

ALPHA PHI OMEGA - CHAPTER

BENTLEY UNIVERSITY

BYLAWS

Date Adopted 11/11/2018

Date Last Changed 11/11/2018

ARTICLE I – NAME

The name of this organization shall be the Alpha Theta Zeta Chapter of Alpha Phi Omega.

ARTICLE II – PURPOSE

This Chapter shall be conducted as a Service Fraternity with its main purpose to provide leadership, friendship, and service. The Chapter shall follow the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, and other policies of Alpha Phi Omega (referred to as "the National Fraternity"). This Chapter shall also be conducted under the policies of Bentley University, Association of Bentley Activities, Bentley Allocation and Internal Audit Committee local, state and federal laws.

ARTICLE III – MEMBERSHIP

SECTION 1- OPEN MEMBERSHIP

Membership in Bentley University's Chapter of Alpha Phi Omega shall be open to all enrolled Bentley students, upon the approval of the Chapter and after fulfilling the membership requirements prescribed by the National Fraternity and by that Chapter. Without gender implication, all initiated members of the organization are known nationally as brothers of the Fraternity.

SECTION 2 - MEMBERSHIP CLASSIFICATION

This chapter shall have nine membership classifications: New Member, Active, Away/Abroad, Associate, Advisory, Honorary, Alumni, Suspended, Inactive, and Probationary. .

SECTION 3 - NEW MEMBER MEMBERSHIP

All current Bentley undergraduate and graduate students are eligible to go through recruitment and become New Members. The Vice President in Charge of Membership shall create a list of eligible New Member candidates to consist of all eligible students who have expressed interest in the Chapter and /or attended any recruitment events, before the established recruitment deadline determined by the

Chapter and voted on by a simple majority no later than 3 weeks into a semester. New Members shall have only have the right to voice but not vote.

All new members are required, under the direction of the Vice President in Charge of Membership, to strictly follow the standards set forth in the New Member Manual available from the National Office. The New Member Education period will begin the fourth week of each semester and last the amount of time determined in the New Member Requirements approved at the start of the semester, between six and ten academic weeks. Prior to each New Member education period, the Vice President in Charge of Membership, in consultation with the Membership Committee, shall create the New Member requirements. These requirements shall be approved by a simple majority vote of the Active Members of the Chapter during the first Chapter Meetings of each semester. These requirements shall be made available to all prospective members before they begin their New Member period.

Any New Member who completes all of the New Member requirements as previously approved by the Chapter shall be initiated as an Active Member immediately following the end of the New Member period.

If a New Member does not complete his or her New Member requirements the New Member and his or her Big Brother shall have an opportunity to explain the reason that the requirements were incomplete. This explanation shall be given during a special session or section of a Chapter Meeting. The audience of this special session or section shall be limited to Active Members, Advisory Members, or members of section, region, or national staff. . After each explanation, the Active Members present shall vote on whether or not to grant the privilege of Active Membership to the New Member. The vote shall occur via secret ballot, counted by two advisory, staff or other impartial members, and requires a simple majority to pass.

SECTION 4 - ACTIVE MEMBERSHIP

Active members shall carry all rights and responsibilities in the chapter, which include but are not limited to, the right to vote, voice in discussion, apply to be a mentor to a New Member (Big Brother), and run for Executive Board office or chair positions, except when otherwise stated in national or chapter bylaws.

To be considered an Active Member of this chapter, each Member must complete the following requirements each semester:

- Pay all dues and fees.
- Attend all Chapter Meetings and Rituals. If a Member is unable to attend these events, he or she must notify the Vice President in Charge of Membership prior to the event.
- Complete the required number of hours of service in a semester with the Chapter, proposed by the Executive Board and voted on with two-thirds majority approval of the Members, before the third General Body Meeting of the semester.
- Attend the required amount of tabling for recruitment events, proposed by the Executive Board and voted on with two-thirds majority approval of the Members, before the third General Body Meeting of the semester .
- Have no more than one unexcused absence. Absences may be excused by notifying the Vice President in Charge of Membership at least 24 hours prior to an event. The only absences that are excused are emergencies which may include on campus or off campus work, illness, family, or religious observances.

- Attend the required number of fellowship events each semester, unless excused by the Vice President in Charge of Fellowship, prior to the event. A chapter fellowship event is anything planned by the Vice President in Charge of Fellowship or any member of the Fellowship Committee. The required number of fellowship events is proposed by the Executive Board and voted on with two-thirds majority approval of the Members, before the third General Body Meeting of the semester.

In addition to the semester requirements, each Active Member must complete the following requirements each Academic year:

- Read and accept the Chapter Bylaws and risk management policy yearly each fall or upon initiation

Active Membership Status shall be evaluated every semester, with semester requirements evaluated at the end of every semester by the Vice President in Charge of Membership.

SECTION 5 - AWAY/ABROAD MEMBERSHIP

Away/Abroad Members of this Chapter are recognized as Associate Members of the National Fraternity. A member who is off-campus for an academic or personal reasons including but not limited to studying abroad, studying domestically at a different university for a semester or academic year, or taking a semester off for financial, personal or academic reasons may petition the Vice President in Charge of Membership to have his or her membership changed to Away/Abroad Membership.

To qualify for away or abroad status, a Member must be off-campus as defined above and must have completed all their requirements for Active Membership status in the previous semester. Members may be considered away for one or two semesters with rights and requirements listed below. All Members going off campus must notify the Vice President in Charge of Membership within 10 days of the start of the semester in which they go away. Members that are considered for Away or Abroad Status may have all the rights of active brothers except the right to hold office and vote during the time that they are away.

Members going away for one semester or more do not have to pay their Chapter dues the semester or semesters they are away. However if Members are going away in the fall semester they must pay dues equivalent to the amount the Chapter owes the National Fraternity to cover their Annual Active Membership Dues and additional fees due November 15th. Members going away must also complete semester requirements the semester they return.

SECTION 6 - ASSOCIATE MEMBERSHIP

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 Chapter for Associate Membership. An Associate Member is required to be enrolled at Bentley, during their time as an Associate Member. To seek Associate Membership, the member must submit an appeal to the Vice President in Charge of Membership, within two weeks of the beginning of the semester. The period of Associate Membership may be no longer than one semester. Associate Members may run for office for the semester following their semester as Associate Members. At the end of the semester as Associate Members, the members are returned to Active Membership status. Their requirements for the semester in which they are not Associate Members will be the one semester requirements for Active Members.

Associate members will need to complete the following requirements within the semester in order to return to full active status:

- Pay all dues and fees.
- Have no more than three unexcused absences. Absences may be excused by notifying the Vice President in Charge of Membership prior to an event.
- Perform a minimum of 5 service hours.
- Attend at least 1 fellowship.

Associate Members are not allowed to vote, hold office, or apply to be a Big Brother. They may continue to hold the position of Big Brother unless the Vice President in Charge of Membership deems them unfit. At the end of the semester of Associate Membership. Members are returned to Active Membership. Their requirements for the semester in which they are not declared Associate Members will be the one semester requirements for Active Members.

SECTION 7- ADVISORY MEMBERSHIP

Advisory Membership may be conferred upon an individual receiving a two-thirds affirmative vote of Active Members present and voting at a regular meeting. Those Advisory Members who have not previously held Active or Advisory Membership shall be initiated according to the official initiation ritual of the Fraternity. Advisory Membership shall have all rights and privileges of Active Membership except those of voting, directing the supervision of New Members (Pledges), and directing the establishment of New Member or Active Membership programs and policies.

SECTION 8- HONORARY MEMBERSHIP

Honorary Membership in this chapter may be conferred by a supermajority vote (75%) of the Active Brothers, upon educators, scouts, outstanding citizens, or others who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Honorary Members shall have all rights and privileges of Active Membership, except those of voting and holding office. Honorary Membership may not be bestowed on current students of Bentley University.

SECTION 9 - ALUMNI MEMBERSHIP

Alumni Membership in this chapter shall be conferred on all members who are no longer enrolled at Bentley University because of either leaving the academic institution as a result of graduation or termination of student status. Alumni Brothers may request a voice in discussion by contacting the VP of Membership, with a simple majority vote at Chapter and Executive Board Meetings. Alumni Members do not have any other duties or privileges. Members who are still enrolled and are either graduate or part time students may choose to take alumni status at the beginning of each semester by contacting the VP of Membership.

SECTION 10- SUSPENDED MEMBERSHIP

A Member who has been suspended by this Chapter and/or the National Board of Directors shall be considered to have Suspended Membership as outlined in Article XII Discipline, Section 4 Suspension. A Member with this classification has no rights within this Chapter other than those specified in the National Bylaws of Alpha Phi Omega.

SECTION 11 - INACTIVE MEMBERSHIP

An Active, Probationary, Away/Abroad, or Associate Member who leaves the Chapter, remains an enrolled student at Bentley University and has not been suspended by this Chapter or the National Fraternity is an Inactive Member (or "Inactive"). An Inactive Member has no rights or responsibilities in the Chapter. In order to resume Active Membership, the member must follow the process defined below.

This chapter shall have the authority to consider a Member an Inactive Member if the membership requirements have not been met in consecutive semesters. The Vice President in Charge of Membership will evaluate the status of each Member every semester, notify all Inactive Members of their status, and submit their names to the Executive Board. An appeal to revoke a Member's Inactive Membership status should be directed to the Vice President in Charge of Membership who will review the circumstances that caused the Member to become an Inactive Member. The appeal will be decided upon by a simple majority of the Executive Board. Appeals should be filed and resolved during the period between notification of Inactive Membership and the first Chapter meeting of the succeeding semester to ensure full voting privileges. To return to Active Membership Status from inactive Membership Status, the Member must complete the semester requirements for Active Members, and notify the Vice President in Charge of Membership of the intention to return to Active Membership status. The Member must complete these requirements the semester prior to the semester in which he or she intends to return to Active Membership status. The Member may not return to Active Membership status within the semester the Member was declared to have Inactive Membership Status. The Member is also unable to petition for active status until the end of the semester following the semester he or she was declared an Inactive Member. Upon completion of these requirements the Member will be considered an Active Member the following semester.

SECTION 12 - PROBATIONARY MEMBERSHIP

Probationary Members of this Chapter are recognized as Associate Members of the National Fraternity. A Probationary Member has the right to apply to be a Big Brother and have a voice in discussion. If, at any time, a Probationary Member completes all of his or her Active Membership requirements for the semester the Member shall return to Active Membership status.

This Chapter shall have the authority to consider a Member a Probationary Member if the membership requirements have not been met at the end of any semester. The Vice President in Charge of Membership shall evaluate the status of each Member every semester, notify all Probationary Members of their status, and submit their names to the Executive Board. An appeal to change a Member's Probationary Membership status should be directed to the Vice President in Charge of Membership who will review the circumstances that caused the Member to become a Probationary Member. The appeal will be decided upon by the Executive Board. Appeals should be filed and resolved during the period between notification of Probationary Membership status and the first Chapter meeting of the succeeding semester to ensure full voting privileges. If a Member does not complete requirements for Active Membership status during the Probationary Membership semester, he or she will be moved to Inactive Membership status at the beginning of the following semester.

SECTION 13 - TRANSFER OF MEMBERSHIP

Any student enrolled as a Bentley University undergraduate or graduate student who has been a registered member of another Chapter of Alpha Phi Omega may qualify for transfer of membership. The student must reach out to the Executive Board, confirm they were in good standing with their previous Chapter, fill out the necessary paperwork for transfer, and forward these forms to the National Office.

Students who have been Active Members of another Chapter and have not been suspended or expelled by that Chapter or the National Fraternity may transfer their status if they are otherwise qualified for Active Membership in this Chapter. They must then fulfill the Active Membership requirements of this Chapter in the semester they begin their membership.

SECTION 14 - HOURS DEFINITIONS

CLAUSE 1. Service hours shall be defined as any hour spent performing community service approved by the President or Vice President in charge of Service. This can include Chapter committee meetings, table-sitting, and webinars, as well as service done outside of the Chapter.

ARTICLE IV - OFFICERS AND DELEGATES

SECTION 1 - ELECTED OFFICERS

The elected officers of this Chapter shall be: President, Vice President in Charge of Service, Vice President in Charge of Membership, Vice President in Charge of Fellowship, Vice President in Charge of Finance, Vice President in Charge of Marketing, Secretary, Historian, Sergeant-at-Arms, and Chair of the Advisory Board.

SECTION 2 - EXECUTIVE BOARD

The Executive Board shall be comprised of the elected officers of this Chapter. The Chairman of the Advisory Board will be selected from the Chapter's Advisors and voted on with a 75% majority approval. If the elected Advisor accepts the position, they will serve as the Chairman of the Advisory Board and as a non-voting member of the Executive Board. If the Advisor declines this position, the selection process will be repeated.

SECTION 3 - APPOINTED LEADERS

The Chapter may decide, to have Appointed Leaders. Appointed Leaders shall be nominated by the elected officer under whom they will serve. Leaders shall be confirmed by Active Members through a Simple Majority vote of the Chapter. Duties of Appointed Leaders shall be documented in Chapter Policy and must be approved prior to the time of appointment.

SECTION 4 - TERM OF OFFICE

The standard term of office shall be one semester and shall apply to both elected Officers and Appointed Leaders excluding the President and Vice President in Charge of Finance. Officers shall serve from the day after the last exam of one semester until the day of the last exam the next semester. The standard term of office for the President and VP of Finance shall be one academic year. Their term shall start the day after the last exam in the spring semester and run until the last exam in the following spring final exam period.

SECTION 5 - CONSECUTIVE TERMS OF OFFICE

Elected officers, except the president may succeed themselves only once in the same position, and may hold a different office in succession. The president may never succeed himself or herself in the same position. However, if no one is willing to run except the active member who has already held that position, no matter the position he or she will be allowed to run for a consecutive term.

SECTION 6 - QUALIFICATIONS

Elected officers must be Active Members in Good Standing (have completed all their requirements to be an active member) for at least one semester immediately prior to the beginning of the term of office, at the time of their election to office, and during their entire term of office. Appointed Leaders must be Active Members in Good Standing at the time of appointment and during their entire term of office.

SECTION 7 - VACANCIES OF OFFICE

In case of removal or resignation of any Chapter Officer or Appointed Leader, or the failure of an Officer or Appointed Leader to remain otherwise qualified for office, Active Members shall elect a replacement to complete the term of office. Following the announcement of the vacancy at a Regular Chapter Meeting, the nomination, election and subsequent installation shall take place at the next Regular Chapter Meeting. The Chapter President shall carry out the duties of the vacant office as needed prior to the election and installation of a replacement. If the President is the Office that is vacant then the VP of Fellowship will carry out the role of the President as stated above.

SECTION 8 - INSTALLATION OF OFFICERS

Officers shall be installed as near as practicable to the beginning of their term of office. The installation ceremony shall be conducted using the official ceremony published in the Ritual Book of the National Fraternity.

SECTION 9 - CHAPTER DELEGATES

Active Members may elect other Active Members as voting delegates to represent the Chapter at National Conventions and other representative bodies of this Fraternity as entitled. Elections shall be held following the same procedures used to elect officers.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - RESPONSIBILITIES

Each officer shall:

- Prepare or maintain a transition document. He or she shall meet with his or her replacement as often as needed, before the end of the semester, until such time that the new officer is acclimated to the duties of the office.
- Be responsible for booking rooms with the Secretary
- Maintain and track ritual and other Chapter supplies
- Perform such other duties as the office may require that are not specified in the written duties of the officer

SECTION 2 - PRESIDENT

The President shall:

- Supervise the Chapter and its Officers, and see that all rules and regulations that apply to the Chapter, including those found in these bylaws, the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, national policies, and the rules, regulations, and policies of the Bentley University, and of all applicable jurisdictions, in which this Chapter is located are fulfilled.
- Preside at all meetings of the Chapter and the Executive Board
- Serve as member of the Advisory Committee
- Represent the chapter at all official functions
- Be responsible for actively involving the Advisors in the events and matters of the Chapter as well as ensuring that the Advisory Committee meets every semester.
- Check the regular and electronic mail on a regular basis.
- Serve as risk manager for the chapter.

SECTION 3 - VICE PRESIDENT IN CHARGE OF SERVICE

The Vice President in Charge of Service shall:

- Serve as ex-officio organizer of all service projects.
- Keep a record or delegate the duty to the Appointed Project Leaders, of keeping a record of all service projects and make a report on the progress, attendance, and outcome of all projects.
- Perform all Presidential functions in the absence of the President
- Appoint service project leaders when there are Members seeking leadership opportunity

SECTION 4 - VICE PRESIDENT IN CHARGE OF MEMBERSHIP

The Vice President in Charge of Membership shall:

- Coordinate recruitment events
- Coordinate retention activities
- Coordinate the chapter's Big Brother program which is a program designed to match based on personality of already Active Members as Big Brothers and incoming New Members as Little Brothers.
- Report any positive or negative change in membership to the Executive Board
- Maintain an accurate record of the attendance of each Member at all Chapter meetings and events and an accurate record of the hours of service performed by each Member outside the Chapter
- Keep track of each membership application, beginning with the Charter Members and including all subsequent members via officer portal
- Perform presidential functions in the absence of the President and the Vice President in Charge of Service
- Keep an up-to-date record of all Alumni Membership information including email, telephone number, and address.
- Mediate disputes between Members
- Coordinate and create the Chapter New Member Education Period giving all new members the opportunity to learn the fundamentals of Alpha Phi Omega and become one with the spirit of the National Fraternity in preparation for their initiation into Active Membership
- Keep an accurate record of attendance of each New Member at all Chapter and New Member meetings and events and keep a record of the requirements the New Members have completed

SECTION 5 - VICE PRESIDENT IN CHARGE OF FELLOWSHIP

The Vice President in Charge of Fellowship shall:

- Organize all social events for this Chapter, which may include coordinating special functions as well as any arrangements deemed necessary by the Executive Board for the continuing fellowship of this Chapter.
- Chair the Fellowship Committee
- Be in charge of planning and taking attendance at fellowships
- Plan an end of semester banquet that includes food and refreshments each semester for all Members to attend. Keep an accurate record of fellowship attendances.

SECTION 6 - VICE PRESIDENT IN CHARGE OF FINANCE

The Vice President in Charge of Finance shall:

- Receive all monies of the Chapter and keep an accurate record thereof.
- Make all payments of Chapter debts upon proper authorization as defined in Article X: Finance, Section 4: Disbursements.
- Collect all membership fees and dues.
- Keep an accurate written record of the payments made by each individual Member of the Chapter, either for the National Fraternity or for the Chapter, and give a written receipt for all such funds.
- Transmit promptly the funds due to the National Fraternity (e.g., new member and initiation fees, Annual Active Membership Dues, insurance fees, and fees for supplies) and keep on file all receipts for such payments.
- Deposit the funds of the Chapter, to be used both locally and nationally, in the School's Organization bank account, and provide all necessary forms to the Office of Student Activities of Bentley University.
- Assure an annual tax return is completed with all appropriate forms to the United States Director of Internal Revenue.
- Maintain and create the Semester Budget for the Chapter, to be approved first by the Executive Board at the last meeting each academic year. Then by a simple majority of Active Members present at the last regular Chapter Meeting in the Spring Semester for the following Academic Year.
- Making sure that the financial records of this Chapter are inspected by an official approved at Bentley University and making sure that confirmation of the inspection is sent to the National Office upon request of the National Executive Director. Have the financial books of the chapter properly inspected by the Executive Board at the close of his or her term as Vice President in Charge of Finance before turning over the duties of his office to a newly elected Vice President in Charge of Finance.
- Report on the condition of the Chapter's finances at the first regular Chapter Meeting at the beginning of each month and at every Executive Board meeting.
- Coordinate anything sold by the Chapter for fundraising purposes including food and refreshments.

SECTION 7 - SECRETARY

The Secretary shall:

- Keep the minutes of all chapter meetings and of the meetings of the executive board.
- Secure the minutes of the meetings of the chapter and executive board and share them electronically with the brotherhood.
- Be responsible for sending the chapter newsletter to all Active Brothers and alumni who request it once per semester.
- Issue all chapter notices and invitations and direct letters of appreciation to persons and organizations that have participated in the chapter program.
- Book rooms for regular and executive board meeting location at the end of the academic year for the following academic year in EMS.
- Coordinate the creation and purchase of Alpha Phi Omega attire per request of the brotherhood.
- Carry out all necessary correspondence with the National Office.
- Be responsible for heading up any communications with campus administration.

SECTION 8 - HISTORIAN

The Historian shall:

- Maintain a scrapbook to be kept in his or her possession during his or her time in office. The scrapbooks will contain photographs, newspaper clippings, and other documents that may be of future historical value pertaining to the activities of the Chapter during his or her term of office.
- Be responsible for maintaining the Chapter Bylaws and the Chapter Policy.
- Chair a committee as needed, to review the Chapter Policy and Bylaws and suggest amendments to the members.
- Be responsible for obtaining Senior Gifts such as stoles or cords for graduation using Chapter funds.
- Be responsible for creating the yearly Chapter composite and planning the Senior Send Off ceremony (to celebrate each graduating senior with their Senior Gift and a speech about each one of them) which will be held at the last Chapter Meeting in the spring semester.
- Fix typographical errors within the bylaws and policy, with approval from the Executive Board.
- Give input to the Vice President in Charge of Marketing as to the contents of the Chapter website

SECTION 9 - VICE PRESIDENT IN CHARGE OF MARKETING

The Vice President in Charge of Marketing shall:

- Be responsible for publicizing those events that the Chapter and Executive Board wants publicized to the campus and/or community.
- Seek out opportunities to work with organizations on campus on joint projects and events.
- Report to the Executive Board any information other organizations would like to communicate.
- Be responsible for regularly submitting information for publication in the campus, local, and national news agencies, and on campus bulletin boards.
- Be responsible for submitting articles to the National Office for the editors of *Torch and Trefoil*.
- Be responsible for arranging for Alpha Phi Omega information in the Bentley yearbook and the student handbook.
- Be responsible for populating the Chapter's social media pages
- Be responsible for updating and keeping the Chapter's webpage current with input from the Historian.

SECTION 10 - SERGEANT AT ARMS/PARLIAMENTARIAN

The Sergeant at Arms shall:

- Be responsible for maintaining order during meetings
- Enforce parliamentary procedure as the parliamentarian for the chapter during voting.
- Promote a spirit of close fellowship among all the chapter members
- Create and maintain a spirit of friendship toward prospective members who visit Chapter Meetings.

SECTION 11 - REMOVAL FROM OFFICE

CLAUSE 1. Should a member of the Chapter feel that an Officer or Chair demonstrates nonfeasance, malfeasance, or is incapable of fulfilling his or her duties, the Member may submit a formal complaint to the Executive Board or an Advisor. The Executive Board or Advisor shall take this complaint and any and all other feedback from the members of the Chapter to the Advisory Board. The Advisor, or the Advisory Chair if possible, shall hold an Advisory Board meeting where the feedback is discussed and the Advisory Board may decide upon the appropriate action to recommend to the brotherhood or Executive Board.

CLAUSE 2. The possible courses of action include but are not limited to:

- A request for a formal Action Plan addressing the concerns of the committee
- A Vote of Censure
- A formal request for the Officer or Chair to resign
- A formal request for a trial to involuntarily remove the Officer or Chair from office

CLAUSE 3. If the committee chooses to Impeach, the proceedings shall be in accordance with Article XII: Discipline. The parliamentarian for the trial shall be an advisor or a member of sectional, regional, or national staff. In order to remove the officer or chair from his or her position, there must be approval by a supermajority (75%) of the Active Membership.

ARTICLE VI – ADVISORS

SECTION 1 - ADVISORY BOARD

The Advisory Committee of this Chapter shall consist of four or more Advisors including, at minimum, two Advisors from the faculty, administration, or staff of Bentley University, one Advisor representing Scouting or other youth services, and one Advisor from the community.

SECTION 2 – CHAIR OF THE ADVISORY BOARD

One of the advisors shall be elected by simple majority of all Active Members as the Chair of the Advisory Board at the first Chapter meeting of the Fall Semester and shall serve on the chapter's Executive Board.

SECTION 3 - SELECTION PROCEDURE

Advisors shall be approved by a supermajority vote (75%) of the Active Members present and voting at the first Chapter meeting of the fall semester. Advisors shall serve until the first chapter meeting of the Fall Semester 3 years after their approval. At the first chapter meeting of the fall semester following

their 3 year term, the Chapter shall vote on whether or not to approve each Advisor for an additional term of office. Advisors shall be eligible for an unlimited number of terms.

SECTION 4 - DUTIES AND PRIVILEGES

Advisors shall:

- Encourage the development of high fraternal and scholastic standards.
- Assist the Chapter in planning and carrying out its various programs and initiations.
- 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.
- Advisors shall have all rights and privileges of Active Membership except those of voting, holding office (except for the Chair of the Advisory Committee), directing the supervision of new members, and directing the establishment of New Member or Active Membership programs and policies.

ARTICLE VII – COMMITTEES

SECTION 1 - STANDING AND SPECIAL COMMITTEES

The standing committees of this Chapter shall be the Executive Board, the Advisory Board, the Service Committee, the Membership Committee the Fellowship Committee, the Finance Committee, and the Marketing Committee. Additional or special committees may be established and their chairs may be appointed by the President with simple majority (more than 50%) approval of all Active Members. These additional or special committees will end at the end of the semester in which they were created.

SECTION 2 - EXECUTIVE BOARD

The Executive board shall:

- Meet a minimum of twice per month during the regular school year. Special meetings of the Executive Board may be held at the discretion of the Chapter President, or upon the written request of a simple majority of the members of the Executive Board.
- Be open to all Active Members, New Members, Associate Members, Section Chairs or their representatives, Region Chairs or their representatives, and National Representatives except for meetings that are needed for disciplinary or sensitive reasons such as mediation, which will be open to Executive Board Members, Section Chairs, Regional Chairs, or their representatives.
- Be responsible for approving the budget produced by the Vice President in Charge of Finance for the Chapter program at the last meeting of each spring semester and present it to the Chapter at the last chapter meeting of each academic year for approval according to the provisions of Article X: Finance, Section 2: Budgets.
- Act in a timely manner on any matters it deems expedient to the operations of Chapter, subject to the review of Active members at a subsequent Chapter meeting.
- Prepare for upcoming events, deadlines, and Chapter Meetings
- Perform other duties as required.

SECTION 3 - ADVISORY COMMITTEE

The Advisory Committee shall:

- Meet at least once per semester during the regular school year. At each meeting, the Chapter President shall give a report on the state of the Chapter and 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.
- Serve as a Chapter resource for leadership, planning, and execution of the chapter activities.
- Perform other duties as required.

SECTION 4 - SERVICE COMMITTEE

The Service Committee shall:

- Meet at least three times a month during the regular school year.
- Ensure that the Chapter service program has a balance of new and traditional service projects that address the needs of the campus, community, nation, youth and Chapter membership, based upon suggestions and input from members, students, campus organizations, University officials, and outside agencies.
- Ensure that each project is adequately planned, and monitor each project through to its conclusion and proper evaluation.
- Pursue opportunities for joint service activities with other local organizations and existing and prospective Chapters of Alpha Phi Omega.
- Ensure that the Chapter participates in the National Fraternity's national service programs
- Ensure that projects and events are planned and conducted in adherence with government laws, Chapter, school and Fraternity risk management policies and procedures.
- Create budgets for service projects to get approved by the Finance Committee

SECTION 5 - MEMBERSHIP COMMITTEE

The Membership Committee shall:

- Meet at least three times a month during the regular school year.
- Plan and execute the membership recruitment program of this Chapter.
- Plan and execute the New Member and/or Membership Education Program of this chapter.
- Plan and execute the membership retention program of this Chapter.
- Ensure that membership events and programs are conducted in adherence with Chapter, University, and Fraternity risk management policies and procedures.
- Shall nominate a New Member Educator if the committee deems it necessary by a simple majority vote. The member nominated will then have to accept and Active Brothers will vote using simple majority at the Chapter Meeting following the nomination.
- Perform other duties as required.

SECTION 6 - FELLOWSHIP COMMITTEE

The Fellowship Committee shall:

- Plan and execute the fellowship program of this Chapter.
- Meet at least three times a month during the regular school year.
- Ensure that all fellowship events are consistent with the principles of the National Fraternity and foster camaraderie and friendship among Chapter members and guests.
- Ensure that fellowship events and activities are conducted in adherence with Chapter, school and Fraternity risk management policies and procedures.
- Create budgets for fellowships to get approved by the Finance Committee

- Perform other duties as required.

SECTION 7 - FINANCE COMMITTEE

The Finance Committee shall:

- Assist the Vice President in Charge of Finance in whatever way he or she sees fit such as managing the bank account and support for fundraisers.
- Meet at least three times a month during the regular school year.
- Ensure that all Finance procedures are in correspondence with Chapter, school, state, and Fraternity risk management policies and procedures.
- Assist the Vice President in Charge of Finance in record keeping and other events that require money such as fundraisers.
- Assist the Vice President in Charge of Finance in coming up with ideas for fundraising events.
- Approve all budgets received from the fellowship, service or any other committees that require money for events.
- Perform other duties as required.

SECTION 8 - MARKETING COMMITTEE

The Marketing Committee shall:

- Plan and execute all marketing events throughout the regular school year.
- Meet at least three times a month during the regular school year.
- Ensure that all Marketing is in correspondence with Chapter, school, and Fraternity risk management policies and procedures.
- Help the Vice President in Charge of Marketing with posting flyers on either social media or around campus.
- Assist the Vice President in Charge of Marketing with marketing ideas to implement for all events.
- Perform other duties as required.

ARTICLE VIII - MEETINGS AND CHAPTER BUSINESS

SECTION 1 - REGULAR MEETINGS

This Chapter shall hold weekly meetings during the academic semester except when holidays, examination periods, or other events make said meetings impractical in the judgment of the Executive Board. The day and time of regular meetings shall be set by a vote of the Executive Board and ratified by the Chapter. If it becomes necessary to reschedule a regular meeting due to events beyond the Chapter's control, the Executive Board may do so, provided all Active, Associate, New Member, Probationary and Advisory members are given at least twenty-four hours notice. The agenda for a regular meeting shall be distributed to all New Member, Active, Associate, Probationary and Advisory members of the chapter at least twenty-four hours in advance of the meeting.

SECTION 2 - SPECIAL MEETINGS

Special Chapter meetings shall be held upon the written request of one-third of the Active Members or at the discretion of the President or the Executive Board. Notice of the time, place and agenda for a

Special Meeting shall be given to all New Member, Active, Associate, and Advisory members of the Chapter at least twenty-four hours in advance of the meeting.

SECTION 3 - QUORUM

Quorum shall be simple majority of the Active Members of the Chapter.

SECTION 4 - VOTING

Only Active Members shall be allowed to vote in meetings of this Chapter. No proxy or absentee voting will be allowed. Unless otherwise noted in these bylaws or the prescribed parliamentary authority of the Chapter, a simple majority shall be required to pass any motion or resolution.

ARTICLE IX - ELECTIONS

SECTION 1 - NOMINATIONS

Nominations for Chapter officers shall be opened two weeks prior to the election and permitted until the time of election and collected by the Sergeant-at-Arms, who shall announce the nominees prior to the election.

SECTION 2 - ORDER OF ELECTION

The election of officers shall proceed in the order in which the offices are listed in Article IV Officers and Delegates, Section 1 Elected Officers of these Bylaws.

SECTION 3 - SECRET BALLOT

All elections for which more than one person has been nominated shall be conducted by secret ballot.

SECTION 4 - ELECTION PROCEDURE

The President shall be responsible for the integrity of the elections and shall serve as chairperson for any and all elections except if the President is running for an office. If the President is running for an office he or she shall turn the chair over to another officer who is not running for the office for the duration of that election. The Sergeant-At-Arms shall prepare, distribute, collect, and count all ballots, with an advisor or non running Active Member, except if the Sergeant At Arms is running for a position. If that is the case then a non running Active Member and an Advisor shall prepare, distribute, collect, and count all ballots. The non-running Active Member shall announce the name of the person elected.

SECTION 5 - REQUIRED MAJORITY

A nominee shall be elected to office upon receiving a majority of the votes cast. In the event that no nominee receives the necessary number of votes, there shall be a runoff between the two candidates with the most votes.

SECTION 6 - TIME AND PLACE

Regular elections shall take place as early as a month before and no less than one week prior to the final exam period. The time and place of elections shall be held where regular chapters are held. If there is a special circumstance the time and place of the election shall be announced no less than two weeks in advance.

ARTICLE X - FINANCE

SECTION 1 - DUES AND FEES

This Chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. Dues and fees shall be set by a two-thirds vote of those Active Members present and voting at the first scheduled Chapter meeting of the new academic year, provided all Active, Associate, and Advisory members are notified at least one week in advance.

SECTION 2 - BUDGETS

The Vice President in Charge of Finance shall create budgets for the fall and spring semester and present each budget for approval no later than the first Chapter meeting of each semester. Approval of the budget requires a supermajority vote (75%) of those Active Members present and voting at a regularly scheduled Chapter meeting, provided all Active, Associate, and Advisory members are notified one week in advance.

SECTION 3 – UNBUDGETED EXPENDITURES

Any expenditure over \$20 that is not part of an approved budget must be approved by a two-thirds vote of Active Members present and voting at a regularly scheduled Chapter meeting, provided all Active, Associate, and Advisory members are notified one week in advance.

SECTION 4 – DISBURSEMENTS

All disbursements from Chapter funds shall be approved by two of the three of the following officers: President, VP in Charge of Finance , and Vice President in Charge of Service. These payments shall be in the form of electronic payment or check.

SECTION 5 – PROHIBITED EXPENDITURES

Under no circumstances shall Chapter funds be used to purchase alcohol or illegal substances.

SECTION 6 - PETTY CASH

Anything \$20 and under is considered petty cash and will be reimbursed through chapter funds, after a two-thirds majority vote of approval from the Executive Board. The Vice President in Charge of Finance shall be responsible for collecting and paying out petty cash. The Vice President in Charge of Finance will create an electronic ledger to keep track of petty cash received and disbursed.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of this Chapter, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the policies of this Chapter, the policies of Bentley University, state, local or federal laws.

ARTICLE XII – DISCIPLINE

SECTION 1 - IMPEACHMENT

Any elected or appointed officer of this Chapter may be impeached for any of the reasons as described in Article V: Duties of Officers, Section 11: Removal From Office, Clause 1.

SECTION 2 - PROCEDURE FOR IMPEACHMENT OF OFFICERS.

Clause 1. A motion for impeachment, signed by at least three Active Members, including the facts that outline the reasons why, shall be submitted in writing to the Executive Board.

Clause 2. The Executive Board shall consider the motion for impeachment. A supermajority vote (75%) of the Executive Board is required to refer the motion for impeachment to the Chapter for consideration of removal. The officer in question may not vote on the matters related to his or her removal and his or her presence is not counted towards quorum for this vote.

Clause 3. If the Executive Board refers the motion of impeachment to the Chapter, the officer shall be suspended from his or her position and duties until the Chapter acts on the consideration of removal. The Chapter President shall temporarily fill the office position, assuming the position duties outlined in Article V Duties of Officers, of these bylaws.

Clause 4. If the Executive Board does not vote to place the motion for impeachment on the agenda, the Chapter may override this decision by a supermajority vote (75%) of the Active Members present at a regularly scheduled Chapter Meeting.

Clause 5. Notice of motion for removal shall be sent to the member in question and all Active, Associate and Advisory members of the Chapter at least one week ahead of the meeting where the demand for removal will be considered.

Clause 6. The motion for removal shall be considered at the earliest possible regularly scheduled Chapter meeting. The officer who is the subject of the motion for removal has the right to speak in his or her own defense at this meeting or send a statement to be read.

Clause 7. A two-thirds vote of the Active Members present is required to sustain a motion for removal. The officer in question has the right to vote on the motion for removal.

Clause 8. If the motion for removal passes, the officer in question shall be immediately removed from office and the process for filling a vacancy in office shall occur as specified in Article IV: Officers and Delegates, Section 7: Vacancies of Office. Removal from office shall not impact a Member's Membership Status.

Clause 9. If the officer is not removed, as the motion for removal does not pass, he or she shall immediately resume the duties of office.

Clause 10. The Chapter may impose any lesser penalty or take other actions as appropriate in lieu of removal. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of the Active Membership present at a Chapter Meeting.

SECTION 3 - REMOVAL OF ADVISORS.

Advisory Members of this Chapter may be removed from that role for nonfeasance, misconduct, or malfeasance in the same manner as Officers.

SECTION 4 -SUSPENSION.

This Chapter shall have the power to suspend any member with just cause. "Just cause" shall include financial or personal misconduct, misrepresentation of the Chapter, or behavior deemed to be injurious to the Chapter, the National Fraternity, or any individual. Upon the suspension of a member, the Chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's Membership record.

Clause 1. A motion for suspension, signed by at least three Active Members, including the facts that outline the reasons why, shall be submitted in writing to the Executive Board.

Clause 2. The Executive Board shall consider the motion for suspension. A super majority vote (75%) of the Executive Board is required to refer the motion for suspension to the Chapter for consideration. If the Member being considered for suspension is an officer, the officer in question may not vote on the matters related to his or her suspension and his or her presence is not counted towards quorum for this vote.

Clause 3. Notice of motion for suspension shall be sent to the Member in question at least one week ahead of the meeting where the demand for suspension will be considered.

Clause 4. The motion for suspension shall be considered at the earliest possible regularly scheduled Chapter meeting. The member who is the subject of the motion for suspension has the right to speak in his or her own defense at this meeting or send a statement to be read.

Clause 5. A two-thirds vote of the Active Members present is required to sustain a motion for suspension. The member in question has the right to vote on the motion for suspension.

ARTICLE XIII – RISK MANAGEMENT POLICY

SECTION 1- ALCOHOL AND DRUG POLICY

All members of the Chapter shall be in compliance with National Fraternity Alcohol and Drug Policies, as stated below.

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. Chapter, 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.

SECTION 2- SEXUAL MISCONDUCT

The Fraternity will not tolerate or condone any form of sexual misconduct, whether it be in the form of domestic/relationship violence, rape, sexual violence, sexual exploitation, sexual harassment, or sexual assault. Harmful actions of sexual nature including, but not limited to, verbal, mental, or physical violence, and harassment will not be tolerated or condoned.

SECTION 3-ABUSE/DISCRIMINATION

The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members for any reason, including but not limited to biological sex, race, ethnicity, physical, mental or emotional disability, age, marital status, sexual orientation, gender identity, gender expression, or

religious affiliation. Harmful actions including but not limited to verbal, mental or physical violence, harassment, or exclusion will not be tolerated or condoned.

SECTION 4- 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.

SECTION 5- TRANSPORTATION ISSUES

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.

SECTION 6- POLICY VIOLATION

Any violation of the policies in this article must be brought to the attention of the Executive Board. Whether or not a Member has violated the policies in this article shall be determined by the Executive Board and the Chairman of the Advisory Committee. Disciplinary action for violation of policies in this article shall be determined by the Executive Board and at least one (1) Chapter Advisor. Punishment may include but is not limited to the following: removal of voting privileges, suspension of rights to having a Little, suspension of rights to office, impeachment and removal from office, and/or suspension from the chapter.

ARTICLE XIV– HAZING

There shall be no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment of New Members, other Members or other persons associated with this Chapter at any time shall be considered a violation of the purposes of this Chapter and of the National Fraternity. Any allegations of hazing shall be promptly reported to the appropriate section, region, or national staff. Disciplinary actions may be imposed and include expulsion from the chapter.

ARTICLE XV – POLICIES

SECTION 1 - AUTHORITY

This Chapter may adopt such policies not in conflict with these Bylaws, the rules and regulations of Bentley University or the governing documents of the National Fraternity as necessary. Chapter policies shall be maintained in writing and in a single document or other repository which shall be made readily accessible to all interested parties, to include officials of Bentley University, current and prospective members, and officers and other officials of the National Fraternity.

SECTION 2 - ADOPTION PROCEDURE

A motion to create, alter, or remove a chapter policy must be brought at one regularly scheduled Chapter Meeting and voted on either immediately or at the following regularly scheduled Chapter

Meeting. A simple majority is required to create, alter, or rescind any Chapter policy unless otherwise specified in these Bylaws.

SECTION 3 - DURATION OF POLICIES

Chapter policies, once adopted, shall remain in effect until amended or rescinded.

SECTION 4 - REVIEW OF POLICIES

Each new Executive Board member shall begin to review policies pertaining to their duties and the general operation of the Chapter at the beginning of their term of office. Policies will be continuously reviewed by the Executive Board and the rest of the Chapter throughout each academic year.

ARTICLE XVI - AMENDMENTS

SECTION 1 - SUBMISSION.

A proposed Amendment to these Bylaws must be submitted to the Executive Board in writing and shall contain signatures from one-tenth of all Active members to be considered.

SECTION 2 - DISTRIBUTION

The Executive Board shall distribute the proposed Amendment with the proper signatures to the Chapter at the next regularly scheduled Chapter meeting following submission to the Executive Board.

SECTION 3 - APPROVAL

A discussion and vote on the proposed Amendment shall occur at the second regularly scheduled meeting following submission to the Executive Board. Passage shall require an affirmative vote of two-thirds of the Active Members present and voting, at a meeting where quorum prevails.

ARTICLE XVII – TRANSITION

SECTION 1 – TRANSITION

Recognizing that these bylaws are being initially drafted and implemented by the Petitioning Group of Bentley University, the provisions of Article IV Officers and Delegates, Section 5 Consecutive Terms of Office related to semesters as an Active Member shall take effect during the first semester after chartering. During the Petitioning Group stage, officers may not succeed themselves, due to the need for a transition of officers. All references to “Active Member” shall be applicable to Petitioning Members during the Petitioning Group phase and the Petitioning Group is granted flexibility to meet the requirements of these Bylaws during the chartering stage, with the exception of the active member requirements, the risk management policy, all prohibitions on hazing, and all financial controls shall be honored.

SECTION 2 – AUTOMATIC DELETION

This Article shall be deleted from these Bylaws at the beginning of the second semester after chartering.