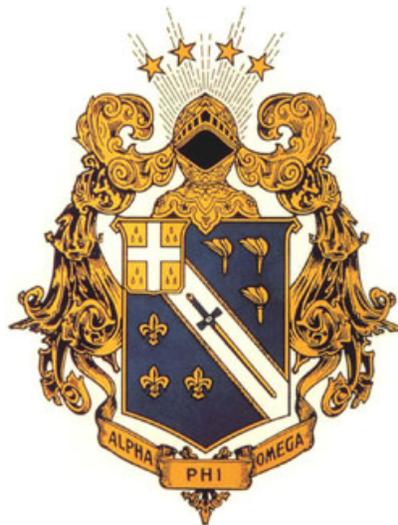




Alpha Phi Omega
Alpha Delta Chapter
Bylaws



August 14, 2024

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Bylaws

of Alpha Phi Omega's Alpha Delta Chapter

at San Diego State University

PREAMBLE

We, the members of the Alpha Delta Chapter of Alpha Phi Omega, National Service Fraternity, chartered on the campus of San Diego State University, and established for the purpose of assembling college students in the fellowship of principles of Alpha Phi Omega to develop Leadership, promote Friendship, and to provide Service to Humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt these Bylaws. They constitute the ideals, procedures, and regulations by which this chapter shall operate.

ARTICLE I

Name

The name of this organization shall be Alpha Phi Omega, Alpha Delta Chapter at San Diego State University.

ARTICLE II

Purpose and Policy (Authority)

Section 1. The purpose of this fraternity shall be to assemble college students in a national service fraternity in the fellowship of principles of Alpha Phi Omega: to develop leadership, to promote friendship, and to provide service to humanity; and, to further the freedom that is our national, educational, and intellectual heritage.

Section 2. Alpha Phi Omega, Alpha Delta Chapter is a recognized student organization at San Diego State University and adheres to all campus policies, including those set forth in the SDSU Student Organization Handbook.

Section 3. Alpha Phi Omega, Alpha Delta Chapter is affiliated with Alpha Phi Omega and will be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, and these Bylaws.

Section 4. The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE III

Membership

Section 1. SDSU OPEN MEMBERSHIP POLICY.

- A. Participation and membership in the organization shall be open to those enrolled at San Diego State University. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter and after the applicant has fulfilled the membership requirements as prescribed by the National Fraternity and as proposed by the respective semester's Pledge Trainer(s).
- B. No campus shall recognize any fraternity, sorority, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental).

Section 2. TYPES AND CONDITIONS OF MEMBERSHIP.

- A. **PLEDGE MEMBERSHIP.** Pledge membership in this chapter shall be conferred upon students enrolled at San Diego State University who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be conducted according to the official ritual of the Fraternity. The Pledge Trainer(s) will determine the content and duration of the preparatory period in accordance with the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity. Pledge membership shall be held until the student participates in the initiation ritual of the Fraternity or ceases pledging by not completing the pledge program during the time specified by the chapter, voluntarily depledging themselves, or becoming depledged by the respective semester's Executive Board.
- B. **ACTIVE MEMBERSHIP.** Active membership in this chapter shall be conferred upon enrolled at San Diego State University who are in fellowship of the principles of Alpha Phi Omega, who, to the satisfaction of the chapter, are so oriented, and who have successfully completed an approved membership education program. Active membership shall carry all rights and responsibilities in this chapter. Active rights include the right to vote on official matters, the right to motion during meetings, and the right to nominate and run for an elected or appointed position. Active responsibilities include the payment of standard active dues and the fulfillment of active requirements, as listed in Article XI. Active membership will continue so long as the member remains in good standing in this chapter and continues enrollment in this educational institution. Good Standing is defined by our Chapter as maintaining a 2.0 Cumulative GPA or above, which must be verified by submission of the Brother's Unofficial Student Transcript following review by the Leadership Vice President.
- a. **TENURE STATUS.** Tenure status in this chapter shall be conferred upon active brothers that have successfully completed two Active Semester's requirements. Those given tenure status shall carry all rights and responsibilities in this chapter, however they will have adjusted membership requirements. Tenure status will continue so long as the member remains in good standing in this chapter and continues enrollment at San Diego State University. Tenure status can also be earned by Brothers who completed a total of two active semesters (or the equivalent to, for schools not abiding by the semester schedule), whether it be at another APO nationally-recognized chapter and/or at Alpha Delta. If a brother is to be deemed in bad standing they must complete their next active semester with full requirements.
- C. **HALF-ACTIVE.** Any member unable to complete full active responsibilities due to academic reasons or reasonable personal conflicts may request Half-Active status for the current semester before the Deadline for Change of Status. Half-Active status may only be declared if approved by the Vice Presidents of Internal Relations, and shall only last for the semester it is declared. Following the semester as a Half-Active, the member's status will revert to good standing, assuming full active responsibilities. They are unable

to declare associate status for the next semester. A member taking Half-Active status has limited rights or privileges within the chapter and is granted an adjustment in membership responsibilities. Half-Active rights do not include the right to vote on official matters, the right to motion during meetings, the right to nominate and run for an elected or appointed position, and the ability to become a big for the half-active semester. If Half-Active members do not complete their requirements by the Deadline for Requirements, they will go into Bad Standing. If Half-Active members complete their requirements before elections/Special Election speeches, they will be able to run during elections for that next semester. Half-Active Members must also maintain Good Standing. Good Standing is defined by our Chapter as maintaining a 2.0 Cumulative GPA or above, which must be verified by submission of the Brother's Unofficial Student Transcript.

- D. **ASSOCIATE MEMBERSHIP.** Associate membership shall be defined as any person who is eligible for Active membership, but whom for any reason cannot participate full-time with the chapter. Associate members may attend chapter functions (with the exception of paying at discounted price for chapter-funded events) and have no requirements, but have no vote in any and all business matters. Any member wishing to gain Associate membership must have been an Active member, in Good Standing, for a minimum of two full semesters. Associate members may become Active any following semester by paying full semester dues and assuming the responsibilities of Active membership. Starting in Spring 2021, Brothers cannot declare Associate Status for more than two consecutive semesters, otherwise they will be placed into Bad Standing; though they can declare Associate Status again as long as they are Active at least one semester following two consecutive semesters as an Associate.
- E. **NEOPHYTE MEMBERSHIP.** Neophyte Status is the status that a new member maintains in the period after their pledging semester and before the next semester's pledge class is pinned. Neophytes are exempt from dues the semester following the completion of their pledging process and reserve certain rights, privileges, expectations, and responsibilities. Neophytes are expected to maintain their Active status the semester after they pledge. Any status accommodations requested must be approved by the current semester's Vice Presidents of Internal Relations. Neophytes may get motioned to vote by a member of the voting body and may not make motions or vote on official matters unless they compose a portion of the voting body. Neophytes may run for all Executive Board positions with the exception of President, Treasurer, Membership Vice President, and Pledge Trainer. Please refer to Article IV, Section 5 for more information in this regard. Neophytes, upon conference of Active status, may pick up with the intention to become a Big. Further fees associated with this decision are at the discretion of the Treasurer. Neophytes may not nominate themselves nor any members for executive positions. Neophytes may secure any nominations they desire through an Active Brother willing to do so on their behalf.
- F. **MEMBER IN BAD STANDING.** Any otherwise qualified Active or Associate member

who either fails to maintain said membership either by 1) non-payment of dues by the deadline for dues (DFD) or 2) other non-compliance with requirements for membership by the deadline for requirements (DFR), shall be declared a member in bad standing, having no rights or privileges within the chapter. These rights include the right to vote on official matters, the right to run for elected or appointed office, the right to attend special events funded by the Chapter (Banquet, APO Grad, Reveal)) at the Active Member's Price, and becoming a big for the semester (unless brought into good standing by the date specified by the pledge trainers). Bad standing members may regain Active status by completing the requirements listed in Article XI, Section 4.

- G. LEAVE OF ABSENCE. Any member who needs to leave the school for academic reasons for the current semester (e.g., Study Abroad, Special Programs, etc.), or has financial, familial, or health reasons that may not allow them to fulfill the requirements of an Active member, may request a Leave of Absence before the Deadline for Change of Status. Leave of Absence status may only be declared if approved by the Membership Vice Presidents, and shall only last for the semester it is declared. Subsequent semesters of Leave of Absence must be re-approved by the Membership Vice Presidents on a semester-by-semester basis. Members who do not re-declare Leave of Absence before the new semester's Deadline for Change of Status will be assumed Active. A member taking a Leave Of Absence has no rights or privileges within the chapter. These rights include the right to vote on official matters, the right to run for and hold an elected office or appointed position, and the right to attend special events funded by the Chapter (e.g., Banquet, Active Retreat, etc...) at the Active Member's Price.
- H. ADVISORY MEMBERSHIP. This chapter may confer Advisory Membership upon persons approved to serve in its Advisory Committee and they shall have all the rights and privileges of active membership except those of voting or holding office in the chapter. The only chapter office Advisory Committee members may hold is the office of the Chair of the Advisory Committee. Such membership may not be conferred upon undergraduate students.
- I. HONORARY MEMBERSHIP. This chapter may confer honorary chapter membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of Active membership, except those of voting and holding office. Honorary chapter membership shall not be bestowed upon undergraduate students. The approval by vote of at least three-fourths of this chapter's active members shall be required for the conferring of Honorary membership. This organization shall have associated members who are non-CSU students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., community members, students at other colleges, etc.) unless in cases where an educational need is met, the vice president for students affairs or

designee may waive the membership provisions for student organizations.

- J. **ALUMNI MEMBERSHIP.** Upon leaving this university, without having been suspended or expelled by this chapter or the National Fraternity, all who have held Active, Advisory, or Honorary membership in this chapter shall be recognized as alumni members on the national level. However, Brothers who graduate in Bad Standing will maintain this status on Chapter records for the purpose of determining future interactions with said members (i.e. attending events at higher prices, receiving free stoles, etc.). Advisory members shall be recognized as alumni members when they become Life Members or upon leaving their respective chapters.
- K. **GRADUATE STUDENTS.** Graduate students enrolled at this university may become active members of this chapter by successfully completing the period of preparation and training in the ideals and purposes of Alpha Phi Omega as deemed by the respective semester's Pledge Trainer(s) and shall have all rights and privileges of an active member.

ARTICLE IV

Officers and Delegates

Section 1. ELECTED OFFICERS. This chapter shall elect a President, Treasurer, Membership Vice Presidents, Pledge Trainers, Sergeant-At-Arms, Leadership Vice Presidents, Fellowship Vice President, Service Vice Presidents, Interchapter Chair, Public Relations Chair, and Recording Secretary.

A. POWERS AND DUTIES — PRESIDENT.

- a. Coordinate Executive Board meetings and communication.
- b. Serve as Presiding Officer for General Body Meetings, Executive Board Meetings, Chapter Elections, & Appeals.
 - i. Ensure meetings are run orderly; abiding by Robert's Rules.
 - ii. Receive & orchestrate motions from those in attendance.
 - iii. In cases where voting is involved, ensure a Check on Power (fellow Exec Member, Advisor, etc.) is present to ensure fairness.
- c. Routinely revisit strategic goals using key performance indicators:
 - i. Membership
 - ii. Finances
 - iii. Attendance
 - iv. Outreach
 - v. Inclusion
- d. Collaborate with the Executive Board and advise to achieve strategic goals.
- e. Communicate with the Advisory Committee when deemed necessary.
- f. When requested, serve as the face of the Chapter for internal and external engagement.
- g. Oversee the maintenance of the Chapter Bylaws & Policy Statement.
 - i. Ensure compliance with National & Campus Guidelines.

- ii. Oversee the ratification & amendment processes.

B. POWERS AND DUTIES — TREASURER.

- a. Chair the Finance Committee
- b. Create/approve a budget for each Executive Board member
- c. Keep records of the collected dues from each active member and pledge
- d. Keep record of each transaction made through the APO debit card and Venmo
- e. Make executive decisions regarding the Chapter's finances.
- f. Host Committee meetings to update members on the current financial state of the Chapter.

C. POWERS AND DUTIES — MEMBERSHIP VICE PRESIDENTS.

- a. Coordinate major Chapter-wide events.
 - i. Chapter Socials, Banquet, etc.
- b. Host General Body Meetings, alongside the President.
 - i. Manage Attendance and Chair Forms
- c. Assist Family Heads in the implementation of events & tasks.
 - i. e.g. Reveal, Special Fellowships, etc.
- d. Host Committee Meetings to gather input from the Active Body, upcoming events, and committee productivity, & other relevant information.

D. POWERS AND DUTIES — PLEDGE TRAINERS.

- a. Create/guide pledges through pledge program
- b. Keeps records of pledge requirements
- c. Make executive decision on program adjustments
- d. Assist executive decision on depledging
- e. Host weekly committee and PT meetings to keep pledge program on track
- f. Organize the big/little program
- g. Host pledge meetings and other required events (pinning, reveal, and activation)

E. POWERS AND DUTIES — SERGEANT-AT-ARMS.

- a. Ensure meetings are run orderly; abiding by Robert's Rules.
- b. Ensure Brothers are held accountable for misconduct, misrepresentation of the fraternity, behaviors and actions that are injurious to the fraternity, the chapter, and/or to any individuals, and any illegal actions that are not in accordance with the purpose and principles of Alpha Phi Omega.
- c. Risk Management (may divide into separate topics on general Risk Management, Alcohol, and Drugs)
- d. Assist in keeping track of chapter inventory:
 - i. Check outs and returns
- e. Assist in retrieving items from storage for events.
- f. Assume the position of a Presiding Officer for Chapter Elections & Appeals alongside the Chapter President as the Elections Chair.
- g. Act as the Elections Chair and during elections:
 - i. Collect, receive, & record nominations for Elections of the next Executive Board & its officers.
 - ii. Receive & orchestrate motions from those in attendance.
 - iii. Create and collect ballots for elections.

- iv. Count up results and certify results with all Presiding Officers.
- v. Announce the results of the elections in a timely manner.

F. POWERS AND DUTIES — LEADERSHIP VICE PRESIDENT.

- a. Host workshops to benefit brothers in obtaining different types of skills
 - i. Encourage Brothers to speak up during workshops and participate
 - ii. Ask the active body, what kind of workshops they would like to partake in
- b. Ensure that every leadership event has a chair present
- c. Form and maintain Safe Spaces for brothers.
- d. Be a liaison between active members, pledges, and executive board on any Questions/Comments/Concerns they may have.
- e. Consulting the personal & development committee, and executive board, to provide relevant and beneficial topics for consideration during open forums, workshops, or open discussion.
- f. Host open forums and workshops in accordance with the requirements for the Cord Program.
- g. Keeping record of active member's completion of the cord program.
- h. Maintaining awareness of on campus resources should brother's require them.
- i. Create academic and career development-oriented presentations and workshops
- j. Collect transcripts at the beginning (from Active Member survey and Academic survey) and check up with Active Brothers and pledges at midpoint of the semesters to give them resources if any of their grades are below a D+
- k. Organize study groups that accommodate the majority of the Actives
- l. Find scholarships for specific academics and general available scholarships

G. POWERS AND DUTIES — FELLOWSHIP VICE PRESIDENT.

- a. Create fellowship events throughout the semester.
- b. Promote more meaningful fellowships within the Chapter.
- c. Coordinate APOlympics and delegate tasks to the Fellowship Committee.
- d. Assist Family Heads and Interchapter Chair in facilitating Chapter pride & togetherness.

H. POWERS AND DUTIES — SERVICE VICE PRESIDENTS.

- a. Chair of the service committee; responsible for finding and creating service events for brothers that provide service to the fraternity, nation, community and campus.
- b. Work alongside the Philanthropy Chair in creating service events that connect with our Philanthropy, Underserved youth.
- c. Provide an array of service events that cater to the interests of brothers.

I. POWERS AND DUTIES — INTERCHAPTER CHAIR.

- a. Announce Interchapter Events at either a General Body Meeting or on an online platform in a timely manner. Credit for Interchapter events and point distribution will be distributed to the general body.
- b. Be a liaison between our chapter and other chapters in our region/section and facilitate interchapter relations between our brothers and brothers from other chapters.
- c. Promote meaningful and deep relationships between brothers and other chapters.

J. POWERS AND DUTIES — PUBLIC RELATIONS CHAIR

- a. Assist in building and maintain relationships with various student and communal organizations

- b. Run the social media account, create content, and engage with other accounts.
- c. Aid in and monitor our Brothers' image and the Chapters' image.
- d. Coordinate ways to increase Chapter pride, by organizing Chapter merch.
- e. Host flyering/tabling workshops for active body
- f. Create and organize rush events
- g. Make flyers to hand out during rush week
- h. Come up with the theme for rush and also incorporate the theme into rush events
- i. Make posts on Alpha Phi Omega media accounts to promote rush week

K. POWERS AND DUTIES — RECORDING SECRETARY.

- a. Record accurate minutes during General Body Meetings and Executive Board Meetings and ensure they are available to the active body and alumni.
- b. Facilitate alumni relations by planning at least one large alumni-focused event, coordinating alumni spotlights every other General Body Meeting, distributing newsletter updates, and creating/maintaining an alumni database.

Section 2. APPOINTED OFFICERS. The newly-elected Executive Board shall elect a Historian, Fundraising Chair, Philanthropy Chair, and Equity and Inclusion Chair.

Section 3. EXECUTIVE BOARD. The Executive Board shall be composed of the elected and appointed officers of this chapter. The Advisory Committee Chair shall also serve as a non-voting member of the Executive Board.

Section 4. TERM OF OFFICE. The standard term of office for President and Treasurer shall be one Academic year. The standard term of office for all other officers shall be one semester. The exemption will be Temporary Appointed Officer. Temporary Appointed Officers will conduct their duties and responsibilities and once completed, they will no longer serve as part of the Executive Board and instead transition to their respected committee. Each term will begin two weeks after being elected to office, allowing the predecessor(s) to transition to their successor(s). No Brother can hold the same position for more than two consecutive terms.

Section 5. QUALIFICATIONS. California State University policies require that to be eligible for office, candidates must be in good standing and enrolled students at San Diego State University. Additionally, a member elected and appointed to the Executive Board must be an Active member for the semester they are to hold the position. All positions are hereby open to all members with the intent to declare Active status for the semester they intend to hold the position with the exceptions of President, Treasurer, Membership Vice Presidents, and Pledge Trainers. Members must be active for at least one semester before holding the office of Membership Vice Presidents and Pledge Trainer. In order to hold the office of President, members must have served as an officer on the Executive Board for at least one semester.

- A. California State University and San Diego State University policies require that the President and Treasurer must be matriculated at a CSU campus maintaining a minimum

on campus term and cumulative 2.0 grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. The President and Treasurer must be enrolled in at least six units each semester while holding office. Graduate and credential officers must earn 3 semester units per term while holding office. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible.

Section 6. VACANCIES OF OFFICE. Should the President resign their office, the Sergeant-At-Arms shall act as President Pro-Tem until a President is elected by the chapter for the remainder of the term. In the event that the position of Sergeant-At-Arms is vacant, one of the Membership Vice Presidents shall act as President Pro-Tem. In the event that the office of Membership Vice President is vacant, the Service Vice-President shall act as President Pro-Tem. President Pro-Tem shall assume the responsibilities of president until elections can be held to fulfill the presidency. Any member that fulfills the qualifications for presidency may run for the position. Should any other office become vacant, the position shall be open for any Active Brother to run for in a Special Appointed Election. The election shall be voted on by the Executive Board. In the case that no Brother runs for the position and/or is elected, then the Executive Board shall form a majority consensus on how the responsibilities will be delegated.

Section 7. INSTALLATION OF OFFICERS. Officers shall be installed during the first General Body Meeting attended by the current semester's pledge class. The installation ceremony shall be conducted as prescribed by the official ceremony handbook of the National Fraternity.

Section 8. CHAPTER DELEGATES. There shall be a minimum of 1 Chapter Delegate and a maximum of 2 Chapter Delegates representing the Alpha Delta Chapter at Sectionals, Regionals, and Nationals. An Active Brother can volunteer themselves to represent the Chapter, awaiting Executive Board approval to formally serve in this capacity. In the case that more than two Brothers demonstrate interest in representing the Chapter as a Delegate, the General Body may hold an election to determine the Chapter Delegates. Elections shall be held according to chapter policy. If no Brother volunteers to serve as a Chapter Delegate and/or no Brother is selected through the process of elections, the Executive Board must vote amongst themselves on which Executive Board member to send as a Chapter Delegate.

ARTICLE V

Advisors

Section 1. ADVISOR(S) CLAUSE. The organization shall appoint a University advisor who is either a faculty or staff member of the CSU or one of its auxiliaries. The advisor shall fulfill the responsibilities specified in the SDSU Student Organizations Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2. ADVISORY COMMITTEE. The Advisory Committee shall consist of all chapter advisors registered through the chapter with the National Fraternity in addition to a coalition of alumni with interest in advising the chapter's needs, desires, and overall acting as a source of support for the membership of Alpha Delta.

Section 3. ADVISORY CHAIR. The Advisory Chair shall be selected by the members of the Advisory Committee following annual chapter elections, with approval of the Executive Board.

Section 4. DUTIES AND PRIVILEGES.

Advisors shall:

1. Encourage the development of high fraternal and scholastic standards.
2. Assist the chapter in planning and carrying out its various programs and initiations.
3. Help to ensure that all events and activities are conducted in adherence with chapter, school, and Fraternity risk management policies and procedures. Advisors must ensure that all members are aware of said policies and procedures through a separate presentation hosted by them at least once per semester.
4. Have all privileges of chapter membership except those of voting and holding elected chapter office unless otherwise specified in these Bylaws.
5. Attend any necessary advisory meetings, planned by the Advisory Chair.

The Advisory Chair shall:

1. Attend at least two GBMs a semester.
2. Attend at least one Executive Board meeting every two months.
3. Act as the presiding counsel at special Executive Board meetings when such intervention is deemed necessary by the Chapter President.
4. Attend and oversee any necessary advisory committee meetings.
5. Participate in at least one service project a semester and at least one fellowship a semester.

ARTICLE VI

Meetings and Chapter Business

Section 1. REGULAR MEETINGS (GBMs). This chapter shall meet once a week during the academic term except when holidays, examination periods, or other events make said meetings

impractical in the judgment of the Executive Board. When there is a conflict of dates and times for chapter meetings, the Board may reschedule based on suggestions by the general body membership.

Section 2. SPECIAL MEETINGS. Special chapter meetings shall be held upon the written request of one-third of the Active members or at the discretion of the President or the Board. Adequate notice, to be given not less than twenty-four (24) hours in advance of such meetings, shall be provided to the chapter members.

Section 3. QUORUM. For elections and executive decisions, quorum shall consist of two-thirds of the Active membership and shall be assumed present unless challenged.

Section 4. MAJORITY. Unless otherwise noted in these Bylaws or the prescribed parliamentary authority of the chapter, a simple majority of the Active Body shall be required to pass any motion or resolution.

Section 5. VOTING. Only Active members in good standing shall be allowed to vote in meetings of this chapter. Good standing members must maintain at least a 2.0 GPA, have attended the minimum required amount of GBMs for the respective semester, and have completed the requirements of an active, as listed in Article XI. No proxy or absentee voting will be allowed in matters of official chapter business.

Section 6. PARLIAMENTARY AUTHORITY. When meeting procedure is questioned, the latest edition of Robert's Rules of Order shall govern all meetings of this chapter, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the policies of this chapter or those of the Fraternity.

ARTICLE VII

Executive Board

Section 1. MEMBERSHIP. The Executive Board shall consist of all elected and appointed officers and the chair of the Advisory Committee. The Board shall meet at least once a week except during holidays, examination periods, or when other events make said meetings impractical during the semester. Special meetings of the Executive Board may be held at the discretion of the President, or upon the written request of a majority of the members of the Board. All members must be given 24 hours notice of the meeting. A quorum shall consist of a two-thirds majority of the Executive Board members in order to conduct business. The Board meetings shall be open to the general chapter membership unless closed at the discretion of the President, Sergeant-at-Arms, or Advisory Chair.

Section 2. EXPECTATION. The Executive Board may take action on any matter if a quorum is

challenged and not achieved at two consecutive chapter meetings. The Board may also act in a timely manner on any matters it deems expedient to the operations of the chapter, subject to the review of Active members at a subsequent chapter meeting. In addition, the Board shall have the authority to conduct business when a chapter meeting cannot be convened.

Section 3. POLICY APPROVAL. The Board shall present that semester's Chapter Policy Statement by the first General Body Meeting to the chapter for approval.

Section 4. APPEALS. The Board shall have an appeal process for any member of the chapter that has a dispute with the chapter bylaws, chapter policy statement and/or any decision that was made by the Board. It is the responsibility of the Board to review the appeal without bias, while upholding the values of the Fraternity in their decision. All appeals are private and any other person that wishes to attend must be approved by EC. The process for an appeal is as follows:

1. A request for an appeal must be made in the form of a letter by the individual who has the dispute and must clearly state to the Board the purpose for their appeal.
2. The Board must review the appeal request, determine the appropriate setting for the appeal and must have quorum for the duration of the appeal process.
3. The appeal begins with the individual presenting their case in front of the Board and if applicable, any of their guests are allowed to share their support for the individual.
4. After the appeal has been presented, the Board will question the individual.
5. If there are no more questions, the individual making the appeal and any other guests are to be excused to allow the Board to deliberate over the situation.
6. A discussion is held and then the Board shall take a vote.
7. The Executive Board's decision and rationale must be presented in a written/typed format to the individual who underwent the appeal process within 48 hours of the vote.

Section 5. ONLINE/ASYNCHRONOUS FLEXIBILITY. When necessary, Executive Board business can be conducted via email or via online meetings.

Section 6. AUTHORITY. The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 7. TRANSPARENCY. The Executive Board shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote.

Section 8. APPOINTED POSITION CONTINGENCIES. If the newly-elected Executive Board is not able to appoint a Historian, Fundraising Chair, Philanthropy Chair, and Equity and Inclusion Chair, the responsibilities and duties are to be filled and distributed by the newly elected amongst themselves.

Section 9. ELECTED POSITION CONTINGENCIES. If the newly-elected Executive Board receives vacancies in the Executive Board (President, Sergeant-at-Arms, Treasurer, Pledge Trainers, Membership Vice President, Recording Secretary, Leadership Vice President, Fellowship Vice President, Interchapter Chair, Service Vice President, Public Relations Chair) the responsibilities and duties are to be filled and distributed by the newly elected amongst themselves.

ARTICLE VIII

Finance and Property

Section 1. DUES AND FEES. This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. Membership dues shall be paid by the date established in the Chapter Policy Statement. The amount of all dues and fees shall also be established in the Chapter Policy Statement each semester (\$150). Failure to pay dues by the date(s) established for the given semester will result in a \$5 late fee.

Section 2. CHAPTER EXPENDITURES. This chapter shall follow the budget plan in control of its financial activities. A budget shall be developed for each regular academic term, with the exception of the summer term. Each Officer is in charge of creating a budget for their respective program that must be approved by the Treasurer. Once approved by the Treasurer, the budget for each semester shall be approved by a majority of the Active members present and voting at a general body meeting no later than the second meeting of the semester.

ARTICLE IX

Discipline and Impeachment

Section 1. CONDUCT. All members act as representatives of this chapter and of the National Fraternity. It is expected that all members present themselves in a way that does not reflect poorly upon this organization; especially so at events and activities associated with the Fraternity. This also applies to any conduct presented on social media, in which the owner of the account is presented as a member of Alpha Phi Omega.

- A. Members are not allowed to attend an on-campus, Alpha Phi Omega related event under the influence. Any member who does attend an Alpha Phi Omega related event while under the influence will be subject to appropriate disciplinary action.

Section 2. SUSPENSION AND REMOVAL. This chapter shall have the power to suspend any member or to remove any officer with just cause. “Just cause” may include, but not be limited to, financial or personal misconduct; misrepresentation of the chapter; behavior deemed to be injurious to the chapter, the Fraternity, the organization’s integrity, or any individual; or any illegal action not in accordance with the purpose and principles of Alpha Phi Omega.

Section 3. DUE PROCESS. Charges against any member shall be presented to the Executive Board at least seven (7) days prior to consideration by the chapter. The member charged shall have an opportunity to speak before the Board and the chapter before final recommendations or rulings are made. If the member charged is a member of the Board, the member may not participate in the deliberations of the Board regarding the charges. The Board shall make a report of its findings to the chapter prior to the consideration of charges by the chapter.

Section 4. VOTE REQUIRED. A three-fourths vote of the Active members present and voting at a regular chapter meeting is required for suspension of a member or removal of an officer.

Section 5. IMPEACHMENT. An officer may only be brought up for impeachment for failure to perform their duties as specified by these Bylaws and Constitution. Any officer may be removed from office upon the written and signed request of at least half of all active members with a reason for impeachment stated. This request must be presented to the Board and the Section Chair and Region Director must also be informed of the impeachment request. The Advisory Chair (or next highest ranking advisor present) will preside over all impeachment related matters. The Chairperson of the Advisory Committee shall convene and preside at a special meeting for the purpose of voting on the impeachment charges. The meeting shall be held not less than seven (7) days after a request for impeachment has been made. The officer in question must be notified of the proceedings and given an opportunity to defend themselves at the meeting. Two-thirds of the active membership must be present to vote on impeachment charges. The officer in question has the right to make a statement and answer questions from the chapter. This may last no more than twenty (20) minutes. Following the officer's chance for self-defense, the motion to remove the officer must proceed according to the rules of parliamentary procedure. The chapter will vote on the impeachment with a secret ballot. A vote of more than three-fourths of the members present is required to remove the officer in question from office. If the officer is removed, the chapter must then begin the proceedings for electing a new officer or assign the President the task of appointing a new officer. Elections for the vacant office shall commence at the next general body meeting, according to the election policies set forth in these Bylaws.

ARTICLE X

Chapter Policy Statement

Section 1. OVERVIEW. The Executive Board shall prepare a Chapter Policy Statement to be presented to the chapter by the first General Body Meeting of each semester and voted on. The Chapter Policy Statement may be amended by a two-thirds quorum vote.

Section 2. AUTHORITY. This chapter may adopt such short-term policies, rules, and regulations so long as they do not conflict with these Bylaws, the rules and regulations of San Diego State University, or the governing documents of the Fraternity. The Chapter Policy Statement shall be maintained in writing and in a single document or other repository which shall be made readily accessible to all interested parties.

Section 3. ADOPTION PROCEDURE. The Chapter Policy Statement may be adopted or amended by the Executive Board and a simple majority of the chapter is required to approve it as policy for the semester.

Section 4. DURATION OF POLICIES. The Chapter Policy Statement, once adopted, shall remain in effect for one semester.

ARTICLE XI

Elections

Section 1. NOMINATIONS. Nominations for chapter officers shall be opened two weeks prior to the election. Nominations and seconds made outside of a chapter meeting shall be submitted in writing (email nominations are acceptable) to the Sergeant-At-Arms and announced prior to the election. A person may be nominated for more than one position and may run for multiple positions up to a maximum of three positions, but may only hold one office position in an elected term, unless a case arises in which a position is left vacant and a special election is not held to fill the position. Any unsuccessful candidates may run for appointed positions.

Section 2. SECRET BALLOT. All elections for which more than one person has been nominated shall be conducted by a written secret ballot, only to be reviewed by the Sergeant-At-Arms and Advisors to count the votes and determine election results.

Section 3. ELECTION PROCEDURE. Elections for elected officer positions shall take place over the course of three rounds. The order and distribution of officer positions shall be at the discretion of the Sergeant-At-Arms. Appointed Officer positions shall occur in front of the newly elected Executive Board at a time and place determined by said Board. The President and the Sergeant-At-Arms shall serve as Presiding Officers and will not vote for any and all elections and will be responsible for the integrity of said elections. If there is no Sergeant-At-Arms present, the Recording Secretary will serve as a Presiding Officer. The Elections chair shall count the ballots and inform the President of the names of all the persons elected after all votes have been made and elections have been completed. The number of votes received by each nominee

shall be made available on request, but shall not be publicly announced.

Section 4. SPECIAL ELECTIONS. The chapter shall hold special elections in the event that an executive position is vacated or if the chapter decides that executive positions need to be elected prior to the designated time outlined in these bylaws. The criteria for these special elections are as follows:

1. Vacated positions shall have special elections on the date determined by the Executive Board and approved by the general body. The timing for special elections must abide by the elections time frame as outlined in these bylaws.
2. Special elections for early electing executive positions must be outlined in the chapter policy statement at the beginning of the semester and must be approved by the general body.
3. If there are conditions to run for early elected executive positions, they must be included in the chapter policy statement where special elections are outlined.
4. Executive Positions that are to be determined in special elections must be declared in the chapter policy statement at the beginning of the semester.
5. The time frame for transitioning and the succession of office must be included in the chapter policy statement where special elections are outlined.

Section 5. REQUIRED MAJORITY. Quorum shall be required for elections and all elected offices shall be determined by a simple majority vote. For offices unopposed, a two-thirds vote shall be required.

Section 6. TIME AND PLACE. The time and place of annual and special elections shall be determined by the MVPs and President and announced no less than two weeks in advance.

Section 7. TIE BREAKERS. In the event that two candidates are tied for a position, the candidates shall be allowed three minutes to restate their main points and objectives. The chapter will then discuss the candidates and a re-vote will be conducted. If a tie occurs a second time, the President shall cast the deciding vote.

Section 8. RE-VOTE. Elected positions with 3 or more candidates shall have an instant runoff option on the ballot to determine the winner if a simple majority is not met through traditional voting. There are no abstentions if the instant runoff option is used to determine the elected officer. If the instant runoff option is filled out incorrectly on the ballot, the vote will be void. In the case that the position is vacant after a vote of no confidence by means of traditional voting, then instant runoff will be disregarded and nominations will be reopened to the active body.

Section 9. ELIGIBILITY. Any member of the fraternity who has Active membership status and finishes the semester in good standing will be eligible to be nominated for any non-tenured Elected or Appointed Officer position. Tenured positions are considered to be Chapter President

and Treasurer, which require the nominee to have served on Executive Board for at least one semester prior to running for office along with being an Active member and ending the semester in Good Standing. Once the elections for any Officer position results the position being unfilled, members with Half-Active and Associate member statuses shall be eligible to be nominated and run for office. If the Officer position remains unfilled for a second time, members with Leave of Absence or Neophyte status are then eligible to run for office. Neophytes are unable to run for office of tenured positions.

ARTICLE XII

Chapter Awards

Section 1. OFFICER AWARDS. All officers have the authority to create and distribute special awards, specific to their position, to any member of this chapter throughout the semester or at the end-of-year banquet.

Section 2. CHAPTER DISTINGUISHED SERVICE KEY (DSK). Near the conclusion of the academic year, nominations for individuals to receive the DSK shall commence at a general body meeting and shall be open for at least one week. Only members in good standing, of Alpha Phi Omega affiliation with this chapter, shall be eligible; this includes active, advisory, honorary, and alumni members. Nominations for DSK recipients shall close at a general body meeting and each candidate shall have the opportunity to decline their nomination. Nominees shall be escorted out of sight and hearing range of the general meeting. The Sergeant-at-Arms shall conduct the vote. The floor shall be opened for discussion in turn for each nominee. At the conclusion of discussion, once a motion is made, elections shall be held by ballot. Only active members in good standing may vote. Two-thirds of all active members must be present, and a nominee must receive more than three-fourths of the vote to receive the Chapter DSK.

Section 3. NAMESAKE. Spring pledge class namesake shall be determined by a three-fourths vote of present Active members during elections at the end of the Fall semester.

ARTICLE XIII

Amendments

All proposed amendments to these bylaws must be submitted in writing to the active membership one week prior to the meeting in which they will be voted upon. This constitution may be amended by a two-thirds vote of the chapter, where quorum is present, after the one week

consideration period.

ARTICLE XIV

Deadlines and Dates

Section 1. Deadline for Requirements (DFR). The deadline for requirements will always be set at least one day prior to the first day of elections. The exact date of DFR will be determined by the MVPs for the respective semester and outlined in the semester's Policy Statement upon approval by the Active Body. This is the deadline by which a member must complete his/her requirements to be considered Active for the rest of the Semester (for elections) and be allowed to re-declare Active Status for the following Semester.

Section 2. Deadline for Change of Status (DCS). A member's status shall continue from the end of DFR, and will be carried into the following semester. However, if they wish to change the status of their membership (i.e. from Active Membership to Associate Membership, and etc. Refer to Article III Membership Section II Types of Memberships), the deadline will be determined by MVPs. After the Deadline for Change of Status (DCS), members are unable to change their status during the semester until after DFR. Under special circumstances the Executive Board may make amendments to a member's status through appeals.

Section 3. Deadline for Dues (DFD)- The deadline for a member who declared Active or Associate Membership to pay their dues will be determined by the Treasurer. Those who fail to pay dues by that date will automatically have their statuses changed to Member in Bad Standing and remain that way at the Treasurer's discretion.

ARTICLE XV

Agreements & Organizational Relationships

Section 1. FORMAT. Agreements within Alpha Phi Omega, Alpha Delta Chapter will act as an arrangement and understanding which is based upon trust of both parties and not be legally binding nor under federal law, but for the goal of organizational relationships. Each agreement must be a *Gentlemen's Agreements* and must have the following information at minimum; The two organization's names within the agreement, description of agreement, payment or donation of agreement (if any), terms of duration of agreement, terms of confidentiality, default, contact, and both organization's President's noted. Both organizations must have a copy of the Gentlemen's Agreement.

Section 2. CHANGE IN AGREEMENTS. Any modifications made within the agreement and

both parties agree on the modification, both parties must terminate the current agreement, then create and agree upon the modified agreement.

These Bylaws were adopted in 2008, and most recently revised on January 20, 2024