



## 1. Bylaws

### ARTICLE I. PREAMBLE

#### Section A. Intent of Organization

We, the Members of Zeta Omicron Chapter of Alpha Phi Omega, a National Service Fraternity, chartered at California Polytechnic State University, do adopt these Chapter Bylaws. We affirm that these bylaws are not in conflict with the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, or the rules and regulations of California Polytechnic State University.

### ARTICLE II. PURPOSE

#### Section A. Purpose

1. The purpose of Alpha Phi Omega shall be to assemble college students in a national service fraternity in the principles derived from the Scout Oath and Law of the Boy Scouts of America; 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 B. Goals

2. Our vision is to be recognized as the premier service-based leadership development organization. Our mission is to prepare campus and community leaders through service. Our values are to develop leadership, promote friendship, and provide service.
3. It is the vision and mission of APO to create inclusive communities for a more peaceful world in which to make a life, by developing leaders, uniting members through friendship, and rendering service to all.

### ARTICLE III. IDENTIFICATION

#### Section A. Affiliations

1. The name of this organization is the Zeta Omicron Chapter of Alpha Phi Omega. The identification number of the Zeta Omicron Chapter is 159 by the National Office of Alpha Phi Omega.

### ARTICLE IV. MEMBERSHIP

#### Section A. Membership Restrictions

1. Only members may participate in meetings, be elected to office, vote, debate, or represent the organization provided their membership classification permits these privileges.
2. This organization or any of its members cannot conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

#### Section B. Membership Requirements

1. Membership in this organization shall be open to all those regularly-enrolled students who are interested in membership. There shall be no other requirements for admission to active membership. Each regular member has equal rights and privileges.
2. This organization shall maintain a minimum of eight active members in order to establish and maintain University recognition.
3. A 50%+ 1 majority vote of the active body is required to change membership rights or requirements.
  - a. Any requirement changes will come into effect the following semester.
  - b. In extenuating circumstances, the Executive Board may change membership requirements without prior vote by or notice to the chapter to take into effect immediately.
    - i. The Executive Committee must vote unanimously for the change.
    - ii. The Executive Board must announce the change to the membership immediately after the change.
    - iii. The Active body has a month to overturn the Executive Board's change with a simple majority vote of the voting body during a regular meeting or have a number of Actives equal to the number of Executive Board members protesting the decision during an Executive Board meeting.

#### Section C. Open Membership Policy

1. *Definition:*
  - a. Membership of this Chapter of Alpha Phi Omega is open to all registered students of California Polytechnic State University, San Luis Obispo and other institutions of higher education as approved for Extension Membership within this Chapter by the National Office. There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference. Conditions of

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each type of membership shall be stated in the National Bylaws and the Standard Chapter Articles of Association.

## Section D. Membership Classifications

### 1. New Membership

#### a. *Definition:*

- i. A student in good standing who seeks active membership in the Zeta Omicron Chapter of Alpha Phi Omega and has participated in the pinning ceremony.

#### b. *Requirements:*

- i. New Member requirements shall be established and modified as needed by the chapter.
  1. New Member requirements shall be stated in a New Member manual provided to the New Members by the New Member Educator(s).
  2. New Member requirements must be approved by the Executive Board.
  3. These requirements shall be as consistent as possible with the national New Member standards.
  4. A New Member may not be allowed to join again after being dropped if the; executive committee or the active body shows just cause for inability, after the executive committee has duly deliberated the inability, and after a 50% +1 majority vote of the active body.
    - a. This applies to New Members who were asked to leave for not adhering to New Member guidelines.
- ii. Has participated in the initiation ceremony of the fraternity.

#### c. *Rights:*

- i. A New Member shall be able to vote in all New Member elections.
- ii. A New Member may participate in all chapter activities, upon the approval of the Executive Committee.

### 2. Active Membership

#### a. *Definition:*

- i. Active Membership in the Zeta Omicron Chapter of Alpha Phi Omega shall be conferred upon students who are enrolled at the California Polytechnic State University, at San Luis Obispo; who have participated and completed the requirements of New Member Membership; who have participated in the initiation ceremony of Alpha Phi Omega; and who are in the fellowship of the principles Alpha Phi Omega. Although being in good academic standing with the University is not required, the Zeta Omicron chapter encourages active members to be in good academic standing.

#### b. *Rights:*

- i. An Active member shall be eligible to vote on all items of business at any chapter meetings.
- ii. An Active member shall be able to hold office as long as the requirements stated for that office are met.
- iii. Any Active member in good standing with the chapter who is enrolled in the Education Abroad Program/Internship/Co-op shall be allowed to suspend Active membership, with an approved majority vote from the Executive Committee, for the duration of the program and be restored to Active status for the subsequent term. The semester away will not count towards the 4 semesters of Active membership required for Tenured status.
- iv. An Active member shall be able to participate in all activities of the chapter.
- v. An Active member shall be informed of all rights, requirements, and policies.
  1. Active members shall not be held accountable for any requirements or policies not clearly expressed in the Chapter Bylaws, by the Executive Board, or that was communicated through an informal form of communication.
- vi. An Active member shall be granted alternative requirements from the Executive Board provided they can show that they cannot reasonably complete their original requirements.
- vii. An Active member shall be able to express thoughts and concerns about the chapter and to bring issues up for chapter discussion.
- viii. An Active member shall be able to pick up a little brother from the current New Member class provided the Active meets all requirements prescribed by the New Member Educator(s).
- ix. An Active member shall be able to dispute any charges of misconduct prior to any demotion of membership status.

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- c. *Requirements:*
    - i. An Active member shall be required to pay chapter dues, fees, and assessments by the specified dates.
      - 1. Chapter dues shall be 90 USD per semester or a yearly amount to be determined by the Treasurer that shall not exceed 225 USD.
        - (a) In the event of virtual chapter operations, a unanimous vote by the Executive Board will decide the appropriate dues.
    - ii. An Active member shall be required to provide a set amount of leadership to the chapter.
      - 1. The leadership requirement may be fulfilled through any method approved by the Executive Board.
      - 2. Additional leadership may be assigned by the Executive Board as reparations for misconduct.
    - iii. An Active member shall be required to complete a set amount of chapter fellowship.
      - 1. The amount of chapter fellowship required of Active members is 4 fellowship hour credits.
        - (a) In the event of virtual chapter operations, the amount of chapter fellowship required of Active members is 6 fellowship events.
      - 2. Additional fellowship hour credits may be assigned by the Executive Board as reparations for misconduct.
    - iv. An Active member shall be required to complete a set amount of community service.
      - 1. The amount of community service required of Active members is 21 service hour credits.
        - (a) In the event of virtual chapter operations, the amount of community service required of Active members is 10 service hour credits.
      - 2. Additional service hour credits may be assigned by the Executive Board as reparations for misconduct.
    - v. An Active member shall be required to provide a set amount of assistance to the chapter rush and New Member program.
      - 1. The amount of assistance to the rush and New Member programs required of Active members shall be approved by the Executive Board with a two-thirds vote and announced at least one month prior to the beginning of rush.
    - vi. An Active member shall be required to attend all mandatory chapter events unless excused by the Executive Board.
    - vii. An Active member must attend seven regular meetings per semester unless excused by the Executive Board.
    - viii. An Active member must attend two Inter Chapter Event
3. Tenured Active Membership
  - a. *Definition:*
    - i. Tenured Active Membership shall be awarded to Active members who have maintained any combination, in any order, of completed Active, Subactive, or completed Associate Membership for 4 semesters and completed 100 service hour credits.
      - 1. In the case of Beta Iota and Beta Kappa, the service hour requirements will be 108 hours and 112 hours respectively.
    - ii. If an active believes they deserve to become a tenure, they must make an appeal to the President and Membership VP. Vote must be unanimous. If either the President or the Membership VP submits a status appeal, the SAA will take their place in the review process.
  - b. *Rights:*
    - i. A Tenured Active member has all the rights of an active member.
  - c. *Requirements:*
    - i. A Tenured Active member shall be required to pay chapter dues, fees, and assessments by the specified dates.
      - 1. Chapter dues shall be 90 USD per semester or a yearly amount to be determined by the Treasurer that shall not exceed 225 USD.
        - (a) In the event of virtual chapter operations, a unanimous vote by the Executive Board will decide the appropriate dues.
    - ii. A Tenured Active member shall be required to complete the same chapter leadership.

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- iii. A Tenured Active member shall be required to complete half of the chapter fellowship and service required of an Active member.
    - 1. In the event of virtual chapter operations, a Tenured Active member shall be required to complete 3 fellowship events and half of the chapter service required of an Active member.
  - iv. A Tenured Active member shall be required to complete half of the chapter rush requirement required of an Active member.
  - v. A Tenured Active member shall be required to attend three regular meetings per semester.
  - vi. A Tenured Active must attend one Inter Chapter event
4. Associate Membership
- a. *Definition:*
    - i. Associate members are in an intermediate standing between Active Membership and Inactive Membership. A member will be defaulted into associate membership if Active or Subactive Membership requirements were not fulfilled the semesters before. Otherwise, if you are an Inactive Member and want to return to Active Membership, you must go through a semester as being an Associate Member before returning to Active Membership.
  - b. *Rights:*
    - i. An Associate Member has all the rights of an active member except the ability to pick up a little brother, vote, or hold office. However, an Associate Member may pick up a Little Brother if there are extenuating circumstances that are approved by the Executive board.
  - c. *Requirements:*
    - i. An Associate Member shall be required to complete all the same requirements as Active members.
5. Subactive Membership
- a. *Definition:*
    - i. Subactive members are brothers who need more time to dedicate towards other commitments, but would still like to be involved in the chapter. You may choose to be Subactive if you were active the previous semester and completed active membership requirements. A member is limited to one consecutive semester as a Subactive member, unless appealed to the Executive Board and voted by the Executive Board by a majority.
  - b. *Rights:*
    - i. A Subactive member has all the rights of an active member except the ability to pick up a little brother or hold office. However, a Subactive Member may pick up a Little Brother if there are extenuating circumstances that are approved by the Executive board.
    - ii.
  - c. *Requirements:*
    - i. A Subactive member shall be required to pay full chapter dues, fees, and assessments by the specified dates.
    - ii. A Subactive member shall be required to complete half of the chapter fellowship, community service, and rush assistance required of an Active member.
      - 1. In the event of virtual chapter operations, a Subactive member shall be required to complete 3 fellowship events, half of the rush assistance, and half of the chapter service required of an Active member.
    - iii. A Subactive member must attend three regular meetings per semester unless excused by the Executive Board.
    - iv. A Subactive member must attend one Inter Chapter event
    - v. To obtain Subactive membership, a member must present a 300 word letter to or meet with the President and Membership Vice President to explain the need for Subactive membership.
6. Alumni Membership
- a. *Definition:*
    - i. This chapter shall confer Alumni Membership to Chapter members who leave the Zeta Omicron chapter of Alpha Phi Omega and graduate California Polytechnic State University, at San Luis Obispo.
  - b. *Rights:*
    - i. Alumni members shall have all privileges of Active Membership except for voting and holding office.



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- e. The President shall be familiar with parliamentary procedure that can be found in Robert's Rule of Order, Newly Revised in order to run meetings and conduct business in an efficient manner, while maintaining order.
  - f. The President shall, at least once per term, present the State of the Chapter to the active body during the first semester of their term.
    - i. The State of the Chapter may be either written as a report or spoken as an address.
    - ii. The State of the Chapter shall outline the President's vision for the future of the chapter.
  - g. The President is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
2. Membership Vice President (MVP)
    - a. The MVP is responsible for keeping accurate membership files at all levels of membership in this chapter.
    - b. The MVP is in charge of all ceremonies and birthdays.
    - c. The MVP is in charge of overseeing all leadership requirements for the chapter.
    - d. The MVP is in charge of providing assets to the chapter to assist in academic and professional development.
    - e. The MVP is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
  3. Service Vice President (SVP)
    - a. The SVP shall plan, organize, and execute the service program.
    - b. The SVP shall present completed service project report forms to the National Office.
    - c. The SVP may appoint a service project chair for each service event.
    - d. The SVP shall strive diligently for the chapter to earn national service awards and the Cal Poly Service Award.
    - e. The SVP is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
  4. Fellowship Vice President (FVP)
    - a. The FVP will further fellowship among the members of this chapter.
    - b. The FVP will be responsible for all social and athletic activities for the chapter.
    - c. The FVP is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
  5. New Member Educator
    - a. The New Member Educator is responsible for New Membership activities.
    - b. The New Member Educator shall establish written plans for New Member training to be approved by the Executive Board.
    - c. The New Member Educator shall select a method for the Big/Little program.
    - d. The New Member Educator is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
  6. Rush Chair
    - a. The Rush Chair is responsible for all rushing activities.
      - i. Activities required but not limited to
        1. Planning rush events
        2. Flyering responsibilities
        3. Tracking Active requirements
    - b. The Rush Chair will establish written plans for rush and communicate them with the active body during elections.
    - c. The Rush Chair is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
  7. Treasurer
    - a. The Treasurer is responsible for all financial transactions made by the chapter.

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- b. The Treasurer will prepare a semesterly and yearly budget for the chapter.
  - c. The Treasurer is responsible for collecting New Member dues and overseeing the New Member budget.
  - d. The Treasurer is responsible for providing budget and finance reports upon request.
  - e. The Treasurer is responsible for overseeing the fundraising chair.
  - f. The Treasurer is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws
8. Secretary
- a. The Secretary is responsible for keeping accurate and permanent records of all business conduct at chapter and executive meetings. This should include announcements, motions and their outcomes, and detailed descriptions of reports.
    - i. The official form of communication for the chapter shall be through email or physical mail.
  - b. The Secretary is responsible for maintaining current and accurate copies of official chapter documents.
  - c. The Secretary will work with the executive committee to maintain contact with National, Regional, and Sectional chairs/officers and maintain an updated list of National, Regional, and Sectional events.
  - d. The Secretary is responsible, with the help of the MVP, for updating the annual chapter membership rosters and sending them to the National Office each fall before November 15, or the date named by the National Office.
  - e. The Secretary is responsible for distributing all mail to the appropriate officers or chairs in the chapter office.
  - f. The Secretary will maintain a record of all correspondences made.
  - g. The Secretary is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
9. Sergeant at Arms
- a. The Sergeant at Arms is responsible for upholding the bylaws of the national fraternity, the chapter and the university.
  - b. The Sergeant at Arms shall propose additions and/or alterations, within reason, to the Chapter Bylaws.
  - c. The Sergeant at Arms shall facilitate a democratic voting process by all present and non-present Active members of the chapter to pass additions and/or alterations, within reason, to the Chapter Bylaws.
  - d. The Sergeant at Arms is responsible for seeing that the New Member program, as constructed by the New Member Educator, follows the guiding principles of Alpha Phi Omega, and conforms to the National Bylaws, the National Articles of Incorporation, and the Chapter Bylaws.
  - e. Every semester (or as needed), the Sergeant at Arms shall present Risk Management as written by the University as well as Risk Management written by the National Fraternity.
  - f. The Sergeant at Arms shall uphold Risk Management and see that the chapter operates in accordance with Risk Management policies.
  - g. The Sergeant at Arms is responsible for making a detailed description of all general Executive Board policies and all policies pertaining to their position available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
10. Historian
- a. The historian is responsible for assembling a visual medium that gives a comprehensive review of the year, to be made available to the chapter at the end of the year.
    - i. E.g. A scrapbook, slideshow, newsletter, etc.
  - b. The historian is responsible for ensuring that an accurate record of all chapter events is properly recorded into history.
  - c. The historian ensures that all historical records, plaques, scrapbooks, banners, picture slides, etc., are saved and in such order that they can be easily viewed and analyzed.
  - d. The historian is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
11. Inter Chapter Relations Liaison (IC Liaison)

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- a. The IC Liaison is responsible for coordinating all inter-chapter events.
  - b. The IC Liaison is responsible for reaching out, responding, and communicating with other chapters, and encouraging member communication with other chapters.
  - c. The IC Liaison may appoint chairs for large inter-chapter related events.
  - d. The IC Liaison is responsible for recruiting voting delegates for conventions.
  - e. The IC Liaison is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
12. Marketing Director
- a. The Marketing Director is in charge of the overall aesthetic and professional image of the fraternity's presence.
  - b. The Marketing Director is in charge of the organization's social media platforms, including but not limited to Instagram, Facebook, and the Website.
  - c. The Marketing Director is responsible for creating relevant communications and designs for distribution and promotion of fraternity events.
  - d. The Marketing Director is responsible for the creation and production of all merchandise.
  - e. The Marketing Director is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
13. Fundraising Director
- a. The Fundraising Director is responsible for forming partnerships with organizations to create fundraising events.
  - b. The Fundraising Director is responsible for collecting all fundraised money from partnered organizations.
  - c. The Fundraising Director is responsible for allocating all raised funds to the Treasurer.
  - d. The Fundraising director is responsible for allocating at minimum 50% of funds raised to future service events and/or charity donation. These funds must be allocated by the end of the academic year.
  - e. The Fundraising Director is responsible for providing reports of the fundraised amount upon request.
  - f. The Fundraising Director is responsible for making a detailed description of all their policies available to the chapter. Policies may be changed at any time, with at least one week prior notice to the active body, as long as the change does not require a chapter vote or conflicts with Chapter Bylaws.
14. Academic and Professional Development Chair (APD)
- a. The APD chair is responsible for establishing and managing a leadership development program that stimulates growth through leadership within our chapter.
  - b. The APD chair role is to promote APO-related leadership opportunities, like sectional and regional conferences and national conventions.
  - c. The APD chair is responsible in emphasizing the importance of each aspect of DEI - Diversity, Equity, and Inclusion
  - d. The APD Chair is responsible for developing and maintaining relationships with alumni and professionals in various fields to offer mentorship and networking opportunities for members.
  - e. The APD chair is responsible for maintaining regular communication with APO's Advisor and is encouraged to collaborate with them in planning and executing workshops and other professional development activities.
  - f. The APD Chair is to Implement APO LEADS program with the Section Chair and remain in good communication.

## Section D. Official Delegates to the National Convention

1. Delegates will be elected by the Chapter at a regular chapter meeting based upon the criteria determined by the Executive Committee.

## Section E. Recall or Removal of Elected/Appointed Officers

1. Removal of an Appointed Person
  - a. Removal from an appointed position will be done at the will of the President with the approval of the Executive Board. A letter stating the removal order and reasons for removal shall be sent to the appointee by the President.
  - b. Any persons removed from the appointed positions may contest their removal by presenting their case to the chapter, at which point a two-thirds vote may reinstate said persons to their original appointed position.

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2. Impeachment of an Elected Officer
  - a. An elected officer may be impeached after the executive committee or the active body shows just cause for the impeachment; after the executive committee has duly deliberated the impeachment; and after a two thirds vote of the members at a regular chapter meeting
  - b. A formal decision shall be determined by a two-thirds vote of the Executive Board except the President, Sergeant at Arms, and all accused parties. A letter stating the just cause shall then be submitted to the chapter and after 48 hours, a vote may be taken on the impeachment order.
  - c. Upon fulfilling requirements, the officers shall be advised with a letter of impeachment. The office shall then be filled by the same procedures as if the officer has resigned. If a voting member of the executive committee is undergoing removal proceedings, he/she will not be counted in the vote for removal.
  - d. Once an officer has been impeached and removed from their position, they may not be nominated for their same position for the remainder of their original term.
3. Vacancies of Office
  - a. In the case of removal or resignation of a chapter officer, the chapter shall elect a replacement at the second regular chapter meeting following the creation of the vacancy.
  - b. Prior to the election the President may temporarily appoint an active member to fill the vacancy.

## Section F. Terms

1. A term shall be defined as the designated length that an officer serves in his/her position.
  - a. For President, Membership Vice President, Service Vice President, Fellowship Vice President, Treasurer, Secretary, Sergeant at Arms, Historian, Inter-Chapter Liaison, and Marketing Director the duration of a term shall be a school year as defined by California Polytechnic State University.
    - i. For all purposes not pertaining to a specific position a term shall refer to the term length of the President.
  - b. For New Member Educator, Rush Chairs, Fundraising Director and Academic and Professional Development Chair the duration of a term shall be a single semester as defined by California Polytechnic State University.
2. No Active Member may serve in more than two (2) consecutive terms of the same office.
  - a. The Fundraising Director may not serve more than three (3) consecutive terms.

## Section G. Feedback

1. At least once per term the active body will provide constructive feedback to the Executive Board in some form.
  - a. Feedback should include constructive criticism on the policies, goals, and performance.
  - b. Some forms that the feedback may take include online forums, online forms, and group discussion.
2. At least once per academic year the active body must conduct a Chapter Assessment and Planning Session (CAPS).
  - a. Chapter Assessment and Planning Sessions shall be mandatory meetings.

## Section H. Chairs

1. If needed the executive committee may appoint actives to the position of chair in order to oversee chapter operations.
  1. The title of “chair” may be used to refer to an active who oversees a specific chapter operation or an active who is overseeing the organization of a particular event. When overseeing a specific chapter operation, a chair is considered a member of the executive committee while a chair overseeing a singular event is instead a member of the committee that relates most closely to the event.
2. Chairs are not considered part of the Executive Board and do not have to meet the requirements listed for Executive Board officers.
3. A chair is a temporary “at-will” position whose term is to be decided upon by the executive committee.
4. Chairs on the Executive committee must be Active or Tenured Active.

## ARTICLE VII. ADVISOR

### Section A. Duties of the Faculty Advisor

1. Oversees the organization.
2. Ensures the University policy is followed.
3. Provides continuity from year to year and during transition periods.
4. Assists in developing and reaching the organization’s short and long term goals, and provides guidance to help reach those goals.

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5. Encourages leadership and group development.
6. Oversees the expenditures of the organization, including the planning of the budget, and the monitoring of financial reports.
7. Reviews and approves paperwork, such as E-Plans, PRFs, Cash Securities Forms, etc., in a timely manner.
8. Provides oversight to protect the safety of students and the interests of the University.

## Section B. Faculty Advisor Requirements

1. The advisor must be a Cal Poly State faculty or staff.

## ARTICLE VIII. MEETINGS

### Section A. Regular Meetings

1. The executive committee is responsible for scheduling regular meetings.
2. This chapter shall hold weekly meetings during the semester except when holidays, examination periods, or other events make meetings impractical by the judgment of the executive committee.
3. Executive Board and executive committee
  - a. The Executive Board consists of all current elected officers of this chapter.
  - b. Executive committee meetings
    - i. The Executive Board shall meet at least once a week with the executive committee, except during school vacations or at the discretion of the President.
    - ii. The executive committee shall consist of all current elected officers, all appointed chairs, and a selection of actives. The chairman of the advisory committee may be present but will not cast a vote at executive committee meetings.
    - iii. All members of the executive committee may vote on issues presented at executive committee meetings, however the President may limit the voting members to only the Executive Board due to extraordinary circumstances.
    - iv. A quorum of 6 Executive Board members must be present at every executive committee meeting.
    - v. The executive committee shall discuss all issues of current importance to the Chapter.
    - vi. The executive committee shall make recommendations to address Chapter issues. Pros and Cons of these recommendations shall be included in the presentation and the meeting minutes.
    - vii. The executive committee may exercise any powers of the Chapter whenever a question cannot be brought before the Chapter in a timely manner.
    - viii. The executive committee may decide chapter issues if those decisions are not any of the following.
      1. A purchase over \$75
        - (a) The collective voting body shall approve a semesterly budget by a 3/4<sup>th</sup> vote
          - (i) Any purchases or allotted dollar amounts approved in a semesterly budget need no additional approval
          - (ii) Any changes to the budget must be approved by the collective voting body by a 3/4<sup>th</sup> vote
        2. A proposed bylaw, amendment, or standing rule
        3. The responsibility of the Chapter to decide, according to these bylaws.
        4. An issue that requires a vote by the collective voting body
    - ix. The proceedings of all executive committee meetings are reported in the Executive Meeting Minutes.
    - x. At the chapter meeting, the chapter may prevent any decision made by the executive committee from further implementation.
      1. For the chapter to prevent any decision made by the executive committee from implementation, one-fourth (1/4) vote is required.

### Section B. Special Meetings

1. Other chapter meetings shall be held upon written request of one-third of the active members, or at the discretion of the President or Executive Board.
2. Adequate notice of such meetings shall be provided to the chapter members.
3. To require a special meeting to be mandatory, the Executive Board must give one month notice or receive a simple majority vote from the chapter. A mandatory event must have a minimum of two days' notice.



## ARTICLE IX. FINANCES

### Section A. Requirements

1. Funds must be administered through the UU Epicenter and within ASI policies and procedures.
2. No club funds can be used towards the purchase of alcohol.
3. The Advisor or Dean listed on the current club Charter must sign all requests for payment.
4. A club officer with financial authorization on the current club Charter must sign all requests for payment.
5. Club officers are not authorized to sign their own reimbursement request(s).

### Section B. Dues

1. The amount of dues will be determined by the executive committee with the approval of the active body.
2. Dues will be collected at the beginning of the semester by the Treasurer.

## ARTICLE X. DISCIPLINE OF MEMBERS

### Section A. Complaints

1. All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.
2. Complaints may also be brought to the attention of Student Life & Leadership. A written charge may be filed with Student Life & Leadership. Student Life & Leadership shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, Student Life & Leadership shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. Student Life & Leadership shall determine whether misconduct occurred. If it determines that misconduct did occur, Student Life & Leadership shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

### Section B. Misconduct

1. Members shall bring any accusations of misconduct to the executive committee.
2. The executive committee shall inform the accused member of the misconduct claim.
  - a. The anonymity of both parties shall be protected at all times.
  - b. If the accused member acknowledges misconduct the executive committee shall then determine appropriate sanction(s).
3. If the member contests that misconduct has occurred, then the executive committee shall hold a hearing to determine if misconduct has occurred and determine appropriate sanction(s) if necessary.
  - a. During the hearing both the accused and accuser shall present statements to the executive committee for the committee to review.
  - b. Statements may be given in person or written and given to the Sergeant at Arms or Membership Vice President.
  - c. After hearing both statements the executive committee shall deliberate and determine if misconduct occurred.
4. Whether misconduct occurred or not shall be determined by a two-thirds vote of the executive committee.
5. If it is determined that misconduct did occur then the executive committee shall approve appropriate sanctions with a two-thirds vote.
6. If the member continues to contest that misconduct has occurred or contests the sanction(s) imposed by the executive committee, the member may present their case at any meeting where quorum is present.
  - a. After the member has presented their case the voting body shall determine whether or not to uphold the decision previously made by the executive committee with a majority vote.
  - b. Any changes to sanction(s) or clearing any accusations of misconduct must be passed by a majority vote of the voting body.

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c. In cases of misconduct that clearly violate the risk management policy, the right of appeal is not guaranteed.

i. A unanimous vote of the executive committee is required to declare the misconduct a clear violation of the risk management policy.

7. If the determined sanction is removal from the chapter the accused may attempt to rejoin only with the approval of the executive committee.

## Section C. Breach of Bylaws

1. If the member breaches these bylaws or fails a requirement the executive committee shall demote the member's status for the following semester.

a. Any immediate change in membership status shall require a majority vote from a quorum of the voting body.

2. If the member fails a requirement and requests an alternate requirement the executive committee may determine a fair alternative.

3. The member in question has the right to make an appeal to the voting body requesting forgiveness of a failed requirement.

a. The voting body may approve or deny an appeal by a majority vote at a meeting where quorum is present.

## Section D. Voting

1. The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

2. The membership shall vote first on whether the member has engaged in misconduct. If the membership affirms by two-thirds vote that misconduct occurred, the membership shall then determine appropriate sanction(s) by another two-thirds vote. The accused member shall be immediately notified of the outcome.

3. By two-thirds, the membership may reinstate a member who has been suspended or expelled.

## ARTICLE XI. PARLIAMENTARY PROCEDURE

### Section A. Definitions

1. Voting body defines a population of members for voting purposes.

a. The collective voting body shall consist of all members that currently hold the right to vote.

b. The immediate voting body shall consist of all members that currently hold the right to vote and are present for the meeting in question.

i. In the case of a ballot vote the immediate voting body shall consist of all ballots received.

2. Quorum defines the amount of the population of members required to conduct business.

a. Standard quorum shall be an absolute majority of the collective voting body.

b. Voting quorum shall be two-thirds of the collective voting body.

c. Executive quorum shall be six members of the executive board.

3. Mandatory meetings are meetings that members must attend.

a. Members may be excused by the Sergeant at Arms in extenuating circumstances.

b. Mandatory events can be determined by the Executive Board and must be announced to the collective voting body at least one month prior to the date.

c. The voting body may approve of mandatory events with less than one month notice with a two-thirds vote at a meeting where standard quorum is present.

4. Presiding officer is the executive board member overseeing the meeting.

a. The presiding officer may concede to any other executive board member at any time.

b. The Sergeant at Arms shall preside over all meetings except for those mentioned below.

i. The President shall be the presiding officer for all regular general meetings.

ii. The New Member Educator(s) shall be the presiding officer for all meetings pertaining to the New Membership process.

iii. Committee meetings shall be presided over by their respective Executive Board member.

5. Secret voting is a vote where anonymity is considered of importance.

a. Secret votes are traditionally done by all members lowering their heads and raising their hands for their respective vote or an online ballot.

b. The presiding officer and Secretary shall count the votes.

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- i. If the Secretary is not present then a member of the immediate voting body shall be appointed to assist the presiding officer in counting votes.
          - ii. The presiding officer and Secretary are allowed to vote but must refrain from participating in discussion unless directly prompted to.
  6. Verbal vote is a vote used for all business where anonymity is not considered to be important.
    - a. A verbal vote shall be done by the presiding officers asking for “aye” or “nay” votes.
  7. Roll call vote is a vote used for all business where the identity of the voters is considered to be important.
    - a. A roll call vote shall be done by the presiding officer asking each member alphabetically for their vote.
    - b. Each vote and the identity of the vote shall be recorded by the Secretary.
      - i. If the Secretary is not present then a member of the immediate voting body shall be appointed to assist the presiding officer in counting votes.
  8. Ballot vote is a vote used for all business where the collective voting body is unable to meet.
    - a. Ballot votes may be either electronic or physical.
    - b. All votes for a ballot vote are anonymous.
    - c. The Sergeant at Arms shall collect all votes.
    - d. The immediate voting body shall be all ballots collected.
  9. Absentee ballots are votes by members unable to attend the meeting at which the vote takes place.
    - a. Absentee ballots shall only be provided to members who have informed the Sergeant at Arms of their absence prior to the vote.
    - b. Absentee ballots are considered part of the immediate voting body.
    - c. Absentee ballots are invalidated if there are any changes to the original motion, candidates, amendments, etc.
  10. Absolute majority vote is a vote that requires a vote by fifty percent plus one member of the immediate voting body for approval.
  11. Simple majority vote is a vote that requires only a majority of the votes from the immediate voting body for approval.
  12. Two-thirds vote is a vote that requires a vote by two-thirds of the immediate voting body for approval.
- Section B. General Procedure and Motions
1. Only one member may have the floor at a time.
    - a. The presiding officer may interrupt a member who has the floor with a point of order if need be.
      - i. A point of order is a correction to procedure or an urgent matter pertaining to the immediate voting body.
  2. The presiding officer may propose time limits on any portion of procedure due to time constraints.
    - a. Time limits must be approved by a simple majority vote of the immediate voting body.
  3. Any member of the collective voting body may propose a motion during any meeting.
  4. The presiding officer shall declare the motion and ask for a second by a member of the immediate voting body.
    - a. Motions must be seconded by a member of the immediate voting body.
      - i. Motions to adjourn a meeting do not require a second.
    - b. If the motion is seconded it is considered “adopted” and proceeds to a question and answer period when valid and to discussion if not valid.
    - c. If the motion is not seconded it is considered “not adopted” and does not proceed.
  5. The question and answer portion is designed to better inform the immediate voting body.
    - a. Members of the immediate voting body may ask the presiding officer or candidates any direct questions.
  6. After the questions and answer portion there will be a discussion portion for the immediate voting body to discuss among themselves.
    - a. The presiding officer will call on people to talk in turn and they shall be given the floor.
    - b. Members shall address their comments to the whole immediate voting body.
      - i. The presiding officer may allow members to provide direct responses to previous comments if requested.
  7. After there are no more comments or the time limit is reached the presiding officer will move to voting.
  8. After voting the presiding officer will announce the results of the vote as well as the vote count if requested.
  9. Absentee ballots shall be provided at the discretion of the Sergeant at Arms.
  10. If no decision is reached then the motion must repeat the process until a decision is reached.
    - a. For a yes or no vote, members have the right to abstain.
      - i. For yes or no votes either “aye” or “nay” must reach the required amount, if the required amount is not reached then the motion proceeds to the second round of voting.

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- b. After three rounds of voting with no decision reached, the right to abstain is removed and all absentee ballots shall be excluded.
  - i. If the removal of absentee ballots causes the total number of votes to fall below one-third of the collective voting body, then the immediate voting body will vote on whether to continue elections or not.
    1. If the immediate voting body votes to cease elections by a simple majority vote, then voting shall be postponed to a later date a minimum of two days away.
      - a. The postponed date must be approved by a simple majority of the voting body.
      - b. At this time, nominations will be reopened until the decided later date.
    2. If the voting body votes to continue elections by a simple majority vote, then voting shall continue.
  - c. After five rounds of voting with no decision reached, the number of votes required shall change to a simple majority of the immediate voting body.
11. After a failed round of voting, members may request the vote count.
  - a. The presiding officer shall announce the vote count by number only.
    - i. The presiding officer shall not reveal which votes were for what with the exception of roll-call votes.

## Section C. Amendments

1. Any member of the collective voting body or any established committee may submit amendment(s) to these Chapter Bylaws.
  - a. Amendment(s) submitted by individual members of the collective voting body must be seconded by another member.
  - b. Amendment(s) submitted by a committee do not need to be seconded.
2. The proposed amendment(s) shall be submitted to the Sergeant at Arms at any time.
  - a. Proposed amendment(s) may not be altered once submitted to the Sergeant at Arms unless voted on by a simple majority at a meeting where standard quorum is present.
    - i. Alterations to amendments may not exceed the scope of the original amendment (e.g. a proposal to increase chapter dues by 10 USD may be lowered to an increase of 5 USD but not raised to an increase of 15 USD).
3. The proposed amendment(s) shall be presented during a regular Chapter meeting prior to voting.
  - a. Additional discussion sessions may be held at the discretion of the Sergeant at Arms
  - b. After initial discussion all voting members will receive access to a copy of the proposed amendment(s).
4. Voting will either be conducted at any meeting with a secret vote or by ballot vote.
  - a. If voting at a meeting then voting quorum must be present
  - b. If voting by ballot then the number of ballots returned must be at least equal to voting quorum
5. The amendment will pass only with a two-thirds vote of the immediate voting body.
6. Grammatical or formatting amendments may be made at any time by the Sergeant at Arms provided that the amendment does not change the meaning or content of these Chapter Bylaws.

## Section D. Officer Elections

1. Voting quorum must be present to begin officer elections.
2. Prior to the election date all candidates may submit a short, written statement outlining their platform to the chapter to review before voting.
3. Each candidate will give a speech whose duration is determined by the Sergeant at Arms at least a week prior to elections.
4. Nominations shall open once the date for elections is announced.
  - a. Any member of the collective voting body may nominate any member of the collective voting body, including themselves, for positions that are open for nominations.
  - b. Nominations must be seconded by another member of the collective voting body.
  - c. Nominations shall close once the first speech is given.
5. Elections shall proceed in the order that the positions are listed in these Chapter Bylaws.
6. All officer elections shall be conducted via a secret vote.
7. An absolute majority vote is required for a candidate to win.
  - a. If no candidate reaches an absolute majority then the two candidates with the highest votes shall have a run-off with all other candidates being disqualified.
8. Any elections held for chair positions are not required to follow this procedure.

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## Risk Management

### Hazing

No fraternity member shall take part in hazing activities. Hazing activities are defined as (but not limited to): Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the fraternity; wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliation games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

### Sexual Harassment / Abuse / Discrimination

The fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This is to include any actions, which are deemed to be demeaning to all but not limited date/gang rape or verbal harassment

### Contractual and Financial Issues

No chapter, alumni association, section, or region shall enter into contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes but is not limited to, such agreements as leases, contracts, old harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.

### Alcohol and Drugs (Substance Abuse)

The possession, use and/or consumption of alcoholic beverages, during any Fraternity event, any event that an observer would associate with the Fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city, institution of higher education, and two-thirds approval from the Executive Committee. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited. Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages as part of their membership recruitment "rush" or New Member education programs. No chapter funds shall be used to purchase alcohol. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

### Personal Property

Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

### Transportation Issues

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with Fraternity activities, nor for any damages resulting from said use.

### General Health and Safety

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

### Advisors

Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not

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limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the Fraternity when engaging in fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the Fraternity in questions of policy and shall not engage in activities designed to circumvent fraternity policies.

## Education

All reasonable efforts will be made to insure each student member, New Member, associate member, advisor, alumnus and honorary member shall be instructed on the Risk Management Policies annually. Active chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of Fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.

### Affirmation of Compliance with Risk Management Policies

Alpha Phi Omega places a high value on the dignity and worth of a human being. Therefore, I, the undersigned, have read the Risk Management Policies of Alpha Phi Omega. I hereby affirm my acknowledgment of these Risk Management Policies and its recognition that noncompliance of any of these policies has no place in Alpha Phi Omega.

_____ Signature	_____ Position
_____ Printed	_____ Date
	_____ Region Section

### RISK MANAGEMENT RATIONALE

The Standard Risk Management Policy is extremely important for a national service fraternity as well as the individual chapters of Alpha Phi Omega. A risk management policy provides the chapters, sections, regions, and national fraternity with the ability to protect their members, to maintain the high reputation of Alpha Phi Omega, and to assist members in assessing their individual responsibilities.

### ESTABLISHMENT OF INDIVIDUAL CHAPTER RISK MANAGEMENT

**POLICIES** The Standard Risk Management Policy is a minimum policy, which the chapters must follow. Chapters will face unique challenges that will require individual attention. They may choose to adopt a policy above and beyond these standards. This policy is intentionally broad, and it is the intent that chapters individualize, through discussion, the policy beyond the scope of the minimum standards.

The major focus is to educate all Brothers in Risk Management. Adoption of this policy will provide a program of education within the chapters, sections, regions, and on a national level.

Signing the Standard Risk Management Policy should not be done without careful consideration. It is your affirmation and commitment to the Standard Risk Management Policy. Much time and effort has been dedicated to making this policy as encompassing as possible for all members of Alpha Phi Omega, National Service Fraternity.

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## National History

### **The Story Behind the Founding** by Frank Reed Horton, Founder

During the First World War, I served as an ensign in the United States Navy aboard a minesweeper in the North Sea. Our ship and its partner exploded more than 1,000 magnetic mines. My law school background at Boston University led to my appointment to try court martial cases in our Division. When we reached ports some of the sailors ran wild. Many court martial cases resulted. I saw young boys in their teens getting into trouble.

Because of these experiences, I made a firm resolution within myself that if I returned alive, I would try to do two things and do them with all my power. First, do my best to help young people get the right start in life by holding up before them a "standard of manhood" that would withstand the test of time! Second and just as important, try to help the nations of the world settle their disputes in a more sensible and legal manner than by war.

After the war, I became a student at Lafayette College, Easton, Pennsylvania. One evening, while attending an American Legion banquet during my sophomore year, I sat next to an inspiring man named Herbert G. Horton. We were not related but we became fast friends. He, too, had been a naval officer but was now serving as the local Scout Executive. He helped me to become a Deputy Scout Commissioner. One of the troops needed a leader, so I became a Scoutmaster as well.

Through these experiences, I found that the Scout Oath and Law were what I had been seeking - a standard of manhood that would withstand the test of time and a code of ideals created and accepted by some of the greatest leaders the world has ever known.

The summer of my junior year was spent as an Associate Camp Director at the Easton Scout Reservation. Here I was impressed with the religious tolerance in the hearts of the boys. This I have not found so easily among older people. Scouts of the Catholic, Jewish, and Protestant faiths worked together in everything at camp, and everyone had an opportunity to worship on his Sabbath in his own way.

My Brothers in the Sigma Alpha Epsilon Fraternity house, where I lived, who were outstanding for high ideals and clean living, were all former Scouts. I felt a college organization should be formed that would strengthen men in these ideals, and give them an opportunity for Leadership experience and for Service to others.

As a senior at Lafayette College, I talked to some of the men with a Scouting background and the response was good. These men would join an organization based on the ideals of Scouting. I created the name Alpha Phi Omega, the motto and the Greek words and their meaning and wrote the Ritual. Everett W. Probst designed the pin and drew the Coat-of-Arms. Thane S. Cooley suggested the handclasp. Ellsworth S. Dobson and Gordon M. Looney helped write the Constitution and Bylaws.

Fourteen undergraduates signed as charter Members. Scouting advisors were Dr. Ray O. Wyland and Herbert G. Horton.

The Lafayette College Faculty approved the petition for recognition. On December 16, 1925, I conducted the Ritual Initiation at Brainerd Hall, second floor, and Alpha Phi Omega was born.

My purpose was to make Alpha Phi Omega an organization for college men who cooperated with all youth movements, especially Scouting. I also anticipated that our Service program would expand to help people in need everywhere and to do service on the campus of each Chapter.

As Scouting is worldwide, so should Alpha Phi Omega be worldwide, gradually in the colleges and universities of all the nations. Alpha Phi Omega can help bring about, through the future statesmen of the world, that standard of manhood and international understanding and friendship that will lead to a better, more peaceful world in which to live and in which to make a living and a life.

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## About Alpha Phi Omega

### **Cardinal Principles of Alpha Phi Omega**

#### Leadership

Alpha Phi Omega develops the leadership skills of its members. You will have the opportunity to serve as a chapter officer or to plan and execute any number of service and social programs, as well as have the chance to participate in a variety of leadership development programs sponsored by Alpha Phi Omega.

#### Friendship

Alpha Phi Omega is a fraternal organization. We believe participating in a wide variety of social programs helps build a strong feeling of fellowship. Our social activities, which range from local chapter parties to weekend gatherings involving members from many chapters, provide opportunities to make lasting friendships.

#### Service

In Alpha Phi Omega, you will be a member of the nation's largest and most respected service fraternity. Our projects serve young and old, campus and community, the nation and our own members. Each chapter decides its own service program, so members have the opportunity to offer ideas for projects and to see them implemented.

#### Vision

To be recognized as the premier service-based leadership development organization.

#### Mission

Prepare campus and community leaders through service.

#### Values

Develop leadership, promote friendship, and provide service.

#### Objectives

Share Grow Improve Invest

### **Fraternity Symbols**

#### Jewel: Diamond

The most precious of all gemstones representing brilliance, luster, always increasing in value, and an expression of the greatest gift of love when given.

#### Flower: Forget-Me-Not

A perennial flower with royal blue blossoms. It is everlasting, always remembered.

#### Tree: Oak

We have all heard from a parent or mentor at least once in our lives the story of the sturdy oak tree that grew from a small acorn. The oak is stately, sturdy, and sheltering.

#### Colors: Blue and Gold

Our color of blue is a royal blue color. It is elegant, a sign of pure deed and thought. A color in our nation's flag. Our color of gold is called "old glory" gold. A color also found in the nation's flag (fringe and tassels). It represents the high value, respect, royalty, and a sign of love.

#### Bird: Golden Eagle

At the 1976 National Convention the delegates chose another symbol to further this richness of our history and traditions. They declared the golden eagle as a new Fraternity symbol. An eagle is often found as a standard or as a part of the seal of a nation. The golden eagle symbolizes strength, gracefulness, keenness of vision, and endurance.

## Programs & Events

### APO IMPACT

The APO IMPACT program is a set of online training manuals that provide a, "how to," for the usual duties of the most common chapter offices. If you don't see a booklet titled with your particular office, look through the ones that are there. The information you are seeking may still be covered. For example, the President's book covers how to run an effective meeting. Any officer that chairs a committee needs that skill.

### APO LEADS

The APO LEADS program consists of five individual modular components of leadership development. Each of these modular components focus on skills that will help the participant be a successful leader and team member in Alpha Phi Omega and in life. At the completion of the series of courses, the participant will have a set of transferable skills that are applicable to Alpha Phi Omega, to the working world, as well as to leadership in other organizations.

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## MEMBERSHIP ACADEMY

The Alpha Phi Omega Membership Academy is a weekend long skills training course designed to educate APO brothers in the basics of chapter membership operations. Participants will receive hands-on training from volunteer staff, network with brothers and alumni from around the country, and leave the course with tangible skills, ideas, information, and membership action plans that they can bring back and use immediately in their home chapters.

## NATIONAL SERVICE WEEK

Alpha Phi Omega has designated the first week of November as, "National Service Week," to unify Chapters with a national theme and to inspire expansion of chapter service programs. During this week, every chapter is encouraged to carry out a new, high profile service project related to the program of emphasis and involving other chapters and the community.

## NATIONAL CONVENTION

The supreme authority of Alpha Phi Omega is the National Convention, held in even-numbered years. Each Chapter may send two voting delegates (plus as many non-voting delegates as possible). If only one delegate can be present from a Chapter, that delegate casts two votes. Proxy voting is not permitted. Absentee ballots cannot be cast.

In addition to Chapter delegates, each Member of the National Board of Directors has one vote at the National Convention. Also, each Region is entitled to one Alumni Voting Delegate.

The National Convention has a threefold purpose:

- To enact legislation for the development and expansion of the Fraternity.
- To create fellowship, promote exchange of ideas for service projects, and discuss Chapter operations among Brothers from across the nation.
- To develop the leadership ability of the Brothers in attendance, through service on committees and participation in seminars and workshops.

The National Convention conducts its primary business by:

- Receiving reports and recommendations from reference committees, including proposed amendments to the National Articles of Incorporation, Bylaws and Standard Chapter Articles of Association; suggestions for the time and place for the next National Convention; and proposed revisions to long-range goals.
- Taking action resulting in adoption or rejection of proposed amendments; adoption of resolutions, selection of site and date for the next National Convention; and election of National Officers.

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## National, Regional, & Sectional Information

### **National Office**

14901 E. 42nd Street South

Independence, Missouri 64055-7347

Phone: 816-373-8667

Fax: 816-373-5975

Office hours are between 8:45 AM to 4:45 PM CT - Monday through Friday.

### **Online Website**

[www.apo.org](http://www.apo.org)

### **National Board of Directors**

National President: Melody Ann Martin

National Vice President: Disraeli W. Smith II

National Treasurer: Chris Meschuk

National Alumni Relations & Internal Volunteer Development Program Director: Daniel Tilkin

National Finance & Operations Program Director:

National Leadership Development Program Director: Matthew C. Rom

National Membership & Extension Program Director: Brandon Douglas

National Service Program Director: Emily Prauner

National External Relations Program Director:

Immediate Past National President: Robert M. Coop

### **Region B**

Region B includes Central and Southern California, Nevada, and Arizona.

Region B Chair: Ryan Halvorsen

Website:

Sections: 1, 2

### **Section 1**

Section 1 Geography: South Central California

Section 1 Chair: Nick Ferrendelli

### **Section B1 Chapters**

Chi University of California at Los Angeles

Psi University of California at Santa Barbara

Alpha Kappa University of Southern California

Lambda Mu California State University, Los Angeles

Phi Delta California State Polytechnic University, Pomona

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Rho Gamma	California State University, Long Beach
Zeta Omicron	California Polytechnic State University, SLO
Alpha Delta Theta	University of California at Riverside