

ALPHA PHI OMEGA- ALPHA ZETA XI

BYLAWS

ARTICLE I – NAME

The name of this organization is the Alpha Zeta Xi Chapter of Alpha Phi Omega.

ARTICLE II – PURPOSE

This chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association and related policies of Alpha Phi Omega (referred to as “the Fraternity”).

ARTICLE III – MEMBERSHIP

- SECTION 1 – OPEN MEMBERSHIP. Application for membership shall be open to all students in accordance with the organizational and human rights policies of Lake Superior State University, irrespective of course of study, or other fraternal organization.
- SECTION 2 – PLEDGE MEMBERSHIP. A Pledge Member (Pledge) is an enrolled student member in good standing, who seeks active membership and who has been installed by the chapter as a Pledge.
- SECTION 3 – ACTIVE MEMBERSHIP. An Active Member (Active) is an enrolled student member in good-standing (2.0 Cumulative GPA), who has successfully completed an Alpha Phi Omega chapter’s Pledge education program, who is in good-standing with the Fraternity and who has paid applicable dues for current academic term.
 1. Active membership shall be retained by active members:
 - A. 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.
 - B. Who miss no more than two (2) unexcused consecutive meetings or five (5) cumulative unexcused meetings in a semester.
 1. Unexcused meetings may be changed to an excused missed meeting by petitioning the Executive Board for review of reason for absence.
 - C. Who meet the service requirement specified by the chapter.

2. Only active members have the right to vote and hold office.
- SECTION 4 – ASSOCIATE MEMBERSHIP. Associate Membership may be conferred upon an Active member who finds it necessary to cease full involvement in chapter affairs and who petitions the chapter for Associate Membership. Said membership will be granted at the discretion of the Executive Board. An Associate Member (Associate) will have membership restricted in accordance with chapter bylaws.
 1. 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 or chairing a committee, but are able to sit on committees without voting rights.
 - 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. Member must reapply to Membership Committee, and if Associate Membership revoked may appeal decision to Executive Board.
 - D. To become an Associate Member: Member must complete Article III, section 4, clause 1 and must pay dues, and all other associated monetary fines or payments.(see Chapter Policy for payment of dues and payment plans)
 - E. Associate Membership can be obtained through a majority vote by the Executive Board in other situations not listed in these By-laws as deemed applicable by the Executive Board.
 - SECTION 5 – SUSPENSION OF CHAPTER MEMBER. Any otherwise-qualified Active or Associate Member who fails to maintain said membership either by non-payment of dues or other non-compliance with membership requirements, shall be declared a Suspended Member, having no rights or privileges within the chapter. Suspended Members may regain Active or Associate status by payment of applicable dues for the current term and fulfillment of any outstanding financial or material obligations to the Fraternity and Chapter.
 1. Permanent Chapter Suspension - Any Active, Suspended, or Associate Member shall have a letter of suspension affixed to the individual's National membership record for gross non-compliance

with Chapter Policy, Bylaws, or other Supporting Documents. In accordance to Chapter Policy, and at the Discretion of the Executive Board with approval of a three-quarters vote of members. Upon this type of suspension, the member shall not be able to regain Active, Suspended, or Associate status within Alpha Zeta Xi Chapter.

- SECTION 6 – ALUMNI MEMBERSHIP. Any Active, Suspended, or Associate Member shall become an Alumni Member upon completion of an undergraduate degree or no longer enrolled at Lake Superior State University. Alumni members shall be granted non-voting rights of active membership, in accordance with Chapter bylaws.
- SECTION 7 – ADVISORY MEMBERSHIP. Advisory Membership, with all non-voting rights of Active Membership, may be conferred upon an individual meeting the Fraternity’s requirements for Advisors and receiving a two-thirds affirmative vote of active members present and voting at a regular meeting.
- SECTION 8 – HONORARY MEMBERSHIP. Honorary Membership shall be granted to individuals having great support or service to the principles of Leadership, Friendship, and Service or to members of the University showing great support and service to Alpha Phi Omega. Selection of Honorary Members shall require at least a two-thirds affirmative vote of active members present at a regular Chapter meeting and shall be in accordance with the National Bylaws.
- SECTION 9 –TRANSFER OF MEMBERSHIP. Any enrolled student who is a registered member of another chapter of Alpha Phi Omega, in good standing with the Fraternity, and who is otherwise qualified for Active Membership in this Chapter may be accepted for Active Membership in accordance with the National Bylaws. Membership may be conferred by a majority vote of the Active Members present and voting at a regular Chapter meeting. Said membership shall be contingent upon successful completion of an orientation period as defined by Chapter policy, not to exceed activation requirements for membership as defined in the Chapter Pledge or Membership Education program.

ARTICLE IV – OFFICERS AND REQUIREMENTS

- SECTION 1 – ELECTED OFFICERS. The elected officers of this Chapter shall be: President, Service Vice-President, Membership Vice-President, Fellowship Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.
- SECTION 2 – EXECUTIVE BOARD. The Executive Board shall be comprised of the elected officials of this chapter, the immediate Past-

President of the chapter if not otherwise holding an elected chapter office and the Chairman of the Advisory Committee. The immediate past president and the chairman of the advisory committee will be non-voting members.

- SECTION 3– APPOINTED OFFICERS. Appointed officers shall be appointed by the President and confirmed by a vote of the Executive Board and final confirmation by two-thirds vote of the Chapter. Appointed officers may include, but not be limited to: Pledge Master, Rush Chair, Risk Manager, Historian, Advisor Liaison, Alumni Secretary, and Public Relations Coordinator. Duties of appointed officers will be documented as written chapter policy and must be approved prior to the time of appointment by a two-thirds Chapter vote.
- SECTION 4 – TERM OF OFFICE. The standard term of office shall be approximately one calendar year, from the first day of the spring academic term to the last day prior to the start next spring term. Appointed officers may serve terms of office to be no longer than the standard term of office, as defined at the time of appointment.
- SECTION 5 – CONSECUTIVE TERMS OF OFFICE. Elected officers may only hold the same position two consecutive years, but may hold more than one office consecutively.
- SECTION 6 – QUALIFICATIONS. An elected officer must be an Active Member in good standing for one full semester immediately prior to beginning term of office and during their entire term of office. Appointed officers must be Active Members in good standing at the time of appointment and during their entire term of office.
 1. Exemptions to qualification requirements fall under Article VII, Section 4.

ARTICLE V – DUTIES OF OFFICERS

The duties of the chapter officers are as follows:

- SECTION 1 – PRESIDENT
 1. To serve as Chairman of the Executive Board.
 2. To serve as the presiding officer at all regular and special chapter meetings (except at meetings where charges for the purpose of impeachment of an officer will be voted).
 3. To serve as a member of the Advisory Committee.

4. To ensure the execution of the responsibilities of the Executive Board as listed in the Bylaws.
 5. To coordinate the function of all chapter officers and committees.
 6. To serve as chief spokesperson and representative of the Alpha Phi Omega Alpha Zeta Xi Chapter.
 7. To serve as an ex-officio member of all committees.
 8. To see that the chapter is operated in conformity with the policies set forth in the National Bylaws and the Chapter Bylaws.
 9. Upon completion of the presidential term of office, the member is entitled to a non-voting seat on the Executive Board.
- SECTION 2 – SERVICE VICE-PRESIDENT
 1. To serve as Chairman of the Service Committee and ensure the execution of its responsibilities as listed in the Chapter Policy.
 2. To serve as a member of the Executive Board.
 3. To perform all presidential duties in the absence of the President.
 4. To become chapter acting President if the office of President becomes vacated until a special election can be held.
 5. To appoint a service project coordinator that files all national, sectional, and chapter paperwork for each service project.
 6. To promote awareness of and involvement in the chapter's National Service Day service program.
 7. To maintain an up-to-date record of service hours achieved by each member of the chapter.
 8. To provide two chapter service projects per semester.
 - SECTION 3 – MEMBERSHIP VICE-PRESIDENT
 1. To serve as Chairman of the Membership Committee and ensure the execution of its responsibilities as listed in the Chapter Policy.
 2. To serve as a member of the Executive Board.

3. Maintain an accurate record of chapter members, including alumni, active, associate brothers, and pledges. Distribute the record with relevant contact and personal information to the brotherhood in a timely manner.
 4. To maintain a complete record for each member to include service hours, attendance at general and committee meetings, and fulfilled financial obligations. This record is to be submitted to the Sergeant-At-Arms one day prior to the opening of nominations and one day prior to the scheduled date of officer elections.
 5. To ensure that all members of the Alpha Phi Omega Alpha Zeta Xi Chapter are made aware of requirements for membership.
 6. To provide the materials necessary for chapter ceremonies.
- SECTION 4 – FELLOWSHIP VICE-PRESIDENT
 1. To serve as Chairman of the Fellowship Committee and ensure the execution of its responsibilities as listed in the Chapter Policy.
 2. To serve as a member of the Executive Board.
 3. To maintain the spirit of inter-chapter and intra-chapter Brotherhood and Friendship.
 4. To maintain an accurate record of fellowship activities participated in by each member of the chapter.
 5. To coordinate the yearly membership retreat to take place by the end of the term of office.
 6. Provide a monthly chapter fellowship.
 - SECTION 5 – SECRETARY
 1. To serve as a member of the Executive Board.
 2. To keep accurate minutes of all chapter and executive meetings, and make these available to the chapter membership.
 3. To coordinate distribution of all intra-chapter publications to all chapter meetings.
 4. To carry out necessary correspondence with National, Regional, Sectional staff, alumni members, and other chapters.

5. To direct letters of appreciation to appropriate persons and organizations.
 6. To endeavor to keep an accurate record of the present addresses and phone numbers of all Sectional, Regional, and National staff, and other chapters.
- SECTION 6 – TREASURER
 1. To serve as Chairman of the Finance Committee and ensure the execution of its responsibilities as listed in the Chapter Policy.
 2. To serve as a member of the Executive Board.
 3. To receive all moneys of the chapter and keep an accurate record thereof.
 4. To deposit funds in the chapter bank accounts.
 5. To make all payments from accounts held by the chapter by check. A record of such payments shall be made available to the Executive Board upon such a request.
 6. To be diligent in the collection of initiation fees, chapter dues, fees, and assessments.
 7. To keep an accurate written record of the payments made by each member of the chapter, either for the National Fraternity or for the chapter. All financial concerns regarding the timing or ability to pay required funds should be discussed with the Treasurer in a confidential manner before the due date of the funds. At his or her own discretion, the Treasurer shall make allowances for payment plans or grants upon approval by the Advisory Chair. Except in extreme cases (deemed so by a majority vote of the Advisory Committee), the Treasurer may not disclose to the Executive Board the financial status of brothers receiving allowances for payment plans or grants.
 8. To transmit the funds due to the National Fraternity either for pledge fees or initiation fees within ten (10) business days of the respective ceremony and to keep all receipts received for such payments on file.
 9. To audit the financial books of the chapter at the close of his term as Treasurer, before turning over duties of his office to a newly elected member. The audit to be conducted annually by an official approved by Lake Superior State University, and a confirmation of the audit will

be sent to the National Office upon request by the National Executive director in accordance with National Bylaws.

10. To submit a financial report of the chapter's financial condition at every chapter meeting. To have an oral review of the chapter's financial condition whenever the financial condition changes.
 11. To be the liaison between Alpha Zeta Xi Chapter Presidents Council and Inter Greek Council funding program as appropriate.
 12. To distribute reimbursements in a timely fashion not to exceed ten (10) business days to brothers, pledges, or outside vendors. The Treasurer, at his or her discretion, can modify the timing of payments to brothers or pledges if it would adversely affect the financial health of the Chapter, with the approval of the Advisory Chair.
- SECTION 7 – SERGEANT-AT-ARMS
 1. To serve as a member of the Executive Board.
 2. To guard the portal, and perform such disciplinary procedures as are deemed necessary by the Executive Board. Disciplinary action including but not limited to reprimand or removal from the event or meeting.
 3. To receive all nominations and seconds to those nominations for the purpose of accepting or declining the nominations.
 4. To ensure that all nominees are aware of their nominations for the purpose of accepting or declining the nominations.
 5. To receive all absentee votes in a sealed identifiable envelope prior to the election.
 6. To distribute ballot sheets on all occasions when voting is done in writing; then upon instructions of the presiding officer, to assemble the ballots and have charge of the counting.
 7. To start the singing of the Toast Song at a reasonable pitch.
 8. To serve as the chapter parliamentarian and perform any parliamentary procedures as deemed necessary by the President.
 9. To make sure that all elected officers have a copy of the Chapter Bylaws at all appropriate meetings.

10. To serve as the presiding officer over any meetings or section of meetings dedicated to nominations and/or elections. If the Sergeant-At-Arms is a candidate for office, another active brother appointed by the Executive Board shall preside over the meeting dedicated for elections.

11. To protect and safe guard the chapter mascot Bartholomew Octaves Xi.

- SECTION 8 – TEMPORARY CHAIR PERSONS

Temporary Chairpersons shall be created and appointed by the President as deemed necessary and shall be approved by a majority of the active members present at a chapter meeting where a quorum prevails.

ARTICLE VI - ADVISORS

1. 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:

A. Attend at least one business meeting per semester.

B. Attend the **Chapter Annual Planning Session (CAPS)** in the spring or have a meeting with an officer to discuss CAPS goal and objectives.

C. Attend at least one pledge meeting per semester.

D. Attend at least one service project per semester.

E. Communicate at least once per month during the school year with the officer(s) assigned. Attendance at this officer's committee meeting is a valid way to fulfill this requirement.

F. Although initiation and activation ceremony attendance is not required, the Chapter encourages advisors to attend at least one ceremony per semester.

G. 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 Chapter Policy whenever amended through either mail or e-mail as preferred by the advisor.

- Advisory Chair

The duties of the Advisory Chair shall be as follows: to serve as an ex-officio member on the Executive Board, seeing that the program and administration of the Chapter is underway at the beginning of each academic year; The office of Advisory Chair shall be elected by the Advisors at the end of the Spring Term, to be approved by the Executive Board.

- To be in direct contact and oversee the President as the personal advisor to the President.
- To oversee assignment of Advisors to an officer(s), to be in direct contact with and work as a personal advisor to the office(s) and recommendation of officers to Advisor(s) shall be
 1. Faculty Advisor(s) to be paired with the offices of Membership Vice President, Secretary, and Treasurer.
 2. Scouting Advisor(s) to be paired with the Fellowship Vice President, and Sergeant at Arms.
 3. Community Advisor(s) to be paired with the office of Service Vice President.

- Faculty Advisor(s)

The duties of the Faculty Advisor(s) 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.

- Scouting Advisor(s)

The duties of the Scouting Advisor(s) 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.

- Community Advisor(s)

The duties of the Community Advisor(s) shall be as follows: to assist the Chapter in its efforts to carry out community projects, and to encourage the development of quality service projects.

ARTICLE VII – PROCEDURES

- SECTION 1 AMENDMENTS

1. These Bylaws may be amended at any regular or called meeting of the Chapter upon a three-quarters affirmative vote of those members voting at any meeting where quorum is present. Such amendments shall be included as an Appendix to the Bylaws.
2. Any amendment must be proposed in writing to the chapter as a whole at least two weeks in advance of voting.

- SECTION 2 DATING

The most recent dated copy supersedes any revisions of the Bylaws not dated at the top.

- SECTION 3 POSTING

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

- SECTION 4 ELECTIONS

1. Chapter officers shall be elected for a one-year term each Fall semester, unless a position is vacant and needs to be filled mid-term.
 - Nominations will be held during the 13th week of the Fall semester.
 - Elections will be held during the 14th week of the Fall semester.
 - Officers will assume the newly elected positions beginning the 1st week of the Spring semester and will hold that position until the 1st week of the Spring semester one calendar year following their assumption of the position.
2. All student officers shall be undergraduates, active members that have been active for at least one semester, and must have a

cumulative GPA of 2.50 or better at the time of the election. These requirements must be retained throughout the term of office.

3. If an officer's cumulative GPA falls below a 2.50, the officer shall have one semester to raise his/her GPA to a 2.50. If the officer fails to do this, he/she will be asked to resign.

4. Extenuating Circumstances

- The best person elected for the job shall be conferred office so long as:
 1. The person elected into office shall remember that they are a student first and grades shall remain most important.
 2. Any officer falling under this provision will be required to perform study hours in the library. The study hours must be a minimum of 5 hours per week in accordance with Chapter Policy.
 3. In the event of a lack of members, newly inducted brothers may run for office with a majority approval of the Executive Board. However they may not run for President, Service Vice-President, or Treasurer.

- SECTION 5 MEETINGS

1. Meetings will be held at least twice a month during the academic calendar.
2. A meeting cannot be counted unless at least a simple majority of Active and Associate members are present.
3. Meetings will be run in an orderly fashion in accordance with Robert's Rules of Parliamentary Procedure, and National standards.
4. Special meetings may be called as the time and or need for them arises.
 - The highest presiding officer will chair special meetings unless otherwise approved by a majority vote of members in attendance.
 - The special meeting will be for discussion, planning, idea generating, and impeachment purposes only.

- Any decisions made in a special meeting must be submitted and approved at a General Meeting of the Chapter by a simple majority vote.

As approved by the majority of members at the General Meeting of Lake Superior State University Alpha Phi Omega Alpha Zeta Xi Chapter. We the officers of the Lake Superior State University Alpha Phi Omega Alpha Zeta Xi Chapter hereby approve the Bylaws on this day of April 12th, 2009 as stated in the document above.

President _____

Service Vice President _____

Membership Vice President _____

Fellowship Vice President _____

Secretary _____

Treasurer _____

Sergeant-at-Arms _____