

## The Bylaws of the Alpha Alpha Chapter of Alpha Phi Omega

### Preamble:

We, the members of the Alpha Alpha Chapter of Alpha Phi Omega National Service Fraternity, chartered at University of Illinois at Urbana-Champaign, and established for the purpose of assembling college students to develop leadership, to promote friendship, and to provide service to humanity and intellectual heritage in the fellowship of the principles of the Boy Scouts of America do adopt these Chapter Bylaws.

### *Article I - Name and Purpose*

**Section 1:** Name. The name of this organization shall be known as the Alpha Alpha Chapter of Alpha Phi Omega, henceforth referred to as the Chapter

**Section 2:** Purpose. The purpose of the Chapter shall be conducted as a service fraternity under the governance established by the Alpha Phi Omega National Service Fraternity.

### *Article II - Membership*

**Section 1:** Open Membership. All prospective members must fulfill all qualifications and requirements as stated in the National and Chapter Bylaws. All students at the University of Illinois at Urbana-Champaign are eligible for membership.

**Section 2:** Active Members. The Active members of the Chapter shall consist of all students who have successfully completed the membership requirements from the preceding term and have been initiated in accordance with the National Bylaws. Associate and Away from Campus Members will have all the rights of Active Members.

a. Associate Members. The Associate members of the Chapter shall consist of all Active members that have requested and been approved for Associate status by the Chapter. The number of associate status semesters granted may not exceed the number of semesters in which full active requirements were completed.

b. Away from Campus Members: The Away from Campus members of the Chapter shall consist of all Active members that have requested and been approved by the VP of Membership for Away from Campus status.

**Section 3:** Advisory Members. The Advisory members, otherwise referred to as Advisors, of the Chapter shall consist of no undergraduate members. Advisory members shall be appointed once a year by a two-thirds vote.

**Section 4:** Honorary Members. The Honorary members of the Chapter shall consist of no undergraduate members and must be approved by a three-fourths vote at the semester meeting. Honorary members have no rights.

**Section 5:** Alumni Members. The Alumni members of the Chapter shall consist of all past initiated members of the Chapter, who are not suspended, and are no longer students at the University of Illinois.

**Section 6:** Suspended Members. The Suspended members of the Chapter shall consist of all members who the Chapter or National Fraternity has suspended. Suspended members have no rights in the chapter and may not attend chapter events or meetings.

**Section 7:** Inactive Members. The Inactive members of the Chapter shall consist of all past Active members of the Chapter who did not complete their Active membership requirements as set forth by the chapter. Inactive members have no rights. Inactive members must be approved by a two-thirds vote of the Chapter before returning to Active membership.

**Section 8:** Pledge Members. The Pledges of the Chapter shall consist of all members that have gone through pledge ritual and not been initiated in accordance with the National Bylaws. After a period of preparation and training, the Chapter shall approve Pledges to become Active members by a two-thirds vote.

**Section 9:** Dues. Active and Pledge members must pay dues to the Vice President of Finance by a date the chapter orders. The Vice President of Finance shall notify members who have not paid and those members become inactive or dropped from pledging after a week if not paid.

**Section 10:** Membership Requirements. The Chapter shall approve any requirements for any membership classes each semester by a two-thirds vote. The Vice President of Membership shall notify members who have not completed their membership requirements by the deadline set and those members shall become inactive, or otherwise lose their current membership status.

**Section 11:** Release of Pledges and Members. The release, resignation, suspension, or expulsion of any member shall be conducted in strict accordance to the governing documents.

### *Article III - Officers*

**Section 1:** Elected Officers. The elected officers of the Chapter shall include the President, Executive Vice President, Vice Presidents of Membership, Finance, Pledge Training (2), Service (Internal and External), Leadership, Friendship, and Communications, Sergeant-at-Arms, and Advisory Chair.

**Section 2:** Appointed Officers. The appointed officers of the Chapter shall include, but not be limited to those listed in the Appendix. The appointed officers shall be appointed by the Executive Board.

**Section 3:** Time of Election. The time and place of elections shall be at the semester meeting. Elections for the Vice President of Finance are held at the spring semester meeting.

**Section 4:** Officer Terms, Limitations, and Eligibility. Elected officers shall serve for one semester, until their successor is elected, and shall begin their term at the last business meeting of the semester they are elected. The Vice President of Finance shall serve for one year or until their successor is elected. No active member may hold more than one elected office at a time or the same elected office for more than two terms. No member may hold more than two officer positions. Only Active members shall be eligible to hold office except for the Advisory chair who must be an Advisory member. Members may

not be elected in the same semester they initiated. Members must be complete with all requirements set by the Chapter to be an elected officer.

**Section 5:** Officer Duties. Officers shall perform the duties prescribed by these Bylaws, Appendix and by the parliamentary authority adopted by the chapter. Elected officers are responsible for the general welfare of the organization and upholding its purpose. Appointed officers shall fulfill all duties applicable to their office and assigned by their respective elected officer. Each officer must submit a report at the end of their term and upon request.

#### *Article IV - Meetings*

**Section 1:** Chapter Meetings. The regular meetings of the Chapter shall be held on Sunday night each week of the academic year, unless otherwise ordered by the Chapter. No meetings shall be held when the University is on break, or during the week of finals.

**Section 2:** Semester Meetings. The Chapter will designate the time and hour of a meeting in the spring and fall semester to serve as the semester meeting with four weeks previous notice. The purpose of the semester meeting shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business.

**Section 3:** Special Meetings. Special meetings may be called by the President, Executive Board, or Advisory Committee. The purpose of the meeting shall be stated in the call. At least three days' notice of any special meeting shall be given.

**Section 4:** Voting Rights and Quorum. Only Active members shall have voting rights. One-fifth of Active members shall constitute a quorum.

#### *Article V - Executive Board*

**Section 1:** Membership and Meetings. The President shall serve as chair of the Executive Board. The elected officers of the Chapter shall constitute the Board. Meetings of the Executive Board may be called by the President, Advisory Chair, or written request of four members of the Executive Board.

**Section 2:** Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Chapter, make recommendations to the Chapter, and perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with the action taken by the Chapter.

#### *Article VI - Committees*

**Section 1:** Advisory Committee. An Advisory Committee composed of the Advisory Chair as chair and all other Advisory members shall meet at least once a month for the purpose of reviewing chapter affairs and making recommendations to the Chapter. The Advisory Committee shall also meet at least once a semester with the Executive Board.

**Section 2:** Internal Review Committee. An Internal Review Committee shall consist of the Sergeant at Arms as chair and at least ten other active members. Members shall be appointed by the Sergeant at Arms and approved by the Chapter by a two-thirds vote. A

maximum of two of the appointed members may be elected officers. It shall be the duty of this committee to review, discuss, and draft amendments to the governing documents; make recommendations to the Chapter; and other such duties as prescribed. All governing document amendments shall be referred to the committee.

**Section 3:** Judicial Review Committee. A Judicial Review Committee shall consist of the Sergeant-at-Arms as chair, an elected officer, an Advisory member, and at least three other Active members. Members shall be appointed by the Sergeant at Arms and approved by the Chapter by a two-thirds vote. The purpose of the committee shall be to deal with discipline and judicial review. The duties of the committee shall be to investigate incidents, recommend action, and other duties as prescribed by the governing documents. Discipline shall follow the Policies and parliamentary authority.

**Section 4:** Summer Committee. A Summer Committee shall consist of the Champaign-Urbana Summer Chair as chair and active members appointed by the Spring Executive Board. The committee shall be responsible for Chapter events, and other duties as assigned by the President, during the summer break. The committee shall make a final report at the first Chapter meeting of the Fall semester. The Executive Board can appoint one chair and committee for the Champaign-Urbana and one chair and committee for the Chicago areas.

**Section 5:** Budget and Appropriation. A Budget and Appropriation Committee composed of the Vice President of Finance as chair and other members shall be appointed each semester and budget amendments shall be referred to the committee.

**Section 6:** Audit Committee. An Audit Committee shall be appointed by the Internal Review Committee with the approval of the Advisory Chair. The committee shall coordinate the annual external audit in the Fall and conduct occasional internal financial inspections and report their finding at the eighth week of the semester, the semester meeting, and the end of the semester. The report shall review for accuracy and legitimacy all financial transactions since the end date of the last auditing committee report.

**Section 7:** Membership Committee. A Membership Committee shall be composed of the Vice President of Membership as chair and other members appointed by the Vice President of Membership and approved by the Chapter by a two-thirds vote. The committee shall make a recommendation each semester for membership requirements and on all changes of membership status, except suspension.

**Section 8:** Awards Committee. An Awards Committee composed of active members shall be appointed by the Executive Board at the beginning of the Spring semester. The Advisory Committee shall appoint an advisor to serve as a non-voting chair. It shall be the duty of this committee to confidentially select brothers for the Distinguished Service Key and other annual awards as designated in the policies.

**Section 9:** Nomination Committee. This committee will be suggested by the Executive Board for chapter approval through a majority vote. This committee will provide information on executive board candidates through applications and recommendations. They will conclude with final recommendations for each position and a full report of all candidates who applied.

**Section 10:** Other Committees. Such other committees, standing or special shall be appointed by the President as the Chapter or Executive Board shall deem beneficial to the work of the Chapter. Active members may serve on committees. Non-voting advisory members may be appointed to committee.

*Article VII - Governing Documents and Amendments*

**Section 1:** Bylaws. The bylaws of the organization shall contain the fundamental rules of the Chapter and supersedes other documents below.

**Section 2:** Appendix. The appendix shall contain the duties and powers of officers and committees not otherwise specified.

**Section 3:** Special Rules. The special rules shall contain parliamentary rules of the Chapter.

**Section 4:** Standing Rules. The standing rules shall contain the administration, operations, rules, and policies of the Chapter.

**Section 5:** Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Chapter Bylaws or other governing documents.

**Section 6:** Amendments. The bylaws and appendix may be amended at any regular meeting of the Chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting and sent in the call of the meeting five business days in advance. Special and Standing rules may be approved by the Chapter, or the Executive Board and Internal Review Committee. The Chapter will be notified of any amendments.

*Last Revision: 4/9/2017 SH*