

ALPHA PHI OMEGA

GAMMA PI CHAPTER - THE UNIVERSITY OF MICHIGAN CHAPTER BYLAWS

(Revised Winter 2011)

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ARTICLE I: INTRODUCTION

Section 1: Purpose

- A. It will be the purpose of this chapter to develop leadership, promote friendship, and provide service to humanity by maintaining an active membership in keeping with the rules and regulations of the National Fraternity.
- B. The chapter will be the ruling body and membership will consist of all members in good standing and those participating in pledgeship.
- C. The chapter must adhere to the National Articles of Association.

Section 2: Hazing

- A. There shall be no hazing or maltreatment in connection with the functions of the Gamma Pi chapter. Any mistreatment of pledges, members, or other persons at any time shall be considered a violation of the purposes of the Gamma Pi chapter and of the National Fraternity. Members guilty of hazing shall be subject to both chapter and National suspension.

Section 3: Amendments

- A. These bylaws may be amended or changed by the Vice President of Operations or the President of this chapter. The amendment or change stands as a seconded motion for at least one week, and must be approved by a two-thirds vote.
- B. Unless otherwise specified, changes to these bylaws go into effect immediately upon approval by the chapter.
- C. These bylaws will be reviewed at least once each year by the Vice President of Operations.

Section 4: Structure of the APO Bylaws

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ARTICLE II: MEMBERSHIP AND SERVICE

Section 1: Definitions and Eligibility

- A. Membership in this chapter is open to all University of Michigan – Ann Arbor students.

Section 2: Pledgeship

- A. Pledgeship will be conferred upon enrolled students who have expressed interest in participating in a period of preparation and training in the ideals and principles of Alpha Phi Omega.
- B. The pledging ceremony will be conducted according to the ritual of the fraternity. The content and duration of the preparatory period are to be determined by the Vice President of New Members and are subject to approval by the chapter.
- C. Pledging and activation fees must be paid prior to the pledging and activation ceremonies, respectively (unless permission to pay later has been obtained from the Vice President of Finance or President).
- D. Winter pledges (students pledging during the winter academic term) may vote during regularly scheduled winter officer elections.

Section 3: Active Membership

- A. Active membership in this chapter will be conferred upon students who have successfully completed their pledgeship.
- B. Active membership will carry all the rights and responsibilities of this chapter, and will continue as long as the member remains a student at the University of Michigan.

- C. To maintain active membership, members must:
1. Pay dues by the deadline and according to the price established by the Vice President of Finance.
 2. Attend at least one half of all scheduled chapter meetings each term and miss no more than 2 consecutive meetings.
 3. Perform a minimum of 25 service hours per term with a maximum of 12 outside hours approved by the Vice Presidents of Service.
 4. Serve on a minimum of one committee and fulfill the requirements of that committee as determined by the chair (serving as a committee chair fulfills this requirement).
 5. Not have any outstanding debts to the chapter as determined by the treasurer. These debts include chapter dues and any fees associated with chapter events (including merchandise such as t-shirts). Exceptions to this rule require Executive Board approval.
 6. Participate in a minimum of two hours of service to the chapter. One hour of the two must be accounted for by posting activities.
 7. Participate in a minimum of 4 different fellowship events designated by the Vice President of Fellowship.
 8. Apply to participate in the pledge mentorship program for their first active semester. Participants are selected from the applicant pool by the Vice President of New Members.
- D. Active members may:
1. Speak and vote during chapter meetings
 2. Hold an elected or appointed office
 3. Participate in a pledge mentorship program
 4. Have access to the office.
- E. Membership requirements can be adjusted by the Executive Board in cases of disability or other extreme circumstances affecting the physical, emotional, or psychological well being of the individual. The case may be presented by the petitioning member or by an Executive Board member, allowing for anonymity.
- F. Active membership may be transferred from another chapter to Gamma Pi if the member transfers to this University.

Section 4: Suspension

A. **SUSPENSION.**

The Gamma Pi chapter reserves the authority to suspend members for just cause and after due deliberation. Upon the suspension of a member, the chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's membership record.

B. **CHARGES.**

Charges against a member of Gamma Pi shall be brought before the Executive Board by the written petition of any member of the chapter.

C. **HEARING.**

A hearing shall be held within three (3) weeks of the petition. The member in question shall be informed two (2) weeks prior to the hearing. If a simple majority of

the Executive Board finds merit in the charges, the case shall be placed on the agenda of the next General Membership meeting. If a simple majority of the Executive Board does not find merit in the charges, the matter shall become permanently closed, and said matter shall not be discussed with the rest of the chapter.

D. VOTE.

A two-thirds vote in the affirmative by those present at chapter shall result in the suspension of the member in question.

E. SUSPENDED MEMBERSHIP.

A suspended member shall not participate in any of the activities of Gamma Pi.

F. REINSTATEMENT.

A suspended member may be considered for reinstatement at the request of the Executive Board or a petition of more than one-half of the active membership. A vote for reinstatement shall then be scheduled for the next chapter meeting. A two-thirds vote for reinstatement is required for reinstatement of a suspended member.

Section 5: Attendance Booster

A. All members of Gamma Pi who sign themselves up for a given service project are expected to attend that event.

B. Members of Gamma Pi may excuse themselves from service projects without penalty if the project coordinator is alerted about an absence 72 hours or more prior to a project.

C. Members who fail to show up to a service project or excuse themselves within 72 hours of a service project will automatically incur the penalty, which herein shall be called the "Attendance Booster."

D. Members who have incurred this penalty may appeal to the Executive Board. Decisions shall be reversed only under extreme circumstances. A simple majority of the Executive Board shall reverse this penalty.

E. Appellants may file prepared appeals in which they self-identify themselves or remain anonymous. The Vice-President of Service, Internal Projects and the Vice President of Service, External Projects shall be in charge of "Attendance Booster" appeals. All appellants retain the right to represent themselves in person during an Executive Board meeting.

F. The "Attendance Booster" shall be applied as follows:

1. Members who pledge themselves for a given amount of hours must serve any hours missed in addition to the service hours required of an active member or the hours required of a pledge.
2. If a project ends early (before the time indicated on the sign up sheet), the member in question shall be penalized for the amount of time that the project lasted, not the amount of time that the project was originally scheduled to last.
3. Members who cannot attend a service project and have missed the 72 hour deadline may find others in Gamma Pi to fulfill their time obligation. If a member finds a "substitute," he or she shall not incur the penalty.
4. "Substitutes" must clearly designate which member they are replacing on any sign-in sheet at a service event. A substitute shall only replace one member who cannot attend a service event.

Section 6: Inactive Membership

- A. The Membership Committee, under the supervision of the Vice President of Membership, must contact members who have not fulfilled the requirements of their membership status. No change of active status may be considered until the member has been contacted. Any member can appeal his/her membership status in person at an Executive Board meeting.
- B. An active member who fails to complete any one of the requirements for active membership (Article II, Section 3, Part C) will become inactive for the next semester. This does not apply if the member has missed more than one requirement or has not paid dues.
- D. Inactive members may:
 - 1. Have access to the chapter office.
 - 2. Speak at chapter meetings.
 - 3. Attend all chapter functions and events (projects, meetings, fellowship activities, etc.)
- E. Inactive members may not:
 - 1. Vote during chapter meetings.
 - 2. Hold an elected or appointed office, including all chair positions.
 - 3. Act as a representative of Alpha Phi Omega. This includes but is not limited to: representing the University of Michigan chapter as a voting delegate, or communicating official information to the chapter (via email, speaking in front of other organizations, ect.).
- G. An inactive member will be considered to have served a successful inactive term if the member has completed all of the active membership requirements and made up any missed service hours.
- H. An inactive member may become active or deactive according to the following procedures:
 - 1. An inactive member who has successfully completed an inactive semester will be reinstated to active status for the next semester
 - 2. An inactive member who has failed to successfully complete an inactive semester will be deactive next semester

Section 7: Deactivated Membership

- A. Once deactivated the individual will no longer be a member of Alpha Phi Omega at the University of Michigan or nationally.
- B. A member will be deactivated immediately under the following circumstances:
 - 1. Any member (active, inactive or associate) has not paid required dues by the deadline established by the Vice President of Finance.
 - 2. An active member has missed two or more of the requirements for active membership.
 - 3. An active member has not successfully completed at least 10 service hours.
 - 4. An associate member has not successfully completed the requirements for maintaining good associate standing.
 - 5. An inactive member has not successfully completed an inactive semester.

- C. A member may not serve more than one semester as inactive during his/her Alpha Phi Omega career. In the event that a member becomes inactive for a second time he/she will be deactivated immediately.
- D. After deactivation, a member may choose to become active again by repeating the pledge semester and completing all of the requirements set forth by the pledge program.

Section 8: Honorary Membership

Honorary membership in this chapter will be conferred as described in the National Bylaws (Article III, Section 5), by approval of the chapter.

Section 9: Associate Membership

- A. No later than the adjournment of the third chapter meeting of the term, any active member may petition the Executive Board for associate membership in an anonymous process initiated by the Vice President of Membership.
- B. Associate membership can be granted by the Executive Board based on the circumstances presented in the applicant's petition. If an applicant is not granted associate membership, he/she can appeal to the Executive Board.
- C. To maintain associate membership, the member must pay dues and perform a minimum of eight service hours, with a maximum of 4 outside hours approved by the Vice Presidents of Service.
- D. Associate members may:
 - 1. Speak during chapter and committee meetings
 - 2. Vote during chapter meetings if he/she has attended one of two previous meetings
 - 3. Have access to the chapter office
 - 4. Run for an elected position or accept an appointed position for the term following associate membership
- E. Associate members may not:
 - 1. Participate in any pledge mentorship program
 - 2. Hold an elected position or accept an appointed position during the term of associate membership
- F. Active membership is reinstated to associate members in good standing at the beginning of each term.
- G. Associate Membership cannot be granted
 - 1. More than 2 semesters
 - 2. In consecutive semesters
 - 3. In the first semester of active membership

Section 10: Service

- A. A service hour will be defined as any work done by an active member or pledge that benefits the chapter, university, community, or nation. Applicable service hours must be completed within the bounds of an approved service project.

1. The responsibilities of officers or appointed chairs do not count as service hours.
2. Attending a chapter, committee, or pledge meeting does not count as a service hour for any person unless the activity performed has been approved for service hours.
3. Attending a restaurant fundraiser does not count as a service hour for any person.
4. Pledges are restricted to service policies established by the Vice President of New Members.
5. Projects fulfilling the mandatory two hours of service to the chapter, including one hour fulfilled by posting activities, are at the discretion of the Vice President of Membership and the Service Committee.
6. Hours not completed during the standard Fall or Winter terms can be applied to the next semester (e.g. Spring/Summer hours towards Fall term, Holiday break hours to Winter term).

ARTICLE III: ELECTIONS

Section 1: Elections

- A. In the designated elections meeting, no business shall be conducted except announcements that are pertinent to the core functioning of the chapter.
- B. Elections will be held during a regularly scheduled meeting between the second week in March and the first week in April, as decided by the Executive Board.
- C. A member of Gamma Pi chapter shall not vote for any leadership position before they have heard all speeches, questions and other deliberative processes that are required of each candidate.
- D. No member of the Executive Board shall nominate another member of APO for an Executive Board position. Every member shall retain the right to nominate themselves for an Executive Board position, regardless of their current leadership status.
- E. Nominations for an office will be accepted at least one chapter meeting prior to the election of that office, as well as at the chapter meeting at which the election takes place. Members in good standing wishing to run for office may be nominated by other members or self-nominated.
- F. No person may serve on the Executive Board for more than two full years.
- G. Those running for the office of the President are exempt from this rule (Part F).
- H. In the event that no one runs for a given office, this rule (Part F) may be suspended by a two-thirds vote.
- I. In the event that a member in good standing is unable to attend any of the meetings at which nominations are held, then the member may instruct the Vice President of Operations to accept or decline the nomination for him/her.
- J. Each candidate for a given office will be allowed to give a speech of no longer than three minutes. The order of the speeches will be determined by the chair. In the event that a candidate cannot attend the election, they may designate a member not on the Executive Board to read their speech.

- K. Following the speeches of each candidate, discussion by the chapter will be held without the presence of the candidates. Members who wish to address the performance of any candidate for the given position will have the opportunity to make comments, with a thirty second limit per speaker and the total discussion time not exceeding five minutes. Time for discussion can be extended by a simple majority vote. Personal attacks will not be tolerated.
- L. Following the discussion, members may ask the candidates questions. A question may be directed towards one candidate, but all candidates will have the opportunity to speak to each question for thirty seconds each. There will be no more than six questions asked overall. Responses to the first question will be in the reverse order of the speeches. Responses to subsequent questions will rotate, such that the person who spoke first on the preceding question speaks last, the person who spoke second speaks first, and so on.
- M. Immediately following the question/answer period, a vote will be taken. The winning candidate must receive a simple majority of votes. If no candidate receives a simple majority on the first ballot, the candidates having the two highest vote totals will have a run-off election.
- N. All votes will be by secret ballot, which will be counted by the Vice President of Operations or his/her designated replacement.

Section 2: Transition

- A. Each year, within two weeks after elections, present officers will meet with newly elected officers to discuss their respective duties and goals.
- B. The outgoing President will be in charge of the transition process.

Section 3: Officer Vacancies

- A. Any elected officer may be dismissed from office by a two-thirds vote.
- B. If for any reason an elected officer other than the President resigns or is dismissed, a temporary replacement will be appointed by the President until an election can be held. The election should be held as soon as possible.
- C. If the President resigns or is dismissed, the Vice-President of Service, Internal Projects will assume his/her duties until an election can be held. The election should be held as soon as possible.

ARTICLE IV: IMPORTANT BODIES AND PEOPLE

Section 1: Officers

- A. All chapter officers will attend Executive Board and chapter meetings. The general duties of the officers are to carry out the goals and plans of active members.
- B. The President will be the chief executive officer for the chapter. He/She will:
 - 1. Preside at chapter and Executive Board meetings
 - 2. Ensure that the chapter goals are being carried out

3. Ensure that the national and chapter bylaws are being adhered to
 4. Exercise powers of the chapter during the intervals between meetings
 5. Act as ex-officio member of the Phi Committee (Article V, Section 6)
 6. Act as member of the Advisory Committee
 7. Coordinate all chapter attendance at sectional/regional/national conferences
 8. Chair the Distinguished Service Key Committee (Article V, Section 6)
 9. Register this chapter with the Michigan Student Assembly
 10. Plan and execute one Chapter Program and Planning Conference each fall and winter
 11. Reaffirm this chapter's charter as prescribed by Alpha Phi Omega's national office
 12. Be a signer on all chapter and associated accounts
- C. The Vice-President of Service, Internal Projects will institute and coordinate all internal service projects. An internal service project is a project which is fully organized and sponsored by Alpha Phi Omega. He/She will:
1. Initiate and oversee a Service Committee with the Vice-President of Service, External Projects.
 2. Explain the service requirements to the chapter every semester.
 3. Maintain an accurate record of all internal service projects undertaken by the chapter.
 4. Obtain approval of all service hours from the chapter
 5. Plan National Service Week and Youth Service Day with the Vice-President of Service, External Projects
 6. Verify service hours are met by members of the chapter.
- D. The Vice-President of Service, External Projects will institute and coordinate all external chapter service projects. External service is defined as any project that is organized and run by another organization with volunteers provided by Alpha Phi Omega. He/She will:
1. Initiate and oversee a Service Committee with the Vice-President of Service, Internal Projects
 2. Maintain an accurate record of all external service projects undertaken by the chapter and appropriate contact information
 3. Plan National Service Week and Youth Service Day with the Vice-President of Service, Internal Projects
 4. Verify service hours are met by members of the chapter.
- E. The Vice-President of Membership will institute and coordinate all chapter plans that deal with the recruitment and retention of members. He/She will:
1. Review active membership on an ongoing basis
 2. Contact members who have not fulfilled the requirements of their membership status.
 3. Initiate and oversee a Membership Committee
 4. Be in charge of membership recognition and interaction
 5. Initiate and oversee the Leadership Development Program of the chapter
 6. Keep an accurate record of attendance at all chapter and committee meetings
- F. The Vice-President of Fellowship will be responsible for promoting friendship within the chapter. He/She will:

1. Coordinate all chapter fellowship events
 2. Initiate and oversee a Fellowship Committee
 3. Maintain an accurate record of all fellowship activities undertaken by the chapter
- G. The Vice-President of Finance will be responsible for all of the financial transactions of the chapter. He/She will:
1. Prepare a chapter budget each term
 2. File all necessary tax forms
 3. Receive all moneys from the chapter and track any outstanding debts for the chapter
 4. Make all disbursements from the chapter accounts to pay the authorized debts of the chapter
 5. Maintain an accurate written record of the financial transactions and status of the chapter
 6. Be a signer on all chapter and associated accounts
 7. Oversee the fundraising activities of the chapter
 8. Update all chapter and associated accounts as necessary after elections
- H. The Vice-President of New Members will institute and coordinate all chapter plans dealing with the instruction of pledges. He/She will:
1. Educate the pledges regarding Alpha Phi Omega
 2. Initiate and oversee a pledge mentorship program
 3. Encourage friendship and fraternity within the pledge class
 4. Send all pledge and active applications to the national office by the due date (with the cooperation of the Treasurer)
 5. Develop and implement a pledge program
 6. Set up the pledging requirements and obtain Executive Board approval for them
- I. The Vice-President of Operations will:
1. Act as chapter parliamentarian
 2. Initiate and oversee a Bylaws Committee
 3. Ensure that the chapter adheres to the chapter bylaws and the National Articles of Association
 4. Guard the rituals of Alpha Phi Omega
 5. Oversee all ceremonies
 6. Maintain the office in an effective manner
 7. Care for all chapter property
 8. Secure facilities for chapter events
 9. Keep an accurate record of all chapter and Executive Board meetings
 10. Create a weekly calendar of events for the chapter
 11. Maintain and update chapter e-mail groups
 12. Maintain a chapter database
 13. Be a signer on the Blood Drives United and Alpha Phi Omega Student Organization Accounts Service (SOAS) accounts
 14. Be responsible for conducting internal review of the chapter
- J. The Vice-President of Communications will:
1. Work with all chapter officers and chairs to implement publicity

2. Initiate and oversee a Publicity Committee
 3. Be familiar with and adhere to Student Organization Resource Center's (SORC's) regulations and policies
 4. Initiate and oversee a Publications Committee which will be responsible for a chapter yearbook, a quarterly newsletter for alumni and other chapters, and an intra-chapter newsletter
 5. Maintain an up-to-date chapter webpage
 6. Maintain current photos of chapter activities
 7. Be a signer on the Blood Drives United and Alpha Phi Omega Student Organization Accounts Service (SOAS) accounts
- K. All Executive Officer policies, decisions or recommendations will be subject to the approval of the chapter.

Section 2: Appointees

- A. Appointed positions include Historian, Blood Battle Chairs, Alumni Relations Chair, and any other position as deemed by the Executive Board.
1. The Historian will maintain the chapter scrapbook containing memorabilia acquired each year and an updated record of chapter genealogies.
 2. The Blood Battle Chairs will be responsible for coordinating all blood drives for the chapter.
 3. The Alumni Relations Chair will be responsible for maintaining consistent contact with Gamma Pi alumni.
- B. The process for any appointed position will be as follows:
1. Anyone seeking a particular appointed position is disqualified from its selection process. If this rule leads to only one person being involved in the selection process, the Executive Board will choose an active to add to the process, with approval of the chapter.
 2. An application for the position developed by the outgoing appointee and outgoing officer which the appointment is under will be made available two weeks prior to the application due date. The application due date will be the Tuesday following the last meeting at which officer elections are held.
 3. Mandatory interviews will be conducted by the outgoing appointee and both the incoming and outgoing officer which the appointment is under.
 4. At the next Executive Board meeting after which interviews have been held, the choice for the appointment will be presented. The appointment requires chapter approval.

Section 3: Committees

- A. Chapter committees will be formed as needed by the officer under whom the committee will function, and are subject to the approval of the chapter.
- B. The chair of each committee will be chosen by the responsible officer each term, and is subject to the approval of the chapter.
- C. The committee will set its own regulations and meet as directed by the chair and regulated by the officer in charge.

- D. All committees will report to the chapter when active.
- E. Committee decisions are not binding to the chapter, and are subject to the approval of the chapter.
- F. This chapter will not establish any Executive Board or committee which may act in any way to abridge the authority of the chapter (Article I, Section 1, Part B).

Section 4: Advisors

- A. This chapter will have an Advisory Committee consisting of four or more Advisors including, at minimum, two Advisors from the faculty, administration, or staff of the University of Michigan, one Advisor representing Scouting or other youth services, and one Advisor from the community. The chapter President is also a member of the Advisory Committee.
- B. One of the Advisors will be appointed by the President with the confirmation of the chapter. The chair of the Advisory Committee will serve on the chapter's Executive Board. The chair remains in office until he/she resigns or is removed by the chapter.
- C. Each year the chapter will confirm advisors for one-year appointments to the Advisory Committee. New advisors will be appointed by the President for confirmation by the chapter, while advisors from the previous year will automatically be appointed for confirmation by the chapter. If an advisor is not a member of Alpha Phi Omega at the time of their confirmation, he/she will be activated at the next scheduled activation.
- D. Advisors are ex-officio members of the chapter and pay no dues.
- E. The Advisory Committee will meet at least twice per academic year.

ARTICLE V: CHAPTER PROCEDURES

Section 1: Chapter Meetings

- A. The chapter will meet as directed by the President, at least twice per month during the fall and winter terms.
- B. All chapter meetings will be run by parliamentary procedure as dictated by Robert's Rules of Order, with the President or his/her appointee acting as chair.
- C. Business will be conducted only at regularly scheduled meetings at which quorum prevails. Quorum is one-third plus one of the active membership.
- D. The President will vote only to create or to break a tie, except during elections, when he/she may vote as any other member.
- E. Approval of the chapter is defined as a simple majority of the active membership present at the call of the vote.
- F. Any active member who is absent from two or more consecutive regularly scheduled meetings may not vote on chapter business. The voting status of such a member will be reinstated only after that member has attended one meeting without voting rights.
- G. A member may be suspended from the chapter by a two-thirds vote.

- H. A confirmation sign up sheet is used to confirm member attendance at a chapter event (see article 5, section 3) via signatures. This sheet will include the name of the particular chapter event and be clearly marked as a "Confirmation Sign-Up Sheet."

Section 2: Executive Board Meetings

- A. The Executive Board will meet as directed by the President, at least once a month during the fall and winter academic terms. Elected officers must be present at Executive Board meetings. The President will act as chair for the meeting
- B. The purpose of Executive Board meetings is to formulate the agenda for each week's chapter meeting. Any chapter business proposed by the officers must be presented to the Executive Board prior to going before the chapter.
- C. Quorum is two-thirds of the elected officers.
- D. All votes of the Executive Board require a simple majority to pass.
- E. Executive Board decisions are not binding to the chapter, and are subject to the approval of the chapter.

Section 3: Chapter Events

- A. Official chapter events will be defined as:
 - 1. Chapter meetings
 - 2. Executive Board meetings
 - 3. Events recorded in the chapter meeting minutes
 - 4. Events recorded in the Executive Board meeting minutes
 - 5. Events appearing in the chapter calendar

Section 4: Policies

- A. A policy is defined as a proposal brought to the chapter by a member in good standing dealing with any aspect of Alpha Phi Omega not encompassed in the bylaws.
- B. A policy is approved by a simple majority vote.
- C. A policy will go into effect immediately upon ratification by the chapter, and will be considered an extension of the bylaws until it expires or is revoked by the chapter (see Part D). Any approved policy expires at the end of that academic year.
- D. Any previously approved policy may be amended or revoked by a simple majority vote.

Section 5: Financial Procedures

- A. All expenditures of more than \$20 must be approved beforehand by the Executive Board.
- B. All debts will be in accordance with the chapter budget, or with prior Executive Board approval.
- C. Any member who signs his or her name to a confirmation sign up sheet for a chapter event or confirms his or her attendance to said event over e-mail is required to pay all

fees associated with the event. Exceptions to this rule can be granted based on extenuating circumstances and with Executive Board approval.

Section 6: Awards

A. Phi Award.

1. The Phi Award will be awarded to members who have demonstrated dedication to Alpha Phi Omega which would otherwise go unrecognized. The recipients should demonstrate above average hours of activity in Alpha Phi Omega (with service hours only playing a part of the criteria), unspoken leadership, peer respect, regular attendance of chapter meetings, and a general concern for the future of the chapter and the fraternity as a whole. Considering the criteria of this award and the need to recognize leadership in the middle of a member's career in Alpha Phi Omega, the following people are ineligible for this award:
 - A. Current Executive Board members
 - B. Previous Phi Award winners
 - C. Past and present DSK winners
 - D. Outstanding Active Award winners
 - E. Major chairs as deemed by the Phi Committee
 - F. Members who will graduate from their final term at the University in the current or next termFor the purpose of this award, Spring and Summer graduates will be considered Winter graduates.
2. The Phi Award will be presented to at least one and no more than three members at the last chapter meeting of each term.
3. The Phi Award recipients will be selected by a committee that consists of five members. The committee will be chosen to reflect diversity in their years of involvement and areas of activity in Alpha Phi Omega, their academic interests, and their other activities. No member of the Phi Committee may be on the DSK committee. The committee will be selected by the incoming President, the current President and the current members of the Phi Committee during April after elections. The committee will remain anonymous until the presentation of the Phi Award the following April. The Phi Committee members will be appointed for a year and cannot serve again.
4. The President will be an ex-officio member of this committee. The President has a vote only during the selection process of committee members and a vote to remove a member from the committee. The President will not have a vote when the committee votes on the candidates for the Phi Award.
5. For just cause, the Phi Committee may remove one of their members. The other four members of the committee and the President must vote unanimously for the removal of the committee member and the selection of that member's successor.
6. If a vacancy occurs in the Phi Committee due to resignation or other unforeseen circumstances, the President and the Phi Committee, including the person leaving the committee if available, will appoint a replacement.

7. The Phi Committee will meet at least once a month to discuss potential nominees and other members they feel are deserving of the Phi Award. The committee will keep a written record of their meetings but the record and all discussion within the committee will be kept confidential.
8. The President will take written nominations for the Phi Award throughout the year and give them to the Phi Committee. The deadline for nominations for the fall term will be the last chapter meeting in November. The deadline for nominations for the winter term will be one week before nominations for elections. The Phi Committee will then meet and consider the nominations received and any other member that they feel is deserving of the Phi Award. Their decision on the award winner(s) will be made before the banquet in the fall and before elections in the winter term and will remain undisclosed until the presentation of the award at the last chapter meeting.
9. The Phi Award is presented as a Presidential award and thus Article IV, Section 3, Part E has no effect on this Article.

B. Distinguished Service Key.

1. The chapter Distinguished Service Key (DSK) will be awarded to individuals whose tenure in Alpha Phi Omega is characterized by outstanding qualifications in leadership, friendship, and service.
2. The President will act as the chair of the DSK Committee which will consist of seven members: the President, two long standing members, one member activated from the previous pledge class, one member who has previously served on the DSK awards committee, and two members-at-large. No Committee member will be a prior recipient of the DSK. If the President has already received the DSK, the Vice-President of Service, Internal Projects will chair the Committee. No member of the DSK committee may be a member of the Phi Committee.
3. Any member of the chapter in good standing may submit nominations in writing for the DSK. The nomination must contain an explanation of the nominee's qualifications for the award. The nomination must be approved with unanimous consent of the Committee before being brought to the chapter for a vote. If the Committee feels the nominee meets the criteria, the chapter will be asked to vote on the nomination with three-fourths needed to award a DSK. In the event that a member of the Committee is nominated for the DSK, the rest of the Committee will meet without the knowledge of the nominee to render a decision. A verbal explanation will be given by a member of the DSK Committee to any individual submitting a nomination that the committee decides not to bring before the chapter.
4. The chapter's vote will be held by secret ballot, without discussion, which will be counted by the Vice President of Operations or his/her designated replacement.

C. Most Outstanding Active/Pledge Award.

1. Actives will vote by secret ballot for the recipient of the Most Outstanding Active Award at one of the final three chapter meetings of each academic term. Ballots will be counted by the President.

2. Pledges will vote by secret ballot for the recipient of the Most Outstanding Pledge Award at one of the final three chapter meetings of each academic term. Ballots will be counted by the President.