



## **Article I - Name and Local Information**

1. The name of this organization is to be the Omega Mu chapter of Alpha Phi Omega
2. The official mascot of the Omega Mu chapter is the Moose.

## **Article II - Membership**

### **Section I - Open Membership**

1. Membership in Alpha Phi Omega shall be open to all students in accordance with the organizational and human rights policies of Clarion University, irrespective of the course of study, or other fraternal organizations.

## **Section II - Pledge Membership**

1. A pledge Member is an enrolled student member in good-standing, who seeks active membership and who has been installed by the chapter as a pledge member in accordance with the National Bylaws of Alpha Phi Omega
2. A pledging period shall be guided by the most current edition of the Alpha Phi Omega National Pledging Standards, as administered by the Vice President of Membership, Pledge Master, and Membership Committee

## **Section III - Active Membership**

1. An active member is an enrolled student member in good-standing with the university, who has successfully completed the pledge membership education program
2. An active member must be in good standing with the fraternity and pay applicable dues every semester as set by the Executive Board and Financial Committee
3. Active members of this chapter will be required to participate in chapter approved service projects for a set number of hours as prescribed each semester by the Vice President of Service with input from the Service Committee, and approved by the brotherhood. After each semester these set number of activities are subject to change upon the discretion of the Vice President of Service and the service committee and the approval of the brotherhood.

4. Active members of this chapter shall be required to attend or be excused from all mandatory functions. The mandatory functions of this chapter are Initiations, Induction, Big Little Night, CPPC (CAPS), The National Service Day Project, and any event voted upon by the chapter at weekly chapter meetings or committed to by an individual.
5. Active members of this chapter shall be required to attend or be excused from seventy-five (75) percent of chapter meetings.
6. It is required that each active member be a member of at least one committee of his/her choice. A brother may be a member of an unlimited number of committees
7. All active members of this chapter will be required to participate in at least half of all the fundraising events. In the event that we have an uneven amount of fundraisers, the active member shall be required to do half plus one of the fundraisers. In fundraisers involving individual sales, required participation will be set by the treasurer.
8. Qualifications for active membership will include payments of all debts from the previous semesters (i.e. on top of the dues at the beginning of the semester the brother will pay all outstanding fines or fees from the previous semesters that must be paid to remain an active brother).

#### **Section IV – Associate Membership**

1. Associate membership may be conferred upon an active member who finds it necessary

to cease full involvement in chapter affairs.

2. A brother must petition the chapter for Associate Membership , giving a valid reason, every semester the brother desires to receive this status.
3. Associate member status shall be granted/not granted by the Executive Board after review of the petition to the chapter.
4. An Associate Member will be required to complete a set number of service hours as prescribed by the Vice President of Service with input from the Service Committee.
5. Associate Members of this chapter shall be required to attend or be excused from fifty percent (50%) of chapter meetings and all mandatory functions. Vote shall be determined by simple majority by vote of Executive Board members or the Brotherhood. The body that is to vote on excuses for members of associate status will be individually determined by the President as per the circumstance of the excuse.
6. Associate Members may vote, but will not be counted in determining Quorum.
7. An Associate Member will be required to attend a set number of fundraiser events and sales as prescribed by the treasurer.
8. To reactivate an Associate Member during the same semester, that member must declare him/herself active in a formal letter to the Brotherhood, and reaffirm their commitment

by retaking the fraternity oath in front of the Executive Board. By retaking this oath, the member affirms their responsibilities and will adhere to the requirements of an active brother.

### **Section V – Probationary Membership**

1. A brother may be placed on Probation for participating in conduct un-becoming of a brother of Alpha Phi Omega.
2. Upon a three fourths (3/4) super majority vote by the Executive board, the Executive board members may then petition the chapter to place a brother on probation, requiring a super majority vote by the chapter to pass.
3. While on Probation a brother must comply with the following or be placed on inactive membership status.
  - a. The brother may not wear the letters of Alpha Phi Omega.
  - b. The brother cannot attend Induction, Initiation, or any other Alpha Phi Omega event if the Executive Board sees fit.
  - c. The brother must attend all chapter meetings unless excused.
  - d. The brother loses all rights concerning voting.

4. Once on probation the brother must complete all of the following requirements before they are able to petition to return to active membership
  - a. The brother must complete extra service hours. The VP of Service with input from the service committee shall decide how many extra hours shall be required based on the offense.
    - i. In the event that a position is compromised by the offense and a fair decision cannot be made by this officer, the president shall decide as an unbiased party.
  - b. The brother must pay a fine. The Treasurer and financial committee shall decide how much to charge based on the offense.
    - i. In the event that a position is compromised by the offense and a fair decision cannot be made by this officer, the president shall decide as an unbiased party.
  - c. The brother must write formal letters of apology to all parties affected by the un-brotherly conduct.
5. To become an active brother after all requirements are met the brother must receive  $\frac{3}{4}$  (75%) super majority approval by the brother hood.

## **Section VI – Inactive membership**

1. Active or Associate member(s) who fail to maintain membership either by non-payment of dues or other non-compliance with requirements for membership, shall be declared an Inactive Member.
2. Inactive Members have no rights or privileges within the chapter.
3. Inactive Members may regain Active or Associate Member status by payment of applicable dues for the current term and fulfillment of any outstanding financial or material obligations to the fraternity and chapter.
4. If Inactive for reasons other than dues a member may be reinstated after a petition is presented to the brotherhood and then must receive a super-majority (75%) of votes by secret ballot.

## **Section VII – Alumni Membership**

1. Any Active or Associate Member shall become an Alumni Member upon completion of an undergraduate degree or removal of affiliate from Clarion University of Pennsylvania.
2. Alumni members shall be granted non-voting rights of and privileges of Active Membership in accordance with chapter policy.

## **Section VIII – Advisory Membership**

1. Advisory Membership recipients have all non-voting rights and privileges of Active Membership.
2. Advisory membership shall only be granted by two-thirds (2/3) affirmative vote from the Active members present and voting at a regular chapter meeting.
3. Advisory Membership shall be in accordance with the National Bylaws.

#### **Section IX – Honorary Membership**

1. Honorary Membership shall be granted to individuals having given great support or service to the principals of Leadership, Friendship, and Service.
2. Selection of Honorary Members shall be granted only by a two-thirds affirmative vote of active members present and voting at a regular meeting.

#### **Section X – Visiting Brothers**

1. All Brothers of the National Fraternity who are ~~not~~ local residents and are not otherwise affiliated with this chapter of Clarion University of Pennsylvania shall be accorded all rights and privileges of a non-voting Active member.

#### **Section XI – Transfer of Membership**

1. Any Enrolled student who is a registered member of another chapter of Alpha Phi



Omega, in good standing with the fraternity who is otherwise qualified for Active Membership in this chapter may be accepted for Active Membership in accordance with the National Bylaws.

2. Membership may be conferred by a majority vote of the Active members present and voting at a regular chapter meeting.
3. Membership shall be contingent upon successful completion of an orientation period as defined by chapter policy, not to exceed activation requirements for membership, as defined in the chapter Pledge of Membership Education program.

### **Article III – Officers and Delegates**

#### **Section I – Elected Officers**

1. The Elected officers of this chapter shall be: President, Vice President of Service, Vice President of Membership, Vice President of Fellowship, Treasurer, Secretary, Historian, and Chaplain.

#### **Section II – Appointed Officers**

1. The Appointed officers of this chapter shall be: Sergeant at Arms, the Inter-chapter Ambassador, Web Master, and the Pledge Master.

#### **Section III – Term of Office**

1. The standard term of office shall be approximately one School Year, from the installation of the officers until the new succeeding officers are voted upon and installed
2. Elected officers may succeed themselves only once in the same position, but may hold more than one office in succession.
3. Appointed officers are to be chosen at the beginning of each semester by the Elected Officer in charge of appointing them.

#### **Section IV – Qualifications**

1. An elected officer must be an Active Member in good standing for one full fall or spring semester immediately prior to beginning of term of office, at the time of election to office.
2. While in office all officers must maintain a minimum GPA of 2.5 every semester.

#### **Section V – Vacancies in Office**

1. In case of removal or resignation of any chapter elected officer, or the failure of an officer to remain otherwise qualified for office, the chapter shall elect a replacement to complete the term of office.
2. Election and subsequent installation shall take place at the first regular chapter

meeting following the announcement of the vacancy at a regular chapter meeting.

3. Executive Committee membership is appointed by the Chapter President for members to carry out the duties and responsibilities of the office as needed prior to the election and installation of a replacement.

#### **Section VI – Installation of Officers**

1. Officers shall be installed as near as practical to the beginning of their term of office, no later than the last week of the spring semester.
2. The installation ceremony shall be conducted as prescribed by the official ceremony handbook of the National Fraternity.

#### **Section VII – Chapter Delegates**

1. The chapter may elect voting delegates to represent the chapter at National Conventions and other representative bodies of this Fraternity as entitled by National Bylaws (Active Brothers or Chapter Advisors).
2. Elections shall be held in accordance with chapter policy.

### **Article IV – Elections**

#### **Section I – Nominations**

1. The floor shall be opened to receive nominations 4 weeks before the end of the spring semester. These nominations will be tabled for one week before the day of the election.
2. Every nomination shall require an acceptance by the nominee.
3. The person making the nomination shall be required to defend the nomination during discussion.
4. The nomination for each elected position will be required to give a speech less than three minutes long after the close of nominations and before elections.
5. Following the speech a time will be allotted for the brothers to ask questions of the nominee.
6. In the event of voting for delegates, the voting shall follow this procedure in all aspects except for the requirement of holding the vote four weeks before the end of spring semester.

## **Section II – Order of Elections**

1. The election of officers shall proceed in the order in which the offices are listed in Article IV of these chapter bylaws.
2. Appointed positions will be assigned as indicated by the officer that is in charge of

that specific appointed position. (refer to Article V)

### **Section III – Secret Ballot**

1. All elections for which more than one person has accepted the nomination shall be conducted by secret ballot.

### **Section IV – Election Procedure**

1. The President shall serve as chairperson for any and all chapter elections and will be responsible for the integrity of the elections.
2. The Electoral Chair and Sergeant at Arms shall count the ballots and announce the name of the winning candidate. In the absence of the Sergeant at Arms, the Chaplin shall assist in the counting of ballots.
3. The number of votes received by each candidate shall be made available on request, but shall not be publicly announced.
4. A simple majority is needed to win any electoral position provided procedure is followed and requirements are met.
  - a. In the event that a majority is not met the candidate with the least number of votes is dropped and the process is repeated.

**Section V – Electoral Chair**

1. An Electoral Chair shall be appointed by the president for each election and approved by a two-thirds (2/3) vote of the brotherhood.
2. The Electoral Chair shall serve during, regulate, and run the election process.
3. The Electoral Chair shall tally all official votes of the chapter for election(s).

**Section VI – Time and Place**

1. The time and place of general elections shall be set and announced by the Executive Board at least two weeks in advance.

**Section VII - Requirements**

1. To be elected to the position of President or any Vice Presidential position, a brother must have been active for one semester.
2. Must meet all requirements of Active Membership by the time of elections.
3. To be eligible for an elected position, the candidate must have a previous semester grade point average of at least 2.5.
4. To be elected to the position of President, the brother must have served on the Executive Board for at least one semester.

5. Eligibility requirements concerning time may be waived for a brother providing a two-thirds (2/3) majority vote of all brothers present and voting at the meeting.

## **Article V – Duties of Officers**

### **Section I – President**

1. The President shall preside over all official chapter functions.
2. The President shall preside over all meetings of the Executive Board.
3. The President shall have the authority to call the Executive Board into Closed Session.
4. The President shall only vote in the event of a tie, in general or special elections, on the activation of pledge members, on decisions of the Executive Board, and on the approval of Advisors, and only by secret ballot of the assembly.
5. The President shall have the official responsibility of representing the chapter.
6. The President shall preside over all members of the Executive Board to ensure their duties are being fulfilled.
7. The President shall hold all meetings with the Advisory Committee.
8. The President shall attend all Round Table Sessions.

9. The President shall make sure all paperwork is started and sent in a timely fashion.
10. The President shall appoint the Sergeant at Arms, webmaster, and the Inter-chapter Ambassador.

## **Section II – Vice President of Service**

1. The VP of Service shall serve as a chair to the service committee.
2. The VP of Service shall maintain accurate and timely records of service hours.
3. The VP of Service shall act for the President in case of temporary absence of the latter, and will succeed the president in the event of resignation or impeachment, until a special election has been held to fill the vacancy, or in the event that the President cannot fulfill his/her duties.
4. The VP of Service has the final approval of service hour recommendations before taking the proposal to the chapter.
5. The VP of Service shall turn in all National Service Week and Spring Youth Service Day paperwork on time and ensure all service grants are started and applied for in a timely manner.

## **Section III – Vice President of Membership**



1. The VP of Membership shall serve as a chair to the membership committee.
2. The VP of Membership shall be responsible for keeping accurate and up-to-date records of all members ensuring the proper and timely registration of members of this chapter to the National Office.
3. The VP of Membership shall post any and all requirements of Brothers and pledges before the pledge process begins as approved by two-thirds (2/3) majority of the chapter.
4. The VP of Membership shall have a working knowledge of National and Chapter History, National Pledges Standards, Chapter Pledge Program Standards, and Article III of the chapters' bylaws.
5. The VP of Membership performs all presidential functions in the absence of the President and VP of Service.
6. The VP of Membership shall appoint the Pledge Master for the current term of office to be approved by two-thirds (2/3) majority of the chapter.
7. The VP of Membership is required to make sure all pledge matters are dealt with appropriately.
8. The VP of Membership will have final discretion of which Brothers are eligible for

selecting a Little with two-thirds (2/3) majority vote of the Executive Board.

#### **Section IV – Vice President of Fellowship**

1. The VP of Fellowship shall serve as chair of the Fellowship Committee.
2. The VP of Fellowship performs all presidential functions in the absence of the President, VP of Service, and VP of Membership.
3. The VP of Fellowship shall arrange and plan all Fellowship events with the help of the fellowship committee and propose them to the chapter for approval.
4. The VP of Fellowship shall turn in all paperwork in a timely fashion.

#### **Section V – Treasurer**

1. The Treasurer shall be responsible for all chapter financial transactions, receiving and distributing the funds of the chapter in a prudent manner, as authorized by these bylaws and the Executive Board. These funds shall include any and all monies collected by the chapter on behalf of third-party organizations through the auspices of the chapter's service program.
2. The Treasurer shall serve as the chair of the Fundraising Committee.

3. The Treasurer shall collect and transmit to the National Office all dues and fees as prescribed by the fraternity.
4. With help from the Executive Board the Treasurer shall develop the chapter budget for approval by the general chapter membership, and strive to ensure that the budget is followed.
5. The Treasurer shall coordinate, plan and execute all fundraising activities of the chapter.
6. The Treasurer shall plan an appropriate budget for every semester and submit all tax forms in a timely fashion.
7. The Treasurer shall maintain an accurate record of all chapter transactions and report the chapter's financial status at every chapter meeting. Prior to leaving office, the Treasurer shall complete an audit of the chapter's financial records and make a complete report to the Executive Board, the Advisory Committee, and the incoming Treasurer.

#### **Section VI – Secretary**

1. The Secretary shall maintain accurate records of business conducted during chapter meetings and present written minutes within three (3) days of the next chapter meeting.

2. The Secretary will be responsible for keeping cumulative semester attendance records from committee meetings, chapter meetings, and mandatory functions.
3. The Secretary shall inform all brothers of changes to, or of information not relayed in, the weekly minutes.

#### **Section VII – Historian**

1. The Historian shall maintain a historical record of the activities of the chapter.
2. The Historian shall maintain a line of communication with past members of the local chapter, arranging events as the brotherhood deems fit.

#### **Section VIII- Chaplain**

1. The Chaplain shall serve as a mediator to resolve personal disputes between members or groups of members
2. The Chaplain shall remain neutral in all matters of a personal nature between brothers.
3. The Chaplain shall maintain a strict confidentiality in order to ensure the trust bestowed upon this office. If this confidentiality is violated for reason of ideal gossip and not of dire need, the Chaplain will be removed from office immediately.

- a. Chaplain may disclose information confided in him/her for the following reasons and only the following reasons:
  - i. To ensure members safety.
  - ii. During the course of dispute resolution.
  - iii. If information could hinder the ability of the chapter to run smoothly
- b. All of these are at the discretion of the Chaplain with ample justification

**Section IX– Sergeant at Arms**

- 1. The Sergeant at Arms is appointed by the President with approval of the chapter in a two-thirds (2/3) majority.
- 2. The Sergeant at Arms will serve at the pleasure of the chapter President.
- 3. The Sergeant at Arms is responsible for enforcing National Standards, and chapter bylaws.
- 4. The Sergeant at Arms is responsible for the upkeep of the chapter bylaws.
- 5. The Sergeant at Arms is responsible for ensuring the general brotherhood has access to, and understands the chapter bylaws.

6. The Sergeant at Arms is responsible for keeping order in chapter meetings.

#### **Section X- Inter-chapter Ambassador**

1. The Inter-chapter Ambassador shall be appointed by the President with approval of the chapter in a two-thirds (2/3) majority.
2. The Inter-chapter Ambassador shall correspond with other chapters and organize inter-chapter fellowship events.
3. The Inter-chapter Ambassador shall create and disperse a newsletter to all section 64 chapters about the current activities of the Omega Mu chapter and Alumni.

#### **Section XI – Chapter Webmaster**

1. The Webmaster is appointed by the Chapter President with the approval of the chapter in a two-thirds (2/3) majority.
  - a. The appointed Brother must have the capability to maintain a proper website or web-based group page to be defined and approved by the chapter.
2. The Webmaster serves at the pleasure of the Chapter President.
3. The Webmaster is responsible for the general upkeep of the chapter website and chapter list serve.

4. If no suitable candidate is chosen, the Chapter Secretary and/or Chapter Historian will assume the duties of the Webmaster.
5. The Webmaster is not a voting member of the Executive Board.

### **Section XII – Pledge Master**

The Pledge Master is appointed by the Vice President of Membership with approval of the chapter in a two-thirds (2/3) majority.

The Pledge Master is in charge of finding a meeting time that works for all pledges. If no singular meeting time can be decided upon, it is the Pledge Master's duty to set up the appropriate schedule.

The Pledge Master is in charge of teaching the pledges all necessary information for completion of the pledging process.

The Pledge Master must encourage the pledges to complete ALL assigned tasks and/or projects by Initiation.

### **Section XIII– All Officers**

1. All officers shall train his or her successor and transfer all records and related material in an up-to-date condition within the first two weeks of the new term. A report shall be created and presented to the incoming officer, executive board, and

advisory committee

2. All officers shall regularly attend meetings of the Executive Board, regular chapter meetings, special chapter meetings, chapter projects, and chapter events.
3. All officers shall be responsible for keeping a notebook of things they attempted over the semester, whether they worked or failed and suggestions for future improvements.
4. All officers shall assume other duties as deemed necessary by the Chapter President.

## **Article VI – Advisors**

### **Section I – Advisory Committee**

1. The Advisory Committee of this chapter shall consist of one or more Scouting Advisors, three or more advisors from faculty or staff of the education institution and other Advisors as elected by the chapter.
2. The Advisory Committee shall be run and Advisors will conduct themselves in accordance with the most recent edition of the Advisor's Handbook and as stated in S.C.A.A (Standard Chapter Articles of Association) Article VI.
3. The Advisory Committee shall consist of all chapter Advisors.



4. The Advisory Committee Chair shall be elected by the Advisory Committee
5. The Advisory Committee may discuss chapter activities, make recommendations, and invite any chapter member or non-member to make specific reports to the Advisory Committee
6. The Advisory Committee shall serve as a chapter resource for Leadership, Planning, and Execution of special projects.

## **Section II – Advisory Committee Chair**

1. The Advisory Committee Chair shall be selected by the members of the Advisory Committee Following the annual chapter elections with approval of the Executive Board.

## **Section III – Selection Procedure**

1. Advisors shall be elected by the chapter for a term of office of 10 academic semesters.
2. Elections shall be by two-thirds (2/3) vote of the Active Members present and voting during a regularly held chapter meeting at which annual chapter elections are held.
3. Advisors will be eligible for an unlimited number of terms.

#### **Section IV – Duties and Privileges**

1. Advisors shall encourage the development of high fraternal and scholastic standards.
2. Advisors shall assist the chapter in planning and carrying out its various programs and initiations.
3. Advisors shall help to ensure that all events and activities are conducted in adherence with chapter, school and fraternity risk management policies and procedures, and that all members are aware of said policies and procedures.
4. Advisors shall have all privileges of the chapter membership except those of voting and holding elected chapter office.

#### **Article VII - Committees**

##### **Section I – Standing and Special Committees**

1. The standing committees of this chapter shall be the Executive Board, the Advisory Committee, the Service Committee, the Membership Committee, and the Fellowship Committee, Financial committee, and venture committee
2. Additional or “Special” Committees may be established and their chairs appointed by the President with the approval of the Executive Board.

3. The active members of the chapter may serve on the committee(s) of their choice unless problems arise. Then, it is under the discretion of the president to adjust the committees to keep the chapter running smoothly.

## **Section II – Executive Board**

1. The Executive Board shall consist of chapter officers, and the Advisory Committee chair person.
2. Any member of the Executive Board may call a meeting of the Executive Board
3. The Executive Board shall meet a minimum of once a month during the academic year. Meetings shall be held directly prior to or following regularly held chapter meetings.
4. All Executive Board meetings are open to the general brotherhood unless otherwise stated by the Executive Board.
  - a. Executive Board consists of all elected officers as well as the Sergeant at Arms, and Inter-Chapter Ambassador.
  - b. The Executive Board meets in a closed meeting and consists of the chapter's officers. The purpose of the Executive Board is to discuss ideas, problems, and business of the chapter.

5. The Executive Board votes on all excuses and membership-change petitions as necessary.
6. The Executive Board can discuss and vote on punishments for a brother, to be approved by a three-quarters (3/4) super majority of the brotherhood.

### **Section III – Service Committee**

1. The VP of Service shall serve as the chair of the Service Committee.
2. The Service Committee shall plan, recruit members for, and evaluate service projects.
3. The Service Committee shall ensure that the chapter service program has a balance of new and traditional service projects that address the need of the campus, community, nation, youth, and chapter membership, based upon the suggestions and input from members, students, campus organizations, college officials, and outside agencies.
4. The Service Committee shall make recommendations for the number of service hours required per member for each semester to be approved by the Brotherhood.
5. The Service Committee shall be responsible for recognizing any individual brother obtaining any multiple of one hundred service hours.
6. The Service Committee shall ensure that the chapter participates in national service programs including National Service Week.

7. The Service Committee shall ensure that projects and events are planned and conducted in adherence with chapter, school, and fraternity risk management policies and procedures.
8. The Service Committee shall help the VP of Service with all necessary paperwork.

#### **Section IV – Membership Committee**

1. The Vice President of Membership and Pledge Master shall serve as chairs of the Membership Committee.
2. The Membership Committee shall plan and execute the chapter membership program which shall encompass Membership Recruitment, Education, and Retention Programs.
  - a. Membership Recruitment shall include planning, publicizing, and coordinating membership recruitment.
  - b. Membership Education shall include planning and execution of the Chapter's Pledge Member Education Program, consisting of instruction with regard to fraternity and chapter history, development of leadership skills through meetings, project planning, service, and fellowship events.
  - c. Membership Retention shall include development and execution of a

membership retention program, in which Active, Associate, and Inactive Members are encouraged to maintain or renew their Active status with the chapter as applicable.

#### **Section V – Fellowship Committee**

1. The VP of Fellowship shall serve as chair of the Fellowship Committee.
2. The Fellowship Committee shall be responsible for planning, carrying out, and evaluating all fellowship activities for the entire brotherhood.
3. Events include, but are not limited to, activities with nearby chapters, banquets, or the appropriate events in recognition of new members, alumni, and significant chapter milestones and annual or semi-annual celebrations.
4. The Fellowship Committee shall ensure that the Fellowship events and activities are conducted in adherence with the chapter, school and fraternal risk management policies and procedures.
5. The Fellowship Committee shall help with all paperwork.
6. The Fellowship Committee shall collaborate with the Inter-chapter Ambassador on coordinating inter-chapter fellowship events.

#### **Article VIII – Meetings and Chapter Business**

**Section I – Regular Meetings**

1. Regular meetings of this chapter shall be held weekly during the academic year except on holidays.
2. The meetings of this chapter shall be administered according to *Robert's Rules of Order*, except when they conflict with chapter bylaws.

**Section II – Special Meetings**

1. With the petition of the Executive Board, a special meeting may be called.
2. Any member of the Executive Board may request that a Special Meeting be called.  
This request must be presented to the President within 24 hours of the desired meeting time.

**Section III – Quorum**

1. Shall consist of one half of the total number of Active brothers plus one (1).
2. In order for voting to take place or business to be transacted quorum must be present.

**Section IV – Voting**

1. Only Active and Associate members shall be allowed to vote in meetings of this chapter, but Associate brothers will not be counted in determining Quorum. No Proxy

or absentee voting will be allowed in matters of regular chapter business.

## **Article IX – Attendance Policy & Penalty System**

### **Section I – Attendance**

1. Active Members of this chapter shall be required to attend or be excused from seventy-five (75) percent of chapter meetings and all mandatory functions.
2. Associate Members of this chapter shall be required to attend or be excused from fifty percent (50%) of the mandatory functions held each semester.
3. Excusable absences will be due to:
  - a. Class
  - b. Work
  - c. Family Function
  - d. Religious Activity
  - e. Other Organizations
  - f. Sickness
4. All excuses must be submitted in writing to the chapter Secretary no later than one



generally held meeting after the absence. Emails are only a means of extensions on excuse due dates upon the approval of the secretary. All excuses must be signed and turned in on paper.

5. Any other excuse may be approved by a vote of the Executive Board, but must be submitted in writing no later than one generally held meeting. Each excuse must be approved by E Board to be valid.

## **Section II – Penalty System**

1. If a brother incurs an unexcused absence the following will occur.
  - a. For an unexcused absence from a generally held chapter meeting (beyond the twenty-five percent (25%) considered non-mandatory for active brothers and fifty percent (50%) for associate,) one extra service hour per event will be required that semester.
  - b. For an unexcused absence from a mandatory function, three extra service hours will be required for that semester.
    - i. Volunteering for an activity makes said activity mandatory for the volunteering brother.
  - c. After the first occurrence, the following policy will take effect, after

subsequent unexcused absences an arithmetical progression of required service will take place. (example: if you miss one (1) meeting then one (1) hour is required, if you miss two (2) meetings three (3) hours will be required, and if you miss three (3) meetings six (6) hours will be required, with hours added accordingly).

2. Any action required due to tardiness and non-participation will be at the discretion of the Executive Board. **“See Appendix A”**
3. Any actions that are deemed punishable by the Executive Board shall be voted upon and need three-fourths (3/4) vote of approval to be enforced. The approved punishment will be in proportion to the offense.
4. Determination of and punishment for hazing shall be in accordance with the National Bylaws of Alpha Phi Omega. There is no tolerance for hazing.
5. The punishment will be dispensed by the Sergeant at Arms.

## **Article X – Policies**

### **Section I – Primary Policy**

1. This chapter abides by the National Alpha Phi Omega policies of Drug and Alcohol, Hazing, and Risk Management.

## **Article XI – Amendments**

### **Section I – Amending the bylaws**

1. Amendments to the bylaws must be submitted to the current archive and submitted by email to every active and associate member for review at least two weeks prior to intended voting on the amendments.
2. A two-thirds (2/3) approval of the current active and associate members present and voting is required to adopt amendments to the bylaws. After voted upon and adopted, it must be approved by the Clarion University Student Senate and the President of Clarion University of Pennsylvania.

## **Articles XII – Acceptance and Ratification**

### **Section I – Acceptance and Ratification**

1. These bylaws will become operative upon a two-thirds (2/3) approval of the current active and associate members present and voting and approval by the Clarion University of Student Senate and President of Clarion University of Pennsylvania.