



Alpha Phi Omega

Omega Sigma Chapter

Chapter Bylaws

Spring 2016

Revised 03/21/2016 by Derek Tran (Sergeant-At-Arms)

California State University, Fullerton
800 N. State College Blvd
Fullerton, CA 92831

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1.

The name of this organization shall be Alpha Phi Omega, Omega Sigma Chapter at California State University, Fullerton.

Section 2.

The purpose of this Fraternity shall be to assemble college students in a National Service Fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop Leadership, to promote Friendship, and to provide Service to humanity; and to further the freedom that is our national, educational, and intellectual heritage.

ARTICLE II. MEMBERSHIP

Section 1.

Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2.

Membership in this Chapter shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 3.

The Chapter requires a minimum of five (5) California State University, Fullerton students who are currently enrolled in at least one class at California State University, Fullerton.

Section 4.

There shall be six (6) types of memberships in this Chapter: Pledge, Active, Associate, Advisory, Honorary and Alumni. Refer to the National Bylaws of the Fraternity as to what the memberships entail.

A **Pledge** is someone who is actively in the process of completing Pledge requirements that are assigned by the Pledge Educators of Omega Sigma Chapter.

An **Active Member** is someone who has successfully completed an Alpha Phi Omega Pledge requirements program, either at Omega Sigma or any other chapter recognized by the National Office, and has been initiated under the Fraternity's formal ritual. In order to remain as an Active Member, that person must accept the Omega Sigma Chapter's Active Membership requirements every semester. An Active member has the right to vote and hold office.

An **Inactive Member** is someone who does not accept the Active Membership requirements during the previous active semester. An Inactive Member is not allowed to attend the following: Chapter Fellowships, General Body Meetings and Executive Committee Meetings. They will not be able to hold office and will not have voting rights.

An **Associate Member** is someone who was a Good-Standing Active member the previous semester and who has successfully applied for Associate status for the current semester. An Associate member must complete Associate membership requirements of that semester. Associate members have the rights of Active Membership, except those of voting and holding office. No person shall be allowed to be an associate member for two (2) consecutive semesters. A Brother may only hold Associate Membership no more than two (2) times throughout their academic career.

An **Advisory Member** is someone who has been individually voted in by the Active Body to serve on the Advisory Committee and whose Chapter has completed the necessary forms and submitted them to the National Office. Advisory Members shall have all rights and privileges of Active Membership except those of voting, directing the supervision of pledges, and directing the establishment of Pledge or Active Membership programs and policies. Advisory Committee Members can only hold the office of the Chair of the Advisory Committee. Such Membership may not be conferred upon undergraduate students.

Honorary Membership may be conferred upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have the rights and privileges of Active Membership, except those of voting and holding office. Honorary Membership shall not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. Selection of Honorary Members by a collegiate Chapter shall require the approval by vote of at least three-fourths ($3/4$) of the Chapter's total Active Members regardless if they hold voting rights.

An **Alumni** is someone who has been an Active, Inactive, Associate, or Honorary member and has not been suspended or expelled by the Omega Sigma Chapter or the National Service Fraternity of Alpha Phi Omega upon leaving their respective academic institution as a result of graduation or termination of student status.

Section 5.

Voting membership is limited to Active members who are regularly-enrolled students of good standing. Students that maintain a cumulative grade point average of 2.0 or higher are considered to be in good standing.

Section 6.

A quorum of Active members of the Chapter may suspend a member for just cause and after due deliberation by a two-thirds ($2/3$) vote.

ARTICLE III. OFFICERS

Section 1. Officer Qualifications:

The officers of any student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.

- (a) Officers must be matriculated and enrolled (non-extended education) at California State University, Fullerton.
- (b) Officers must maintain a minimum cumulative 2.0 grade point average each term.
- (c) Officers must be in good standing and must not be on probation of any kind.

(d) Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.

(e) Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 67 percent of the units required for the graduate credential objective, whichever is greater.

Section 2. Powers and Duties of Elected Officers

Clause 1. The elected officers of the organization shall be the President, Leadership Vice-President(s), Fellowship Vice-President(s), Service Vice-President(s), Membership Vice-President, Sergeant at Arms, Treasurer, Fundraising Chair, Historian, Webmaster, Pledge Educators, Inter-chapter Chair, Secretary, Ritualist, Public Relations/Events Coordinator, Alumni Chair, and Chair of the Advisory Committee. The elected officers shall serve as members of the Executive Committee.

The elected officers shall serve as members of the Executive Committee. Elections are to be held every semester and elected officers are to be installed immediately upon being elected. The term of office for elected officers, with the exception of the President, shall be one semester, fall or spring, unless otherwise stated.

The term of office for the President is 1 year (2 semesters).

With the approval of the President, the officers may appoint committees and Committee Chairs to assist them in performing their duties.

The Chair of the Advisory Committee must be someone from the Advisory Committee.

The Advisory Committee consists of advisors that are voted upon by a quorum of the Active Members.

Clause 2. The President shall have the following powers and duties:

1. To preside at all meetings of the Chapter.
2. To be the official spokesperson of the Chapter, representing the policies, views and opinions of the Chapter in its relations with the campus and the community at large.
3. To coordinate the function of all chapter officers and committees.
4. To appoint officers and committees necessary for efficiency in carrying out the program of the Chapter as outlined in the Chapter Bylaws with the approval of the majority (50% + 1) of the Executive Committee.
5. To see that the Chapter is operated in conjunction with the policies set forth in the National Bylaws and the Chapter Bylaws.
6. To be in direct contact with National office of the Fraternity.
7. To serve as the main liaison along with Sergeant-At-Arms between the Judiciary Board and Active Body.

Clause 3. The Leadership Vice-President(s) shall have the following powers and duties:

1. To stimulate the growth of leadership among members of the Chapter.
2. To inform active members of upcoming LEADS programs.
3. To run and enlist Active Body to attend campus leadership and self- development workshops.
4. To put in a request for a representative for any Alpha Phi Omega national workshop.
5. To be responsible alongside the President for the planning and success of CAPS.

Clause 4. The Fellowship Vice-President(s) shall have the following powers and duties:

1. To plan a sufficient amount of Fellowship events per semester.

Clause 5. The Service Vice-President(s) shall have the following powers and duties:

1. To appoint a Chair for each service project.
2. To promote awareness and involvement in the Chapter's National Service Week (Fall) and Spring Youth Service Day.
3. To properly document National Service Week and Spring Youth Service Day to the National Office.
4. To research and provide adequate service project throughout the semester.
5. To become Chapter President if the officers of President and Membership Vice-President are vacated or vacant.

Clause 6. The Membership Vice-President shall have the following powers and duties:

1. To maintain records of each Active member's Membership Requirements.
2. To keep an accurate record of attendance of each member for all chapter meetings and events.
3. To ensure the execution of the Membership Retention Program.
4. To work with the Executive Committee in developing Active requirements.
5. To state Active and Re-Activation requirements. If changes are needed, the requirements must go through an approval 2/3rd's vote of Active Membership.
6. To report to each Active Member his or her membership status at the halfway point of when Active requirements are due.
7. To notify members who have not fulfilled their Active requirements of their membership status as Probationary or Inactive.
8. To perform all the Presidential duties in the absence of the President.
9. To become the Chapter President if the office of the President is vacated.

Clause 7. The Sergeant-At-Arms/Parliamentarian shall have the following powers and duties:

1. To perform such disciplinary procedures deemed necessary by the President.
2. To serve as Chair of the Bylaw Revision process.
3. To receive nominations and seconds to those nominations prior to the close of nominations.
4. To ensure that all nominees are aware of their nominations for the purpose of accepting or declining the nominations.
5. To distribute ballot sheets on all occasions when voting is done in writing, to assemble the ballots, and to be in charge of the counting.
6. To perform any parliamentary procedures as deemed necessary by the President.
7. To ensure that all elected officers have a copy of Chapter Bylaws at all appropriate meetings.
8. To prepare materials needed for meetings ahead of time and to prompt the President to start the meetings on time.
9. To inform all Actives of upcoming votes.
10. To edit the Chapter Bylaws for structural and grammatical errors so long as it does not change the explicit or contextual meaning of the document to ensure the integrity of the Chapter Bylaws. All changes must be presented to Executive Committee to verify their legality and must be published every semester to the public website.
11. To serve as the main liaison along President between the Judiciary Board and Active Body.

Clause 8. The Treasurer shall have the following powers and duties:

1. To handle all financial affairs and budgeting of the organization.
2. To keep an accurate record of all revenue received and expenses paid by the Chapter.
3. To receive all monetary exchanges of the Chapter.
4. To be diligent in the collection of Installation fees, Activation fees, Chapter dues, and all other fees and assessments; and in the payment of all Chapter debts.
5. To be diligent in the enforcement of the budget.
6. To be diligent in distributing Chapter funds when necessary.
7. To be diligent in reimbursing all debts of the Chapter.
8. To maintain ASI Agency Accounts in the organization's name. It requires signatures of the Treasurer, President, and Chair of Advisory Committee.
9. To propose Membership dues, Pledge fees and Activation fees. The proposal shall be subject to approval by a majority of the Active members present at a meeting where quorum prevails.
10. To submit a financial report of the Chapter's financial condition at least once a month at a Chapter meeting.
11. To audit the financial books of the Chapter at least one week before the end of the Treasurer's term, before turning over the duties to a newly elected officer.

Clause 9. The Fundraising Chair shall have the following powers and duties:

1. To plan and execute all fundraising activities to raise revenue for the Chapter.

Clause 10. The Historian shall have the following powers and duties:

1. To maintain a physical and/or electronic scrapbook containing photographs and newspaper clippings pertaining to the activities of the Chapter during his or her term. At least one physical copy must be archived at the end of the term.
2. To compile a detailed and accurate history of the Chapter covering the period of his or her office, including Service projects, a list of officers elected and appointed humorous happenings, and an account of Fellowship activities.
3. To maintain and update member picture profiles for Active and Alumni members.
4. To update and keep records of Family Trees.
5. To serve as the principal contact to schedule Composites.
6. To compile a proper documentation of any major or controversial issues as well as recurring problems. *Clause 11.* The Pledge Educators shall have the following powers and duties:
 1. To work with the Executive Committee in developing a Pledge Program to be presented to the Active Body.
 2. To create and oversee the Pledge Pairing Panel with the approval of $\frac{3}{4}$ Executive Committee.
 - The Pledge Pairing Panel consist 5 or 7 members including Pledge Educators.
 3. To be responsible for the implementation of the Pledge Program.
 4. To determine the Spring class namesake (Fall is determined by the National office).
 5. To oversee the distribution and creation of Rush Shirts.
 6. To create the Pledge Binders.
 7. To interview both potential Big Brothers and Little Brothers for the purpose of matching.
 8. To oversee Revealing and Activation of the Pledge Class.
 9. To grade Pledge Tests and Quizzes.
 10. To ensure all payments of Pledge Fees have been made to the Treasurer.
 11. To hold forums before Activation for any last minute updates or changes.
 12. Pledge Educators are not allowed to pick up a Little Brother during their term of office.
 13. Pledge Educators are responsible for coordinating all ceremonies involving the Pledge Class with the Ritualist.

Clause 12. The Inter-Chapter Chair(s) shall have the following powers and duties:

1. To carry out necessary correspondence with Sectional, Regional, and National staff as well as with other chapters.
2. To keep an accurate record of contact information of the Sectional, Regional, and National staff as well as other chapters.
3. To extend invitations to other chapters and appropriate Sectional, Regional, and National staff to selected Omega Sigma Chapter activities.
4. Inter-Chapter events hosted by the Omega Sigma Chapter will not count towards Pledge or Active requirements.

Clause 13. The Secretary shall have the following powers and duties:

1. To record and distribute accurate minutes of all Chapter meetings.
2. To make available a current calendar of scheduled Chapter events.
3. To provide a weekly newsletter for the Chapter.

4. To coordinate distribution of all intra-chapter publications to all chapter members.
5. To reserve campus rooms for all Chapter events.

Clause 14. The Chair of the Advisory Committee shall have the following powers and duties:

1. To communicate any information between the Advisory Committee and the Active Body.
2. The Chair of the Advisory Committee is not allowed the right to vote in the Executive Committee or be allowed to make any executive decisions.
3. The Chair of the Advisory Committee is not required to attend Executive Committee

Meetings. *Clause 15.* The Webmaster shall have the following powers and duties:

1. To create, update, and maintain the Chapter website.
2. To communicate any important information to Active members through the Chapter website.
3. To collaborate with the Secretary and Historian once a week to ensure efficiency of the Chapter website.

Clause 16. The Ritualist shall have the following powers and duties:

1. To propose new rituals for the Chapter to the Executive Committee.
2. To preserve and uphold the traditions of the Omega Sigma chapter and of the Fraternity.
3. To chair all Ritual ceremonies conducted by the Chapter.

Clause 17. The Public Relations and Events Coordinator shall have the following powers and duties:

1. To coordinate and chair the Chapter Banquet held at the end of each semester.
2. To build connections and maintain good relations between the Chapter and other on-campus organizations.
3. To publicize Chapter events to other on-campus organizations and vice-versa.
4. To assist any position in the publicity of their events.
5. To be responsible of appointing or having a CSICC rep for the semester.

Clause 18. The Alumni Chair shall have the following powers and duties:

1. To maintain good contact with the Alumni Body.
2. Alumni Chair should collaborate with Executive Committee to propose and to promote Alumni events.

Section 3. Powers and Duties of Appointed Officers:

Any positions not aforementioned shall be appointed by the President and the council of the Executive Committee immediately after the installation of Executive Committee Officers. Only Active members in good standing who will not become an Alumni member during the term of office shall be eligible to be considered for any Chapter Appointed Office. The term of office will be one semester starting from the time of appointment. Appointed Officers are not allowed to have voting rights in the Executive Committee or make any executive decisions.

The Appointed Officers are not required to attend Executive Committee Meetings but are required to communicate weekly updates involving the duties of their position.

Section 4

In order to be eligible to run for Service Vice-President(s), Treasurer, Membership Vice-President, Leadership Vice-President(s), Fellowship Vice-President(s) and Ritualist, an Active member is required to have been Active in the Chapter for at least one (1) semester.

Section 5

In order to be eligible for President, an Active member must have served in the Executive Committee as an elected officer or appointed officer for at least two (2) full academic semesters.

In order to be eligible for Pledge Educators, an Active member must have served in the Executive Committee either as an elected or appointed officer for at least one (1) full academic semester.

One (1) full academic semester is defined by California State University, Fullerton's academic calendar. The officer must be present 14 out of the 16 weeks of the semester in their appointed or elected position. The officer must execute and complete the position by the last day of the academic semester.

Section 6

It is mandatory for the Chapter to elect two (2) Active members for the position of Pledge Educators. Each person gets a vote in the Executive Committee if elected into one of these positions.

If a co-position becomes vacant, the Executive Committee will appoint a replacement.

Section 7

The offices of Service Vice-President(s), Leadership Vice-President(s), Fellowship Vice-President(s), Public-Relations/Events Coordinator and Inter-Chapter Chair(s) may be filled by two (2) persons. These positions will only receive one (1) vote in the Executive Committee if filled by two persons.

Section 8

The offices of President, Membership Vice-President, Sergeant-At-Arms, Treasurer, Secretary, Chair of Advisory Committee, Fundraising Chair, Ritualist, Historian, and Webmaster shall be filled by one person.

Section 9

Petition by two-thirds (2/3) of the total number of Active members is cause for a recall election. The offense must be stated verbally or in writing by an Active member. After the offense is stated to the organization, the offending officer has the right to a seventy-two (72) hour notice of hearing. Recall requires an affirmative vote of two-thirds (2/3) of the total voting membership.

Section 10

In the event an elected officer is unable to fulfill their term of office, there will be a special meeting called by the President for a special election. Any eligible Active member not already holding office on the Executive Committee can be nominated for a vacated officer position.

In the event there is president or membership vice president position becomes vacant, the Executive Committee will hold a special election to fill the vacant position at their own discretion.

Section 11

In the case that a position is to be added to or removed from the Chapter Bylaws, there must be a two-thirds (2/3) vote of approval from the voting Active Body.

ARTICLE IV. MEETINGS

Section 1.

General Body Meetings are scheduled on a weekly basis during the academic year.

Section 2.

Special meetings are called by the Executive Committee. All Active members must be given a minimum of forty-eight (48) hours or two (2) working-days' notice, whichever is longer, prior to the special meeting time.

Section 3.

Voting on motions cannot be conducted unless a quorum of the Active Body is present. Quorum for this organization is defined as two-thirds (2/3) of Active Voting Body. Quorum is readjusted if an Active member misses more than Three (3) General Body Meetings. That person will not be counted in total Active Body when calculating the readjusted Quorum.

General Body Meetings and Executive Committee Meetings will be conducted regardless of whether or not quorum is met.

ARTICLE V. ELECTIONS

Section 1.

At least one (1) week's notice must be provided by the President for any meeting at which an Executive Committee officer election is held.

Section 2.

Votes will be cast by secret ballot and counted by an unbiased committee that consists of the President, the Membership Vice-President, and the Sergeant-At-Arms. They will not be a part of the counting process for the position they're running for.

Section 3.

If a candidate is running unopposed:

The candidate must receive at least two-thirds (2/3) votes of voting Active Body present at the voting to be elected into office.

If two (2) candidates are running:

The candidate that receives at least fifty percent (50%) + 1 votes of voting Active Body present at the voting shall be elected into office.

If more than two (2) candidates are running:

The top two (2) candidates with the most votes will have a run-off, and the candidate with fifty percent of the vote plus one vote (50% + 1) of voting Active Body present at the voting shall be elected into office.

Section 4.

All positions that have not been filled after elections will be appointed by the newly installed Executive Committee.

Section 5.

In the case of hospitalization or being out of the country, absentee ballots will be allowed. Quorum must still be met and proof must be submitted.

ARTICLE VI. ADVISORS

Section 1.

Advisors are voted individually by the Active members of Alpha Phi Omega, Omega Sigma Chapter. The candidate that receives two-thirds (2/3) of the votes of Active Body present at the voting by quorum shall be elected as an Advisor.

Section 2.

Advisors may be removed of membership by a two-thirds (2/3) vote of the Active Body by quorum at a regularly scheduled organization meeting.

Section 3.

A staff member from the Dean of Students Office or a school-based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.

ARTICLE VII. JUDICIARY BOARD

Section 1.

Judiciary Board consists of the Chapter Advisors, nine elected members of the Chapter, the presiding President, and SAA from the term.

Section 2.

A maximum of three (3) Executive Committee members, beyond President and Sergeant-At-Arms, may serve on the Judiciary Board. If four (4) or more members are nominated, the top three voted upon will be selected. If there is a tie, a runoff election shall be conducted.

Section 3:

The Judiciary Board will have the absolute power to decide and execute any consequence, including active probation, removal of letters, or any fair treatment deemed necessary. This power will be executed when an incident defined by active body or the Executive Committee hinders the values of the Omega Sigma chapter. Any decision made is binding and shall be executed to its entirety.

Section 4:

In the event that there should be an odd number of members in the Judiciary Board, then the President and Sergeant-At-Arms will be given one (1) vote as a combined entity.

Section 5:

Should the active body feel that a decision made by the Judiciary Board is unjust, then the active body has the right to appeal the decision. A requirement of a two-thirds (2/3) vote of the voting active body must be met to overrule a decision made by the Judiciary Board.

ARTICLE VIII. DUES

Section 1.

This chapter may establish reasonable dues and fees in addition to those established by the National Fraternity.

Section 2.

All chapter funds must be deposited into an Associated Students, Incorporated Accounting Office agency account.

ARTICLE IX. METHOD TO AMEND CONSTITUTION

Section 1.

Proposed Bylaws or changes will be presented in writing to the organization one meeting before the amendment is voted on.

Section 2.

Approval by two-thirds (2/3) of the quorum present at a regular chapter meeting will pass the proposed amendment. The amendment is immediately effective unless it goes against the stipulations or conditions in the proposal.

Section 3

A copy of these Bylaws must be filed in the Dean of Students Office at California State University, Fullerton once every two (2) years or within ninety (90) days after any substantive change or amendment.

ARTICLE X. DISBURSAL OF ORGANIZATION ASSETS

Section 1.

In the event that the Chapter should become defunct, all assets will be turned over to the California State University, Fullerton Associated Students, Incorporated to be used to promote student programming on campus.

ARTICLE XI. STATEMENT OF AFFILIATION

Section 1.

This organization is affiliated with Alpha Phi Omega National Service Fraternity.

Section 2.

A copy of any Bylaws of Alpha Phi Omega, Omega Sigma Chapter must be filed to the Dean of Students' Office at California State University, Fullerton.

ARTICLE XII. RULES OF ORDER

Section 1.

The Omega Sigma Chapter accepts *Roberts Rules of Order Newly Revised 10th edition (2000)* as the basis for its rules of order, which may be referred to in order to resolve any issue not directly written in this document.

ARTICLE XIII. APPROVAL

Section 1.

This is to certify that Alpha Phi Omega, Omega Sigma Chapter, chartered on the campus of California State University, Fullerton, acknowledges the terms and conditions of the Standard Chapter Articles of Association and Bylaws. It is understood that the Chapter is required to abide by them and certifies its willingness to do so, subject to amendments adopted at subsequent meetings.