PREAMBLE
We, the members of the Alpha Delta Iota Chapter of Alpha Phi Omega, National Service Fraternity, on the campus of Virginia Commonwealth University, established for the purpose of assembling college students in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law, to develop Leadership, to promote Friendship, and to provide Service to humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt these standard chapter articles of association. The rich heritage of Alpha Phi Omega is derived from the fellowship of the principles of the Boy Scouts of America as embodied in the Scout Oath and Law.

ARTICLE I - NAME
The name of this organization is the Alpha Delta Iota Chapter of Alpha Phi Omega at Virginia Commonwealth University, located in Richmond, Virginia.

ARTICLE II - PURPOSE AND POLICY
A. This chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, and these Bylaws.
B. This chapter of Alpha Phi Omega shall abide by the Virginia Commonwealth University, Commonwealth of Virginia, and Alpha Phi Omega policies regarding hazing.

ARTICLE III - MEMBERSHIP
SECTION 1 - Open Membership
Membership in the Alpha Delta Iota Chapter of Alpha Phi Omega shall be open to all students. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter, and after the applicant has fulfilled the membership requirements prescribed by the National Fraternity, this chapter and Virginia Commonwealth University. The above statement shall not restrict nor prohibit this chapter from accepting Extension Members in accordance with National, Regional, and Sectional policies, or the rules and regulations of Virginia Commonwealth University. The Alpha Delta Iota chapter of Alpha Phi Omega acknowledges and affirms that its selection of members, does not discriminate on any basis and expressly will not discriminate on the basis of gender, ethnic heritage, national origin, personal appearance, personal beliefs, race, religion, or sexual orientation.

SECTION 2 - Pledge Membership
A. A pledge is one who participates in a learning program that teaches the spirit of Alpha Phi Omega, its principles, history, and traditions.
B. Pledges must pay financial obligations in accordance with Article XII, Section 1.
C. Pledges must sign and understand the Pledge Contract in order to remain as a pledge in this chapter.
D. There shall be three copies of the signed Pledge Contract. They shall be distributed as follows:
   1. Original copy to pledge.
   2. Copy to Pledgemaster.
   3. Copy to Membership Vice President.
E. Pledging shall be in accordance with the National Pledging Standards, National Bylaws, and this Chapter’s Bylaws.

SECTION 3 - Active Membership
A. An Active member shall be a fully initiated brother, who meets the requirements addressed herein. An Active member’s rights include, but are not limited to the following:
   1. Voting
   2. Proposing Amendments
   3. Holding office
   4. Serving as a Big Brother.
   5. Right to make nominations.
B. An Active member shall attend all meetings and ceremonies. No more than four (4) absences shall be permitted per semester.
   1. A member must submit written notice to the Executive Board should the need arise for an extended leave of absence. An extended leave of absences is defined as the need to miss more than four (4) brotherhood meetings in a semester.
   2. The following policies apply to the member during the leave of absence:
      a. Mandatory loss of all officer positions.
      b. Mandatory loss of big brother privileges.
c. Mandatory loss of voting rights if Brother will miss four (4) consecutive brotherhood meetings.
3. Voting rights are to be restored once the member returns from the leave of absence.
C. An Active member must pay financial obligations as outlined in Article XII, Section 1.
D. Active member will perform no less than 30 hours of service per semester in no less than 2 projects.
Hours will be counted in accordance with Article VIII.
E. An Active member shall serve on at least one committee as outlined in Article VII.
F. An Active member will maintain a cumulative GPA of 2.0, and there will be a Chapter recommended
   GPA of 2.5.
   1. If the GPA of an Active member falls below 2.0, the member is required to inform the Membership Vice
      President. The member will then be deemed Inactive until such time as the member’s GPA rises to 2.0
      again.
G. Active members shall be in accordance with the National Pledging Standards, National Bylaws, and this
   Chapter’s Bylaws.
H. Failure to meet the above stated requirements for Active membership shall result in the member’s
   placement into Associate Membership as per Article III, Section 4.

SECTION 4 - Associate Membership
A. An Associate Member may also be referred to as an Inactive Member.
B. An Associate Member is an Active Member who:
   1. Has failed to complete the requirements outlined in Article III, Section 3.
   2. Fails to petition for Active Membership for the current semester.
   3. Has none of the rights or privileges of an Active Member.
C. An Associate Member shall notify the Membership Vice President of the Brother’s desire to regain their
   Active status. The member must complete the following before Active status is regained:
   1. Ensure that all chapter financial obligations, if any, are paid in full.
   2. Participate in an Observation Period of at least two (2) weeks but not to exceed four (4) weeks.
   3. Complete at least five (5) group service hours, which are included in the Active Member requirement for
      that semester.
   4. Attend two (2) Brotherhood meetings.
   5. Notify the Membership Vice President upon the completion of said requirements.

SECTION 5 - Advisory Membership
A. This chapter may confer Advisory Membership upon persons approved to serve in its Advisory Board,
   and they shall have all rights and privileges of Active membership, except those of voting, holding chapter
   office other than Chair of the Advisory Board, or taking a Little Brother. Such membership may not be
   conferred upon undergraduate or currently enrolled graduate students.
B. In the event that advisors enroll in classes, which are NOT job-related at Virginia Commonwealth
   University or VCU Health Systems, then they must resign advisory status for the period in which they are
   enrolled in class. They may, however, choose to become Active members during the time in which they are
   enrolled in class.
C. Once a person in this special situation has discontinued or completed the course of study, they may
   request to the Executive Board to have their Advisory status reinstated.
D. The Executive Board may offer advisory status on selected individuals, and present them to the chapter
   for vote by a two-thirds (2/3)-majority vote of Active members present at a Brotherhood meeting.
E. The rules of reinstatement shall be the same as new Advisory membership.

SECTION 6 - Honorary Membership
This chapter may confer honorary membership upon persons who have contributed significantly to the
ideals and purposes of Alpha Phi Omega. Persons so honored shall have all the rights and privileges of
Active membership except voting, holding office, and taking a Little Brother. Honorary membership may
not be conferred upon undergraduate students. The approval by a vote of at least three-fourths (3/4) of this
chapter shall be required for the conferring of honorary membership.

SECTION 7 - Alumni Membership
Upon leaving this chapter, without having been suspended or expelled by this chapter or the National
Fraternity, all who have held Active, Associate, Advisory, or Honorary membership shall be recognized by
this chapter as Alumni members. Advisory members shall be recognized as Alumni members when they
become Life Members, or upon leaving this chapter.

SECTION 8 - Transfer Policy
A. A brother transferring to VCU shall notify the Executive Board of their intent in joining the chapter, at which time an Observation Period begins.
B. The Transfer Brother may at his/her discretion re-pledge this chapter, which shall bypass the Observation Period and the rest of this policy.
C. The Transfer Brother must supply the Chapter with contact information to his/her previous chapter, so that the Membership Vice President may contact the Transfer Brother’s home chapter and National Office to verify membership status.
D. The Observation Period is over once the following has been completed:
   1. A minimum of two (2) weeks and a maximum of four (4) weeks, not to exceed final review.
   2. The Membership Vice President reports on the Transfer Brother’s Status.
   3. The Transfer Brother attends all chapter meetings during the Observation Period, unless excused.
   4. The Transfer Brother meets with an Executive Officer to learn the Chapter History and Bylaws.
E. Once the Observation Period is over, the Executive Board shall review the brother’s progress.
F. If the Membership Vice President fails to report on the status within four (4) weeks, the Transfer Brother is exempt from this report, pending he/she has proof of membership in Alpha Phi Omega.
G. The final authority shall rest in a vote by the brotherhood, whereas a simple majority (50% + 1) of quorum prevails for approval.
H. Once Transfer Brother is accepted, he/she is deemed an Active Member and is responsible for all requirements of Active Membership.

SECTION 9 - Suspension
The chapter shall follow all policies regarding membership suspension set by the National Bylaws, Standard Chapter Articles of Association, and Virginia Commonwealth University.
A. In order for a Brother to be suspended, a grievance against the Brother must first be brought before the grievance board.

Section 10-Active Membership for Continuous Graduate Students
A. A brother that has graduated from VCU and is pursuing post-graduate work at VCU shall notify the Executive Board of his intent in joining the chapter, at which time an Observation Period begins.
B. The Observation Period is over once the following has been completed:
   1. A minimum of two (2) weeks and a maximum of four (4) weeks, not to exceed final review.
   2. The Graduate Brother attends all chapter meetings during the Observation Period, unless excused.
C. Once the Observation Period is over, the Executive Board shall review the brother’s progress.
D. If the Membership Vice President fails to report on the status within four (4) weeks, the Graduate Brother is exempt from this report, pending he/she has proof of membership in Alpha Phi Omega.
E. The final authority shall rest in a vote by the brotherhood, whereas a simple majority (50% + 1) of quorum prevails for approval.
F. Once Graduate Brother is accepted, he/she is deemed an Active Member and is responsible for all requirements of Active Membership.

ARTICLE IV - OFFICERS AND THE EXECUTIVE BOARD
SECTION 1 - Executive Board
A. The Voting members of the Executive Board (E-board) are all those officers listed under Article IV, Section 3.
B. The E-board consists of all the Executive Officers and the Advisory Chair.
C. The quorum that must be present to perform business and enact legislation at an E-board meeting is a majority of the Executive Officers.
D. E-board meetings must be announced over the Chapter listserv with at least 24 hours notice, except in cases of an election where a dual office position may be necessary. The E-board may close meetings by a vote of two-thirds (2/3) where quorum prevails. Otherwise, all E-board meetings are open to all members of Alpha Phi Omega. Non-executive Officers may not be excluded from closed E-board meetings. Non-executive Officers are all officers listed under Article IV, Section 4 - Non-executive Officers. The E-board may not close meetings when discussing the chapter budget.
E. The E-board shall:
   1. Meet once after the election of new chapter officers, but before the newly elected officers have been installed for the purpose of transition. This shall be a joint meeting of the E-board, and both the currently elected officers and the officers-elect shall be able to vote on any question.
2. Have charge of the general well being of the chapter between general meetings and be subject to the instructions of the Brotherhood.
3. Responsibly exercise any powers of the Chapter whenever a question cannot be brought before the Brotherhood in a timely manner.
4. Analyze any particular problems of the Chapter pertaining to program or administration, and plan for their solution.

SECTION 2 - Duties of All Officers
A. All officers of this Chapter, except the Advisory Chair, shall:
   1. Be an Active member.
   2. Be enrolled in no less than six (6) credit hours at Virginia Commonwealth University during each semester of the term of the office.
   3. Maintain a minimum 2.3 cumulative GPA (Virginia Commonwealth University Student Activities Policy requires a GPA of 2.0).
B. All officers shall prepare reports and maintain notebooks for the assistance of their successors and when their successors are elected, they shall train them in the duties of their respective offices.
C. Each officer shall have any other powers or responsibilities deemed necessary by the E-board, subject to approval or veto by the E-board.
D. Each officer shall perform such other duties as the officer may require in accordance with the Chapter and the National Bylaws.

SECTION 3 - Executive Officers
A. President
   1. Shall call and preside over both Chapter meetings and its E-board.
   2. Shall be the official representative of this Chapter to the University, community, and to the Alpha Phi Omega National Office.
   3. Shall sit on the Advisory Committee.
   4. Shall see that the Chapter is operated in conformity with the policies set forth in the National Bylaws and these bylaws.
   5. Shall keep this Chapter informed of information relating to the organization from the National, Regional, and Sectional level of Alpha Phi Omega.
   6. Shall coordinate the functions of all Chapter officers and committees.
   7. Shall have check signing ability.
   8. Shall obtain Reservation Rights.
B. Leadership Vice President
   1. Shall assist the President in chapter duties.
   2. Shall assume the duties of the President in his/her absence. In the event of a presidential office vacancy, the Leadership Vice President will stand in place of the President until a new election takes place.
   3. Shall assume the responsibility of promoting leadership:
      a. Shall coordinate trips to workshops, conferences, and conventions.
      b. Shall assist in officer transition.
      c. Shall update and upkeep officer transition notebooks.
      d. Shall coordinate at least one (1) workshop per semester with the help of section/region staff and advisors.
      i. A workshop shall be defined as a brotherhood gathering that is at least three (3) hours long and outside of regular meeting times.
      e. Shall research and file team building and icebreaker exercises.
   4. Shall appoint an Ambassador at his/her discretion, who will then be approved by the brotherhood. The Ambassador:
      a. Shall serve on the leadership committee.
      b. Shall coordinate or assist in the coordination of all inter-chapter visitations and inter-chapter activities hosted, co-hosted, or attended by this Chapter.
      c. Shall ensure the filing of a written or oral report to the Chapter after participation in all inter-chapter, sectional, regional, and National events.
      d. Shall serve as the Chapter’s liaison for inter-chapter communication.
      e. Shall maintain a database of contact information for other chapters.
   5. Shall obtain Reservation Rights.
C. Service Vice President
1. Shall be responsible for the recommendation, coordination, staffing, and final written evaluations of all service projects.
2. Shall assign project chairs as are deemed necessary to handle general areas of service.
3. Shall compile all necessary paperwork concerning the overall service program.
4. Shall serve as the Chair of the Service Committee and ensure the execution of its responsibilities.
5. Shall keep a record of absences and service hours needed for each pledge or active member to sustain status in conjunction with the Membership Vice President.

7. Shall appoint a Blood Drive Chair per semester with the approval of the brotherhood.

D. Membership Vice President
1. Shall maintain a healthy and active membership, encourage pledge - brother interaction, and strengthen communication among brothers and potential members.
2. Shall ensure the constant flow of new members and membership retention of the Chapter, and maintain among the membership the understanding of the need for continued recruitment of new membership.
3. Shall inform members who are not making timely progress towards completion of the requirements and of their status.
4. Shall maintain contact with all Associate members and report to the E-board of their standing.
5. Shall report on the membership status of Transfer Brothers to the E-board.
6. Shall keep updated records regarding all members’ status with the Chapter and will be reviewed at least once a semester, or as the need arises.
7. Shall maintain an active membership roll and report any decrease in membership to the E-board.
8. Shall promote Life Membership.
9. Shall keep records of meeting attendance.
10. Shall maintain current and alumni rosters and membership records.
11. Shall serve as Chair of the Membership Committee and Co-Chair of the Pledging/Rush Committee.
12. Shall appoint a Rush Chair, as necessary, with the approval of the brotherhood.
13. Shall maintain the Master Committee Roster.

E. Friendship Vice President
1. Shall provide the Chapter with activities, which promote Brotherhood on a regular basis.
2. Shall carry out the planning of traditional Chapter celebrations, and maintain records of these celebrations.
3. Shall serve as Chair of the Friendship Committee.

F. Treasurer
1. Shall be responsible, in consultation with the E-board, for the preparation of the semester budget.
2. Shall present the chapter’s budget to the Brotherhood at the beginning of each semester.
3. Shall be responsible for handling all Chapter funds designated as Chapter funds.
4. Shall screen and submit all expenses not specifically approved as part of the semester budget to the E-board for its approval.
5. Shall prepare all Internal Revenue reports.
6. Shall prepare for the presentation at all chapter meetings and E-board meetings an up-to-date Treasurer’s report.
7. Shall be responsible for the collection of all Chapter dues and the maintenance of all records thereof in conjunction with the Membership Vice President.
8. Shall be the principle signer of all checks issued by the Chapter.
9. Shall transmit promptly the funds due to the National Fraternity either for national membership fees, and supplies, and keep on file all receipts for such payments.
10. Shall have the financial books of the Chapter promptly audited at the close of their term by the Chair of the Advisory Committee, or his/her designee appointed to do so.

G. Secretary
1. Shall secure the minutes of the meetings of the regular and special committees of the Chapter, enter them into the minutes book, and post a copy in the chapter office within one week of each meeting.
2. Shall be responsible for publishing of the alumni newsletter, and acting as a liaison between the alumni and the Chapter.
3. Shall appoint Historian and Webmaster, as necessary, with the approval of the brotherhood.

H. Sergeant-at-Arms
1. Shall ensure that the bylaws are applied and enforced regarding any actions or events related to this Chapter, and serve as specialist regarding bylaws information.
2. Shall keep and maintain ritual material and other Chapter properties.
3. Shall perform such disciplinary and parliamentary procedures as are deemed necessary by the President.
4. Shall, with Advisory Chair, prepare, distribute, collect, and count ballots at elections.
5. Shall maintain a record of those members who have voting rights and ensure that this right is exercised properly.
6. Shall keep an accurate and updated printed record of all changes to the bylaws. This record shall include the originally proposed amendment, any subsequent amendments in relation to the proposed amendment, who proposed the amendment, and the date on which it was approved by the Brotherhood.

I. Pledgemaster
1. Shall give all pledges an opportunity to learn the fundamentals of Alpha Phi Omega and grasp the spirit of the Fraternity before their Initiation into active membership.
2. Shall serve as Chair of the Pledge Review Committee and as Co-Chair of the Pledging/Rush Committee.
3. Shall have charge of election of pledge class officers.
4. Shall serve as a member of the E-board, even in the event of no pledge class, to protect the interests of future pledge classes.
5. Shall coordinate or approve a minimum of two (2) book signing functions per pledge period.
6. Shall, with the Pledging Committee, establish a pledging program, including a pledge contract, and shall revise them each semester.
7. Shall, in the event of an absence, prepare another Brother to run the pledge meeting.
8. Shall obtain Reservation Rights.

J. Advisory Chair
1. Shall be the Chair of the Advisory Committee.
2. Shall serve as the advisor on the Executive Board and to the President.
3. Shall not have voting privileges.
4. Shall audit the financial records of this Chapter annually, unless another advisor is chosen to do so, and a confirmation of the audit will be sent to the National Office upon request of the National Executive Director.
5. Shall assist the Sergeant-at-Arms with voting elections, ballots, and etc.

SECTION 4 - Non-executive Officers
A. Rush Chair
1. Shall be in charge of the Rush program as reviewed by the E-board.
2. Shall propose and schedule Rush requirements for both Rushees and brothers.
3. Shall be responsible for keeping records of attendance and Rush requirements.
4. Shall designate a time when bids will be extended and organize brothers to extend bids. Note: Bids are merely an official invitation to be given to all Rushees whom fulfill the Rush requirements.

B. Blood Drive Chair
1. Shall be in charge of the Blood drive service project.
2. Shall work with Virginia Blood Services.
3. Shall schedule times and set-up places for necessary blood drive activities.

C. Historian
1. Shall chronicle the activities of the Chapter.
2. Shall maintain a scrapbook containing the above chronicle and pictures of the Chapter activities.
3. Shall be responsible for the promotion and preservation of all Chapter traditions.
4. Shall record and maintain the family trees.

D. Webmaster
1. Shall maintain and regularly update the chapter's website.
2. Shall regulate and update the chapter's electronic mailing lists.

ARTICLE V - ELECTIONS
SECTION 1 - Election Meeting
A. Elections for all chapter offices, Executive and Non-executive, shall be held annually at the end of the spring semester. The E-board shall set the date for elections.
B. Except when otherwise specified in this article, all Chapter elections shall be conducted in accordance with Robert’s Rules of Order.
C. The Executive and Non-executive Officers to be voted on are listed in section 3 and 4 of Article IV of these bylaws, respectively.
D. Article V applies to all offices.
E. Only Active members are eligible to nominate, vote, and seek office at the annual election of officers. This includes the Chapter President.
F. Only Active members with a minimum 2.0 cumulative GPA may seek office at the annual election of officers.
G. All financial obligations, including payment plans, must be met before an Active member may vote at the annual election of officers.
H. Individual members may hold only one (1) office. This shall not prohibit dual offices as deemed absolutely necessary by the E-board (i.e. there are too few active brothers to hold each office).
I. Officers shall be installed in the spring of the academic year prior to their term of office and then serve for a term of one academic year.

SECTION 2 - Nominations

A. Nominations shall be held one regular business meeting prior to the election meeting and reopened on election day, where quorum prevails.
B. Nominations shall be conducted in the order the offices are listed in sections 3 and 4 of Article IV.
C. Members may nominate any member for an office, including themselves.
D. Members may be nominated for more than one office.
E. Nominees must accept a nomination in order to run. Once a nominee accepts a nomination, he/she becomes a candidate as soon as nominations are closed. A candidate not present on election day may still run, but loses their right to speak for themselves and vote.
F. Members who have not previously been nominated and are not present on election day may not be nominated for office, unless they nominate themselves by providing a written and signed nomination to the brotherhood prior to the election meeting. This written submission shall not be a candidate's speech; it is merely a nomination and it must be seconded.

SECTION 3 - Election Process

A. Set time limits for:
1. Candidate Speeches
2. Question and Answering (Q&A) NOTE: Only five (5) questions will be asked to each candidate.
3. General Discussion (GD)
B. Reopen nominations.
C. Sergeant-at-Arms shall pass out ballots.
D. Candidate Speeches and Q&A:
   NOTE: Proceed in the same order used for nominations.
   1. Begin for one office.
   2. Candidates shall give speeches for the office.
   3. Each candidate will not be allowed to be present during the other candidate’s speeches.
   4. After the candidate has given their speech, begin Q&A.
   5. Each candidate will not be allowed to be present during the other candidate’s Q&A session.
   6. Up to Five (5) questions shall be asked to the first candidate.
   7. Ask the same five (5) questions to the following candidates.
   8. Finish for that office.
   9. Repeat steps 1-8 for all following offices.
E. General Discussion:
   1. Candidates will remain outside of the voting location while general discussion takes place.
   2. All concerns or issues for any and every office will be discussed during GD.
   3. GD may be closed before the set time expires.
   4. "5 Minute Warning" - five (5) minutes before the set time expires:
      a. No lists of speakers may be created after the "5 minute warning".
      b. When the set time expires, GD ends when the last speaker is finished.
   c. If there is no list present, then brothers will be acknowledged for discussion until time expires.
   d. If there is a list present, no new brothers may be added to the list. Everyone on the list will be heard. If time is remaining after everyone on the list has spoken, then brothers may be acknowledged for discussion until time expires.
F. Vote.
G. Collect and count ballots. There will be a mandatory health and safety break during this process.
1. A candidate must receive the most votes to win an election.
H. Announce Results.
1. If the winner was nominated for another office, remove their name from the other nominations and proceed with steps A-H in order of nominations for the remainder of the voting process.
I. A Brother running unopposed for any office may be accepted by acclamation. However, the Brother must still give a speech and hold a question and answer session. The acclamation vote will occur after this time.
J. In the event that no candidate receives the required majority of votes, a run-off will occur between the two candidates receiving the most votes.

SECTION 4 - Voting and Ballots
A. Voting shall be cast on a single secret ballot for every position.
B. If the Advisory Chair is running unopposed, he/she may be accepted by acclamation.
C. Valid ballots shall contain a list of each office title.
D. Candidates must receive a majority (50% + 1) of votes in order to be elected into office.
E. Candidates running for unopposed offices may not be accepted by acclamation.
F. The Sergeant-at-Arms and Advisory Chair will count the ballots. A member running for any office may not count the ballots. Therefore:
1. If the Sergeant-at-Arms is running for any office, he/she will not count ballots, and the chapter must select a brother (active or advisor) who is not running for an office to count ballots.
2. If the Advisory Chair is a candidate for Advisory Chair, then the out-going President and Sergeant-at-Arms will count the ballots for Advisory Chair.

SECTION 5 - Removal from Office
A. An officer shall immediately be removed from office if he/she:
1. Becomes an Associate, or Alumni member.
2. Is enrolled in less than six (6) hours during any semester during the term of office, in accordance with Virginia Commonwealth University Student Activities Policy.
3. Allows his/her cumulative GPA to fall below a 2.0.
4. Turns in a resignation.
B. An officer shall be removed from office via impeachment if the following situations occur during his or her term:
1. He/she fails to complete stated applicable duties within one semester of term of office.
C. A motion for impeachment of an officer as a result of the stated reasons, may be made at any regularly scheduled meeting at which quorum prevails. Such a motion must stand for a period of no less than one week before voting. A three-fourths (3/4) majority vote is necessary for the impeachment of an officer.

SECTION 6 - Vacated Offices
A. If a vacancy occurs during an officer's term of office, the vacancy shall be filled by a called election.
B. If the office of President becomes vacant, the Leadership Vice President shall assume the vacated position until the presidency is filled by a called election.
C. An officer may run for a vacated office, but must immediately resign their current office if elected. However, resignation of the current office will not occur if it is deemed necessary by the E-board that he/she holds more than one office.
D. An unopposed candidate for any office may be accepted by acclamation. However, the candidate must still make a speech and hold a question and answer session.

ARTICLE VI - MEETINGS
A. This Chapter shall meet weekly as permitted by the Virginia Commonwealth University academic calendar, except as revised by the E-board. The Induction and Initiation ceremonies shall count as one meeting each.
B. The E-board shall determine the time and place of said meetings.
C. The parliamentary authority of the Chapter shall be the latest edition of Robert’s Rules of Order; however, there shall be no proxy or absentee votes. Except for Article V of Robert's Rules of Order, this Chapter shall not suspend Robert’s Rules of Order.
D. A quorum for chapter meetings shall be set as a simple majority (50%+1) of the Brotherhood who have not been excused by the Membership Vice President.
Example:
25 Active Brothers total
-5 Brothers excused by the Membership Vice President
20 is now the total that quorum is calculated from.
Quorum would be:
\[
\frac{20}{2} = 10
\]
\[
+ 1
\]
11 is the number of Brothers needed for quorum to prevail.

**ARTICLE VII - COMMITTEES**
A. Committees will be established by the brotherhood to address various topics involving issues impacting the membership.
B. These committees will meet weekly and/or at the Committee Chair’s discretion or as the need arises.
C. Any member may attend any committee meeting of their choosing to aid in the discussion/carrying out of business, but only the established members of the committee may vote on any issue that may need resolution. The Committee Chair will report committee members to the Membership VP for attendance.
D. Committee chairs will be the executive officer involved with that committee and or members elected/volunteered for that position. Committee chairs report to the Membership VP and Secretary for attendance and committee minutes respectively.
E. Any motion made in the brotherhood meetings that may require more research or discussion than can be feasibly attended to in that meeting may be tabled to the proper committee. This committee will establish a recommendation for the brotherhood to be represented at the following meeting. If a resolution cannot be made, the brotherhood may choose to vote on the motion as it stands or table it once again for further discussion.
F. Committees serve as a research/discussion team and do not make any changes. They may recommend a certain course of action, but the brotherhood makes the final decisions.

**ARTICLE VIII - SERVICE PROGRAM**
A. A group project is defined as a project involving at least two member’s participation. The Service Vice President must approve group service projects.
B. An individual project is defined as a project that is organized by the individual member and approved by the Service Vice President. Individual project hours shall not exceed one-half of the required hours for the semester.
C. Preparation and project chair work counts towards individual hours.
D. School Break hours:
1. Hours over winter or summer break may count toward fall and or spring semester. Each hour of service can only be counted towards one of those semesters, not both.
2. Special cases will be considered by the E-board on an individual basis.
3. A maximum of one-third (1/3) of the hours counted towards a semester may come from any break. In other words, two-thirds (2/3) of the required hours must be met during the semester.
E. Travel time for any project applies according to the following equation:
Travel hours = (total travel hours)/2.
F. Official project hours count when you arrive at the project location.
G. Pledge Pow-Wow, Sectional, Regional, and National meetings do not count toward hour requirements unless service is actually preformed there, and then only for the actual time of service.
H. Absence of a service project:
1. An excused absence is defined in Article III, Section 3.
2. The Service Vice President and/or Service Chair must be contacted via telephone or e-mail 24 hours before an unexcused or excused absence occurs. In case of an emergency an excused absence will be granted if the Service Vice President is contacted within 7 days of the occurrence.
3. If an active member has an unexcused absence and is signed up for a service project an extra 2 hours shall be needed to keep membership status.
I. Service Hours that fall within the requirements of an officer’s responsibilities, as described in Article IV Sections 3 and 4, shall not be counted toward their required hours
J. The Service Vice President shall set the deadline for Service hours by the second brotherhood meeting of each semester, to be approved by 2/3 vote of the brotherhood.

**ARTICLE IX - PLEDGE EDUCATION PROGRAM**
SECTION 1 - Pledging
A. The active member signature requirement of the Alpha Delta Iota Chapter Pledging Standards include obtaining an active member’s signature, having an interview, and having something written down on their page about themselves. Simply having the signature will not fulfill the requirement of Final Review.  
B. The use of profanity in pledge books will be discouraged. No one who is unaffiliated with Alpha Phi Omega may sign or write in pledge books.  
C. The period between final review and initiation shall be designated “Big Brother Appreciation Week.”  
D. Pledges are allowed to purchase and use paraphernalia with “Alpha Phi Omega” or “ΑΦΩ,” with the exception of clothing specified. Pledges shall be prohibited from wearing letter jerseys, T-shirts, sweatshirts, jackets, hats, and similar apparel. T-shirt’s from any ΑΦΩ events are acceptable.  
E. Pledges must attend a specified number of book-signing functions as approved by the Pledgemaster.  
F. Active members must attend at least one book-signing function, or they will lose status as a required signature, and lose the right to vote on pledges during final review.  
G. The national bylaws and this chapter’s bylaws shall not be prohibited from the pledges.  
H. Pledges shall exemplify the Cardinal Principles of Alpha Phi Omega to the satisfaction of the chapter.  

SECTION 2 - Pledging Committee  
A pledging committee consisting of Active Brothers and the Pledgemaster, who will act as the Chair, shall be established every semester, to evaluate pledges. The pledge committee shall have the authority to solve issues brought forth by the Pledgemaster in the event that he or she cannot handle the problem. The Brotherhood be advised of all of the issues involving:  
1. Hazing  
2. Sexual Harassment  
3. Violence  
4. Incompletion of pledge requirements  
5. Anything else the Pledge Committee deems itself incapable of handling. Once an issue is brought to the Brotherhood the final authority will rest upon a simple majority vote, where quorum prevails, to decide the outcome of the situation.  

SECTION 3 - Final Review  
A. The date for Final Review shall be set at the beginning of the semester before the pledge program begins. Final Review must be over before initiation begins, and it does not have to take place at a general meeting.  
B. Pledges shall complete all of the pledging requirements by Final Review.  
C. A 2/3 vote by secret ballot at Final Review shall be necessary to grant Pledges Active status in the Chapter in the event of questionable circumstances in accordance to the Bylaws. Documentation must be presented to the E-board prior to Final Review in order to properly discuss the grievances.  
D. At, or prior to, Final Review, the Brotherhood may decide by a simple majority (50%+1) vote where quorum prevails that a pledge has had extenuating circumstances that prevented, or will prevent, the pledge from completing specific pledging requirements by Final Review. Such pledges shall be deemed neophytes and shall be invited to initiation at the conclusion of Final Review and are honor bound to complete the remaining requirements.  

SECTION 4 - Big Brother Requirements  
A. A Big Brother must be taking at least six (6) credit hours at Virginia Commonwealth University, at the time of being a Big Brother.  
B. A Big Brother must have a minimum GPA 2.0.  
C. A Big Brother performance evaluation can be done at the Pledge Master’s discretion. Based on their performance, a Big Brother’s future ability to have a Little Brother may be effected by the performance evaluation.  

ARTICLE X - INITIATION  
All prospective members meeting requirements for Active membership as stated in these bylaws shall be initiated according to the official ritual of the National Fraternity.  

ARTICLE XI - REGISTRATION OF PLEDGES AND ACTIVE MEMBERS  
A. The appropriate officers of this Chapter shall mail pledge applications and the required national pledge fee to the National Office no later than ten (10) days after Pledge Ceremony.  
B. The appropriate officers shall also mail applications for Active membership and the required national active initiation fees to the National Office no later than ten (10) days after the Initiation Ceremony.
C. Any Initiation not followed by the registration of Pledges or Actives with the National Office shall be considered null and void.

**ARTICLE XII - CHAPTER FUNDS, FINANCE AND PROPERTY**

**SECTION 1 - Dues**

This chapter shall collect dues from its active membership in the amount of forty ($40) dollars per semester, or seventy ($70) dollars per year, from Active Members. This chapter shall also collect a Chapter Pledge Fee in the amount of fifteen ($15) dollars, in addition to the fees prescribed by the National By-Laws (National Pledge Fee and National Active Initiate Fee). An affirmative vote of three-fourths (3/4) majority of the Active members present at a regular meeting where quorum prevails shall be needed to change these fees. All of these fees are final and nonrefundable.

1. Active brotherhood dues shall be paid in full by the second general meeting of the semester. If a member is unable to pay in full at this time, the first installment of ten ($10) dollars shall be paid at this time, setting the brother up on a payment plan. All payment plans must be paid in full by no later than the first Sunday of November of the Fall Semester or the last regular class day before Spring Break of the Spring Semester. It is the responsibility of the individual brother to set the specific frequency of payments.

2. The National Pledge Fee, and the Chapter Pledge Fee, shall be paid in full at Pledge Induction. The National Active Initiate Fee shall be paid in full by Final Review. If a pledge is unable to pay in full at these times, the first installment of ($10) shall be paid at Pledge Induction, setting the Pledge up on a payment plan. All payment plans must be paid in full by no later than Final Review. In the event that an individual ceases to pledge, all pledge fees paid shall be eligible to be re-applied to future pledge fees for up to one year following the semester that the pledge ceases to pledge. It is the responsibility of the individual pledge to set the specific frequency of payments.

**SECTION 2 - Finances**

A. All chapter funds shall be kept in one of the following locations:

1. University Account

   This chapter shall keep and maintain an account with the University for any funds that are awarded to the chapter from the Student Government Association Appropriations Committee. The chapter shall follow all of the University’s rules and regulations concerning this account.

2. General Operating Fund

   This chapter shall keep and maintain a general operating account with a commercial bank. The purpose of this account is for reimbursements and payments pertaining to the chapter’s budget.
   a. Two (2) signatures shall be required on every check issued from this account. Signatories must be the Treasurer, and either the President or the Advisory Chair (or an Advisor so designated by the Advisory Chair).
   b. All dues, cash received, fundraising and donations not designated to the Capital Reserve Fund shall be deposited promptly into this account.

3. Capital Reserve Fund

   This chapter shall keep and maintain a separate Capital Reserve Account with a commercial bank. The purpose of this account is to ensure the chapter’s financial security in the event of outstanding debts or expenditures of an emergency nature.
   a. Expenditures from this fund shall only be authorized by a majority vote of the chapter’s Capital Reserve Committee (CRC). Two (2) signatures shall be required on every check issued from this account. Signatories must be the Treasurer and the Advisory Chair (or an Advisor so designated by the Advisory Chair).
   b. This fund shall be financed by the AΔI Sustaining Alumni Membership Program, and/or other unconditional donations designated by the donor or the E-Board.
   c. The CRC shall consist of the President, Treasurer, two Active Brotherhood Representatives and two Alumni Representatives, Advisory Chair, and the Immediate Past CRC Chair. The President, Treasurer, Active Brotherhood Representatives, and Alumni Representatives shall cast one vote each, the Advisory Chair and Immediate Past CRC Chair shall have voice but no vote, and the CRC Chair shall chair the committee and cast a vote only in the event of a tie. The CRC Chair shall be elected at the first CRC meeting of each academic year. Any voting member of the CRC shall be eligible to chair the committee. The Active Brotherhood Representatives shall be elected by the Brotherhood at the annual election of officers in the Spring, and their term of office shall last for one year. One of the two Alumni Representatives shall be appointed by the President, with subsequent approval of the Brotherhood, by the
second General Meeting of the Fall Semester. Each Alumni Representative serves a two-year term of office; one term of office begins in even-numbered years, the other term of office begins in odd-numbered years. If one or more of the appointees is not approved by the General Brotherhood, nominations shall immediately be taken for the representative slot(s) not approved, and an election shall be held, in accordance with Article V, Sections 2 and 3. All of these appointees are subject to Article V, Section 5 (Removal from Office) of these By-Laws. Vacancies in either of the Active Brotherhood Representatives shall be filled by Presidential appointment with subsequent approval of the Brotherhood. Holding a seat on the CRC shall not prevent a brother from holding an Executive Board position.

d. The CRC shall meet a minimum of once per semester, and additionally as needed. All meetings are open to all members of the chapter, and shall be announced to the Brotherhood at least two (2) weeks prior to the meeting date. All meetings shall occur on the campus of Virginia Commonwealth University between the hours of 8:00 am and 10:00 pm, unless otherwise approved by the Brotherhood.

e. The CRC shall be responsible for developing, reviewing, and promoting the Capital Reserve fund as well as the ΑΔΙ Sustaining Alumni Membership Program. An annual review of this program shall be conducted and presented to the Brotherhood for approval by no later than October 31 of each calendar year.

f. The CRC shall prepare a budget for the purpose of developing and promoting the ΑΔΙ Sustaining Alumni Membership Program and the Capital Reserve Fund. This budget shall come from the Capital Reserve Fund and shall not be greater than ten (10%) percent of the funds raised from the previous year. The committee may request additional funds if necessary from the General Operating Fund, for approval as part of the chapter’s normal budget process.

g. The CRC shall create its own Standing Rules subject to the approval of the Executive Board.

B. The officers of this organization shall, annually, cause the appropriate local, state, and federal income tax forms to be filed, as necessary.

C. The financial records listed in section A (above) shall be audited annually as per Article IV, Section 4 (G, 4), and a confirmation of the audit shall be sent to the National Office upon the request of the National Executive Director.

SECTION 3 - Budget

A. In accordance with Article IV. Section 3 (F) of these By-Laws, the Treasurer shall prepare a semester budget to be presented and approved by the General Brotherhood by the third formal meeting of each semester. Expenditures and reimbursements will only be made for items contained within the semester budget.

1. The Treasurer shall follow the Student Government Association Appropriations Committee Guidelines when requesting funds from the University’s Student Activity Fees. These funds shall be kept in the chapter’s University Account, but will be reported with and treated as part of the semester budget.

2. Standing Committees and/or officers that require funds shall submit an itemized budget, containing all projected income and expenditures of the committee, to the Treasurer by the second general meeting of each semester for which they are requesting funds. If no such budget is submitted, then no funds shall be allocated within the budget. No committee shall be authorized to open a commercial bank account, as all expenditures of the chapter shall be authorized by the Treasurer in accordance with the laws of the Brotherhood.

3. The E-Board shall have authority to authorize General Operating Fund expenditures during the summer session, if necessary. It is not necessary to prepare a summer budget. However, all summer expenses shall be reported to the General Brotherhood with the Fall Budget presentation.

4. Amendments to the semester budget may be approved at any time by the General Brotherhood, or by the E-Board on an emergency basis. An emergency is any situation as defined by Article XVII (E) of these By-Laws.

5. No checks shall be issued from any chapter account for greater than 10% of the amount indicated in the semester budget. The Treasurer and the President must approve, prior to purchase, any amount up to 10% over the budgeted amount. Such approval must be made before the purchase is made or the individual making the purchase is responsible for the difference.

6. No fraternity funds will be used to purchase alcoholic beverages, either directly or indirectly.

7. The Chapter Graduation Stole Fund shall be included in the chapter budget.

a. In order to use a chapter graduation stole, the graduating senior will be charged a non-refundable usage fee in the amount of $10.

b. The usage fee will act as income in the Chapter Graduation Stole Fund and will be used for
maintenance of the chapter stoles.

SECTION 4 - Donations
A. Donations to the chapter may be accepted from any individual or corporation that the chapter sees fit. The donor may designate whether funds be distributed to the General Operating Fund or to the Capital Reserve Fund, and may even designate funds to a specific chapter function (i.e. pledging or banquet). Donations shall not be accepted if specific conditions are attached without the final approval of the Brotherhood. If no designation has been provided for the donation, the E-Board shall designate the appropriate chapter fund for the donation.
B. Upon request, donors shall be recognized for their endowments by tax exemption letters issued by the Treasurer. All donations are final and the chapter shall notify all donors of this provision prior to the chapter’s acceptance of such donation.

SECTION 5 - Property
A. Upon dissolution of this organization, a written report of any money or property on hand shall be filed by the President with Virginia Commonwealth University and a copy sent to the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the National Office of Alpha Phi Omega, until the reactivation of the organization and delivered to the organization at such time.
B. Should reactivation not be accomplished within five (5) years of dissolution, such funds shall then be paid to an organization tax exempt within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE XIII - PERMANENT MAILING ADDRESS
This Chapter shall maintain a post office box or permanent Chapter mailing address.
Alpha Phi Omega #169
Student Activities Center - University Student Commons
907 Floyd Ave.
PO Box 842035
Richmond, VA 23284-2035

ARTICLE XIV - HOUSING POLICY
As a Service Fraternity, this Chapter does not operate nor maintain a fraternity house as lodging quarters for members nor for any other persons. It maintains rooms, if available, for meetings at the discretion of its members.

ARTICLE XV - RISK MANAGEMENT
SECTION 1 - Hazing
There shall be no hazing formal or informal initiation in connection with the functions of this Chapter. Any mistreatment of pledges, members, or other persons at any time shall be considered a violation of the purposes of this Chapter, the National Fraternity, University Policy, and the laws of the Commonwealth of Virginia.

SECTION 2 - Drugs and Alcohol
A. The Chapter shall not use funds to purchase alcohol and/or controlled substances.
B. The Chapter shall be in accordance with the National Risk Management Policy.

ARTICLE XVI - RATIFICATION OF BYLAWS AND AMENDMENTS
SECTION 1 - Approval
These bylaws shall be ratified and considered in effect upon the approval of a two-thirds (2/3) vote of those attending a general meeting of this Chapter where quorum prevails.

SECTION 2 - Amending
A. Announce at two (2) consecutive general meetings at which a quorum is present the prospective changes to these bylaws.
B. Open discussion shall follow each proposed amendment.
C. Following the discussion at the second meeting, the vote shall occur.

ARTICLE XVII - AUTHORITY OF THE ORGANIZATION
A. The Bylaws of the National Fraternity and the rules of Virginia Commonwealth University shall have precedence over the bylaws of this Chapter in the event of any discrepancy or contradiction.
B. This Chapter may adopt bylaws, rules, policies, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these bylaws, or the rules, regulations, or policies of Virginia Commonwealth University, and the Commonwealth of Virginia.
C. This Chapter shall abide by the Risk Management Policies of the National Fraternity.
D. As the chapter’s official representative, the President shall be the only official to enter the chapter into a legally binding contract with any corporation, entity, or individual. All contracts must be approved by the E-Board before they are signed. If the President is unable to sign such contracts, the E-Board may delegate this authority to an Executive Officer or an Advisor.
E. The General Brotherhood has final authority over all affairs of the chapter. The E-Board shall have the authority to make decisions for the General Brotherhood on an emergency basis. An emergency consists of a situation in which a majority of the General Brotherhood, necessary for quorum, is not available to make such decisions. In the event that a majority, necessary for quorum, of the General Brotherhood or the E-Board is not available to make a decision, the President shall have the authority to make the final decision for the chapter. Any decision of a Standing or Ad Hoc Committee, the E-Board or the President may be overturned by a two-thirds (2/3) majority vote of the General Brotherhood at the next meeting where quorum is present.