

BETA BETA CHAPTER
ALPHA PHI OMEGA INCORPORATED
MICHIGAN STATE UNIVERSITY

CHAPTER BYLAWS [CONSTITUTION]
November 26, 2006

ARTICLE 1 MEMBERSHIP

Section 1 Name

The name of this organization shall be Beta Beta Chapter - Alpha Phi Omega incorporated, as incorporated on April 8, 1988. The Executive Committee of this chapter shall act as the board of directors.

Section 2 Purpose

The purpose of the Fraternity shall be to assemble college students in a National Service Fraternity in the fellowship of 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 3 Requirements for Membership

A) Alpha Phi Omega is an organization dedicated to the principles of leadership, friendship, and service. Any undergraduate or graduate student enrolled at Michigan State University in a program leading to a degree shall be eligible for pledge or active membership.

B) Alpha Phi Omega will not discriminate on the basis of race, color, ethnic origin, gender, height, weight, religion, age, political persuasion, sexual orientation, handicapper status, marital status, or veteran status.

Section 4 Pledge Membership

Pledge membership will be granted to any person meeting and maintaining the requirements specified in Section 3 subject to the rules determining the pledging period.

A) The rules for pledges shall be reviewed each academic year prior to the first pledge initiation.

B) Pledges shall be accountable only for those rules in effect at the time of their pledge initiation.

Section 5 Active Membership

A) Upon satisfactory completion of the requirements prescribed by the chapter and payment of all outstanding fees, active membership shall be bestowed on pledges.

B) Upon approval of the chapter, active membership may also be bestowed on those who transfer in good standing from another chapter of the fraternity who meets the requirements of Section 3.

C) Active membership shall be retained by active members:

1) Who meet the requirements noted in Section 3.

2) Whose unpaid dues, fees, and assessments do not extend prior to the current semester, and who have paid all membership dues to the chapter for the current semester by the fourth meeting of the semester.

3) Who miss no more than two consecutive meetings in a semester.

4) Who meet the service requirement specified by the chapter.

D) Only active members have the right to vote and hold office.

Section 6 Associate Membership (Excused Active)

Associate Membership shall be granted according to the procedure specified by the chapter and subject to the following conditions:

A) Such status shall be granted only when an active member cannot regularly participate in chapter functions because of employment, co-op, internship, or study abroad.

B) An Associate Member shall retain all fraternity privileges except that of voting and holding office.

C) Associate Membership shall be granted for a period of no more than one semester, and shall end at the close of the semester granted.

Section 7 Inactive Membership

A) Inactive status shall be assigned to any active member who fails to meet requirements for active or associate membership listed in Section 5 or Section 6.

B) Inactive members shall hold no chapter privileges.

C) Inactive members may regain active status upon completion of the reactivation program prescribed by the chapter.

D) Upon graduation or withdrawal from the university, inactive membership shall be replaced by alumni membership.

Section 8 Alumni Membership

Upon graduation or withdrawal from the university, any who have held active membership in this chapter shall be recognized as alumni members.

Section 9 Graduate Student Membership

A) Any student enrolled in an academic program other than one leading to a first four year degree shall be eligible for graduate student membership. This shall be bestowed according to the procedures prescribed by the chapter.

B) Graduate students shall act in an advisory capacity or as an active member of the chapter. Graduate student actives shall have all rights prescribed to actives including the right to vote and hold office.

Section 10 Honorary Membership

The chapter may confer honorary membership upon educators, scouts, outstanding citizens and others deemed worthy of merit according to the procedures prescribed by the chapter.

Section 11 Resignations of Membership

A) Resignations may be submitted in writing by any member who no longer desires to continue his/her affiliation with Alpha Phi Omega.

B) The resigning member must meet any financial obligations owed to the chapter before the resignation is submitted.

C) The resigning member retains no form of membership in the chapter. The national fraternity shall be notified of the individual's resignation.

D) A resignation may be withdrawn upon a written request and the individual may be granted inactive or alumni membership, whichever is applicable, upon the approval of a majority of the chapter. The national fraternity will be notified of any reinstatement.

Section 12 Suspension of Membership

A) A member may be suspended according to the procedures prescribed by the chapter under the following condition: Suspension shall be the last resort in cases where a member repeatedly fails to conduct him- or herself in the spirit of Alpha Phi Omega.

B) The suspended member retains no form of membership in the chapter. The national fraternity shall be notified of this action.

C) A suspension may be recalled and the individual granted inactive or appropriate membership upon the approval of a majority of the chapter. The national fraternity shall be notified of any reinstatement.

ARTICLE II OFFICERS, ADVISORS, DELEGATES, AND REPRESENTATIVES

Section 1 Chapter Officers

Chapter officers shall be: President, Vice President of Service, Vice President of Membership, Vice President of Programs, Pledgemaster Director of Public Relations, Secretary, Director of Finance, Alumni Secretary, Historian, Director of Communications, Director of Scouting Relations, and Sergeant-at-Arms.

Section 2 Elections

A) Chapter officers shall be elected for a one-year term each spring semester, unless a position is vacant and needs to be filled mid-semester.

B) The election meeting shall serve as the chapter's annual meeting as required by the incorporation laws of Michigan.

C) All student officers shall be active members that have been active for at least one semester, and must have an all-University GPA of 2.2 or better at the time of the election. These requirements must be retained throughout the term of office.

D) If an officer's all-University GPA falls below a 2.2, the officer shall have one semester to raise his/her GPA to a 2.2. If the officer fails to do this, he/she will be asked to resign.

Section 3 Resignations and Suspensions

A) Any officer who cannot fulfill the duties of his/her position shall submit a written resignation from office within one week of the time the conflict arises.

B) Failure to resign an office when necessary constitutes just cause for the removal of the officer according to the procedures prescribed by the chapter.

C) Vacant offices shall be filled according to the procedures prescribed by the chapter.

Section 4 Installation

A) All officers shall participate in a training program prior to installation.

B) Installation shall take place immediately following the spring activation ceremony unless a vacancy must be immediately filled.

C) All officers shall be installed according to the installation ceremony of the national fraternity. This includes those elected to fill a vacancy.

Section 5 Advisors

Advisors can be elected anytime during the academic year according to the procedures prescribed by the chapter.

Section 6 Delegates to the National Convention

The chapter shall elect two delegates to the national convention or one in case only one member can attend. This election shall be held at the end of spring semester. The names of these delegates will be forwarded to the regional director so that they may be considered for a national committee chair position.

Section 7 Delegates to the Regional or Sectional Conferences

The President shall appoint two active Brothers to be voting delegates, as the need arises, at Regional or Sectional Conferences. If only one or no active Brothers are attending the next Regional or Sectional Conference the President may appoint a Pledge, an Advisor, an Alumni, the Sectional Representative, or any combination thereof as voting delegates. The President may rescind these appointments at any time.

Section 8 Sectional Representative

The President shall appoint a Chapter Sectional Representative to serve on the staff of Section 54 as the need arises. The President may rescind this appointment at any time.

ARTICLE III DUTIES OF OFFICERS, ADVISORS, DELEGATES, AND REPRESENTATIVES

Section 1 President

The duties of the President shall be as follows: to give supervision to the chapter and its officers, seeing that its Constitutional duties and obligations, national and local, are fulfilled; to preside at all meetings of the Chapter and Executive Committee; to serve as a member of the Advisory Committee and an ex-officio member of all other committees; to call special meetings as deemed necessary; to coordinate the operations of the Chapter officers and committees; to file incorporation documents yearly and to file any changes in address, etc., with the appropriate government agency; and to perform such other duties as the office may require. The President also has the right to vote, but only when the President's vote will affect the outcome of a result during any official vote at an official Chapter meeting.

Section 2 Vice-President of Service

The duties of the Vice President of Service shall be as follows: to direct the service program and serve as Chair of the Service Committee; to perform all presidential duties in the absence of the President; and to carry out such other assignments as the Chapter or President may prescribe.

Section 3 Vice-President of Membership

The duties of the Vice President of Membership shall be as follows: to direct all phases of the rush program; to serve as Chair of the Membership Committee; to keep a file of duplicates of each active's membership application; to forward to the national office the applications of all new pledges and actives; to ensure the proper execution of all Chapter ceremonies; to take an active roll in membership retention and chapter morale; to perform all presidential duties in the absence of both the President and the Vice President of Service; and to carry out such other assignments as the Chapter or President may prescribe.

Section 4 Vice-President of Programs

The duties of the Vice President of Programs shall be as follows: to serve as the Chapter's social director and the Chair of the Programs Committee; to be responsible for planning special events and activities as prescribed by the Chapter; to perform all presidential duties in the absence of the President and both of the other Vice Presidents; and to carry out such other assignments as the Chapter or President may prescribe.

Section 5 Pledgemaster

The duties of the Pledgemaster shall be as follows: to act as a liaison between the active members and the pledges, to ensure the proper execution of the pledge requirements as approved by the Chapter and outlined in the National Pledge

Standards, to ensure that each pledge is imbued with the spirit of Alpha Phi Omega before activation, and to carry out such other assignments as the Chapter or President may prescribe. Two Pledgemasters will be elected separately and shall be equal to each other.

Section 6 Director of Public Relations

The duties of the Director of Public Relations shall be as follows: to assist the various officers and committees of the Chapter with the preparation of materials to be distributed for the purpose of publication; to deliver any material to the various media as deemed necessary by the President or Chapter, to review any of the materials prepared by the various officers and committees for the purpose of publicity; to be certain they are well written and aesthetically pleasing; to announce, using a local media source, the Chapter's Annual Meeting as specified by the Incorporation Laws of Michigan; to serve as Chair of the Public Relations Committee; and to carry out such other assignments as the Chapter or President may prescribe.

Section 7 Secretary

The duties of the Secretary shall be as follows: to keep an accurate written record of all business meetings of the Chapter and the Executive Committee; to carry on any correspondence with other persons or organizations as deemed necessary by the President or Chapter; to prepare a membership roster at the beginning of each semester; to cooperate with the Sergeant-at-Arms in keeping an accurate record of attendance of the various members; to send a copy of each business meeting's minutes to each member who has Excused Active status and to the Advisory Chair; to make sure all records are accurate and up-to-date at the end of the term of office; and to carry out such other assignments as the Chapter or President may prescribe.

Section 8 Director of Finance

The duties of the Director of Finance shall be as follows: to manage all financial matters of the Chapter and keep an accurate record thereof; to collect all fees, dues, and assessments; to notify the Executive Committee when any member becomes delinquent in his/her financial responsibilities to the Chapter; to prepare the annual tax returns as required by the Internal Revenue Service and file it at the appropriate time; to report the financial status of the chapter to the Executive Committee and the chapter on a regular basis; to coordinate the preparation of the annual chapter budget and present it to the chapter for approval; to serve as the Chair of the Finance Committee, seeing that the Chapter's funds are wisely spent and provisions are made for fund-raising activities; to be certain the financial records are accurate and up-to-date at the end of the term of office; and to carry out such other assignments as the Chapter or President may prescribe.

Section 9 Alumni Secretary

The duties of the Alumni Secretary shall be as follows: to develop and maintain an accurate mailing list of alumni of the Chapter; to supply the National Office and Sectional Alumni Chair annually with an updated list of alumni and graduating seniors; to serve as the primary contact between the alumni and the Chapter; to plan and execute annual alumni activities; to act as an editor of the Chapter Alumni Newsletter; to publish the newsletter once a semester, excluding summer, or as many possible given the allocated budget; to promote life membership to undergraduate members; to serve as Chair of the Alumni Committee; and to carry out such other assignments as the Chapter or President may prescribe.

Section 10 Historian

The duties of the Historian shall be as follows: to maintain an accurate history of the Chapter as it transpired during the term of office; to maintain organized files of documents pertaining to Chapter history; to compile a scrapbook of photographs, newspaper clippings, etc. pertaining to chapter activities during the term of office; to serve as editor of the Chapter newsletter, and to ensure that the newsletter is regularly published; to serve as the Chair of the Committee on Chapter History; to nominate the Chapter and submit paperwork for campus, local, and national awards and recognition; and to carry out such other assignments as the Chapter or President may prescribe.

Section 11 Director of Communications

The duties of the Director of Communications shall be as follows: to develop and maintain a list of contacts from other Chapters from across the Section and the Region; to supply the Chapter such a list upon request; to serve as the primary contact for the Chapter to members of other Chapters, to act as the coordinator for all Chapter-related electronic communications and other communications not specifically assigned elsewhere by the Bylaws, Code of Operations, or the Chapter; to publish a weekly listing of all Chapter activities for the following week; to act as an Ambassador for the chapter within the section, region, or nation as determined by the Chapter and Executive Board; and to serve on the Communications Committee. The Director of Communications shall carry out such other assignments as the Chapter or President may prescribe.

Section 12 Director of Scouting Relations

The Duties of the Director of Scouting Relations shall be as follows: to serve as the primary contact between the Chapter and the Chief Okemos Council and the Capital Area Girl Scout Council; to promote Scouting activities and service projects within the Chapter; to organize at least one Scouting-related activity per semester; to maintain communication with the Scouting Relations Chairs at the Sectional and Regional Levels; and to act as Chair of the Scouting Relations Committee. The Director of Scouting Relations shall carry out such other assignments as the Chapter or President may prescribe.

Section 13 Sergeant-at-Arms

The duties of the Sergeant-at-Arms shall be as follows: to guard the portal and perform such disciplinary and parliamentary tasks as deemed necessary by the Chapter or President; to keep an accurate record of attendance of the members and inform the Executive Committee when any member becomes inactive; to verify that all members are eligible to have active status; to be responsible for all Chapter properties; to secure the meeting place of the Chapter according to the direction of the Executive Committee; to observe if members are keeping their office hours; and to report to the Executive Committee whenever a member is consistently absent or late. Because the Sergeant-at-Arms acts as parliamentarian, the office holder does not vote in any formal meeting of the chapter, but shall, however, have the power to entertain a motion. The Sergeant-at-Arms shall also carry out such other assignments as the Chapter or President may prescribe.

Section 14 Advisors

A) The duties of the Advisors shall be as follows: to have frequent and substantial association with this chapter, its members and officers, so as to be a source of guidance, counsel, and objectivity in its day-to-day functions; to encourage the development of high fraternity standards and compliance with the basic principles of Alpha Phi Omega; to serve on the Advisory Committee; and to serve as an objective member of the respective Chapter committees as assigned by the Advisory Chair. To carry out these duties, advisors shall:

1. Attend at least one business meeting per semester.
2. Attend the Chapter Programming Planning Conference (CPPC) in the spring or have a meeting with an officer to discuss CPPC goal and objectives.
3. Attend at least one pledge meeting per semester.
4. Attend at least one service project per semester.
5. Meet at least once per semester with the officer(s) assigned. Attendance at this officer's committee meeting is a valid way to fulfill this requirement.
6. Although initiation and activation ceremony attendance is not required, the Chapter encourages advisors to attend at least one ceremony per semester.

B) To assist the advisors in carrying out their duties, the chapter shall:

1. Send advisors a new chapter roster at the beginning of every semester, and a tentative calendar of service and fellowship events at least twice a year.
2. Ensure that the Chapter President contacts each advisor by phone or letter at least once per semester.
3. Contact each advisor before every ceremony to give a specific time and location.

4. Send advisors a copy of the new Chapter Bylaws and Code of Operations whenever amended.

C) Advisory Chair

The duties of the Advisory Chair shall be as follows: to call and preside at special chapter meetings at any time upon the written request of 1/2 of the elected officers or 1/3 of the active members when it is not possible to secure such through the regular procedure as prescribed in the Code of Operations; to serve as an ex-officio member on the Executive Committee, seeing that the program and administration of the Chapter is underway at the beginning of each academic year; and to assign each advisor to an officer(s) of their choice (in consultation with the Chapter President) to work with during the year. (Officers may have more than one advisor assigned to them, however, every officer must have at least one advisor.)

D) Faculty Advisors

The duties of the Faculty Advisors shall be as follows: to assist the Chapter in its efforts to carry out campus projects, and to encourage the development of high scholastic standards.

E) Scouting Advisors

The duties of the Scouting Advisors shall be as follows: to give counsel and advice to the Chapter regarding its scouting relationships; to encourage high fraternal scouting standards; and to assist the Advisory Chair in getting the Chapter program underway at the beginning of the academic year.

Section 15 National Delegates

The duties of the National Delegates shall be as follows: to represent the Chapter at the national convention, to serve on or chair a national committee, and to vote at the convention.

Section 16 Delegates to the Regional or Sectional Conferences

The duties of the Regional or Sectional Conference Delegates shall be as follows: to represent the Chapter at the Regional or Sectional Conference and to vote at the conference.

Section 46 (17) Sectional Representative

The duties of the Sectional Representative shall be as follows: to be responsible for all required sectional reporting to the sectional staff as the Chapter President or Sectional

Chair sees fit.

ARTICLE IV COMMITTEES

Section 1 Standing Committees

The standing committees of the chapter shall be: Executive, Advisory, Service, Membership, Programs, Finance, Alumni, Historian, Public Relations, Communications, Scouting Relations, and any other special committees the Chapter deems necessary.

Section 2 Committee Powers

Each committee shall have effective power within its own sphere to commit the chapter to projects and programs. The chapter as a whole may veto a committee program by a majority vote, but no vote is necessary to approve a program. The chapter may direct the committee to take a certain action or to become involved in a particular program by majority vote. The President shall have the power to resolve any conflict arising between committees concerning each committee's sphere of authority.

Section 3 Committee Members

Committees may consist of active, pledge and advisory members. The committee chair may fill committee positions any way he or she deems credible, unless otherwise prescribed in the Chapter's Code of Operations.

Section 4 Executive Committee

The Executive Committee shall consist of the various Chapter officers listed in Article II, Section 1 of this document. The Executive Committee shall meet day and time decided upon at the time of Spring elections. The Advisory chair shall serve as an ex-officio member on the committee but shall have no vote.

ARTICLE V AMENDMENTS

Section 1 Procedure

A) These Bylaws may be amended at any regular or called meeting of the Chapter upon a three-fourths affirmative vote of those members voting at any meeting where quorum is present.

B) Any amendment must be proposed in writing to the chapter as a whole at least two weeks in advance of voting.

Section 2 Dating

Any revisions of the Bylaws not dated at the top are superseded by the most recent dated copy.

Section 3 Posting

Each revision must be posted to the minutes for the day of revision.

ARTICLE VI RELATIONSHIP BETWEEN THE BYLAWS AND THE CHAPTER CODE OF OPERATIONS

The Bylaws represent the backbone of the chapter's methods of operation. As such, the Bylaws take precedence over the Code in all situations of conflict.