

# **BYLAWS FOR THE ZETA SIGMA CHAPTER OF ALPHA PHI OMEGA**

## **Preamble:**

### **Name:**

The name of this organization is Zeta Sigma chapter of Alpha Phi Omega (APO), National Coeducational Service Fraternity. It was chartered May 24, 1948, on the campus of the University of Delaware, Newark, Delaware, as a chapter of Alpha Phi Omega.

### **Purpose:**

The purpose of this Fraternity shall be to assemble college students in a National Service Fraternity in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law; to develop Leadership, to promote Friendship, to provide Service to humanity, and to further the freedom that is our national, educational, and intellectual heritage.

## **Article I: Membership**

### **Section 1:**

Active membership in this chapter may only be granted to students duly enrolled at the University of Delaware who orient themselves to the ideals of Alpha Phi Omega.

### **Section 2:**

A Member (Brother) shall be any student who has successfully completed their pledging requirements, and who has been formally initiated by a chapter of the Alpha Phi Omega Fraternity.

### **Section 3:**

There exist in this chapter the following types of membership, with requirements as set forth in the By-Laws:

**Clause 1:** An ACTIVE Brother is one who is currently enrolled with the University of Delaware and who actively supports this chapter.

**Clause 2:** An INACTIVE Brother is one who is currently enrolled in the University of Delaware but who does not meet active Brother requirements as noted in Section 5 Clause 1.

**Clause 3:** A PLEDGE is any full time matriculated student of the University of Delaware who is currently enrolled in the pledge program.

**Clause 4:** An ALUMNI BROTHER is a Brother of the chapter who has graduated from the University of Delaware or who has an honorable separation from the University of Delaware.

**Clause 5:** Chapter Honorary Members are outstanding members of the community. Honorary membership is conferred upon a candidate after confirmation by a 4/5-majority vote of the active membership at any regular meeting in which a quorum prevails.

**Clause 6:** A FACULTY, COMMUNITY and/or SCOUTING AND YOUTH SERVICES ADVISOR is one who is associated with either the national fraternity or with this chapter and who serves this chapter in an advisory capacity.

**Clause 7:** An ASSOCIATE BROTHER is a member who finds it necessary to cease full involvement in Chapter affairs, because of other commitments of time and effort, and who petition the Chapter for Associate Membership. An Associate Brother may not vote and may not hold an elected office. For an Associate Brother to become active he must meet the requirements of active membership.

**Section 4:**

New members shall be initiated according to the official ritual of the National Fraternity and in compliance with all applicable laws.

**Section 5: Membership requirements:**

**Clause 1:** An ACTIVE Brother in good standing is a Brother who has

- A. Paid all fees and assessments
- B. Contributed in at least 15 hours of Service per semester as a brother. The president or vice president of service may exclude projects from requirement at his own discretion.
  1. Failure to complete this requirement will result in the Brother being on probation for the semester following the semester in question
  2. Probation of this kind requires that the hours missed in the previous semester be completed in the current semester in addition to the standard hour requirement.
  3. If the number of hours earned at the end of the academic year does not equal the sum total of two semesters of required hours, the brother will be made inactive.
- C. Met the requirements of transfer of active membership from another chapter (if applicable). These requirements include:
  1. Transfer of institutional enrollment by prospective new Brother.

2. During the semester of transfer, the transfer Brother meet the previous two requirements outlined in points A and B and must make every effort to meet the current brothers.
  3. The transfer Brother shall be considered an associate brother until the end of the semester of transfer at which time he will submit transfer membership forms and be considered an active brother of Zeta Sigma.
- D. Brothers are encouraged to attend all meetings.
1. Brothers are required to attend the induction ceremony and the initiation ceremony.
  2. Brothers are required to attend sixty percent (60%) of all regular meetings.
  3. In the event that a brother cannot attend a meeting a written excuse should be given to the secretary before the meeting. If the excuse is received prior to the meeting, the absence will count as excused.
  4. Extenuating circumstances of absence or lateness will be reviewed for approval of absence or lateness by a majority vote of the Executive Board.
  5. At the end of the semester the Executive Board will review the cases of brothers failing to meet the attendance requirement.
  6. Failure to adhere to the attendance requirements will result in the Brother being placed on probation for the semester following the semester in question.
  7. If in the probation semester, the Brother again fails to adhere to the attendance requirement, the Brother will be made inactive.
- E. Not been placed on probationary status for the current semester
- F. Been in accordance with all university regulations and policies as they apply to membership in Registered Student Organizations
- G. Be a full time matriculated student enrolled at the University of Delaware.

**Clause 2:** An INACTIVE Brother is a Brother who has not met the requirements for active membership. All inactive members may be assessed for their share or expenses incurred at events in which they participate. For an inactive brother to become active he must meet the previous requirements for being an active brother.

- A. No Brother may be inactive for more than 2 consecutive semesters.
- B. No Brother may be inactive in the semester immediately following their pledgship and initiation without just cause as determined by the president or vice president of membership.
- C. Inactive brothers cannot hold office during their period of inactivity
- D. Inactive brothers cannot vote during their period of inactivity.

**Clause 3: Pledges**

- A. To be submitted for pledgship an individual must be made aware of pledging requirements by attending at least one rush function, a chapter meeting, or by communication with the vice president of membership or pledgemaster after which the individual can be certain of their desire to proceed with pledgship.
- B. Graduate students may pledge but their involvement as Active Brothers must be governed by national and university policies.
- C. Pledge class requirements include:
  - 1. Planning and execution of a service project.
  - 2. Planning and execution of a social project.
  - 3. Planning and execution of a fundraiser.
- D. Individual pledge requirements shall include:
  - 1. Participation in all scheduled activities of the pledge class. Excessive absences will be reconciled by the pledgemaster.
  - 2. Participation in all pledge meetings, in accordance with the attendance policy previously mentioned.
  - 3. Accumulation of at least 15 hours of service.
  - 4. Satisfactory knowledge of the pledge manual which includes the chapter history and bylaws. Satisfactory knowledge shall be determined by a score of not less than 70% on a written review concerning the chapter and national history and bylaws.
  - 5. Payment of all individual dues and fees
  - 6. Conduction of interviews as determined by the vice president of membership and the pledgemaster.
  - 7. Any other requirements deemed necessary by the Pledgemaster and/or the brotherhood and that have been approved by a majority vote at a meeting with quorum.
- E. A pledge shall be considered ready for initiation upon completion of all individual and pledge class requirements.
- F. At the discretion of the brotherhood a pledge period of an individual or an entire class may be extended so that they can complete their pledging requirements.

**Section 6:** Initiations of persons into Alpha Phi Omega either as active or honorary members is subject to the approval of the National Board of Directors.

**Section 7:** Disciplinary actions may be taken against a Brother by the chapter for violations of the chapter or National By-Laws, violations of Federal, state, local or university laws, or actions which would deface the Brotherhood.

**Clause 1:** The progression for disciplinary actions taken by the chapter shall be as follows:

- A. Verbal censure

1. The decision to progress to a verbal censure of a Brother must be affirmed by a majority vote of the Executive Board.
- B. Written censure
1. The decision to progress to a written censure of a Brother must be affirmed by a majority vote of the Executive Board.
- C. Disciplinary Probation
1. In order to progress to a disciplinary probation, the Executive Board must ask for a judiciary committee to be formed by the Sergeant at Arms.
    - a. The judiciary committee shall be made up of at least 3 Active Brothers in good standing and shall be advised by a chapter advisor.
    - b. The committee must be approved by a 2/3 vote of the Executive Board before they may begin an investigation.
    - c. The committee's task shall be to investigate the charge(s) and to report their findings to the chapter.
  2. The chapter shall hear the report of the judiciary committee at a meeting in which quorum prevails. The accused and all active Brothers shall be notified of the meeting time and place in writing at least 7 days prior to the meeting.
  3. Immediately following the report of the judiciary committee, time will be allowed for questions of clarification only.
  4. Immediately following the time for questions, the accused Brother shall have the opportunity to make their case.
  5. Immediately following the presentation from the accused Brother, time will be allowed for questions of clarification only.
  6. Immediately following the time for questions, the chapter will move to a vote on the motion to enact disciplinary probation.
- D. Disciplinary Suspension
1. The judiciary committee, as explained above, will investigate charges for a suspension.
  2. The procedure for a hearing on suspension will follow the procedure listed above for probation.
  3. A vote of  $\frac{3}{4}$  of the Active Brothers in attendance at the meeting will determine the outcome of the hearing.
  4. The period of suspension may not exceed 1 semester.

**Clause 2:** The rights of the accused shall not be violated during the time from a request of a Brother for action to be taken by the Executive Board until the time of end result action taken by the Executive Board or chapter.

A. The right of the accused shall be as follows:

1. Prior to the report of the judiciary committee, no one, directly or indirectly involved, shall solicit advice or garner support from the chapter.

2. The accused has the right to speak in their own defense following the report of the judiciary committee.
  3. Discovery of findings by the judiciary committee shall occur no less than 2 days prior to the announced meeting at which the committee will be reporting.
- B. If the rights of the accused are violated, as determined by a 2/3 vote of the Executive Board, the charge(s) will be dismissed with jeopardy attached.

## **Article II: Officers**

### **Section 1:**

In order to be eligible for any chapter office an individual must be an Active Brother in good standing and have at least a 2.0 Cumulative grade point average at the time of election, must maintain active status during the term of office, and must maintain full time status with the University of Delaware.

### **Section 2:**

Each election shall be held prior to final examinations of each spring semester for the following academic year. Elected officers shall assume responsibility for their offices upon installation with the period between election and taking of office to be used in training for their office.

### **Section 3:**

Each elected or appointed officer shall have the authority to appoint a committee for which he, or a designated appointee, shall serve as chair and whose purpose may be to share the workload of the office or to assist with specific duties within the realm of the office. In the absence of the chair, a member of the committee may speak in their place.

### **Section 5:**

All officers shall be installed according to the installation ceremony provided by the National Fraternity prior to the last day of classes.

**Section 6:** The elected officers and the duties shall be as follows:

#### **Clause 1: President:**

- A. To serve as presiding officer at all regular, special, and emergency chapter meetings and at meetings of the Executive Board and to serve as a Brother of the Advisory Committee.
- B. To appoint committees necessary for efficiency in carrying out the programs of the chapter.
- C. To appoint the committees for any special function which the brotherhood may designate.
- D. To serve as ex-officio Brother of all committees.
- E. To see that the chapter is operated in conformity with the policies set forth in the National and Chapter By-laws.

- F. To perform such other duties as their office may require.
- G. To train his successor before vacating office
- H. To be the official spokesperson and representative of the brotherhood.
- I. To appoint a replacement to any elected or appointed office in which the officer serving chooses to resign, is impeached, or is placed on probation before the end of their term of service. Follow the procedure for officer vacancy listed in Article IV.

**Clause 2: Service Vice President:**

- A. To Coordinate all service projects with other activities of the chapter through the Executive Board.
- B. To see that all service projects are organized and conducted successfully and to act in the absence of the project chairperson.
- C. To keep an accurate and up-to-date record of each Brother's attendance and service hours at each of the projects during the semester.
- D. To perform all presidential duties in the absence of the president.
- E. To train his successor before vacating office.
- F. To carry out other such assignments as the president may prescribe.
- G. To see that a written report on each project is submitted and placed on file within one week of the completion of the project's completion.
- H. To submit a tentative schedule of projects to the fraternity at the beginning of the semester.
- I. To appoint the chairman and committees necessary for carrying out the service programs of the chapter, with the president's approval.
- J. To inform the Executive Board whenever a Brother should be placed on probation.

**Clause 3: Membership Vice-President:**

- A. To promote a spirit of close fellowship among chapter members.
- B. To be responsible for planning and executing a well rounded program of fellowship and social events in conjunction with any appointed committees.
- C. To assist the Treasurer in keeping records of allocated social funds.
- D. To act as liaison to any group or organization deemed appropriate by the president and/or brotherhood
- E. To carry out other such assignments as the president may prescribe.
- F. To train his successor before vacating office.
- G. To act as president in the absence of the president or service vice president.

- H. To act as a liaison between chapter members and the Executive Board to settle conflicts that may arise which are not reconcilable between Brothers.
- I. To act as a liaison to other chapters of Alpha Phi Omega with the assistance of the Secretary when necessary.
- J. To work with the treasurer to insure that the National Office receives all necessary pledge membership applications and fees for all new pledges and new brothers.
- K. To appoint a Pledgemaster at the end of each semester for the following semester and to assist the Pledgemaster. Duties of the Pledgemaster are outlined here.
  - 1. To give all pledges the opportunity to learn the fundamentals of Alpha Phi Omega and grasp the spirit of this fraternity before their initiation into active membership.
  - 2. To coordinate all rush and pledge functions with the other programs of the chapter through the Executive Board
  - 3. To submit a tentative schedule of rush and pledging to the chapter at the beginning of each semester
  - 4. To plan rush functions to which prospective members will be invited.
  - 5. To see that all rituals are well planned and executed. Rituals are required events for pledges and Active Brothers.
  - 6. To continually update the brotherhood of the pledges' status in completing pledging and to bring attention to the deficiencies of any pledge.
  - 7. To carry out other assignments as the membership vice-president may prescribe.
  - 8. To be responsible for the promotion and preservation of all chapter traditions in relation to pledging.
  - 9. To train his successor before vacating office.

**Clause 4: Treasurer:**

- A. To receive all monies of the chapter and keep an accurate record thereof.
- B. To deposit funds within the University of Delaware's designated chapter bank account.
- C. To make all payments of chapter accounts upon authorization of the Executive Board.
- D. To be diligent in the collection of initiation fees and chapter fees and assessments.
- E. To keep an accurate written record of payments made by each individual Brother of the chapter.
- F. To transfer the funds due to the National Fraternity in a prompt manor.
- G. To report on the condition of the chapter treasury at chapter meetings and at Executive Board meetings.

- H. To have the financial books of the chapter audited at the end of his term.
- I. To train his successor before vacating office.
- J. To be responsible for ordering Alpha Phi Omega materials and merchandise for the brotherhood, collect money, and send payments.

**Clause 5: Secretary:**

- A. To keep accurate written records of the proceedings of all chapter meetings on file and to send the members a copy in either print or electronic form.
- B. To keep an accurate record of attendance at chapter meetings.
- C. To notify members the time and place of special and emergency meetings, projects, social events and to issue special invitations to such events when required.
- D. To carry on correspondence with the National Office.
- E. To direct letters of appreciation on chapter stationery to persons and organizations who have cooperated in connection with chapter projects.
- F. To maintain an official copy of the By-laws
- G. To maintain a current roster of the members of the chapter with membership numbers.
- H. To head the newsletter committee.
- I. To carry out other such assignments as the president may prescribe.
- J. To train his successor before vacating office.

**Clause 6: Sergeant-at-arms:**

- A. To guard the portal and perform such disciplinary and parliamentary procedures as are deemed necessary by the president.
- B. To distribute the ballots on all occasions when voting is done in writing and to take charge of the counting of votes with an impartial observer.
- C. To be responsible for taking inventory and keeping account of chapter equipment and property.
- D. To be responsible for the actions of the chapter and the impression the chapter gives to the community.
- E. To head all investigations for disciplinary probations, suspensions, and impeachments.

**Section 7: The appointed officers and their duties shall be as follows:**

**Clause 1: Public Relations:**

- A. To advertise and promote Alpha Phi Omega and its events to the campus and the public.

- B. To assist in recruiting new members.

**Clause 2: Historian:**

- A. To keep records of the chapter's history.
- B. To update chapter scrapbooks.
- C. To obtain and store chapter archives.
- D. To maintain a permanent record of all active, inactive, honorary, advisory and alumni members of this chapter shall be kept on file in the archives of this chapter.

**Clause 3: Alumni Relations:**

- A. To keep records of alumni brothers.
- B. To send the newsletter to alumni brothers.
- C. To ask for donations from alumni brothers when appropriate.
- D. To organize alumni events.

**Clause 4: Webmaster:**

- A. To maintain the chapter website.
- B. To assist in updating the chapter listserve.

**Section 9:** The Term of Office shall be one academic year.

**Section 10:**

The Chapter shall have the power to impeach any of its elected officers for just cause, following an investigation by the sergeant-at-arms or an investigator appointed by the president. The motion for impeachment may be presented at a regular meeting where quorum prevails. Notice of the motion must be sent to the Brotherhood not less than 7 days before the vote on the charges. The hearing on the charges and vote on impeachment may not occur less than 7 days after the motion was made. The accused shall have the opportunity to speak to the Brotherhood following the report from the sergeant-at-arms. Upon a  $\frac{3}{4}$  affirmative vote of the active brotherhood at a special meeting presided by the advisor the officer shall be removed from his office.

**Section 11:**

The brotherhood has the right to override the decisions of any individual officer or of the Executive Board with a  $\frac{3}{4}$  vote at any meeting in which a quorum prevails.

**Section 12: Resignation of an officer position**

**Clause 1:** President has the power to appoint a replacement to an elected or appointed position in which the officer chooses to resign.

**Clause 2:** In the case of a resignation, the officer must submit an official letter to the E-board informing them of their decision to resign.

**Clause 3:** Upon receiving this letter, the Executive board will consider resignation from their position as permanent.

**Clause 4:** After resigning, brothers will remain active brothers unless they choose otherwise.

## **Article III: Advisors**

### **Section 1:**

The advisors of this chapter shall be at least 1 Faculty advisor, 1 Faculty/Staff advisor, 1 Scouting and Youth Services advisor and 1 Community advisor as deemed by the brotherhood.

### **Section 2:**

All advisors must be annually approved by the executive board during the fall semester, and any new advisor must be inducted within 1 semester of approval according to the national ritual.

### **Section 3:** The duties of the Faculty advisor are:

- A. To encourage the development of highly fraternal and scholarly standards.
- B. To assist the chapter in planning and carrying out projects.
- C. To serve as an advisory Brother of any committee upon request.
- D. To serve as a personal advisor on chapter meeting at all times.
- E. To assist the chapter by any means appropriate in membership extensions.
- F. To aid in extending Alpha Phi Omega to other campuses.

### **Section 4:** The duties of the Scouting and Youth Services advisor are:

- A. To give counsel and advice regarding scouting and youth relationships.
- B. To encourage high fraternal and scouting standards.
- C. To assist the chapter in planning and carrying out projects which are in the interest of the scouting movement and the scouting community at large.
- D. To assist in contacting former scouts and youth organization members as prospective members.

### **Section 5:** The duties of the Community advisor are:

- A. To give counsel and advice regarding community relationships.
- B. To encourage high fraternal and community standards.
- C. To assist the chapter in planning and carrying out projects which are in the interest of the community at large.

**Section 6:** All advisors may be selected by a 4/5 affirmative vote of membership at any meeting where a quorum prevails.

## **Article IV: Nominations, elections, and appointments**

### **Section 1:**

Nominations for elected offices shall be made one week prior to elections, but may be added to during that week, and from the floor on the night of the elections.

### **Section 2:** Elections shall be run according to the following procedure:

- A. All ballots must be validated by the Sergeant-at-arms.
- B. The officers shall be elected in the order in which they are listed in article 2.
- C. Elections are to be presided over by the current president.
- D. Candidates will be given an opportunity to speak on their behalf; the candidates will then leave the room and each brother will be given the opportunity to speak once. An election is won by a simple majority of the brother's voting.

### **Section 3:**

Upon the vacancy of the office of president, policy and functional decisions will be made by the executive board. Regular, special, and emergency meetings will be presided over by the service vice president.

### **Section 4:**

Elections will be held at least 2 weeks prior to the beginning of final exams of the spring semester.

### **Section 5:**

In the event of vacancy of elected office, the president has the power to appoint a brother to that position until a special election can be held which should occur at the next scheduled meeting with quorum.

### **Section 6:**

A special election will be conducted in accordance with the usual election procedures.

## **Article V: Meetings**

### **Section 1:**

The regular meetings of the chapter will be held in such a time and place as the Executive Board may direct.

### **Section 2:**

Special meetings of the chapter may be called by the president or by 2/3 of the Executive Board or upon written request of 1/3 of the active membership. The president must call a special meeting to be held within 15 days of such a request. A notice of all such special meetings shall be sent to active brothers no less than 7 days in advance of the meeting.

**Section 3:**

Emergency meetings may be called by the President or upon 2/3 of the Executive Board or 1/3 of the active brotherhood. A quorum must be present in order to transact fraternity business. An attempt must be made to contact every brother.

**Section 4:**

All meeting shall be transacted according to Robert's Rules of Order (the most recent edition). If these rules conflict with fraternity rules the fraternity rule shall stand.

**Section 5:**

A quorum at all regular, special, and emergency meetings of this chapter shall be 50% of the active membership plus 1.

**Section 6:**

All members, advisors, and invited guests shall have the right to attend all fraternity meetings unless that right has been revoked by the chapter or in cases of a closed meeting.

**Section 7:**

All Brothers have the right to speak at fraternity meetings, however only Active Brothers have the right to vote. All Brothers will wait until being recognized by the presiding Brother before speaking.

**Article VI: Executive Board**

**Section 1:**

The Executive Board shall consist of all elected officers and a representative of the Advisory Board with the chapter President acting as chairperson.

**Section 2:**

The Executive Board shall be called together at the discretion of the President or the written request of any two members of the board

**Section 3:**

Any Brother of the Executive Board may invite another Brother of the fraternity to an executive meeting. This person shall be given the opportunity to participate in the discussion but may not have a vote.

**Section 4:** The duties of the Executive Board shall be:

**Clause 1:**

The Executive Board shall be responsible for carrying out the regular business of the chapter during the intervals between chapter meetings

**Clause 2:**

The Executive Board is responsible for carrying out regulations, policies, and activities approved by the chapter through regular channels, as indicated in the duties of the officers of the chapter.

**Clause 3:**

The Executive Board shall advise the President in coordination of all chapter activities.

**Clause 4:**

The Executive Board shall adopt a semester program at the beginning of each semester, which shall include an outline of the chapter projects for one semester in advance and shall make recommendations to the committee related to these projects.

**Clause 5:**

The Executive Board shall have the power to act for the chapter in cases of an emergency for which the entire chapter cannot be convened for an emergency meeting.

**Clause 6:**

The Executive Board shall have the power to override the president by a 2/3 vote of the Executive Board with quorum, excluding the president.

**Clause 7:**

The Executive Board will meet with the appointed officers within the first two weeks of the semester to explain the duties of the appointed officers.

**Clause 8:**

All decisions of the Executive Board will be decided on by an affirmative 2/3 majority vote of the Executive Board with quorum.

## **Article VII: Finance**

### **Section 1:**

Each person becoming an active Brother of the chapter shall be required to pay the National Pledgeship and Membership Fees before initiation into the brotherhood.

### **Section 2:**

The Chapter dues for active membership will be determined at the end of each academic year and be paid within the first month of the academic year. Extensions shall be granted upon the discretion of the Treasurer.

**Section 3:**

In addition to the National Fees in Section 1, there shall be chapter dues, which must be paid to the chapter after initiation into the brotherhood. Fall semester pledges pay half of the yearly chapter dues. Spring semester pledges will not begin to pay chapter dues until the following semester and will pay the yearly chapter dues.

**Section 4:**

Assessments may be levied on the chapter by the affirmative vote of  $\frac{3}{4}$  of the active brotherhood of the chapter present at a meeting where a quorum prevails.

**Section 5:**

A statement of dues, fees, and assessments shall be issued three weeks prior to the payment deadline. Statements shall be issued monthly for accounts.

**Section 6:**

All receipts handled for the National Fraternity and order for supplies shall be carefully separated, either by deposit or adequate bookkeeping and accounting as determined by the Executive Board so that those revolving funds will not be used by the chapter.

**Section 7:**

The chapter shall conduct a fundraiser each semester.

**Section 8:**

At the time of a committee formation, a request may be made for a standard operating budget, the final amount of which is decided upon by a majority vote of the Executive Board.

**Section 9:**

Expenses not covered in a standard operating budget are to be expected. In order for reimbursements to be made, the Treasurer or Executive Board must approve expenditures prior to the purchase of items or signing of contracts.

**Clause 1:**

Expenditures totaling less than \$30 must be approved by the Treasurer.

**Clause 2:**

Expenditures totaling between \$30 and \$500 must be approved by a majority vote of the Executive Board.

**Clause 3:**

Expenditures totaling more than \$500 must be approved by a 2/3 vote of the Executive Board.

## **Article VIII: Awards**

### **Section 1:**

The chapter shall establish an Awards Committee.

#### **Clause 1:**

The Awards Committee shall consist of members not graduating in the semester in which the committee will meet and with a Brother appointed by the President serving as chairperson.

#### **Clause 2:**

The Awards Committee shall consider for all awards, except the Spring Pledge Class Namesake, each graduating Brother as well as alumni, advisors and honorary members who are nominated. The Awards Committee will make the final decision on award recipients.

#### **Clause 3:**

The Awards Committee shall consider recommendation letters, resumes of fraternity service and any other supporting documentation that may be deemed pertinent for all graduating members and nominees.

#### **Clause 4:**

The Awards Committee shall meet in each semester in which there are graduating seniors and/or in which nominations have been made for alumni, advisors or honorary members.

#### **Clause 5:**

The Awards Committee chairperson shall accept nominations for alumni, advisors or honorary members.

### **Section 2:**

The Chapter Distinguished Service Key is the highest chapter award that may be bestowed upon a Brother. The Distinguished Service Key is given to any graduating senior or alumni based on their career service to the chapter.

#### **Clause 1: Award criteria are the following:**

- A. Distinguished service on a Chapter level, that is, making an outstanding and unique contribution to the Chapter as a whole.
- B. Exemplifying and furthering, in demonstrable ways, the principles of leadership, friendship and service.
- C. Making a sustained contribution in a leadership role over a period of time.

### **Section 3:**

The J. Franklin S. McMullan Award is based solely on a brother's service, leadership, friendship, and any other outstanding characteristic shown during their career with the chapter.

**Section 4:**

The William G. Bush III Service Award is given to a Brother based on career service to the chapter.

**Section 5:**

The Berwyn N. Fragner award is given to a Brother based on their career leadership to the chapter.

**Section 6:**

The Randall A. Smith Friendship award is given to a Brother based on exemplary characteristics of friendship shown throughout their career in the chapter.

**Section 7:**

The Spring semester Pledge Class Namesake is bestowed upon a person based on either their service to the chapter or fraternity or on their exhibition of the ideals held by Alpha Phi Omega.

1. Nominations are to be made from the floor during any regular meeting towards the end of the fall semester where quorum prevails.
2. Elections are to be done by secret ballot and presided over by the Sergeant at Arms.
3. The Brother nominating the candidate may speak on the candidate's behalf. The nominee must leave the room at this time if present.
4. The floor is opened to discussion.
5. The award is granted by a  $\frac{3}{4}$  majority vote during the same meeting as nomination.

**Article IX: Amendments**

These by-laws may be amended at any regular meeting of the chapter where quorum prevails based on a majority vote of the active brotherhood providing that the amendment has had the consideration of the Executive Board and has been submitted to the membership within 7 days of the meeting. All proposed amendments must be submitted to the National Fraternity and the advisor for approval before becoming effective. Written copies of the amendments must be distributed to active brothers within 2 weeks of its passing.