

# **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. This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or protected 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 must engage in the three main pillars (leadership, friendship, 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.

The Mandatory Events required of Active Members, Active Blue Members, and Active Halfway Blue Members shall consist of the following: Bylaw Review, Elections, Pledge Ritual, Initiation, and any Mandatory Chapters. Active Members, Active Blue Members, and Active Halfway Blue Members are expected to attend these events unless excused by the Judicial Review Committee.

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 24 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 and be reviewed by JRC, who will deem whether further requirement should be given to the member.

*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. Active Members who are Graduate Students will be granted Active Blue Membership in as many consecutive semesters as they apply. 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.

○ **Halfway Blue Level**

The chapter may confer Halfway Blue Level on an Active Member who finds it necessary to reduce involvement in Chapter affairs due to other commitments of time and effort, but who for any reason did not submit a Blue Membership application by the deadline. Members may be granted Halfway Blue status in consecutive semesters with Blue or Associate Member statuses. Petitions must be submitted to the Judicial Review Committee by the end of the tenth 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.

In order to qualify for Halfway Blue Membership, a brother must have already completed, by the end of the tenth week of the academic term:

*Leadership:* Active Halfway Blue Members have completed at least one leadership hour

*Friendship:* Active Halfway Blue Members must have attended at least one fellowship event.

*Service:* Active Halfway Blue Members must have completed a minimum of 5 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 Halfway Blue Members must have attended, at least, all mandatory events.

*Fundraising:* Halfway Blue Level Members must have achieved no fundraising requirements.

*Chapter Attendance:* Halfway Blue Level Members must have completed 3 chapter requirements.

The Credit Requirements for brothers with Halfway Blue Membership are:

*Leadership:* Active Halfway Blue Members complete at least one leadership hour

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

*Service:* Active Halfway 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 Halfway Blue Members must attend, at least, all mandatory events.

*Fundraising:* Halfway Blue Level Members have no fundraising requirements.

*Chapter Attendance:* Halfway Blue Level Members are not required to complete any additional chapter requirements beyond what they have already completed.

**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, Internship, or study abroad program 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 semesterly 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.

## **Section Ten: Unprecedented Times Reduced Membership Requirements.**

In cases of extenuating circumstances (such as a global pandemic), Active Membership requirements shall be decreased and will align with the guidelines of Ohio State University. Requirements will still include the fraternity's cardinal principles of Leadership, Fellowship, and Service. Active membership in this fraternity will still consist of two levels, Gold level and Blue level, as described below:

**Gold Level:** Gold Level Membership is the standard level of membership. Gold Members must complete a total of seven (7) events throughout the course of the semester, including one (1) Leadership event, one (1) Fellowship event, one (1) Service event, and one (1) Fundraising event.

*Leadership:* Gold Members must complete one (1) total leadership credit.

*Fellowship:* Gold Members must complete one (1) total fellowship credit.

*Service:* Gold Members must complete one (1) total service event. This event must consist of at least one hour of service.

*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:* Gold Members must complete one (1) total fundraising event. There is no minimum to the amount of money Gold Members must raise.

**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.

*Leadership:* Active Blue Members must complete one (1) total Leadership event.

*Fellowship:* Active Blue Members must complete one (1) total Fellowship event.

*Service:* Active Blue Members must complete one (1) total Service event. This event must consist of at least one hour of service.

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

*Fundraising:* Active Blue Members have no fundraising requirements.

**Dues:** In cases of extenuating circumstances (such as a global pandemic), dues may be discounted for Active Members for a single semester. Dues will then be reverted back to the original amount the following semester, unless the extenuating circumstances still exist.

## **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 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: External Service Vice President**

A Service Committee must be existent; The External Service Vice President shall serve as chair of the service committee and coordinate all service efforts of the Chapter occurring outside the campus of residence of this chapter.

The External 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 External Service Vice President shall share responsibilities with the Internal Service Vice President when necessary and both shall collaborate to create a cohesive service program for the Fraternity.

The External 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 Fourteen: Internal Service Vice President**

The Internal Service Vice President shall coordinate all service efforts of the Chapter occurring inside the campus of residence of this chapter.

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

The Internal Service Vice President shall share responsibilities with the External Service Vice President when necessary and both shall collaborate to create a cohesive service program for the Fraternity.

#### **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 Four: Leadership Vice President**

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

The Leadership Vice President shall facilitate APO LEADS courses for the chapter (pending availability), 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 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 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 relations and communication with Alumni Members of the chapter.

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 Eighteen: Ombudsman**

The position of Ombudsman shall be an appointed position.

The Ombudsman shall serve as a non-voting member for the Chapter Executive Committee and perform any other duties as prescribed by the President.

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 and of the Executive Committee.

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

The Ombudsman will read discussion points from brothers during elections and by-law review.

### **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 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 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.

### **Section Twenty: Judicial Review Committee Vice Chair**

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

The Judicial Review Committee Vice-Chair shall assist the Sergeant-At-Arms in their duties, head the Judicial Review Committee in the absence of the Sergeant-At-Arms, and shall perform other duties as prescribed by the President.

In the event that the Sergeant-At-Arms office is vacated, the Judicial Review Committee Vice-Chair shall serve as interim Sergeant-At-Arms until a special election is held.

## **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, Leadership Vice President, Pledge Educator, Fellowship Vice President, Director of Fundraising, Sergeant at Arms, Treasurer, Secretary, Director of Communications, and Historian.

Non-Voting Members include Chapter President, elected Vice Chairs, Advisors, Ombudsman, 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. Advisors are required to attend at least two chapter meetings per semester to maintain relationships with the active body of the chapter unless excused by a  $\frac{3}{4}$  vote of the 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 Ritual**

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<sup>th</sup> and April 15<sup>th</sup>.

## **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 into a digital file. 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 eligibility requirements for each award to the chapter.

### **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 made 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 odd-numbered academic year.

# **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 the chapter must perform an affirmative voice vote with respect to their graduate status. This vote is to be taken immediately after the closure of nominations and prior to any questions or discussion for the candidates.

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 first chapter meeting of each academic term, the Membership Vice President will open applications for all active members who are interested in an appointed position for that term. The application must include a written statement stating 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.

At the end of the spring semester, the Membership Vice President will open applications for all active members who are interested in the Ombudsman appointed position for the following academic year.

Each appointed office has a term of 1 academic term, with the exception of Ombudsman, who will serve for a whole academic year.

### **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.

In the case of an impeachment of the SAA, charges must be brought to the President and/or the Ombudsman.

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.