter officers, the petitioning of membership status, and the holding of disciplinary hearings dealing with the overall conduct of individual brothers who have not upheld the Cardinal Principles of Alpha Phi Omega.

Any disciplinary or impeachment hearings will be closed meetings and kept confidential.

The committee is to be chaired by the Sergeant at Arms and voting membership will consist of the President, Membership Vice President, and four (4) active non-Executive Board members elected by the chapter following officer elections. The Ombudsman will serve as a non-voting member whom is elected by the executive board.

In the case of a committee member facing disciplinary action or impeachment, the Service Vice President shall take the place and vote of the member in question.

The Judicial Review Committee must operate under the policies as prescribed in the Chapter Operating Procedures.

Article VI. Advisors

This Chapter shall have an Advisory Committee consisting 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
- . One advisor from the community

One of the Advisors shall be elected by the Chapter as the Chair of the Advisory Committee and shall serve on the Chapter's Executive Committee.

Article VII. Meetings

Section One: Frequency and Type of Meeting

There shall be a minimum of two Chapter meetings per month throughout the academic year as permitted by the college calendar.

Section Two: Quorum

Quorum shall be set to three-fourths (3/4) or seventy-five percent of the active membership for that academic term.

All events at which quorum is needed shall be mandatory. A policy for absences from mandatory events and punishment for missed events must be prescribed in the Chapter Operating procedures.

Executive Committee quorum shall be set to three-fourths (3/4) or seventy-five percent of the voting members of the Executive Committee for the academic term.

Article VIII. Initiation and Rituals

All individuals meeting the published requirements for Active, Advisory, or Honorary Membership of this Chapter shall be initiated into the appropriate Membership type according to the official ritual of the National Fraternity. All such rituals shall be shared only with Members having previously been so initiated. All rituals shall be announced no later than two weeks prior to the scheduled ritual. The first pledge and initiation ritual of each academic term shall be mandatory events for all Active members.

Article IX. Suspension

This Chapter shall have the authority to suggest that the National Board of Directors suspend Members for just cause and after due deliberation. 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.

Article X. Registration of Pledges, Active Members, and Advisors

The officers of this Chapter shall cause pledge applications and the required National Pledge Fees to be mailed to the National Office no later than ten days after the Pledge Ceremony. Pledge fees are due before initiation. The officers shall also cause applications for Active Membership and the required National Active Initiation Fees to be mailed to the National Office not later than ten days after the Initiation Ceremony. Any initiation not followed by the registration of pledges or Active Members with the National Office shall be null and void. The officers of this Chapter shall submit the required advisor registration form within ten days of adding an advisor to the Advisory Committee. In addition, the Officers of this Chapter shall submit the required Annual Active Membership Dues and confirm the Advisory Members no later than November 15.

Article XI. Membership Records

This Chapter shall maintain a permanent record of all of its Members to be kept by the Membership Vice President. To the extent that such records are practically available, these records shall include:

A current roster of all Pledge, Active, Associate, Advisor, Honorary, and Alumni Members.

The Membership Vice President shall keep this accurate.

Article XII. Permanent Mailing Address

This Chapter shall maintain a post office box or permanent Chapter mailing address.

Article XIII. Chapter Dues

This Chapter may establish reasonable Chapter initiation fees, dues, and assessments, in addition to those established by the National Fraternity. These are to be agreed upon by the Executive committee, cannot increase in excess of ten percent of the previous year's dues, fees, and assessments, and must be presented to the membership by the second week of fall academic term.

Article XIV. Alcohol

No Chapter funds shall be used to purchase alcohol under any circumstances. This includes the gathering of any money of the brothers in or outside of chapter functions to purchase any alcohol. The Executive Committee must designate a policy for events in which alcohol may be present or served in the Chapter Operating Procedures and all university, local, state, and federal laws must be followed.

Article XV. 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. Active members suspected of hazing will be subject to a meeting with the Judicial Review Committee to have their membership status reviewed. If a member is confirmed to have committed an act of hazing, consequences can include deactivation and University involvement.

Article XVI. Housing Policy

As a Service Fraternity, this Chapter does not operate nor maintain a fraternity house as lodging academic terms neither for Members nor for any other persons. It maintains rooms for meetings at the discretion of its Members.

Article XVII. Policy on Association Membership

This Chapter of Alpha Phi Omega shall not seek nor accept Membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

Article XVIII. Service Program

This Chapter shall have a service program for all of its Members. The service program shall be planned and carried out such that a reasonable balance is achieved among Alpha Phi Omega's four areas of service, which are:

- Service to the College
- Service to the Fraternity
- Service to the Community
- Service to the Nation as participating citizens.

The Service Vice President shall record all service activities with attendees, number of hours completed, and other pertinent information and copies shall be maintained and be made available in the chapter office. A policy for absences from service events and punishment for missed events must be prescribed in the Chapter Operating procedures.

Article XIX. Authority of Chapters

This Chapter may adopt Bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these Articles of Association, National policies, or the rules, regulations, or policies of the educational institution at which this Chapter is located. In the event that the rules, regulations, or policies of the educational institution at which this Chapter is located are more stringent than those included in the National

Articles of Incorporation, the National Bylaws, or Articles of Association, or other National policies, the rules, regulations and policies of the host institution shall prevail.

Article XX. Finance and Property

The officers of this Chapter, primarily the treasurer shall, annually, cause the appropriate local, state, and federal income tax forms to be filed. An official, approved by the institution in which the Chapter is located, shall audit the financial records of each Chapter annually; and a confirmation of the audit will be sent to the National Office upon request of the National Executive Director. Upon the dissolution of this Chapter its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega shall file a written report of any money or property on hand. Such money or property shall be held by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of this Chapter, and delivered to the Chapter at such time. Should reactivation not be accomplished within five years of dissolution, such funds shall then be paid to an organization tax exempt within the meaning of Section 501 (c) (3) of the Internal Revenue Code. This Chapter must designate a specific policy for spending chapter monies.

Article XXI. Awards

Section 1: Eligibility

Any Brother of Alpha Iota chapter is eligible for one or more awards each academic year, provided they meet all criteria for that Award. However, a nominee may be the recipient of only one award, with the exception of the Chapter Distinguished Service Key, during the academic year for which the awards are presented. The Membership Vice-President shall present to the chapter a list of those eligible for each award.

Section 2: Nominations

Nominations for all awards shall be opened at the first meeting of Spring Academic Term. Any Brother may nominate any Brother for any award. The nominations must include a short explanation of why the individual is being nominated. The Membership Vice President shall then determine if the nominee has met all criteria. Nominations shall be closed and the complete list of nominees for all awards will be make available three weeks prior to Founder's Day with the votes being cast the following week after one nomination letter has been read for each candidate.

Section 3: Distinguished Service Key (DSK)

The nominee must have been active in this chapter for a minimum of five academic terms in which they were enrolled in class, of which at least one was during the academic year for which the DSK is awarded. Alumni Brothers who were at one time active members of the Alpha Iota chapter and who have fulfilled the following requirements may also receive the DSK. Advisors and honorary Brothers shall have had to be associated with this chapter for two years. The nominee must have rendered significant contributions to this chapter and must exemplify the three cardinal principles: Leadership, Friendship, and Service.

Leadership: This brother must have attended a minimum of two APO conferences and/or completed the five LEADS courses

Friendship: This brother, while being an active participant in fellowships, has displayed an exceptional effort to strengthen brotherly ties and solidify the foundation of brotherhood.

Service: This brother must have done service in all four areas and completed a minimum of 60 APO hours during their career in the Alpha Iota chapter.

Consideration for the DSK is based on the Brother's complete tenure of involvement, not a specific academic year, hence a Brother may only receive one DSK from this chapter. Considering the complete tenure of involvement, this brother should have always strived to uphold the code of conduct, as prescribed by the Boy

Scout Law, and behaved in a brotherly manner. This brother encourages strong brotherhood relationships between Alpha Iota and other chapters. Alumni DSK recipients will be requested to sponsor and present the DSK awards to current recipients. Alpha Iota chapter reserves the right to award zero to the number designated by the size of the chapter.

Each Active Member will be able to cast a total number of votes equaling to 1 vote for every 50 member in the chapter. In order to receive a DSK, the nominee must receive majority as defined by the operating procedures.

A ballot with no name on it will count as a vote cast.

Section 4: Wallis Award

The nominee must have been an active member for a minimum of five academic terms, of which at least one was during the academic year for which it is awarded.

The nominee must have completed a minimum of ninety academic term hours or equivalent college credit.

The nominee must exhibit outstanding leadership characteristics and have served as an elected officer of this chapter.

Section 5: Young Award

The nominee must have been an active member for one academic term during the academic year for which the award is presented.

The nominee must exhibit outstanding friendship, fellowship, and inspiration to the Chapter.

Section 6: "Dr. P" Award

The nominee must have been an active member for one academic term during the academic year for which the award is presented.

The nominee must exhibit an exceptional spirit of service through Chapter-associated service events.

Section 7: Buckeye Award

The nominee must have been an active member for one academic term during the academic year for which the award is presented.

The nominee must exhibit an exceptional spirit of service to the Ohio State campus and community.

Section 8: Alpha Award

The nominee must have been inducted into Alpha Phi Omega or transferred to Alpha Iota chapter during the academic year for which the award is being presented.

The nominee must exemplify the three cardinal principles: Leadership, Friendship, and Service.

Article XXII. Amendments

Section 1: Suspending

Sections of the By-Laws of this chapter shall be suspended on an affirmative vote of three fourths (3/4) by a quorum of active members of the chapter at a publicized meeting of the chapter.

Section 2: Amending

These By-Laws may be amended at any regularly called meeting of this chapter at which a quorum is present, upon an affirmative vote of three fourths (3/4) of the active membership present, provided:

The Executive Committee received copies of the amendment at least fourteen days prior to the vote.

The chapter membership was provided with a written copy at least fourteen days prior to the vote. Discussion was held on the amendment at least seven days prior to the vote.

Section 3: Revision

The chapter shall review these By-Laws every academic year without a National Convention.

Article XXIII. Election and Appointment of Officers

Section 1: Election Procedure for Elected Officers

Elections will be held no later than four (4) weeks before the end of the spring academic term.

Nominations for elected officers will open no later than a week prior to the scheduled election.

Each candidate will have the opportunity to address the chapter as a whole and then answer questions posed by the chapter.

Following the speeches and questioning, the candidates will be led out of the room and the chapter may publicly debate.

Following debate, active brothers will vote via secret ballot on the candidates.

The Sergeant at Arms, along with Chapter Advisors, and the Judicial Review Committee, will count the votes and certify a winner.

The Sergeant at Arms or another member of the Judicial Review Committee will also time the speeches, and will make sure that all election procedures are followed. Any other details (length of speeches, debate, number of questions, etc.) must be outlined in the Chapter Operating Procedures by the Judicial Review Committee and Executive Committee.

These procedures must be presented to the chapter one week prior to an election and approved by a simple majority of the chapter.

Brothers must be present and active at the time of the election in order to vote.

Section 2: Running for Office

Any active brother of this chapter may run for an elected or appointed position with the exception of President, Membership Vice President, and Service Vice President.

Only those who have been Active brothers of the Alpha Iota chapter for more than one full academic term may run for President, Membership Vice President and Service Vice President.

Graduate students may run for any elected or appointed position with the exception of President, Membership Vice-President, or Service Vice-President.

If a graduate student would like to run for one of these three positions they must petition and obtain a 2/3 vote by the chapter to be placed on the ballot.

Brothers may run for any office in absentia, providing their status as active brothers at the beginning of their term.

Nominations for each office may be reopened prior to each election.

Section 3: Appointment Procedure

At the meeting following initiation, active members who are interested in an appointed position shall write statement no longer than 200 words as to why they are interested and qualified to serve.

The Executive Committee will then convene, debate the merits of each candidate based on their statement, and appoint an active member to fill the position via a majority vote.

Each appointed office has a term of 1 academic term.

Associate members may submit their names to be considered for an appointed position, as long as they will be active members the following academic term.

Section 4: Impeachment and removal of an officer

Any officer, be they elected or appointed, may be impeached because of gross misconduct or malfeasance, or conduct unbecoming of an officer.

Impeachment charges must be brought in writing to the Sergeant-at-Arms by an active or pledging member in the chapter.

A special meeting of the Judicial Review Committee will be held for active brothers to attend, at the discretion of the SAA, to express opinions, and engage in discussion about the impeachment charge.

The Judicial Review Committee will then deliberate and vote on a recommendation to bring forth to the chapter. Five of the six voting members must vote in favor of the impeachment in order for a recommendation for removal be brought to the chapter.

A quorum of the Active Members shall meet to hear the recommendation from the Judicial Review Committee. The membership will then vote on the removal of the officer. A two-thirds (2/3) majority is required to remove the officer from his or her position.

The committee must agree upon the appropriate amount of information disclosed in the declaration. In the case no impeachment was made, no report shall be given to chapter.

Section 5: Special Election

In the event than an office is vacated in the middle of a term, a Special election should be held within two weeks of the office vacancy. At the Executive Board's discretion, a Special Election may not be held if a vacancy occurs very near the time of a regularly scheduled election, or if having a special election would be of undue hardship to the Chapter at this time. Special Election proceedings should mirror that of regular election proceedings, as prescribed by Chapter Bylaws.

In Accordance with our bylaws, the executive committee of the Alpha Iota Chapter of Alpha Phi Omega at The Ohio State University, the following operating procedures shall be used as a guide to run the daytoday operation and policies of this chapter.

Financial Policy

All funds paid out from chapter funds must be approved by the Executive Board. Any purchases must pass with a simple majority vote by the executive board.

Election Procedures

In accordance with our election procedures, Article XXII: Section 1 of our chapter bylaws, the chapter will have the opportunity to question every nominee and then debate after all nominees have spoken and been questioned. Presidential candidates are allowed 1 minute to talk and all other officers are allowed 30 seconds. With the exception of the President, all nominees will be asked five questions: two from the officer currently holding the office and three from the general chapter. Questions asked by the current officer must stay the same for all nominees running for that office. Responses must be limited to 30 seconds. Discussion will be limited to three minutes with the exception of the President. Questions and discussion for the office of President shall be limited to fifteen minutes. The order of officers elected shall be determined by the order in which they are prescribed in the bylaws. The Judicial Review Committee shall be voted on following the election of the Executive Board. The order in which candidates talk and are questioned will be alphabetically by their last name. Candidates may be nominated for up to two positions. If the candidate does not win either, then they may be nominated for a third position.

Victory Bell

Ringing the Victory Bell

The Victory Bell shall be rung for fifteen minutes after every home victory and thirty minutes after every victory over "that team up north." It will also be rung at graduation.

Who may enter the Bell Tower and ring the Victory Bell

Only Brothers who have gone through the Activation Ritual of Alpha Phi Omega may enter the Bell Tower and ring the Victory Bell. Pledges may not enter the bell tower or ring the bell. No more than twenty five (25) people may be in the Bell Tower at a time. Only graduating seniors may put their names on the walls. Executive Board has the right to determine who may enter the bell tower upon special request prior to the day of the game (media, news, etc.). If you have had an excessive amount of alcohol, a member of Executive Board has the right to deny members the right to ring or enter the Bell Tower.

Fundraising and the Victory Bell

This chapter has the rights to auction and/or raffle off the chance to ring the Victory Bell as a fundraiser. This chapter may also designate a specific organization to ring the Victory Bell. All money raised must equal no less than one hundred dollars (\$100) and must go to outside non-profit organizations approved by the chapter as a whole or the organization designated to ring the Victory Bell. No money raised by the Victory Bell may go to Alpha Phi Omega. The organization benefiting from the funds raised from any auction or raffle must be determined prior to the start of any such fundraiser. This chapter has the right to approve or deny anyone who requests to auction or raffle off the rights to ring the Victory Bell. The winner of any auction or raffle will be able to ring the Victory bell for a maximum of thirty (30) minutes for instances not including an Ohio State football game, and ten (10) minutes in the instance of an Ohio State victory. Alpha Phi Omega, Alpha Iota Chapter, or any other organization associated with the fundraiser is not responsible for the purchase or supply of tickets to any Ohio State Football game in which the rights to the ringing of the bell are auctioned or raffled. Winners are responsible for the purchase of their own tickets if they would like to attend the game. The chapter is also not to be held accountable if the winner of the auction or raffle is not able to ring the bell due to Ohio State not winning the game in which the winner was to ring the bell. Individuals may not simply give an in kind donation to the chapter or in the chapter's name to an organization in order to ring the Victory Bell.

Philanthropy

In order to promote Philanthropy among our brothers and in the community our chapter will make donations to multiple organizations we are connected to. We shall distribute a total of \$600 at the close of each semester. The organizations and donations are listed below:

Organization	Donation Amount
Homework Help	\$ 100
Franklin Park Adventure Center	\$ 200
Heart to Heart	\$ 150
Camp Lazarus	\$ 150

The amounts and the organizations listed shall be reevaluated on an annual basis.

The \$600 donation above will come from a 'Philanthropy Pot' comprised of 30% of the funds raised by the chapter a semester. The remaining money in the Pot will go to a chapter chosen philanthropy.

Pledge Program

All requirements for pledges must be submitted to the Executive Board for approval prior to the beginning of the pledge process. Requirements and the pledge program must align with the National Pledge Standards, Membership Policy, and Risk Management Policy of Alpha Phi Omega. This chapter pledge program should also align with the standards set forth through the

Pledge Program of Excellence (PPOE). Pledges that have attended the pledge ritual are responsible for the following requirements:

- 1 service hour per week of the pledging process
- 2 fellowship hours
- \$10 in fundraising credits
- 2 leadership hours
- 3 chapter meetings
- Completion of interviews as set forth by the Pledge Educator with the approval of Executive Board
- 2 Big/Little Events
- 1 Family Event
- Any other requirements as outlined by the Pledge Educator

End of Semester

The end of each academic term for non-graduating brothers shall fall on the day before Reading Day as determined by the university calendar. This date will serve as the last day for brothers to finish earning hours for the academic term and will signify the end of social probation for brothers that had been placed on social probation during the previous semester. The executive board will announce the date that graduating brothers must have their hours completed by no later than the first chapter meeting of each semester.

Committee Structures

The committee placement process shall be overseen by the Vice President of Membership and should conclude prior to the second chapter of the semester. Committee participation is completely voluntary to all active brothers. Brothers are placed into committees based on preference and need of the Fraternity. At the beginning of each academic term, brothers interested in an appointed position shall apply to the Executive Board. The Executive Board will then convene, debate the merits of each candidate based on their statement, and appoint an active member to fill each position via a majority vote. Each appointed office has a term that will be determined before the application process begins by the respective Executive Board member. Term lengths shall be voted on and approved via a majority vote of the Executive Board. Associate members may submit their names to be considered for an appointed position, as long as they will be active members the following academic term.

Committee Creation

It is the responsibility of each Executive Board member to create a list of subcommittees they wish to oversee that semester. In addition the Executive Board member must provide a short description about the subcommittee, a goal for the subcommittee to complete during the semester, and an estimate for how many brothers they would like to be placed into the

committee. The Vice President of Membership, President, and Secretary will ultimately decide the number of brothers that each subcommittee will have.

Committee Preferencing

Starting at least 4 weeks prior to the first Executive Board Meeting the committee preference form will go live for active brothers to complete. The committee preference form will close on the day of the first Executive Board Meeting at a time previously decided by the current Executive Board. Here the Executive Board will vote on all positions that require paragraphs.

Committee Compensation

At the conclusion of each academic term, brothers that held the following positions and completed the requirements set out by the Eboard member at the beginning of the term shall be awarded credit as listed below:

Eboard: 2 leadership hours, 3 service hours

Vice Chairs, Family Heads, Pledge Guides, Judicial Review Committee: 1.5 leadership hour, 2 service hours

Committee Members: 1 leadership hour, 1 service hour

If members do not complete their requirements they shall receive half of the prescribed hours in negative credit. Newly Initiated Brothers have the option to float between committees and will be rewarded with 1 Leadership Credit if they attend 70% of any committee meetings.

Missed Hours

For any event in which a sign up is needed, brothers must give at least 24 hours' notice that he or she is going to miss an event for an on campus event and 48 hours for an off campus event. For all events that require campus space the lock date will reflect the University reservation policy (cancellations must be made 5 business days before the day of the event) pertaining to the coordinator's discretion. In the event of an emergency, exception may also be given. If a brother misses an event, he or she will have half of the time they signed up for revoked from the respective requirement. This number of hours may not exceed more than three (3) hours per event, but is not limited per academic term. In addition, brothers will have half of a leadership hour revoked from their current leadership hour total. This penalty is waived if the brother can find another member to take his or her place at that particular event. Brothers can petition to the Judicial Review Committee to have additional hours waived. If a brother is found to have missed 5 or more events in one semester, they shall be reviewed for probation. If the brother is already on probation JRC shall convene to review the brother for deactivation. If a brother is found to have missed 10 or more events in one semester, they shall be reviewed for deactivation regardless of their current probation status.

Fellowship Events

Brothers shall only receive credit for a fellowship event if three or more brothers are in attendance. If brothers are given less than 72 hours notice that there will not be sufficient attendance, the Fellowship Chair shall give half credit to those signed up on APOonline in accordance with the chapter's policy on cancelled events.

Cancelled Events

If an event is cancelled without giving brothers at least 72 hours notice, the brothers signed up to attend the event shall receive half of the credit of the event, with a maximum of 3 service hours, .5 leadership, .5 fellowship, and/or 5 fundraising dollars.

Missed Rituals and Mandatory Events

Any brother who misses or does not give more than 1 week notice that he or she will miss an Initiation or Pledge Ritual or any mandatory event will be put on probation the next academic term. Any brother who misses an Initiation or Pledge Ritual will need to make up an additional two hours of service per ritual in the next academic term. Any brother who misses the mandatory Executive Board elections chapter meeting will need to make up the hours the meeting lasted up to four hours in service in the next academic term. Any brother who misses a mandatory meeting (where a makeup event is not available) that is not for Executive Board elections will need to make up one service hour in the next academic term. If a valid excuse is given to either the Secretary or the President, then the brother missing the mandatory event will still have to make up the hours per the above guidelines, but will not be placed on probation. If a brother gives an excuse with less than 1 week notice, it will not be considered a valid excuse. Brothers may petition to the Judicial Review Committee to have these sanctions dropped.

Missed Meetings

Brothers are required to inform the Membership Vice President if they will be unable to attend 70% of the chapter meetings per semester by the time membership applications are due. Any brother who misses more than 30% of meetings will be handled on case by case basis.

Probationary Membership

Members who are placed on probation must complete all missed requirements in addition to the hours needed to remain active during the current academic term. Brothers who are placed on probation will be notified within the first week of the academic term and will have one week to petition their membership status to the Judicial Review Committee. If a brother scheduled to be on probation is granted Blue Membership, they must still complete their probationary hours. If a brother scheduled to be on probation is granted Associate Membership, they will be placed on probation upon their return.

Blue Membership Re-Evaluations

Halfway through each semester, Blue membership evaluations may reopen to accommodate brothers whose circumstances have changed since the initial evaluation period. Brothers who apply will be evaluated on a case by case basis and must have completed the following minimum requirements:

- 5 Service Hours
- 1 Fellowship Hour
- 1 Leadership Hour
- 3 Chapter Meetings
- All Mandatory Events (unless approved excuse is given)

Risk Management Policy

This chapter shall obey all national, state, and local laws as well as the policies set forth by the national fraternity and The Ohio State University. No chapter funds may be used to buy alcohol. This includes the collection of money through any means in or outside of chapter events. Alcohol should be distributed by a third party. Brothers must pass the Risk Management quiz with a 100% accuracy before attending Social or Formal events. Brothers who conduct themselves unsatisfactorily (for any reason) at an event will be placed on Social Probation.

Sober Brother. Any event in which alcohol is present must have at least one Sober Brother for every ten (10) Active Brothers. Additionally, half of the current Executive Board needs to be a Sober Brother for social, and half of the Executive Board Elects must be a sober brother for Formal. Under extraneous circumstances, an Eboard member or Eboard Elect may be excused from this duty. Responsibilities of Sober Brothers include:

- Checking attendees' tickets and risk management quiz completion
- Keep general order of the party, keep an eye out for people who may be getting out of hand, warn them if they are causing trouble, and escort individuals out if necessary
- Keep the general well-being of brothers in mind
- Distinguish themselves by wearing a designated article of clothing (band, lanyard, etc.)
- Must remain sober throughout the duration of the event

Sober Brothers will have authority over all other brothers in attendance. Sober Brothers must attend a Sober Brother Orientation in order to sign up to be a Sober Brother.

Guests

The number of guests allowed to attend an event will be decided on a case by case basis. Brothers assume all responsibility for their guests and will be asked to leave if their guest is escorted from the event. A guest that is escorted from an event due to poor behavior will no

longer be permitted to attend any other Alpha Iota event. In the cases of social and formal, only one guest is allowed per Active Brother.

Social Probation

Brothers who are required to be escorted from any social event with alcohol will have a private meeting with the Sergeant at Arms and will be placed on Social Probation. Brothers placed on Social Probation will not be able to attend any events where alcohol is present unless as a Sober Brother. If social probation is broken by a Brother, they will be scheduled to meet with the Judicial Review Committee and may be deactivated. Social Probation will be in effect from the moment of the incident to the last day of finals of the following semester, not including breaks on the University Calendar, such as Winter, Spring, and Summer breaks.

Pledges

No pledge may attend an Alpha Phi Omega sanctioned event where alcohol is present. If a pledge is found to have attended an event with alcohol, their membership status will be under review.

Amendments and Changes

These Operating Procedures can be amended or changed at any Executive Board at which quorum (3/4 of members) is present, upon the affirmative vote by three-fourths (3/4) of the committee members present. Any changes made by the Executive Board need to be presented to the chapter two (2) weeks prior to the changes and then approved by a majority vote of the Judicial Review Committee.

Miscellaneous

Advisors: Advisors must attend a minimum of one Executive board meeting per academic term in addition to two (2) other chapter led events.

Ombudsman: The Ombudsman will be elected by the Executive Board to serve for the entire academic year at the time of Autumn committee placement.

When voting, a majority shall be defined as half of the votes cast by the members in attendance plus one vote, not including abstentions.