PREAMBLE

We, the members of Beta Psi Chapter of Alpha Phi Omega, in order to secure for ourselves and for Southeast Missouri State University the blessings that come from a program of service, such is our intent to provide, do hereby adopt the following Constitution and By-Laws.

CONSTITUTION

Article I. Name

The name of this organization is Beta Psi Chapter of Alpha Phi Omega Fraternity.

Article II. Purpose

This Chapter shall be conducted as a Service Fraternity according to the provisions set forth in the Constitution and By-Laws of the National Alpha Phi Omega Fraternity. The purpose of the Chapter shall be to assemble college students of Southeast Missouri State University in a program of service to our campus, community, and nation; to promote fellowship among members; and to encourage the development of leadership skills.

Article III. Membership

Section 1. Active membership in the Chapter shall be granted to undergraduate and graduate students regularly enrolled at Southeast Missouri State University, who have proven themselves to have a sincere desire to be a member by completing the pledging process.

Section 2. Associate Membership may be conferred upon Active members who find it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who petition the Executive Board for Associate Membership. The Associate member must pay National dues as well as attend Pin-In and Activation. If the Associate member is in good standing, they may re-petition for Associate membership. If they do not re-petition, they will be considered inactive until they have sought renewal of Active membership through written petition to the Executive board. Members studying abroad shall automatically be granted Associate status but must pay National dues. These members will have all the rights of Active membership except voting and holding office during their Associate member semester.

Section 3. Advisors shall have the full privileges of active members in this Chapter except voting and holding a Chapter office.

Section 4. Honorary members may be elected at the discretion of the Chapter, as provided by the By-Laws. The Chapter may confer Honorary Chapter Membership upon persons
who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of Active membership except those of voting or holding office. Honorary Chapter Membership may not be bestowed upon undergraduate students or anyone under the age of 16. The approval by a vote of at least three-fourths vote of a Chapter’s membership shall be required for the conferring of Honorary Chapter Membership.

Section 5. Inactive members shall be those members who, while enrolled in Southeast Missouri State University, have separated themselves from the active Chapter either by choice, or through lack of service hours, unpaid dues, or an excess of unexcused absences as defined in Article 1 Section 5 of the By-laws.

Section 6. The Chapter will recognize life membership for those members who qualify according to the National Alpha Omega Constitution.

Section 7. All former members of this Chapter, graduated or separated from Southeast Missouri State University without having been suspended or expelled, shall be Alumni members of the Chapter without voting privileges. Those who remain associated with Southeast Missouri State University through graduate school may remain active but must declare active membership prior to submission of the Chapter reaffirmation.

Article IV. Officers

Section 1. The officers of this chapter shall consist of: A President; First Vice-President of Service; Second Vice-President of Membership; Treasurer; Pledge Trainer; Fellowship Chair; Secretary; Sergeant-At-Arms; Historian; Alumni Chair; Public Relations Chair, Co-Pledge Trainer; Scouting Chair; Webmaster and Special Event Chair(s).

Section 2. Any vacancies among the officers shall be filled in accordance with the By-Laws found in Article III, Section 7 of the By-Laws. Section 3 Officers shall be required to fulfill the duties prescribed to them in Article II, Section 4 of the By-Laws.

Section 4. All the Chapter offices shall be installed according to the installation ceremony provided by the National Fraternity.

Section 5. There shall be Pledge Class Officers consisting of: A President, Vice-President of Service, Treasurer, Secretary, Sergeant-At-Arms, Historian, and Social Chair. Duties of the Pledge Class Officers shall be carried out according to the respective active officer duties.

Section 6. There shall be pledge class representatives who attend the active executive board meetings. There will be a minimum of one person and a maximum of two persons, depending on availability. They shall have no voting power at the active executive board, but shall attend both active and pledge executive boards, so as to facilitate between the two. They will be appointed by the Pledge President and approved by the Pledge Trainer.

Article V. Advisors
Section 1. The chapter shall have an Advisory Committee consisting of four or more
advisors including, at minimum, two Advisors from the faculty, administration, or staff of
Southeast Missouri State University, one Advisor representing Scouting or other youth
services, and one advisor from the community. An Advisor with financial knowledge or
ability would be preferred, but is not mandatory. The Advisors shall attend one Active
Meeting or Active Executive Board meeting each semester.

Article VI. Meetings

Section 1. The Chapter shall hold semi-annual elections and report meetings as outlined
in the By-Laws.

Section 2. The Chapter shall hold regular business meetings at least once a week
throughout the curricular year except as decided by the Chapter. The meeting night shall
be decided by the active membership of the Chapter.

Section 3. People attending meetings: (1) Actives, pledges, advisors, and honorary
members. (2) Visitors, being those individuals not associated with Alpha Phi Omega
through membership, shall remain outside while the members suspend the rules of the
day and then they are asked in for their presentation, after which they are required to
leave.

Article VII. Committees

Committees, as prescribed in Article V of the By-Laws, shall act for the Fraternity
between meetings and carry out all the duties that are assigned to them. They shall meet
as often as deemed necessary by the chairperson.

Article VIII. Risk Management

The Beta Psi Chapter of Alpha Phi Omega shall abide by the Risk Management policies
set forth by Southeast Missouri State University and by the National Alpha Phi Omega
organization. This Risk Management Policy can be found in Appendix A to the Bylaws.

BYLAWS

Article I. Membership

Section 1. For just cause and after due deliberation, a member may be suspended from
the Chapter by the affirmative vote of 3/4 of the active body at a regular business
meeting.

Section 2. Honorary Members may be conferred by a three-fourths vote of the active
membership. These members serve without voting privileges and as otherwise prescribed
under Article III, Section 3 of the Constitution.

Section 3. All brothers must be in good academic standing according to the University
GPA guidelines. This organization will comply with all Southeast Missouri State
University regulations.

Section 4. Service Hours (1) All brothers must complete a minimum of 20 service hours per semester to remain an active member. (2) No more than 5 of the 20 hours may be from non-Alpha Phi Omega events, which are those events not posted or announced through Alpha Phi Omega communication. (3) Alpha Phi Omega communication is information announced at meetings, by phone, or email contact, or through the website. (4) All brothers must attend at least two APO service events each semester. (5) If a brother does not attain the defined 20 hours, the Executive Board will determine the status of the member before the conclusion of the academic semester. (6) Of the 20 required service hours, only 10 may be earned through attendance to mandatory events during the semester. (7) Each Executive Board member may count 5 officer hours toward their required 20. Any other officer hours shall be reported as non-Alpha Phi Omega hours and count for the National reporting. (8) Hour reporting shall be monitored by the Vice President of Service. (9) When attending conventions, only workshops, L.E.A.D.S. programs, and service projects will count towards APO related hours. All others will count towards non-APO hours, unless otherwise specified by the vice president of service prior to final registration for the event.

Section 5. All members declared inactive under Article III, Section 4 of the Constitution shall lose all rights, privileges and benefits of active membership in this Chapter, until he or she submits in writing an application for reinstatement and has the application accepted by the Executive Board.

Section 6. Any person seeking membership into the Fraternity must attend at least one of two initiation nights in order to be accepted as a pledge. No other persons seeking membership may join or be appointed after this point. The two initiation nights will be held within the first four weeks of school and will be set by the Executive Board of the Fraternity with the final approval of the President.

Section 7. Pledge Requirements (1) A minimum of twenty (20) hours of service, with no more than five (5) hours accumulated from non-Alpha Phi Omega projects, which are those not posted or announced through Alpha Phi Omega communication. Three (3) of the hours must come from the pledge planned service project. All service hours must be completed or pending authorization by the Vice-President of Service, forty-eight (48) hours prior to activation. (2) Attend all Pledge and Active meetings with no more than three unexcused absences. The Pledge will receive thirty (30) minutes of service for each active meeting attended, for a maximum of two service hours. Any other absences will be evaluated by the Active Executive Board. (3) Pass all tests with an eighty (80) percent or retake missed questions. The pledge must know the Toast Song. It does not count as a question that can be missed. (4) Wear pledge pin at all times. (5) Construct a pledge book including the following: (A) Alpha Phi Omega Crest (self-drawn, no copies, no tracing) (B) Blank page (C) Personal pledge page (D) Blank page (E) Pledge pages in alphabetical order (F) Blank page (G) Copy of what needs to be on personal pages (H) Blank page (I) Active officer pages (Active officer pages need to be signed. Officer pages need to be in order of office which is: President; First Vice-President of Service; Second Vice-President of Membership; Treasurer; Pledge Trainer; Fellowship
Chair; Secretary; Sergeant-At-Arms; Historian; Alumni Chair; Public Relations Chair; Co-Pledge Trainer; Scouting Chair; Webmaster; and Special Event Chair(s).) (J) Blank page  (K) The seventy-five percent (75%) of active pages (excluding executive officers) in alphabetical order (Pledges must personally give form to actives. Mass distribution of active pages will be prohibited.) (L) Blank page  (M) List of all service hours. (What the service project was, how many hours you worked, a running tally of the number of hours you have.) (N) Blank page  (O) Pledge parent meetings  (P) Chapter Constitution  (Q) National Constitution

Section 8. The completion of an activation project will serve the purpose of demonstrating to the chapter the pledges’ understanding of Alpha Phi Omega and the three core principles of Leadership, Friendship, and Service. The project must include the demonstration of certain Alpha Phi Omega and Alpha Phi Omega Beta Psi knowledge as specified by Membership Committee. The project will be completed in groups that are approved by the Pledge Trainer, be 4-7 minutes long, and presented to the chapter no later than 48 hours before activation. Creativity will be encouraged. Pledges will have the option of taking a written exam if they do not wish to participate in the group activation project.

Section 9. Activation of Pledges: The Chapter’s active body, with the approval of a faculty advisor, reserves the right to dismiss a pledge if the set pledge requirements are not completed satisfactorily. Dues will be refunded minus the thirty ($30) dollar non-refundable portion. The person may then pledge during any future semester.

Article II. Officers

Section 1. The officers of this organization, as listed in the Constitution, shall be elected twice yearly except for the Treasurer and the Scouting Chair which are yearly positions. The election shall take place after the activation of pledges. Installation of officers will take place either at that time or at the next meeting.

Section 2. This Chapter shall elect two delegates to the National Convention if the Chapter will be attending.

Section 3. Each Executive Board position shall have its own position-specific binder that will be passed down each semester at the Executive Board transition meeting. Each semester, the current officer shall add all relevant information including their contact information for any further questions.

Section 4. Duties of the officers: (1) PRESIDENT: The President shall preside at all active meetings of the Chapter and Executive Board as defined in Article V; he or she shall vote only in the event of a tie. He or she shall have the power to call special meetings and Executive Board meetings. The President shall serve as a liaison between members of the chapter, other groups, and administrative offices on campus. The President shall enforce the officer descriptions as follows in this Constitution, in order to ensure the needs of the chapter are met. The President will appoint all non-elected positions in the chapter. Any appointments made by the president shall be approved by a
2/3 majority of the Executive Board. He or she is responsible for making sure the chapter remains in good standing with Nationals, Boy Scouts, and the University. The President shall attend all Executive Board meetings. He or she shall perform any such duties as his or her office may require. (2) FIRST VICE-PRESIDENT OF SERVICE: The First Vice-President of Service shall serve as the Chair of the Service Committee. He or she shall maintain contact with all service organizations in the area, and provide the chapter with all necessary information for each event in a timely manner. He or she shall have projects that address the four areas of service: service to the chapter, campus, community, and country. The First Vice-President of Service shall give at least two weeks’ notice for large service projects. The Chair is responsible to appoint project chairs for service projects. The Chair shall also communicate with pledges and actives to see they are meeting the required service hours. He or she shall act as president in the absence of the latter. The officer shall attend all Executive Board meetings. The Chair shall also perform any such duties as his or her office may require. (3) SECOND VICE-PRESIDENT OF MEMBERSHIP: This person will plan and carry out social events to promote unity and fellowship among Beta Psi Chapter members. He or she shall maintain accurate active membership records for further dispersion. The Second Vice-President of Membership shall be in charge of member retention and encourage good standing. He or she shall also foster communication between members in poor standing, active or inactive. Four membership activities per semester should be held. He or she shall attend all Executive Board meetings. This officer shall perform all other duties as may be required or assigned to him or her. (4) TREASURER: The Treasurer shall handle all financial transactions for the Fraternity plus keeps accurate financial records. The Treasurer shall notify the Sergeant at Arms of member fines and voting privileges weekly. In addition, the Treasurer shall follow a semester budget to be created for the upcoming academic year. For example, the Treasurer serving the term including Fall 2000-Spring 2001 will create the budget for the Fall 2001-Spring 2002. At the end of each semester he or she shall present the Chapter with a financial report. In addition, the budget shall be printed and available to Active members at the first Active meeting of the semester. He or she shall also chair the Fundraising Committee (Article V: Section 2. Paragraph Four) or appoint an active to fill the position. The Treasurer shall attend all Executive Board meetings. He or she shall carry out any such duties as this office might prescribe and fulfill any duties the President may assign. (5) PLEDGE TRAINER: This officer shall serve as Pledge Trainer and Chair of the Rush Committee. He or she shall preside at all Pledge functions including, but not limited to pledge meetings, pledge social activities, pledge projects, etc. In case of absence, the Co-Pledge Trainer will be in charge. This officer will determine whether pledge hours were honestly earned. The Executive Board may over rule this decision if need be. The Pledge Trainer will attend all Executive Board meetings. He or she shall carry out any such duties as this office might prescribe and fulfill any duties the President may assign. (6) FELLOWSHIP CHAIR: This officer will be in charge of planning and coordinating the fellowship program outside of the Beta Psi chapter, in order to foster a sense of community. This shall include but is not limited to: sectional, regional, and national conferences and workshops; events with other Alpha Phi Omega chapters; and activities with other organizations. The Fellowship Chair will attend all Executive Board meetings. He or she will be in charge of all Homecoming activities. This officer shall perform all other duties as may be required or assigned to him or her.
(7) SECRETARY: This officer shall keep accurate written records of all Chapter and Executive Board meetings. He or she will be responsible for all fraternity correspondence, and ensure fraternity mail is promptly and properly handled, i.e. postal, electronic mail, etc. He or she will cooperate with other officers in seeing that all correspondence is promptly and properly handled. He or she will contact members weekly about information from meetings, projects, etc. via phone, mail, or electronic mail. He or she will serve as Chair of Constitution committee, which is to be held once every two consecutive academic semesters, but may be activated in other semesters as well. The Secretary shall attend all Executive Board meetings. He or she shall perform all other duties as may be required.

(8) SERGEANT-AT-ARMS: He or she will be required for maintaining a current roll of active and inactive members and checking roll at all meetings. He or she shall be responsible for determining if a quorum is present to vote. He or she will be prepared to report on membership status and voting privileges as requested by the Executive Board. The Sergeant-At-Arms shall be the moderator of the APO group on the SEMO portal as well as other social networking websites and perform such disciplinary action may be required. He shall be responsible for the safe care and maintenance of all Chapter Property. The Sergeant-At-Arms shall attend all Executive Board meetings. He or she shall perform all other duties as required. This position may be held by a newly active member.

(9) HISTORIAN: The Historian shall keep a pictorial/written history of this Chapter in the form of a scrapbook, which shall be presented at least twice a semester at active meetings as well as at the Activation Banquet. The Historian will attend meetings, service projects, and social events to take pictures. Any newspaper clippings involving this Chapter will also be included. He or she shall continue to update the Alpha Phi Omega family tree and perform any other duties as required or assigned. The Historian shall attend all Executive Board meetings. This position may be held by a newly active member.

(10) ALUMNI CHAIR: The Alumni Chair shall maintain and reconnect with past brothers of Beta Psi in coordination with the national office, send alumni e-mails bi-weekly during the semester and a monthly paper newsletter to ones not on the e-mail list, and coordinate one active/alumni event per semester. The Alumni Chair shall attend all Executive Board meetings. He or she shall perform all other duties this office may require. This position may be held by a newly active member.

(11) PUBLIC RELATIONS CHAIR: The Public Relations Chair shall serve as the liaison to the community. His or Her duties shall include press releases, making of all copies for the executive board, publication of the APOstle monthly and submitting one article to the Torch and Trefoil during the semester. They shall attend all executive board meetings. This position may be held by a newly active member.

(12) CO-PLEDGE TRAINER: The Co-Pledge Trainer will assist the Pledge Trainer with the Rush process. He or she will also help with the pledge meetings, activities, projects, etc. that the pledges do. He or she will fill in for the Pledge Trainer in case of absence. He or she will also fill the vacancy of the office until a new Pledge Trainer is elected if the situation would arise. He or she shall actively facilitate the pledge class executive board. The Co-Pledge Trainer shall attend all Executive Board meetings. This position may be held by a newly active member.

(13) SCOUTING CHAIR: The Scouting Chair shall be responsible for all relations with the Boy Scouts and Girl Scouts of America. He or she is responsible for the re-chartering of Venture Crew 4500. He or she shall be the chair of the Merit Badge University. Previous ties to scouting are recommended. The Scouting
Chair shall attend all Executive Board meetings. This office shall be held for an entire year. He or she shall perform all other duties this office may require. This position may be held by a newly active member if that member has attended a MBU. Exceptions to this rule may be made by a 3/4 majority vote of the executive board. All correspondence regarding MBU shall be sent to the Alpha Phi Omega office address. (14) WEBMASTER: The Webmaster will maintain the chapter website which should include, but not limited to: a calendar of chapter events, minutes of previous meetings, information about the executive board, the chapter constitution and bylaws, and any other information helpful to the chapter. The site should be updated on a weekly basis while class is in session. The Webmaster shall attend all Executive Board meetings. This position may be held by a newly active member. (15) SPECIAL EVENT CHAIR(S): The Special Event Chair(s) are specially elected or appointed positions and are not members of the Executive Board (ex. Sectional and Fundraising Chairs). These positions will perform duties as needed or as stipulated by the event as determined by the Executive Board. These Event Chairs will give bi-monthly reports to the Executive Board and the active body on their process. (16) ADVISORS: Advisors shall serve as ex-officio members of all the Chapter committees. The chapter shall have at least four advisors. These Advisors will be voted on by the Chapter’s active members. Advisors shall present all plausible concerns to the Executive board.

Article III. Nominations, Elections, and Appointments

Section 1. Nominations shall be accepted from the general body at the last two meetings prior to activation. No other nominations will be accepted thereafter. No one may be nominated for more than one position. A simple majority shall be required to elect. Voting shall be by secret ballot. If present, the advisors shall be responsible for counting the ballots; otherwise it shall be the duty of the graduating seniors and alum. In the event of a tie, the president casts the deciding vote. If the tie occurs in the pledge class, the executive board will establish quorum and decide the election with the President again getting the deciding vote.

Section 2. On the night of voting, if there is only one person nominated for a specific office, or no one is nominated, a nomination and second from the floor, followed by an acceptance from the individual in person, is required to add the name to the ballot.

Section 3. The single ballot with all offices will be set up in the following order: President, First Vice-President of Service, Second Vice-President of Membership, Treasurer, Pledge Trainer, Fellowship Chair, Secretary, Sergeant-At-Arms, Historian, Alumni Chair, Public Relations Chair, Co-Pledge Trainer, Scouting Chair, Webmaster, and Special Event(s) Chairs. The order of the names for each office will be in the order they were nominated. Before the election each candidate will have the opportunity to give a two-minute speech followed by a two-minute period when actives may question the candidate. Opposing candidates shall leave the room during the two-minute question period. If a question asked is clearly designed to attack a candidate or stray from the subject at hand, the facilitator of the election is allowed to strike the question.

Section 4. The person being nominated may accept in person. If the person is willing to
serve in an officers position, but are unable to attend the nomination meeting to accept in person, that person must forward to one of the current Executive board members in writing, a statement signed by them to that effect. Excused absence to this section must be approved by the Sergeant-At-Arms.

Section 5. Newly activated members may not hold an elected office other than Sergeant at Arms, Historian, Alumni Chair, Public Relations Chair, Co-Pledge Trainer, Scouting (If they have attended a MBU), and Webmaster. However, they may also be appointed to positions.

Section 6. An active member must have twenty (20) hours or more from projects and activities before they can be elected to an office. These hours must be completed or pending authorization by the Vice-President of Service, forty-eight (48) hours prior to the election.

Section 7. If a vacancy occurs among the officers, a replacement shall be elected within two (2) weeks. The Executive Board may choose to nominate one or more candidates and on the night of the election, nominations from the floor shall be received. The officer will be installed that night, or at the next meeting.

Section 8. An officer must give two (2) weeks notice before resignation of an office will take effect.

Section 9. An active member may serve a limit of two (2) terms in any office. Yearlong positions such as Treasurer and Scouting Chair are only counted as one term. The two terms may be consecutive or non-consecutive, but need not be. If a person has served in an office as a replacement during a semester, this will not count as a term in office in determining eligibility to hold that office again.

Section 10. Graduating seniors may not vote in elections for the semester following their semester of graduation.  Section 11. There shall be a transition meeting near the end of each semester, in which newly-elected officers meet with their counterparts to discuss the duties of the office. This meeting may be an Executive Board meeting or it may be a separate meeting.

**Article IV. Meetings**

Section 1. Weekly regular meetings shall be held except as decided by the active Chapter throughout the academic year.

Section 2. Special meetings may be called by the President or by four members of the Executive Board, providing the President has been notified.

Section 3. Impeachment of an officer:  (1) One third of the active membership shall be required to impeach. Trial shall be one week after impeachment and the President will preside. In the case that the President is on trial, the First Vice-President will preside. (2) A vote of 3/4 shall be required to remove the officer in question from an office with the consent of a faculty advisor.
Section 4. A quorum for all meetings shall consist of a simple majority of the entire active body, both present and not present. A quorum shall be necessary to conduct fraternity business. Voting by proxy will not be allowed, meaning you cannot speak for another person.

Section 5. When a member misses three consecutive unexcused regular meetings, he or she shall be declared inactive.

Section 6. For all members: An unexcused absence is any absence from a meeting or project either social or service that one has committed to and has not been excused by the Sergeant-At-Arms or the Chairman for that event 24 hours prior to the event. Valid reasons for excused absences are: (1) He or she has to work at the time of the meeting or project. (2) He or she is ill and missed classes that day. (3) He or she has other mandatory commitments such as meeting, interviews, appointments, varsity sports, practice for plays, or a class at the time of the meeting or project. (4) He or she has a major test or paper due on the following day.

Section 7. Unexcused absences from meetings constitute a 1-service hour deduction. Absences from an event or ceremonies including Initiation and Activation constitute a 2-service hour deduction. Absences from a committed service project will result in the loss of hours signed up for and an equivalent deduction from the member’s current service hours.

**Article V. Committees and Boards**

Section 1. Executive Board: This Board shall be comprised of all chapter officers, aside from special events chairs. This Board shall also include Advisors, who shall serve as ex-officio members. It shall be the Board’s duty to carry out all administrative duties of the Chapter and determine the status of members who have not completed the necessary requirements. This Board does not have the power to strike a proposed amendment, that power is reserved for the active body and/or a Faculty advisor. In addition, this Board shall approve the budget prepared by the Treasurer for the following academic year.

Section 2. Standing Committees: (1) SERVICE COMMITTEE: Headed by the First Vice-President of Service, this committee shall plan all service projects for the Chapter subject to approval of the active body. The committee shall aid the Vice-President in all other ways possible. (2) RUSH COMMITTEE: Headed by the Pledge Trainer, this committee shall aid that officer in the fulfillment of his or her duties. (3) MEMBERSHIP COMMITTEE: Headed by the Second Vice-President of Membership, maintaining membership records, and planning membership activities. (4) FINANCE COMMITTEE: Headed by the Treasurer, this committee shall oversee all chapter fundraisers and any other activities as the Treasurer determines. (5) CONSTITUTIONAL COMMITTEE: Headed by the Secretary and assisted by the Sergeant-At-Arms, this committee will suggest revisions and present the revisions to the Executive Board before presenting the revisions to the active body. (6) FELLOWSHIP COMMITTEE: Headed by the Fellowship Chair, this committee shall aid that officer in planning chapter activities outside of the Beta Psi Chapter, including but not limited to, conferences,
workshops, events with other chapters, and SEMO related activities. (7) MERIT BADGE UNIVERSITY COMMITTEE: Headed by the Scouting Chair, this committee shall aid in the planning of Merit Badge University.

Article VI. Chapter Recognitions

Section 1. General Award Guidelines: In presenting awards the brothers of Beta Psi must keep in mind that the number of awards presented should reflect the number of brothers deserving of these awards. The chapter does not necessarily need to present each award. In addition, more than one of each award may be presented.

Section 2. Award Description:

(1) GOLDEN EAGLE: The Golden Eagle is a brother who goes above and beyond in the field of service. This person should be very committed to overall service throughout their career in Alpha Phi Omega Beta Psi. They can be called on to fill in during a void and their service comes from the heart. Service hours are, of course, a measure of dedication, but cannot be the only precursor to receiving the award. Alpha Phi Omega is about being there for their fellow brothers as much as performing service. The recipient of this award should exemplify both.

(2) STURDY OAK: The Sturdy Oak is a brother who goes above and beyond in the field of leadership. This person should be very committed to overall leadership throughout their career in Alpha Phi Omega Beta Psi. They can be looked to as a leader in the chapter. It must be remembered that leadership comes in many forms. A person can lead through hard work at their elected position, stepping in to fill in a void in the chapter, and/or helping those in a position of leadership. A sturdy foundation can be as important as what is built upon it. Remember, the recipient is not necessarily an officer; he or she is a leader.

(3) FORGET – ME – NOT: The Forget-Me-Not is awarded to an active and/or alumni brother who goes above and beyond in the field of friendship. A member may earn this award twice, once as an Active and once as an Alumnus. This person should be very committed to making and building friendship in their career in Alpha Phi Omega Beta Psi. This brother should be outgoing and friendly to new pledge, actives, alumni, and all he/she comes in contact with. This brother should be a witness to Alpha Phi Omega in his/her everyday life. Remember that friendship comes in many forms.

(4) CHAPTER DISTINGUISHED SERVICE KEY:

(A) The Distinguished Service Key is the highest award our chapter can give. We should hold recipients to the highest of standards. Continuing service to the chapter after graduation is a good example of dedication, but it is not required. (B) The Awards Committee shall decide on whom, if anyone deserves this award. The recommendations will be brought before the chapter for discussion when the nominee is not present. A secret ballot will be taken for each nominee, with each member receiving one vote, to determine whether that person will receive the award. The president with at least one advisor present will count the ballots. Any nominee will be presented with the Distinguished Service Key upon receiving 2/3 approval of the active body.

Section 3. Nominations for Awards: Award nominations shall be collected and tallied by the advisor(s) and the list of nominees turned over to the President. If the President is nominated for an award, their nomination shall be withheld from their knowledge. This nomination will be used during the advisor-led portion of the awards committee meeting.
Section 4. Awards Committee: (1) COMMITTEE HEAD: The President shall preside as the head of the Awards Committee. This brother will be responsible for the selection of committee members. This brother shall act as a facilitator, ensuring that every member expresses their opinion. This brother will remain impartial to the process and does not receive a vote, even in the event of a tie. (2) COMMITTEE MEMBERSHIP: The Awards Committee shall consist of 7 active brothers and a maximum of 4 pledge brothers, if possible. Should seven voting members not be identified, the Executive Board will be responsible for determining a reasonable course of action. Pledges in attendance do not get a vote but are encouraged to speak their mind. No active may sit on the committee if they have been nominated for an award. It is highly recommended that an Advisor is invited on the committee. (3) CONDUCTION OF COMMITTEE: One committee will be formed to cover all chapter awards. The President will lead the committee. At the conclusion of the meeting, the President will leave first. In the event that the President is nominated for an award, the committee will resume discussion with the advisors in charge. All members of the committee shall be encouraged to express their opinions. However, only active members will get a vote. The committee shall decide how many, if any, awards are presented. At no time shall it be revealed how many nominations were received for an individual. Should the president be nominated for an award, he or she shall be expected to excuse themselves from the committee for the duration of the discussion of the award.

Section 5. Presentation of Awards: Recipients of Chapter Awards shall receive the awards at the Activation Banquet or shortly thereafter.

Article VII. Financial Rules

Section 1. No brother may owe more than fifty dollars ($50.00) to the chapter at any one time, at which time the brother may not incur any more charges.

Section 2. No brother may have any single outstanding debt (any amount owed to the Chapter that is not paid by the specified due date) for a period longer than three calendar weeks, at which time voting power is lost. If the voting power is lost for three consecutive weeks, the person in question will be considered inactive.

Section 3. If any of the above rules are violated, the person in question may incur no more charges.

Section 4. Any items purchased from the Chapter by an individual with a debt to the Chapter will be withheld until payment of debt has been rendered.

Section 5. Any Increase in semester dues must be approved by a 2/3-majority vote of all active members present.

Section 6. Each member must serve at least 3 hours of service that is devoted towards fundraising included in the budget (ex. Concession Stand, Football Clean-up, etc). If this
requirement is not met, the member shall be required to pay $10. The Executive Board shall decide special circumstances on a case-by-case basis. Members will lose voting privileges and will not count as part of the active body in order to meet quorum until the fine is paid.

Section 7. Any spending outside approved budget must be discussed at the weekly active meeting and approved with a 2/3 majority vote.

Section 8. A spreadsheet or other filing format shall be kept by the Treasurer, which notes each member’s financial status with the Chapter. This shall include but is not limited to dates money was paid, amounts of money paid, and reason for payment. This is to maintain accurate and historical records of persons.

Section 9. A spreadsheet or other filing format shall be kept by the Treasurer, which notes the budgets for each office of the Executive Board that has financial dealings. This shall include but is not limited to dates of money disbursements, amounts of the disbursements, and reasons for the disbursements. This is to maintain record retention and to account for the monies of the Chapter.

**Article VIII. Amendments**

Section 1. To amend the Constitution or By-Laws, an affirmative vote of 2/3 of the active members present and voting shall be required. All proposed amendments must be submitted to Executive Board, in writing, prior to being proposed to the active body. Before the proposed amendment may be voted on, a two-week grace period will be followed. The amendment will be read at two meetings prior to the scheduled voting night.

Section 2. Amendments will take effect immediately after an affirmative vote. Voting may be conducted by a show of hands, verbally, or on a printed ballot for approval.

**APENDIX A**

Section 1. Risk Management Policies  (1) HAZING: No fraternity member shall take part in hazing activities. Hazing activities are defined as (but not limited to): (A) Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the fraternity; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.  (2) SEXUAL HARASSMENT/ABUSE/DISCRIMINATION: The fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or
emotional handicap, age, marital status or sexual preference. This is to include any actions, which are deemed to be demeaning to all but not limited to date/gang rape or verbal harassment. (3) CONTRACTUAL and FINANCIAL ISSUES: No chapter, alumni association, section, or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts. (4) ALCOHOL and DRUGS (SUBSTANCE ABUSE): The possession, use and/or consumption of Alcoholic Beverages, during any fraternity event, any event that an observer would associate with the fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any fraternity sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited. Chapters, Interest Groups and Petitioning Groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages as part of their membership recruitment "rush" or pledge education programs. No chapter funds shall be used to purchase alcohol. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity. (5) PERSONAL PROPERTY: Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use. (6) TRANSPORTATION: Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use. (7) GENERAL HEALTH AND SAFETY: All activities planned in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner. (8) ADVISORS: Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the fraternity when engaging in fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the fraternity in questions of policy
and shall not engage in activities designed to circumvent fraternity policies. (9) EDUCATION: All reasonable efforts will be made to ensure each student member, pledge, associate member, advisor, alumnus, and honorary member shall be instructed on the Risk Management Policies annually. Active Chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.