

**BETA SIGMA CHAPTER OF ALPHA PHI OMEGA**

Texas Tech University

**CHAPTER BYLAWS**

As adopted on April 28, 2020

## **PREAMBLE**

We, the members of Beta Sigma Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of Texas Tech University, and established for the purpose of assembling college students in the fellowship of the principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop Leadership, to promote Friendship, and to provide Service to humanity; and to further the freedom that is our national, educational, and intellectual heritage, do adopt these By-Laws and Policies.

## **ARTICLE I. NAME AND POLICY.**

### **SECTION 1.**

The name of this organization shall be the Beta Sigma Chapter of Alpha Phi Omega National Service Fraternity.

### **SECTION 2.**

This Chapter shall be conducted as a Service Fraternity under the policies, principles and provisions set forth in the National Article II Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association of Alpha Phi Omega, Texas Tech University Student Affairs Handbook and is applicable to state and federal law.

## **ARTICLE II. MEMBERSHIP.**

### **SECTION 1. OPEN MEMBERSHIP.**

Membership in this Chapter shall be open to all persons. We do not deny members on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression. Membership shall be granted only upon the approval of the applicant by this Chapter after such individual has fulfilled all requirements prescribed by the National Fraternity and by this Chapter.

### **SECTION 2. PLEDGE MEMBERSHIP.**

Pledge membership shall be conferred upon any student currently enrolled in Texas Tech University and the Texas Tech University Health Sciences Center who participates in the pledging ceremony according to the Official Ritual of the Fraternity. Pledges shall participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. Preliminary requirements for a pledge to become an active member shall be formulated by the Head Pledge Trainer, or their representative; these requirements shall be comparable to that of the active requirements further defined in Section 3. The final requirements shall be approved by a majority vote of the Chapter no later than the third regular Chapter meeting of the current semester. The

pledgeship shall be subject to the National Pledge Standards set by the National Fraternity. A Pledge must fulfill all monetary obligations of the National Fraternity and the Chapter in order to be initiated into active membership. Pledges may be invited to Chapter and committee meetings and shall be given voice but shall not have any voting privileges.

### **SECTION 3. ACTIVE MEMBERSHIP.**

Active membership shall consist of those students currently enrolled at Texas Tech University and Texas Tech University Health Sciences Center who have been initiated according to the National By-Laws and have fulfilled both the National and Chapter monetary obligations. Active membership shall continue so long as the member remains in good standing with the Chapter, does not become an associate member, and continues enrollment at this educational institution. To remain in good standing, active members shall fulfill all national, sectional and Chapter monetary obligations and work to meet definite requirements encompassing the three cardinal principles set and presented by the second week of the semester by the executive committee to the chapter. Active members rights shall include but are not limited to vote, voice and the right to hold office. All other rights and privileges are as outlined in the Policies of these Bylaws.

### **SECTION 4. HONORARY MEMBERSHIP.**

Honorary membership without voting privileges may be conferred upon a person by a 3/4 vote of the active membership. Such membership may not be bestowed upon any undergraduate student. Honorary members have voice only.

### **SECTION 5. ADVISORS.**

**Clause 1. Resource Advisor.** The title of Resource Advisor shall be conferred upon any person who is not an undergraduate of Texas Tech University or Texas Tech University Health Sciences Center who has completed an orientation in the ideals and principles of Alpha Phi Omega. Content and duration of orientation shall be formulated by the Executive Committee and approved by the Chapter. Resource Advisors have voice.

**Clause 2. Active Advisor.** The title of Active Advisor shall be conferred upon any individual who is not an undergraduate student at Texas Tech University or Texas Tech University Health Sciences Center and who has completed an advisor pledge membership formulated by the Head Pledge Trainer or his representative and approved by the Chapter. The pledging advisor, on completion of pledgeship, or any alumni member, who is accepted by a 1/2 majority secret ballot vote and attends five Chapter functions per semester shall be an active advisor. Active Advisors shall be voting members of the Advisory Committee and advise Chapter committees. Active advisors have voice.

## **SECTION 6. SUSPENSION.**

A member may be suspended from the Chapter after due deliberation of a minimum of two consecutive Chapter meetings. The Executive Committee shall decide if the cause is worthy of suspension and will execute the suspension after a 3/4 majority secret ballot vote of the Chapter. This vote must take place at a regularly scheduled Chapter meeting. Content and duration of the suspension shall be determined by the Executive Committee.

## **SECTION 7. NON ACTIVE MEMBERSHIP.**

A member will become inactive if they do not fulfill all the requirements for active membership in a semester. This member cannot vote or run for any office, but they may still participate in any chapter functions that do not require the use of chapter dues.

## **SECTION 8. ACCOUNTABILITY OF MEMBERS**

Any member, officer, or active advisor of Alpha Phi Omega can submit a member in violation of the organization purpose, requirements, constitution, or university policy to the president. Once the president receives the violation, it will be reviewed at the next closed executive officer meeting. In the event the president is thought to be in violation of the organization's purpose, requirements, constitution, or university policy, any member, officer, or active advisor of Alpha Phi Omega may submit a claim with the Chair of Advisory. If the executive officers find the violation credible then they will follow the procedure as outlined in Policy VIII.

## **ARTICLE III. ELECTED OFFICERS.**

### **SECTION 1. TERM OF OFFICE.**

Each elected officer shall serve for one term beginning upon their receiving the oath and shall carry through to the time in which the next group of officers shall be sworn in under the same conditions.

### **SECTION 2. ELECTED OFFICES.**

Elected officers of the Chapter shall be President, Vice- President of Service, Vice-President of Membership, Treasurer, Director of Internal Communications, Director of External Affairs, Head Pledge Trainer, and Chairman of the Advisory Committee.

**Clause 1. President.** The President shall give supervision to the Chapter and its officers, and see that its constitutional duties and obligations, National and Local, are fulfilled. He shall preside at all meetings of the Chapter meetings and the Executive Committee. He shall serve as a

member of the Advisory Committee and shall assist in the management of the Endowment Fund and be an ex-official member of all committees. The President shall oversee the functions of all Chapter officers and committees. He shall see that all committee members are properly selected. He shall divide all existing committees and appointed positions among the Executive Committee for them to oversee throughout the semester. The President shall appoint any special committees necessary for expediency in carrying out the Chapter Program. He shall perform such other duties as the office may require.

**Clause 2. Vice President of Service.** The Vice-President of Service shall coordinate the Service program with the assistance of the Service Committee. He shall oversee the committees and appointed positions assigned to him by the President. He shall perform all presidential functions in the absence of the President and shall carry out such other assignments as the President may deem necessary.

**Clause 3. Vice President of Membership.** The Vice-President of Membership shall coordinate the membership program to serve the needs of Actives, Pledges, Associates, and Advisors. He shall oversee the committees and appointed positions assigned to him by the President. He shall perform all presidential functions in the absence of the President and the Vice-President of Service and shall carry out such other assignments as the President may deem necessary.

**Clause 4. Treasurer.** The Treasurer shall oversee the financial administration of the Chapter. He shall oversee committees and appointed positions assigned to him by the President. He shall receive all Monies of the Chapter and keep accurate records thereof. He shall diligently collect all membership fees and dues, pledge and initiation fees, and all such assessments. He shall make reports on the condition of the Chapter treasury to the Chapter and Executive Committee during their respective meetings. He shall have a final treasurer's report presented to the Chapter during the meeting of officer elections, reporting the status of all active accounts. He shall have the financial books of the Chapter audited by an Accountant within two weeks of leaving office before turning over the duties of that office to the newly elected Treasurer. He shall refer to Article VIII of these By-Laws for specific procedures. He shall assist in the management of the Endowment Fund and shall carry out such other assignments as the President may deem necessary.

**Clause 5. Director of Internal Communications.** The Director of Internal Communications shall oversee all record keeping and communications within the Chapter. He shall compile a detailed and accurate history of the Chapter covering the period of his position. He shall maintain a scrapbook containing photographs and newspaper clippings pertaining to the

activities of the Chapter covering the period of his position. He or his designate, shall assure that all Active members are informed about Chapter functions, especially regular Chapter meetings, in a timely manner on a regular basis. He or his designate, shall organize and maintain a current communications list of all pledge, advisor, active, associate, honorary and extension members and include such individuals in all relevant Chapter mail outs. He shall be responsible for the preservation of all Chapter traditions/ articles. He shall oversee the committees and appointed positions assigned to him by the President and carry out other assignments as the President may deem necessary.

**Clause 6. Director of External Affairs.** The Director of External Affairs shall oversee all alumni relations, public relations and correspondence with the nation, region and section, and other activities outside the Chapter. He shall oversee the committees and appointed positions assigned to him by the President and carry out other assignments as the President may deem necessary.

**Clause 7. Head Pledge Trainer.** The Head Pledge Trainer shall be responsible for developing the pledge program during the semester in accord with Chapter Policies and the National Pledging Standards. The Head Pledge Trainer shall oversee the committees and appointed positions assigned to him by the President and carry out other assignments as the President deems necessary.

**Clause 8. Chairman of the Advisory Committee.** The Chairman of the Advisory Committee shall call and preside at meetings of the Advisory Committee at least two times a semester for the purpose of discussing and making suggestions for the Chapter program and administration. He shall preside at Resource Advisor meetings. He shall call and preside at special Chapter meetings at any time upon the written request of 1/3 of the active members when it is not possible to secure through the regular procedure as prescribed in these By-Laws. He shall attend meetings regularly and serve as an advisor and counselor to the Chapter, its members, and officers. He shall serve on the Executive Committee and the Endowment Fund Committee. He or his designate shall assist the Sergeant-At-Arms with the handling of the ballots during elections and he shall give leadership to getting the program and administration of the Chapter underway at the beginning of each semester.

### **SECTION 3. ELIGIBILITY FOR OFFICE.**

With the exception of the Chairman of the Advisory Committee, the following are the requirements for eligibility to hold an office elected by the Chapter.

**Clause 1.** The candidate must be an active member.

**Clause 2.** The candidate must be a full-time undergraduate, or graduate student at Texas Tech University. An individual who holds office in the semester of his graduation may hold office as long as they are taking no less than 6 semester hours.

**Clause 3.** The candidate must be in good standing with the University when elected.

**Clause 4.** The officer must maintain these standards throughout the term of office or resign from office.

**Clause 5.** The candidate must submit their most current Texas Tech transcript to the Chairman of the Advisory Committee for eligibility confirmation prior to elections.

**Clause 6.** The newly elected officers must submit their names to the Chairman of the Advisory Committee for reconfirmation of their eligibility by the second regular Chapter meeting. The Chairman of the Advisory Committee shall return to the Chapter an eligibility report by the third regular Chapter meeting.

**Clause 7.** Officers may not serve more than two semesters in a particular office. Persons elected by special election for less than one half of a full term shall be eligible for election to the position for two full terms.

**Clause 8.** The candidate must have completed three-fourths of the number of hours that are required of actives by the day of elections or they shall be removed from the ballot on the day of elections.

**Clause 9.** The elected officers must complete all active requirements set forth by the active chapter by the time they are inducted into office.

#### **SECTION 4. RESIGNATION.**

If an officer wishes to resign from office, he must submit a formal resignation, in writing, to the Executive Committee. The Executive Committee must reveal this resignation to the active Chapter at the next regularly scheduled meeting, at which time the occurrence of a special election must be announced.

#### **SECTION 5. IMPEACHMENT.**

For just cause and after due deliberation of a minimum of two consecutive Chapter meetings, an officer may be removed from office following a 3/4 majority secret ballot vote of the active members. This vote must take place at a regularly scheduled meeting.

## **ARTICLE IV. ELECTIONS**

### **SECTION 1. ELECTIONS.**

The election of Chapter officers shall take place two Chapter meetings prior to the last meeting of the semester. All nominations shall come from the floor and shall be opened two weeks prior to the election. No nominations will be accepted during the election meeting. Election dates shall be announced on or before the second regular meeting of each semester. All elections shall be by secret ballot and voting in proxy or absentee shall not be permitted. In order to vote on the day of elections, actives must have paid their dues in full and must have completed three- fourths of the number of hours that are required of the pledges by the day of elections.

### **SECTION 2. WRITE-IN CANDIDATES.**

Write-in votes shall be permitted. Write-ins are not considered nominations but they will be required to adhere to the same requirements as nominated candidates. Prior to the election, they shall be approved by the Chairman of the Advisory Committee. If, due to extenuating circumstances, a write-in candidate has not been previously approved, the Chapter may waive the requirement of pre-approval by a 50% + 1 majority vote.

### **SECTION 3. DELEGATES.**

The election of delegates to the National Convention shall be held biennially by the month of March prior to the National Convention. Regional and Sectional delegate elections shall be held at least one month prior to the conference.

### **SECTION 4. SPECIAL ELECTIONS.**

Special elections shall take place in order to fill an unexpected vacancy in an elected office and to elect special Chapter representatives. These elections shall be called by the Executive Committee and announced at a regularly scheduled meeting. These elections must take place during one of the next two regularly scheduled Chapter meetings. Nominations shall come from the floor.

### **SECTION 5. RUN-OFFS.**

All Candidates must receive 50% +1 of the vote in order to be elected. In the event that no candidate received the necessary majority then the candidate with the fewest votes shall be removed from the ballot, unless there are only two candidates remaining, and another vote shall be taken. This process shall continue until a candidate receives the necessary majority.



## **SECTION 6. CANDIDATE PANEL.**

The Candidate Panel shall be responsible for preparing the candidates for executive positions. The membership shall be chosen by the Chairman of the Advisory Committee and approved by the Executive Committee. Membership shall consist of past Executive members, present Executive members, Chapter members and pledge members. The Chairman of the Advisory Committee, or his designate, shall be at all panel meetings. The Candidate Panel shall be appointed no later than three weeks prior to the Chapter elections.

## **ARTICLE V. APPOINTED POSITIONS**

### **SECTION 1. ELIGIBILITY.**

Only active members may hold appointed offices.

### **SECTION 2. APPOINTMENTS.**

The appointed positions, as the need arises and as members are available to fill them and with Executive Committee's approval, shall be as follows:

**Clause 1. Chaplain.** The Chaplain shall be responsible for the spiritual growth and well-being of the Chapter. All prayers shall be non denominational.

**Clause 2. Sergeant-at-Arms.** The Sergeant-at-Arms shall guard the entrance and shall perform such disciplinary procedures as are deemed necessary by the President. He shall distribute ballot sheets on all occasions when voting is done in writing, then upon instruction of the presiding officer, assemble the ballots and have charge of the counting. He shall be responsible to taking care of initiation materials, flag, banner, and other similar articles.

**Clause 3. Parliamentarian.** The Parliamentarian shall maintain the proper rules of order during Chapter meetings.

**Clause 4. Quartermaster.** The Quartermaster shall acquire, store, maintain, and inventory all Chapter tools. The Quartermaster shall also maintain the Chapter trailer and other items as designated by the Executive Committee.

**Clause 5. B.S. Editor.** B.S.W. Editor shall supervise the publication of the weekly Chapter newsletter.

**Clause 6. Public Relations Chair.** The Public Relations Chair shall be responsible for contacting the local media and the Daily Toreador concerning the Chapter's activities and as requested by the Executive Committee.

**Clause 7. Pledge Trainer.** One or more pledge trainers shall be appointed to assist in the duties and responsibilities of the Head Pledge Trainer.

**Clause 8. Rush Chairs.** One or more Rush chairs shall be appointed to assist the Head Pledge Trainer during the transition between semesters to prepare for the upcoming rush.

**Clause 9. Sorc Representative.** President shall appoint a SORC rep. The position is the organization's representative that handles matters related to TTU SGA. They attend meetings that ensure the organization maintains its status as a TTU recognized org and can have access to TechConnect.

### **SECTION 3. ASSISTANTS.**

Appointed positions may form committees to assist them in their duties with the approval of the Executive Committee. The membership of such committees shall also be with the approval of the Executive Committee.

### **SECTION 4. TERM LIMITATIONS.**

These persons may be reappointed. These persons shall train their successors and turn over all material in an up-to-date condition. They shall perform other such duties as the President may deem necessary.

### **SECTION 5. REMOVAL.**

The Executive Committee shall decide if the case is worthy of removal and will execute the removal from a position if it is deemed necessary.

## **ARTICLE VI. Standing Committees**

### **SECTION 1.**

All standing committees and all committees formed by the President shall be governed by these By-Laws unless otherwise stated. All voting committee members must be actives.

### **SECTION 2. COMMITTEE CHAIRMEN.**

Committee chairmen shall be selected by the Executive Committee with input of the chapter, unless specified otherwise. The chairman shall preside over committee meetings and shall make appropriate delegations.

### **SECTION 3. VOTING.**

The Chairman and all active members of the committee shall be entitled to one vote each in matters requiring a committee vote. The chairman will vote only in the case of ties. Associate members and ex-officio members shall not be entitled to voting privileges, but shall be entitled to participate in pre-vote discussions of those matters requiring a vote.

#### **SECTION 4. EXPENDITURES AND FINANCING.**

Upon approval of the committee budget, actual expenditures shall be approved by the Chairman. Once the Chapter approves the initial budget, no unbudgeted expenditures shall be made under this section except by approval of a 2/3 majority vote of the Chapter.

#### **SECTION 5. RESTRICTIONS.**

It is recommended that no person shall serve on more than three committees or chair more than one committee during a semester. A member may be a chairman of a committee and also hold an appointed position. These requirements shall be met as the need arises and as members are available.

#### **SECTION 6. EXECUTIVE COMMITTEE.**

**Clause 1.** The Executive Committee shall consist of the President, Vice- President of Service, Vice-President of Membership, Treasurer, Director of Internal Communications, Director of External Affairs, Head Pledge Trainer, and the Chairman of the Advisory Committee. The President shall serve as the Chairman of the Executive Committee.

**Clause 2.** The Executive Committee shall meet weekly during the academic year. Special meetings of the Executive Committee may be held subject to the call of the President, or upon the written request of the Majority of the Executive Committee. All members of the Chapter may be invited to the meetings of the Executive Committee and be given the opportunity to participate in discussion, but shall have no voting privileges.

#### **Clause 3. Duties of Executive Committee.**

Item 1. The Executive Committee shall exercise all the powers of the Chapter during the intervals between regular Chapter meetings.

Item 2. The committee shall be responsible for carrying out resolutions, policies, and activities approved by the Chapter, through the regular channels, as indicated in the duties of the officers and committees of the Chapter.

Item 3. The Executive Committee shall adopt and post a semester calendar at the beginning of each semester and shall make recommendations to the respective committees related to those activities.

Item 4. The Executive Committee shall analyze any particular problems of the Chapter pertaining to program and administration and plan for their solution.

Item 5. The Executive Committee shall be responsible for setting up and operating the Chapter budget on a semester basis.

Item 6. The Executive Committee shall maintain a Post Office Box or other permanent Chapter mailing address.

Item 7. The Executive Committee shall appoint all positions as prescribed in these By-Laws.

Item 8. The Executive Committee shall name the Spring Pledge Class, taking into consideration suggestions submitted by the Active Chapter. The decision must be approved by 50% +1 majority vote of the active Chapter.

Item 9. The Executive Committee shall ensure that all pledge ritual ceremony and initiation ceremony fees are paid within ten days of the respective ceremonies.

**Clause 4.** Appeals. Decisions of the Executive Committee may be appealed during any active chapter meeting by a 2/3 majority vote.

## **SECTION 7. ADVISORY COMMITTEE.**

**Clause 1.** The Advisory Committee shall consist of Resource and Active Advisors in the areas of Faculty/Staff, Youth Service, and Community, and the Chapter President.

Item 1. It is recommended that Faculty/Staff Advisors be any faculty or staff of Texas Tech University. They shall encourage the development of high academic standards and assist the Chapter in planning and carrying out campus activities. An Active Faculty/Staff Advisor shall be elected by the Chapter to serve as chairman unless prevented by extenuating circumstances.

Item 2. Youth Service Advisors shall be anyone with extensive involvement with a youth service program, it is highly recommended that they be professional Scouts. They shall give counsel and advice regarding youth service matters.

Item 3. Community Advisors shall consist of any non-Faculty and any non-Youth Service Advisors.

## **SECTION 8. AWARDS COMMITTEE.**

**Clause 1.** The Awards Committee shall deliberate and choose recipients of Chapter awards, giving consideration to Chapter recommendations, and present these awards at the Chapter's Awards Banquet. Any and all awards the chapter applies for shall be the responsibility of the awards committee.

**Clause 2.** The Executive Committee shall appoint four members of the Awards Committee. A member may serve a maximum of three full semesters, after which he must step down from the committee. As long as a member has not yet served his third and final semester, he shall be given preference for membership on the committee. The Awards Committee itself will nominate any additional active Chapter member(s) who will also be considered for appointment.

**Clause 3.** The Chairman of the Advisory Committee or his designate may be present at all Awards Committee meetings. Any changes in the definitions or criteria of any award shall be approved by a 2/3 majority vote of the Chapter.

## **SECTION 9. BANQUET COMMITTEE.**

**Clause 1.** The Banquet Committee shall plan the Chapter's Awards Banquets in the Spring and Fall semesters honoring the pledges and graduating Seniors.

**Clause 2.** The Chairman of the Advisory Committee or his designate shall serve as the advisor to the Banquet Committee.

## **SECTION 10. SERVICE COMMITTEE.**

**Clause 1.** The Service Committee shall plan and coordinate the Chapter's service program for the semester. It shall organize Chapter service projects and shall provide the Chapter with pertinent information at Chapter meetings. The Service Committee shall provide project chairs and shall coordinate the service project for Work Weekend.

**Clause 2.** The Vice-President of Service shall appoint a service chair to preside over the service committee.

**Clause 3.** The Chairman of the Advisory Committee or his designate shall serve as the advisor to the Service Committee.

**Clause 4.** The Service Committee shall plan at least one Scouting event a semester and shall also participate in Spring Youth Service Day or National Service Week during their perspective semesters.

**Clause 5.** The Vice-President of Service will have the option to appoint a chair for the service committee according to the needs of the semester.

#### **SECTION 11. BYLAWS COMMITTEE.**

**Clause 1.** The Bylaws committee shall review and recommend amendments to the National Bylaws, Standard Articles of Association, as well as these Chapter Bylaws and Policies.

**Clause 2.** During the Spring Semester prior to the regularly scheduled National Convention, the committee shall review the National Bylaws and Standard Articles of Association and propose amendments to these items as it sees fit. The committee must recognize that any and all proposals to National items must be considered by the Fraternity as a whole at the National Convention.

**Clause 3.** During the Fall semester prior to the regularly scheduled National Convention, the committee shall review all proposals submitted to the National Office and make recommendations (of passage) to the chapter's National Delegates on each proposal.

**Clause 4.** During the Spring semester following the regularly scheduled National Convention, the committee shall review all National Bylaws and Standard Articles of Association amendments passed, and propose amendments if necessary to the Chapter Bylaws and Policies to comply with the national amendments.

**Clause 5.** During the fall semester following the regularly scheduled National Convention and to a lesser extent during all other semesters, the committee shall review the Chapter Bylaws and Policies and propose amendments to those items for consideration by the chapter.

## **ARTICLE VII. MEETINGS**

### **SECTION 1. LOCATION.**

The regular meetings of this chapter shall be held in such a place as the executive committee may direct.

### **SECTION 2. TIME.**

There shall be one active meeting each week during the academic year that Texas Tech University is in session.

### **SECTION 3. RETREATS.**

Chapter Retreat can be considered a regular meeting.

### **SECTION 4. SPECIAL MEETINGS.**

Special meetings of the Chapter may be called by the President or the Executive Committee on their own initiative or upon the request in writing of 1/3 of the active membership of the Chapter. The President shall call a special meeting of the Chapter to be held within 15 days after the presentation of the request. In the case the President does not comply with the request within the required time, a request of 1/3 of the active membership of the Chapter may be presented to the Chairman of the Advisory Committee, who shall call and preside over a special meeting of the Chapter within fifteen days after receipt of the request. A notice of all special meetings shall contain a statement of the purpose of the meetings or of the special business to be conducted.

### **SECTION 5. QUORUM.**

**Clause 1.** A Quorum shall consist of 50% + 1 of the active membership and shall be a prerequisite for conducting business during either a regular or a special meeting. On the day of elections, a Quorum shall consist of 50% +1 of those actives eligible to vote in accordance with Article IV, Section 1.

**Clause 2.** In the time period between the start of the semester and the last deadline for dues, active membership shall be defined as:

- A. Voting members of the previous semester, up until the end of the first trimester,
- B. All members who are current on dues (in full or in the current trimester) and are current on the required amount of service hours per trimester (hours are evenly divided by trimester)
- C. All newly initiated active members up until the first trimester.
- D. All members who have met all other eligibility requirements for the current semester

**SECTION 6. PARLIAMENTARY AUTHORITY.**

The rules contained in Robert's Rules of Order, newly revised, shall govern at all Chapter meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or the current Chapter Rules of Order.

**SECTION 7.**

The 'session' shall be defined as the period of time between the installation of the new Executive committee and the end of the term.

**ARTICLE VIII. FINANCE AND PROPERTY****SECTION 1.**

Whenever advantageous, all funds shall be deposited with Texas Tech University.

**SECTION 2.**

Expenditures of any kind in relation to chapter functions over one-hundred dollars from any Chapter account shall require two signatures for authorization. Authorized signatures shall be any two of the following: Chairman of the Advisory Committee, President, or Treasurer. In the event that the Chairman of the Advisory Committee is not a Faculty/Staff Advisor, he must appoint a Faculty/Staff Advisor to sign in his place.

**SECTION 3. BUDGET.**

The Treasurer, with the advice of the Executive Committee shall prepare a budget for all committees no later than ten days after his election. He shall submit the budget to the Chapter at the first regular meeting of the new term. The Chapter shall vote on acceptance of the budget by the second regular meeting of the term.

**SECTION 4. DUES PAYMENTS.**

Clause 1. Active Membership dues shall be submitted on a biannual basis by November 15 and April 15. The chapter shall submit to the National Office a roster of active members, together with Active Membership dues of seventeen (\$17) dollars per active.

Clause 2. There shall be a national non-refundable Pledge fee of twenty-five (\$25) dollars to be paid by each new pledge and sent to the National Office no later than 10 business days after the Pledge Ritual. There shall be a national active initiation fee of thirty-five (\$35) dollars to be paid by each new active member, and sent to the National Office no later than 10 business days after the Initiation Ritual is conducted.



**Clause 2.** Chapter dues shall be assessed and collected by the Treasurer and a payment shall be received no later than the third meeting of the term. These funds shall be used in the regular operation of the Chapter.

## **SECTION 5. TAXES.**

### **Clause 1. Federal Tax Returns**

Item 1. The Treasurer shall file the Form 990 annually with the Internal Revenue Service in accordance with Section 501(c) of the Internal Revenue Code.

Item 2. The fiscal year to be used shall be September 1 through August 31.

Item 3 The Federal Tax Return is due on the fifteenth day of the fifth month after the fiscal year ends (January 15).

Item 4. The Treasurer shall submit the completed Form 990 by the last meeting of the Spring semester.

**Clause 2. State Tax Returns.** The Treasurer shall file the State Sales Tax Return annually with the State Comptroller as long as the Chapter maintains a State Sales Tax Permit.

## **SECTION 6. AUDIT.**

The Treasurer shall submit the Chapter Accounts to an Accountant for the purpose of an audit within two weeks of leaving office.

## **SECTION 7. DISSOLUTION.**

In the event that the Beta Sigma Chapter of Alpha Phi Omega should be inactive for ten years, all funds and property shall be distributed in the following manner:

**Clause 1.** All moneys shall be placed in the Endowment Fund.

**Clause 2.** The Endowment Fund shall follow its own By-Laws.

**Clause 3.** The trailer and tools shall be distributed by the National Office to the local council of the Boy Scouts of America and/or Chapters of Alpha Phi Omega within Section D-1. Dispersal of all other property shall be to needy organizations with preference to local Boy Scout Troops.

**Clause 4.** All other effects shall become the responsibility of the National Office.

## **ARTICLE IX. POLICIES AND RULES OF ORDER.**

### **SECTION 1.**

Issues which are not specifically dealt with in these Bylaws may become written Chapter Policy. These Policies shall be approved by a 2/3 majority vote of the Chapter.

### **SECTION 2.**

Written Policies shall have Title, Purpose, Statement of Policy, semester and date accepted and shall be attached to and subject to these By-Laws. Policies shall be effective until the Chapter votes otherwise. They may not be renumerated unless one is deleted.

### **SECTION 3. RULES OF ORDER.**

Rules of Order shall be attached to and subject to these By-Laws. These Rules of Order shall be approved and/or amended by a 2/3 majority vote of the active Chapter.

## **ARTICLE X. AMENDMENTS.**

### **SECTION 1.**

Amendments to these By-Laws, excluding Appendix A (Alpha Phi Omega Endowment Fund), may be approved at any regular meeting of the Chapter upon a 3/4 vote of the Chapter, provided the following conditions, in no particular order, have been met: (1) the amendment(s) has (have) received the consideration of the Executive Committee and (2) has (have) been submitted to the Chapter at least 14 days prior to the vote.

### **SECTION 2.**

All proposed amendments shall be submitted to the National Fraternity office for approval before becoming effective in the chapter

### **SECTION 3.**

Any spelling, punctuation, or usage errors in this document may be corrected without a vote and shall not change the meaning of these By-Laws.

### **SECTION 4. SUSPENSION.**

Parts of these policies may be suspended on a 3/4 vote of the active chapter.

## **POLICY I**

**Title:** Active Advisor Pledgeship and Retention of Membership

**Purpose:** To establish guidelines and procedures to assist the Head Pledge Trainer in formulating pledgeship for Active Advisors and retaining such members.

**Date:** Spring 1993

### **SECTION 1. ACTIVE ADVISOR PLEDGESHIP.**

- A. Active Advisor pledgeship shall be formulated by the Head Pledge Trainer in consultation with the Chairman of the Advisory Committee in accordance with this policy and these Bylaws.
- B. Active Advisor pledgeship shall not exceed ten weeks or three meetings for special advising purposes conducted by the Head Pledge Trainer and the Chairman of the Advisory Committee.
- C. The pledging individual should secure signatures of at least 1/2 of the Executive Committee including the President and at least 1/2 of the Advisory Committee including the Chairman.
- D. The pledging individual should attend at least one Advisory Committee meeting and one Executive Committee meeting.
- E. The pledging individual must be acquainted with the ideals, purposes and traditions of the Chapter and National Fraternity.
- F. The pledging individual must attend at least two Chapter functions outside of those laid down in other areas of pledgeship.
- G. The pledging individual must complete all pledge and initiation ceremonies of the Chapter.
- H. The pledging individual must be accepted by a majority vote of the Active members to become an active advisor.
- I. The pledging individual must fulfill all national and Chapter monetary obligations.

### **SECTION 2. ACTIVE ADVISOR MEMBERSHIP.**

- A. An active advisor is entitled to receive all handouts, mail outs and other publicity related to Chapter activities. They shall retain this right for so long as they are an approved active advisor.
- B. An individual shall remain an active advisor so long as they are voted in at the beginning of each semester by the Chapter membership. Active advisor membership shall be

terminated upon the resignation, suspension or removal of the individual from such capacity.

- C. Active advisor membership shall be retained in compliance with Article II, Section 6, Clause 2 of these Bylaws, this policy and other Chapter and Executive Committee actions.

## **POLICY II**

**Title:** Election Code

**Purpose:** To establish guidelines for Chapter elections

**Date:** Spring 1993

### **SECTION 1 BALLOTS**

- A. Ballots shall be prepared by the Sergeant-At-Arms.
- B. After the closing of nominations, the candidates shall be placed on the ballot in alphabetical order.

### **SECTION 2 SPEECHES**

- A. Write-in candidates shall speak first.
- B. The other candidates shall speak in the order their names appear on the ballot unless a candidate volunteers to go first.
- C. The recording secretary shall ensure that candidates speeches are limited to five minutes.
- D. Each Candidate shall leave the room while his opponent speaks.
- E. Questions to a candidate shall be limited to 2 minutes.
- F. Vote by secret ballot.

## **POLICY III**

**Title:** Undergraduate Pledgeship

**Purpose:** To lay out guidelines for undergraduate pledgeship

**Date:** Spring 1993

## **SECTION 1. UNDERGRADUATE PLEDGESHIP.**

- A. Undergraduate pledgship shall not exceed the period of 10 weeks.
- B. Pledge members should attend weekly pledge meetings for the purpose of becoming familiar with the ideals, purposes and traditions of the Chapter and National Fraternity.
- C. Pledge members shall fulfill a set number of hours determined at the beginning of the semester in the areas of the three cardinal principles: Leadership, Friendship and Service. The requirement for pledges shall not exceed those described in Article II section III, but shall instead be comparable to them.
- D. Pledge members must fulfill all pledge and initiation ceremonies of the Chapter.
- E. Pledge members must fulfill all national and Chapter monetary obligations.
- F. All requirements for undergraduate pledgship shall be drafted by the executive committee and voted in by the chapter so that they are not in conflict with state and local law, the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega, or the rules and regulations of the school at which the chapter is located; and that conforms with the philosophy and policy of Alpha Phi Omega as outlined in the National Pledging Standards.

## **POLICY IV**

**Title:** Chapter Program of Membership

**Purpose:** To lay out guidelines to assist the Vice President of Membership in planning a program of membership

**Date:** Spring 1993

## **SECTION 1. MEMBERSHIP CHAPTER PROGRAM**

- A. The Vice President of Membership shall be responsible for the creation and implementation of a retention strategy in the best interest of all members including pledging, active, associate, advisor and honorary members.
- B. The Vice President of Membership shall be responsible for overseeing all fellowship activities.
- C. The Vice President of Membership shall be responsible for intramural sports registration and coordination.

## **POLICY V**

**Title:** Membership Rights and Privileges

**Purpose:** The purpose of this policy shall be to define some of the Rights and Privileges of the members of the Beta Sigma Chapter of Alpha Phi Omega

**Date:** Spring 1993

### **SECTION 1. DEFINITIONS.**

- A. Privilege - A privilege is that which may be given to a member and consist of an honor, duty, possession or position. A privilege may be granted or taken away by those with proper authority.
- B. Right - A right is a privilege which cannot be taken away and must be provided upon request except in conflict with these Bylaws or has been overruled by a 3/4 majority vote of the Chapter.

### **SECTION 2. PLEDGE MEMBERS POSSESS.**

- A. A right to voice.
- B. A right to attend all Chapter functions that are open to the active body.
- C. A right to not be hazed.
- D. The right to participate on official intramural teams.
- E. The right to all information released to the Active Chapter and the Pledge class.
- F. The privilege of becoming an Active member (when all requirements are met and the pledge lives up to the ideals of Alpha Phi Omega).

### **SECTION 3. ACTIVE MEMBERS POSSESS.**

- A. A right to voice.
- B. A right to vote.
- C. A right to attend all Chapter functions that are open to the active body (may be subject to a fee).
- D. The privilege to give a signature.
- E. The right to participate on official intramural teams.
- F. The right to all information released to the Active Chapter.
- G. The right to be a candidate for office (if all other requirements are met).
- H. The privilege to be on a committee.

- I. The privilege of being a big brother if all requirements specified by the head pledge trainer are met.

#### **SECTION 4. ACTIVE ADVISOR MEMBERS POSSESS.**

- A. A right to voice.
- B. A right to attend all Chapter functions that are open to the active body (may be subject to a small fee).
- C. The right to all information released to the Active Chapter and Advisors.
- D. The right to run for Chairman of the Advisory Committee
- E. The privilege to advise a committee.
- F. The privilege to give a signature.
- G. The privilege to be a big brother to a pledging advisor.
- H. The right to participate in intramural sports as required by Texas Tech University

#### **SECTION 5. ALUMNI MEMBERS RIGHTS.**

- A. A right to voice.
- B. A privilege to attend all Chapter functions that are open to the active body (may be subject to a small fee). This privilege may be revoked at the discretion of the executive committee.
- C. The right to all information released to alumni.

### **POLICY VI**

**Title:** Alcohol Policy Requirement

**Purpose:** To define the chapter's non-association with alcohol

**Date:** Fall 1995

#### **SECTION 1. ALCOHOL POLICY**

- A. The Beta Sigma chapter of Alpha Phi Omega does not support nor condone the use of alcohol or illegal substances.
- B. No chapter funds may be used for the purpose of purchasing of alcohol or for support of a function with alcohol or illegal substances.
- C. The chapter will not host, sponsor, support, or organize any event in which alcohol will be served to the members.

- D. Chapter sponsored events may be held at businesses that serve alcohol as long as members do not consume alcohol.
- E. Alpha Phi Omega, the Beta Sigma chapter, does not accept responsibility for any event in which alcohol is being served to members.
- F. Members who consume alcohol and/or illegal substances prior to or during a chapter sponsored event are subject to suspension.

## **POLICY VII**

**Title:** Dues

**Purpose:** To establish guidelines for dues

### **SECTION I. ACTIVE DUES DATES.**

First Payment: 1st third of the semester. Second Payment: 2nd third of the semester. Third Payment: Elections.

### **SECTION 2. PLEDGE DUES DATES.**

First Payment: 3rd Pledge Meeting. Second Payment: 6th Pledge Meeting. Third Payment: 9th Pledge Meeting.

### **SECTION 3. SIG LIST REQUIREMENTS.**

The treasurer along with Head Pledge Trainer will determine the cut-off date for making the sig list. The treasurer will provide the Head Pledge Trainer with the names of those who are paid and have met their hour obligations by that date.

### **SECTION 4. REFUNDS.**

When a pledge de-pledges and has paid dues in part or in full, he/she will be issued a refund upon their request. The amount will be dependent upon which trimester the pledge depledged. They will receive all remaining trimesters they did not participate in. The following will not be given a refund: Induction fees, National fees, and pledge pin (if they don't return it). A check will be issued and given to the Head Pledge Trainer. The Pledge Trainer Committee will write the de-pledging individual a correspondence e-mail and give the de-pledging individual the refund check.

## **POLICY VIII**



**Title:** Judicial Response Committee

**Purpose:** The purpose of this policy shall be to set forth a procedure on how to deal with incidents with members who violate regulations of the bylaws

**Date:** Spring 2018

### **SECTION 1. MEMBERS.**

- A. The judicial response committee shall consists of 2 active members and 1 executive committee member as voted on by the executive committee.
- B. The President shall oversee the proceedings of the voting on members of the Judicial Response Committee and shall have no voice and no vote.
- C. The President shall oversee the proceedings of the Judicial Response Committee and shall have no voice and no vote.
- D. The Chair of Advisory shall have voice during the entire process, but no vote in all aspects of judicial response activities.
- E. All members of the Judicial Board and Review Panel, as well as the member, must sign a Confidentiality Agreement.

### **SECTION 2. VIOLATIONS.**

- A. Violations of any regulations of the Bylaws, Standing Policies and Procedures and/or organizational agreements of Alpha Phi Omega (including, but not limited to, Code of Conduct, Alcohol Policy, and Federal, State, and local laws, and University Policies and Procedures) shall be the occasion for penalties established by the Executive Committee and/or Judicial Board.
- B. For violations exceeding the legal authority of this committee, the executive board may vote to recommend the case to Student Government or higher authority, instead of creating the committee.

### **SECTION 3. PROCEDURE.**

- A. Members thought to be in violation of the aforementioned documents will be given written notice of their alleged violations. The Executive Committee will decide if the violation is severe enough to be presented to the Judicial Response Committee. A hearing will take place no sooner than 7 days after the written notice is delivered. At the request of the member, the Judicial Board can be held sooner if there is a valid reason and at the discretion of the President with the approval of the chapter advisor. If

the person is found to be in violation, a second written notice with sanctions will be delivered no later than 5 days after the initial hearing.

#### **SECTION 4. SANCTIONS.**

- A. Sanctions are at the discretion of the Judicial Response Committee and can include any or all of the following: Removal from position of leadership, loss of “good standing” status (e.g. voting rights, etc.), revoking membership or pledgeship, and any other actions deemed necessary and proper by the Judicial Response Committee. The sanctions will be disclosed to the entire executive committee and only to the executive committee and the individual(s) under review.
- B. Sanctions may not include public humiliation, recommendation of expulsion from Texas Tech University, monetary compensation, and any other decisions that are improper as deemed by the Judicial Response Committee or the executive committee.
- C. All cases overseen by the Judicial Response Committee shall present a Letter of Reprimand to the individual(s) under review and to the executive committee. The letter shall consist of a summary of the incident, the sanctions implemented, and any other further action(s) to be made by the individual(s), the judicial response committee, or the executive committee.

#### **SECTION 5. APPEAL PROCESS.**

- A. Members may appeal the imposition of a sanction as a result of a formal hearing by the Beta Sigma Chapter Judicial Response Committee. A member found in violation has the option to submit a written statement explaining reasons for appeal to the President within 5 days of receiving the final notice of sanctions. An appeal may be filed if there is new evidence related to the case or if due process was not initially granted. The President and the chapter advisor shall deem whether or not the appeal has merit; in the case that it does, they shall appoint a Review Panel to render a decision. The Review Panel shall follow section 1 of this policy, but cannot consist of any member of the original Judicial Response Committee or Executive Committee.

### **APPENDIX A**

#### **NAME**

The name of this account shall be Alpha Phi Omega Endowment Fund.

#### **PURPOSE**

The purpose of the income from this account shall be to provide funds for the present and in the future for service projects for the campus, community, and nation.

### **LOCATION**

All funds will be deposited with Texas Tech University Accounting Offices in accordance with their accounting procedures. This can only be changed if the University will no longer allow funds to be deposited and/or if the purpose of this account can be best served by depositing the money with another agency. These changes will require a vote as provided for in the Amendment section of this document.

### **OPERATION**

The principle and all funds added to the original principle of the Alpha Phi Omega Endowment Fund will remain untouched. All funds received from the Texas Tech Athletic Department and all other funds designated by a majority vote of the Chapter shall constitute Endowment Fund deposits. The Endowment Fund shall be managed by the President, Treasurer, and Chair of the Advisory Committee and/or a University employee designated by the Chair of the Advisory.

### **INTEREST**

Interest from the time deposit category of the Endowment Fund will be automatically deposited into the time deposit category of the Alpha Phi Omega Service Fund monthly. The amount of money deposited into the Service Fund will appear as a plus or minus entry on the Alpha Phi Omega Endowment Fund books. Money in the Service Fund accounts shall be used in a manner in keeping with the stated purpose of the Alpha Phi Omega Endowment Fund. Uses of the money in the Service Fund will be determined by approval of a 2/3 majority vote of the Chapter and dispersed by the Endowment Fund Committee. Only the interest from the Endowment Fund will be spent. In addition to the Alpha Phi Omega Service Fund account, other interest bearing accounts, for the purpose of providing scholarships may be established at Texas Tech University using a portion of the interest from the Endowment Fund. Establishment of a scholarship shall require a majority vote of the Chapter and the action of the Endowment Fund Committee. (Example is the current Disabled Student Fund account.)

### **DISSOLUTION**

In the event that the Beta Sigma Chapter of Alpha Phi Omega National Service Fraternity should go inactive and remain so for ten years or more, all funds in the Endowment Fund and Service Fund accounts shall be distributed by the National Office of Alpha Phi Omega National Service Fraternity to Texas Tech University and the surrounding area in keeping with the original intention of this account. The money shall go only to organizations tax exempt within the meaning of Section 501(c) (3) of the Internal Revenue Code. Consideration should be to help the local Boy Scout Council.

**AMENDMENT**

Amendment of this document shall be by an affirmative vote of 4/5 of the total Chapter membership. If there is any question who is a Chapter member, this will be determined by the Advisory Committee. Amendments, Article X of the Chapter By-Laws, will not apply to Alpha Phi Omega Endowment Fund.

**APPENDIX B****NAME**

The name of this account shall be Alpha Phi Omega Service Fund.

**PURPOSE**

The purpose of the money from this account shall be to provide funds for the present and in the future for service projects for the campus, community, and nation. It shall also be used, at the discretion of the Chapter, for other matters necessary to the furtherance of the Purpose and aims of the Chapter and the Fraternity.

**LOCATION**

All funds will be deposited with Texas Tech University Accounting Offices in accordance with their accounting procedures. This can only be changed if the University will no longer allow funds to be deposited and/or if the purpose of this account can be best served by depositing the money with another agency. These changes will require a vote as provided in the section of this Appendix, entitled Amendment, and not in accordance with the usual procedures for amending the Chapter Bylaws.

**OPERATION**

All funds received by the Chapter, except dues and fees, shall be deposited into the Service Fund. The Service Fund shall be managed by the President, Treasurer, and Chair of the Advisory Committee and/or a University employee designated by the Chair of the Advisory. The chapter may remove money out of the Service Fund by a 2/3 majority vote at the chapter meetings in accordance with the bylaws. The motion must be read for two (2) meetings in order to pass.

**DISSOLUTION**

In the event that the Beta Sigma Chapter of Alpha Phi Omega National Service Fraternity should go inactive and remain so for ten years or more, all funds in the Service Fund account shall be distributed by the National Office of Alpha Phi Omega National Service Fraternity to Texas Tech University and the surrounding area in keeping with the original intention of this account.

The money shall go only to organizations tax exempt within the meaning of Section 501(c) (3) of the Internal Revenue Code. Consideration should be to help the local Boy Scout Council.

#### **AMENDMENT**

Amendment of this document shall be by an affirmative vote of 4/5 of the total Chapter membership. If there is any question who is a Chapter member, this will be determined by the Advisory Committee. Amendments, Article X of the Chapter By-Laws, will not apply to Alpha Phi Omega Service Fund.