I. Name
   A. The name of this document shall be the “Alpha Phi Omega – Rho Rho Chapter Bylaws”

II. Purpose
   A. The purpose of these bylaws shall be to guide Alpha Phi Omega – Rho Rho in chapter business.

III. Membership Requirements
   A. Active Member – Failure to meet any of these requirements will result in probation for the next term, unless otherwise specified.
      i. Must pay full membership dues – the amount will be determined by the chapter each term. Must be paid by the fourth (4th) meeting of the start of each term. Penalties will be given for not paying dues by the fourth (4th) week of each chapter term. (Article III.A.vi.4)
         1. Membership dues include: standard fees and fines from the previous term, if applicable, excluding previous terms’s membership dues.
         2. Failure of an Active or Associate to pay dues by the 4th week of the term will immediately result in being put on Probation status. Probation status will be lifted when the fees are paid in full, including late fees (Article III.A.vi.4). Members who are already on Probation and fail to pay dues will retain their Probation status, but will be unable to re-attain Active status until their fees are paid.
         3. In the event that a member has completed all of his/her requirement except for the payment of the current term’s dues, the member will be placed on Active standing at the beginning of the following term.
         4. The deadline for Membership dues may be extended beyond the fourth (4th) meeting of the term in the event that a payment plan as outlined by the Treasurer is used. All members enrolling in the payment plan must sign a contract agreeing to the conditions set forth by the Treasurer. Failure to meet the conditions of the payment plan will result in a member immediately being put on Probation status following Article III.A.i.2 as well as the penalties listed in Article III.A.vi.4.
      ii. Must complete seven (7) fellowships; one (1) must be an inter-chapter event hosted by Rho Rho chapter, one (1) must be an inter-chapter event hosted by another chapter, and one must be a family (own) event. A minimum of one (1) hour for each event must be completed for acknowledgement of the event.
         1. For a Fellowship to be valid, a minimum of 7 members must be present, however this number can be changed in advance on a per-event basis at the Fellowship Vice President’s discretion.
      iii. Must complete twenty (20) hours of service with participation in each of the five (5) areas: service to the nation, service to the community, service to the campus, service to the fraternity, and a fundraiser event. A
minimum of one (1) hour for each event must be completed for
acknowledgement of the event, unless otherwise specified by the Service
Vice President.

1. Credit will only be administered for the hours of service completed
at the event. The time between the arrival to the event until one
begins service will not be counted in the hours of service.

2. Active, Associate and Probationary members must wear ΑΦΩ
service pin or apparel during Services. Failure to do so will result
in a fine of $2. Failure to note the possession of a service pin or
apparel on the sign-in sheet will also result in a fine of $2.

3. Arriving one (1) hour after service has begun will result in a flake
for the active, unless the Service Vice President is notified
twenty-four (24) hours in advance and allows the exception. In the
event that a service is scheduled to last for one hour or less,
arriving fifteen (15) minutes after the service has begun will result
in a flake for the active, unless the Service Vice President is
notified twenty-four (24) hours in advance and allows the
exception. If a service is scheduled to last between one (1) and two
(2) hours, arriving less than one (1) hour before the service ends
will result in a flake, unless the Service Vice President is notified
twenty-four (24) hours in advance and allows the
exception. If a service is scheduled to last for 2 or more hours, arriving one (1)
hour after service has begun will result in a flake for the member,
unless the Service Vice President is notified twenty-four (24) hours
in advance and allows the exception.

4. Under the discretion of the Service Vice Presidents, additional
hours of service can be awarded to individuals who drive actives to
service.

   a. In order to gain credit for consideration, a member MUST
      sign up on the drivers tab on the website in addition to
      indicating the number of people driven on the sign-in sheet.
      i. The driver must provide transportation for at least
         one (1) additional person excluding him/herself.
   b. Services in the fields of Campus and Fundraising do not
      qualify for these additional hours unless specified by the
      Service Vice Presidents.
   c. The number of hours awarded is calculated under the
      discretion of the Service Vice Presidents.

iv. Must attend all meetings with the exception of two (2) excused absences.
Must give at least twenty-four (24) hour notice of absence or emergency
as deemed by Membership Vice President.

1. A member may be excused from fraternity meetings for the quarter
   provided a class or work schedule indicates conflict. If excused
   from the meetings, the member must attend four (4) alternative
Executive Committee meetings during the specified quarter. The member will also lose all voting privileges.
2. If the term is continued into a new quarter during the academic school year, a member excused from meetings during the previous quarter may have his/her voting privileges reinstated at the discretion of the Membership Vice President.

v. Must wear Alpha Phi Omega service pin or apparel to every meeting.

vi. A fine shall be assessed from each member who commits the following acts as listed below:
   1. $2 absent fine for each unexcused absence.
   2. A $1 late fine for arriving to the meeting after the meeting has been called to order.
   3. A $1 fine for not wearing the Alpha Phi Omega pin or apparel at meetings.
   4. A $2 fine compounded each week for not meeting criteria Article III.A.i (membership dues).

vii. Must attend and participate in at least one activity in each of the following mandatory events (if applicable per term) unless excused by respective event coordinator (Vice President or Pledge Parent):
   1. National Service Week (Fall)
   2. National Service Day (Spring)
   3. Pinning Ceremonies
   4. Initiation Rituals
   5. One Rush Week event in addition to Info Night

viii. Must chair a total of two services and/or fellowships
   1. Must provide directions to service or fellowship for attendees if necessary.
   2. Must print out event sign-in sheet from website.
   3. Must arrange transportation for all attendees.
   4. Must verify that the number of reported drivers is correct.
   5. Must complete event log within two (2) weeks of conclusion of event.
   6. Must update, inform, and remind attendees of event details and/or changes.
   7. Failure to perform these actions will result in not receiving chairing credit for the event.

ix. Must attend at least one (1) committee meeting.

x. Must review and sign an Active contract by the 4th week of the chapter term. Failure to do so with result in Probationary status.
   1. Probationary status will be lifted when the contract is turned in.

B. Associate Member – Declaration of associate membership must be made by the fourth (4th) week of each chapter term.
   i. Must be an Active in good standing to declare associate standing.
   ii. Must pay full membership dues.
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iii. Must complete one (1) a total of five (5) service hours in any of the five (5) areas (Campus, Community, Nation, Fraternity, Fundraiser).
iv. iv. Must complete one (1) a total of two (2) fellowship events excluding Rush Events.
v. Does not have the privilege of obtaining any new pledges as little siblings.
vi. Does not obtain status as Active member and cannot vote at meetings.
vii. May not be an Associate member for two (2) consecutive terms.
viii. Must review and sign an Associate contract by the 4th week of the chapter term. Failure to do so will result in Probationary status.
   1. Probationary status will be lifted when the contract is turned in.

C. Members on a Probation period – Members on probation are defined as those who were unable to complete their Active or Associate requirements of the previous term. Probation status will be reassessed at the end of the current term.
   i. All requirements of Active members (Article III.a) apply to Members on a Probation period.
   ii. Must complete any unfinished requirement from previous term(s) in addition to Article III.a.
   iii. Does not have the privilege of obtaining any new pledges as little siblings.
   iv. Unable to vote at meetings.
   v. At the end of the second (2nd) consecutive probationary term, if the probationary member has not completed his/her requirements from the previous term, the member will be considered Inactive status (Article III.d).

D. Inactive Status – Members on Inactive status are defined as those who are not required to pay dues, do not need to fulfill service or fellowship requirements, cannot obtain little siblings, and have no voting privileges.
   i. Reinstatement of Active status by petition to the Executive Committee.
      1. Reactivation must be decided by a 3/4th vote of the Executive Committee.
      2. If a member is reactivated (regain Active status) new requirements will be deemed by the Executive Committee.
      3. Upon petitioning to the Executive Committee to regain Active status, if the Inactive member deems the Executive Committee’s decision unjust, the Inactive member’s petition will be open to the fraternity (Article III.d.ii).
   ii. Reinstating Active status by petition to the Active Body.
      1. Reactivation must be decided by a 3/4th quorum vote.
      2. New Active requirements must be determined by the Active Body prior to decision to reactivate.
   iii. New Active requirements will consist of the current requirements deemed in Section 3.1 plus any additional requirements as deemed appropriate by the voting Active Body.
   iv. Frequency of petition for reactivation.

Updated: November 18, 2015
1. An Inactive member may petition at any point following placement on Inactive status.
2. An Inactive member may not petition to the Active Body more than once per term.

E. Leave of Absence
   i. Members who will not be present for a period of time (due to study abroad, family emergency, etc.) can be granted a leave of absence at the Membership Vice President’s discretion.
   ii. Members on a leave of absence will be considered to be On Leave, and will not be held accountable for any requirements, including dues.
   iii. Upon return from a leave of absence, a member can retain On Leave standing until the end of the term or resume his/her previous standing, at the Membership Vice President’s discretion.

F. Transfer Students
   i. If a brother from another chapter wants to gain Active status in Rho Rho, the following applies:
      1. The brother is not required to re-pledge in order to gain Active membership.
      2. The brother must notify Membership Vice Presidents by the fourth (4th) General Business Meeting of the chapter term about their interest in officially gaining Active status. They will be placed on Probationary status for that term. The brother must complete Active requirements the same term they are placed on Probationary status in order to gain Active status for the following term.
         a. If these requirements are not completed by the end of the term, the brother will retain Affiliate status.
         b. Should the brother declare interest in gaining Active status by the fourth (4th) General Business Meeting, but after Info Night and Pinning have occurred, Membership Vice Presidents have discretion to issue alternatives for those events.
      3. The brother gains all the rights of an Active member and will continue to be held to the requirements listed in the Chapter Bylaws.
      4. After the second consecutive probationary term, the brother will return to Affiliate status.
      5. For the purpose of determining eligibility to run for Executive Committee and Non-Executive Committee Elected Official positions, the end of the term that the brother completes their initial probationary requirements will be considered as the moment of crossing into Active membership for Rho Rho chapter.

IV. Officer Eligibility and Duties
A. Executive Committees
   i. The following officers shall be considered members of the Executive Committee: President, Service Vice President, Membership Vice
President, Fellowship Vice President, Treasurer, Fundraising Coordinator, Recording Secretary, Corresponding Secretary, Historian, and Sergeant-at-Arms.

ii. Any other term-long leadership positions are not considered members of the Executive Committee. These positions include, but are not limited to: Non-Executive Committee Elected Officials (NEOs, which consist of Family Head, Publicity Chair and Spirit Chair), Webmaster, Special Event Chair, and Pledge Parent.

iii. Only Executive Committee members have executive voting privileges.

B. Number of Officers

i. The following positions shall have only one (1) officer: President, Treasurer, Fundraising Coordinator, and Recording Secretary.

ii. Sergeant-at-Arms: The office of Sergeant-at-Arms shall have up to three (3) officers.

iii. The following positions shall have a maximum of two (2) officers: Service Vice President, Membership Vice President, Fellowship Vice President, Corresponding Secretary, Historian, and Non-Executive Committee Officials.

iv. Active members are only allowed to hold one (1) Executive Committee position, including Pledge Parent, per term.

C. Election of Officers: (to occur two (2) terms after rechartering)

i. Term – A term will be defined as one install to the next install or from beginning of Fall quarter to Mid-Winter quarter and Mid-Winter quarter to the end of Spring quarter.

ii. All nominees for President, Service Vice President, Membership Vice President, Fellowship Vice President, Treasurer and Pledge Parent must retain Active status for a minimum of two (2) terms. All other positions must retain Active status for a minimum of one (1) term.

1. The positions of Treasurer and Fundraising Coordinator will run together as a pair with term limitations still imposed.

iii. Pledge Parent nominees must complete all of their Active requirements by the start of the Pledge Parent interview process.

1. For spring term only, Pledge Parent nominees need not have completed Initiation Rituals or any alternative given by the Membership Vice Presidents by the start of the interview process.

iv. All Executive Committee nominees must complete all of their Active requirements with sign in sheets turned in by the start of the election process.

1. For spring term only, Executive Committee nominees need not have completed Initiation Rituals or any alternative given by the Membership Vice Presidents by the start of the election process.

v. All Executive Committee, Pledge Parent and NEO nominees must be currently enrolled as an undergraduate student of UC Irvine (not solely enrolled in UCI Extension) on Election Day, and throughout the following term.
1. If an Executive Committee, Pledge Parent and NEO officer is no longer an undergraduate student of UC Irvine (not solely enrolled in UCI extension) during their term in office, then they must be immediately removed from the position and a replacement will be appointed by the Executive Committee.

vi. If a newly elected Executive Committee member or Pledge Parent fails to complete all of their requirements by the end of the current term, then they are forced to relinquish their position and a replacement will be appointed by the newly elected Executive Committee by their first meeting of the new term.

vii. If an elected Executive Committee member or Pledge Parent steps down from their position or is removed, they cannot be considered for that position for the remainder of the term.

D. Pledge Parent Election

i. Interviews

1. Each Pledge Parent nominee is to be interviewed individually prior to election.
2. The Membership Vice President will prepare a slate of questions to be asked during interviews. These questions will be reviewed by the Executive Committee prior to the interviews.
3. The Membership Vice President will conduct the interviews with the Executive Committee present.
4. The Executive Committee members may ask additional questions after the Membership Vice President’s set of questions.
5. The interviews are closed to non-Executive Committee members.
6. In each interview, the interviewee is to be asked for the names of other candidates with which he/she is willing to work with and whether he/she would prefer to work alone.

ii. Open Forum

1. There will be an open forum session after all the interviews are conducted in which the general body is welcome to provide feedback on the candidates to the Executive Committee members.
2. The Executive Committee is not allowed to provide personal opinions during this session.
3. The Membership Vice President will conduct open forum with the Executive Committee present.

iii. Election

1. The election session will be closed to non-Executive Committee members.
2. All nominees are to be considered equally. Nominees will only be paired according to who they said they would be willing to work with in their interview.
3. The Pledge Parent(s) will be selected by 4/5th vote by ALL Executive Committee members, excluding those Executive Committee members who are running for office.
4. Selection of Pledge Parent(s) must be made prior to the election of
the following term’s Executive Committee.

iv. Current Pledge Parent(s) inclusion in the Pledge Parent selection process
   1. For the purposes of selecting a new Pledge Parent, the current
      Pledge Parent(s) are to be considered members of the Executive
      Committee.
   2. Pledge Parent(s) will be present for interviews and have discussion
      and voting rights regarding the new Pledge Parent(s).
   3. The ability of the Pledge Parent(s) to vote as members of the
      Executive Committee is strictly restricted to the selection of the
      new Pledge Parent and is not valid for any other matter.
   4. An Advisor is to conduct the Pledge Parent election. In the event
      that an Advisor is unavailable, the President will conduct the
      Pledge Parent Election, but must surrender their right to vote for
      Pledge Parent.

E. Duties of Officers
   i. President
      1. To serve as the presiding officer at regular and special chapter
         meetings, meetings of the Executive Committee, and to serve as a
         member of the Advisory Committee.
      2. To coordinate the efforts of all other chapter officers.
      3. To serve as an ex-officio member of all committees.
      4. To see that all national and chapter policies are followed and that
         the chapter is operated according to the National Articles of
         Association, National Bylaws, Chapter Constitution and Bylaws.
      5. To serve as chief spokesperson and primary representative of the
         Alpha Phi Omega – Rho Rho Chapter.
      6. To make an outline agenda for each meeting time for all members.
      7. To have possession of the gavel and bring it to all chapter
         meetings.
      8. To promote and facilitate chapter involvement in inter-chapter,
         sectional, regional, and national fraternity events.
      9. To plan and conduct a Chapter Assessment and Planning Session
         (CAPS) immediately upon installment as President.
      10. To prepare a term record, used by the next Chapter President.
      11. To perform all other duties applicable as specified in the National
          Handbook for Chapter President.

   ii. Service Vice President
      1. To serve as chairperson of the Service Committee.
      2. To serve as President Pro-Tempore in the absence of the President.
      3. To create a minimum of one (1) service project for every week.
      4. To appoint a service project chairperson for each service event.
      5. To facilitate communications with and advise the Pledge Class
         Service Vice President.
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6. To prepare a detailed service term record or report to be used for reference by future Service Vice President.
7. To keep a detailed term record of services to ensure members are upholding Alpha Phi Omega standards.
8. To perform other duties as directed by the Chapter President.
9. To perform all other duties applicable as specified by the National Handbook for Service Vice President.
10. Through an application process, appoint 2 Service Project Chairs.
    a. Service Vice Presidents must work with Service Project Chairs and plan at least 2 service events.
    b. Service Project Chairs must attend Service Vice President committee meetings.
    c. Service Project Chair budget will be under the Service Vice President budget. Service Project Chairs will be responsible for fundraising for any amount over their set budget.
    d. Service Project Chairs will encourage Actives to create their own service project committees and provide guidance to these committees.

iii. Membership Vice President
1. To serve as chairperson of the Membership Committee.
2. To serve as chief liaison to the National Office.
3. To work with Pledge Parent(s) for rush week and to provide, with committee members, a detailed format of programs that will facilitate during rush week; times, locations, events, and posters.
4. To assist the Pledge Parent(s) and President to ensure that all national and chapter pledging standards are met.
5. To actively inform members’ rules or standards that have been broken or will be broken.
6. To keep detailed term record of services, fellowships, dues paid, and fines, to ensure members are upholding Alpha Phi Omega standards.
7. To make sure the entire officer nominees are eligible for the election.
8. To prepare a detailed term record or report to be used for reference by future Membership Vice Presidents.
9. To perform other duties as directed by the Chapter President.
10. To perform all other duties applicable as specified in the National Handbook for Membership and Pledging.

iv. Fellowship Vice President
1. To serve as chairperson of the Fellowship Committee.
2. To create a minimum of one (1) fellowship per week, excluding inter-chapter events.
3. To facilitate communications with and advise the Pledge Class Fellowship Vice President.
4. To appoint a fellowship project chair for each fellowship project.
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5. To prepare a record of fellowship activities and information to be passed to future Fellowship Vice President.
6. To work with Corresponding Secretary on inter-chapter fellowship events.
7. To keep a detailed term record of fellowships to ensure members are upholding Alpha Phi Omega standards.
8. To perform other duties as directed by the Chapter President.
9. To perform all other duties applicable as specified by the National Handbook for Fellowship.
10. To record attendance of Family Heads at Executive Committee meetings.

v. Treasurer
1. To receive and deposit all general chapter funds and to keep an accurate record thereof.
2. Under proper chapter budget approval, make payments from chapter accounts by check (checks must be countersigned by the President or any Vice President, and a receipt for all services/materials purchased must be obtained).
3. To be diligent in the collection of membership dues.
4. To facilitate communications with and advise the Pledge Class Treasurer.
5. To keep an accurate written record of payments and receipts of all the moneys and to supply a written receipt when asked.
6. To see that all national fees are promptly transmitted to the National Office by the Membership Vice President.
7. To see that the chapter budget will be prepared and approved by the third (3rd) chapter meeting of the year.
8. To submit a financial report showing the chapter’s financial condition biweekly at a chapter meeting.
9. Formulate a term and yearly budget with the assistance of the Executive Committee to be approved by the chapter.
10. Formulate a term budget and include a tentative outline of chapter income and expenditures for the current term.
11. Seek 2/3 approval on all non-budgeted items at a chapter meeting before such expense are paid.
12. Seek chapter approval for all expenditures exceeding budgeted amounts at a chapter meeting before such expenses may be reimbursed.
13. See to it that the chapter’s books are properly audited at the end of the term by a brother other than the Treasurer.
14. To keep a detailed term record of dues paid and fines, to ensure members are upholding Alpha Phi Omega standards. Members will be notified of outstanding fines each week. Members should be allowed to pay their fees at any time. Weekly collection is encouraged.
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15. To prepare a record of information to be passed to future Treasurers.
16. To adhere to the policies stated in the Financial Document.
17. To perform all duties as directed by the Chapter President.
18. To perform all other duties applicable as specified by the National Handbook for Treasurers.

vi. Fundraising Coordinator
1. To serve as chairperson of the Fundraising Committee.
2. To be in charge of the planning and implementation of fundraisers to replenish the chapter funds.
3. Must have fund-raisers approved by Service Vice President(s) and Treasurer before service hours can be credited.
4. To create a minimum of nine (9) fundraisers per term.
5. Work with the Treasurer and the Fundraising Committee.
6. To facilitate communications with and advise the Pledge Class Treasurer and Fundraising Coordinator.
7. o appoint a chair for every fundraising event.
8. To prepare a record of fundraising activities and information to be passed to future Fundraising Coordinator.
9. To perform duties as directed by the Chapter President.

vii. Recording Secretary
1. To make a written record of the proceedings at all chapter meetings.
2. To e-mail General Business Meeting minutes to Active members within twenty-four (24) hours.
3. To work with the Membership Vice President to compile and update an active roster.
4. To work with the Historian for Chapter Newsletter to be completed by the end of each term.
5. To facilitate communications with and advise the Pledge Class Secretary.
6. To prepare a record information to be passed to future Recording Secretaries.
7. To perform all duties as directed by the Chapter President.
8. To perform all other duties applicable as specified by the National Handbook for Recording Secretaries.

viii. Corresponding Secretary
1. To plan an inter-chapter event, sponsored by Rho Rho Chapter.
2. To carry out chapter correspondence with national, regional, and sectional staff, chapter alumni, and other chapters.
3. To direct letters of appreciation to persons and organizations that have cooperated with chapter projects.
4. To facilitate communications with and advise the Pledge Class Corresponding Secretary.
5. To keep an up-to-date record of present addresses and phone numbers of all chapter alumni, sectional, regional, and national staff, and other chapters.
6. To formulate and execute a system for encouraging the participation of alumni and other chapters in assisting with Rho Rho projects.
7. To be responsible for the production and distribution of the chapter newsletter.
8. To appoint a webmaster to see to the production and maintenance of the electronic mailing lists, newsgroups, and World Wide Web Pages.
9. To work with the President to promote and facilitate chapter involvement in inter-chapter, sectional, regional, and national fraternity events.
10. To work to extend appropriate invitations to alumni, sectional, regional, and national staff and other chapters to selected events.
11. To prepare a record of information to be passed to future Corresponding Secretaries.
12. To perform all duties as directed by the Chapter President.
13. To perform all other duties applicable as specified by the National Handbook for Corresponding Secretaries.

ix. Historian
1. To serve as chairperson of the Historian Committee.
2. To prepare a chapter history for the term, noting significant changes in policy.
3. To be responsible for perpetuation and promotion of the chapter awards ceremony and the preservation and creation of the chapter traditions.
4. To perform all duties as directed by the Chapter President.
5. To perform all other duties applicable as specified by the national Handbook for Historians.

x. Sergeant-At-Arms
1. To see that chapter members follow all policies and traditions noted in the national standards, chapter constitution, and bylaws.
2. To know parliamentary procedures and conduct meetings and votes accordingly.
3. To keep order at all chapter meetings.
4. To assign a person to begin singing the toast song.
5. To conduct all elections (excluding those done by acclamation of a single candidate and the Pledge Parent decision process).
6. To receive all ballots.
7. To see that all chapter officers and any interested members have a copy of the chapter constitution and bylaw and rules of order.
8. To conduct bylaw revisions during Fall and Spring term as needed.
9. To record attendance of Spirit and Publicity Chairs at Executive Committee meetings.
10. To prepare a record of information to be passed to future Sergeant-at-Arms.
11. To perform all other duties applicable as specified by the National Handbook Sergeant-at-Arms.
12. To perform duties as directed by the Chapter President.

xii. Non-Executive Committee Elected Officials (NEOs)
1. Family Head
   a. To attend weekly fellowship committee meetings (at least one (1) head from each family).
   b. To host at least one (1) family event per week per family.
2. Publicity Chair
a. To head the publicity committee and follow all committee guidelines as described in the bylaws.

3. Spirit Chair
   a. To actively promote spirit at a minimum of twelve (12) General Business Meetings per term.

xiii. Attendance for Executive Committee and NEOs
1. All elected officials, including Non-Executive Committee Elected Official (NEOs), must attend all General Business Meetings with the exception of one (1) excused absence, unless otherwise specified at the Membership Vice President’s discretion.
2. All Executive Committee members must attend all Executive Committee meetings with the exception of two (2) absences, unless otherwise specified at the Membership Vice President’s discretion.
3. All non-Executive Committee elected officials must attend at least seven (7) Executive Committee meetings.
4. Failure to meet these attendance requirements will result in the removal from his/her position, immediately at the time of their final infraction, and a replacement will be appointed by the Executive Committee, by the following Executive Committee meeting.

xiv. Duties of the Advisor(s)
1. Advisor(s) include (but are not limited to) the following:
2. Faculty Advisor(s)
   a. To serve as a member of the Advisory Committee.
   b. To serve as a special advisor to a committee upon appointment by the chairman of the Advisory Committee.
3. Scouting Advisor(s)
   a. To serve as a member of the Advisory Committee.
   b. To advise the chapter regarding scouting activities.
   c. To assist in contacting former scouts as prospective members.
   d. To assist the chapter with projects of interest to the scouting movement.
4. Additional Advisor(s) – Additional advisors may be appointed by the fraternity to assist with general or specific fraternity functions, they shall be responsible for such assistance and be members of the Advisory Committee.
   a. Appointment of Advisor(s)
      i. Must attend at least one general meeting.
      ii. Must attend at least one executive committee meeting.
      iii. Must attend all ceremonies and rituals.
      iv. Encouraged to attend banquets.
      v. Encouraged to attend conferences.
      vi. Encouraged to attend chapter elections.
vii. Recommended to serve as moderator during roundtables.

5. Behavior of Advisor(s) – All advisors shall not make adversarial comments during chapter meetings if the issue being discussed does not involve a clear contradiction of national or chapter rules or policies.

F. Line of Succession
   i. Removal
      1. In the case of the removal of the President from office, the Service Vice President shall become President for the remainder of the term.
      2. If no Service Vice President assumes the position of President, the line of succession shall be followed in Article IV, Section f, Subsection 3: Order of Succession.
      3. If the next Officer in the Order of Succession assumes the absented role of President, he/she must relinquish his/her current Executive Committee position.

   ii. Absence
      1. In the case of the absence of the President in meetings, the Service Vice President shall serve as President Pro Tempore until the return of the current President.
      2. Meetings shall be defined as, but not limited to: General Business Meeting or Executive Committee Meeting.

   iii. Order of Succession
      1. President
      2. Service Vice President
      3. Membership Vice President
      4. Fellowship Vice President
      5. Treasurer
      6. Fundraising Coordinator
      7. Recording Secretary
      8. Corresponding Secretary
      9. Historian
      10. Sergeant-At-Arms

V. Committees
   A. Active Committee Members
      i. All Active members shall belong to at least one (1) chapter committee AND chair one (1) chapter event (fellowship, service, or fundraiser.)
   B. Duties and Organization of Committees
      i. Executive Committee shall:
         1. Be chaired by the President.
         2. Provide for interpretation of this document.
         3. Meet at least once a week during the school year. Special meetings may be held at the discretion of the Chapter President, or upon
written request of the majority of members of the Executive Committee.

4. Hold open meetings at the discretion of the Chapter President. Executive Committee meetings may never be closed to advisors or sectional, regional, or national representatives.

5. Formulate a program at the beginning of each term, which shall be subject to approval by the Active membership at a meeting where quorum prevails. This program shall include a tentative outline of chapter events for the term.

6. Work with the Treasurer to formulate a yearly and termly budget.

ii. Service Committee shall:
   1. Be chaired by the Service Vice President(s).
   2. Formulate and execute the chapter service program.
   3. Solicit suggestions from members, students, campus organizations, faculty, college officials, community members and organizations, and advisors for possible new service projects to the campus, community, nation, and fraternity.
   4. Make plans to carry out “traditional” service projects (those that are regular events such as Wayzgoose).
   5. Present suggestions for new types of projects to the Executive Committee or general membership for approval.
   6. Prepare a detailed written evaluation of service projects and the service term at the end of the term.
   7. Assist and be assisted by the Publicity Committee when publicizing service events.

iii. Membership Committee shall:
   1. Be chaired by the Membership Vice President(s).
   2. Ensure that all national and chapter policies and requirements are met.
   3. Work with the President to assist members in making sectional, regional, and national convention plans.
   4. Work closely with the Fundraising Coordinator in an effort to raise funds for the leadership development fund.
   5. Work to increase Active retention.
   6. Work to increase knowledge of sectional, regional, and national events.
   7. Assist in the establishment and/or reactivation of chapters of Alpha Phi Omega at other colleges and universities.
   8. Determine Active requirements that shall include but not be limited to service hours and/or number of service projects for a given term. Any changes in requirements from the previous term must be approved by a simple majority of members at a regular chapter meeting where a quorum prevails.

iv. Fellowship Committee shall:
   1. Be chaired by the Fellowship Vice President.
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2. Formulate and execute the chapter fellowship program.
3. Work with the Service Committee to coordinate fellowship events before or after service projects.
4. Present suggestions for new types of events to the Executive Committee or general membership for approval.
5. Prepare a detailed written evaluation of fellowships and the fellowship term at the end of the term.

v. Pledge Parent Committee shall:
   1. Be chaired by the Pledge Parent(s).
   2. Formulate and execute, under approval of the chapter, the chapter pledge program.
   3. Suggest the pledge class namesake for Spring Term for chapter approval.
   4. Submit a list of pledge requirements in advance at a chapter meeting for approval.
   5. Determine pledge requirements. Requirements shall include but not be limited to service hours and/or number of service projects for a given term. Any changes in requirements from the previous term must be approved by a simple majority of members at a regular chapter meeting where quorum prevails.
   6. Assist in the planning of such events deemed appropriate by the Pledge Parents such as: Pledge Education, Rush, and Revealing.

vi. Fundraising Committee shall:
   1. Be chaired by the Fundraising Coordinator.
   2. Work closely with the Treasurer to plan fundraising events.
   3. Assist in the organization, preparation, and implementation of planned fundraising events.
   4. Work to increase chapter participation in fundraising events.
   5. Take suggestions from the chapter for possible fundraising events.

vii. Historian Committee shall:
   1. Be chaired by the Historian(s).
   2. Formulate and execute the chapter awards ceremony.
   3. Prepare a chapter history for the term.

viii. Publicity Committee shall:
   1. Be chaired by the chairperson selected by the Active Body.
   2. Work in conjunction with Pledge Parent(s) and or the Pledge Parent Committee to formulate an effective Rush Period.
   3. Keep in contact with campus media, community media, and fraternity media to publicize large events.
   4. Work with all positions of the Executive Committee and other such committees to help promote chapter events among our campus, community, and other chapters.
   5. To work in conjunction with the Student Life & Leadership or ASUCI to coordinate display advertising rush or large events.

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6. To work closely with the Student Life & Leadership, ASUCI, and other organizations on campus to create partnerships and plan events.

ix. Advisory Committee shall:
1. Consist of all advisors to the chapter, the Chapter President, and the sectional representative.
2. Elect a chairperson, which shall be approved by the chapter.
3. Formulate and execute communication between the advisor and the chapter leadership.
4. Meet monthly or bimonthly to review the progress of the chapter and make possible suggestions.

x. Ad-hoc Committee shall:
1. Be created by the Executive Committee to fulfill the needs of the chapter during the term, with approval of the members.
2. Be chaired by a person selected by the Executive Committee who will serve until the end of the term or until the purpose of the committee has concluded, whichever comes first.

xi. All Committees
1. All committees shall make recommendations to the chapter for carrying out their responsibilities.
2. The Active membership may override the decision of any committee by 4/5th vote at any meeting where a quorum prevails.

VI. Discipline and Penalties
A. All members should abide by the policies set forth in the Rho Rho Chapter Policy on Risk Management.
B. Any person in violation of Risk Management Policies at an event must be removed from the event if it is safe to do so.
C. Reporting of Risk Management Policy Violations
   i. Brothers who suspect a brother(s) to be in violation of Risk Management Policy must report the incident to a member of the Executive Committee.
   ii. The Executive Committee members shall obtain information of the incident from the witness(es), the accused violator(s), and other members present at the event in which the incident occurred.
   iii. The Executive Committee shall hold a closed meeting where they will discuss the evidence and determine whether a consequence is viable.
D. Consequences for Risk Management Policy Violations: To be applied and effective continuously throughout one's entire ΑΦΩ membership at Rho Rho Chapter.
   i. No credit will be given for that event.
   ii. Fines: 1st offense - $30 / 2nd offense - $60 / 3rd offense – deactivation from Rho Rho Chapter.
   iii. Additional 15 hours of service will be added on top of the current amount and is to be completed by the end of the term in which the offense was committed.
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E. Flaking – Failing to notify respective Vice President or Chair of absence before the start of any event.
   i. Flaking from Services
      1. In addition to the members’ required hours for the term, a penalty of two (2) hours and the amount of hours the service lasted will be added to twenty (20) hours or the number of hours that the Active has completed at the time that he/she flakes. Starting with the third (3rd) flake, there will be an addition of a $2 fine per flake.
      2. In order to avoid the penalty for flaking, a member must find a replacement to the service event and notify the Service Vice President of their replacement prior to the start of the event.
      3. The flaking penalty is given to the member if his/her replacement does not attend the event.

F. In the event a brother is signed into an event he/she did not attend, credit will not be given for the event and a $10 fine will be issued.

G. Suspension and Removal
   i. Just Cause
      1. This chapter shall have the power to suspend or remove any member or officer from this chapter with just cause. “Just cause” may include, but will not be limited to: financial or personal misconduct, misrepresentation or behavior deemed injurious to the chapter, the Fraternity, or any individual.
   ii. Due Process
      1. Charges against any member shall be presented to the Executive Committee at least one week prior to consideration by the chapter. The member charged shall have the opportunity to speak before the Executive Committee and the chapter before final recommendations or rulings are made.
         a. If the member charged is a member of the Executive Committee, the member charged may not participate in the deliberations of the Executive Committee regarding the charges.
      2. The Executive Committee shall make a report of its findings to the chapter prior to the consideration of charges by the chapter.
   iii. Hearing Process
      1. This process shall be followed after the Executive Committee has heard the charges against any member at least one week prior to the consideration by the chapter.
      2. The hearing shall take place during a General Business Meeting where quorum prevails.
      3. Process:
         a. Brother presenting the case takes the floor;
         b. Statement by the charged member;
         c. Questions by Brothers to the charged member;
         d. The charged member shall leave the room;
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e. Discussion within Quorum; Rulings and Recommendations are made and;
f. Voting

iv. Vote Required
1. A four-fifths (4/5) vote by ballot of the Active members present where quorum prevails during General Business Meeting is required for suspension or removal of a member or officer.

v. Suspension and Removal Standing
1. Suspension
   a. A member who has been suspended by a chapter and/or the National Board of Directors shall be considered to have suspended membership standing. A member who has been suspended by a chapter has no rights in the chapter, except for those provided within that chapter’s bylaws, if any. A member who has been suspended by the National Board of Directors has no rights in any chapter or the National Fraternity other than those provided for in these bylaws, if any.

2. Removal
   a. A member who has been removed by a chapter and/or the National Board of Directors shall be considered to have no membership standing. A member who has been removed by a chapter has no rights in the chapter, except for those provided within that chapter’s bylaws, if any. A member who has been suspended by the National Board of Directors has no rights in any chapter or the National Fraternity other than those provided for in these bylaws, if any.

VII. Voting
A. Quorum: Quorum shall be defined as 3/4th group of Active members. Active member shall be defined as any members not having more than three (3) unexcused absences. Should a brother attain more than three (3) unexcused absences, they will be considered Inactive for quorum and stripped of voting privileges. (Does not pertain to Sec 3.1.4.)

B. Bylaw Changes: To ratify any changes to the Alpha Phi Omega – Rho Rho Chapter Bylaws, 4/5th of quorum must be attained. An announcement must be made at a chapter meeting for discussion, following a vote for ratification at the next chapter meeting.

C. Elections:
   i. A nominee receiving 2/3rd of the voting body when quorum is present shall be “voted into office.”
   ii. If 2/3rd of the votes are not received by any nominee, the nominees with the top two (2) vote totals shall be run against each other (majority wins).

D. Newly activated brothers from the Fall pledge term must attend all remaining General Business Meetings for the term to receive voting privileges.

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VIII. Meetings
A. All chapter meetings are to be conducted by the rules set forth in the Rho Rho Rules of Order.

IX. Awards
A. Chapter Distinguished Service Key
   i. The Chapter Distinguished Service Key (DSK) is the highest distinction that may be bestowed upon a member of a chapter. The DSK is awarded in acknowledgement of a member for outstanding service to Rho Rho Chapter.
   ii. Only members of Alpha Phi Omega, in affiliation with Rho Rho Chapter, shall be eligible. Such members include Active, alumni, advisory, and honorary members.
   iii. Nominations for individuals to receive the Chapter DSK may occur during a general business meeting during the Spring term where Executive Committee nominations are held.
   iv. Nominations for DSK recipients must be open for a minimum of one week prior to election. Nominations will close during the next general business meeting in which the DSK election will be held.
   v. All nominees must be escorted out of a general business meeting prior to the beginning of discussion. The Chapter President, or any selected Presiding Officer, will conduct the vote.
   vi. The floor shall be opened for discussion in turn for each individual nominee. At the conclusion of discussion, once a motion is made, elections shall be held by ballot vote. Discussion shall continue for a maximum of 5 minutes in length, or as determined by the Chapter President or Presiding Officer.
   vii. Voting for each nominee shall be identified as “Yes”, “No”, or “Abstention”. A nominee must receive a minimum 3/4th affirmative vote at a meeting where quorum is present.
      1. If more than one nomination is made, each nominee with 3/4th affirmative vote of quorum will be awarded the DSK.
      2. If 3/4th affirmative vote is not received by any nominee, the DSK will not be awarded.

B. Other Awards
   i. The Chapter may create and distribute other awards at their discretion.

X. Financial
A. Leadership Development Fund
   i. The purpose of the Leadership Development Fund is to allow the Brothers of Alpha Phi Omega - Rho Rho Chapter to partake in opportunities provided by Alpha Phi Omega.
   ii. Automated Budget: The remaining budget from the previous term shall be rolled over into the Leadership Development Fund.
   iii. Appropriated Budget
      1. The Executive Committee will propose an additional amount to add to the Leadership Development Fund.
2. This is optional, but if done, it must be approved with the general budget or proposed separately as needed.
   a. Follow existing budgeting by-laws.

iv. Recommended Use
1. The Leadership Development Fund shall be used towards the following categories to advance Brothers in the spirit of Leadership, Friendship, and Service, but not limited to the prescribed functions:
   a. Leadership: Approved leadership development functions provided by Alpha Phi Omega
      i. National Convention
      ii. Region Conference
      iii. Section Conference
      iv. APO LEADS Program
      v. Membership Academy/University
   b. Friendship: Approved Brotherhood programs that promote opportunities to create bonds between Brothers
      i. Fall Fellowship
   c. Service: Approved service functions that require driving or registration in order to participate
      i. Project Mataguay
      ii. Project Alegre

2. Funding may be used for the following areas, but not limited to the prescribed areas:
   a. Travel
   b. Registration
   c. Lodging

3. Approval
   a. If the Leadership Development Fund is to be used by any brother of Rho Rho Chapter, it must be brought up for approval to the Executive Committee.
   b. Upon approval, the Chapter must be notified.