

Alpha Phi Omega Lambda Omicron Chapter Bylaws

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Alpha Phi Omega Chapter Bylaws

ARTICLE 1. NAME.

Section 1. Name. The name of this organization is Lambda Omicron (*LAOC*) chapter of Alpha Phi Omega (*APO*), national service fraternity (*chartered May 19, 1955, on the campus of West Virginia University [WVU], Morgantown, WV, as the 279th chapter of Alpha Phi Omega, and as the second chapter in the state of West Virginia*).

Section 2. Purpose. The purpose of this organization shall be to provide volunteer service to other organizations in the campus and continuity, to the chapter itself, and to scouting and youth organizations.

ARTICLE II. GOVERNANCE.

Section 1. University Governance. This Chapter shall at all times maintain the requirements for approved student organizations set forth by West Virginia University.

Section 2. Fraternity Governance. This Chapter shall be conducted as a service fraternity under the policies, principles and provisions set forth in the Alpha Phi Omega National Articles of Incorporation, National Bylaws, National Standard Chapter Articles of Association, these Chapter Bylaws, and any subsequent written policies which may be adopted by this Chapter.

Section 3. Supremacy. Where conflicts arise between documents outlined in this *Article*, the order in which they have been listed above shall be considered the order of supremacy.

Section 4. Revision. The Chapter Bylaws, and any subsequent written policies, should be reviewed in the ensuing academic semester following each National Convention to ensure compliance with the National Fraternity's governing documents.

Section 5. Nationals. Nationally, the fraternity is known as ALPHA PHI OMEGA. This Chapter is part of Region V and Section 61 of the National Fraternity. The National Fraternity is based at: 14901 East 42nd Street Independence, MO 64055-7347.

Section 6. WVU Requirements. This chapter will adhere to the West Virginia University Code of Student Rights and Responsibilities, found in the most recent edition of the Student Handbook.

ARTICLE III. MEMBERSHIP.

Section 1. Membership Classifications. All members of this chapter shall be categorized according to one or more of the following membership classifications: pledgeship, active or associate membership, alumni membership, advisory membership, honorary membership and life membership. In regards to the National Charter Reaffirmation, any member who is not an Active in good standing, Affiliate member or Associate member shall be listed as "other" under reasons for no longer active.

A. Pledgeship. Pledgeship may be conferred upon students of West Virginia University (Morgantown Campus). Content and duration of each pledgeship period shall be according to the official Membership Policies established by this Chapter, and according to the provisions of the National Bylaws.

B. Active Membership. Active membership may be conferred upon enrolled, students of West Virginia University (Morgantown Campus) who have successfully completed the period of pledgeship as outlined in Part A above, and according to the provisions of the National

Bylaws. All Active, Affiliate and Inactive members will automatically be reassigned as Active Members at the start of that semester.

Active Membership in good standing shall have the following responsibilities:

1. Payment for all personal chapter debts, excluding past semester(s) dues
2. Payment of that semester's Active Dues by the first chapter meeting following mid-semester, as determined by the official University Calendar.
3. Sign a statement of individual comprehension of the Drug and Alcohol Policy, the Hazing Policy and the Risk Management Policy that semester by the first chapter meeting following mid-semester, as determined by the official University Calendar
4. From the end of the previous spring or fall semester, 20 service hours must be completed and turned in no less than 3 days before the regularly scheduled Chapter Elections, to be published by the First Vice President at least 24 hours prior to Elections. This requirement may be reduced if total chapter hours fall to an unacceptable level, as determined by the Executive Board.

Active Membership in good standing shall have the following rights:

1. Use of Chapter facilities and properties
2. Attendance at Chapter-hosted social and ritual events and service projects
3. Attendance and debate privileges at Chapter meetings
4. The right to represent Lambda Omicron Chapter at Sectional, Regional and National meetings, conferences and conventions of Alpha Phi Omega, including as a Voting Delegate
5. The right to represent Alpha Phi Omega as an active member of Lambda Omicron Chapter
6. Active name registration with Chapter and National records
7. Holding elected or appointed chapter positions
8. Voting at all Chapter Meetings, including Elections.

C. Associate Membership. Associate membership may be conferred upon active members who find it necessary to cease full involvement in Chapter affairs, because of other commitments of time and effort, and who petition the Chapter for Association Membership by the third Executive Board Meeting of the semester. Members who are not enrolled in West Virginia University (Morgantown Campus) excluding those students studying abroad in a West Virginia University recognized programs may not petition for Associate Membership. Associate members will remain associate members until they petition the Executive Board to return to active status, and must then complete all requirements of Active Membership to be in good standing.

The petitioning process to become an Associate Member is as follows:

1. The member must notify the Executive Board in writing explaining why they would need to become an associate member and how long the member expects to remain as an Associate Member
2. The Executive Board will decide by a majority vote if the member has met this requirement

Associate Membership shall have the following responsibilities:

1. Payment for all personal chapter debts

2. Payment of three-quarters of that semester's Active Dues by the first chapter meeting following mid-semester, as determined by the official University Calendar
3. Sign a statement of individual comprehension of the Drug and Alcohol Policy, the Hazing Policy and the Risk Management Policy that semester by the first chapter meeting following mid-semester, as determined by the official University Calendar

Associate Membership shall forfeit the following rights:

1. Holding Executive Board Positions, but are eligible for appointed Executive Board positions for the semester the member returns to Active Status
2. Voting at the regularly scheduled Chapter Elections
3. Serving as the Chapter's Voting Delegate at Sectional, Regional and National meetings, conferences and conventions of Alpha Phi Omega

D. Affiliate Membership. An Active Member will automatically be assigned as an Affiliate Member if he/she does not complete their required service obligation, as defined under Active Membership.

Affiliate Membership shall have the following responsibilities:

1. Payment for all personal chapter debts
2. Payment of that semester's Active Dues by the first chapter meeting following mid-semester, as determined by the official University Calendar
3. Sign a statement of individual comprehension of the Drug and Alcohol Policy, the Hazing Policy and the Risk Management Policy that semester by the first chapter meeting following mid-semester, as determined by the official University Calendar.

Affiliate Membership shall forfeit the following rights:

1. Holding executive board positions for the remainder of the time the member is in affiliate status, and cannot be elected to a position until the member returns to active status, but can apply for appointed positions once they complete the service requirements for that semester.
2. Voting at the regularly scheduled Chapter Elections.
3. Serving as the Chapter's Voting Delegate at Sectional, Regional and National meetings, conferences and conventions of Alpha Phi Omega

E. Inactive Membership. An active member will automatically be assigned as an Inactive Member if he/she does not pay that semester's active dues and/or sign all Chapter policies, as outlined in Active Membership

Inactive Membership shall have the following responsibilities:

1. Payment for all personal chapter debts

Inactive Membership shall forfeit the following rights:

1. Holding all Chapter elected and appointed positions for the remainder of the time the member is in Inactive status, and cannot run or apply for a position until the member returns to Active Status
2. Voting at Chapter Meeting and at the regularly scheduled Chapter Elections

3. *Serving as the Chapter's Voting Delegate at Sectional, Regional and National meetings, conferences and conventions of Alpha Phi Omega*

F. Alumni Membership. Alumni membership shall be automatically conferred upon those active, associate and graduate members of this Chapter who graduate, or otherwise leave, West Virginia University. Advisors, honorary members and members who find it necessary to cease involvement in Chapter affairs shall also be classified as alumni members. Alumni membership shall carry the following rights: attendance at Chapter-hosted social and ritual events; attendance and debate privileges at Chapter meetings; name registration with Chapter and National alumni records; and the right to represent Alpha Phi Omega as an alumni member of Lambda Omicron Chapter.

G. Advisory Membership. Advisory membership may be conferred upon students approved by majority vote of the Chapter to serve on the Advisory Board, as outline in *Article IX*, and according to the provisions of the National Bylaws. Advisory initiation shall be according to the official active initiation ritual of the Fraternity. With the majority approval of the Chapter, advisory membership may be renewed each academic year to past advisors, provided they agree orally or in writing to fulfill the advisory responsibilities outlined in *Article VI* and *IX* for that academic year.

H. Honorary Membership. Honorary membership may be conferred upon persons who have never been members of Alpha Phi Omega, according to the provisions of the National Bylaws. Honorary initiation shall be according to the official active initiation ritual of the Fraternity.

I. Life Membership. Life membership may be conferred upon members according to the provisions of the National Bylaws.

Section 2. Membership Suspension. Members may be temporarily or permanently suspended for clearly destructive misconduct. Petitions for suspension must first be submitted to the Executive Board for consideration. If suspension is approved by a two-thirds majority vote of that body, it must then be submitted to the Chapter at a regularly scheduled meeting. If suspension is approved by a three-fourths majority vote of the Chapter, it shall then be submitted to the Advisory Board for consideration. If a majority of the Advisory Board concurs with the suspension proceedings, the Advisory Board chairs or his official designate from among the other advisors may then petition the National Board of Directors for a letter of suspension proceedings, the individual in question shall forfeit all rights of membership for the duration of the hearings.

Section 3. Affirmative Action Statement. Alpha Phi Omega, Lambda Omicron Chapter, will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. This is the Affirmative Action Statement for the University.

ARTICLE IV. OFFICERS.

Section 1. Elected Chapter positions and Responsibilities. The standing elected positions of this Chapter shall be: president, first vice president, second vice president, treasurer, recording secretary and ambassador. In addition, temporary and delegate positions may be filled by majority vote of the Chapter as outlined in Article XI.

A. President. The president shall: call and preside at regular and special meetings of the Chapter and Executive Board, ensuring that parliamentary and secretarial responsibilities are performed at these meetings; provide for the posting of written agendas for all such Chapter and Executive Board meetings, as detailed in *Article X, Section 6, Part B*; provide for the fulfillment of all directives of the Chapter and Executive Board, delegating responsibility as deemed necessary for the efficient operation of these bodies; appoint (and replace, when

necessary) individuals to fill those standing positions outlined in *Article V*, with the majority approval of the Executive Board and, subsequently, majority approval of the Chapter; appoint (and replace, when necessary) individuals to fill temporary Chapter positions as deemed necessary to carry out the programs of the Chapter, with the majority approval of the Chapter; serve ex-officio, with one-vote, on all Chapter standing Committees as outlined in *Article VII*; give supervision to, and coordinate the functions of, the Chapter, its officers, committees and chairs; enforce the provisions of these Chapter Bylaws and all Chapter, National and University regulations and governing documents, as outlined in *Article II*, ensuring the fulfillment of the Chapter's constitutional duties and obligations; ensure proper communication within the Chapter, and with the sectional chair, regional director, National Office and other chapters, in cooperation with the ambassador and the Publicity and Membership Extension Committees; co-sign or co-authorize Chapter financial disbursements; and perform such other duties as the office may require.

- B. First Vice President.** The first vice president shall: serve as chair of the Service Committee, as outlined in *Article VII, Section 1, Part A*; should the formation of such a committee be deemed appropriate by the first vice president and coordinate all Chapter efforts in the area of service, ensuring that a written report of each completed project is prepared for the Chapter records; carry out such other assignments as the president may prescribe; perform all presidential functions in the absence of the president, or in the event of succession, as outlined in *Article XII, Section 1*; and perform such duties as the office may require.
- C. Second Vice President.** The second vice president shall: serve as pledgemaster and chair of the Membership Extension Committee, as outlined in *Article VII, Section 1, Part B*; should the formation of such a committee be deemed appropriate by the second vice president and instruct all pledges about the history and spirit of Alpha Phi Omega, while preparing them for active membership in the Chapter; enforce the official Pledge Program Policy established by this Chapter; forward all membership registration forms – beginning with charter members and including all subsequent members, in alphabetical order, as specified in the National Bylaws; carry out such other assignments as the president may prescribe; perform all presidential functions in the absence of the president and the first vice president; and perform such other duties as the office may require.
- D. Treasurer.** The treasurer shall: have charge of the books, financial records and money of the Chapter, and execute and sign such instruments that may require his authorization; keep accurate record of all cash receipts and disbursements, especially payments made by individual members to the Chapter, issuing written receipts to all such individuals; be diligent in the collection of all pledge and initiation fees, dues, assessments and accounts receivable from members and other parties; receive all moneys while acting as agent for the Chapter, depositing all such funds in the appropriate Chapter bank account(s); update bank account signature cards when necessary, as specified in *Article XIII, Section 1, Part B*; endorse all bank checks, and other negotiable instruments payable to the Chapter, with the words “for deposit only”; draw and co-sign, upon proper authorization, disbursements from Chapter bank accounts by check only (and in the case of Chapter savings account withdrawals, transferring required funds to appropriate Chapter checking account before disbursement is made); serve as comptroller of Chapter funds to eliminate unnecessary expenses and unauthorized purchases; prepare payment of pledge and active initiation fees and annual active membership dues, to the National Office as specified in the National Bylaws and *Article XIII, Section 2, Part A*, of these Chapter Bylaws; submit Chapter books and financial records to designate official for financial reviewing purposes as specified in the National Bylaws and *Article XIII, Section 1, Part E*, of these Chapter Bylaws; prepare applicable tax forms for each fiscal year, as specified in the National Bylaws and *Article XIII, Section 1, Part D*, of these Chapter Bylaws; formulate each semester, with the help of the Executive Board, a general budget proposal for the

consideration of the Chapter; present financial reports at regularly scheduled Chapter and Executive Board meetings; work closely with fundraising project chairs, to ensure proper handling of cash expenditure and receipts; and perform such other duties as the office may require.

E. Recording Secretary. The recording secretary shall: serve ex-officio, with one vote, on all Chapter standing committees as outlined in *Article VII*; keep strict and accurate written record of all regular and special Chapter, Executive Board, Advisory Board and standing committee meetings, for inclusion in the Chapter files; prepare the minutes of all general and special Chapter, Executive Board and Advisory Board meetings, as specified in *Article X, Section 6, Part C*; keep accurate attendance records of all meetings, as listed above, for inclusion in the minutes; secure from appropriate individuals the minutes from all meetings of the pledge class, and a report summarizing all special and temporary Chapter committees, with attendance records if necessary, and include same in the Chapter files; maintain the Chapter filing systems; ensure the upkeep and maintenance of the office and storage areas including all office supplies; maintain a chapter membership directory/phone list throughout the semester to be published by the third Chapter meeting of each semester; inform all active and advisory members of the time and place of all Chapter, executive Board and Advisory Board meetings; issues special invitations concerning Chapter activities or meetings to members and non-members when appropriate; and perform such other duties as the office may require.

F. Ambassador. The ambassador shall: serve as the Chapter's representative at meetings of the sectional advisory committee -- an optional body outlined in the National Bylaws -- in the event the sectional chair should form such a committee; serves as one of the Chapter's two voting delegates to, or at least ensure adequate representation at, all appropriate activities, meetings, conferences and conventions of Alpha Phi Omega; ensuring the filing of a written or the presentation of an oral, report by each Chapter participant in all such inter-chapter, sectional, regional and National events (with voting delegates required to present both an oral and a written report to the Chapter) -- financial expenses reimbursement to all such participants dependent upon the completion of their individual reports(s); prepare the necessary correspondence of the Chapter to other chapters, the sectional chair, the regional director and the National office -- in cooperation with the respective officers or chairs initiating such correspondence; make a duplicate copy of all such correspondence for inclusion in the Chapter files; serve as the Chapter's general contact with these three structural levels of administration, and for inter-chapter communication; coordinate, or assist with the coordination of all inter-chapter activities hosted, co-hosted or attended by this Chapter; work on all efforts to charter new, or reactivate old, chapters of Alpha Phi Omega at local schools; make all reasonable efforts to maintain friendly relations with other chapters, the sectional chair, the regional director, the National Office and friends of the Chapter (such as sending greetings on holidays and special occasions); perform such other duties as the office may require.

Section 2. Qualifications. All standing, temporary and delegate elected positions shall be limited to active members who are at least mid-way through their first active semester in this Chapter, and have at least a 2.0 (C) cumulative grade point average, and during their entire term of office must be full-time students not on academic or disciplinary probation with West Virginia University. Additionally, the position of president, first vice-president and second vice president shall be limited to active members who are at least mid-way through their second active semester in this Chapter. Furthermore, no member may concurrently hold more than one "standing elected position" as listed in *Section 1* above.

Section 3. Transition. It shall be responsibility of all elected Chapter officials to aid in transition by personally discussing the duties of the respective position with the newly elected official; and preparing a written report for the Chapter files, including actions undertaken during the term, problems, ideas, and suggestions for future reference.

Section 4. Terms of Office. The term of office of president, first vice president, second vice president, treasurer and recording secretary shall be one academic semester; that of ambassador shall be one academic year, with all terms listed above limited to 2 consecutive terms in a position. One academic year must pass after the completion of the 2 consecutive terms to be eligible for the position again. Term limits do not apply if the Chapter has less than 12 active members. Official changeover of elected terms of standing offices shall be marked by the respective installation ceremony as detailed in *Article XI*. Term of office of temporary and delegate elected positions shall correspond with the related event, and official changeover of terms shall be marked by the respective election.

ARTICLE V. CHAIRS.

Section 1. Appointed Chapter Positions and Responsibilities. The standing appointed positions of this Chapter shall be: fellowship chair, publicity chair, alumni secretary, historian, sergeant at arms, scouting and youth chair, bell ringing coordinator, and webmaster. In addition, temporary positions may be appointed as necessary to carry on Chapter programs.

A. Fellowship Chair. The fellowship chair shall: serve as chair of the Fellowship Committee, as outlined in *Article VII, Section 1, Part C*; should the formation of such a committee be deemed appropriate by the fellowship chair, coordinate the ordering and purchasing of food and related supplies whenever such items are needed for fellowship, in cooperation with the treasurer; and ensure the coordination of the Chapter's entries in West Virginia University recreation – intramural events during semesters in which the Chapter decides to participate.

B. Publicity Chair. The publicity chair shall: serve as chair of the Publicity Committee, as outlined in *Article VII, Section 1, Part D*; should the formation of such a committee be deemed appropriate by the publicity chair, serve ex-officio, with one vote, on all Chapter activities to the National Office for its records, and possible publication in the National newsletter; and prepare copies of the above reports for the ambassador and regional director for their records, and possible publication in their respective newsletters; direct thank-you notes, and letters of appreciation on Chapter letterhead, to individuals and organizations who have cooperated with Chapter programs.

C. Alumni Secretary. The alumni secretary shall: coordinate all Chapter alumni affairs and promote continued interest in the Fraternity's ideals and programs, both National and annual alumni activities on campus; formulate methods in which the alumni can assist the Chapter in matters of program and membership; maintain an accurate mailing list of the Chapter alumni, periodically providing the National Office with an updated copy; and assist in distributing the Chapter newsletter to the alumni, attaching inserts to that mailing as deemed appropriate; conduct research on potential pledge class namesakes for each spring semester (of which at least one namesake shall be formally suggested to the Chapter at the first Chapter meeting of the spring semester); and maintain a list of such potential and actual namesakes to be passed on to his/her successor.

D. Historian. The historian shall: be responsible for the promotion and preservation of all Chapter traditions; chronicle the activities of the Chapter each semester – in the form of a summarized report with anecdotes and statistical information – for inclusion in the Chapters "book of history"; update the Chapter scrapbook to graphically supplement the above report, inserting newspaper clippings, photographs and other visual memorabilia of the semesters activities; and establish entries in the Chapter's "book of members" for all persons converting to associate or alumni membership that semester – such entries to include positions held in the Chapter and a photograph of the individual.

E. Sergeant at Arms. The sergeant at arms shall: serve as parliamentarian at all Chapter meetings and enforce the rules of parliamentary procedure at all such meetings; "guard the portal," and

perform such disciplinary and parliamentary procedures as are deemed necessary by the meeting chair; prepare, distribute, collect and count ballots in conjunction with chapter advisors on all occasions when voting is done in writing at Chapter meetings, except when he himself is a candidate in such an election; compile, maintain and post by the second chapter meeting, a database of members and the membership classifications, including their semesterly hours requirements.

F. Scouting and Youth Chair. The scouting and Youth Chair shall: plan, organize and oversee the Chapter's activities in the area of scouting and youth programs in cooperation with the first vice president; work with the Scouting advisor(s) on the role of the Chapter in the local youth organizations; and at the chairs discretion, present a scouting and youth award every semester.

G. Bell Ringing Coordinator. See Bell Policy for description.

H. Webmaster. The webmaster shall maintain the chapter website.

Section 2. Qualifications. All appointed positions shall be limited to active members of the Chapter who have at least a 2.0 (C) cumulative grade point average, and during their entire term of office must be full-time students not on academic or disciplinary probation with West Virginia University.

Section 3. Transition. It shall be a responsibility of all appointed Chapter officials to aid in transition by: personally discussing the duties of the respective position with the newly appointed official; and preparing a written report for the Chapter files, including actions undertaken during the term, problems, ideas, and suggestions for future reference.

Section 4. Terms of Office. The term of office of all appointed Chapter positions shall begin pending Chapter approval at the first meeting chaired by a newly elected president and shall end when the term of office said president was elected for expires. An exception to this will be the Bell Ringing Coordinator and Webmaster who shall be appointed by the incoming fall executive board and shall serve one full academic year.

ARTICLE VI. ADVISORS.

Section 1. Advisory Classifications and Responsibilities. In accordance with the National Standard Chapter Articles of Association, this Chapter shall seek out and maintain one or more Scouting advisors, two or more advisors from the faculty or administration of West Virginia University and one or more advisor from the community.

A. Scouting Advisors. The Scouting advisors shall assist the Chapter in planning and carrying out a service program which is in the interest of the Scouting movement and the community – at – large, and help to provide publicity for these projects; give counsel and advise to the Chapter regarding its Scouting relationships, encouraging the development of high fraternal and Scouting standards; assist in contacting former Scouts as prospective new members; and attend Chapter meetings and functions as regularly as possible.

B. Faculty and Staff Advisors. The faculty and staff advisors shall: assist the Chapter in planning and carrying out a service program for the campus, encouraging the development of high fraternal and Scouting standards; serve as general counselors in Chapter matters and aid in membership extension; and attend Chapter meetings and functions as regularly as possible.

C. Community Advisor. The community advisor shall assist the Chapter in planning and carrying out a service program for the community, encouraging the development of high community

standards; serve as general counselors in Chapter matters; and attend Chapter meetings and functions as regularly as possible.

Section 2. Term of Office. The term of office for advisors shall be one academic year, as specified in *Article III, Section 1, Part F*. Official changeover of terms shall be marked by the second Chapter meeting each academic year, where advisors shall be approved by the required majority vote of the Chapter.

ARTICLE VII. COMMITTEES.

Section 1. Chapter Committees and Responsibilities. The recommended committees of this Chapter shall be: Service Committee, Membership Extension Committee, Fellowship Committee, and Publicity Committee. In addition, special and temporary committees may be established as necessary to carry on Chapter programs. As soon as possible upon appointment (or installation, whichever the case may be,) committee chairs shall select their respective committee members.

A. Service Committee. The Service Committee shall: encourage and help develop high standards of service within the Chapter; obtain suggestions from faculty advisors, students, campus organizations, faculty, and University officials for possible new projects of service to the campus; obtain suggestions from Scouting advisors and agencies and organizations in the community for possible new projects of service to the community; review ideas for service projects and make recommendations to the Chapter; coordinate and make detailed plans of carrying out new and traditional projects; ensure that projects are followed through to successful completion; analyze the effectiveness of all projects upon their completion, providing critical input for the chair's project report; and keep accurate record of total service hours performed on the various projects by the Chapter.

B. Membership Extension Committee. The Membership Extension Committee shall: plan and carry out membership campaigns and work toward definite membership goals; place special emphasis on the pledging of freshmen and sophomore for continuity purposes, and endeavor to maintain a Chapter membership representing a cross section of the Student Body; and serve as the main Chapter organizational unit in preparing for each semesterly pledge function, including the membership smoker, pledge ceremony and active initiation (activation) ceremony.

C. Fellowship Committee. The Fellowship Committee shall: strive to maintain Alpha Phi Omega's principle of "friendship" at an acceptable level in the Chapter, encouraging a spirit of fellowship among all members: promote an attitude of friendship toward all individuals, especially prospective members, who come in contact with Chapter; oversee the planning of appropriate social events: 1) following Chapter projects, 2) in connection with the pledge program, 3) in honor of alumni, and 4) at inter-Chapter activities, etc.; and ensure the organization of the Chapter banquet each semester, and other Chapter celebrations.

D. Publicity Committee. The Publicity Committee shall: foster good relations between the Chapter and the University and surrounding communities; provide suitable publicity through the media for all Chapter meetings, projects and events, in cooperation with the respective officers and chairs; ensure that the Chapter is properly represented in all campus publications, such as the student newspaper and yearbook, etc.; and notify by telephone, send announcements to and make personal contact with members as the need arises.

Section 2. Term of Office. The term of service of all Chapter committees shall coincide with that of the respective chair, and official changeover of terms shall be marked by Chapter approval of each subsequent chair.

ARTICLE VIII. EXECUTIVE BOARD.

Section 1. Composition. The Chapter Executive Board shall consist of the following 12 Chapter positions, all of which shall service ex-officio, with one vote each: president, first vice president, second vice president, treasurer, recording secretary, ambassador, fellowship chair, publicity chair, alumni secretary, sergeant at arms, scouting and youth chair, and historian. Additionally, when possible, the most recent active past Chapter president and Advisory Board Chair shall serve ex-officio without vote. In the case there are vacancies in the above listed positions, the vacant position shall not count towards exec board membership and quorum.

Section 2. Responsibilities. The Executive Board shall: exercise all powers of the Chapter during the interval between Chapter meetings, all decisions made during such time subject to majority approval of the Chapter; be responsible for administering, under the direction of the president, all officially approved Chapter resolutions, policies and directives; work with the president in the coordination of all Chapter functions; periodically analyze any particular problems of the Chapter pertaining to program or administration and plan for their solution; make recommendations to Chapter officials and committees when necessary; adopt a program calendar at the beginning of each semester which shall include: Chapter meetings, pledge program events, and any other important Chapter activities; and serves as a financial bureau, submitting a general budget proposal to the Chapter for its approval at the beginning of each semester.

Section 3. Meetings. The Executive Board shall meet at least four, and preferably seven, times in regular intervals during each semester. A quorum consisting of a simple majority of the Board's membership shall be necessary to transact business at all such meetings, while proxy of absentee participation shall not be permitted by any member. Special meetings may be held subject to the call of the president or upon written request of a quorum of the Board, although such meetings must be publicized to all Board members, and notice with a statement of purpose must be posted in an approved Chapter location. Executive Board shall be open and publicized to all members of the Chapter. However, only Board members may retain voting privilege.

ARTICLE IX. ADVISORY BOARD.

Section 1. Composition. The Chapter Advisory Board shall consist of the following Chapter positions, all of which shall serve ex-officio, with one vote each: all Scouting, faculty/administration and general advisors; Chapter president, and Chapter recording secretary. Additionally, when possible, the most recent active past Chapter president shall serve ex-officio, without vote.

Section 2. Responsibilities. The Advisory Board shall: serve to provide continuity to the transitory Chapter; discuss, provide supervision to, and make suggestions concerning the Chapter program and administration, ensuring a minimum level of activity at the beginning of each semester; ensure the fulfillment of all Chapter responsibilities as outlined in documents listed in *Article II*; conduct the final hearing in any cases of membership suspension, as outlined in *Article III, Section 1*; and ensure the attendance of at least one advisor at each official Chapter meeting and ritual function.

Section 3. Chair and Responsibilities. Annually, at the second meeting of the calendar year, the Chapter shall elect a chair from among the Scouting, faculty/administration, and general advisors. Official changeover of term of office shall be marked by the respective election. The Advisory Board chair shall: call and preside at meetings of the Advisory Board, ensuring the fulfillment of its aforementioned responsibilities; provide for the fulfillment of those Advisory Board meeting procedures outlined in *Article X, Section 6*, ensuring that secretarial responsibilities are performed at such meetings; call and preside at special Chapter meetings upon the written request of the Executive Board or one-fourth of the active Chapter membership, as outlines in *Article X, Section 2*; preside at any impeachment and removal trials as outlined in *Article XII, Section 2*; maintain, with the sergeant

at arms, an up to date copies of all bylaws and policies; and assign an advisor to each of the Chapter standing committees and projects for the purposes of continuity and advice.

Section 4. Meetings. The Advisory Board shall meet at least once each academic semester. A quorum consisting of a simple majority of the Advisory Board's membership shall be necessary to transact business at all such meetings, while proxy or absentee participation shall not be permitted by any member. Special meetings may be held subject to the call of the Advisory Board chair or upon written request of a quorum of the Advisory Board, although such meetings must be publicized to all Advisory Board members, and notice with a statement of purpose must be posted in an approved Chapter location. Advisory Board meetings shall be open and publicized to all members of the Chapter. However, only Advisory Board members may retain voting privileges.

ARTICLE X. CHAPTER MEETINGS.

Section 1. General Meetings. This Chapter shall meet at least seven times in regular intervals (*approximately semi-monthly*) during each academic semester, at such times and places as the Executive Board may direct. Notice of all general meetings of the Chapter shall be posted in an approved Chapter location at least seven calendar days in advance. Official meetings shall not be held during University recesses, summer terms, or holiday vacation periods when classes are not in session.

Section 2. Special Meetings. Special meetings of the Chapter must be called upon written request of one-fourth of the active Chapter membership. The president or Executive Board may call special meetings of the Chapter on their own initiative. Such meetings must be publicized to all Chapter members by posting notice, with a statement of purpose, in the Chapter office at least 72 hours in advance. In the event that the president does not call a special meeting to be held within seven calendar days of petitions by the Executive board or active Chapter membership, as provided for above, the Advisory Board chair shall call the meeting as specified in Article IX, Section 3.

Section 3. Attendance. Attendance at Chapter meetings shall be an obligation of all active members. The recording secretary, aided by the sergeant at arms, shall keep accurate record thereof. Any member who is present for any part of a meeting shall be recorded in the minutes as present for the entire meeting.

Section 4. Quorum. One-fourth of the Chapter's active membership in good standing, as determined by the Executive Board, shall constitute the necessary quorum to transact business at all meetings of the Chapter. In the absence of a quorum at the outset, reports and discussion may take place, but no official votes or action may be taken. In the event a quorum is lost after a meeting has been duly called to order, that meeting shall be allowed to continue until normal adjournment.

Section 5. Voting. All "majority approval," "two-thirds majority approval," or other such qualified voting requirements as listed in these Bylaws and subsequent policies or amendments, shall refer only to those voting members currently present and voting at any given meeting, not necessarily to the entire body or Chapter. (In all cases, members "casting votes" all refer to those individuals who vote either "yes" or "no" on a particular motion; "abstentions" shall be counted only as a matter of record, and shall not affect the outcome of any vote.) The sergeant at arms, aided by the recording secretary, shall be responsible for the taking an accurate count in all non-voice voting situations. In so doing, they shall be careful to count only those individuals vested with voting rights according to these Bylaws and subsequent policies or amendments, taking into special account situations where pledges are given the right to vote. Except where voting is done by secret ballot, the chair's vote shall count only in cases where it will affect the outcome of the vote. (*Therefore, the chair's vote can be used to break a tie to carry a motion; create a tie to defeat a motion; and in cases of "two-thirds," "three-fourths," or other such qualifies voting situations.*) Proxy or absentee participation shall not be permitted by any member at meetings of the Chapter.

Section 6. Procedure.

A. Meeting Rules of Order. Chapter meetings shall be conducted according to the provisions found in *Robert's Rules of Order, Newly Revised*. Where these rules of order conflict with any document listed in *Article II*, including written policies covering rules of order, these documents shall take precedence over *Robert's Rules of Order, Newly Revised*.

B. Meeting Agendas. All general and special Chapter, Executive Board and Advisory Board meetings shall follow a written agenda as prepared by the respective chair, although debate shall not be limited to those points covered on the agenda. Said agenda shall be posted in an approved Chapter location at least 96 hours in advance of general meetings, and at least 72 hours in advance of special meetings.

C. Meeting Minutes. Minutes of all general and special Chapter, Executive Board and Advisory Board meetings shall be typed by the recording secretary and posted in an approved Chapter location within 72 hours of the respective meeting. Additionally, Chapter meeting minutes shall be presented for Chapter approval at the next regularly scheduled meeting, in such form as shall be determined by the Chapter.

ARTICLE XI. NOMINATION, ELECTION, INSTALLATION AND APPOINTMENT.

Section 1. Officer Nominations. Nominations for all standing elected positions in the Chapter, as listed in *Article IV*, shall be accepted at each of the two Chapter meetings consecutively preceding the respective election meeting, and also during the election meeting immediately preceding the vote on each respective position. Nomination shall not be permitted at any other time. Members may be nominated for more than one position. Nomination for all other elected temporary and delegate positions in the Chapter shall be accepted as described above, with the exception that first nominations will be taken at the Chapter meeting immediately preceding the meeting at which the election is held, rather than two meetings preceding the respective election.

Section 2. Officer Elections. Elections for all standing elected positions in the Chapter, as listed in the *Article IV*, shall be conducted at a special Chapter meeting election meeting to be held at least 10 calendar days before the last day of classes (not including finals) each semester – and in the case of Ambassador, each spring semester – as determined by the official University calendar. Notice of said special election meeting shall be posted in an approved Chapter location at least 30 continuous calendar days in advance of that meeting. If other business is to be transacted at any special election meeting, the elections themselves must be the first item on the agenda. Selection of all standing elected positions in the Chapter shall be conducted on an office-by-office basis in the sequence listed in *Article IV*, using specially prepared ballots. Proxy or absentee participation shall not be permitted by any member. In all cases, elected Chapter positions shall be filled by majority, rather than plurality, vote.

Section 3. Officer Installation. Installation of all standing elected positions in the Chapter, as listed in *Article IV*, shall be held before the last day of classes (not including finals) each semester – and in the case of Ambassador, each spring semester – as determined by the official University calendar. Oath of office shall be administered by the Advisory Board chair, or his designate from among the other advisors, according to the official installation ritual of the Fraternity. The election process itself shall serve as the installation ceremony for all other elected temporary and delegate positions in the Chapter.

Section 4. Appointment. Nomination of all standing appointed positions outlined in *Article V* shall be made each semester by the president as soon after his installation as possible. Said nominations shall require majority approval of the new Executive Board (*a quorum of the Board at this point consisting of a simple majority of "its membership minus six" – the yet-to-be-approved fellowship chair, publicity chair, alumni secretary, scouting and youth chair, sergeant at arms, and historian*) and, subsequently, majority approval of the Chapter. Nomination of all temporary appointed positions

shall be made when necessary by the president with the majority approval of the Chapter. As stated in *Article VII, Section 1*, committee chairs shall select their respective committee members as soon as possible after their appointment or installation.

ARTICLE XII. VACANCY AND SUCCESSION; IMPEACHMENT AND REMOVAL.

Section 1. Vacancy and Succession.

- A. Appointed Positions.** Any standing appointed position outlined in *Article V* which becomes vacant shall be filled by presidential appointment with majority approval of both the Executive Board and Chapter, as previously described in these Bylaws. Temporary appointed positions which become vacant shall be filled by presidential appointment with majority approval of the Chapter, also as previously described in these Bylaws.
- B. Elected Positions.** Any standing, temporary or delegate elected position which becomes vacant, except that of president, shall be filled by majority vote at the next Chapter meeting following the vacancy.
- C. Office of President.** If the office of president becomes vacant, the first president shall immediately succeed to that position. The office of first vice president shall then be filled under the provisions of *Part B* above.

Section 2. Impeachment and Removal.

- A. Impeachment.** Any appointed or elected Chapter official may be impeached for misadministration, corruption, or dereliction or neglect of duty. Charges shall be submitted in writing to the Executive Board and it alone shall have the power of impeachment, which shall require a two-thirds majority affirmative vote. Any member of the Board being impeached shall relinquish his office for the duration of the impeachment proceedings. The Advisory Board chair, or his designate from among the other advisors, shall preside in all cases of impeachment, except when charges have been leveled against him. In such cases, the Chapter president shall preside.
- B. Removal.** Any appointed or elected Chapter official may be removed from office for misadministration, corruption, or dereliction or neglect of duty.
 - 1. Appointed Officials.** Impeachment by the Executive Board of any appointed official shall automatically result in removal of office.
 - 2. Elected Officials.** Impeachment by the Executive Board of any elected official shall automatically forward such case to the Chapter for hearing and trial. Following impeachment by the Board, charges are to be read at the next regularly scheduled meeting. Within two weeks after the charges are read to the Chapter, a special meeting shall be held for the purpose of deciding the impeachment case. The Chapter alone shall have the power to try impeachments of elected officials, and no person shall be so convicted without the concurrence of a three-fourths majority of that body. When sitting as a court of impeachment, the Chapter shall be on an oath of affirmation to perform justice according to presented evidence. Upon conviction, the Chapter may at its discretion disqualify individuals from holding future elected and/or appointed position within the Chapter, and shall have the power to determine the length of such disqualification. The Advisory Board chair, or his designate from among the other advisors, shall preside in all trials of impeachment, except when charges have been levied against him. In such cases, the Chapter president shall preside.

ARTICLE XIII. FINANCE AND PROPERTY.

Section 1. Finance Policy.

- A. Expenditure Authorization.** All Chapter expenditure shall be made by bank check, and all checks drawn shall be signed by two of the following three individuals: president, treasurer and Advisory Board chair (or his official designate from among the other advisors). Likewise, all bank account signature cards shall carry these three individuals' names. It shall be the responsibility of the treasurer to update the signature cards as these positions change hands. Signature cards for Endowment accounts shall be managed according to Clause 3 of the Endowment Board Policy.
- B. Internal Revenue Service (IRS) Returns.** It shall be the responsibility of the treasurer, when applicable, to cause an annual return on form 990 to be made to the IRS in the district in which this Chapter is located. A copy of each return shall be kept for the Chapter records, and the fiscal year to be used in all such returns shall be July 1 - June 30.
- C. Financial review.** Once yearly the treasurer shall submit the Chapter financial records to be reviewed. Said records shall be submitted to the Advisory Board chair or his official designate before the treasurer leaves office. A copy of the financial review shall be forwarded to the National Office. A second copy of the financial review shall be posted for at least two weeks in the Chapter office, to be reviewed by the Executive Board and the Chapter itself, and later filed as part of the Chapter's financial records. All financial records shall be available at all times for inspection by any member.

Section 2. Fees, Dues, and Assessments.

- A. National Fees.** The following standard National fees shall be assessed to Chapter members and forwarded to the National Office, the amounts for which shall be determined by National:
- 1. Pledge Fee.** The pledge fee shall be collected from all prospective pledges before their respective pledge ceremony, and forwarded within 10 days after the ceremony to the National Office.
 - 2. Active Initiation Fee.** The active initiation fee shall be collected from all pledges before their respective initiation (activation) ceremony, and forwarded within 10 days after the ceremony to the Nation Office.
 - 3. Annual Active Membership Dues.** The annual active membership dues shall be deducted from the semester active dues, as listed under *Part B* below, rather than being assessed in addition to the fees and dues as stated in this Section. The annual active membership dues, as stated in the National Bylaws, shall be forwarded to the National Office each fall semester by November 15 for each member who is listed on the active roster at that point in time, regardless of that member's status during the preceding or following spring semesters. The annual active membership dues are not forwarded, however, for members of the immediately preceding fall pledge class who may have been activated by the time those dues are sent to Nationals.
- B. Chapter Dues.** The following standard Chapter dues shall be assessed to Chapter members and deposited in the Chapter treasury.
- 1. Pledge Dues.** Pledge dues (amount determined semesterly by the Chapter) shall be collected from all prospective pledges, together with the National pledge fee, before their respective pledge ceremony. These dues shall be deposited in the Chapter's general fund, to help defray the costs of pledge materials.

2. Semesterly Active Dues. Semesterly active dues (amount determined semesterly by the Chapter, but such amount shall not be less than \$15) shall be collected from all active members by the first Chapter meeting following mid-semester, as determined by the official University calendar, as previously referred to in *Article III, Section 1, Part B*.

a. The Chapter should maintain rolling budgets for sending voting delegates to National Convention and Sectional/Regional Conferences supported by chapter dues and other sources. This should cover registration and reasonable transportation/lodging costs for the voting delegates. Reimbursements for other chapter members should come from other budgets.

b. National Annual Active Membership fees should be deducted each semester, ½ of the fee in the spring deposited in a rolling budget and the remaining ½ in the fall.

C. Chapter Assessments. When necessary, additional assessment may be levied on members upon two-thirds majority affirmative vote of the Chapter. Such assessments must specify which members, if not all, are to be assessed and the purpose for which the assessment is to be made.

Section 3. Dissolution Policy. Upon the dissolution of this Chapter, notification shall be made to the National Office by any remaining officer(s) or advisor(s), informing it of the Chapter's situation. At this point, provisions of the National Bylaws concerning dissolution shall be immediately effected. Whenever reference is made in these provisions to the holding or disposing of Chapter assets or properties, such reference shall be so construed as to give the national office full authority over, and exclusive benefit of, these remaining assets and properties.

ARTICLE XIV. POLICIES.

Section 1. Purpose. This Chapter shall have the authority to establish, at its discretion, written Chapter policies. These policies shall govern and detail those major aspects of the Chapter program which feels would be too cumbersome to include in these Chapter bylaws.

Section 2. Format. All written policies approved by this Chapter shall contain a policy title and a statement of purpose. Additionally, each policy shall be numbered in chronological order by the date of approval, and shall include the date of the policy's ratification by the Chapter. All written policies shall be typed and filed according to the record keeping procedures described in *Article XV, Section 3*.

Section 3. Authority. All written policies approved by this Chapter shall serve as an extension of these Chapter Bylaws, and shall have the governing authority as specified under the supremacy clause of *Article II*. Policies may be established or amended under the same procedures used in amending these Chapter Bylaws, as specified in *Article XV*.

ARTICLE XV. AMENDMENT.

Section 1. Proposal. Any amendments and changes to these Chapter Bylaws and any written policies or amendments to policies as defined in *Article XIV*, may be proposed in writing at any time by any member who has the right attendance and debate at Chapter meetings. All amendment proposals shall include the following: date of consideration by the executive board, date of final ratification by the chapter, location of the change in the bylaws, previous wording of the bylaws, new wording of the bylaws and the rationale behind making the amendment. To be considered for Chapter approval, all such proposals must have received majority approval of the Executive Board at a regularly scheduled Board meeting, or must be submitted for Chapter consideration accompanied by a petition signed by one-fourth of the active Chapter membership, as determined by the Executive Board.

Section 2. Ratification. All proposals which have met the requirements for Chapter consideration, as detailed under *Section 1* above, may be brought to the floor of the next regularly scheduled Chapter meeting

where a quorum prevails. If the proposal receives a two-thirds majority affirmative vote at that meeting, it must be posted in writing in an approved Chapter location for a period of at least ten (10) calendar days, and must be brought to the floor of the next regularly scheduled Chapter meeting where a quorum prevails. If the proposal receives a two-thirds majority affirmative vote at this second meeting it shall stand approved, and shall become effective thirty (30) calendar days from the date of final chapter approval. Any changes to the bylaws must be submitted to WVU's Student Organization Services Office for approval before the proposal can go into effect.

Section 3. Record Keeping. Subsequent to seeking approval, the sergeant at arms must ensure that an accurately typed final version of the Chapter-approved policy and amendment proposals are prepared for inclusion in the Chapter minutes during approvals. The final approved version must then be filed in the Chapter records, with the Chapter Advisory Board Chair and with the National Office.