

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

Article I
Purpose

The purpose of this Chapter and its membership shall be to develop Leadership, promote Friendship, and provide Service to humanity in accordance with the purpose and Cardinal Principles, and in the spirit of Alpha Phi Omega.

Article II
Membership

Section 1: It shall be the aim of this Chapter to maintain an active membership in keeping with the recommendation of the National Fraternity for the number of students in North Carolina State University at Raleigh. The minimum membership of this Chapter shall be twenty-five members. Membership in this Chapter shall be granted to those students fulfilling all requirements set forth by this Chapter and the National Fraternity.

Section 2: Membership defined: Status of members in this Chapter are defined as follows:

1. Active Member---The duties and responsibilities of the active member shall be as prescribed in this section. Any member in violation of these duties and responsibilities shall be declared in arrears by the Room and Rules Committee; any member in arrears shall be rendered liable for inactive membership.

(a) An active member shall have no more than two unexcused absences from regularly scheduled meetings during a semester. The Recording Secretary may excuse any absence, provided it is explained either beforehand, or, in writing, up to 7 days afterward.

(b) An active member shall serve actively on one or more of the following Chapter committees:

1. Service, 2. Membership, 3. Fellowship, 4. External Relations, 5. Room and Rules, 6. Executive.

(c) An active member shall pay his/her dues in full for the current semester prior to 14 days after the first regularly scheduled meeting of the semester.

(d) If any brother does not clarify his status within 14 days after the first regularly scheduled meeting of the semester, he/she will be brought up for inactive status.

(e) An active brother shall perform a minimum of fifteen (15) total hours of service (not including the pledge project) from at least two (2) approved service events. Failure to meet this requirement before the next to the last regular business meeting will result in the member being placed into arrears for the remainder of the semester. This status would not continue into the next semester.

2. Arrears Status---Any active or associate member who fails to fulfill the duties of his status will be declared in arrears by the Room and Rules Committee chairman. A member who is in arrears may not vote, run for or hold office, or attend social functions. The Room and Rules Committee chairman will notify any member who falls into arrears, at which time the member will have one week to clear up his status before being brought up for Inactive Status.

(a) An active member declared in arrears because of dues may return to good standing by payment of dues.

(b) An active member declared in arrears due to inactivity on a committee or absences from regularly scheduled meetings may return to good standing by submitting a petition to be approved by an affirmative vote of a simple majority of the membership at a regularly scheduled meeting.

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

(c) An active member declared in arrears due to failure to complete required service hours may return to good standing by completing the requirement.

3. Associate Member---Any member in good standing who desires to change his status from active to associate shall present to the Membership Committee his petition stating his reasons for doing so. Approval of this petition may be granted by two-thirds majority affirmative vote of the Membership Committee. These petitions shall be kept on permanent file.

(a) Associate members shall have no voting power, and may not hold office. They may, however, attend service projects and social functions.

(b) Any associate member may regain Active Status by presentation of notice to the Membership Vice-President and payment of dues in full.

4. Auxiliary Status- Any member who cannot fulfill the duties of active or associate status, may petition the Brotherhood for Auxiliary Status.

(a) Auxiliary Status shall be limited to two (2) non-consecutive semesters. Petitions for exceptions to this limitation must be approved by a three-fourths (3/4) affirmative vote of the Executive Committee.

(b) Members eligible for auxiliary status must petition the brotherhood by the third (3rd) regularly scheduled business meeting and must be approved by a two-thirds (2/3rds) affirmative vote of the Brotherhood during the same meeting.

(c) Upon approval of Auxiliary Status, the member shall be required to pay dues equal to the individual rechartering fee for the previous fall.

(d) Auxiliary members shall not have voting power, hold office, or attend Alpha Phi Omega social functions at which guests are not welcome. Those functions at which

guests are welcome, auxiliary members attend at the guest price. They may, however, attend service projects and receive service hours.

(e) Any member may regain active status by presentation of notice to the Membership Vice President, payment of dues in full, and resumption of the responsibilities of an active brother.

5. Alumni Member---Any member who leaves the University for any reason shall be considered an alumni member of this Chapter. A permanent record of his address shall be kept on file with the Alumni Secretary.

An alumni member returning to or re-enrolling at this University as an undergraduate or graduate student from any University may become and active member and assume all the duties and responsibilities of an active member upon payment of dues, if he so desires.

6. Inactive Member---Any member who does not comply with the articles of this fraternity and By-Laws of this Chapter may, by a simple majority vote of a quorum of the active members, be declared inactive. Inactive members will have no privileges accorded to active members. Chapter and University records will have the fact of this inactive status and its date entered where appropriate.

An inactive member wishing to regain active status must submit a written petition to the membership committee stating his desire to do so. If the membership committee approves the petition, the committee will set a date not less than 4 weeks later for the brother to appear before the membership to answer any questions put forth. During the period prior to appearing before the brotherhood, he should demonstrate his willingness and ability to, once again, fulfill the duties and responsibilities of an active member, including attendance at

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

meetings and service projects. If the brotherhood approves the member for active status, he shall become active upon payment of dues, provided he does so within one week.

Section 3: A permanent record of the active, advisory, honorary, and alumni members of this Chapter shall be kept on file in the archives of this Chapter. This record will include personal history and permanent address.

Section 4: A simple majority vote of the active members may, in accordance with Article IX of the Standard Chapter Articles of Association, vote to suspend any member for just cause and after due deliberation. National will be notified of any suspension.

ARTICLE III
PLEDGING

Section 1: Selection of Pledges---All pledges shall be selected as follows:

1. The pledgemaster shall plan and organize a minimum of 2 rush meetings near the beginning of each fall and spring semester at which prospective pledges will be acquainted with the principles of Alpha Phi Omega. Rush attendance is not necessary to pledge, but a pledge candidate must be a student at North Carolina State University.
2. Each pledge candidate shall be visited by two brothers (selected by the membership committee) who will discuss with him the pledge requirements and duties of active brothers. Should he reaffirm his desire to become a pledge, these two brothers will become his sponsors and shall represent him before the brotherhood until such time as he shall be accepted for pledgeship.
3. At a regular business meeting following rushee visitations, each pledge candidate's sponsors shall appear before the membership to affirm his intentions

to pledge. The pledgemaster will then bring forth a motion that the candidate be approved for pledgeship.

This motion must be approved by a 75% majority of votes cast; this vote shall be taken by a hand count. The vote may be taken by a secret ballot if at least 10% of the members who are entitled to vote request it.

4. Each candidate who is approved for pledgeship shall submit his pledge application form and \$45 pledge fee to the pledgemaster prior to the pledge installation ceremony. The pledgemaster shall forward this material to the membership committee.

5. Each pledge candidate must be installed according to the prescribed ritual of the National Fraternity in order to become a pledge.

Section 2: Pledge Requirements---Before being considered eligible for active membership in this chapter, a pledge must have been a pledge for at least 2 months, and he must have fulfilled all pledge duties. These duties are as described below:

1. Perform at least fifteen (15) hours of service (not including the pledge project) approved by the brotherhood and verified by the signatures of the project chairman and the pledge's big brother.
2. Receive interviews of the active and associate membership; the number of which to be determined by the brotherhood at a regular business meeting.
3. Score at least 75% on all pledge tests, and 90% on the final.
4. Attend at least two (2) regular business meetings of the Chapter.
5. Attend at least two (2) regular committee meetings of the Chapter.
6. Attend all pledge meetings and the pledge project, unless excused by the Pledgemaster.

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

7. Attend at least two (2) Alpha Phi Omega approved scouting events.

8. Make a paddle as follows:

a) The paddle shall be twenty-three (23) inches long, with the handle being seven and a half (7 1/2) inches long of the total length. The body of the paddle shall be three and a half (3 1/2) inches wide, and the handle shall be one and a quarter (1 1/4) inches wide. The paddle shall be three quarters(3/4) of an inch thick. The paddle shall be supplied to the pledges by the brotherhood.

b) The paddle shall be sanded, primed, and painted white.

c) For the Fall semester pledge class, the paddles orientation shall be with the handle down. The front of the paddle will be as follows: the top of the Greek letters (Alpha, Phi, Omega) will be one and a half (1 1/2) inches from the top, the top of the coat at arms will be three and a half (3 1/2) inches from the top of the letters, and the stripes (blue on top, gold on the bottom) will each be one (1) inch wide on a forty five degree(45°) angle with the bottom of the blue stripe on the right side eleven and a half (11 1/2) inches from the top of the paddle. The stripe will extend half way down the thickness of the paddle. The back of the paddle will be as follows: the pin will be one half (1/2) inches from the top of the paddle and the label will be three and a half (3 1/2) inches from the top.

For the spring semester pledge class, the paddle's orientation shall be with the handle up. The front of the paddle will be as follows: the top of the Greek letters will be thirteen and a half (13 1/2) inches from the bottom of the paddle, the bottom of the coat of arms will be six (6) inches from the bottom of the paddle, and the stripes (blue on top, gold on the bottom) will each be one (1) inch wide on a forty five degree (45°) angle with the bottom of the blue stripe on the right side ten (10) inches from the top of the Greek

letters. The stripes will extend around half of the thickness of the paddle. The back of the paddle will be as follows: the top of the pin will be fourteen and half (14 1/2) inches from the bottom of the paddle, and the top of the label will be eleven (11) inches from the bottom of the paddle.

9. Wear the pledge pin at all times unless excused by the Pledgemaster.

10. Each pledge should visit his big brother weekly and have him sign a record of all service hours performed.

11. Show the type of character that Alpha Phi Omega needs, as prescribed by the Boy Scout Oath and Law.

Section 3: Mid-semester Review---At a time of his choosing, near the middle of the pledging period, the pledgemaster shall survey the brotherhood concerning the progress of each pledge, actively seeking out each brother's opinion of the overall performance of each pledge in fulfilling the pledge requirements stated in Section 2.

Upon completion of the survey, the pledgemaster shall appoint a panel of at least 3 brothers to discuss the results with each pledge and his big brother. The discussion shall also take place near the middle of the pledging period, and should be conducted in the same manner for each pledge.

Section 4: Approval for Membership--At the last regular business meeting during the pledging period, each pledge who has completed all pledge requirements in Section 2 shall be interviewed and voted on as follows:

1. First, the pledge is introduced and brought into the room for questioning. Brothers may ask questions individually of the pledge as recognized by the chair. Once questioning is finished, the pledge will be escorted from the room.

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

2. Discussion will begin with the pledge's big brother. Each brother will be allowed to discuss only once for a maximum of one minute, with the exception of the big brother. The big brother will be allowed to finish the discussion.

3. There will be a vote on the pledge. Each active brother will be given a blank sheet of paper. A brother who approves of the pledge will write the word "yes" on the paper. A brother who disapproves of the pledge will concisely state his reason(s) on the paper. A vote other than a "yes" or a reason will not be accepted.

4. To approve a pledge, an affirmative vote by secret ballot of 75% of the votes cast is necessary. The votes cast must exceed a quorum of the active membership.

5. If unapproved, the pledge is then brought back into the room so that he can respond to the questions raised by the chair and/or the brotherhood. When the questioning is completed, the pledge will once again be escorted from the room, and discussion will be conducted much as the first discussion was, except that brothers will be allowed to speak more than once. The big brother will retain the right to open and close discussion. Following this discussion, another vote will be taken by the same procedure as the first. This will be the final vote, regardless of the outcome.

6. If a pledge is disapproved for membership by vote of the chapter, he shall then no longer be a pledge unless he is again approved for pledgship by chapter vote.

Section 5: Initiation---All pledges approved for membership in this chapter must turn in to the Membership Vice-President a completed membership application and the initiation fee of \$25 before being initiated into

active membership. All prospective members meeting requirements for active membership shall be initiated according to the official ritual of the National Fraternity. Pledges who fail to attend an initiation ceremony in the semester that they pledge must repledge.

OFFICERS

Section 1: Elected Officers---The elected officers of this Chapter shall be President, Service Vice-President, Membership Vice-President, Fellowship Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Historian, and Sergeant-at-Arms.

1. They shall be elected twice yearly for a term of one semester, with the exception of the Treasurer, on or near April 12 and December

5. The Treasurer shall be elected for a term of one year, beginning in the fall. Any officer may succeed himself once, if so elected by the Chapter.

2. Only an active member in good standing may serve as a Chapter Officer. No officer shall be elected to serve the semester immediately after having pledged. Prior to the first regular business meeting of their term in office, all officers must be installed by the prescribed Ritual of the National Fraternity.

Section 2: General Duties of Elected Officers--In addition to fulfilling the duties of his particular office, each elected officer shall, to the best of his abilities, be required to:

1. serve actively as a member of the Executive Committee.

2. propose a budget for his office at the beginning of his term and to keep an accurate and detailed account of all expenses incurred during his term.

3. appoint any assistants he deems necessary, including a secretary to take

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

the minutes and attendance of any committee he chairs, and to see that the Recording Secretary receives a copy of the minutes and attendance records.

4. ensure that the duties of any committee he chairs are carried out.

5. submit reports, articles, or editorials regarding his office, for publication in the Iota Promota.

6. carry out any special assignments as the President may prescribe.

7. train his successor and turn over any officer handbooks and useful files to him.

8. turn over all correspondence and historical records accumulated during his term of office to the historian for inclusion in the Chapter Archives.

9. turn in any Chapter property or keys to the Sergeant-at-Arms upon completion of his term.

Section 3: Duties of Elected Officers---
All elected officers shall, to the best of their abilities, perform the duties of their office as prescribed below.

1. President---The president shall give supervision to the Chapter and its officers; see that its prescribed duties and obligations, National and local, are fulfilled; and shall be required to:

(a) preside at all meetings of the Chapter and Executive Committee.

(b) serve as a member of the Advisory Committee, and to be an ex-officio member of all committees.

(c) appoint any special committees necessary for expedience in carrying out the program of the Chapter.

(d) appoint a Chapter Parliamentarian with the approval of the Executive Committee.

(e) perform such other duties as his office may require.

2. Service Vice-President---The Service Vice-President shall serve as Chairman of the Service Committee, and shall be required to: perform all presidential duties in the President's absence.

(a) appoint all project chairmen with the approval of the Service Committee, and appoint the Scouting Coordinator with the approval of the Executive Committee.

(b) supervise and assist project chairmen in the successful completion of each service project. Completion includes the assembly of all records and the submission of a written report to the Service Committee.

(c) present definite plans for each service project at a regular business meeting well in advance of the time the event is to take place, and secure the cooperation of the entire brotherhood in making each project a success.

(e) negotiate both written and verbal agreements for compensated service, pending approval of the Executive Committee and the brotherhood, and to see that a written record of the agreement is placed in the Chapter Files.

(f) work with the Corresponding Secretary in directing letters of appreciation to persons and organizations who have cooperated with the Chapter service program.

(g) keep a weekly record of the attendance and total service hours performed at all Chapter projects and post this record in the Chapter room.

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

(h) At mid-semester, review the records of service hours and report to the brotherhood those brothers who have not completed half of the minimum service hour requirement. At the second to the last regular business meeting (3 meetings left) notify those brothers who have not fulfilled the requirement that they have one week to complete the requirement before being placed into arrears.

3. Membership Vice-President--The Membership Vice-President shall serve as Pledgemaster and Chairman of the Membership Committee, and shall be required to:

(a) perform all presidential duties in the absence of the President and Service Vice-President.

(b) determine the status of each member, prior to 14 days after the first regular business meeting of the semester, and notify the Room and Rules Committee chairman of any brother who has failed to declare status.

(c) register all active members and pledges with the National Office as prescribed by Article X of the Standard Chapter Articles of Association.

(d) maintain up-to-date membership records, and stand ready to inform the chapter of the status of any brother.

(e) train the pledges in the fundamentals of Alpha Phi Omega through the traditional program established by this Chapter and by the National Pledge Manual, and to prepare them for active membership.

(f) plan and organize all rush meetings and rituals, seeing to it that the Chapter officers practice each ritual at least once before the time it is performed.

(g) see that an application for pledgship is submitted to the National Fraternity for each person pledging this Chapter, and that an application for active membership

is submitted for each pledge who satisfies the requirements and is accepted for active membership.

(h) choose a compatible big brother for each pledge, and to assist and advise him.

(i) periodically report to the brotherhood the progress of each pledge; and present those pledges completing the pledging requirements to the brotherhood for voting, as prescribed in Article III of these bylaws.

4. Fellowship Vice-President--The Fellowship Vice President shall serve as the chairman of the Fellowship Committee and shall be required to:

(a) perform all presidential duties in the absence of the President, Service Vice-President, and Membership Vice-President.

(b) appoint fellowship event chairmen with the approval of the Fellowship Committee, and to appoint the Athletic Director(s) with the approval of the Executive Committee.

(c) present definite plans for each fellowship event at a regular business meeting well in advance of the time the event is to take place.

(d) keep a register book for all fellowship events to be signed by all members and their guests.

(e) immediately notify the Corresponding Secretary of whom to formally invite to fellowship events, and of the type of invitation to be issued.

5. Corresponding Secretary--The Corresponding Secretary shall serve as chairman of the External Relations Committee, and shall be required to:

(a) work with every officer in carrying on all necessary correspondence with the National Office and other chapters of Alpha Phi Omega.

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

(b) maintain a complete address list of all active, associate, advisory, and honorary members of this chapter, and to distribute updated copies within one week of the deadline for brothers to declare status. Two updated copies should also be turned over to the Historian for inclusion in the Chapter and University Archives.

(c) appoint the Alumni Secretary and the editor(s) of the Iota Promota, both with the approval of the Executive Committee. The Corresponding Secretary shall retain the status of Iota Promota Editor-in-Chief.

(d) retrieve all mail from the chapter post office box at least once per week, and to distribute the mail within the chapter. Any mail not addressed to an individual brother, by name, should be opened and directed to the appropriate officer, as determined by the content.

(e) work with all officers and chairmen in sending out invitations, letters of appreciation, and all other correspondence.

(f) distribute the Torch and Trefoil within the chapter, and reserve two copies to be turned over to the historian for inclusion in the Chapter Archives.

(g) send copies of the Iota Promota to all advisory, associate, and honorary brothers of this chapter, and to reserve two copies of each issue for inclusion in the Chapter and University Archives.

(h) maintain and update Chapter bulletin boards.

6. Recording Secretary--The Recording Secretary shall be required to:

(a) keep an accurate written record of the proceedings of all regular business meetings and Executive Committee meetings.

(b) secure copies of the minutes and attendance records of all committee meetings.

(c) type all minutes from all meetings and place them in a minutes book covering his term. Minutes from regular business meetings should be posted in the chapter room at least 2 days prior to the next regular business meeting.

(d) work with the Sergeant at Arms to secure the attendance records from each regular meeting of the chapter, to receive all written and verbal excuses from brothers missing regular business meetings, and to inform the Sergeant at Arms of any brother who should be placed into arrears for unexcused absences.

(e) stand ready to advise the Chapter of the minutes of the previous meeting, if so instructed by the President.

7. Treasurer--The Treasurer shall receive all money of the Chapter and keep accurate records thereof, and shall be required to:

(a) make all payments of the Chapter accounts upon proper authorization.

(b) diligently collect all monies owed to the Chapter. ✓

(c) make reports on the condition of the Chapter treasury at all regular business meetings and Executive Committee meetings. ✓

(d) keep an accurate written record of the payments made by each member of the Chapter, and to give a written receipt for all such funds. ✓

(e) see that all financial obligations of the chapter are fulfilled, including, but not limited to National pledge, initiation, and membership fees, and the cost of the chapter post office box.

(f) maintain the chapter checking and savings accounts, and institute the ✓

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

✓ procedure whereby all checks contain the signature of the President in addition to his own.

(g) have the financial books of the Chapter properly audited at the close of his term before turning over the duties of his office to a newly elected Treasurer.

(h) file an annual tax return, on form 990-A, to the U.S. Director of Internal Revenue in the district in which the Chapter is located.

8. Historian---The Historian shall promote and preserve Chapter traditions, artifacts, and historical records, all playing a crucial role in building Chapter pride and enthusiasm. He shall also be required to:

(a) write a detailed and accurate history of the Chapter covering the period of his office and to place copies in the Chapter Archives.

(b) assemble a scrapbook, covering his term of office, containing photographs, souvenirs, newspaper clippings, etc. The scrapbook may be bound together with a copy of the written chapter history to be included in the Chapter Archives.

(c) present the scrapbook and written chapter history to the chapter president before the end of the regular semester following his term of office.

(d) maintain the Chapter Archives in an organized fashion, diligently collecting copies of all officer records, reports, and correspondence, and to duplicate all historical articles and regularly contribute these articles to the University Archives

9. Sergeant-at-Arms---The Sergeant-at-Arms shall serve as chairman of the Room and Rules Committee and shall be required to:

(a) present and distribute printed copies of all By-Law proposals, to the Historian and the Recording Secretary for inclusion into the minutes.

(b) guard the portal, and take whatever measures are necessary to maintain order during a regular business meeting. ✓

(c) take charge of the distribution and counting of ballots whenever secret ballot voting takes place. ✓

(d) take the attendance at each regular business meeting of the Chapter, and verify the presence of a quorum whenever a quorum count is called for by the president.

(e) maintain the Chapter room and storage room in a clean and organized fashion, and supervise all Chapter room improvement projects.

(f) provide all Chapter equipment at official rituals and ceremonies.

(g) distribute and reclaim all Chapter property issued to Chapter officers, including keys.

(h) notify any member who falls into arrears, and explain the procedure for returning to good standing.

(i) Submit a revised copy of all the Chapter By-Laws including all changes to the Chapter Historian at the end of their term.

Section 4: Appointed officers---Elected officers, in addition to appointing any assistants and chairmen they deem necessary, shall be required to appoint certain officers each semester. Elected officers may assign to their appointees special duties beyond those prescribes below.

1. Chapter Parliamentarian---The Parliamentarian shall advise the President in his execution of the orders of the day. He shall stand ready to inform the

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

chair in the event that a chapter meeting is not being conducted properly, or to answer any questions put forth by the chair or the brotherhood concerning parliamentary procedure.

2. Scouting Coordinator---The Scouting Coordinator shall work with the Service Vice President, the chapter scouting advisor(s), and the local scouting officials to involve our chapter in a program of service to the scouting movement. If this service involves providing leadership to local scouting groups, the Scouting Coordinator should insure that this leadership is dependable and continuous, attempting to recruit leaders who will remain involved for at least an entire year. The Scouting Coordinator shall make regular reports to the brotherhood and the Service Committee, and shall assist the External Relations Committee in preparing well documented reports on the chapter scouting program.

3. Athletic Director---The Athletic Director(s) shall determine what interest there is within the brotherhood in participating in athletic events on campus. These events may include, but are not limited to, men's and women's intramural, co-rec intramurals, and intra-chapter competitions. The athletic director shall see that the chapter is well represented at all intramural events for which a team is assembled, and he shall appoint team managers and captains, as necessary.

4. Iota Promota Editor---The I.P. Editor(s) shall assemble articles, pictures, calendars, and editorials into a chapter newspaper, to be published regularly throughout the semester. The editor shall encourage all officers, chairmen and advisors to submit articles to be included in the Iota Promota.

5. Alumni Secretary---The Alumni Secretary shall maintain, in an up-to-

date fashion, the chapter alumni address list. He shall provide a means whereby alumni who wish to do so can remain informed of all chapter activities. In addition, he shall plan at least one event per semester to which all chapter alumni are formally invited.

ARTICLE V

Nominations, Elections, Appointments

Section 1: At least 30 days prior to the date of the semiannual meeting of the Chapter, the President shall appoint, subject to the approval of the Executive Committee, 3 to 5 members of the Chapter to serve as a Nominating Committee to present a slate of candidates, consisting of one member per office, two weeks prior to the date of the election of Chapter officers. The formation of the committee shall be known to the entire membership of the Chapter so that recommendations may be made for its considerations.

Section 2: All candidates for Chapter office must be placed in nomination at least one week prior to election day.

Section 3: All elections shall be by secret ballot, and voting by proxy shall not be permitted.

Section 4: Should a vacancy occur in an elected Chapter office, the Executive Committee shall appoint a replacement for that office until the next regularly scheduled election.

ARTICLE VI

Meetings

Section 1: The regular meeting of this Chapter shall be held in such a place as the Executive Committee may direct.

Section 2: There shall be at least 2 business meetings of the Chapter a month when permitted by the University Calendar.

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

Section 3: The semi-annual meetings of this Chapter shall be held within one month of December 18 and April 12 of each curricular year for the purpose of electing Chapter officers.

Section 4: Special meetings of the Chapter may be called by the President or the Executive Committee on their own initiative, or upon a written request of one-third of the active membership of the Chapter. The President shall call a special meeting of the Chapter to be held within 5 days of such a request. In case the President does not comply with the request within the required time, a written request of one-third of the active membership of the Chapter may be presented to the Chairman of the Advisory Committee who shall call and preside over a special meeting of the Chapter within 5 days of the request reception. A written notice of all special meetings shall be sent to all active members and shall contain a statement of the purpose of the meeting or of special business to be transacted.

Section 5: A quorum at all regular and special meetings of this Chapter shall be a simple majority of the active members.

Section 6: There shall be a Summer Fraternity consisting of active members present during the summer sessions of school. They shall have all privileges as established in these By-Laws with the exception of granting pledgeship, and shall elect a President, Vice-President, Secretary, and Treasurer, and other officers they deem necessary. They shall have an allotment of \$200 from the Chapter treasury for incurred expenses during the summer. Before any money is disbursed, an itemized budget of how the money will be spent must be approved by the brotherhood during the previous semester.

ARTICLE VII Executive Committee

Section 1: The Executive Committee of the Chapter shall consist of the elected

officers, the Chairman of the Advisory Committee, the Scout Executive (or someone from his staff), the Immediate Past President (provided he is an active brother), and all regular committee chairmen. The President shall preside and serve as Chairman at all Executive Committee meetings. The other Advisors may be invited to the meetings of the Executive Committee and be given the opportunity to participate in the discussion but shall not have voting privileges.

Section 2: The Executive Committee shall meet at least monthly during the curricular year. Special meetings of the Executive Committee may be held subject to the call of the President or upon written request of the majority of the membership of the Executive Committee.

Section 3:

1. The Executive Committee shall exercise all the powers of the Chapter at intervals between regular Chapter meetings.

2. The Executive Committee is responsible for carrying out the resolutions, policies, and activities voted by the officers and committees of the Chapter.

3. The Executive Committee, upon due consideration, appoints the Advisors yearly.

4. The Executive Committee shall appoint a replacement to a Chapter office should a vacancy occur until the next regularly scheduled election.

5. The Executive Committee shall advise with the President in the coordination of all Chapter functions.

6. The Executive Committee shall adopt a yearly program at the beginning of the curricular year which shall include an outline of the Chapter projects for one year in advance and shall make

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

recommendations to the respective committees related to these subjects.

7. The Executive Committee shall analyze the past programs of the Chapter, weigh their value, and determine the advisability of their continuance.

8. The Executive Committee shall analyze any particular problems of the Chapter pertaining to program or administration and plan for their solution.

9. The Executive Committee shall serve as Finance Committee of the Chapter, setting up and operating the Chapter budget on a semi -annual basis.

10. The Executive Committee shall, at regular intervals, check on the program and projects of the Chapter.

ARTICLE VIII
Advisory Committee

Section 1: The Advisors, including the Scouting Advisors, and the Chapter President shall constitute the Advisory Committee of the Chapter. The Advisors shall encourage the development of high fraternal and scholastic standards. They shall assist the Chapter in planning and carrying out campus projects. They shall serve as special Advisors to the respective Chapter committees as assigned by the Chairman of the Advisory Committee. They shall attend Chapter meetings as regularly as possible. They shall serve as personal Advisor and counselors on Chapter matters at all times. With the Chairman, they shall give leadership to getting the Chapter program underway at the beginning of the school year.

Section 2: Chairman of the Advisory Committee---The Chairman of the Advisory Committee is an elective office of the Chapter by vote of the active members at each regular election of officers. He shall call and preside at meetings of the Advisory Committee at least 3 times a year for the purpose of discussing and making suggestions for the Chapter

program and administration. He shall make periodic reports to the National Fraternity as outlined in the requirements of the National By-Laws. He shall call and preside at special Chapter meetings at any time upon the written request of one-third of the active members when it is not possible to secure through the regular procedures as prescribed in the Chapter By-Laws. He shall serve as presiding officer at any trials of misconduct of Chapter members. He shall assign each Advisor to active duty on one of the Chapter committees. He shall attend meetings regularly and serve as Advisor and counselor at all times to the Chapter, its members, and its officers. He shall serve on the Executive Committee. He shall give leadership to getting the program and administration of the Chapter underway at the beginning of each year.

Section 3: Scouting Advisors---The Scouting Advisors shall give counsel and advice to the Chapter regarding its Scouting relationships. They shall encourage high fraternal and Scouting standards. They shall serve as members of the Advisory Committee. They shall give assistance to the Chapter in planning out the programs which are in the interest of the Scout movement and the community at large. Working along with the other Advisors, they shall give leadership to getting the Chapter program underway at the beginning of the school year.

ARTICLE IX
Chapter Committees

Section 1: Committee members are expected to attend any committee meeting that is called with at least 3 days (72 hours) notice. Any member who accumulates more than two unexcused absences from committee meetings will no longer be considered active on that committee. Each committee chairman will define an excused absence for his committee. Activity on a Committee is a requirement for active membership.

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

Section 2: Service Committee---The duties of this committee shall be:

1. to make plans for carrying our traditional projects.
2. to work in collaboration with the Advisors, the Deans and Chancellor of the University, to determine the needs for additional projects of various kinds, and to make plans for carrying out the wishes of the school administration.
3. to make plans for carrying out the annual events of the Chapter which pertain to the community.
4. To work in cooperation with the Scout Executive and other Scouting Advisors in determining the need of additional projects of a community and Scouting nature.
5. To provide the External Relations Committee with sufficient detail about each project, so that they may arrange publicity or include information about our service program in correspondence.
6. Service projects will come to the floor of the business meetings as a seconded from the service committee, provided it passes a majority vote of said committee.

Section 3: Membership Committee---The duties of this committee shall be:

1. To support the Membership Vice-President in the planning and execution of the Chapter rush program.
 - (a) To seek out students who are interested in pledging Alpha Phi Omega and invite them to the rush meetings.
 - (b) To place special emphasis on the pledging of Freshmen and Sophomores, and endeavor to maintain a cross-section of the membership that includes Greeks and non-Greeks, and students from all parts of University life.
 - (c) To see that each rushee is visited by at least two brothers, who will explain

more clearly our purpose and the responsibilities of pledgship, and will determine if the rushee is willing to commit himself to pledge.

- (d) To check the qualifications of each rushee and recommend students for pledgship.
2. To assist the Membership Vice President in assuring that each ritual runs smoothly.
3. To address all issues relating to membership retention.
4. To review all letters from brothers requesting a change of status.
5. To assist in the establishment of Alpha Phi Omega Chapters at other colleges and universities.

Section 4: Fellowship Committee---The duties of this committee shall be:

1. To promote a spirit of close fellowship among all Chapter members.
2. To create and maintain a spirit of friendship toward all guests and prospective members who visit Chapter functions.
3. To schedule and plan an organized chapter fellowship program that will complement the chapter service program.
4. To make all necessary arrangements for the chapter's semiannual banquet.

Section 5: External Relations Committee---The duties of this committee shall be:

1. To arrange publicity for the chapter service program.
 - (a) To seek advance publicity for projects which involve the public.
 - (b) To provide special project descriptions to the local media, and to invite local newspapers, radio, and

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

television stations to give accounts of chapter projects.

(c) To prepare information for mailing to individuals and groups from whom the chapter wishes to solicit support or participation.

(d) To post notices on campus bulletin boards.

2. To accumulate and organize documentation that may be submitted to the National Fraternity for its use in selecting chapters to receive national awards or recognition at the National Convention.

3. To arrange for Alpha Phi Omega information to appear in the Yearbook, Freshman handbook, etc.

4. To make regular reports to the National Office for the editor of the Torch and Trefoil.

Section 6: Room and Rules Committee---
The duties of this committee shall be:

1. To review regularly the Chapter By-Laws and recommend revisions as it sees fit.

2. To review all proposed amendments to these By-Laws brought forth by any committee or active member. All proposed amendments must be brought before this committee before being presented to the Executive Committee or the brotherhood. This committee can revise proposed amendments, but only with the approval of the proposing part.

3. To advise and support the Sergeant-at-Arms in planning and carrying out all chapter room improvement projects.

ARTICLE X
Finance

Section 1: Chapter Accounts---The chapters assets shall be divided between three funds:

1. General Fund---This is the chapter checking account. Income consists of all dues, fees, assessments, and 70% of all other chapter income. All chapter expenses shall be budgeted out of this fund.

2. National Convention Fund---The chapter shall maintain this fund in a savings account to help cover the expenses of brothers who attend the National Convention. It shall receive 30% of all income other than dues, fees, and assessments. Following each National Convention, voting delegates shall be reimbursed for all reasonable expenses. The remainder of the fund shall be divided equally among the non-voting delegates who satisfy the following requirements:

(a) The brother must have been enrolled in the University during the semester immediately preceding the current convention and must have been an active or an associate brother during that semester.

(b) The brother must be active during at least two semesters since the previous convention or he must have pledged during the semester immediately preceding the current convention.

(c) The brother must be in good standing with the Chapter.

3. Scouting Fund---The Chapter shall maintain this fund in a savings account to cover the expenses incurred by the chapter chartered scouting organizations.

(a) This fund shall include the non-budgeted fundraisers designated for the chapter chartered scouting organizations. The budgeted funds shall remain in the chapter's general fund.

(b) Expenses from this fund must have the prior approval of the service committee and the executive committee, and shall only be used for said expenses.

(c) All equipment purchased shall be stored by the chapter for the use of all chapter chartered scouting organizations.

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

Section 2: Dues, Fees, and Assessments:

1. The Chapter dues for active members in this Chapter shall be eighty dollars (\$80) per year, forty dollars (\$40) per semester; dues for associate members shall be forty dollars (\$40) per semester.
2. Each person pledging this Chapter will be required to pay a non-refundable pledging fee of forty-five dollars (\$45), five dollars (\$5) of which will be sent to the National Office along with his pledge application. The other forty dollars (\$40) will be deposited in the General Fund to cover pledging expenses. Before being initiated into this Chapter, the pledge will be required to pay a National membership fee of \$25.
3. Assessments may be levied on Chapter members by the affirmative vote of three-fourths of the members present at a regular business meeting.

Section 3: Policies

1. In order for a check drawn on the Chapter checking account to be valid, the signature of both the President and the Treasurer shall be affixed. A member requesting reimbursement for expenses shall provide proof of payment unless the Chapter shall vote otherwise.
2. Special projects may be performed with the monies raised going directly to particular event or fund. Such projects may be held only by Chapter vote.
3. No Fraternity money may be appropriated for alcoholic beverages of any kind.
4. Any brother who writes a check to the chapter that fails to clear due to insufficient funds will be responsible for any service charges levied against the chapter's accounts by the bank. The brother will have 14 days from notification to

reimburse the chapter for said charges. At that time, the brother will be put into arrears status if charges are not cleared, and will be subject to disciplinary action as allowed by chapter bylaws.

5. A chapter treasurer who writes a check on the chapter's account, and said check is returned due to insufficient funds shall be:

- (a) liable for any service charges levied against the chapter by the chapter's bank,
- (b) liable for any service charges levied by the payee, as allowed by law.

This will not apply to checks that fail to clear due to reasons beyond the treasurer's control, i.e. a check deposited in the chapter's account that fails to clear. The corresponding secretary will notify the chapter president and the chapter treasurer. No one else will be notified.

ARTICLE XI

Policies of the Chapter

Section 1: Except as modified by these By-Laws, Robert's Rules of Order Newly Revised shall govern Chapter meetings.

Section 2: These By-Laws may be suspended at any business meeting of the Chapter upon a ninety percent (90%) majority vote of active membership present. By-Law suspensions shall only be for specific items and for a specific time period not to exceed the current semester. By-Law suspensions may be applied to individual members or to groups of members up to and including the entire membership.

Section 3: Except as indicated by these By-Laws, all initial votes shall be VIVA VOCA. A secret ballot may be obtained whenever as many as 10% of the active members entitled to vote at a Chapter meeting request it.

ALPHA PHI OMEGA

IOTA LAMBDA CHAPTER BY-LAWS

Section 4: Appointments and motions to make commitments beyond the present semester must be approved by two-thirds vote of the Chapter.

Section 5: Jewelry and Insignia---A pledge shall not wear the fraternity letters of Alpha Phi Omega of any type except the pledge pin or the lavalier pin when presented by a brother.

Section 6: One copy of the minutes, the Iota Promote, the Torch and Trefoil any correspondence, and special continuing project reports shall be kept on permanent file. This copy shall be kept in the Chapter Archives, to be placed in the University Archives one semester later.

Section 7: The Chapter shall select an outstanding brother each semester at the semi-annual meeting for the election of officers. The Chapter shall bestow upon the outstanding brother the Chapter Distinguished Service Award, an appropriate wall plaque, and a life membership in Alpha Phi Omega. The name of the outstanding brother shall also be inscribed on the permanent outstanding brother plaque. A thirty dollar donation to the National Endowment Fund will be made in the outstanding brother's name in the event he is already a life member.

Section 8: The chapter may bestow a chapter distinguished service award upon any active, alumni, or advisory member that it feels has rendered an outstanding degree of continued service to the chapter and its programs. The procedure shall be as follows:

1. A petition, concisely stating the reason(s) for said recognition, and containing the signatures of at least twenty percent (20%) of the active membership, must be submitted to the Executive Committee.

2. The Executive Committee will review the petition and determine whether it

merits the consideration of the brotherhood, and, if so, when it will be brought forth.

3. The approved petition will be presented to the brotherhood as a seconded motion and discussed. It shall require a seventy-five percent (75%) majority vote by secret ballot to bestow the chapter distinguished service award upon a brother.

4. If the petition is passed by the brotherhood, the award will be presented at the next regularly scheduled awards banquet.

5. This highly prestigious award may be given as many, or as few times, or not at all, as deemed appropriate by the brotherhood.

6. The chapter shall bestow upon the distinguished service award recipient the chapter distinguished service key, an appropriate wall plaque, and a life membership in Alpha Phi Omega. A donation in the name of the brother will be made to the National Endowment Fund in the amount of a life membership in the event that the brother is already a life member.

Section 9: Use of Scouting equipment must have the prior approval of the Scouting Coordinator and the Sergeant at Arms.

Section 10:

- (a) The alcohol policy of Iota Lambda chapter shall strictly follow the Alcohol Policy of North Carolina State University.

- (b) No Fraternity money may be appropriated for alcoholic beverages of any kind.

Section 11: A Service project shall fail to be accepted if seventy-five percent (75%) of the amount of participation required is not pledged upon confirmation of said project.

ARTICLE XII
Amendments

ALPHA PHI OMEGA
IOTA LAMBDA CHAPTER BY-LAWS

These By-Laws may be amended at any regularly scheduled meeting of the Chapter upon the affirmative simple majority vote of the membership, provided that the amendments have been submitted to the active members at a regularly scheduled meeting of the Chapter at least 7 days prior to being voted upon, and they received the consideration of the Executive Committee. A copy of the current bylaws shall be sent to the National Fraternity at least once yearly.

Section 2: Every page of these By-Laws will carry the date of the latest revision in the lower right-hand corner.