

ALPHA PHI OMEGA  
BETA BETA CHAPTER  
MICHIGAN STATE UNIVERSITY  
CHAPTER CODE OF OPERATIONS  
April 22, 2007

ARTICLE I PURPOSE OF THE CODE

Section 1 Purpose of Code - The purpose of the code shall be to delineate chapter standard operating procedure. The Chapter Bylaws take precedence over the Code whenever a conflict arises.

Section 2 Quorum - Unless otherwise stated, all votes shall require a quorum at a regular or called business meeting. A quorum shall be one more than half of the active membership for a business meeting and one more than half of the officers for the Executive Committee.

ARTICLE II MEMBERSHIP

Section 1 Pledge Membership

A) The Chapter shall determine the rules for pledging each academic year by the majority vote of the chapter. Any change during the academic year must be voted upon by a like vote.

B) Pledges who have not completed the pledge program shall gain active membership status upon a 3/4 affirmative vote of those members voting at any meeting where quorum is present.

Section 2 Active Service Requirement - All active members shall maintain at least 15 total hours of work during the semester to remain active. At least 10 hours will be performed at any Alpha Phi Omega service project, including at least one fundraising project. At least three hours shall be performed on any committee. Finally, two hours are free to do whatever the active so chooses.

Section 3 Activation of Inactive Members - Upon the request of an inactive member, they may regain active standing as long as the following conditions are met within a 10 week probationary period, which may begin at any point in time and be completed during active fraternity weeks:

A) Payment of any outstanding dues, fees, and assessments, not including membership fees for full semesters of inactive status.

B) Attendance at 5 full business meetings.

C) Completion of at least 10 service hours involving at least three Alpha Phi Omega service projects (under the same guidelines as active service

projects). At least 3 hours of active participation on any Chapter committee (or at least 3 hours actively assisting an officer), and 5 hours free to choose as the reactivating member so chooses.

D) At the end of a 10 week probationary period, and upon a 3/4 affirmative vote of those members voting at any meeting where quorum is present.

Section 4 Associate Membership/Excused Active - At the request of the active, and upon a 3/4 affirmative vote of quorum, the requesting active may be granted Associate Member status. The member must be present to give account for request for associate status, barring extenuating circumstances.

Section 5 Honorary Membership - Honorary membership shall be granted upon a 3/4 affirmative vote of those members voting at a Chapter meeting where quorum is present.

Section 6 Graduate Student Membership - Graduate student membership shall be bestowed on any eligible individual who receives a 3/4 affirmative vote of quorum.

Section 7 Activation of Alumni - Any alumni returning to the university and meeting the requirements for membership listed in the Chapter Bylaws (Article I, Section 3) may be reinstated as active members upon a 3/4 affirmative vote of quorum.

#### Section 8 Suspension of Membership

A) A motion to suspend a member may be brought before the chapter only upon a 3/4 affirmative vote of the Executive Committee or the written request of 1/4 of the active members of the Chapter.

B) This motion must be presented at least one meeting prior to the chapter vote of suspension.

C) The member in question will be given an opportunity to present his/her case before the Chapter immediately prior to the final vote, and will be notified at least one week in advance of this opportunity.

D) The debate of the motion shall not be limited to less than 1/2 hour. The question can be called to a vote before the half hour is up if there are no objections by any members present.

E) A 3/4 affirmative vote of the Chapter will suspend the member in question.

F) The National Office of the Fraternity shall be notified that the individual in question is no longer affiliated with the Chapter.

G) A suspension may be rescinded by a majority vote of the Chapter. The National Office of the fraternity will be notified of this action.

#### Section 9 Removal of an Officer or an Advisor

A) A motion to remove any officer or advisor may be brought before the Chapter only upon a 3/4 affirmative vote of the Executive Committee or the written request of 1/4 of the active members of the Chapter.

B) This motion must be presented at least one meeting prior to the Chapter's vote of removal.

C) The officer or advisor in question will be given an opportunity to present his/her case before the Chapter immediately prior to the final vote, and will be notified at least one week in advance of this opportunity.

D) The debate on the motion to remove any officer or advisor shall not be limited to less than 1/2 hour. The question can be called to a vote before the half-hour is up, if there are no objections from any members present.

E) A 2/3 affirmative vote of the Chapter shall be necessary to remove any officer or advisor.

F) Any officer removed from office shall still be considered to be a member of the Chapter in good standing unless a motion to suspend him/her from the Chapter is initiated, or the removed officer no longer meets the requirements for active membership outlined in Article I, Section 5 of the Chapter Bylaws (Requirements for Active Membership).

### ARTICLE III MEETINGS

Section 1 Frequency of Meetings - The chapter shall hold at least three meetings per month for the transaction of business during the academic year (fall and spring semesters)

Section 2 Special Meetings - Special meetings may be called subject to the following:

A) At the request of the president, the written request of 1/2 of the elected officers, or the written request of 1/3 of the active members of the chapter. Requests for special meetings must include a deadline date by which it must be held.

B) The date for the special meetings must be set by the President within one week of receiving a request. They must be held by the date specified in the request.

C) In the event that the President does not comply as stated in "B" above, the written request must then be presented to the Advisory Chair under the same conditions that applied to the President.

D) A notice of all special meetings shall contain a statement of the purpose of the meeting or the special business to be transacted.

E) It is the responsibility of the President to call a meeting at a time when a quorum may be present.

F) It is the duty of the Sergeant-at-Arms to ensure that a quorum is present.

### Section 3 Regular Meetings

A) The regular meetings of the Chapter shall be in such a place as the Executive Committee may direct.

B) The day and the time of the regular meetings of the Chapter shall be determined each spring semester for the following year by a 3/4 vote of those members voting at any meeting where quorum is present, and may only be changed in a like manner.

C) No business may be transacted unless a quorum is present.

D) Quorum will be assumed unless otherwise contested.

### Section 4 Procedure - All business meetings shall be conducted according to parliamentary procedures as stated in Robert's Rules of Order.

A) In all questions of procedure and conduct, the Sergeant-at-Arms shall act as parliamentarian as defined in Robert's Rules of Order. The Sergeant-at-Arms shall also act as interpreter of the Chapter Bylaws and the Code of Operations.

B) The parliamentarian's interpretation shall be binding, unless overruled by a majority of the active members present.

## ARTICLE IV FINANCIAL OBLIGATIONS OF MEMBERS

Section 1 Pledge Fees - Each person becoming a pledge of this chapter shall pay the National Pledging Fee as specified by the National Bylaws as well as an assessment of up to \$25.00 for the use of the Chapter.

Section 2 Membership Fee - Each person becoming an active member of this chapter shall pay the National Membership Fee as prescribed by the National Bylaws.

### Section 3 Dues

- A) All active members shall pay chapter dues of \$35 per semester (fall and spring) or \$60 per year.
- B) All dues for active membership are due by the fourth business meeting of the semester. If a member wishes to pay the annual dues, they are due by the third week of fall semester. Failure to pay dues on time will result in loss of active status.

### Section 4 Assessments

- A) Assessments to ensure successful chapter operation may be levied upon the Chapter members by an affirmative vote of 3/4 of active members present at a regular or called meeting. Failure to pay assessments by the specified time will result in inactive status.
- B) Members shall be given a minimum of two weeks to pay any new fee or assessment.
- C) The Director of Finance is responsible for informing members of all assessments.

## ARTICLE V NOMINATIONS ELECTIONS AND APPOINTMENTS

### Section 1 Nominations Prior to Elections

- A) At least three general business meetings prior to the annual chapter elections, the President of the chapter will announce the time, date, and location of the elections and continue to announce this information until the night of elections.
- B) At least two general business meetings prior to elections, the President shall open nominations for all offices. Following this event, upon the opening of nominations during each business meeting the Sergeant-at-Arms shall announce to the Chapter the names of the brothers and the particular offices for which they have already received a nomination.

C) During the meeting at which elections are held, nominations may be taken immediately preceding the balloting for that particular office.

Section 2 Duties and Information - The Sergeant-at-Arms will be in charge of clarifying the commitment and duties of the office(s) to each potential candidate and of the dispersal of other information pertaining to those offices.

### Section 3 Elections

A) Elections shall be held the 2nd meeting after spring break.

B) The President shall preside over the elections.

C) The order of offices elected shall be the order in which they are introduced in the Chapter Bylaws.

D) Proceedings for each office shall not begin until the results of the immediately preceding ballot are announced.

E) Election proceedings for each office shall consist of an announcement of the duties, a call for nominations, an opportunity for one additional person to speak in favor of the candidate for up to two minutes, an opportunity for the candidate to speak for up to three minutes, and the final voting.

F) Any member accepting a nomination must meet the requirements mentioned in Article II, Section 2C of the Bylaws.

G) All elections shall be by written ballot. No proxy voting shall be permitted.

H) If a nominee is running unopposed, he or she may be elected by proclamation.

I) The presiding officer shall cast a ballot during elections at the same time as the other active members in the Chapter. The presiding officer's ballot shall be handed directly to the Sergeant-at-Arms, who will keep it unopened unless the voting results in a tie.

J) At least one advisor must be present at officer elections to supervise and/or perform the ballot counting.

Section 4 Responsibilities of New Officers - Elected officers will assume the responsibilities of their offices immediately following the adjournment of the installation ceremony.

### Section 5 Majority Election

- A) To be elected, a candidate must receive a majority of the votes cast.
- B) If this does not occur on a given vote, the candidates receiving the two highest vote counts will be voted on again, until one receives a majority.
- C) In the event of a tie, the Sergeant-at-Arms shall open the presiding officer's ballot in the presence of the advisor or advisors supervising the election (the Election Referees). The Referees shall certify the winner, and the winner's name shall be announced to the Chapter. Because all officer elections are performed with a secret ballot, the presiding officer is under no obligation to disclose his/her vote or the existence of a tie to the Chapter.

Section 6 Vacancies in Elected Offices - In the event of a vacancy, the title, powers, and responsibilities of that office shall revert directly to the President. The specific duties of the office may be delegated by the President to members of the affected committee subject to the following:

- A) Any report given for that office at Executive Committee and general business meetings shall be given by an individual ineligible to run for the office.
- B) The duties of the Sergeant-at-Arms and the Secretary at all meetings shall be fulfilled by an individual ineligible to run for office.
- C) A special election will be held to fill the vacancy subject to all rules set forth in this Article for regular elections.

Section 7 Committee Members - The personnel of the regular committees shall receive formal appointment by the Executive Committee upon recommendation of the respective committee chairs and the President.

Section 8 Committee Chairs - Committee chairs may be approved by the respective Vice President. That Vice President must then present the new committee and committee chair during his or her report to the Executive Committee.

Section 9 Disbanding Committees - The Executive Committee may disband any special committee it creates by a majority vote of the Executive Committee or the Chapter. The Committee Chair will be given an opportunity to discuss further action with the Executive Committee.

### Section 10 Advisors

A) An Advisor can be elected at any time during the academic year by a 3/4 vote of the chapter.

B) The Advisor position shall be reviewed each spring semester by majority vote.

## ARTICLE VI COMMITTEE STRUCTURE OBJECTIVES AND PROCEDURES

Section 1 Committee System - Beta Beta chapter shall run through a committee system. Chapter projects and programs shall be primarily planned and implemented through respective committee operations. Fraternity projects will be handled by working through the committee system.

Section 2 Committee Powers - All committees shall have power within their respective spheres to commit the chapter to projects and programs. All members shall have a chance to express their ideas and opinions to committees, and to have their ideas considered. Each committee Chair has the power to decide under what system decisions will be made within their committee, with the approval of the Executive Committee, subject to Section 3 of this article.

A) A committee must give a report or a "no-report" at every regularly scheduled meeting.

B) A member may move to force a reconsideration or report out of a committee. This motion shall require a 2/3 affirmative vote of the active members voting. If approved, a report shall be given at the next meeting of the chapter.

### Section 3 Committee Operations

A) Motions to be considered at a committee meeting can be made by any active member present or submitted in writing to a member of the committee prior to the meeting.

B) Approval of a motion before the committee shall require a majority vote of the committee members present.

C) The Chair of the committee shall set and announce the time and place of the meetings.

D) The committee welcomes ideas and suggestions from any member of the chapter. All new proposals will be given due consideration. All proposed projects will be handled through the committee. Proposals should include basic information (type of work, time involved, number of people.)

E) Committee decisions and the committee's stand on proposed projects will be reported to the chapter at the first business meeting following the committee meeting.

F) The division of labor will be left up to the discretion of the committee chair.

Section 4 Emergency Situations - If a committee responsible for a project cannot meet in time to discuss the matter, the President may declare an emergency situation to handle the specific project or problem.

A) The President may then move with the necessary action to either implement or dispense the project. This must be done in coordination with the respective committee chairmen.

Section 5 Executive Committee - The Executive Committee shall consist of the Chapter President, all Vice-Presidents, Pledgemasters, Director of Public Relations, Secretary, Director of Finance, Alumni Secretary, Historian, Director of Communications, Director of Scouting Relations, Sergeant-at-Arms, and the Advisory Chair. The Advisory Chair shall sit on the committee but shall have no vote.

A) Duties

1) To carry out the resolutions, policies and activities voted by the chapter, through regular channels, as indicated in the duties of the officers and the committees of the chapter.

2) To exercise all powers of the chapter during the intervals between meetings.

3) To advise the President in the coordination of Chapter activities.

4) To plan the activities of the Chapter at the beginning of the academic year.

5) To discuss chapter-related problems and their possible solutions.

6) To identify and notify inactive members.

B) The committee shall meet at least once per month.

C) The committee should be run by Robert's Rules of Order.

D) Any member of the committee missing three consecutive meetings can be asked for a resignation from office by the Executive Committee.

E) Each member of the committee shall have no more than one vote, no matter how many offices they hold.

F) The President shall only vote in case of a tie.

#### Section 6 Advisory Committee

A) The members of the Advisory Committee shall be the President of the Chapter and the Chapter advisors.

B) The committee of advisors shall elect a Chair each spring to serve for the following year.

C) This committee shall meet at least once per semester for the purpose of discussing the chapter program and administration.

#### Section 7 Service Committee

A) Objective: The objective of the service committee shall be to plan, coordinate, and implement the service program of the Chapter. Other duties are as follows:

1) To make plans for the execution of traditional Chapter projects.

2) To research new projects as thoroughly as possible.

3) To present plans for each project well in advance to ensure that the Chapter may give its fullest support.

4) To supervise the execution of each project, maintaining a constant check on the steady flow of work.

5) To work with the publicity committee to ensure the public awareness of a given project.

#### Section 8 Membership Committee

A) Objective: The objective of the Membership Committee shall be to plan and direct all phases of the membership program, including rush, pledging, and extensions. Other duties are as follows:

1) To search the campus for those interested and qualified for membership in Alpha Phi Omega, and to plan and carry out aspects of rush.

- 2) To work with the Director of Public Relations and his/her committee to ensure membership activities are given media attention.
- 3) To review qualifications of prospective members.
- 4) To assist in the formation of new chapters.
- 5) To be responsible for conducting an investigation whenever a member goes inactive, and to report findings to the Executive Committee.
- 6) The committee will meet at least three times a semester.

#### Section 9 Programs Committee

##### A) Objective:

- 1) To plan programs that will be attractive to new pledges and prospective members, and give adequate notification of these events.
- 2) To promote a spirit of close friendship and fellowship among all Chapter members.
- 3) To create and maintain a spirit of friendship toward all prospective members who visit Chapter functions.
- 4) To plan and execute Chapter social functions.
- 5) To work with the Director of Public Relations and his/her committee to ensure awareness of any events planned.
- 6) To work in conjunction with other committees concerning special presentations at meetings.
- 7) The committee will meet at least two times per semester.

#### Section 10 Finance Committee

##### A) Objective:

- 1) To work with the respective committees to establish an operational budget for the academic year.
- 2) To recommend to the Chapter any change in dues and fees.

- 3) To plan and direct the execution of any fund raising projects.
- 4) To make sure there exists a complete record of Chapter expenditures and revenues, and they are accurate and up to date.
- 5) To authorize any reimbursements to members for expenses, and to require receipts of such. Any expenditure having been made without the advance notice of this committee, the Director of Finance, or the President is subject to refusal of reimbursement.
  - a) To be sure adequate funds are available for registration fees (which are to be reasonable) of all Chapter selected delegates for sectional, regional, and national conventions.
  - b) Fees are to be paid from Chapter funds only if the Chapter is financially sound at that time with more than \$100 in treasury reserves.

#### Section 11 Alumni Membership Committee

##### A) Objective:

- 1) To maintain accurate records of alumni members.
- 2) To plan ways of rendering service to alumni.
- 3) To maintain communication with alumni.
- 4) To ensure the quality of the alumni newsletter.
- 5) To plan an annual alumni activity for the chapter.

#### Section 12 Historian Committee

##### A) Objective:

- 1) To keep an accurate record of the Chapter history.
- 2) To ensure a quality Chapter newsletter is regularly published.
- 3) To maintain organized files of documents relating to Chapter history such as the Chapter newsletter and the national newsletter.
- 4) To maintain a scrapbook of photographs and news clippings relating to Chapter activities.

- 5) To arrange Alpha Phi Omega information for the yearbook.
- 6) To make regular reports to the National office for the editor of the Torch and Trefoil.
- 7) To promote and preserve all Chapter traditions.
- 8) To gather information about awards and recognition for the Chapter and to submit the proper paperwork for the awards and recognition.

### Section 13 Public Relations Committee

#### A) Objective:

- 1) The public relations committee is responsible for arranging and coordinating all forms of publicity for the Chapter in two main areas:
  - a) Publicity of all events and projects of the Chapter in a manner deemed appropriate by the committee for the purpose of helping to ensure the success of the said events or projects.
  - b) Promotion of the merits and image of the chapter for the purpose of increasing recognition on the campus and in the community.
- 2) The committee should explore all available methods of publicity, i.e. television, radio, papers, posters, etc.

### Section 14 Communications Committee

#### A) Objective:

- 1) Develop and maintain internal and external chapter communications by performing the following duties:
  - a) Developing and maintaining a list of contacts from chapters throughout the section and region
  - b) Serving as the primary contact between the Chapter and other chapters in the section and region
  - c) Coordinating all electronic chapter communications

d) Publishing a weekly listing of all chapter activities through appropriate medium

e) Developing and maintaining the chapter website

#### Section 15 Scouting Relations Committee

##### A) Objective

- 1) Serve as the primary contact between the Chapter and the Chief Okemos Council and the Capital Area Girl Scout Council
- 2) Promote Scouting activities and service projects within the Chapter
- 3) Organize at least one scouting related events per semester
- 4) Maintain communication with the Scouting relations chair at the Sectional and Regional level
- 5) Committee should meet one time per semester.

#### Section 16 Pledge Relations Committee

##### A) Objective

- 1) Serve as the primary contact between the Chapter and the Pledges.
- 2) Promote Pledge activities.
- 3) Ensure Pledge retention and involvement through activation.
- 4) The Pledgemasters shall be the co-chairs of this committee
- 5) This committee shall meet one time per semester.

Section 17 Other Committees - Any other standing committees which are formed by the Executive Committee must be announced to the chapter at the next regular business meeting.

### ARTICLE VII CHAPTER AWARDS

#### Section 1 Certificates of Appreciation

A) Certificates of Appreciation may be obtained from the National Office, and awarded by a majority vote of the Chapter.

B) Guidelines: Certificates may be given in recognition of:

- 1) Major fraternity accomplishments or milestones. (Examples include several years as an advisors or officer.)
- 2) An exemplary attendance at all chapter functions
- 3) An unequaled performance on a particular service project or Chairship.
- 4) An outstanding dedication to one of the three cardinal principles.
- 5) Other outstanding accomplishments deemed appropriate by the Chapter.

#### Section 2 Chapter Distinguished Service Key Award (DSK)

A) Procedures

- 1) Distinguished Service Keys will be awarded once each year. Ballots will be due two meetings after the officer election meeting in the spring.
- 2) Nominations will be closed three business meetings prior to the balloting deadline, to allow time to consider and to prepare the ballots.
- 3) The membership committee shall compile a paragraph description of each nominee's qualifications for this award. These descriptions will be in written form for distribution to all eligible voting members. The committee will also prepare a formal ballot consisting of the list of names of the nominees. These reports must be approved by the Executive Committee prior to general distribution.
  - a) Anyone may discuss the DSK paragraphs during membership or executive committee meetings. However, nominees for the DSK may not preside over these discussions.
  - b) Nominees will be notified of all meetings where DSK ballots are to be approved or discussed.

c) Executive Committee members who have been nominated for the DSK may not vote on the approval of DSK ballots.

4) At least one business meeting prior to the balloting deadline, a formal ballot and copy of the report compiled as per "3" above will be distributed to all eligible voting members.

5) Eligible voting members shall be those members who are active at the time of the distribution of the ballot and who will have been an active member of the chapter for at least two full semesters excluding summer semesters prior to the balloting deadline.

6) At least 1/2 of the number of ballots distributed must be submitted prior to the deadline in order to award any DSKs. It will require a 3/4 affirmative vote of those ballots received to award a DSK. Circling the name of an individual on the ballot constitutes an affirmative vote for that individual. Each eligible voting member may cast an affirmative vote for none, any, or all of the nominees using the same ballot.

7) The Advisory Chair shall serve as the Election Referee, conduct the balloting, and determine the outcome, to be announced at his/her discretion. In the event that the Advisory Chair has been nominated for the award, the balloting will be overseen by an impartial referee (an advisor, if possible) appointed by the President.

8) All ballots must be submitted to the referee directly or may be transmitted to that individual by any advisor or chapter officer not nominated for the award. Anyone transmitting ballots for another must report to the election referee the names of the members casting the ballot in order for the referee to verify that only one ballot is cast by each eligible member. Ballots shall be placed in a sealed envelope with the voting members signature written across the flap.

#### B) Guidelines.

1) The recipient should have given unselfishly of their time and energy and should be viewed as truly reflective of Alpha Phi Omega's cardinal principles - leadership, friendship, and service.

2) The recipient must have been involved in demonstrable ways in every phase of the fraternity. They should have demonstrated a

consistent effort to participate in all chapter activities, meetings, committees, service projects, and to aid in the advancement of the fraternity as a whole.

3) The recipient should have made a sustained contribution in a leadership role over a period of time.

4) The recipient should be someone who has demonstrated a true sense of "brotherhood" in the fraternity.

## ARTICLE VIII AMENDMENTS

### Section 1 Procedure

A) The Chapter Code of Operations may be amended at any regular or called meeting upon a 2/3 affirmative vote of those voting at a meeting where quorum is present. Any section and/or subsection specifying a vote of more than 2/3, may only be amended by the specified vote.

B) Any amendment must be proposed in writing to the Chapter as a whole on the day of its proposal.

C) Amendments to this particular article must be done in the same manner required to amend the Bylaws.

Section 2 Document Dating - Any revisions of the Code 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.