

**The Bylaws
of
The Delta Gamma Chapter
of Alpha Phi Omega**

Article I- Meeting Date & Time

Section A-

This Chapter will hold weekly chapter meetings on Sunday nights. The time will be determined based on the availability of a large lecture hall.

Section B-

This Chapter will hold a minimum of 12 chapter meetings at the scheduled time for that term.

Section C-

Special meetings of the Chapter may be called by the president or the executive committee on their own initiative, or upon request of $\frac{1}{3}$ of the active membership. A notice of all special meetings will contain a statement of the purpose of the meeting of the special business to be transacted.

Article II- Membership

Section A-

All sections and subsections of membership in this Chapter will adhere to and comply with the National Alpha Phi Omega Articles of Association and to the Delta Gamma Constitution.

Section B-

Students eligible for Pledgeship in this Chapter are undergraduates in good standing with Ohio University who will be a student for at least two terms after the Pledging period. Pledgeship to this Chapter will be granted to those eligible who made their desires known to the Chapter, who have paid the non-refundable Pledge fee and the refundable Pledge pin fee, and signed the Pledge contract (Amounts are subject to change without notice). Opinions are encouraged from the entire Active membership, but the final decision for Pledgeship will be made by Executive and Judiciary Boards. All opinions will be heard during the time in which the Pledge class is selected.

Section C-

Active membership will be granted to Pledges who, in the judgment of two-thirds

Active members in attendance, by voice vote, have successfully completed their period of Pledge education, maintained a 2.0 cumulative grade point average, and have paid the non-refundable Activation fee. (Amounts are subject to change.) Any discrepancies or failures to meet Pledge contract requirements will be referred to the Judiciary Board and Executive Board who reserve the right of a final joint decision.

Section D-

All requests for transfer of Active membership from another Chapter will be approved only if the transfer brother is in good standing with their old Chapter.

Section G-

Alumni membership will be automatically conferred upon all who have Active membership in the Chapter upon their departure from Ohio University, in their final term.

Section H-

A member must be of Active status two terms prior to becoming Associate or Early Alumni status.

Section I-

All Pledges, Officers, Advisory and Honorary members will be initiated according to the ritual provided by the National Fraternity.

Section J-

Any member not fulfilling the requirement for Active membership and Associate membership will be referred to the Judiciary Board.

Section K-

All members who have been Activated into Alpha Phi Omega must remain Active at least one term prior to taking a Little Brother.

Section L-

All members must be in good standing, not on probation, in the Fraternity to have a Little Brother.

Section M-

All members will have their signature available during the Pledge period. Any extreme circumstances will be reviewed by the Judiciary Board.

Section N-

Associate membership will be conferred upon Active membership at his or her written request. Associate status will be granted for only one term of his or her membership. Associate status will not be granted unless member is in good standing, and approved by the Judiciary Board. Extreme circumstances will be taken into account. Associate members do not vote, pay dues, hold Chapter

office, need to attend Chapter, nor a serve on a committee. The only obligation brought forth is a mandatory service projects. It is the Associate member's responsibility to contact appropriate members regarding this service project. Failure to meet Associate guidelines causes a referral to the Judiciary Board and possible Deactivation.

Section O-

Early Alumni status may be granted if the members make a written request, is a graduating student in their final term, is in good standing, and has the approval of the Judiciary Board. Early Alumni members do not vote, pay dues, hold Chapter office, need to attend Chapter, nor serve on a committee. Summer graduates may request Early Alumni status in their final spring term.

Section P-

No member may be allowed to go on Associate status one term and consecutively go Early Alum status the next term.

Section Q-

Advisory membership, with all rights except the right to vote or pay dues, will be conferred upon those persons with a full knowledge of the Delta Gamma Chapter of the National Alpha Phi Omega Fraternity, by three-fourths vote of the Active members at a regular Chapter meeting. Advisory members may not be undergraduates or hold Chapter office.

Section R-

This chapter will maintain a permanent record of all members.

Article III- Service

Section A-

Any member or pledge who is committed to a service project and cancels without at least a 24-hour notice will be deducted the exact amount of service time that was missed for the project.

Section B-

There will be at least two "All-Chapter Projects" required each term. Various projects will be suggested and voted on by the Chapter. It will be mandatory for all active members and associate members to serve at least two service hours at each of the mandatory projects.

Section C-

The mandatory projects for Fall term will be the annual 5K and Service Week. Service Week will occur during the first week of November, which is Alpha Phi Omega's National Service Week.

Section D-

The mandatory projects for Spring term will be Faculty Pageant and Relay for Life.

Section E-

Each Active member will participate in at least twenty hours of volunteer service per term. The Chapter will hold at least two mandatory projects per term considered a part of the total hours.

Section F-

Each Associate member will be required to participate in two service hours for each of the mandatory service projects which amounts to four hours.

Section G-

Each Active member will complete two fundraising hours per term as part of their twenty service hours.

Section H-

Of the twenty service hours required with Alpha Phi Omega, two of which are fundraising hours, four from the mandatory service projects, and the remaining fourteen are up to the individual active members and may include service outside of Alpha Phi Omega.

Section I-

There will be no limit to the number of service hours that may be completed at one service project in one day with the exception of one hour per day of engaging in service for service trips. Only 4 hours for every mandatory term projects (i.e. Relay for Life, 5k, Service Weekend, Faculty Pageant).

Section J-

All service hours will be rounded to the nearest half hour. Ex: 2 hours and 15 minutes of service will be rounded to 2 ½ hours.

Section K-

No member may receive more than 4 service hours throughout a term in the form of donations for a service project or fundraising event.

Section L-

No member may receive more than 4 service hours throughout a term in the form of service hours outside of Alpha Phi Omega.

Section M -

In any term, if a member does not complete his/her service hour requirements then he/she becomes inactive. A two week grace period will be given at the beginning of every term to work out any problems with the Judiciary Board.

Article IV- Fellowship

Section A-

Every member will be required to complete three fellowship hours each term. These hours can be fulfilled in one of two ways: By attending an event planned by the Fellowship VPs or by attending an event planned by your family head that at least four people from your family attend.

Section B-

One of the Fellowship hours must come from a Family event.

Section C-

Associate members must complete a fellowship hour with their family.

Article V- Committees

Section A-

Each Active member will serve on at least one active committee and/or sub-committee each term. Each committee meeting over 30 minutes in length constitutes one committee hour which will count towards the seven hours required. For the committee hour to count, Active members cannot arrive anymore than ten minutes after the start of the meeting.

Section B-

There will be an Executive Committee of the Chapter, which will consist of 25 voting executive positions: President, 2-Service Vice Presidents (2 votes), 3-Membership Vice Presidents (3 votes), Treasurer/Scholarship Chairperson, Secretary, 2-Fellowship Vice Presidents (2 votes), 2-Fundraising Chairpersons (2 votes), PR/Communications Chairperson, 2-Judiciary Board Chairpersons-one acts as Sgt.-At-Arms (2 votes), 1-Historian, 1-Awards Chairperson, 1-InterChapter Relations Chairperson, 2 Service Week Chairpersons (2 votes), 2 5k chairpersons (2 votes), 3 Relay For Life Chairpersons (3 votes), and 2 Faculty Pageant Chairpersons (2 votes). The Chapter President will be chairperson of the executive committee and will exercise all powers of the Chapter during the interval between regular Chapter meetings.

Section C-

This Chapter will have an advisory committee consisting of one advisor or administrator of Ohio University, one community advisor, one scouting advisor, the chapter president and any other advisor it deems necessary.

Section D-

There will be regular Chapter committees as provided for the National Fraternity Bylaws. They will include special committees that may be appointed at the

direction of the Chapter President.

Article VI- Attendance

Section A-

Each member is allowed four absences per term, including Chapter meetings and mandatory events. Members will be allowed to make up two events per term, as permitted by Judiciary Board by attending additional events such as executive board meetings, presidential office hours, and/or round table discussions.

Section B-

Any member that exceeds four absences per term is considered to be on probation for the following term. Extenuating circumstances will be referred to the Judiciary Board.

Section C-

The business conducted at an executive meeting is separate and independent of regular Chapter meetings and does not replace Chapter meetings or vice-versa. Executive meetings are mandatory for all executive officers. Each officer is allowed three absences from executive meetings per term (class conflicts will be excused). Executive meetings are open to all members, unless otherwise noted.

Section D-

In an event an officer misses a Chapter meeting, this officer must secure another member to give the report as well as distribute and/or collect materials or funds necessary such that business is not hindered.

Article VII- Chapter Dues

Section A-

This Chapter may establish reasonable initiation fees, dues, and assessments in addition to those established by the National Fraternity. National dues for this Chapter are due by November 1.

Section B-

Chapter dues within this Chapter are due by the end of the chapter meeting held on week 12. If dues are not paid by the end of the second chapter of the term then the fee is raised \$5. For every additional two weeks dues are unpaid, the \$5 per two week fee will be paid (e.g. Four weeks late = \$10 late fee, Six weeks late= \$15 late fee.) If dues are not collected by the end of the chapter meeting held on the 12th week of the term, membership is Inactive.

Section C-

There will be a one-time, \$5 initiation fee added to the Pledge fee that will go directly into the scholarship fund.

Article VIII- Finance

Section A-

The necessary expense of this Chapter will be met from funds secured through Chapter membership, fees and assessments, and funds secured through Chapter activities conducted in keeping with Ohio University guidelines.

Section B-

All funds of this Chapter will be deposited in such manner that the treasurer and advisor's signature will be necessary for access to the funds.

Section C-

Subsection 1

Anything that takes less than 11 hours to do, including planning can either:
(Examples- College Gate, bake sale, selling something, etc.)

1. Donate all of the money, minus expenses, to a cause
2. Keep all money, minus expenses, to benefit APO

Subsection 2

Anything that takes 12 hours plus (planning included):
(Examples- 5k, phone-a-thons, etc.)

All money received, minus expenses, is divided this way, if necessary:

1. At least 60% of the total will be donated to the cause.
2. A maximum of 40% or the remainder of the total will be put into Alpha Phi Omega's account.

Section D-

All receipts handled for the National Fraternity, such as Pledge, Active, and life membership fees, orders for supplies, and funds handled on behalf of other organizations such as: Red Cross, the Heart Fund, etc., will be carefully segregated either by deposit, or through adequate bookkeeping and accounting procedures and may be determined by the Executive Committee, so that these revolving funds will be used by the Chapter.

Section E-

An annual return form 990 will be made to the U.S. Director of Internal Revenue.

Section F-

The Ohio University controlled scholarship account (7584) belonging to the Delta

Gamma chapter of Alpha Phi Omega will be used to financially assist activated members attending fraternity endorsed service trips and/or fraternity conferences at the sectional, regional, and national levels; as well as, those activated members who have demonstrated financial difficulty in paying their dues.

Section G-

The account will be maintained by directing \$5 from every members' (actives and pledges) dues to the fund. Furthermore, the money added onto dues when paid late will contribute to the maintenance of the account.

Section H-

The Delta Gamma chapter will assist service and conference trips by matching the amount fund-raised in proportion to the costs of the trips and the balance of the account by the attending activated members for the purpose of the approved trip.

Section I-

Activated members wishing to receive financial assistance in paying their dues must demonstrate financial difficulty by contacting the ombudsman and completing the approved application each term the member wishes to receive financial assistance. Upon completion, the activated member's case will remain confidential as the ombudsmen bring it to the executive board. Assistance will be granted with a majority vote of the executive board. Once granted, the activated member(s) being assisted accept that their non-mandatory chapter expenses (i.e., T-shirts, priced events) will be monitored to ensure proper use of the scholarship account.

Section J-

Each member who demonstrates financial need and receives financial aid must reapply each term to be approved anonymously by the executive board to regain financial aid.

Article IX- Elections & Voting

Section A- Elected Officers

Subsection 1-

The executive officers of this Chapter will be: President, 2-Service Vice Presidents, 3-Membership Vice Presidents, Secretary, Treasurer/ Scholarship Chairperson, 2-Fellowship Chairpersons, 2-Fundraising Chairpersons, PR/Communication Chairperson, 2-Judiciary Board Chairpersons, 1-Awards Chairperson, 2-Youth Service Vice Presidents,

1-InterChapter Relations Chairperson, 1-Historian, 2-Service Week Chairpersons, 2- 5K chairpersons, 3-Relay for Life Chairpersons, and 2-Faculty Pageant chairpersons.

Subsection 2-

The position of Youth Service Vice President will serve in office from fall term through to the next fall term. This will be done to accommodate the organizations and activities with which the position works.

Subsection 3-

The position of Relay for Life Chairperson will serve in office from fall term through to the next fall term. This will be done so that the Chairpersons can begin working with the planning committee of Relay for Life of Ohio University.

Subsection 4-

The position of Faculty Pageant Chairpersons will service in office from fall term through to the next fall term. This will be done to accommodate the organizations and activities with which the position works.

Section B- Election Procedures

Subsection 1-

Only current executive board members may run for the office of President and Treasurer. In the case of no one on the Executive Board running for the Treasurer position, the election is open to entire Chapter.

Subsection 2-

Any vacancies among the officers of this Chapter will be filled as soon as possible by nomination and vote of the Active membership present at a regular Chapter meeting.

Subsection 3-

Election of officers will be held once a year during Fall Term. Nominations will be held and elections will be before the twelfth week of the term. Outgoing officers will work closely with the incoming officers during the Spring Term.

Subsection 4-

Only those Active members, who in accordance with the Chapter by-laws, have paid dues on time may vote in the election of officers. There are no exceptions.

Subsection 5-

No Executive Board members may go associate/abroad during their two terms in office.

Subsection 6-

No person may be nominated for an office if he/she is not present at the meeting when nominations take place. Exceptions will be made in extreme situations. i.e. study abroad, internship, etc.

Subsection 7-

The nominee, or proxy, must give a speech on the day of elections in order for the rest of the Active members to hear the reason for the running of that certain office. Written speeches or videotapes will be expected and read or shown for the extreme situations mentioned in Subsection 6.

Subsection 8-

No person will be nominated for more than one office. Exceptions will be voted on by the chapter as a whole.

Subsection 9-

All nominations for position will take place over a two week period.

Subsection 10-

During each election, all candidates running for specific office will be removed from the room and will speak one at a time. The order in which the candidates speak will be alphabetical based on last name.

Subsection 11-

After each candidate has spoken, answered questions and sequestered, members will have an open discussion.

Subsection 12-

After the discussion is over, members will vote. Candidates will be brought back into the room when the individual office ballots have been collected.

Section B- Voting**Subsection 1-**

The sergeant-at-arms will pass out and collect secret ballots in accordance with the by-laws of who has paid dues. There will be individual ballots for each officer to be collected after discussion. The sergeant-at-arms will tally all ballots.

Subsection 2-

For Constitutional and Bylaw changes, the sergeant-at-arms will pass out the flash card voting system. Green means Approval. Red means Denial.

White means to Abstain from the vote. The sergeant-at-arms will use their discretion when scanning and determining the outcome of the vote. If the sergeant-at-arms deems the vote to be too close to call, a paper ballot will be administered and collected. The sergeant-at-arms will tally all the ballots in this case.

Subsection 3-

The third chapter of fall term, a Mid-Year Review will be held. This special election is held with ballot voting of all Executive Board members (excluding Relay for Life and Service Week). It will be a vote of confidence of whether the Chapter has confidence in each executive board member to perform their duties for the remainder of their term. If an executive board member receives a 2/3 vote of "No" confidence, then he or she will be placed on a three week probationary period. After the probationary period, the executive board member will be voted on again and if he or she receives 2/3 vote of "No" confidence, then he or she will be removed from the executive board.

Subsection 4-

Votes will be counted in the following manner:

1. Nominees running opposed will win by plurality
2. Unopposed nominees will win by a 2/3 vote of confidence of the members of the chapter who voted
3. Votes with a yes/no outcome will win by a 2/3 vote of confidence of the members of the chapter who voted.

Subsection 5-

Any variance in the Bylaws requires a $\frac{2}{3}$ vote from the active membership in attendance at a regular chapter meeting.

Section C- Impeachment

Subsection 1-

Chapter officers may be impeached for the misconduct or malfeasance in office or failing to abide with this Chapter's Constitution. Charges must be submitted in writing to the Advisory Committee. In case the Advisory Committee cannot meet, the charges will be brought to the Judiciary Board.

Subsection 2-

Case of impeachment will be tried by the Active members in a special meeting held two weeks after the charges have been presented to the Advisory Committee or Judicial Board. An advisor will conduct the meeting. If an advisor cannot be present, the Judiciary Board will conduct the meeting.

Subsection 3-

In cases of impeachment, a vote of ninety percent of the Active members will be necessary for removal.

Article X- Judiciary Board**Section A-**

The Judiciary Board will be made up of two Active members. All executive officers are ineligible to be on Judiciary Board.

Section B-

All Chapter members must have two Active terms prior to being on the Judiciary Board.

Section C-

Members of the Judiciary Board:

1. Will be elected by Chapter members as per this Constitution and Bylaws.
2. Judiciary Board must meet entirely once a week.

Section D-

Everything discussed within the Judiciary meetings will not be discussed outside those meetings except to the executive board. To do so would cause the member immediate expulsion from the board.

Section E-

A decision must have a two-thirds majority of the board to pass. In the event of a tie between the Judiciary Board members, the president will cast a vote.

Section F-

Any Chapter member can bring a legitimate violation, complaint, question, suggestion, etc. to the board.

Section G-

A formal complaint must be submitted in writing to the Judiciary Board. Depending on the case, the plaintiff can be called upon to be questioned.

Section H-

The member in question must be given the opportunity to appear before the board to state their case.

Section I-

If a member has been found guilty, the Judiciary Board can:

1. Remove service hours.
2. Put the member in question on Associate status.

3. Put the member in question on inactive status.
4. Enforce a probationary period.
5. Decide each case on an individual basis.

Section J-

No member is immune from the Judiciary Board, including the Judiciary Board

Section K-

A decision made by the Judiciary Board cannot be overturned by the executive board unless the executive board brings it before the Chapter members. A two-thirds vote of all eligible Chapter members in attendance must be obtained before the Judiciary Board's decision is reversed. Names of the parties involved, unless otherwise stated by those involved, will be kept confidential from Chapter members.

Section L-

A member can appeal to the Executive Board. The same process as Section 11 will take place.

Article XI - Hazing

Section A-

There will be no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment questioned by Pledges, members, or other persons at any time will be considered a violation of the purpose of the Delta Gamma Chapter and of the National Alpha Phi Omega Fraternity.

Article XII - Risk Management

Section A-

The Delta Gamma chapter of Alpha Phi Omega will abide by the risk management policy of the national fraternity.

Section B-

No member will either consume intoxicants nor attend under the influence of intoxicants any event sponsored by the Delta Gamma chapter of Alpha Phi Omega, including but not limited to chapter meetings, fellowship events, service events, fundraising events, and committee and executive meetings.

Section C-

All members attending off-campus events sponsored by the Delta Gamma chapter of Alpha Phi Omega or the national fraternity including but

limited to service trips or conferences will abide by all state and city laws concerning the consumption of intoxicants at all times. All members attending the aforementioned events will express written consent that they will abide by chapter and national by-laws while attending the aforementioned events.

Section D-

Any member who does not abide by the policies of the Delta Gamma chapter of Alpha Phi Omega concerning the consumption of intoxicants at events sponsored by the Delta Gamma chapter or the national fraternity will be subject to immediate probation (continued into the following term) upon the first violation and deactivation upon a second violation.

Section E-

Any member placed on probation upon violating the policy of the Delta Gamma chapter concerning the consumption of intoxicants will be subject to a fine of ten dollars added to the terms dues for the probationary term.

Section F-

No active member may wear their Greek letters or "Alpha Phi Omega" while participating in activities that go against our Risk Management policy. Being caught doing so will result in additional risk management training.

Article XIII - Probation

Section A-

The subsequent repercussions will be in place, should any member be put on probation for any of the following reasons: fellowship, grades, attendance, committee hours, and risk management.

Subsection 1-

Failure to complete a fellowship hour, the member will be expected to plan and attend a fellowship event during the term he/she is on probation

Subsection 2-

Any and all students having a cumulative grade point average less than 2.0 will be placed on probationary status the following term. If the cumulative grade point average is not raised above a 2.0 during the probationary term,, then the student will be evaluated based upon effort and improvement and, with permission from the Judiciary Board, can choose to remain on probationary status until their cumulative grade point average is brought up. Brothers must submit cumulative grade point average by the end of the fourth chapter. Failure to do so will result in

inactivation.

Subsection 3-

Missing more than the four allotted mandatory events for the term, the member will need to attend an additional executive board meeting, Presidential office hour, or round table discussion for each hour of missed mandatory event above 4.

Subsection 4-

Failure to complete committee hour requirements, the member will be expected to head a subcommittee of their term committee assignment during the probationary term.

Subsection 5-

Failure to abide by risk management policy, the member will be immediately put on probationary status, and will attend an additional risk management education workshop, and will continue to be considered on probationary status for the following terms as well.

Section B-

Any member that is put on probation for attendance, grades, and/or committee hours in the same term will become inactive.