

# By-laws of Delta Beta Chapter

## Alpha Phi Omega

### ARTICLE I (Membership)

Section 1. There shall be seven classifications of membership: Pledge, Active, Associate, Honorary, Inactive, Alumni and Advisory. Membership status shall be determined by the previous semester until the dues deadline as stated in Article I, Section 3.

Section 2. A pledge shall be any person enrolled at the University of Oklahoma at Norman who is accepted to such status by the chapter. Requirements for pledging are specified in Article X. Pledges shall not have voting privileges and may not hold any chapter officer position.

Section 3. Requirements for active membership shall be: completion of 35 service hours per semester (25 of which must be completed at chapter sponsored activities), payment of all dues and assessments by a time specified by the treasurer. Members who do not meet these above requirements shall be allowed to petition for associate membership as set forth in Article I, Section 5. There will be no refund of dues.

An active member must also attend at least half of regularly scheduled chapter meetings, two chapter sponsored fellowships per semester, and attend the primary Pinning and Initiatory Rituals. Any member who cannot fulfill the above requirements due to extenuating circumstances must submit a petition as set forth in Article I, Section 13.

Section 4. Active members are reserved the exclusive rights to: motion, second, and vote on chapter business, and run for and (if elected) hold an elected chapter office.

Section 5. Requirements for associate membership shall be: previous active membership, written notification to the Vice President of Membership of desired status as associate member, payment of three-quarters of dues, completion of a minimum of 25% of service hours required for active members, and settlement of all past debts.

This provision holds provided the person has not passed the semester limit stated in Article V, Section 2 of the By-laws. Associate members shall not have voting privileges or hold an elected position. Once an associate member fulfills the requirements stated in Article I, Section 3, s/he will be reinstated as an active member.

Section 6. Honorary membership shall be conferred by a 75% affirmative vote of a quorum at a regularly scheduled chapter meeting, upon such persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega, Delta Beta chapter. Persons so honored will have all the privileges of membership except those of voting or holding an elected position. Such membership may not be conferred upon undergraduate students.

Section 7. Inactive membership shall be conferred upon any member who fails to meet the requirements of active or associate membership. Once an inactive member fulfills the requirements stated in Article I, Section 3 they will be reinstated as an active member. This provision only holds provided the person has not passed the semester limit stated in Article I, Section 14 of the by-laws. Inactive members shall have the rights and privileges of membership, except those of voting or holding an elected position.

Section 8. Alumni membership shall be conferred upon all who have held membership in the Delta Beta chapter and subsequently left the chapter due to graduation or cessation of undergraduate enrollment. Alumni members who return to the university as undergraduate students, without receiving a prior degree, shall take up either active or associate membership status. All graduate students, who were active members in any chapter as undergraduates, shall be allowed to remain active if they so desire. The chapter may not render an active member graduate student inactive. If s/he fails to meet active requirements, s/he shall become an alumni member. Alumni members shall have the rights and privileges of membership, except those of voting or holding an elected position.

Section 9. Advisory membership shall be conferred upon persons approved by a simple majority of the chapter during a regularly scheduled chapter meeting to serve on the Advisory committee. Advisory members shall have the rights and privileges of membership except those of voting or holding an elected position. Such membership may not be conferred upon undergraduate students.

Section 10. All changes in membership status shall be sent to the National Office in accordance with National By-Laws.

Section 11. A part of membership in Alpha Phi Omega is representing the fraternity by wearing something symbolizing Alpha Phi Omega to meetings and projects.

Section 12. Rights of Active, Associate, Honorary, Inactive, Alumni and Advisory members shall include: wearing or displaying letters of the fraternity on clothing and other such articles, being present at closed chapter meetings and attending Pinning and Initiatory Rituals.

Section 13. In the face of extenuating circumstances, a member must submit a written petition to the Executive Committee within a reasonable time prior to or following the event. The Executive Committee shall meet and read the written petition within one week of submission and notify the petitioner within one day of decision. A petition shall be passed by an affirmative vote of the majority of an executive special quorum.

Section 14. A person who stays inactive for more than one semester shall be removed from the chapter rolls. A person removed from the chapter rolls who is reinstated to active membership as stated in Article I, Section 6 shall be placed on the chapter rolls.

## Article II (Officers)

Section 1. The elected officers for this chapter shall be: President, Vice-President of Service, Vice-President of Membership, Fellowship Chair, Treasurer, Secretary, Communication Chair and Pledge Master. They will be ranked in the order listed above. These officers, along with the Advisory Committee Chair will form the Executive Committee.

Section 2. The appointed officers for this chapter shall be: Historian, Alumni Liaison, Sergeant-at-Arms, Flag Chair, Rush Chair and any other officers deemed necessary by the chapter.

## Article III (Duties of Officers)

Section 1. The President shall be responsible for the planning of programs, and advisor relations. S/he shall; chair all chapter and executive meetings, exercise the authority of the chapter in the absence of the Chapter and Executive Committee, and report all changes in membership status to the National Office. In the event that there is not a Sergeant-at-arms, the President will assume his/her duties. The president shall be responsible for the appointment of Sergeant-at-Arms.

Section 2. The Vice-President of Service shall be responsible for the planning, initiation and completion of all service projects of the chapter. S/he shall perform all presidential duties in the absence of the President. S/he shall be responsible for recording service hours of the members and the chapter. The Vice-President of Service shall be responsible for the appointment of Flag chair.

Section 3. The Vice-President of Membership shall be responsible for overseeing membership education, fellowship and retention programs. S/he shall perform all presidential duties in the absence of the Vice-President of Service and the President. S/he shall be responsible for recording current membership roles and status. The Vice-President of Membership shall be responsible for the appointment of Alumni Liaison.

Section 4. The Fellowship Chair shall be responsible for fellowship activities. S/he shall perform all presidential duties in the absence of the Vice-President of Membership, Vice-President of Service and the President.

Section 5. The Treasurer shall keep all financial records of the Chapter, including member accounts and accounts payable. S/he shall be responsible for the receiving and disbursement of all moneys, dues and/or

finances imposed by the chapter. S/he shall, with the consultation of the Vice-Presidents, prepare a statement each semester of receipts and expenditures of the Chapter which shall be submitted to the Executive Committee of the chapter. S/he shall, with the assistance of the President, prepare requests for UOSA appropriations. S/he shall report the balance of accounts at every regularly scheduled chapter meeting.

Section 6. The Secretary shall keep an accurate written record of all chapter and executive meetings and work in collaboration with the Communications Chair to keep a permanent file of all minutes and correspondences. S/he must provide a replacement to take minutes at chapter and executive meetings if s/he is unable to attend. S/he shall report at every regularly scheduled chapter meeting any new business conducted from the previous meeting. The Secretary shall also be responsible for the appointment of chapter Historian.

Section 7. The Communication Chair shall be responsible for all newsletters, news reports, websites, listserves, other publicity and chapter publications. It shall be his/her duty to send information to the Sectional Chair, Regional Director and to the National Office for publication purposes.

Section 8. The Pledge Master shall be responsible for the planning, initiation and completion of all pledge recruitment, education, and pledging activities. S/he shall appoint a rush chair immediately following chapter elections.

Section 9. The Advisory Committee Chair is an officer chosen by a vote of the chapter. S/he shall serve as an advisor and counselor when needed to the chapter, its membership and officers. S/he shall serve on the Executive Committee as a non voting member.

Section 10. The Past-President shall be a member of the Executive Committee and serve as an advisor to the President for the semester following cessation of office. It shall be a duty of the Past-President to make the transition of officers a smooth and successful one. The Past-President shall have no voting privileges within the Executive Committee.

Section 11. The Historian shall write a detailed and accurate history of the chapter covering the period of his/her office. S/he shall maintain a scrapbook containing photographs and newspaper clippings pertaining to the activities of the chapter during his/her term in office.

Section 12. The Alumni Liaison shall be responsible for maintaining chapter relations with alumni and the planning, initiation and completion of at least one alumni function per semester.

Section 13. The Sergeant-at-Arms shall be responsible for planning all Pinning and Initiatory Rituals in cooperation with the Pledge Master. S/he shall maintain all office and chapter property. S/he shall be responsible for enforcing Chapter and National Constitution, By-laws and Parliamentary Procedure.

Section 14. The Flag Chair shall be responsible for care, practices, supervision and planning of all flag activities. S/he shall be appointed in the spring by the Vice-President of Service and shall serve a term of, but not limited to, one year.

Section 15. The Rush Chair shall be responsible for the planning, initiation and completion of all rush activities.

Section 16. Any officer absent from a regularly scheduled chapter or executive meeting shall provide his/her officer or committee report to the President before the meeting.

Section 17. Officers should encourage members to wear something symbolizing Alpha Phi Omega to all meetings and projects.

## Article IV (Meetings)

Section 1. All proceedings shall be according to Robert's Rules of Order, except where superseded by the By-laws.

Section 2. Semi-annual election meetings of this chapter shall be on or near the first week of December and the last week of April.

Section 3. A special Executive Committee meeting shall be held before the last meeting of the semester to decide on recipients of chapter awards except the Distinguished Service Key.

Section 4. Voting for the Distinguished Service Key shall be done at a scheduled closed chapter meeting.

Section 5. A special meeting of the chapter or the Executive Committee may be called at any time by the President for just cause.

Section 6. A quorum of a regular chapter meeting shall be at least 50% of the active membership of the chapter. When a quorum is called, and if there is not one present, no business may be conducted.

## Article V (Suspension)

Section 1. Chapter officers and committee chairs may be impeached for misconduct or malfeasance in office.

Section 2. The procedure of impeachment and subsequent removal from office shall be as follows. Charges must be submitted in writing to the members of the chapter Executive Committee at least one week before coming to vote on the chapter floor. They must be accepted by a 25% vote of quorum of the Executive Committee before they may come before the floor. Upon being accepted by the Executive Committee, they are read under special orders at the next meeting. One week after the charges are read the proceedings shall be held. The accused shall be told of the specific charges. The chapter President shall preside over the proceedings unless the charges are levied against him/her, then the Vice-President of Service shall preside over the proceedings. The chapter assembly shall hear the charges and decide the outcome. It may remove from office the impeached officer at a regularly scheduled meeting with a vote of 75% of the quorum, for removal from office.

Section 3. The vote shall be by secret ballot. All records of suspension shall be sent, by the President, to the National Office within ten days of enactment.

Section 4. The President may, with the approval of a majority of the Executive Committee, vote at a regularly scheduled meeting, to dissolve any committee s/he or members of the Executive Committee have appointed.

## Article VI (Nominations, elections and appointments)

Section 1. Nominations for elected offices shall be opened at least one week prior to elections at a regularly scheduled chapter meeting.

Section 2. Nominations from the floor shall come prior to the vote of that office. Only one speech per candidate is acceptable. These speeches shall be limited to a maximum of three minutes. After all candidates for each office have given speeches the floor may be opened for general questions limited to five minutes.

Section 3. Elections shall be held separately and in the following order: President, Vice-President of Service, Vice-President of Membership, Fellowship Chair, Treasurer, Secretary, Communications Chair and Pledge Master. Results of the preceding office election must be announced before voting upon the next office.

Section 4. All elections shall be by secret ballot and voting by proxy and absentee ballot shall not be permitted. The candidates may vote. A candidate must receive a simple majority in order to be elected. In the event that a simple majority is not present, the two candidates receiving the two highest numbers of votes shall participate in a runoff.

Section 5. Elections for the President shall be held in the spring to serve for the entire year. No President may be in office for more than one term. All other officers shall be elected or appointed each semester.

Section 6. Each candidate for the office of President is reminded that s/he will be considered responsible for ensuring a smooth transition and continuity of the office of President once his/her term expires.

Section 7. If at any time the President is unable to finish his/her term, it shall be the duty of the Vice-President of Service to move into that position until the chapter chooses a new President as outlined in Article VIII, Section 6.

Section 8. The President shall have the power to appoint any special committees and committee chairs for those committees as deemed necessary during his/her term of office. All such appointments must be approved by the Executive Committee.

Section 9. No person shall hold the office of President unless s/he was an active member the semester prior to taking office. No person shall run for or hold any elected or appointed office unless s/he is an active member, or was initiated in good standing the semester prior to taking office.

Section 10. All officers shall assume duties upon installation. The installation shall be conducted an advisor and will include the President's Challenge Speech before leaving office and the presentation of the gavel to the new President.

Section 11. An elected executive officer may recommend him/herself for removal in the form of a resignation, or a member may recommend that an elected executive officer be removed from office. All such recommendations must be made to the Executive Committee at a regularly scheduled executive meeting.

In order for a recommendation for removal to be brought to a vote by the chapter, it must first be approved by a simple majority of the Executive Committee at a regularly scheduled Executive Committee meeting. The chapter may vote to replace an officer at a regularly scheduled chapter meeting by a 75% affirmative vote of a special quorum of at least 2/3 of the active membership. The nomination/election process for the replacement will be the responsibility of the Executive Committee including the officer to be replaced.

Section 12. Two voting delegates shall be elected by the chapter for the National Convention every two years.

## Article VII (Pledging)

Section 1. The intent of Article VII shall be to present minimum pledging requirements which must be fulfilled by each pledge class.

Section 2. Service hour requirements for pledges shall be a total of 25 hours in their pledging semester. At least 15 of those must be with chapter-sanctioned service projects and/or the pledge class project.

Section 3. All pledges must pass a series of pledge tests to be given at regularly scheduled pledge meetings with the exception of the initial and final two pledge meetings. These tests shall be designed to test the knowledge of the pledge concerning Delta Beta history and material in the pledge manual. Each pledge must receive a score of 80% on each test with the option of retaking each test once. An unexcused absence shall result in a score of 0% for that week's test.

Section 4. Each pledge must conduct interviews with the number of pledges, members and advisors set forth by the Pledge Master and obtain signatures from each at the time of interview.

Section 5. Each pledge class shall carry out at least one service project on its own initiative. Every member of the pledge class must attend at least one pledge class service project.

Section 6. Each pledge class shall carry out at least one fellowship event on its own initiative. Every member of the pledge class must attend at least one pledge class and one member fellowship event.

Section 7. Each pledge shall be asked by the Pledge Master to wear his/her pledge pin at all reasonable times.

Section 8. Each pledge must spend at least five hours in the Delta Beta office excluding time spent in the office while fulfilling other pledge requirements.

Section 9. Each pledge shall be required to attend the Pinning and Initiatory Rituals.

Section 10. All requirements shall be presented by the Pledge Master at the regularly scheduled meeting prior to the primary Pinning Ritual and shall be set with an approval of a simple majority of those active members present.

Section 11. There shall be a Big Sib-Little Sib ceremony within a reasonable time following the pledge Pinning Ritual. At that time the pledges shall be introduced to their Big Sibs.

Section 12. At the regularly scheduled meeting before Initiation, the chapter shall decide which pledges to admit into active membership by a vote of a simple majority of the active membership present. Any pledge who fails to meet the requirements as stated by the Pledge Master in accordance with Article VII, Section 10 shall be required to submit a petition to the chapter explaining his/her inability to do so.

## Article VIII (Distinguished Service Key Award)

Section 1. The Distinguished Service Key Committee shall consist of all elected Executive Committee members and currently active Delta Beta Distinguished Service Key recipients.

Section 2. The guidelines for the Distinguished Service Key nominations and voting shall be such that candidates should:

- Exemplify leadership to an exceptional degree.
- Exemplify friendship to an exceptional degree.
- Exemplify service to an exceptional degree.
- Have made or be making a positive and lasting impact on the chapter.
- Have shown consistency in his/her APO career.

Section 3. In order for a member to be awarded with the Distinguished Service Key she/he must be nominated, then be affirmed by the Distinguished Service Key committee and finally be affirmed by the chapter as outlined in Article IX, Sections 4-6.

Section 4. Any member or pledge wishing to nominate someone for the Distinguished Service Key award shall submit a written letter to the Distinguished Service Key committee recommended guidelines stated in Article IX, Section 2.

Section 5. All Distinguished Service Key candidates must be affirmed by a 75% vote of the Distinguished Service Key committee in order to be brought to the chapter for a vote.

Section 6. All Distinguished Service Key candidates approved by the Distinguished Service Key committee must be approved by a 90% vote of active members present at the scheduled chapter meeting as outlined in Article VII, Section 4.

## Article IX (Executive Committee)

Section 1. The Executive Committee shall consist of all elected and appointed officers, committee chairs, the Chair of the Advisory Committee and the Past-President. The Advisory Committee Chair, committee chairs, appointed officers and the Past-President shall have all privileges of the committee except voting.

Section 2. The Executive Committee has the complete power to admit or remove members from its proceedings. The President shall serve as Chair of the committee. The other faculty and scouting advisors may be invited to the meetings of the Executive Committee and be given the opportunity to participate in the discussions, but shall not have voting privileges. If necessary, the President may call for a closed executive meeting consisting of only elected officers and if desired advisors.

Section 3. The Executive Committee shall meet at least monthly during the school year. Special meetings may be held subject to the call of the President or written request of a majority of the membership of the Executive Committee.

## Article X (Duties of the Executive Committee)

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

Section 2. The Executive Committee is responsible for carrying out the resolutions, policies and activities voted by the chapter, through the regular channels as indicated in the duties of the officer and committees of the chapter.

Section 3. The Executive Committee shall advise, with the President, in the coordination of all chapter functions.

Section 4. The Executive Committee shall have the power to analyze the past projects of the chapter, weigh their value and determine the advisability of their continuance.

Section 5. The Executive Committee shall analyze any particular problems of the chapter pertaining to program of administration and plan for their solutions.

Section 6. Any action involving the chapter may be decided upon by the Executive Committee. Actions involving the whole of the chapter may be overridden by a majority vote of the chapter. The reading of minutes will suffice for acceptance by the chapter of the actions of the committee. As the Secretary or presiding officer of the chapter reads the minutes, if s/he passes a part that involves the whole of the chapter s/he must pause and ask if there is any opposition, if there is none, the new ruling or action of the committee is considered to be passed by unanimous consent provided a quorum is present.

Section 7. Actions decided on by the Executive Committee not involving the whole of the chapter may be reviewed by the Advisory committee. If 5% or more members appeal to the Advisory committee, then they have the power to decide if the actions of the Executive Committee were fair and reasonable. This, however, does not void the action.

## Article XI (Dues and fees)

Section 1. Pledge dues shall consist of the National Pledge Fee, National Initiation Fee. All fees are due at the time of the respective ceremony. All other dues are due at the time stipulated by the Treasurer.

Section 2. Membership dues for each semester, shall be set at the second regularly scheduled meeting of the beginning of each semester. Active dues must be greater than National dues and are used for National dues and general operating expenses. Dues are due as stipulated by the Treasurer. For every week dues are delinquent, a one dollar fee will be added to the active membership dues. If payment arrangements are made with the Treasurer, no late fees will be charged from that point on.

Section 3. The chapter shall pay as much of the expenses of the two voting delegates from this chapter to the bi-annual National Convention as is decided by the executive committee.

Section 4. Pledge dues shall be refunded upon request to any person who is depledged at the discretion of the Executive Committee.

## Article XII (Amendments)

Section 1. Amendments to the chapter by-laws shall be done according to the following procedures: the amendment must be submitted to the Executive Committee at least one week before coming to the chapter floor. The amendment will be read at a regularly scheduled chapter meeting. At the chapter meeting following the reading, the proposed amendment shall come to a vote.

Section 2. In order to vote on an amendment to the chapter by-laws, there shall be a special quorum of two-thirds of the active members of the chapter. If no quorum is present, the vote shall be taken at the first meeting there is a quorum present which meets the special quorum specification.

Section 3. In order for an amendment to the chapter by-laws to be passed, there must be an affirmative vote of 75% of the special quorum.

Section 4. All amendments become effective immediately unless otherwise stated in the amendment.

Revised: 02/01/96 by Hans Seidenstucker and his devoted committee.

Revised: 08/22/03 by Phillip Bowman and his devoted committee.

Revised: 03/05/08 and 04/02/08 by Daniel Freno and his devoted committee.