

ALPHA PHI OMEGA – ALPHA KAPPA CHAPTER

BYLAWS

ARTICLE I – NAME

The name of this organization is the Alpha Kappa 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 the University of Southern California, 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 in accordance with the National Bylaws of Alpha Phi Omega.

SECTION 3 – ACTIVE MEMBERSHIP. An Active Member (Active) is an enrolled student member in good standing, who has successfully completed a Pledge or membership education program, who is in good standing with the Fraternity and who has paid applicable dues for the current academic term.

SECTION 4 – ASSOCIATE MEMBERSHIP. Associate Membership may be conferred upon an Active member who finds it necessary to cease full involvement in chapter affairs. In order to request the status of Associate Membership, an Active Member must provide a written request to the Chapter Vice-President of Membership. Said membership will be granted at the discretion of the Chapter Executive Committee.

Active Members traveling overseas or leaving the University for a period of one semester must also submit a written request for Associate Membership but shall not be held to any requirements deemed necessary by the Executive Committee.

An Associate Member (Associate) will have membership restricted in accordance with chapter policy as follows:

- i. May only vote in fiscal and general matters of the Fraternity, as well as semesterly elections.
- ii. Is ineligible to run for the offices of President, Pledge Master, Vice-President of Service, Vice-President of Membership, Vice-President of Fellowship, Vice-President of Finance, and Vice-President of Communications.

- iii. Cannot participate in the pledge testing, including but not limited to the final board reviews and any other written and/or oral tests.
- iv. Shall receive no funding for Fraternity-sponsored events.

SECTION 5 – INACTIVE 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 requirements for membership, shall be declared an Inactive Member, having no rights or privileges within the chapter. Inactive 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.

SECTION 6 – ALUMNI MEMBERSHIP. Any Active, Inactive, or Associate Member shall become an Alumni Member upon completion of any degree or disenrollment from the University of Southern California. Alumni Members shall be granted non-voting rights and privileges of Active Membership, in accordance with chapter policy.

SECTION 7 – ADVISORY MEMBERSHIP. Advisory Membership, with all non-voting rights and privileges 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 given great support or service to the principles of Leadership, Friendship and Service. Selection of Honorary Members shall require at least a two-thirds affirmative vote of Active Members present and voting at a regular chapter meeting and shall be in accordance with the National Bylaws.

SECTION 9 – VISITING BROTHERS. All Brothers of the National Fraternity who are not local residents and are not otherwise affiliated with this chapter or the University of Southern California shall be accorded all rights and privileges of a non-voting Active Member.

SECTION 10 – 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.

Section 11 – NEOPHYTE MEMBERSHIP. A Neophyte Member shall be any member that has completed the pledge requirements but was unable to participate in the Initiation Ceremony for reasons deemed acceptable by the Executive Committee.

- i. Neophyte Members shall have the same rights and requirements as Active Members.
- ii. A Neophyte Member must be initiated in the Initiation Ceremony of the following semester and shall not be registered as active until the member has participated in Initiation.

SECTION 12 – DEFINITION OF GOOD STANDING. Good Standing shall be defined as any Pledge, Associate, or Active Member of the Fraternity who has fulfilled all requirements established by the current Executive Committee. All members not satisfying these requirements may request a review of their particular circumstances by submitting a written request to the Executive Committee. The Executive Committee may then deem the member in Good Standing with a majority vote.

ARTICLE IV – OFFICERS AND DELEGATES

SECTION 1 – ELECTED OFFICERS. The elected officers of this chapter shall be: President, Pledge Master, Vice-President of Service, Vice-President of Membership, Vice-President of Fellowship, Vice-President of Finance, Vice-President of Communications, Fundraising Chair and, when necessary, two Co-Sectionals Chairs.

SECTION 2 – APPOINTED OFFICERS. The appointed officers of this chapter shall be: Interchapter Chair, Special Events Coordinator, Public Relations Chair, Alumni Liaison, Funding Chair, Historian, Sergeant-at-Arms, and Webmaster.

SECTION 3 – EXECUTIVE COMMITTEE. The Executive Committee shall be comprised of the elected and appointed officers of this chapter. The Chairman of the Advisory Committee shall also serve as a non-voting member of the committee, as will the Immediate Past President of the chapter if he or she is not otherwise holding an elected chapter office, or has graduated or disenrolled from the university.

SECTION 4 – TERM OF OFFICE. The standard term of office shall be approximately one university semester. For the officers elected for the fall, the term shall begin on the first day of the university's summer vacation and end on the last day of the Fall Semester. The spring term shall be defined as beginning on the first day of Winter Recess and ending on the last day of school.

SECTION 5 – CONSECUTIVE TERMS OF OFFICE. Elected officers may succeed themselves only once in the same position unless there is no other member able to hold a specific office. Officers may hold more than one office in succession.

SECTION 6 – QUALIFICATIONS. An elected officer must be an Active Member in good standing for one full fall or spring semester immediately prior to beginning his or her term of office, at the time of election to office, and during his or her 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. Officers are also expected to attend a majority of general and Executive Committee meetings.

SECTION 7 – VACANCIES OF OFFICE. In case of removal or resignation of any chapter officer, or the failure of an officer to remain otherwise qualified for office, the chapter shall elect a replacement to complete the term of office. Said election and subsequent installation shall take place at the first regular chapter meeting following the announcement of the vacancy at a regular chapter meeting. During the time of said officer's absence, the Executive Committee as a whole shall fulfill the duties and obligations of the office in question until the previously mentioned election.

SECTION 8 – INSTALLATION OF OFFICERS. Officers shall be installed as near as practicable to the end of the current term. The Installation Ceremony shall be conducted as prescribed by the official ceremony handbook of the National Fraternity.

SECTION 9 – CHAPTER DELEGATES. The chapter may elect voting delegates to represent the chapter at National Conventions and other representative bodies of this Fraternity as entitled. Elections shall be held according to chapter policy.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1 – PRESIDENT. The President shall:

- A. Serve as the presiding officer at all chapter meetings and at meetings of the Executive Committee.
- B. Oversee and coordinate the functions of all chapter officers and committees.
- C. Appoint such committees as are necessary to carry out the program of the chapter.
- D. Serve as an ex-officio member of all committees, including the Advisory Committee.
- E. Plan and carry out leadership development activities for the benefit of the Executive Committee and the chapter as a whole.
- F. Ensure that the chapter operates in conformity with the principles and policies set forth in the National Bylaws, Standard Chapter Articles of Association, Risk Management and Membership Policies, the rules and regulations of the University of Southern California and the Chapter Constitution and Bylaws.
- G. Serve as spokesperson for the chapter.
- H. Have completed one Active semester in good standing previous to running for said position.

SECTION 2 – PLEDGE MASTER. The Pledge Master shall:

- A. Implement pledge education in accordance with national standards and bylaws, as well as in adherence with university and national policy. Membership Education shall include planning and execution of the chapter's Pledge or Membership Education program, consisting of instruction with regard to Fraternity and chapter history, development of leadership skills through meeting and project planning, service and fellowship events and an organized Pledge/Active interaction program.
- B. Oversee the elections of pledge officers, pledge events, and pledge meetings.
- C. Refrain from participation in elections of Pledges or matters of inter-pledge disputes, in order to maintain impartiality.
- D. Attend all pledge meetings and all mandatory pledge events.
- E. Refrain from participation in the traditional "Big Sib/Little Sib" program.
- F. Have completed one Active semester in good standing previous to running for said position.

SECTION 3 – VICE-PRESIDENT OF SERVICE. The Vice-President of Service shall:

- A. As Chair of the Service Committee, coordinate the planning and successful execution of the service program of the chapter.
- B. Coordinate the planning and successful execution of National Service Week in the fall semester or National Spring Service Day in the spring semester depending on term of office and provide necessary documentation to the Alpha Phi Omega National Office.
- C. Establish the service requirement for all Active, Associate, and Pledge members.
- D. Keep a record of all service events, including, but not limited to, a description of the event, number of people in attendance, and contact information of the event coordinator, and report on the members' status at the first regular chapter meeting of each month in which school is in session.
- E. Have completed one Active semester in good standing previous to running for said position.

SECTION 4 – VICE-PRESIDENT OF MEMBERSHIP. The Vice-President of Membership shall:

- A. As Chair of the Membership Committee, coordinate the planning and successful execution of the membership of the chapter.
- B. Ensure the proper and timely registration of all Active, Pledge, Advisory, Alumni and Honorary Members of this chapter with the National Office.
- C. Reaffirm or revise requirements for good standing Active Membership, with approval of the Executive Committee, to be communicated to the general membership at the first regular meeting of the semester.
- D. Ensure the coordination and execution of the rush week programs with the chapter program and activities in accordance with the Pledge Master and President.
- E. Maintain an accurate record of all past and present members of this chapter, as well as the attendance and good standing of all current members of the chapter.
- F. Attend all Pledge meetings and assist the Pledge Master in ensuring the success of the pledge education program.
- G. Have completed one Active semester in good standing previous to running for said position.

SECTION 5 – VICE-PRESIDENT OF FELLOWSHIP. The Vice-President of Fellowship shall:

- A. As Chair of the Fellowship Committee, coordinate the planning and successful execution of the fellowship program of the chapter.
- B. Keep a record of all chapter fellowship events, including, but not limited to, the amount of participants and the event location and description, and report on the members' status at the first regular chapter meeting of each month in which school is in session.
- C. Set the fundraising requirement for Active, Associate, and Pledge members.
- D. Oversee the Special Events and Interchapter Coordinators.

SECTION 6 – VICE-PRESIDENT OF FINANCE. The Vice-President of Finance shall:

- A. Receive and disburse the funds of the chapter in a prudent manner, as authorized by these Bylaws and the Executive Committee. These funds shall include any and all monies collected by the chapter on behalf of third-party organizations through the auspices of the chapter's service program.
- B. Collect and transmit to the National Office all dues and fees as prescribed by the Fraternity.
- C. In conjunction with the Executive Committee, develop the chapter budget for approval by the general chapter membership, and strive to ensure that the budget is followed.
- D. Ensure that all financial forms and reports prescribed by the Fraternity and by federal, state, and educational institution regulations are filed as required.
- E. Maintain an accurate record of all chapter transactions and report on the chapter's financial status at the first regular chapter meeting of each month in which school is in session.
- F. Prior to leaving office, complete an audit of the chapter's financial records and make a complete report to the Executive Committee, the Advisory Committee, and the incoming Vice-President of Finance.

SECTION 7 – VICE-PRESIDENT OF COMMUNICATIONS. The Vice-President of Communication shall:

- A. Maintain and distribute accurate records of chapter meetings and of meetings of the Executive Committee in a timely fashion.
- B. Maintain and distribute a calendar of chapter events.
- C. Coordinate with the President for other administrative duties.
- D. Assist the President in submittal of all required National documents in order to keep the chapter in good standing.
- E. Oversee chapter participation in Regional and Sectional Conferences and the National Convention.
- F. In the absence of an appointed Historian, maintain a historical record of the activities of the chapter.

SECTION 8 – FUNDRAISING CHAIR. The Fundraising Chair shall:

- A. As chair of the Fundraising Committee coordinate the planning and execution of all fundraising activities of the chapter.
- B. Coordinate the preparation of donation or funding requests and any sponsorship correspondence as deemed necessary by the Executive Committee.
- C. Set the fundraising requirement for Active, Associate, and Pledge members.
- D. Keep a detailed report of all Fundraising events, including a description, attendance, place, cost, and any other pertinent data, and report on the members' status at the first regular chapter meeting of each month in which school is in session.

SECTION 9 – CO-SECTIONALS CHAIRS. The Co-Sectionals Chairs shall:

- A. Select a Sectionals Committee.
- B. Plan the Spring 2010 Section 1 Sectional Conference.

- C. Gather all information needed regarding Sectionals including, but not limited to: event/workshop content, guest speakers, housing for participants, overall theme of weekend, dates and times of events, ending banquet, locations for events, etc.

SECTION 10 – INTERCHAPTER CHAIR. The Interchapter Chair shall:

- A. Initiate contact with other chapters of Alpha Phi Omega in an effort to establish interchapter fellowship, fundraising, service, and overall information.
- B. Serve as a member of the Fellowship Committee.
- C. Be responsible for setting the interchapter requirement for Active, Associate, and Pledge members.
- D. Keep a detailed record of all interchapter events including other chapters, locations, description of the event, and attendance, and report on the members' status at the first regular chapter meeting of each month in which school is in session.

SECTION 11 – SPECIAL EVENTS COORDINATOR. The Special Events Coordinator shall:

- A. Serve as a member of the Fellowship Committee.
- B. Plan and carry out the special events, including, but not limited to, the Pledge Retreat, Pledge Initiation and the end-of-the-year social.
- C. Keep a detailed report of all special events, including a description, attendance, place, cost, and any other pertinent data.

SECTION 12 – PUBLIC RELATIONS CHAIR. The Public Relations Chair shall:

- A. Take responsibility for the creation of advertising, fliers, and general information for events.
- B. Submit at least one article to the "Torch & Trefoil," a publication of Alpha Phi Omega, at least once a semester.
- C. Serve as a member of the Membership Committee.

SECTION 13 – ALUMNI LIASION. The Alumni Liaison shall:

- A. Be the primary means of contact with Alumni of the chapter.
- B. Prepare at least one alumni event each semester.
- C. Ensure the contact information of all alumni and graduating and/or disenrolled members is valid.

SECTION 14 – FUNDING CHAIR. The Funding Chair shall:

- A. Acquire pertinent information from funding sources on and off campus.
- B. Assist all Vice-Presidents and other board members by applying for funding for various events.
- C. Collaborate with the Vice-President of Finance and Fundraising Chair to determine potential semester funding needs.

SECTION 15 – HISTORIAN. The Historian shall:

- A. Maintain the ritual materials and other chapter properties.
- B. Take responsibility for the creation of some form of remembrance of the term. This may include, but not be limited to, a scrapbook, family tree, pictures, and film items.
- C. Take responsibility of enforcing and preserving rituals and ceremonies.

SECTION 16 – SERGEANT-AT-ARMS. The Sergeant-at-Arms shall:

- A. Perform such disciplinary and parliamentary procedures as are appropriate and in accordance with these Bylaws and Robert’s Rules of Order.
- B. Chair the Bylaws Committee whenever it meets.
- C. Receive nominations and related motions related to chapter elections.
- D. Prepare, distribute and collect ballots at chapter elections and take responsibility of the count.
- E. Function as parliamentarian of the chapter and educate members in the ways of such procedures.
- F. Facilitate Merit Badge Counselor verification and delegate verification authority to members of the Executive Committee when deemed necessary.
- G. Maintain and distribute, as necessary, copies of these Bylaws, written chapter policies and other governing documents of the Fraternity.
- H. To see that the chapter is operated in conformity with the policies set forth in the National Bylaws and the Chapter Constitution and Bylaws.

SECTION 17 – WEBMASTER. The Webmaster shall:

- A. Maintain the integrity and accuracy of information found on the chapter’s Alpha Phi Omega Web site.
- B. Make timely updates to the Web site when new information is presented.

SECTION 18 – ALL OFFICERS. Each officer shall, in addition to stated duties:

- A. Train his or her successor and transfer all records and related materials in an up-to-date condition within the first two weeks of the new term.
- B. Regularly attend meetings of the Executive Committee, regular and special chapter meetings and chapter projects and events.
- C. Assume other duties as deemed necessary by the chapter President.

ARTICLE VI – ADVISORS

SECTION 1 – ADVISORY COMMITTEE. The Advisory Committee of this chapter shall consist of one or more Scouting, Faculty, Staff, and Community Advisors as elected by the chapter.

SECTION 2 – ADVISORY COMMITTEE CHAIR. The Advisory Committee Chair shall be selected by the members of the Advisory Committee following semester chapter elections, with approval of the Executive Committee.

SECTION 3 – SELECTION PROCEDURE. Advisors shall be elected by the chapter for a term of office of one academic semester as defined in Article IV, Section 4. Election shall be by a two-thirds vote of the Active Members present and voting during the regular chapter meeting at which annual elections are held. Advisors shall be eligible for an unlimited number of terms.

SECTION 4 – DUTIES AND PRIVILEGES. Advisors shall:

- A. Encourage the development of high fraternal and scholastic standards.
- B. Assist the chapter in planning and carrying out its various programs and initiations.
- C. Help to ensure that all events and activities are conducted in adherence with chapter, school and Fraternity risk management policies and procedures, and that all members are aware of said policies and procedures.
- D. Have all privileges of chapter membership except those of voting and holding elected chapter office unless otherwise specified in these Bylaws.

ARTICLE VII – COMMITTEES

SECTION 1 – STANDING AND SPECIAL COMMITTEES. The standing committees of this chapter shall be the Executive Committee, the Advisory Committee, the Service Committee, the Membership Committee and the Fellowship Committee. Additional or “special” committees may be established and their chairs may be appointed by the President with the approval of the Executive Committee. Unless otherwise defined in these Bylaws or at the time of the committee’s creation, the members of a committee shall be elected by a majority of the Active and Associate members. Pledges shall elect their members at their first pledge meeting.

SECTION 2 – EXECUTIVE COMMITTEE.

- A. The Executive Committee shall meet a minimum of twice per month during the regular school year. Special meetings of the Executive Committee may be held at the discretion of the chapter President, or upon the written request of a majority of the members of the Executive Committee.
- B. The Executive Committee meetings shall be open to the general chapter membership unless closed at the discretion of the chapter President or the Advisory Chair. The decision of the chapter President or Advisory Chair may be overturned by a majority vote of the Executive Committee.
- C. The Executive Committee shall be responsible for formulating a budgeted chapter program at the beginning of each academic semester, subject to approval by a simple majority of the Active Members present and voting at a regular chapter meeting. This program shall include a tentative outline of the chapter activities for the next semester.

SECTION 3 – ADVISORY COMMITTEE. The Advisory Committee shall:

- A. Meet once per semester. At each meeting the chapter President will give a report on the state of the chapter and the Advisory Committee may discuss chapter activities, make recommendations, and invite any chapter member or non-member to make specific reports to the Advisory Committee.

- B. Serve as a chapter resource for leadership, planning, and execution of special projects.

SECTION 4 – SERVICE COMMITTEE. The Service Committee shall:

- A. Ensure that the chapter service program has a balance of new and traditional service projects that address the needs of the campus, community, nation, youth, and chapter membership, based upon suggestions and input from members, students, campus organizations, college officials, and outside agencies.
- B. Ensure that each project is adequately planned, and monitor each project through to its conclusion and proper evaluation.
- C. Pursue opportunities for joint service activities with other local organizations and existing and prospective chapters of Alpha Phi Omega.
- D. Ensure that the chapter participates in national service programs, including National Service Week, National Spring Service Day, and programs of emphasis, and report said participation through prescribed means.
- E. Ensure that projects and events are planned and conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.
- F. Consist of the Vice-President of Service as the chair, and a number of actives and pledges to be determined by the chair.

SECTION 5 – MEMBERSHIP COMMITTEE. The Membership Committee shall:

- A. Plan and execute the chapter membership program, which shall encompass Membership Recruitment, Education, and Retention programs:
 - i. Membership Recruitment shall include planning, publicizing, and coordinating membership recruitment campaigns which utilize open and informational meetings and events to which prospective members will be invited.
 - ii. Membership Retention shall include development and execution of a membership retention program, in which Active, Associate, and Inactive Members are encouraged through one-to-one interaction and communication to maintain or renew their Active status with the chapter as applicable.
- B. Ensure that membership events and programs are conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.
- C. Consist of the Vice-President of Membership as the chair, Public Relations Chair and Alumni Liaison as members, and a number of Actives and Pledges to be determined by the chair.

SECTION 6 – FELLOWSHIP COMMITTEE. The Fellowship Committee shall:

- A. Plan, publicize, and coordinate all fellowship events. Said events shall be consistent with the principles of brotherhood and be intended to foster camaraderie and friendship among chapter members and guests. Said events may include (but not be limited to) activities with nearby chapters, banquets or other appropriate events in recognition of new members, alumni, and significant chapter milestones, and annual or semi-annual celebrations.

- B. Ensure that fellowship events and activities are conducted in adherence with chapter, school, and Fraternity risk management policies and procedures.
- C. Consist of the Vice-President of Fellowship as the chair, Special Events Coordinator and Interchapter Chair as members, and a number of Actives and Pledges to be determined by the chair

ARTICLE VIII – MEETINGS AND CHAPTER BUSINESS

SECTION 1 – REGULAR MEETINGS. This chapter shall hold weekly meetings during the academic term except when holidays, examination periods, or other events make said meetings impractical in the judgment of the Executive Committee.

SECTION 2 – SPECIAL MEETINGS. Special chapter meetings shall be held upon the written request of one-third of the Active members or at the discretion of the President or the Executive Committee. Adequate notice, to be given not less than 24 hours in advance of such meetings, shall be provided to the chapter members.

SECTION 3 – QUORUM. Quorum shall consist of any fraction over two-fifths of the Active membership and shall be assumed present unless challenged. For elections, quorum shall be any fraction above fifty percent of the Active membership, and Associate/Pledge membership when applicable.

SECTION 4 – VOTING. Only Active members shall be allowed to vote in meetings of this chapter, unless otherwise specified in these Bylaws. No proxy or absentee voting will be allowed in matters of regular chapter business.

SECTION 5 – MAJORITY. Unless otherwise noted in these Bylaws or the prescribed parliamentary authority of the chapter, a simple majority (fifty percent plus one of the members present and voting) shall be required to pass any motion or resolution.

SECTION 6 – MATERIAL CHAPTER BUSINESS.

- A. “Material Chapter Business” shall be defined as any item of business which includes or implies a financial transaction of greater than \$50 (fifty dollars).
- B. All material chapter business must have the consent of the Executive Committee.
- C. Any material business not receiving the consent of the Executive Committee may be enacted by a two-thirds majority of the voting Active and Associate members at a chapter meeting.

SECTION 7 – EXECUTIVE COMMITTEE AUTHORITY.

- A. The Executive Committee may take action on any matter if a quorum is challenged and not achieved at two consecutive chapter meetings.
- B. The Executive Committee may act in a timely manner on any matters it deems expedient to the operations of the chapter, subject to the review of Active members at a subsequent chapter meeting.

ARTICLE IX – ELECTIONS

SECTION 1 – NOMINATIONS. Nominations for chapter officers shall be opened two weeks prior to the election and permitted until the time of election. Nominations and seconds made outside of a chapter meeting shall be submitted electronically through the chapter’s Web site or in writing to the Sergeant-at-Arms and announced prior to the election. A person may not be nominated for more than one office at one time; however, an unsuccessful candidate may be nominated and seconded to subsequent positions throughout the election process.

SECTION 2 – ORDER OF ELECTION. The election of officers shall proceed in the order in which the offices are listed in Article IV, Section 1 of these Bylaws.

SECTION 3 – SECRET BALLOT. All elections for which more than one person has been nominated shall be conducted by secret ballot.

SECTION 4 – ELECTION PROCEDURE. The Sergeant-at-Arms shall serve as chairperson for any and all elections and will be responsible for the integrity of said elections. The Sergeant-at-Arms and his or her Pledge counterpart shall prepare, distribute, and collect all ballots for counting. The Sergeant-at-Arms shall count the ballots and announce the name of the person elected. The number of votes received by each nominee shall be made available on request, but shall not be publicly announced.

SECTION 5 – REQUIRED MAJORITY. All offices shall be granted to the nominee receiving any fraction over fifty percent of all votes cast. In the event that no nominee receives the necessary number of votes, the nominee with the least number of votes shall be dropped from the ballot and the voting process shall be repeated. Unless otherwise noted, all other elections shall require simple majority.

SECTION 6 – TIME AND PLACE. The time and place of annual and special elections shall be announced no less than two weeks in advance.

ARTICLE X – FINANCE AND PROPERTY

SECTION 1 – DUES AND FEES. This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. The amounts of all dues and fees shall be established by the Treasurer, and voted upon by the Executive Committee

SECTION 2 – CHAPTER EXPENDITURES. This chapter shall follow the budget plan in control of its financial activities. A budget shall be developed for each regular academic term, with the exception of the summer term. The budget for each term shall be approved by a majority of the Active members present and voting at a chapter meeting no later than the third week of the academic term.

ARTICLE XI – PARLIAMENTARY AUTHORITY

When meeting procedure is questioned, the latest edition of Robert’s Rules of Order shall govern all meetings of this chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the policies of this chapter, or those of the Fraternity.

Last updated November 16, 2009

ARTICLE XII – DISCIPLINE

SECTION 1 – SUSPENSION AND REMOVAL. This chapter shall have the power to suspend any member or to remove any officer with just cause. “Just cause” may include, but not be limited to, financial or personal misconduct, misrepresentation of the chapter, or behavior deemed to be injurious to the chapter, the Fraternity, or any individual.

SECTION 2 – DUE PROCESS. Charges against any member shall be presented to the Executive Committee at least seven days prior to consideration by the chapter. The member charged shall have the opportunity to speak before the Executive Committee and the chapter before final recommendations or rulings are made. If the member charged is a member of the Executive Committee, the member charged may not participate in the deliberations of the Executive Committee regarding the charges. The Executive Committee shall make a report of its findings to the chapter prior to the consideration of charges by the chapter.

SECTION 3 – VOTE REQUIRED. A two-thirds vote of the Active members present and voting at a regular chapter meeting is required for suspension of a member or removal of an officer.

ARTICLE XIII – POLICIES

SECTION 1 – AUTHORITY. This chapter may adopt such policies, rules, and regulations not in conflict with these Bylaws, the rules and regulations of the University of Southern California, or the governing documents of the Fraternity as considered necessary. Chapter policies shall be maintained in writing and in a single document or other repository which shall be made readily accessible to all interested parties, to include officials of the University of Southern California, current and prospective members, and officers and other officials of the Fraternity.

SECTION 2 – ADOPTION PROCEDURE. Chapter policies may be adopted by the Executive Committee and, if challenged, are subject to review by the general membership. A simple voting majority is required to amend or rescind any policy.

SECTION 3 – DURATION OF POLICIES. Chapter policies, once adopted, shall remain in effect until amended or otherwise modified.

SECTION 4 – REVIEW OF POLICIES. Each new Executive Committee member shall review policies pertaining to their duties and the general operation of the chapter at the beginning of their term of office.

ARTICLE XIV – AMENDMENTS

SECTION 1 – SUBMISSION. Amendments to these Bylaws must be submitted to the Executive Committee in writing and must contain signatures from one-fifth of all Active members.

SECTION 2 – DISTRIBUTION. Amendments shall be distributed and read at the first meeting following submission to the Executive Committee.

SECTION 3 – APPROVAL. A discussion and vote shall occur at least one week following submission to the Executive Committee. Passage shall require an affirmative vote of two-thirds of the Active members present and voting at a regular chapter meeting.

SECTION 4 – CONSISTENCY. No amendment or addition to these Bylaws can be made which is not in harmony with the Chapter Constitution and with the Constitution and Bylaws of the National Fraternity.

ARTICLE XV – RATIFICATION

These Bylaws shall become effective upon an acceptance vote of two-thirds of the Active members present and voting at two consecutive chapter meetings.