

Bylaws for the Mu Omicron Chapter of Alpha Phi Omega
Last Revised:

Preamble

The name of the organization shall be the MU OMICRON chapter of ALPHA PHI OMEGA and shall be referred to herein as "The Chapter". The following Bylaws are to be seen as a supplement of the ALPHA PHI OMEGA National Bylaws and Standards Chapter Articles of Association. Together, they create a standard of ideals and processes the MU OMICRON chapter of ALPHA PHI OMEGA at Clarkson University follows.

Article I. Membership

Section 1: Active Brothers

- A. Will be undergraduate, or graduate students attending Clarkson University.
- B. Must be initiated into Active Brotherhood at any chapter of Alpha Phi Omega.
- C. Will participate actively in the chapter's affairs, and shall fulfill all personal obligations to the chapter as set forth in the chapter constitution and in these bylaws and Appendix A of these bylaws, "Requirements of Brotherhood."
- D. Will have the right to vote on chapter affairs and in elections, to be nominated for and to hold an office, and the right to be appointed to be chair or member of an event or committee.
- E. Will have paid all active dues as set by the Vice President of Membership and Treasurer, voted on by the active brotherhood at a meeting where quorum has been met.

Section 2: Pledge Brothers

- A. Must be inducted as a pledge in Alpha Phi Omega following the National Bylaws Art III.2.1.
- B. Will attend all pledge meetings and general business meetings unless otherwise excused by the Vice President of Membership and Recording Secretary.
- C. Will have paid all pledge dues as set by the Vice President of Membership and Treasurer, voted on by the active brotherhood at a meeting where quorum has been met.
- D. Will complete a service hour requirement as defined by the Vice President of Membership and Vice President of Service in the chapter Pledge Policy.
- E. Will not have voting privileges or the ability to hold any chapter office until initiated into the organization.
- F. Shall be reviewed by the chapter in a meeting where quorum exists immediately prior to initiation where he or she must be approved by a majority of the active members present.
- G. Immediately after their initiation, will be considered active brothers in good standing with only the restrictions of holding office as defined in Article III.

Section 3: Associate Brothers

- A. Must be initiated into Active Brotherhood at any chapter of Alpha Phi Omega.
- B. Must submit a statement, in writing, of their reasons for desiring Associate Brotherhood to the Recording Secretary and President or petition to the brotherhood reasons for desiring Associate Brotherhood before being considered for Associate status.
- C. Will have the rights and voice of active brothers, but with no voting privilege or right to hold office while an associate brother. The associate brother may run for office in a following semester if they are cleared to become active for the term of the position, have completed all of the associate membership requirements, and have also completed a leadership credit.

- D. Have the responsibility to fulfill one-half (1/2) of the minimum service hours, are not required to fulfill their leadership credit requirement, and must attend one (1) full fellowship event, as defined in Appendix A, "Requirements of Brotherhood."
- E. Pledges shall have no requirements or obligations involving associate brothers, except as otherwise defined by the chapter Pledge Policy.
- F. Will automatically become Active the following semester unless otherwise requested by the brother.
- G. At the end of two (2) consecutive semesters of associate status, the brother in question shall be liable to be reclassified as inactive pending review of the chapter executive board.
- H. Will have paid all associate dues as set by the Vice President of Membership and Treasurer, voted on by the active brotherhood at a meeting where quorum has been met.

Section 4: Inactive Brothers

- A. Shall be listed as inactive after either submitting in writing to the Recording Secretary and President the reasons for the desired inactivity, or according to Art 1.3.G, Art 2.1.B, App A.1.C.3, App A.4.E as prescribed in these bylaws and appendices.
- B. Shall forfeit all rights and privileges granted to Active Brothers.
- C. Must submit a request for Active Brother status for the following semester by the meeting before officer elections are held and complete a leadership credit in order to run for office for the following semester.
- D. Shall not be assessed any dues for the operations of the chapter.

Section 5: Petitioning for Status

- A. Status, meaning either Active or Associate.
- B. Intending to petition must send a written request to petition to the President's email no later than the sixth week of the semester.
- C. Shall be returned to active or associate standing upon the two-thirds (2/3) majority of the Active Brotherhood present and voting at the general business meeting following submittal of their request and completing the petitioning credit as outlined in Section 5D.
- D. The petitioning credit can be earned by doing one of the following: interviewing half of the Brotherhood that was initiated the semester(s) of leave or by planning and executing one fellowship event within three weeks after the request is accepted through voting.

Section 6: Away Brothers

- A. Will be undergraduate or graduate student currently away from campus either on a study abroad, Co-op, or personal semester long break.
- B. Must submit a statement, in writing, of their intention to become an Away Brother to the Recording Secretary and President.
- C. Will have the rights and voice of active brothers, but with no voting privilege or right to hold office while an Away Brother. The Away Brother may run for office in a following semester if they have completed all of the Away membership requirements.
- D. In order to run for a position upon their return to the chapter, will have the responsibility to fulfill one (1) leadership credit requirement, either by communicating and coordinating with the active brotherhood, or at the location where they are away.
- E. Pledges shall have no requirements or obligations involving Away Brothers, except as otherwise defined by the chapter Pledge Policy.
- F. Will automatically become Active the following semester unless otherwise requested by the brother.

G. Will have paid all dues as set by the Vice President of Membership and Treasurer, voted on by the active brotherhood at a meeting where quorum has been met.

Section 7: Alumni Brothers

- A. Must have been initiated into the brotherhood of Alpha Phi Omega and have been an Active, Associate, Advisor, or Honorary brother to the Mu Omicron Chapter of Clarkson University, and must depart in good standing with the brotherhood.
- B. Will not be considered an undergraduate by the Office of Undergraduate Studies during the current chapter semester.
- C. Will not have any voting privileges or the ability to hold any office, except advisor or advisory chairman.
- D. Shall not be assessed any dues for the operations of the chapter.

Section 8: Honorary Brothers

- A. May be granted to persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega and its work at the Mu Omicron chapter at Clarkson University.
- B. Shall require an approval of three-fourths (3/4) of the chapter's active brotherhood in a vote at a general business meeting.
- C. Will have the rights and voice of active brothers, but with no voting privilege or right to hold office.
- D. This honor will not be given to undergraduate students.
- E. Shall not be assessed any dues for the operations of the chapter.

Section 9: Advisors

- A. This position may be conferred upon those persons approved by the chapter by a simple majority at a general business meeting of the brotherhood where quorum is met.
- B. Shall have the rights and privileges of inactive membership, except for the advisory chair, who is allowed to vote as an active brother.
- C. If an Advisor was not a brother of Alpha Phi Omega, the Advisor shall be educated on the history and traditions of Alpha Phi Omega relative to both the National Fraternity and the Mu Omicron chapter. In accordance with national bylaws, these advisors must be initiated as brothers into Alpha Phi Omega.
- D. Are required to attend one (1) general business meeting per semester. The Advisory Chair is required to also attend one (1) Executive Board meeting per semester.
- E. This position may not be held by undergraduate students or active members.
- F. Shall not be assessed any dues for the operations of the chapter.

Section 10: Responsibilities of a Big Brother

- A. To become a Big Brother, an active brother must complete an application including: a personal statement addressing reason for wanting this position, the applicant's class schedule, and a disclosure of any substantial social, academic, or athletic commitments during the pledging period.
- B. Being a big brother requires that at least two (2) hours a week is spent with their little brother, attendance at all events at the discretion of the Pledgemaster or the Pledge Class Executive Board working with the Pledgemaster.
- C. Leadership credit can be earned through being a Big Brother, pending the approval of the pledgemaster and the newly initiated brother at the end of the pledging process.
- D. Big Brothers who are unable to meet the requirements as stated above will be placed under review by the Executive Board of the chapter, and may be replaced and/or have their leadership credit revoked.

Section 11: Pledging

- A. Pledging shall be defined in Article III, Section 2, and Subsection 1 of the National Bylaws for Alpha Phi Omega.
- A. Pledging shall be no more than ten (10) weeks and no less than six (6) weeks per semester.
- B. An affirmative vote of two-thirds (2/3) of the Active Brotherhood present shall be necessary to accept pledge members as Active Brothers in the fraternity.
- C. The admission vote may be reconsidered once at any time prior to the neophyte's initiation into the brotherhood. A special meeting must then be called and the vote retaken.

Section 12: Suspension

- A. Suspension shall be defined as the full removal of all rights and privileges granted by this chapter.
- B. A brother shall be liable for suspension upon the petition of more than half (1/2) the Active Brothers of this chapter for improper conduct or for violation of these bylaws.
- C. The Recording Secretary shall notify the brother in question at least five (5) days prior to the chapter's inquiry.
- D. Suspension shall result from a three-quarters (3/4) majority vote of the Active Brotherhood excluding the Brother in question.
- E. Suspension will last for the remainder of the academic semester, or through the following academic semester if the suspension is confirmed after the general business meeting where elections take place.
- F. After the suspension period has passed, if seeking re-instatement, the brother must submit an appeal to the brotherhood in writing. In this appeal, the reason for seeking reinstatement must be explained.
- G. The brother may be reinstated by a three-quarters (3/4) majority vote of the Active Brotherhood.
- H. Suspensions given to a brother from an organization of higher authority than the chapter (eg. Clarkson University, Alpha Phi Omega National Convention, Judiciary ruling) can only be reversed by the organization that issued the suspension.

Article II. Dues and Fees

Section 1: Terms

- A. Active, Associate and Away brothers of the chapter shall pay dues each semester by elections. Brothers who do not do so will be considered inactive.
- B. Brothers who are labeled inactive on account of not paying their dues shall be reinstated to their previous status in the chapter if dues are paid before the final general business meeting of the semester, and are not subject to the reinstatement process as outlined in Article I, Section (7), Subsections "C" and "D."
- C. Pledge brothers may pay dues in two installments, due at the discretion of the Treasurer but paid in full no later than elections.
- D. Dues for any given semester will be equal to the dues owed from the previous semester unless a new amount is proposed by the Executive Board and affirmed by a two-thirds (2/3) vote of the Active Brothers present and voting at a regular general business meeting.
- E. Dues may be partially or fully paid for through reimbursement of purchases for the chapter on behalf of the brother being reimbursed
- F. Active Brothers are required to pay the full amount of dues, while Associate and Away Brothers are only required to pay half (1/2) dues
- G. A nationally prescribed fee for each Active or Associate Brother shall be submitted to the National Office annually
- H. Exceptions can be made in the form of deferred payment to maximum of ten (10) weeks after the first general business meeting or formation of a payment plan at the treasurer's discretion. In this case, Subsection "A" does not apply to chapter activity status.

Section 2: Determination thereof

- A. All monetary fees and assessments not directly stipulated by the National Office or these bylaws are subject to change by a two-thirds (2/3) vote of the Active Brothers present and voting at a regular general business meeting as dictated in Article II, Section (1), Subsection D.

Section 3: National Convention Fund

- A. Monies in amounts determined by the Brotherhood each semester shall be set aside into a National Convention Fund to sponsor the Chapter's delegates to the National Convention.
- B. Monies in the National convention fund can be used for sending representatives to regional conferences or in emergency situations if approved by three fourths (3/4ths) of the voting members of the chapter executive board and three fourths (3/4ths) of the active brotherhood.

Article III. Officers

Section 1: Officers of the Chapter

A. The Executive Board of the chapter, their order of election, and order of succession will be:

1. President
2. Vice President of Service
3. Vice President of Membership
4. Vice President of Fellowship
5. Treasurer
6. Recording Secretary
7. Sergeant-At-Arms

B. Other Elected Officials of the chapter, their order of election, and order of succession will be:

1. Rush Chair
3. Webstorian
5. Corresponding Secretary
6. Advisory Chair

C. All officers are members of the Executive Committee. All Executive Board members are required to attend the Executive Committee meetings and have a vote at these meetings. Other elected officials are encouraged to attend Executive Committee meetings, but do not have a vote.

D. Members of the active brotherhood may attend Executive Committee meetings unless the Executive Committee has deemed the Executive Committee meeting closed to active brothers not on the Executive Committee.

E. The purpose of the Executive Board is to coordinate the efforts and ensure the well-being of the brotherhood. The Executive Board meetings are only open to inducted brothers of Alpha Phi Omega, Sectional, Regional, or National officials, and the chapter advisors.

F. In the event the chapter does not have enough members to fill all elected positions, a two-thirds (2/3) majority vote by active brothers will be called to decide what positions can be held by a single brother and if stipulations regarding newly-inducted brothers holding the position can be waived.

G. No brother shall hold the same officer position for more than two (2) semesters.

H. All mentions of the Vice President of Membership refer to both the Rush Chair and Pledge Master as a collective.

Section 2: Responsibilities of the Executive Board.

A. The Executive Board shall consist of all Executive Officers of Mu Omicron as listed in Article III, Section (1) Subsection "A" and the Chairman of the Advisory Committee.

B. The President will only vote in the case of a tie.

C. The Executive Board shall meet at least twice a month, at the request of the President, or through a petition of one-third (1/3) of the Active Brothers of the chapter.

D. The Executive Board shall:

1. Update brotherhood of activities for each officer and address issues that may need to be brought up to the brotherhood for further action during regular general business meetings.

2. Address all of the problems within the chapter and propose possible solutions to the brotherhood

3. Organize and run the Chapter Assessment and Planning Session (CAPS) within the first week of each semester. These results will be presented to the brotherhood.

4. Hear and review any issues brought forth by a brother concerning an active, associate, or pledges in regards to improper conduct or a violation of these bylaws.

- E. A two-thirds (2/3) majority of the members of the Executive Board is required to override a Presidential ruling.
- F. A two-thirds (2/3) majority vote of the Active Brothers is required to override an Executive Board decision.

Section 3: Responsibilities of the President

- A. Shall supervise all chapter functions and see that all National, Regional and local duties are fulfilled.
- B. Preside at all chapter and Executive Board meetings.
- C. Appoint any special committees for the expediency in carrying out the programs of the chapter, exclusive of standing committees.
- D. Determine the validity of charges with the Executive Committee against a brother before a suspension inquiry is convened.
- E. Delegate to the officers any powers or request duties within reason not mentioned herein and not in conflict with these bylaws or the policies of Clarkson University.
- F. Shall monitor all the officers and make sure they are fulfilling their duties and responsibilities as dictated by these bylaws.
- G. This officer will be responsible for organizing events that regard the involvement of Alpha Phi Omega Mu Omicron at any Alpha Phi Omega Conference or any other inter-chapter event.
- H. This officer will preside over the conference committee, if such exists.
- I. Shall notify the brotherhood of off campus leadership development opportunities.
- G. Must plan and execute two (2) inter-chapter events, each event exemplifying one of the three (3) core principles of the fraternity.
- H. Organize and run the Chapter Assessment and Planning Session (CAPS) to be held before the end of at least every spring semester. These results will be presented to the brotherhood.
- I. Shall carry on all necessary correspondence with the National Office, Sectional and Regional personnel.
- J. Shall be elected to a term in office of one (1) semester. The position cannot be held if it is the brother's final semester at Clarkson University, or their first full semester as an active brother of the chapter.
- K. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting

Section 4: Responsibilities of the Vice President of Service

- A. Shall coordinate service projects and assist committees or individuals planning other service projects for the chapter.
- B. Shall work with the Webstorian to keep a record of each fraternity project or event in the fraternity files for all brothers to use including but not limited to letters sent to business, community, and university officials, photographs, and expenditures associated with the event if necessary.
- C. Shall formally analyze the past projects of the chapter, weigh their value, and determine if they are practical usages of chapter resources.
- D. Shall keep a detailed service log of the accumulated service hours and events of each Active Brother and keep it in a place where it is readily available for review by any and all brothers.
- E. Shall validate claimed service hours by brothers
- F. Shall be elected to a term in office of one (1) semester. The position cannot be held if it is the brother's first full semester as an active brother or their final semester at Clarkson University.

G. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting.

Section 5: Responsibilities of the Pledgemaster

- A. Shall instruct the pledges in the fundamentals of Alpha Phi Omega, the history of the National and chapter fraternity, and give all pledges an equal opportunity to grow in the spirit of Alpha Phi Omega.
- B. Shall present a written copy of the current semester's pledging policy for review by the Brotherhood no later than the second regular business meeting of that semester.
- C. Shall not receive a little Brother while in office.
- D. Shall be elected to a term in office of one (1) semester. It cannot be held if it is the first full semester as an active brother of the chapter. It cannot be held by a graduating senior.
- E. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting.

Section 6: Responsibilities of the Vice President of Fellowship

- A. Shall organize and preside over a Fellowship Committee, if such exists.
- B. Shall be responsible for the planning and execution of five (5) fellowship events. Recurring events will only be counted as one (1) planned event.
- C. Shall keep track of all fellowship credits obtained by the brotherhood.
- D. Shall inquire the brother's grades at the beginning of the semester in any way they see fit that is approved by the chapter via simple majority vote. Any brother with a cumulative GPA under a 2.0 must meet with the Vice President of Fellowship, who will assist in finding academic assistance for the brother.
- E. Shall be elected to a term in office of one (1) semester.
- F. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting

Section 7: Responsibilities of Treasurer.

- A. Shall receive all monies of the chapter and keep an accurate record thereof.
- B. Shall collect all membership fees and dues, pledge and initiation fees, and all other miscellaneous fees and payments in the name of the chapter.
- C. Shall make all payments of the chapter accounts upon the proper authorization in the form of the signatures of the President or an advisor, and the Treasurer on appropriate forms. In addition, all disbursements over \$25.00 that have taken place since the last general business meeting shall be announced at the following general business meeting.
- D. Shall keep an accurate written record of the payments made by each individual Brother of the chapter either for the use of the National fraternity or by the chapter and shall, on request, give a written receipt of all such funds.
- E. Shall deposit the funds of the fraternity, both local and National, according to the chapter policy.
- F. Shall transmit promptly to the National fraternity all fund for pledge fees, national membership fees, supplies, etc., and keep on file receipts for such payments.
- G. Shall prepare an annual return on Form 990-A and file it with the Internal Revenue Service in the district in which Mu Omicron is located, in accordance with IRS regulations.

H. Shall set up and operate the chapter budget upon approval of a two-thirds (2/3) majority vote of the active brothers in attendance at a general business meeting where quorum is met every semester, and refine it as necessary until approved by the Brotherhood.

I. Shall have the financial books of the chapter audited by the Advisory Committee Chair of the chapter during the first (1st) and last week of each semester.

J. Shall organize and preside over the Fundraising Committee, if such exists.

K. There must be at least one fundraiser for the Chapter every Fall semester.

L. Shall be elected during elections and will be held to a term limit of two (2) semesters. The position cannot be held if it is the brother's final semester at Clarkson University. After the completion of their first semester at nominations the current treasurer may request continuance, which shall be put to a vote by the active chapter and requiring a two-thirds (2/3) majority vote. If vote does not succeed a new treasurer will be elected.

M. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting

Section 8: Responsibilities of the Recording Secretary

A. Shall keep an accurate record of the proceedings of chapter business meetings and executive committee meetings, and post the records within two (2) days. A copy of these records shall be forwarded regularly to all chapter advisors and brothers. These records are open to inspection by any brother at any time.

B. Shall take attendance at all general business meetings and events, and keep a record available for inspection by all brothers.

C. Shall advise brothers of their attendance issues if they are liable to change membership status and of their inquiry date if necessary.

D. Shall keep track of leadership credits obtained by the brotherhood.

E. Shall maintain a current roster of all brothers, pledges, advisors, and their status in the chapter.

F. Shall be elected to a term in office of one (1) semester.

G. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting.

Section 9: Responsibilities of the Sergeant-At-Arms.

A. Shall maintain order, as directed by the President at all general business meetings and functions as dictated by Appendix A of these bylaws.

B. Shall maintain the neat and orderly appearance of the chapter office and keep an inventory of articles that could be further used by the chapter including all the articles used in the rituals, ceremonies, and programs of the chapter.

C. Shall serve as Parliamentarian of this chapter, keep record of current bylaws and parliamentary procedure as well as oversee a bylaw committee.

D. Shall maintain a list of all suspended bylaws for the current semester. Any bylaw placed on this list will be subject to review by the Bylaws Committee within the semester that it has been suspended.

E. Shall work with the executive committee to resolve intra-chapter conflict.

F. Shall serve as the Master of Ceremonies unless otherwise specified by a nationally recognized ritual.

G. Shall be elected to a term in office of one (1) semester.

H. Shall work with the webmaster to enforce the chapter internet policy.

I. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting.

Section 10: Responsibilities of the Rush Chair

- A. Shall preside over a Recruitment and Pledging committee if such exists.
- B. Shall be responsible for the planning and execution of three (3) continuous recruitment events outside of the rushing period, that must be announced by the end of rush .
- C. Shall not receive a little Brother while in office.
- D. Shall be elected to a term in office of one (1) semester.
- E. Shall hold a meeting pertaining to invitations sent to perspectives. Each perspective shall be discussed before receiving an invitation.
- E. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting.

Section 11: Responsibilities of the Webstorian

- A. Shall be in charge of organizing historical documents, videos, photos and other items, as well as making sure events run by or for the brotherhood are documented.
- B. Shall keep a clear record of all traditions, lines, ceremonies and other histories of our chapter and how they relate to the brotherhood and/or Clarkson University.
- C. Shall form and preside over a historical committee as needed.
- D. In charge of organization and maintenance of all chapter digital property, including: the chapter website, calendar, logs of service hours, archive of minutes, a copy of the constitution and bylaws, the Facebook pages, and the chapter mission statement.
- E. Shall form and preside over a webmasters committee when large projects need to be undertaken.
- F. Shall be elected to a term in office of one (1) semester. The position cannot be held if it is the brother's final semester at Clarkson University.
- G. Shall be responsible for making sure the chapter digital properties comply with the chapter Internet Policy in Appendix D.
- H. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting

Section 12: Responsibilities of the Corresponding Secretary

- A. Shall send a copy of the semester's activity and project calendar and all other intra-fraternity business to the National Office, Regional Director, and Sectional Chairman.
- B. Shall be responsible to collect and distribute all incoming mail of the fraternity and report what was sent or received at each general business meeting.
- C. Shall have the duties of keeping track of alumni addresses, E-MAIL addresses and phone numbers, and corresponding with Alumni Brothers through an Alumni Newsletter at least once per semester.
- D. Shall direct letters of appreciation to persons who have cooperated with the programs of Alpha Phi Omega and of the Mu Omicron Chapter.
- E. Must plan and execute one leadership development event easily accessible to the brothers of Alpha Phi Omega Mu Omicron Chapter.
- F. Shall be elected to a term in office of one (1) semester. The position cannot be held if it is a brother's first full semester as an active brother of the chapter.

G. To manage Social Media Accounts (Twitter, Facebook, Instagram.... etc.) by posting relevant information and keeping followers up to date.

H. Shall perform all acts not described herein and not in conflict with these bylaws or the policies of Clarkson University, as directed by a simple majority vote of the active members of the Brotherhood present and voting at a general business meeting or an Executive Committee Meeting

Article IV. Advisors

Section 1: Responsibilities of the Advisors.

A. Advisors are encouraged to attend meetings of the Executive Committee and of the chapter.

B. Advisory Chair should assist the chapter in planning general business meetings and executing campus and other projects as seen fit by the Executive Committee.

Section 2: Advisory Committee

A. The chapter shall have an Advisory Committee consisting of one (1) or more Scouting Advisors, two (2) or more advisors from the faculty or administration of Clarkson University, one (1) or more community advisors and any other advisors it deems necessary.

B. One (1) of the Advisors shall be elected by the chapter as the Chair of the Advisory Committee and serves as part of the Executive Committee. The Chair shall provide updates to the Advisory Committee.

Article V. Elections

Section 1: Date of Election and length of term.

- A. The chapter officers shall be elected each semester prior to the final general business meeting of the semester. The final general business meeting should include the officer transition ceremony.
- B. An officer may not hold the same office for more than two (2) elected terms.

Section 2: Eligibility.

- A. To be eligible to run for office, a brother must be active, in good standing, completed the semester's service, fellowship, and leadership credit.
- B. A newly inducted brother may not run for the position of President, Vice President of Service, Pledgemaster, Corresponding Secretary, or Sergeant at Arms the semester after their induction as previously stated in Article III.

Section 3: Voting.

- A. For an election to be valid, quorum must be achieved. In the event quorum cannot be achieved at any point during an election, the process is suspended until quorum can be met. This includes tabling elections and resuming at the next general business meeting.
- B. Voting for chapter officers will continue until a candidate is selected. If decision cannot be made after the count of the vote of the ballot, the nominee who has the least amount of the votes cast will be dropped from the slate. Voting continues in this fashion until a candidate is selected.
- C. To be elected into a position, a nominated brother must receive two-thirds ($\frac{2}{3}$) of the voting active brothers.
- D. Absentee and Proxy votes will be accepted as described in Article VII, Sections (2) and (3).

Section 4: Vacancies.

- A. In case of a vacancy of an elected office, other than that of President, the President shall appoint an officer, subject to Executive Board approval to act for the remainder of the term of office. Or, the President may decide to have the chapter elect a new brother to the position for the remainder of the term of office. This would occur in the first general business meeting upon the vacancy of the office.
- B. In case of a Presidential vacancy, candidates shall be nominated directly by the Active Brothers present at the next meeting of the chapter. The vote shall be carried out in accordance with these bylaws.
- C. In the event of a vacancy of the Vice President of Service, Pledgemaster, Rush Chair, or Vice president of Fellowship during the winter or summer vacation the active brotherhood shall be notified via-email and be given one week to submit their votes to the President.
- D. In the event of a vacancy of the President during the winter or summer vacation the active brotherhood shall be notified via-email and be given one week to submit their votes to the Sergeant at Arms.

Section 5: Removal from office.

- A. Following legitimate charges of incompetence, neglect of duty, or for breach of these bylaws, any elected officer may be removed by the affirmative vote of two-thirds ($\frac{2}{3}$) of the Active Brotherhood of the chapter.
- B. Charges must be submitted in writing to the President unless that officer charged is the President, wherein the submittal is given to the Sergeant at Arms.
- C. The officer in question will be given no less than three (3) days notification in which to prepare their defense. They will be notified by the officer the submittal was given to.

D. The vote will be taken no later than the second (2nd) regular meeting after this notification. If the charge is severe enough, continued action can be taken to suspend the officer as stated in Article I, Section (10) of these bylaws.

Section 6: Transfer of offices.

A. Officers-elect shall take their respective offices after the conclusion of the semester and the officer installation ceremony.

Article VI. Provisions for Calling and Conducting Meetings

Section 1: Frequency

A. There shall be at least two (2) regular general business meetings each month during the academic year.

Section 2: Location

A. Regular meetings of the chapter shall be held in such a place as the Executive Board or the President may control the direction of the meeting.

B. Regular meetings should be in a publicly accessible location for ease of access to Brothers, Officers, Advisors, Officials, and other relevant parties to the operation of the brotherhood.

Section 3: Special meetings

A. Meetings of the chapter may be called by a petition of one-third (1/3) of the Active Brotherhood, by the President, or by the Executive Board.

B. Special meetings are to be held within two (2) to six (6) days of the petition for the event to be classified as mandatory.

C. Notice of all special meetings shall contain a statement of the reasons for that meeting.

Section 4: Closed Session Meetings

A. A closed session meeting may be called at any time by a two-thirds (2/3rds) vote of the Executive Board, or a simple majority vote of present, active brothers.

B. Only those persons that have been initiated into Alpha Phi Omega may attend a closed session meeting.

C. Those subjects discussed in closed session are to be kept in the strictest of confidence and are not to be discussed with any persons not in attendance unless otherwise decided by the brotherhood.

Article VII. Parliamentary Procedure

Section 1: Parliamentary Procedure

A. In all matters not covered by its constitution and bylaws, this organization shall be covered by Robert's Rules of Order, newly revised edition.

1. Any section of these bylaws may be set aside for a predetermined length of time by a three-quarters (3/4) vote of the Active Brothers present and voting.

2. A quorum shall be required to transact any official business at all general business meetings. A quorum shall be defined as a two-thirds (2/3) of the Active Brothers of the Chapter.

3. The National By-Laws and standard Chapter Articles of Association of Alpha Phi Omega shall become the Constitution of the Mu Omicron Chapter of Alpha Phi Omega in any conflicts encountered.

4. These bylaws may be amended at any general business meeting. The amendments must be reviewed by the Bylaws Committee.

5. Amendments must be made known to the Active Brotherhood of the chapter at least one (1) week prior to, and will become effective upon, a two-thirds (2/3) vote of the present and voting Active Brothers of the chapter.

Section 2: Absentee Ballots.

A. Absentee ballots will be accepted from voting members who have obtained an excused absence.

B. The absentee ballot must be presented to the President or Sergeant at Arms in a sealed envelope prior to the vote.

C. The absentee vote will be counted in the first vote, and not in any subsequent votes on the subject.

Section 3: Voting by Proxy

A. Proxy votes will be accepted from voting members who have obtained an excused absence.

B. Will be limited to only the issues specified in the request for proxy.

C. The proxy must be a brother in good standing who has agreed to serve as proxy and is not serving as another proxy for the same vote.

D. A written request for proxy must be submitted to and approved by the Executive Board prior to the meeting. The request must specify:

1. The issue to be voted upon.
2. The reason for the request.
3. The brother to serve as proxy.

Article VIII. Conference Delegates

Section 1: Selection Requirements

- A. For the Sectional Conference, voting delegates must be an active brother at the time of the Sectional Conference.
- B. For the Regional/National conference, voting delegates must be an active brother at the time of the conference.
- C. Delegates will be elected following the voting process as described in Article V, Section (3) at a standard general business meeting.

Section 2: Financial Coverage of Delegates

- A. In the case of the national convention the chapter will fund up to the cost of one person divided as seen fit by the executive committee.
- B. The base price will be determined by the President, Treasurer, and the Sergeant at Arms.
- C. Individuals mentioned in Subsection "B" shall find the least expensive price of travel within a 2 hour radius of the residence they will be leaving from.

STANDING RULES OF MU OMICRON

- A. To better facilitate the running of general business meetings, seating shall be restricted to the first three rows of the room meetings occur unless seating otherwise prevents such an arrangement.
- B. All motions to be brought before the brotherhood must be submitted to the chairperson of the meeting in writing or clarified to the brotherhood and recorded in the minutes.
- C. To better the outlook of the fraternity both on and off campus, letters and other symbols representing our fraternity and/or chapter are not to be displayed in such environments promoting the consumption of alcohol, except for in a brother's place of residence.
- D. No display of letters and other symbols representing our fraternity and/or chapter shall exist in any environment or situation which includes the consumption of wholly illegal substances or the participation in illegal activities.
- E. Any item stored by a brother in the office over any vacation must be removed within three weeks after returning from that vacation. For exemptions the Sergeant at Arms must be contacted, in writing. Leftover items will be considered donations, and maybe subject to sale, distribution, removal, or claimed by brothers at Sergeant at Arms discretion.
- F. According to national bylaws, the chapter shall not seek nor accept membership in any association consisting solely of social fraternities except on approval of the National Board of Directors.
- G. According to national bylaws, the chapter may not maintain housing.

Appendix A: Requirements of Brotherhood

Section 1: Attendance

- A. All brothers are encouraged to attend non-mandatory functions barring pre-existing conflicts.
- B. All brothers are required to attend all general business meetings unless they have given an approved excuse to the recording secretary or president and can not be absent from more than one (1) third of all general business meetings as of the Mid-Semester Review, or earlier at the discretion of the Recording Secretary.
- C. Two (2) unexcused absences from either meetings or activities deemed mandatory by the executive committee shall be allowed per semester, per brother.
- D. An absence may be excused when approved by the recording secretary or president. Notice must be given at least 6 hours prior to the meeting, except in emergency circumstances. The president's decision may be repealed by a two-thirds vote of the Executive board. The president must inform the recording secretary of any excused absences, and is responsible for correcting the records in the event that they are not recorded.
- E. Should a brother be in danger of failing to meet the attendance policy outlined in Subsections A through D, the following procedure is to be carried out:
 - 1. An initial warning email will be sent to the brother in question by the Recording Secretary.
 - 2. The Recording Secretary shall advise the brother in question of his/her status within two (2) weeks of failing to meet the attendance policy standard. After the two (2) week period, if the secretary has failed to notify the said brother of the attendance policy violation, said violation will then become invalid. Any further absences from meetings and/or mandatory events will repeat this step.
 - 3. If said brother is notified during the two (2) week period then that brother will be reviewed by the Executive Committee during the following Executive Committee meeting unless communicated otherwise. At this time, the discussion will occur pertaining to the attendance policy.
 - 4. Said brother will be notified of this review by the Recording Secretary, and told that they can come plead their case to the Executive Committee.
 - 5. If determined necessary by the Committee, consequences can be levied.
 - 6. If said brother wishes, they may skip the review and be immediately reclassified as inactive.

Section 2: Service Requirements

- A. The service requirement will be fulfilled by acquiring a minimum of twenty (20) service hours per semester. Ten (10) of these must come from in-service events.
- B. "In-service" hours are defined as events that have been announced and are open to the entire chapter or promote APO.
- C. If hours are acquired during summer or winter break, up to five (5) hours may be contributed toward "out of service hours" during the next semester. These hours may be counted as "in service" if completed at an Alpha Phi Omega event (i.e. a regional or national conference).
- D. In order to be eligible to run for an elected position, a brother must have the service requirement completed by the day of elections.
- D. Each brother should have at least one (1) hour in each of the four (4) fields of service; nation, community, campus, and fraternity. Brothers in their pledging semester will be exempt from the requirement of one (1) hour of service to the fraternity.
- E. Pledges must have recorded service hours in accordance to the chapter pledge policy.
- F. Failure to complete any component of the service hour requirement will result in review by the Executive Board, and may lead to an inactive status for the following semester.

Section 3: Leadership Requirements

- A. Each active brother is to fulfill at least two(2) leadership credits per semester
- B. Credit can be obtained through the following options:
 - 1. Hosting a leadership event.
 - 2. Hosting a service event.
 - 3. Hosting a fellowship events or a recurring fellowship event.
 - 4. Chair a committee.
 - 5. Be a Big Brother to a pledge.
 - 6. Hosting a continuous rush event.
 - 7. Any other display of leadership approved by the Voting Executive Board.
- C. In order to be eligible to run for an elected position, said brother must have the leadership requirement completed by the day of elections, or have an event occurring after elections that was scheduled two (2) weeks prior to elections. In the event the planned event is cancelled, the leadership credit will be revoked and the brother may be removed from office.
- D. Failure to complete 2 leadership credits will result in review by the Executive Board, and may lead to an inactive status for the following semester.

Section 4: Fellowship Requirements

- A. All active members are required to complete four (4) fellowship credit per semester.
- B. A Fellowship Credit is defined by: attending one (1) full official fellowship event. Official events are ones that are approved by the Vice President of Fellowship and which 3 or more Brothers attend.
- C. Active brothers must attend one-half (1/2) of the rush events , 2 continuous rush events, and all Brotherhood week events unless otherwise excused by the President or Sergeant at Arms.
- D. Inducted Brothers that are still in the semester they pledged are only required to attend two (2) full official fellowship events.
- E. In order to be eligible to run for an elected position, said brother must have the Fellowship requirement completed by the day of elections.
- F. Failure to complete any component of the fellowship requirement will result in review by the Executive board , and may lead to an inactive status for the following semester.

Section 5: Proper Comportment

- A. During all meetings, all brothers and pledges should act respectfully and limit side conversations and speaking out of turn. Proper language is expected of all present and those unable to keep their language in check may be subject to a fine.
- B. Excessive electronic device usage resulting in the disruption of the meeting may be subject to having the device removed until the end of that meeting upon the Sergeant at Arms' and or President's discretion. Anyone unable to control the use of their cell phones may deposit their phone with the Sergeant at Arms at the beginning of the meeting. For any extenuating circumstances please contact the Sergeant at Arms before the meeting.
- C. Brothers should not speak ill of university officials or other organizations.

Appendix B: Recommended Committees

Section 1: Publicity Committee

- A. The Committee shall handle all public relations of the chapter including news releases and shall be in charge of, at their delegation, distribution of all posters, signs, and announcements, in written, verbal, or any other form, for any fraternity event that requires publicity.
- B. The committee chair shall be appointed by the President.
- C. The committee shall perform all acts not described herein as indicated by the active members of the brotherhood or Executive Committee.

Section 2: Recruitment and Pledging Committee

- A. The Committee shall review chapter policy regarding membership, including advising the Executive Committee about pledges. The committee shall help the Vice President of Membership in organizing and running continuous recruitment events.
- B. The Committee Chair shall be the Vice President of Membership.
- C. The committee shall perform all acts not described herein as indicated by the Vice President of Membership or the active members of the brotherhood or the Executive Committee.

Section 4: Fellowship Committee

- A. The Committee shall help the Vice President of Fellowship plan and carry out any fellowship events.
- B. The Committee Chair shall be the Vice President of Fellowship.
- C. The committee shall perform all acts not described herein as indicated by the Vice President of Fellowship or the active members of the brotherhood or the Executive Committee.

Section 5: Bylaws Committee

- A. The Committee shall review the chapter bylaws and discuss any changes that need to be made to the bylaws.
- B. The committee shall be responsible to have copies of these Bylaws available, and shall have a working knowledge of the bylaws.
- C. The Committee Chair shall be the Sergeant at Arms.
- D. It is advised that each semester this committee meets to assess the validity of the bylaws and to alter them as seen fit by the brotherhood. It is strongly recommended that this committee meets in the first half of the semester to amend the bylaws.
- E. The committee shall perform all acts not described herein as indicated by the Sergeant at Arms or the active members of the brotherhood or the Executive Committee.

Section 6: Scouting Committee

- A. The Committee shall maintain good relations with local and other scouting organizations.
- B. The Committee Chair shall be appointed by the President.
- C. The committee shall perform all acts not described herein as indicated by the Executive Committee or the active members of the brotherhood.

Section 7: Fundraising Committee

- A. The Committee shall be responsible for creating, running, and maintaining events that create revenue for the chapter.
- B. The Committee Chair shall be the Treasurer.
- C. The committee shall perform all acts not described herein as indicated by the Treasurer or the Executive Committee or the active members of the brotherhood.

Section 8: Conference Committee

- A. The Committee shall be responsible for researching, creating, running, and publicizing all sectional related events when the chapter is hosting a conference.
- B. The Committee shall be responsible to creating any sub-committees to aid in these tasks.
- C. The Committee Chair shall be the Inter-Chapter Liaison Officer.
- D. The committee shall perform all acts not described herein as indicated by the active members of the brotherhood or Executive Committee or the active members of the brotherhood.

Section 9: Webmasters Committee

- A. The committee shall be responsible for helping the webmaster with any tasks related to their duties, such as fixing or updating the website and Facebook page.
- B. The committee chair shall be the Webmaster.
- C. The committee shall perform all acts not described herein as indicated by the Webmaster or Executive Committee or the active members of the brotherhood.

Section 10: Historical Committee

- A. The committee shall be responsible for helping the Historian document our chapter's events, as well as contacting alumni for tradition or chapter history related reasons.
- B. The committee chair shall be the Historian.
- C. The committee shall perform all acts not described herein as indicated by the active members of the brotherhood or Executive Committee or the active members of the brotherhood.

Appendix C: Risk Management Policy

Section 1: Hazing

A. No fraternity member shall take part in hazing activities.

B. Hazing activities are defined as any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following:

1. Use of alcoholic beverages
2. Any and all forms of intentional physical or psychological abuse or shocks
3. Creation of excessive fatigue
4. Quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on in the name of the fraternity without appropriate consent and ability for members to deny participation without punishment
5. Wearing of public apparel which is conspicuous and not normally in good taste
6. Engaging in public stunts and buffoonery
7. Morally degrading or humiliating games and activities
8. Any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

Section 2: Sexual Harassment, Abuse, and Discrimination

A. The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical, mental, or emotional disability, age, marital status, sexual orientation, gender identity, or religious affiliation.

B. This is to include any actions which are deemed to be demeaning to all but not limited to strict definitions of sexual assault or battery.

C. Any incidents involving sexual assault shall be reported to the Title IX Coordinator and handled through the Code of Conduct per Clarkson University Guidelines

Section 3: Contractual and Financial Issues

A. No chapter, alumni association, section or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. The chapter shall use "Alpha Phi Omega: Mu Omicron" as the official name when entering into contracts of any kind and must be approved by university risk management and section staff. This includes, but is not limited to, such agreements as:

1. Leases
2. Contracts
3. Hold harmless agreements
4. Liability releases
5. Account agreements
6. Purchase orders
7. Hotel or banquet contracts

B. The qualifying statements that the chapter, alumni association, section or region enter into must be entered solely for the purposes of supporting fraternity functions.

Section 4: Substance Abuse

A. The possession, use and/or consumption of alcoholic beverages, during any Fraternity event, any event that an observer would associate with the Fraternity, or in any situation sponsored or endorsed by

the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and Clarkson University.

B. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited.

C. The Chapter shall not use or condone the use of alcoholic beverages as part of their membership recruitment "rush" or pledge education programs.

D. No chapter funds shall be used to purchase alcohol.

E. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

Section 5: Personal Property

A. Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner.

B. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

Section 6: Transportation Issues

A. Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages or other controlled substances.

B. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

C. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator.

D. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with Fraternity activities, nor for any damages resulting from said use.

Section 7: General Health and Safety

A. All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants.

B. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision.

C. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

Section 8: Advisors

A. Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability.

B. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the Fraternity when engaging in fraternity-related activities.

C. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the Fraternity in questions of policy and shall not engage in activities designed to circumvent fraternity policies.

Section 9: Education

- A. All reasonable efforts will be made to insure each student member, pledge, associate member, advisor, alumnus and honorary member shall be instructed on the Risk Management Policies annually.
- B. Active chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis.
- C. Organizers of Fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.

Section 10: Additional Information

- A. For the purpose of risk management, any activities which are questionable for any reason shall be reviewed by the President, the Sergeant at Arms, and the brother in charge of the event, if there exists one.
- B. A majority consensus will decide the matter, and in case of there just being President and Sergeant at Arms in the discussion they must come to a common agreement.

Appendix D: Internet Policy

Section 1: Intent of the Policy

- A. Adhere to all internet security and safety protocol as well as national and the chapter's bylaws.
- B. Promote respectful discussion, be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

Section 2: Policy and Administrative Actions

- A. The administrators to the APO-MO Facebook page will be the current webmaster, president, Corresponding Secretary, and Sergeant at Arms, as well as two active advisers who will be voted on by the chapter.
- B. MO page administrators reserve the right to reject or remove posts for any reason including but not limited to, the post violating the policies and bylaws of APO and Mu Omicron.
- C. Upon removal, the individual who posted the removed item will receive a private message from the admin who removed said post, explaining why it was removed.
- D. If a member finds a post questionable it is to be brought up to the page administrators and upon review the admin will respond to the concerned their findings.
- E. Posts that may be removed include but are not limited to:
 - 1. Posted material that APO determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
 - 2. Posted phone numbers, email addresses or other confidential information of any person other than yourself.
 - 3. Posted material that infringes on the rights of APO or any individual or entity, including privacy, intellectual property or publication rights.
 - 4. Posted material that is for anything other than APO.
 - 5. Posted comments under multiple names or using another individual's name.
- D. APO reserves the right to ban future posts from people who repeatedly violate this policy, or who allow any other individual or entity to use their identification for posting or viewing moments, especially on the closed APO- MO page.