

Chapter Bylaws



Alpha Phi Omega
Epsilon Zeta Chapter
Fall 2024

Article I: Name

The name of this organization shall be The Epsilon Zeta Chapter of Alpha Phi Omega, henceforth referred to as the Chapter.

Article II: Purpose

The purpose of this Chapter is to assemble the students at Rensselaer Polytechnic Institute in a fraternity dedicated to the principles of the Scout Oath and Law, developing leadership, promoting friendship, and providing service to humanity. The current goals of the Chapter shall be kept on file with the Bylaws, Constitution, and the Chapter standing rules. It operates during the academic year of Rensselaer Polytechnic Institute.

Article III: Membership

Section 1: Open Membership

Membership in this Chapter is open to all students currently enrolled at Rensselaer Polytechnic Institute. Membership may not be denied based on race, color, creed, gender, religion, sex, sexual orientation, age, disability, marital status, ethnicity, citizenship, nationality, sorority affiliation, or fraternal affiliation. Initiation into this Chapter is granted only upon the approval of an individual by this Chapter and after completion of the new member program. Participation in the new member program is not subject to the approval of the Brotherhood.

Section 2: Brothers

All initiated members (Brothers) of this Chapter, except advisors and honorary members, are considered active until they declare associate, inactive status, or are changed status by the Brotherhood, National Fraternity, or Rensselaer Polytechnic Institute administration. All Brothers begin every semester as associate status and may indicate their status through communication with the Vice President of Membership. Brothers may also change status during the semester but must abide by any deadlines set and announced by the Vice President of Membership. Brothers who wish to be early alumni may request this from the Vice President of Membership. Brothers who no longer wish to continue being Brothers may voluntarily rescind their membership in Alpha Phi Omega according to the policies of the National Fraternity. Brothers who start the semester as a student and go on leave from RPI shall be moved to associate status. If they return the semester following their leave they can declare any status as normal. If a brother is not considered a RPI student at the start of the semester, such as going on or continuing leave prior to a semester starting; winter break, summer break, etc. they will be considered alumni immediately. If any chapter alumni wish to return after being an alumni they may, but must pay any fees that come with returning as a student to RPI.

Section 3: Active Membership

Only Active Brothers may vote at meetings. They may attend Chapter functions, possess Chapter materials, and have card access to the Chapter office. They must pay all fees associated with their membership status.

Active membership shall continue so long as the member remains in good standing (Article III Section 13) with this Chapter and continues enrollment at Rensselaer Polytechnic Institute. Active Brothers, in good standing, and completing the necessary expectations, may vote at meetings of the brotherhood. Active Brothers completing expectations may vote at special voting meetings: New Member Voting Procedure Decision, New Member Voting, ECOM Officer Voting, and Budget Voting. If active expectations are not met by the date set by the Vice President of Membership there is no change to Active Status, only that the brother has no vote in special elections. The Vice President of Membership has authority over developing expectations and determining halfway expectations that may allow brothers to vote in one or two of the special voting meetings.

Section 4: Associate Membership

Associate Brothers may attend Chapter functions, possess Chapter materials, and are not granted card access to the chapter office. They must pay all fees associated with their membership status. Associate brothers must petition the Vice President of Membership to change to a different status and must pay any fees to change status.

Section 5: Inactive Membership

Inactive Brothers may attend Chapter functions and are not granted card access to the chapter office. Inactive Brothers may not possess Chapter materials and have no rights or responsibilities within the chapter. Inactive brothers must petition the Vice President of Membership and pay any fees to return to Associate or Active Membership. Inactive Membership is defined as a brother who no longer associates with the chapter, doesn't pay any fees, and is still a student at Rensselaer Polytechnic Institute.

Section 6: Suspend Membership

A member who has been suspended by the chapter, the Rensselaer Union Judicial Board, Rensselaer Polytechnic Institute administration, and/or the Alpha Phi Omega National Board of Directors shall be considered to have suspended membership. A member who has been suspended by the chapter, Rensselaer Polytechnic Institute administration, and/or the Rensselaer Union Judicial Board has no rights in the chapter. 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 in the National bylaws, if any.

Section 7: Alumni Membership

All Brothers and Honorary Members who graduate or leave Rensselaer Polytechnic Institute will be considered alumni members. They are also entitled to membership in the Epsilon Zeta Chapter Alumni Association (EZAA). All second semester graduating brothers and graduate/MBA brothers are automatically enrolled in membership of the EZAA.

Section 8: Transfer Membership

Any student at Rensselaer Polytechnic Institute who was initiated into another chapter of Alpha Phi Omega is encouraged to transfer their membership to the Epsilon Zeta Chapter. Students who wish to transfer their membership shall plan with the Vice President of Membership to fully integrate into the Chapter which includes education on Chapter procedures and individualized requirements to maintain active status subject to the approval of the Active Brothers. This integration plan shall occur during a period of probation set by the Vice President of Membership no longer than 10 weeks similar to the new member process limit set by the National Bylaws. At its conclusion, the transfer member shall be considered a full initiate of the Chapter,

upon a $\frac{3}{4}$ approval of the Active Brothers at a meeting. Transfer members must pay all fees associated with the addition of their name onto the Epsilon Zeta membership roster. The student may receive a Big Brother similar to new members (Article III Section 12.4) and added to a tree if the transfer brother so desires.

Section 9: Advisory Membership

This Chapter shall have at least five Advisors consisting of, at minimum, two Advisors from the faculty, administration, or staff of this Rensselaer Polytechnic Institute; one Advisor representing Scouting or other youth services; and one advisor from the community. Other Advisors may be added if deemed necessary. In the event of a vacancy, an attempt should be made to fill the position as soon as possible. Advisors are nominated by the President and approved by at least $\frac{3}{4}$ majority vote of the Active Brothers present at a meeting. Persons approved to serve as advisors hold associate membership in this Chapter. They are initiated according to the chapter initiation ceremony. Advisors may be removed with a $\frac{3}{4}$ majority vote.

Section 10: Honorary Membership

Honorary membership in this Chapter may be conferred on those who have contributed significantly to the ideals and purposes of Alpha Phi Omega and the Chapter service program. Any brother may make nominations for honorary membership at least two weeks before a brotherhood meeting. Such nominees will become honorary members with associate status upon receiving the affirmative votes of at least $\frac{3}{4}$ of the Active Brothers at a meeting. Honorary members need not be initiated. Undergraduate students may not become honorary members of this Chapter.

Section 11: New Member Membership

To earn active membership in this Chapter, New Members must participate in a period of preparation and training consistent with the ideals and purposes of Alpha Phi Omega. This new member program is held each Fall and Spring semester, and will not last less than six weeks, but will not exceed ten weeks, in accordance with the National Pledging Standards. At the end of the new member program, a meeting of the Brothers with Active Membership shall be held to approve the New Member as a Brother. The new member program is established by the New Member Lead, subject to the approval of the Executive Committee. Any new member program outside of the ones listed above is deemed illegal and shall be reported immediately as it has not gotten approval and may involve mistreatment of a new member (Article III Section 12.3).

Section 11.1: New Member Voting

The New Member Lead holds the right to determine the method of election for the New Member Voting. This includes all details about the vote and the requirements that a New Member may have to fulfill to be eligible for election. Their method for election must be approved at a meeting of the brotherhood by a $\frac{2}{3}$ majority vote prior to New Member Voting in order for it to be in effect. Alternatively, they can default to the following election procedure:

During New Member Voting, Brothers have the option to vote “yes” or “no”. The results of the votes are not revealed until the conclusion of voting for the meeting. A $\frac{1}{2}$ majority vote is required to approve a New Member who becomes a brother of the Epsilon Zeta Chapter. A New Member who does not receive an affirmative vote is dropped from the new member program for the semester and does not become a brother. Each vote is conducted via secret ballot, and the method of voting cannot change. New Member Voting is chaired by the President, who shall have a vote.

Section 11.2: Continuation

In the event of extenuating circumstances, a new member may request a specialized program from the New Member Lead. A request may be submitted until one week before new member voting. Upon receiving a request, the New Member Lead is responsible for creating a specialized program for the new member. This specialized program must conform to national new member (pledging) period guidelines. This program must be approved by simple majority vote by Active Brothers. If the program is approved, the New Member drops their current new member period and begins their new period at an approved time defined in the specialized program. If the program is rejected, the new member continues their current new member period and goes up for a standard new member vote upon completion.

Section 11.3: New Member Treatment

There is no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment of new members at any time is considered a violation of the purposes of this Chapter and the National Fraternity. Treatment of new members must be in accordance with Rensselaer Polytechnic Institute and the National Fraternity.

Section 11.4: Big Brother Little Brother

The New Member Lead is responsible for making big-little pairings. The Big Brother Little Brother Ceremony is held according to the Chapter Ceremony. The big brother assists the new member in preparation for active membership and completing new member expectations. The New Member Lead and the big brother may report to the Chapter on the new member's preparedness for active membership.

Section 12: Good Standing

Good standing shall be defined by completion of the following obligation(s): Payment of all Chapter, sectional, and national dues and no outstanding debt to the chapter. In Fall and Spring semesters, Active Membership expectations will be determined by the second meeting of the semester by the Vice President of Membership, subject to the approval of 2/3 of active brothers present at a brotherhood meeting.

Section 13: Change of Status

After the deadline set by the Vice President of Membership, any inactive or associate brother in good standing may receive active status if they pay their membership dues. In addition, an active brother may request to change to associate or inactive status at any point in the semester, but will not receive a refund on dues if done after the deadline set by the Vice President of Membership. Brothers may request a change in status by informing the Vice President of Membership. The Vice President of Membership will inform the Recording Secretary of the request, and the brother's new status will go into effect after the closing of the following brotherhood meeting. If the inactive or associate brother is not in good standing, the change of status request will be denied and the Vice President of Membership will explain to that brother why they are not in good standing before the closing of the following brotherhood meeting. If a member of the Executive Committee declares a non-active status, their position is rescinded, and the vacated position is filled as soon as possible following Article V Section 17.

Section 14: Special Cases

An active brother may be made an associate for just cause. To confer associate status on a brother, the Vice President of Membership must approach the brother with specific concerns on two separate occasions over a period of two weeks. If the concerns are not rectified by the brother after this time, the brother will be brought before the Executive Committee for a preliminary vote at an Executive Committee meeting, at which time the brother may state their case. Upon receiving 2/3 approval of all members of the Executive Committee, the brother will have the opportunity to present their case before the brotherhood. Upon receiving 3/4 approval for the change of status by the active brothers present at a brotherhood meeting, the brother will be made associate and given a course of action by which to regain active status before the end of the semester.

Section 15: Alcohol Policy

This Chapter recognizes the need to establish guidelines concerning alcohol. Therefore, we the members of Epsilon Zeta Chapter of Alpha Phi Omega affirm our commitment to abide by all laws and policies of New York State, Rensselaer Polytechnic Institute, and Alpha Phi Omega regarding alcohol and its use.

Article IV: Meetings of Members

All meetings of members are considered chapter meetings save for individual committee meetings.

Section 1: Brotherhood Meetings

Brotherhood meetings shall be held no less than once every other week of the semester, except during vacations and the Summer. The purpose of these meetings is to discuss Chapter business. The meeting time and location is to be determined by the President or highest-ranking officer under the advice of the Executive Committee. Meeting time and location must be approved by the Brotherhood at the first meeting of the semester. Meetings should occur at a consistent weekly day and time for the duration of the semester.

Section 2: Special Meetings

Special Meetings may be called to discuss matters of great import to the Brotherhood which include topics such as Chapter Assessment and Planning Session, Executive Committee Officer Elections, New Member Voting, Executive Committee Officer Removal, and others not listed herein. Such meetings may be called by the Chapter President, a simple majority of the Executive Committee, or a petition from 1/5 of the Brothers of this Chapter rounded up.

Section 3: Notice of Meetings

Notice of each meeting shall be given to the Chapter no less than one week prior to the meeting.

Section 4: Quorum

Quorum is required to hold a vote at all meetings. Quorum is tabulated by the Sergeant at Arms and consists of 3/5 of the brothers with Active Membership rounded up. If the meeting requires Active

Membership, Quorum is 3/5 of brothers with Active Membership that completed active expectations rounded up. Active members completing expectations and voting members completing the necessary expectations, may vote at Officer Elections, and will count for quorum.

Section 5: Voting

A simple majority of Active Brothers rounded up is necessary for a vote to pass at meetings unless otherwise specified in these Bylaws. Should a simple majority abstain in any official vote, the vote does not pass. Methods of voting include show of hand, roll call, affirmation, and secret ballots. Absentee and proxy voting are prohibited under any circumstance where an official vote takes place.

Section 5.1: Secret Ballots

Secret ballots shall be counted by two Sergeants at Arms present at the meeting. If two Sergeants at Arms are not present, the counting of votes shall be done by past Presidents. If none of these persons are present, off the floor nominations for vote counters shall be conducted.

Section 5.2: Tie Vote

The President shall neither cast a vote at Executive Committee meetings nor on motions from the floor at chapter meetings, except during officer elections, new member voting, or to resolve a tie vote. During officer elections the top two candidates shall be voted on until a top candidate is elected. This can repeat at the discretion of the chair(s) of the meeting, if no candidate has the majority after the chair has decided further votes will not yield a different outcome, the election shall be redone at a future special meeting upon a simple majority vote by voting members of the meeting.

Section 5.3: Awards

Procedures for nominating an individual for an award shall follow all criteria and requirements listed on the nomination sheet. It shall consist of getting signatures from brothers to satisfy a percentage of the brotherhood. Once an award nomination sheet has been completed and submitted to the President or designee, it will be made as a motion at the next brotherhood meeting. Procedures will follow the same rules as normal motions; The nominee shall leave the room to allow for candid discussion; if the nominee is the chair of the meeting, follow the order of succession for a temporary chair of the meeting. Discussion can contain personal anecdotes and less formal statements. All votes shall be done through secret vote following the procedures in Article IV Section 5.1. The chair of the meeting may vote and the nominee shall not vote. Results can be released at the discretion of the nominator.

Section 6: Guests

Any members of Alpha Phi Omega Epsilon Zeta may be present at a meeting at any time. Persons who are not brothers or new members of Alpha Phi Omega may be present at a meeting upon the invitation of a Brother attending the meeting. Guests may be asked to leave by the President or by a vote of active brothers present. In discussions, a guest may not participate unless asked to do so. Guests cannot vote.

Article V: Officers

Section 1: Officers

The elected officers of this Chapter are, in order of succession, the President, Vice President of Service, Vice President of Membership, Vice President of Fellowship, Vice President of Finance, Treasurer, New Member Lead, Office Manager, Recording Secretary, Corresponding Secretary, Historian, and Sergeant at Arms. Officers must maintain Active Membership during their tenure. The President appoints necessary officers and committees, subject to the approval of the Executive Committee. All officers may delegate duties to willing brothers or new members. No brother may serve on the Executive Committee as more than one officer at a given time.

Section 2: Officer and Chairship Reports

All elected and appointed Chapter Officers and chairpersons shall submit written reports evaluating how their semester went, and all other pertinent files and records at the end of the semester in which they are serving. These reports are included in the permanent Chapter file. These records shall be kept in the chapter google workplace and can be donated to the RPI library archives.

Section 3: President

The President supervises and represents the Chapter and sees that its duties and obligations are fulfilled. The President is responsible for presiding at all meetings of the Chapter and of the Executive Committee; establishing chapter goals; appointing and removing all non-elected officers and committees, subject to the approval of the Executive Committee; serving as an ex-officio member of all such committees; caring for the gavel; signing contracts on behalf of the Chapter; and filing the current version of the Chapter Bylaws and Constitution with the Rensselaer Administration. The President is the de facto chair for new member voting. They are also in charge of the Installation Banquet, which is to take place by the fourth week of the semester. In the event of an officer vacancy, the President assumes the responsibilities of the role until an election is held. They may appoint the vacant position responsibilities to an active Brother. If the Presidency is vacant, their responsibilities are assumed by the next officer in the order of succession.

Section 3.1: Risk Management

The President is responsible for all matters regarding risk management. They shall enforce the Risk Management Policy set forth by the National Bylaws. Any additional policies that aren't outlined in the National Bylaws are determined and approved by the Brotherhood.

Section 4: Vice President of Service

The Vice President of Service plans, organizes, and executes the Chapter service program; maintains service records of brothers and new members; informs the brotherhood of all service activities; and oversees the annual scholarship that the Chapter offers freshmen in Fall semesters. Additionally, the Vice President of Service is responsible for the planning, execution, and reporting of National Service Week; Spring Youth Service Day; and any other large service events or projects which are not listed herein.

Section 5: Vice President of Membership

The Vice President of Membership is responsible for retention of active brothers; all recruitment activities; developing a program to foster professional development; supporting newly inducted brothers in

transitioning from a New Member to an Initiate; creating a set of expectations for Transfer Brothers alongside the Active Membership expectations for Brothers. They shall also handle the Traditional Letters order every semester.

Section 6: Vice President of Fellowship

The Vice President of Fellowship plans, organizes, and executes the Chapter fellowship program, maintains fellowship records of brothers and new members, and informs the brotherhood of all fellowship activities. Additionally, the Vice President of Fellowship shall manage all Chapter participation in intramural sports including the formation of such intramural teams.

Section 7: Vice President of Finance

The Vice President of Finance acts as the fiscal agent for the Chapter; formulates a budget for the following semester, subject to the approval of the Brotherhood at a meeting; and reports on the condition of the Chapter's finances monthly in addition to an end-of-semester financial Summary. They are responsible for maintaining the Chapter's good standing with relevant financial institutions and government agencies by filing all tax documents on time and meeting the Chapter's financial obligations to other entities. The Vice President of Finance shall retain all financial records for at least 7 years. At the end of 7 years, the Vice President of Finance shall destroy source financial records, but shall retain the end-of-semester summaries in the Chapter archives. Additionally, they shall train and educate the current Treasurer on Chapter financial operations. Only Brothers who have held this position or that of Treasurer are eligible to be the Vice President of Finance.

Section 8: Treasurer

The Treasurer shall learn the Chapter financial operations from the Vice President of Finance during their term in office, keep the books for all internal transactions within the brotherhood, to issue reimbursements, handle CB transactions, and update the brotherhood on the status of such at periodic intervals, including the Executive Committee, brotherhood, and Advisory Committee meetings. The Treasurer shall assist the Vice President of Finance in the following ways: in the formation of the upcoming semester's budget, making revisions to the current semester's budget, in creating the end-of-semester financial summary for presentation, and in all tax filings. The Treasurer shall neither cast votes at Executive Committee meetings nor contribute to the Executive Committee quorum except in those instances when the Vice President of Finance is not present.

Section 9: New Member Lead

Each semester, the New Member Lead shall appoint at least one new member educator, who must be active status, by the first brotherhood meeting of the semester. The New Member Lead and New Member educator(s) are responsible for conducting new member meetings and serving as a point of contact for new member-related conflicts and questions. They create new member requirements and Big Brother Little Brother pairings. Additionally, the New Member Lead shall oversee evaluation of the new member, their big brother, and their overall progress via any method they deem necessary that does not violate any policies or these bylaws. The New Member Lead must have their new member program approved by the brotherhood before the program starts; the number of weeks, what content will be taught each week, new member class namesake (Spring only), new member expectations, and any other relevant details.

Section 10: Office Manager

The Office Manager is responsible for maintaining the Chapter office in a clean and orderly condition, ensuring that the Chapter office is open during normal business hours, determining office training curriculum, administering office exams to untrained Brothers and New Members, maintaining the backtest files for public use, managing campus lost and found activities, managing any other services not stated herein that the chapter provides to the campus through the office, and controlling authorized access to the Chapter office.

Section 11: Recording Secretary

The Recording Secretary is responsible for keeping records of all brotherhood and Executive Committee meetings, posting these records on the Chapter Google Drive within one week of the meeting, keeping records of each brother's membership status, controlling the Chapter email lists, updating the Brotherhood List, updating the current members and officers on the Club Management System, conducting Chapter statistics, managing the list of all active committees (refer to Article VI), publishing a Chapter mobilization chart each semester, managing the chapter Google Workspace, and the maintenance and development of the Chapter Website.

Section 12: Corresponding Secretary

The Corresponding Secretary is responsible for maintaining Chapter correspondence with the National Office, Alumni, and other outside organizations and persons; managing all Chapter social media accounts; producing Chapter newsletters; coordinating brothers attending conferences and handling the logistics; planning, organizing, and executing any conferences hosted by this Chapter; checking the on-campus APO mailboxes no less than twice per week; planning a relevant event for APO alumni during the official RPI Alumni Weekend; and keeping copies of all Chapter newsletters published during the Corresponding Secretary's term of office and all issues of Torch and Trefoil published since the founding of this Chapter.

Section 13: Historian

The Historian is responsible for developing a written and visual record of the Chapter's activities, coordinating the production and distribution of the annual composites, upkeep of the Chapter's historical collection in the Rensselaer Polytechnic Institute Archives, and the upkeep of the family trees.

Section 14: Sergeant at Arms

The Sergeant at Arms is responsible for counting all secret ballots; maintaining order during Executive Committee meetings, Chapter meetings, and any special meetings (Article IV Section 2); obtaining the use of campus facilities needed by the Chapter; distributing and collecting all Chapter keys and equipment; ensuring security and orderly maintenance of the Chapter storage room; maintaining a current inventory of all Chapter equipment every semester; overseeing the planning and execution of chapter ceremonies; maintaining current paper and electronic copies of the Chapter Bylaws, Constitution, and Standing Rules; and reviewing the Bylaws and Constitution to best reflect how the chapter currently operates.

Section 14.1: Parliamentarian Duties

The Sergeant at Arms shall serve as the Chapter's Parliamentarian unless it is otherwise delegated. This requires familiarity with the National Bylaws, as well as that of the Chapter, including any standing rules, as well as parliamentary procedure (Robert's Rules of Order), to the extent that the Chapter demands. The duties that come with this include referring to the Bylaws when need be, presenting the parliamentary procedure rules to be used (EZ Rules of Order) by the second brotherhood meeting of the semester, and enforcing the use of parliamentary procedure as

it is needed. The parliamentary rules to be decided upon include method of voting, method of queue, and voting procedure.

Section 15: Officer Elections

Officers shall be elected during a meeting within one month of the end of the Fall or Spring semester prior to that in which they serve their term. Officers shall serve a term beginning on the first day after finals in which they were elected and ending the last day of finals the semester in which they serve their term or until their successors shall have been elected and qualified, whichever comes first. The time between officer elections and the beginning of the next Officers' terms shall serve as an interim period in which the incumbent officer will inform the officer elect of the current program status, offer suggestions for future programs, and transition the office to the officer-elect. No brother may be elected to hold a particular elected office more than twice excluding the Vice President of Finance.

Section 15.1: Procedures

During Officer Election meetings, the Nomination Committee presents each candidate, and additional nominations may be made from the floor at the election meeting. When voting in officer elections, the brother has the option to vote for the candidates running or "no confidence." Any vote cast that does not follow these guidelines does not count. Should "no confidence" exceed a simple majority of the votes, a new election for the position shall be held at the next brotherhood meeting or future special meeting. Active members who complete the necessary expectations, shall count for quorum, with $\frac{2}{3}$ majority of those completing expectations being needed to proceed with the voting meeting. Each vote is conducted via secret ballot, and the method of voting cannot change. In the event of a tie, the chair shall follow the tie procedure in Article IV Section 5.2.

Section 16: Terms

Officers shall not hold a particular elected office more than twice excluding the Vice President of Finance. An active brother not currently on ECOM that has held a particular office twice can be appointed and serve as the officer temporarily in the event of a vacancy but may not run and hold the office again even in the event that this brother would hold the office then less than half of the term excluding the Vice President of Finance. A term is counted when the officer does more than half their term. A term starts the first day after finals and ends when the next term begins.

Section 17: Vacancies

Any vacancies among the elected officers must be filled by election as soon as possible; within 2 weeks of the vacancy starting, not counting vacation time. A nomination sheet for the vacated position will be posted no less than two days before the election. The President may appoint a substitute, subject to the approval of the Executive Committee, until such an election may be held and a successor elected. This substitute must be a brother that holds Active membership and can hold the position even if they have exceeded term limits. Current officers may not be appointed to a vacant position. Current officers are allowed to run for a vacant position disclosing that if they are elected their position will be voted on at the same meeting. If a sitting officer is nominated and accepts the nomination, this must be communicated in chapter communication channels that there is a possibility of an additional election during the same meeting for any offices that may become vacant. Officers elected or appointed to fill a vacancy shall assume their office immediately after approval and will serve out the remainder of the term for which they were elected or appointed.

Section 18: Removal from Office

An officer may be removed for misconduct or failure to perform their duties as outlined in this document. The charges must be brought before the Executive Committee and posted through Chapter communication for a week prior to the meeting at which the removal is discussed or approved. Following presentation of charges but before removal is decided, the officer may be suspended from office upon approval of $\frac{3}{4}$ of the Active Brothers at a meeting. During the meeting in which permanent removal is decided, the charges shall be first presented by the complainant or their designee, and the accused Officer may offer a defense. Both individuals may speak for ten minutes unless a motion to extend the time is made. After a discussion on the charges by the Brothers present, the Officer is only removed upon a $\frac{3}{4}$ majority vote of Active Brothers present at the meeting. No officer shall preside over, serve as secretary, or act as parliamentarian at the meeting where the charges for their own removal are discussed or approved. Past holders of the position or nominations off the floor can be made to preside over the meeting, serve as secretary, or act as parliamentarian during the meeting. Executive Committee members shall be removed immediately from office should they change to a non-active status.

Article VI: Committees

Section 1: Committee Formation

All committees excluding the Executive Committee, Service Committee, Membership Committee, Fellowship Committee, Nomination Committee, Finance Committee, and Advisory Committee must be presented to the Executive Committee prior to formation. Upon approval from the Executive Committee, proposed committees will exist until, disbanded by the chair, is not in session for a whole semester, or by a simple majority vote by the Executive Committee or Brotherhood. The de facto chair of a proposed committee shall be the officer who motioned for its creation. Membership in all committees, except for the Executive Committee, Nomination Committee, and Advisory Committee, is assumed to be open. A list of all active committees shall be maintained and stored alongside the Chapter Constitution, Chapter Bylaws, and Standing Rules.

Section 2: Executive Committee

The Executive Committee discusses all issues of current importance to the Chapter. It shall meet no less than once every two weeks at the discretion of the President, except during school vacations and the Summer Semester. It makes recommendations, when appropriate, to the Brotherhood on these issues. The pros and cons of these recommendations shall also be included in the presentation and the minutes. The Executive Committee determines Chapter goals and priorities. All motions made before the Executive Committee require a simple majority vote unless otherwise specified in these Bylaws.

Section 2.1: Membership

The Executive Committee consists of all current Chapter Officers and the Chair of the Advisory Committee who neither casts a vote nor whose attendance is required at Executive Committee Meetings. The Treasurer does not vote unless the Vice President of Finance is absent.

Section 2.2: Quorum

The Quorum for the Executive Committee consists of $\frac{3}{4}$ Committee members rounded up.

Section 2.3: Executive Privilege

The Executive Committee may exercise any powers of the Chapter whenever a question cannot be brought before the brotherhood in a timely manner. The Executive Committee may decide for the Chapter all issues not requiring a vote by secret ballot, not involving Chapter funds, not being proposed as Bylaws amendments, standing rules, and which are not specifically the responsibility of the brotherhood according to these Bylaws. Any decision made by the Executive Committee may be prevented from further implementation by the Chapter at a brotherhood meeting with a simple majority vote. The Executive Committee may set rules and procedures for its meetings and members at its own discretion, so long as they do not conflict with these Bylaws.

Section 2.4: Delegation of Duties

Chapter Officers have the right to delegate some of their duties to Brothers by appointing them as a chairperson. Such duties may include chairing a committee, managing a large project, or duties not listed herein. The Executive Committee shall discuss all nominations of appointed chairpersons and shall approve them. Appointed chairpersons shall assume their duties immediately after approval and will serve a term ending the last day of finals of the semester in which they serve their term. Chairpersons may be dismissed at any time by the appointing Officer or by a simple majority vote of the Executive Committee. Should the Vice President of Service, Vice President of Fellowship, or Office Manager not be enrolled during a Summer Semester, they shall appoint an summer chairperson to serve only during the Summer Semester who shall aid in the execution of their duties performed on Campus; however, this individual shall hold none of the executive power of an officer of this Chapter. This summer chair must be an active member in good standing and can currently hold a different officer position.

Section 2.5: Guests

All brothers and new members of the Chapter may be present at any meetings at the discretion of the President.

Section 3: Service Committee

The Vice President of Service shall convene a Service Committee each semester. They shall determine the time and place of committee meetings and set committee agendas.

Section 4: Membership Committee

The Vice President of Membership shall convene a Membership Committee each semester. They shall determine the time and place of committee meetings and set committee agendas.

Section 5: Fellowship Committee

The Vice President of Fellowship shall convene a Fellowship Committee each semester. They shall determine the time and place of committee meetings and set committee agendas.

Section 6: Finance Committee

The Vice President of Finance shall convene a Finance Committee each semester. They shall determine the time and place of committee meetings and set committee agendas. If the Vice President of Finance is unable to chair the committee, the Treasurer shall step in as the chairperson.

Section 7: Nomination Committee

The President shall convene a Nomination Committee each semester and shall appoint a chairperson and any additional members to this committee no less than two weeks prior to the Officer Election. The Nomination Committee is responsible for posting nomination sheets no less than one week prior to the Officer Election, determining the rules and procedures of the election, presenting such rules and procedures, and presiding over the election meeting. The Nominations Committee does not strike names from the list of nominees. No person who is also a candidate in the Officer Election may serve on this committee.

Section 8: Advisory Committee

The Advisory Committee consists of the Advisors and all current members of the Executive Committee. One Advisor shall be elected as the committee chair no more than once every year by a simple majority vote of the Brothers present at a meeting and shall serve until replaced. The Advisory Committee meets no less than semestery to review and discuss the Chapter's activities.

Article VII: Finance

Section 1: Budgets

Each Semester the Vice President of Finance and the Treasurer shall prepare a budget for the following Semester. This budget shall be published via Chapter communication media no less than one week prior to the meeting at which the budget is presented and discussed. The budget is approved by a simple majority vote of the Active Brothers at the meeting.

Section 2: Dues

Semester Chapter dues, National dues, new member (pledge) fees, insurance fees, and initiation fees are paid by those involved. Chapter dues shall be approved with the Chapter budget.

Section 3: Chapter Balance

The Chapter Balance (CB) is a financial balance for the amount a brother owes, or is owed by the Chapter. Brothers may add money to their CB and use it to pay for Chapter-related expenses. Members may not remove money directly from their Chapter Balances. Chapter debts without prior approval of the Vice President of Finance or Treasurer. Upon a brother obtaining a CB that is negative by \$50, the Vice President of Finance or Treasurer must notify them. They may not charge a Chapter-related expense greater than \$5 to their CB until they rectify the issue. Graduating brothers must balance their CB four weeks before the end of their final semester. If brothers are negative after this period, the Vice President of Finance and Treasurer are allowed to begin the process of putting a hold on the brother's student account. If a brother has a negative CB or does not have enough in their CB to cover the active dues, the Vice President of Finance

and/or the Treasurer have the right to submit the amount needed to the bursar to place a hold on class registration for the next semester.

Section 4: Subsidization and Event Attendance

This Chapter pays for prospective members to attend its activities. Events and activities may be subsidized.

Section 5: Fundraisers

The necessary expenses of this Chapter are met through funds secured through Chapter activities. Such activities are conducted in keeping with the rules and policies of Rensselaer Polytechnic Institute, the Rensselaer Union, and Alpha Phi Omega. All funds raised on behalf of organizations must be dispersed to said organizations. These funds are not considered assets of the Chapter, and as such, do not apply to Section 7 of this Article.

Section 6: Bank

All funds handled by this Chapter are deposited to the credit of the Chapter in a local bank except for the portion that may be kept in the Chapter office as petty cash or funds residing with the Rensselaer Union. The Chapter maintains an emergency fund of at least \$1000.00.

Section 7: Withdrawals

Withdrawals from and drafts on all Chapter accounts, with the exception of the Emergency Fund, require the approval of two of the following: the President, the Vice President of Finance, or the Treasurer. Withdrawals from the Emergency Fund require the approval of two advisors. Any decision excluding withdrawing from the Emergency Fund can be overturned by the brotherhood with a simple majority vote.

Section 8: Budget Amendments

The Brotherhood must approve all budget amendments by a simple majority vote at a brotherhood meeting. Notice of any motion to spend more than \$200.00 of Chapter monies must be posted at least one week before the brotherhood meeting. Amounts below \$50.00 can be motioned to and approved by the Executive Committee if there is no Brotherhood meeting within two days of the Executive Committee meeting.

Article VIII: Ratifications and Amendments

Section 1: Supremacy Clause

This Chapter is bound by these Bylaws, and these Bylaws conform to, the National Articles of Incorporation, the National Bylaws, and the Standard Chapter Articles of Association of Alpha Phi Omega. No amendment to these Bylaws may contradict the above National Fraternity documents. This Chapter is not bound by any guidelines or resolutions adopted by the National Board of Directors or the National Convention. These Bylaws are superseded by the above National Fraternity documents, Federal Law, New York Law, Local Law, Rensselaer Polytechnic Institute policies, Rensselaer Polytechnic Institute Student Union policies, and the Chapter Constitution. These Bylaws were written in good faith; however, some typographical errors may remain. In reading and executing this document, assume these errors don't exist.

Section 2: Amendments

Proposed Bylaws amendments must be announced at a brotherhood meeting, discussed at an Executive Committee meeting, and announced through common Chapter communication at least 1 week prior to the meeting at which they are approved. A proposed amendment must be approved by at least 3/4 of the Active Brothers present at a Brotherhood Meeting to become part of these Bylaws. Revisions, edits, and modifications that correct grammatical or typographical errors can be made with the simple majority approval of the Executive Committee.

Section 3: Standing Rules

The standing rules of this Chapter consist of all motions, which, once approved as standing rules, are binding on this Chapter for one year unless they are amended, reapproved, or removed. Additions to, deletions from, and amendments to the standing rules must be approved by a simple majority vote at a brotherhood meeting. No standing rule may contradict these Bylaws. If a standing rule requires being in effect longer than a year it should be considered as an amendment to these bylaws excluding the Risk Management Policy which shall be a required revolving standing rule.

Section 3.1: Risk Management Policy

The Risk Management Policy is valid for one year and must be reapproved by a simple majority of the brotherhood every year. This is to ensure the policy is up to date with current rules and regulations. This policy is required and shall not be unapproved for more than one brotherhood meeting after it expires.

Section 4: Abrogation

These bylaws, upon their adoption, shall abrogate any previous bylaws documents relating to the chapter. This shall not be construed as to deny any office or position to anyone serving out a term elected under a previous bylaws version.

Section 5: Review

These Bylaws shall be reviewed and updated as necessary by the Sergeant at Arms, Bylaws Chair, or Bylaws/Sergeant at Arms Committee. These bylaws must be re-ratified every year to ensure that they are reviewed and updated in favor of how the chapter is operating. These bylaws shall be re-ratified by the first brotherhood meeting after it expires, or earlier if possible.

Section 6: Ratification

These bylaws shall be effective immediately upon the ratification by a 3/4 vote from active brothers. Upon ratification, these bylaws should be posted as the new official bylaws in chapter communication and made known to all active brothers. These bylaws shall be placed on record in the Union records.

Article IX: Adoption

Section 1: Adoption

We the brothers of the Alpha Phi Omega Epsilon Zeta Chapter ratify these bylaws on October 27, 2024 as our official bylaws effective immediately. Removal of the Voting Membership status will take effect in the Spring 2025 semester, current statuses and expectations shall remain in effect for this semester.