

CONSTITUTION OF THE EPSILON ZETA CHAPTER OF ALPHA PHI OMEGA

ARTICLE I: Name

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

ARTICLE II: Purpose

Section 1. Purpose

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

ARTICLE III. Membership

Section 1. Equal Opportunity and Hazing

a. It is the policy of the Club to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, ethnicity, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the Club's activities.

b. Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continuing membership of the Club is strictly prohibited.

Section 2. Definition of Membership

a. To be eligible for Regular Membership, a person must be a registered student of Rensselaer Polytechnic Institute and have paid the Rensselaer Union Activity Fee for that semester or be the spouse or legal dependent of a qualified person under this paragraph.

b. All members must complete the new member process set forth by the Club.

c. Members may be referred to as brothers hereafter.

Section 3. Obtaining Membership

a. A brother's status within the club is as follows:

An active brother pays dues, can vote in brotherhood meetings, may possess club materials, may attend club functions, and has card access to the club office. This is synonymous with Regular Member.

An active brother may complete voting membership requirements (voting status) to be allowed to vote at special meetings: Executive Committee Officer Voting, New Member Voting, Budget Approval Voting. Voting membership requirements are set by the Vice President of Membership.

An associate brother pays associate dues. They cannot vote in brotherhood meetings. They do not have card access to the club office, may attend club functions, and may possess club materials.

An inactive brother does not pay dues, may attend club functions, may not possess club materials, and does not have card access to the club office
Inactive membership is a brother who is a student at Rensselaer Polytechnic Institute and no longer associates with the club.

A new member pays the new member fee, registers with the National level of Alpha Phi Omega, does not have card access to the club office, and completes the new member program set forth by the New Member Lead.

Upon approval of 3/4 of the Active Brothers present at a Brotherhood meeting, this club will confer Active Membership on any student of Rensselaer Polytechnic Institute who has held Active Membership of a Chapter of Alpha Phi Omega and who requests such status.

An advisory brother holds associate membership in this Club. They are initiated according to the National Fraternity ceremony.

Honorary membership in this Club may be conferred on those who have contributed significantly to the ideals and purposes of Alpha Phi Omega and the Club service program. Any Brother may make nominations for honorary membership at least two weeks before a brotherhood meeting. Such nominees will become honorary brothers with associate status upon receiving the affirmative votes of at least 3/4 of the Club's total active membership, not including advisors and honorary brothers. Honorary brothers need not be initiated. Undergraduate students may not become honorary brothers of this Club.

b. The Rensselaer Union Executive Board may verify the eligibility of any member through the Office of the Registrar or Bursar.

Section 4. Voting Rights

a. Only Regular Members shall be eligible for voting rights. Each member with voting rights shall have one vote.

b. For special meetings, listed above, requiring voting status, a brother must have completed voting requirements or received an appeal to have voting rights.

Section 5. Membership Information

a. The Club shall obtain the following information on its members:

i. Preferred first and last name.

ii. Rensselaer Identification Number, if applicable.

iii. Rensselaer Computer System (RCS) ID, if applicable.

iv. E-mail address.

v. Record of payment of appropriate dues and fees, and

vi. Any additional information required by the Rensselaer Union Executive Board.

b. Other information may be collected by the Club as directed by the Executive Committee. Members shall not be required to submit this information as a condition of membership.

c. All information gathered by the Club of its members other than the names and level of membership shall be confidential and only released to the Rensselaer Union Executive Board and Rensselaer Union administration staff as required.

Section 6. Removal of Membership

a. A member may be removed for failure to comply with this constitution or Club policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.

b. This removal of membership disqualifies a brother for any membership with the club. The brother must return all club property and will lose card access to the club office and all club materials.

c. The process of removing a brother's brotherhood affiliation must be carried out through the national organization.

d. Any regular member may appeal their removal by petitioning the Judicial Board of the Rensselaer Union and any other member may appeal their removal by petitioning the Executive Board. The removal remains in effect until reversed.

Article IV. Officers

Section 1. Officers

1. The elected officers of this club, in order of succession, are a President, a Vice President of Service, a Vice President of Membership, a Vice President of Fellowship, a Vice President of Finance, a Treasurer, a New Member Lead, an Office Manager, a Recording Secretary, a Corresponding Secretary, a Historian, and a Sergeant at Arms. 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.

i. The President supervises and represents the club, and sees that its duties and obligations are fulfilled. The President is responsible for: presiding at all meetings of the Brotherhood and of the Executive Committee; 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; serving as a member of the Executive Committee of the Epsilon Zeta Alumni Association of Alpha Phi Omega.

ii. The Vice President of Service plans, organizes, and executes the club service program, oversees the annual scholarship offered to freshmen fall semester, maintains service records of Brothers and new members, informs the Brotherhood of all service activities.

iii. The Vice President of Membership is responsible for: retention of Active Brothers, leadership training, professional development support, and creating voting status requirements, if any.

iv. The Vice President of Fellowship seeks to further the fellowship of the brothers of this club. The Vice President of Fellowship is responsible for all social and athletic activities within this club, between this club and its alumni, and between this club and other organizations.

v. The Vice President of Finance and Treasurer are responsible for all club financial activities and transactions; taking care of all club assets and liabilities; reporting on the condition of the club's finances to the brotherhood monthly; formulating a budget for the following semester, subject to the approval of the club at a Brotherhood meeting; revising the current semester budget as necessary, subject to the approval of the club; and generating an end-of-semester summary of the state of the club finances. The Vice President of Finance and Treasurer are also responsible for retaining all financial records for at least 7 years within the associated storage locations. 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 club archives.

The role of Treasurer shall be split among two positions, Vice President of Finance and Treasurer. The club shall elect one Treasurer each semester during officer elections, and that Treasurer will serve for two consecutive, one-semester terms, first as a Treasurer during their first term, then as a Vice President of Finance during their second term. As an exception to Section 13 of this article, a Brother may serve as Vice President of Finance in excess of the term limits to fill a vacancy in the office of Vice President of Finance.

The role of the Vice President of Finance shall be to train the Treasurer to perform all such necessary tasks as stated, and ensure they are completed;

in addition, to act as fiscal agent for the club and any funds of which the club is custodian, to retain signing power of any and all external accounts held for or by the club, sign checks, handle club deposits, manage and maintain in good standing any club investment or endowment funds, and shall be responsible for all 6 annual tax and compliance filings, including all 4 relevant NYS Sales Tax returns (once each quarterly), 1 NYS Income Tax Return (annually), and 1 IRS Income Tax return annually, as necessary to maintain club nonprofit status and keep the club in good standing with governing agencies. The Vice President of Finance shall also be responsible for compiling the end-of-semester summary of the club's financial activities, AND shall present this financial summary to the Brotherhood at or before the same meeting where the following semester's budget is proposed and voted upon by the entire Brotherhood.

The role of Treasurer shall be to learn the club's financial operations, to keep the books for all internal transactions within the Brotherhood, to issue reimbursements, handle CD transactions, and update the Brotherhood on the status of such at periodic intervals, including 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.

vi. The New Member Lead is responsible for new member education. The New Member Lead shall appoint at least one new member educator by the first brotherhood meeting of the semester who holds active or voting status. They create new member requirements and Big Brother Little Brother pairings.

vii. The Office Manager is responsible for: maintaining the club office in a clean and orderly condition; ensuring that the club office is open during normal business hours; administering office exams semesterly to new members and untested brothers; maintaining the test files, keeping an accurate inventory of the office on a semesterly basis, managing card access to the club office for brothers, and the club computer system. The Office Manager has control over what is acceptable and unacceptable behaviors from brothers in the front office. As the primary purpose is for club business activities, it is expected that brothers in the front office maintain a professional demeanor. The club computer system shall be used only for club business.

viii. The Recording Secretary is responsible for: keeping records of all Brotherhood and Executive Committee meetings; posting these records on club communication within one week of the meeting; keeping records of each Brother's Membership status; managing the club Google Workspace; managing the club website; controlling the club email lists (except for those explicitly maintained by the Corresponding

Secretary as defined in Section IX of this article); and publishing a club mobilization chart each semester.

ix. The Corresponding Secretary is responsible for: carrying on club correspondence with the National Office, Alumni, and other outside organizations and persons; publishing a monthly club newsletter; distributing the newsletter to Brothers, New Members, Advisors, Alumni, and other interested parties; maintaining Alumni and outside organizations and persons email lists; appointing a chair for all Alpha Phi Omega conferences; checking both on-campus Alpha Phi Omega mailboxes a minimum of twice a week; plan a relevant event for Alpha Phi Omega alumni during the official RPI Alumni Weekend; upkeep of Alpha Phi Omega social media pages including correspondence through those pages; and keeping copies of all club newsletters published during the Corresponding Secretary's term of office, as well as all issues of Torch and Trefoil published since the founding of this club.

x. The Historian is responsible for: developing a written and visual record of the club's activities; maintaining a record of each Brother's activities in the club and in other campus organizations; keeping a copy of the membership application of each Brother of the club, beginning with the Charter Brothers; coordinating the production and distribution of the annual composites; upkeep of the club's historical collection in the Rensselaer Polytechnic Institute Archives; and the upkeep of the family trees.

xi. The Sergeant at Arms is responsible for counting all secret ballots, maintaining order during Executive Committee and Brotherhood meetings, obtaining the use of campus facilities needed by the club, distributing and collecting all club keys and equipment, ensuring security and orderly maintenance of the club storage room, maintaining a current inventory of all club equipment every semester, to be kept in the club Office, and reporting changes in this inventory or in the condition of the club storage room and its contents to the Brotherhood.

Section 2. Eligibility for Office

a. In order to be eligible for office a person must be a Regular Member of the Club.

b. If a person may be unable to complete the term of office, they shall inform the club of their inability to complete the term of office before being eligible to hold office.

c. A brother in office who changes to non-active status rescinds their position effective immediately.

d. A brother may not hold more than one elected office concurrently.

e. A brother can hold an office for a maximum of two terms. A term of office is counted when a brother holds an office for half or more of the total term length.

i. An exception to this is that in the vacancy of the Vice President of Finance

post-standard election, any brother may hold this position regardless of previous term count.

ii. An additional exception is in the event of an emergency appointment to fill a vacant position. Any brother may temporarily fill a vacancy, regardless of their previous term count, until an election can occur to fill the vacancy. A current officer may not be appointed to a vacant position.

Section 3. Elections

- a. Elections must be held at least once per academic year. They are typically held once a semester unless there are special circumstances.
- c. 3/5 of voting membership status brothers with voting rights shall constitute quorum for the Elections Meeting. If quorum cannot be convened the Elections Meeting shall be postponed to a time set by the Executive Committee.
- d. The Elections Meeting shall be presided over by the nomination committee chair. The nomination committee chair shall be a brother who does not wish to hold an office, is not running in the election, and is appointed by the president. The nomination committee chair shall set the rules for the Elections Meeting.
- e. Officers shall be elected in order of rank: President, Vice President of Service, Vice President of Membership, Vice President of Fellowship, Treasurer, New Member Lead, Office Manager, Recording Secretary, Corresponding Secretary, Historian, and Sergeant at Arms.
- f. Option when voting for offices consist of the candidates running and no-confidence.
- g. A candidate must receive a majority of members present to be elected to office. All votes shall be by secret ballot. If a majority vote is no-confidence the position shall be vacant, unless a brother is temporarily appointed, until a future special election can be held to fill the position.
- h. If any member suspects that the Election Meeting is not conducted fairly or is conducted with intent to deceive the membership the member should notify the Rensselaer Union Executive Board.

Section 4. Term of Office

- a. A term of office begins after the last day of finals and ends at the beginning of the next term of office.
- b. A term counts when an officer has held office for half or more of the total term length

Section 5. Removal from Office

- a. An officer may be removed from office for failure to perform duties satisfactorily, failure to comply with this constitution or Club policy, violation of the Student Code of Conduct.

or violation of the policies of the Rensselaer Union Executive Board.

b. A 3/4 vote of brothers with voting rights is required to remove an officer from office. The officer shall remain a brother.

c. A brother rescinds their office if they are no longer an active brother.

Section 6. Succession

a. Should an officer resign, be removed from office, or otherwise become incapable of continuing in office, the Executive Committee shall immediately notify the Club membership of the vacancy.

b. Except in the case of the President, the President shall appoint an interim officer with a majority vote of the Executive Committee to fulfill the duties of that office until an election can be held. The Vice President of Service shall become the Acting President if the President's office is vacant. Further order of succession follows the rank ordering of the positions.

c. The President or Acting President shall call an Election Meeting for the purpose of electing a permanent replacement to fulfill the remainder of the term of office. During the Rensselaer Polytechnic Institute Fall and Spring Semesters this meeting shall take place no later than two weeks after the time of vacancy. If the vacancy occurs while Rensselaer is not in session or during the Rensselaer Summer Session then the President or Acting President shall call the meeting no later than two weeks after the next semester begins.

d. Elections for a replacement shall follow all applicable procedures under Section 3 of this article.

Article V. Committees

Section 1. Executive Committee

a. The Executive Committee consists of all elected officers of the Club as voting members; all temporary officers, and the Club head advisor as non-voting members. It shall be chaired by the President who shall cast no vote except in the case of a tie.

b. The Executive Committee shall conduct all business of the Club between General Meetings and be the governing body of the Club.

c. Decisions of the Executive Committee may be overridden by a majority vote of the Club Membership when called for at a General Meeting.

d. The Executive Committee meetings are held at least once every other week of the school year excluding Rensselaer Polytechnic Institute vacations.

Section 2. Committee Formation

a. 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 the formation. Upon approval from the Executive Committee, proposed committees will exist indefinitely or until disbanded by the chair or by a majority vote by the Executive Committee or Brotherhood. The de facto chair of a proposed committee shall be the officer who motions 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 Club Constitution, Club Bylaws, and Standing Rules.

Article VI. Meetings

Section 1. General Meetings

a. Brotherhood meetings are held at least once every other week of the school year excluding Rensselaer Polytechnic Institute vacations and the summer. Meetings are to be held at a consistent weekly time for the duration of the semester. In the event of an emergency or extenuating circumstance, the President (or highest-ranking officer) under the advice of the Executive Committee may change the meeting location and time. Meeting time and location is to be determined by the Executive Committee and approved by the Brotherhood. Any brothers of Alpha Phi Omega Epsilon Zeta can be present at a Brotherhood meeting at any time.

b. Special Meetings may be called to discuss matters of great import to the Brotherhood include topics such as the Chapter Assessment and Planning Session, Executive Officer Elections, New Member Voting, Officer Removal, and others not listed herein.

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

b. All General Meetings shall be open, unless voted closed to conduct business. Business may only be conducted if a quorum is present. Quorum to do business at a General Meeting shall be 3/5 of active brothers with working on voting requirements. All active brothers whether working on voting requirements or not may vote.

Section 2. Executive Committee Meetings

a. The Executive Committee meets at least once every two weeks, except during school vacations. Quorum consists of 3/4 members of the Executive Committee rounded up. The Treasurer does not vote unless the Vice President of Finance is absent.

b. Executive Committee Meetings shall be open unless voted closed.

Article VII. Finance

Section 1. Budget

- a. The Vice President of Finance and Treasurer shall be responsible for compiling and soliciting budgetary proposals from the Club membership.
- b. The Executive Committee shall review the budgetary proposals and direct the Vice President of Finance and Treasurer to compile the annual budget. The brotherhood shall approve the final budget with a majority vote.
- c. The Vice President of Finance and Treasurer shall oversee and manage the implementation of the budget. The Vice President of Finance, Treasurer, and the President or the acting President, shall have the authority to sign Club financial documents.

Section 2. Financial Procedures

The Club shall follow all Rensselaer Union financial policies and procedures.

Section 3. Outstanding Student Account Debts

In the event that a graduating brother owes money to the Club, the Vice President of Finance and/or Treasurer may charge the brother's student account and/or put a hold on their graduation eligibility until their debt is paid in full to the Club. The Vice President of Finance and Treasurer must notify the brother that they owe money to the club at least four weeks before graduation.

Section 4.

If a brother owes more than their current dues, the Club may put a registration hold by charging the brother's student account. They must inform them of the charge immediately.

Article VIII. Policies, Standing Rules, and Bylaws

Section 1. Availability

- a. All policies, standing rules, and Bylaws shall be made available to any Activity-Fee paying student or interested member upon request and shall be published wherever this Constitution is also published. This constitution must be published on CMS, the Club website, and on file with the Union.
- b. A copy of the Bylaws must be placed on file with the Rensselaer Union Administration Office within five business days following their approval.

Section 2. Policies and Standing Rules

The Executive Committee may adopt Policies and Standing Rules for the Club that

are non-governing but that constitute good operating practice.

Section 3. Bylaws

The Bylaws of the Club shall be approved by a 3/4 vote at a General Meeting.

Article IX. Affiliations

This Club shall have no affiliations or governing relationships with any organization except the Rensselaer Union unless approved by the Rensselaer Union Executive Board.

Article X. Ratification and Amendments

Section 1. Supremacy Clause

a. If any part of this Constitution or the By-Laws violate or contradict the policies of Rensselaer, the Rensselaer Union, or applicable federal, state, or local laws then the contradicting parts of the Constitution or Bylaws are invalid.

b. If any part of the Bylaws violate or contradict this Constitution then the contradicting parts of the By-Laws are invalid.

Section 2. Ratification

a. This Constitution shall be effective immediately upon the ratification by a two-thirds majority of the members with voting rights and subsequent approval of the Rensselaer Union Executive Board or the properly delegated authority.

b. If it becomes necessary that any part of this constitution be changed, or that additions are to be made, a two-thirds majority vote of the members with voting rights and subsequent approval by the Rensselaer Union Executive Board or the properly delegated authority is required.

Section 3. Abrogation

This Constitution, upon its adoption, shall abrogate any previous governing documents relating to the Club. This shall not be construed as to deny any office or position to anyone serving out a term elected under a previous constitution.

Article XI. Adoption

We the brothers of the Alpha Phi Omega Epsilon Zeta Chapter amend this constitution on March 12, 2023 as our official constitution and shall be effective upon approval from the Rensselaer Union Executive Board.