

## **PREAMBLE**

We, the assembled members of Mu Chapter of Alpha Phi Omega National Community Service Fraternity, chartered here on the campus of Indiana University at Bloomington, do commit ourselves to the principles derived from Scout Oath and Law of the Boy Scouts of America. We devote ourselves to a lifelong mission of Leadership, through our actions and positive attitudes as individuals; of Friendship, through our formation and preservation of lasting bonds with brothers and non-members alike, and of Service, through our continuing duty to our organization, our campus, our communities, present and future, and to our nation as participating citizens. Our collective calling is to establish a culture of initiative, fellowship, and humanity and a brotherhood of diversity of those from all backgrounds. In this commitment, we institute an organization based on the impassioned dedication of each of its members, and do hereby adopt these Chapter Articles of Association.

## **ARTICLE I: MU CHAPTER**

The name of this organization is Mu Chapter of Alpha Phi Omega.

## **ARTICLE II: PURPOSE AND POLICY**

This Chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth by the National Articles of Incorporation, National Bylaws, and these Charter Articles of Association of Alpha Phi Omega.

## **ARTICLE III: MEMBERSHIP**

### ***Section I: Pledge Membership***

#### **A Pledge In Good Standing Must:**

- Be enrolled as a full time, undergraduate student at the Bloomington campus of Indiana University;
- Participate in a program of Pledgeship recommended by the Pledge Trainer(s) with the approval of the Active Body;
- Pay or arrange with the Vice President of Finance to pay a pledge-induction fee set by the Active Executive Committee prior to the induction ceremony, in which the pledge is participating.
- Pay or arrange with the Vice President of Finance to pay an initiation fee set by the active Executive Committee prior to the Initiation Ceremony;
- Attend Induction and Initiation ceremonies;
- Attend a required number of active meetings determined by a vote of the active body (as recommended by the Pledge Trainer(s));
- Be responsible for all business discussed at all regularly called pledge meetings; ~~and~~
- Help in the organization, planning, and follow-through of a service project or a number of small service projects, approved by the Pledge body, before the date of Initiation; and
- Return or purchase pledge pin at end of pledge period, payable to the pledge trainers.

## **Pledge Executive Board**

For the purposes of organization, each pledge shall be part of a pledge class. This class shall elect the following officers: Pledge Class President, Pledge Vice President of Service, Pledge Vice President of Membership, Pledge Vice President of Communications, Pledge Vice President of Finance, Pledge Sergeant-at-Arms, and Pledge(s)-at-Large. Their elections shall follow the rules of Active Body Elections.

### **Listed individually will be the duties for these officers:**

#### **The Pledge Class President:**

- Shall call and preside over all meetings of the Pledge body and the Pledge Executive Committee;
  - Shall see that the duties and obligations to the fraternity are met;
  - Cannot vote in Pledge body meetings unless there is a tie, but may vote in committee meetings if a member of the committee; and
  - Shall aid in informing each pledge officer and the Pledge body of their constitutional responsibilities at the beginning of the semester.
- The Pledge Vice President of Service:
- Shall call and preside over all meetings of the Pledge Service Committee, if such a committee is deemed necessary;
  - Shall guide and instruct the Pledge body through their process of organizing, planning and follow-through of the Pledge Project; ~~and~~
  - Shall maintain and update the Pledge service file; and
  - Shall chair for the Pledge President in the president's absence.

#### **The Pledge Vice President of Membership:**

- Shall plan and coordinate all Pledge body social activities; and
- Shall endeavor to promote the spirit of fellowship during all activities.

#### **The Pledge Vice President of Communications:**

- Shall maintain a written record of meetings of the Pledge body and Pledge Executive Committee;
- Shall be responsible for the weekly Pledge e-mail; and
- Shall keep and maintain an accurate record of Pledge Contact Information.

#### **The Pledge Vice President of Finance:**

- Shall be responsible to work with the Active Vice President of Finance in maintaining a Pledge Program budget;
- Shall be responsible for the organization of any Pledge Class fundraiser; and
- Shall aid in the attempt at keeping the Pledge body informed of any financial obligations.

#### **The Pledge Sergeant-at-Arms:**

- Shall be the definitive authority on parliamentary procedure in the Pledge body; and
- Shall be responsible for aiding the president in Pledge body voting procedures.

## **The Pledge(s)-at-Large:**

Shall be a liaison between the pledge body and the active body; by attending pledge meetings, pledge exec meetings, active meetings, and active exec meetings; and Shall be responsible for the transmission of information from each body to the other.

## **Continuation of Pledgeship**

If a Pledge does not complete their requirements for their first semester of Pledgeship, then they are able to continue to pledge until they have sufficiently completed their requirements. A Pledge would be required to complete the requirements of the first semester and then would be required to go through the Initiation process at the conclusion of the second semester. To be allowed to have a continued Pledge status, a Pledge must be given consent of the Pledge Trainer(s) in order to enter into this status. After receiving the consent of the Pledge Trainers, a continuing pledge must discuss the details of the second semester with the Active Executive Committee of the first Pledge semester.

## **Pledge Pre-Initiation Process**

Before being initiated into the fraternity, a Pledge must complete a Pledge Interview with the Pledge Trainer(s) and a separate Pledge Interview with the Active Executive Committee. Upon completion of these interviews, a Pledge shall be deemed either fit or unfit for membership.

A pledge may be deemed unfit for membership by either the Pledge Trainer(s) or the Active Executive Committee or by the voting members of the Active Body.

The voting members of the Active Body shall be the only entity to be able to deny Active Membership to any Pledge.

In the case that the Pledge Trainer(s) or Active Executive Committee finds a Pledge unfit for Active Membership, they may make a non-recommendation for that Pledge.

Any Non-recommendation for any Pledge shall be put to a vote of the voting members of the Active Body; with sixty percent of the voting members of the Active body needed to override the non-recommendation of any Pledge.

## ***Section II: Active Membership***

### **An Active Member In Good Standing Must:**

Be enrolled as a student at the Bloomington campus of Indiana University;  
Have completed a period of Pledgeship in good standing, voted favorably to membership by the active body and been initiated in accordance with the ritual of the Fraternity;  
By the third regularly called active meeting pay all active dues and fees determined by the active Vice-President of Finance and a vote of the active body;  
Attend induction and initiation ceremonies of the current pledge class;  
Attend the required number of active meetings and pledge meetings determined by vote of the active body;  
Chair or serve on an active committee;  
Complete the service hour requirement set per semester recommended by the Vice-President of Service and approved by vote of the active body;  
Complete any additional requirements set by vote of the active body; and  
Be responsible for business discussed at the meetings if unable to attend.

### ***Section III: Associate Members***

An associate member is a member who is unable to participate fully in Chapter affairs, but wishes to remain associated with the chapter.

#### **How Associate Membership Is Conferred:**

An active member, in good standing, must petition for associate membership within the first two active meetings to the Executive Committee;

If an active member fails to petition the Executive committee for associate membership by the end of the second active meeting, they will be considered an active member for the remainder of the semester.

The petitions received by the Executive Committee must be voted on within three weeks of the first active meeting of the semester; and

By vote of the Executive Committee, associate membership may be conferred to the petitioning member.

#### **Requirements and Rights Of Associate Membership:**

Associate members must pay one-half of the prescribed active dues;

Associate members must attend induction and initiation ceremonies of the current pledge class;

Associate members must complete a minimum in-chapter service hour requirement, set by the Executive Committee, that does not exceed the requirement of an Active member;

An associate member may not hold an elected chapter office, but may hold an appointed position with the approval of the Executive committee.

Associate members have no voting privileges in active business, but retain the privilege to speak and address the active body regarding Alpha Phi Omega business.

The term of associate membership is one semester, after this time, a new petition must be presented to continue associate membership.

A member may not exceed two semesters of Associate Status during his or her tenure at Indiana University, unless approved by the Executive Committee. An Active member who wishes to petition for a third semester as an Associate, for extreme circumstances, must petition in person to the Vice President of Membership. If approved, member must then go before the active body, petition for approval and receive a majority vote by actives in good standing.

An Active member must have completed an entire semester as an Active before becoming eligible for Associate status, unless otherwise approved by the Executive Committee for extreme circumstances.

### ***Section IV: Alumni Members***

#### **The Following Members Are Considered Alumni:**

Graduating active members in good standing;

Actives in good standing who are no longer students;

Members who have transferred to a campus where there is not an existing Alpha Phi Omega chapter; and

Actives who are involved in an internship, overseas study, or student teaching program.

## **Rights and Privileges of Alumni Members:**

Alumni can reinstate their active status by a written declaration to notify the present Executive Committee of their return to Indiana University as students;  
Alumni are welcome to attend any Mu chapter function; and  
Alumni members have no voting privileges in active business and can hold no chapter office except they may be elected advisors to chapter, but retain the privilege to speak and address the active body regarding Alpha Phi Omega business.

## ***Section V: Transfer Members***

A member of another Alpha Phi Omega chapter may be accepted as a member of Mu chapter if they are in good standing with their previous chapter. The Historian will provide transfer members with a history of Mu Chapter. Transfer members must follow the requirements prescribed for active members of Mu Chapter.

## **Section VI: Abroad Members**

A member, already confirmed as an active member in Mu chapter of Alpha Phi Omega may be granted 'abroad' status when they are not on the campus of Indiana University for one, two, or more semesters. This status is not limited to any number or sequence of semesters. Eligibility will be determined by the Vice President of Membership of the pre-abroad semester and the succeeding Vice President of Membership must also be informed by the applicant by the end of the pre-abroad semester.

## **Section VII: Probation**

There are three areas which a member may fail to complete their requirements, these three areas are as follows: Service, Membership and Finance.

A member who is on any of the 2 out of 3 areas of probation per one semester is eligible for purging.

Members on Probation have no voting privileges in active business and can hold no elected chapter office, but retain the privilege to speak and address the active body regarding Alpha Phi Omega business.

## **Terms of Probation for Service And Membership Probates:**

A member will be placed on probation at the end of each semester if they have not fulfilled their pre-approved requirements. In the event of extenuating circumstances, a vote by the active Executive committee may remove the member from probation.

A member may be on probation for only one semester;

To return to good standing, the member must complete the requirements for the current semester;

Failure to complete the requirements for active membership while on probation results in loss of active membership in chapter.

## **Terms of Probation for Finance Probates:**

Financial probation is the result of a member's failure to pay the already approved chapter dues by the third active meeting.

Financial probation may also be the result of a member's failure to complete the set fundraising requirements by the end of the semester.

While on financial probation, a member may not receive honors, participate in activities or other situations where they receive funds from chapter, including:

- Intramural teams,
- Little 500 teams,
- Little 50 teams,
- Receiving Senior Paddles,
- Serving as a delegate to campus events such as I.U. Leadership and so-forth;

Once a member has paid his/her dues and completed his/her fundraising requirements, he/she is taken off financial probation.

### **For A Purged Member To Be Reactivated, They Must:**

- Petition the Executive Committee for reactivation;
- Present the petition before the active body; and
- Be voted favorably by the active body.

### ***Section VIII: Alpha Phi Omega Website and Email***

#### **Hours and Requirements Section**

All active and associate members and pledges must have an account on the Hours and Requirements Section of the Alpha Phi Omega Website

Without a username, requirements cannot be completed

All users must provide their Indiana University username as their Hours and Requirements username

This is to insure that each username is unique to the owner

Passwords provided for the Hours and Requirements section are NOT to be the user's Indiana University password because

- The database that the Alpha Phi Omega Website utilizes is not as secure as Indiana University's servers,
- Addition to the database requires the administrator to receive a plain-text password and this password is transmitted in an insecure way, and
- Any past webmaster will be able to decode the database.

#### **Email**

Email addresses provided to chapter by actives, associates, and pledges must be in the Indiana University domain (e.g. @indiana.edu).

Non-Indiana University addresses for actives, associates, and pledges will not be sent to directly by this chapter because

Alpha Phi Omega holds a @indiana.edu address and email sent inside the @indiana.edu domain do not pass through the Indiana University webmail SPAM filters.

Alpha Phi Omega is not responsible for lost email that is forwarded to a non-Indiana University domain.

## **ARTICLE IV: OFFICERS**

### ***Section I: Elected Officers***

The elected officers of chapter shall be: President; Vice-President of Service; Vice-President of Membership; Vice President of Leadership; Vice-President of Communications; Vice-President of Finance; Pledge Trainer(s); Chair of the Advisory Committee; and Voting Delegates.

Elected offices are mutually exclusive except for Voting Delegates.

The rights and duties of the elected officers are as follows, except Pledge Trainer and Voting Delegates:

- Shall be responsible to the President and the active body;
- Shall oversee the work of those appointed offices in their branch;
- Attend the regularly called meetings of the Executive Committee;
- Establish and attend weekly office hours;
- Make concise reports to the active body;
- Shall receive no service hours for any work done for Chapter if it is listed in their job description, including their respective committee meetings;
- Shall have one vote during Executive Committee meetings;
- Shall submit a written budget to the Vice-President of Finance by the second Executive Committee meeting of the semester;
- Submit a semester overview to the Historian in order to provide a comprehensive written record of chapter activities; and
- Maintain records to be passed on to the next member filling the office.

### ***Section II: Appointed Officers***

The appointed officers of chapter ~~shall be Sergeant-at-Arms, Ritual Chair, Risk Management Chair, Service Project Chairs, Scout Liaison, Rush Chair, Big/Little Chair, Social Chair, Banquet Chair, Campus Activities Chair, Intramural Chair, Historian, Public Relations Chair, Recording Secretary, Alumni Secretary, Webmaster, Intrafraternity Relations and Communications Chair, Office Manager, Associate Liaison Chair, Fundraising Chair, and any Ad Hoc Committees. Appointed offices~~ are not mutually exclusive, nor exclusive of elected offices. All chairs are eligible as co-chairs.

The rights and duties of the appointed officers, Pledge Trainer, and Voting Delegates are as follows:

- Attend respective branch meetings unless they have an excuse;
- Shall receive service hours for the work they do for chapter;
- Shall be responsible to the elected officer in their branch;
- Shall belong to the respective branch committee;
- Shall not have voting privileges on the Executive Committee, but shall have the right to address the Committee during discussion;
- Shall submit a written budget to their respective elected officers within one week of the first Executive Committee meeting of the semester; and
- Shall maintain records and a file for their respective office.

### ***Section III: Election and Installation of Officers***

The elected officers shall be elected by secret preferential ballot at the first regularly called meeting following the initiation of the pledge class. Only active members in good standing are allowed to vote. The installation ceremony shall occur within three weeks of the election. In the event of a vacancy of an elected officer, the current Executive Committee shall recommend possible candidates for vote by the active body.

### ***Section IV: Selection of Appointed Officers***

A special committee meeting shall be held of the outgoing and incoming Executive Committees following the election of officers. This committee shall hear petitions of those active members desiring an appointed office. This committee shall then submit a list of proposed appointments for ratification at the next chapter meeting. In the event no proposed appointment for a given office is confirmed or in the case of a vacancy, the matter shall be referred back to the current Executive Committee, who shall propose new appointments. A brother shall not hold more than two appointed offices at one time.

### ***Section V: Removal of Officers***

#### **Impeachment**

A petition signed by twenty-five percent of the active membership requesting the impeachment of an elected or appointed officer may be presented at any Executive Committee meeting.

The Executive Committee will then vote to hear the petition.

The officer named in the petition shall then be allowed to address the Executive Committee at the following meeting.

The Executive Committee shall then vote whether to recommend impeachment to the active body.

Upon a favorable vote, the petition is presented to the active body and the officer named is allowed to address the active body.

Upon a super-majority (two-thirds) vote of active members in good standing present, by secret ballot, said officer is removed from office.

#### **Executive Privilege**

If an appointed officer is not meeting their constitutional responsibilities, the elected officer of the branch may request the Executive Committee to remove the officer by executive privilege.

The officer in question shall be allowed to address the Executive Committee.

The Executive Committee shall then vote whether to remove the officer in question.

If a removed officer feels they have been unjustly removed, they may appeal the decision of the Executive Committee to the active body.

A sixty percent vote shall be necessary to override the Executive Committee's decision to remove the officer.

# **ARTICLE V: DUTIES OF THE OFFICERS**

## ***Section I: Executive Branch***

### **The President:**

- Shall call and preside over all meetings of the active body and the Executive Committee;
- Shall prepare an agenda for all meetings of the active body and the Executive Committee;
- Shall see that the duties and obligations of the Fraternity are met;
- Shall serve as an ex-officio member of the Service, Membership, Budget, and Communications Committees;
- Shall insure completion of the Annual Chapter Charter Reaffirmation, H. Roe Bartle Chapter Review and Chapter Program Planning Conference;
- Shall see to the formation of ad hoc committees deemed necessary to meet the needs of the Fraternity;
- Cannot vote in active body meetings unless there is a tie, but may vote in committee meetings if a member of the committee; and
- ~~Shall inform each officer and the chapter of their constitutional responsibilities at the beginning of each semester.~~

### **The Sergeant-at-Arms:**

- Shall be the definitive authority on parliamentary procedure in the chapter;
- Shall be responsible for conducting chapter elections and any voting regarding Distinguished Service Keys;
- Shall arrange facilities for chapter and pledge meetings; and
- Shall make a presentation of the National and Chapter Bylaws at the first active Executive Committee meeting of the semester, and shall serve as a point of reference for all other members in terms of the National and Chapter Bylaws.

### **The Voting Delegates:**

- Shall be the official voice for Mu Chapter at all functions for which Mu Chapter is expected to attend;
- Shall report to chapter after functions attended;
- Each shall have the number of votes allocated by the function attended; and
- Chapter shall vote whether or not to pay the delegates' expenses incurred for the function attended.

### **The Ritual Chair:**

- Shall be responsible for organizing the ritual team for induction, initiation, advisor installation and officer installation ceremonies; and
- Shall be responsible for acquiring all needed materials for the rituals and submitting a budget for such materials to the President.

### **The Risk Management Chair:**

- Shall be responsible for ensuring that chapter functions take into account the health and safety of all participants. This shall include ensuring the availability of personal safety equipment, appropriate training, and supervision;

Shall educate members of chapter (including pledges) about the national risk management policy and the policy of Mu chapter each semester; and  
Shall arrange safety informational presentations at least once a semester.

## ***Section II: Service Branch***

### **The Vice-President of Service:**

Shall call and preside over all meetings of the Service Committee;  
Shall see that the duties and obligations of the Service Committee are met;  
Shall oversee the work of all service project chairs and shall serve as a member of their subcommittees;  
Shall collect periodic reports on the activities of those appointed officers responsible to them;  
Shall, with the Service Committee, create a service program, approved by chapter, that covers the four areas of service set down by the Fraternity;  
Shall maintain records of all service hours collected, keep a posted service calendar, and report progress toward the service hour goal;  
Shall set a service hour goal each semester;  
Shall serve as a resource person for project ideas, both chapter and independent, for the chapter;  
Shall maintain and update the service file; and  
Shall chair for the President in the President's absence.

### **Service Project Chairs:**

Shall organize and conduct assigned service projects;  
Shall be obliged to create a subcommittee if deemed necessary by the Vice-President of Service or the Executive Committee;  
Shall be responsible for a report at the end of the project for the service file;  
Shall not be solely responsible for more than two service project at a time; and  
Shall submit an informative description of the service project to the Vice President of Service at the first Service Committee meeting of the semester.

### **The Scout Liaison:**

Shall be the official contact with the local Boy and Girl Scout troops in the local council;  
and  
Shall inform the Vice-President of Service and the Vice-President of Communications of upcoming Scouting events.

## ***Section III: Membership Branch***

### **The Vice-President of Membership:**

Shall call and preside over all meetings of the Membership Committee;  
Shall maintain a permanent record of all members to include current pledges, advisors, honorary members, associate members, members on probation;  
Shall be responsible for recording transfers and graduating seniors;  
Shall inform applicants for associate membership of the Executive Committee's decision;

Shall see that the duties and obligations of the Membership Committee are met;  
Shall maintain an updated roster and inform members of their membership status;  
Shall oversee the work of the appointed officers in this branch;  
Shall be responsible for registering members for Life Membership;  
Shall record attendance at all active meetings;  
Shall establish quorum by the second active meeting of the semester;  
Shall have approval of the Executive Committee before purging a member from the roster; and  
Shall record membership identification numbers in the membership book as soon as they are received from the National Office after each Initiation of Pledges.

**The Rush Chair:**

Shall be responsible for carrying out the membership rush program established by the Membership Committee.

**The Pledge Trainer(s):**

Shall work with the Membership Committee in developing a pledge program and present the program to the active body for approval;  
Shall be responsible for the implementation of the pledge program;  
Shall work with the pledge officers in calling and presiding over the pledge meetings;  
If a pledge class namesake is not available, present a pledge class namesake to the active body for approval;  
Shall work with the pledge officers in determining awards for the pledge class;  
Shall decide upon the Pledge Awards to be given at Banquet;  
Shall present activation certificates and membership cards to the new initiates;  
Shall attend pledge class Executive Committee meetings; and  
Shall submit those pledges eligible for activation, or deliver a Non-recommendation, to the active body prior to initiation.

**Pledge Trainer Buddy:**

Shall assist the Pledge Trainer(s) during the Pledge Meetings.

**The Big/Little Chair:**

Shall be responsible for assigning Big/Little Brother pairs; and  
Shall be responsible for organizing at least two other Big/Little events.

**The Social Chair:**

Shall plan and coordinate all chapter social activities except Banquet, and prepare a social calendar; and  
Shall endeavor to promote the spirit of fellowship during all activities and signify the spirit of brotherhood.

**The Banquet Chair:**

Shall plan and coordinate the end of the semester banquet.

### **The Campus Activities Chair:**

- Shall seek out campus activities other than Intramural Sports and gather information concerning such activities to present to chapter;
- Shall maintain a record of all campus activities that chapter is eligible to participate in as a group; and
- Shall act as a liaison with the sponsoring organizations of campus activities to complete whatever requirements are necessary in order for chapter to participate in those activities.

### **The Intramural Chair:**

- Shall attend all regular meetings for intramural sports sponsored by the Division of Recreational Sports;
- Shall act as a liaison with the Division of Recreational Sports to complete whatever requirements are necessary in order for chapter to participate in intramural sports, such as paperwork and fees due; and
- Shall inform chapter of all upcoming intramural sports deadlines and encourage chapter participation in intramural sports.

## **Section IV: Leadership Branch**

### **The Vice President of Leadership:**

- Shall call and preside over all meetings of the Leadership Committee;
- Shall see that the duties and obligations of the Leadership Committee are met;
- Shall oversee the work of the appointed officers in this branch;
- Shall inform each officer and the chapter of their constitutional responsibilities at the beginning of each semester;
- Shall organize a minimum of two APO Leads course on campus each semester for the members of Mu and other chapters (dependent on presenter availability);
- Shall maintain an accessible list of leadership courses, seminars, and other events on campus related to leadership and development;
- Shall present to chapter, when deemed necessary by the President, a list of available chair positions within each of the branches

### **The Leadership Liaison**

- Shall work with the Vice President of Leadership to develop and coordinate APO Leads;
- Shall maintain an updated roster of available chair positions within each branch provided by each corresponding Vice President;

## **Section V: Communications Branch**

### **The Vice-President of Communications:**

- Shall call and preside over all meetings of the Communications Committee;
- Shall respond at least once a semester to the *Torch and Trefoil*, the National Fraternity magazine;
- Shall hold correspondence when requested by the Executive Committee;
- Shall respond when required to all mail received by the chapter within two weeks if no

other officer chooses to respond;  
Shall be responsible for letters of appreciation, congratulations, and condolence when appropriate;  
Shall be responsible for all written communication outside Mu Chapter, with the exception of interchapter communication;  
Shall file all minutes taken;  
Shall maintain an accurate electronic mail distribution list of all members; and  
Shall regularly read, sort, respond, forward, delete and otherwise maintain all electronic mail.

**The Historian:**

Shall be responsible for educating the members of the chapter history; and  
Shall be responsible for maintaining and updating a written record of chapter activities.

**The Public Relations Chair:**

~~Shall be responsible for articles in other fraternity and university publications;  
Shall aid other members with publicity for their projects; and  
Shall keep Indiana University informed of all activities of the chapter.~~

**The Recording Secretary:**

Shall maintain a written record of meetings of the active body and the Executive Committee; and  
Shall post all minutes within three days of the meeting at which the minutes were taken.

**The Alumni Secretary:**

Shall be responsible for the semester publication of the alumni newsletter;  
Shall mail a copy of the alumni newsletter to all known alumni;  
Shall send the National Office an updated copy of all Mu Chapter alumni members and their addresses; and  
Shall correspond with all known alumni.

**Webmaster:**

Shall maintain and update the Mu chapter, Alpha Phi Omega, Webpage.

**The Intrafraternity Relations and Communications Chair:**

Shall be responsible for all written and electronic intrafraternity communication;  
Shall be responsible for overseeing the arrangements for national, regional, and sectional conference attendees from Mu Chapter;  
Shall be responsible for submitting awards nominations prior to national, regional, and sectional conferences; and  
Shall be responsible for promoting interchapter activities and events.

**The Office Manager:**

Shall organize and maintain a catalog of all items in the chapter office;  
Shall take all messages and properly relay information left on answering machine; and  
Shall check and deliver the mail and messages at least twice a week.

### **The Associate Liaison Chair:**

- Shall maintain an effective communication system with associates;
- Shall be obliged to create a subcommittee if deemed necessary by the Vice-President of Communications or the Executive Committee;
- Shall talk to Associate members by phone or in person at least once a month; and
- Shall remind associates of their requirements.

### ***Section VI: Financial Branch***

#### **The Vice-President of Finance:**

- Shall call and preside over all meetings of the Finance Committee;
- Shall collect all dues and fees from all Chapter members and pledges, keeping record thereof;
- Shall pay all bills incurred by the Chapter and all other authorized payments with Chapter funds;
- Shall work in accordance with the regulations of Indiana University;
- Shall make regular reports to the Chapter and the Executive Committee on the financial condition of the Chapter;
- Shall prepare the budgets with the Finance Committee to request funds from the Indiana University Student Association;
- Shall work with the Executive Committee officers in establishing a budget to be passed by vote of the chapter; and
- Is solely responsible for the Student Organizational Accounts Card; however, has the authority to give permission to other active members to use the card for appropriate business.

#### **The Fundraising Chair:**

- Shall organize and conduct fundraising projects assigned or approved by the Vice-President of Finance;
- Shall be obliged to create a subcommittee if deemed necessary by the Vice-President of Finance or the Executive Committee; and
- Shall be responsible for a report at the end of each service project for the fundraising file.

## **ARTICLE VI: FINANCE**

All committees and officers shall submit their budgets to the Vice-President of Finance by the second Executive Committee meeting of the semester. The Vice-President of Finance will compile these budgets in a chapter budget to be presented to the active body by the third active meeting. Active dues shall be recommended by the Vice-President of Finance and set by a vote of the chapter by the third active meeting.

## **ARTICLE VII: ADVISORS**

The advisors shall be responsible members of the campus and the community where advice and help are readily received. Advisors shall be accepted on a vote of the active body. These advisors shall be required to attend induction and initiation ceremonies and an additional five chapter events, including meetings and service projects, a year.

## **ARTICLE VIII: STANDING COMMITTEES**

### ***Section I: Executive Committee***

The elected officers shall meet regularly at least once a month as an Executive Committee; Special Executive Committee meetings may be called at the discretion of the President and/or of the Executive Committee;

Except when announced as closed to pledges, all meetings shall be open to all members of the chapter who desire to attend without power of vote;

Shall have the power to act on behalf of the active body on matters needing attention between active meetings, such business being reopened to the active body;

The Executive Committee shall develop a comprehensive set of active requirements to be presented and approved by the active body by the second meeting of the active body; and

The meeting place and time of the Executive Committee shall be decided by the Committee.

### ***Section II: Service Committee***

The Service Committee shall consist of the Vice-President of Service, the Service Project Chairs, the Scout Liaison, and any other interested members;

This Committee shall create a service program, with the approval of the active body, that encompasses the four areas of service set down by the Fraternity;

It shall seek to promote service projects and encourage all members to participate; and

This Committee shall evaluate and make recommendations for the service program.

### ***Section III: Membership Committee***

The Membership Committee shall consist of the Vice-President of Membership, Rush Chair, Pledge Trainer, Social Chair, Campus Activities Chair, Intramural Chair, and any other interested members;

This Committee shall evaluate the progress of the pledges once a month and report the findings to the active body;

Shall be responsible for setting membership goals and attaining them;

Shall be responsible for awards coordination each semester, except for Distinguished Service Key, which will be coordinated by the active body and shall be passed by a seventy-five percent vote of the active body;

Shall order senior paddles for graduating seniors;

Shall inform all members of their status; and

Shall inform those members on probation of their requirements to return to active status.

### ***Section IV: Communications Committee***

Shall consist of the Vice-President of Communications, the Historian, the Public Relations Chair, the Recording Secretary, the Alumni Secretary, the Webmaster, the Intrafraternity Relations and Communications Chair, the Office Manager, and any other interested members;

Shall be responsible for correspondence, organization of minutes and information, developing a public relations program, organizing memorabilia, insuring the newsletter is distributed on time, organizing the office and corresponding the

National Office; and  
Shall be responsible for maintaining all communications within and outside of the chapter.

### ***Section V: Finance Committee***

Shall consist of the Vice-President of Finance, the Fundraising Chair, and any other interested members; and  
Shall be responsible for fundraising.

### ***Section VI: Advisory Committee***

Shall consist of all advisors and any interested alumni;  
Shall maintain correspondence with National Office; and  
Shall meet no less than once a semester for the purpose of reviewing chapter affairs and making suggestions to the chapter about policies and programs.

## **ARTICLE IX: AD HOC COMMITTEES**

The Executive Committee shall establish these committees as necessary. The chapter members who are on the committee at its establishment shall be its voting members. The Executive Committee will appoint committee chairs from these members.

## **ARTICLE X: MEETINGS**

### ***Section I: Rules of Order***

The rules of order contained in the current issue of the National Pledge Manual shall govern the chapter in all cases to which they are applicable. In all other cases, Robert's Rules of Order shall govern.

### ***Section II: Voting***

All votes shall be by majority, except where specified differently;  
If there is no super-majority, the chair has the right to call out those on probation as **unable** to vote;  
Quorum shall be defined as twenty-five percent of the active members in good standing;  
If quorum cannot be convened, any smaller number shall have power of doing business of any kind at any regularly called active meeting. All such business, induction and initiation excepted, shall always be subject to be canceled by a majority, until confirmed by a quorum;  
Only actives in good standing may vote in active meetings; and  
Only pledges in good standing may vote in pledge meetings.

### ***Section III: Times***

Active body meetings shall be held at least twice a month and shall not exceed 90 minutes unless approved to be extended by the active body.

### ***Section IV: Elections***

Only one time extension of one minute per person for each presenter's presentation.

## **ARTICLE XI: AMENDMENTS**

### ***The Procedure For Amending The Bylaws Of Mu Chapter Shall Be As Follows:***

- The amendment proposals shall be submitted in writing to the President at the Executive Committee meeting prior to the regularly scheduled Active Body meeting at which it is to be presented.
- The proposal then shall be sent to the Active Body via e-mail and/or posted on the Mu Chapter Web Page, prior to being presented to the Active Body at the next regularly scheduled Active Body meeting.
- The amendment proposal shall then be presented to the Active Body at the next regularly scheduled Active Body meeting.
- The amendment proposal shall not be voted upon until the regularly scheduled Active Body meeting after the meeting at which it was presented.
- In order for a bylaw amendment to be adopted, one of the following conditions must be met:
  - In the case that more than 25% of the active body in good standing is in attendance for the vote, it shall take 2/3 of the active body in good standing to pass the amendment proposal.
  - In the case that 25% or less of the Active Body in good standing are present at the meeting at which the proposal is to be voted upon, the vote shall be tabled to the following regularly scheduled Active Body meeting.
- An amendment that has been passed by the Active Body shall not take effect until the following semester unless an effective date is specified in the motion for approval.

## **ARTICLE XII: AWARDS**

### ***Section I: Thornton Stone Award***

- Awarded to any number of graduating Active members who have exemplified outstanding achievement in one of the Cardinal Principles throughout their membership in Mu Chapter of Alpha Phi Omega.
- All graduating Active members shall be automatically eligible for petition in nomination of this award.
- Any eligible individual may be nominated by a fellow Active member to be considered for this award.
- The Thornton Stone recipient(s), if there are to be any, will be decided upon by a vote of the Active Body.
- Each nominee shall be discussed separately. Proceedings will not commence to the next nominee until the current nominee has been placed to a vote, by secret ballot. The Sergeant-at-Arms shall count the votes after all the nominees have been considered and announce the award recipient(s) at the Awards Banquet.
- In order for the nominee(s) to receive the Thornton Stone Award, quorum must be achieved.

### ***Section II: Distinguished Service Key***

- Awarded to any number of Active members who have exemplified outstanding leadership,

friendship, and service to the fraternity in the past semester in Mu chapter of Alpha Phi Omega.

Any active member who has been active for at least one semester may be considered eligible for petition in nomination for this award.

Any eligible individual may be nominated by a fellow Active member to be considered for this award.

The Distinguished Service Key recipient(s), if there are to be any, will be decided upon by a vote of the Active Body.

Each nominee shall be discussed separately. Proceedings will not commence to the next nominee until the current nominee has been placed to a vote, by secret ballot. The Sergeant-at-Arms shall count the votes after all the nominees have been considered and announce the award recipient(s) at the Awards Banquet.

In order for the nominee(s) to receive the Distinguished Service Key Award, a super majority of 75% must be achieved. This means that there needs to be  $\frac{3}{4}$  of the present Active Body supporting this nominee.

It needs to be taken into account that this is the highest award that a member can receive in chapter and so nominees should be considered with extreme caution before giving this prestigious award.

## **ARTICLE XIII: ADDITIONAL NOTES**

All Actives should read the Chapter Bylaws.

Chapter Bylaws should be placed in the pledge manuals.

Discuss Chapter Bylaws at the first active exec meeting of the semester (as presented by the Sergeant-at-Arms).

Ratify Appointed Positions at the first active meeting of the semester.

Possibly, set a specified budget in the Bylaws to be used for each semester?

Formally invite pledges to initiation.

Make pledges aware of the pledge induction fee prior to induction.

Vice President of Finance collects the pledge forms, pledge money at induction, and then promptly sends them to Nationals.

Hold pledge forms without an induction fee until the fee is paid. A pledge cannot be initiated until both the induction and initiation fees are paid.

Active exec could set induction fee at price of both induction and initiation?