

DUTIES OF OFFICERS

ELECTED POSITIONS

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.

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.

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.

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.

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.

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.

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.

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.

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.

APPOINTED POSITIONS

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.

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.

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.

ALUMNI LIAISON. 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 dis-enrolled members' is valid.

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.

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.

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.

WEBMASTER. The Webmaster shall:

- A. Maintain the integrity and accuracy of information found on the Chapter's Alpha Phi Omega website.
- B. Make timely updates to the website when new information is presented.

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.