BY-LAWS

of the

ALPHA OMEGA CHAPTER

of

ALPHA PHI OMEGA

Respectfully submitted,
Eric L. Dodson, Feb. 12, 1998
Updated: April 19, 2007
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Article I – Name

SEC. 1. The name of this organization shall be the Alpha Omega chapter of Alpha Phi Omega.

Article II – Purpose

SEC. 1. The purposes of this chapter and this club are as follows

A.) To promote services to the community, fraternity and nation.
B.) The elevation of intellectual and professional attainments of the members.
C.) The providing for social and other fraternal functions.

Article III – Membership

SEC. 1. There shall be classes of membership as provided for in the constitution.

SEC. 2. Rights, Privileges and Requirements of Members

A.) Members have the right to be duly initiated.
B.) Active members in good standing shall enjoy all usual rights in this chapter. They shall have voice and shall pay the established dues, fees, and other duly incurred indebtedness to the chapter. They shall attend all regular meetings unless legitimately excused therefrom.
C.) Honorary members shall enjoy the privileges of attending all regular business meetings and all social activities. They shall be extended courtesy of voice, but shall not have vote in chapter affairs. They shall be exempt of dues and fees.

Article IV – Elections and Terms of Office

SEC. 1. – Preliminary Procedure

A.) Elections for the Second-Year offices of President, Vice-President, Secretary and Treasurer shall be held at the March meeting.
B.) Elections for the First-Year offices of two First-Year Class Representitives will be held in September.
C.) All Candidates will have the option of a short speech not exceeding two minutes.

SEC. 2. – Voting Procedure
A.) Balloting: Elections will consist of a simple majority. If more than two people run for an office, and in the event that first and second place would be within two votes, a run-off election may be held for the two with the greatest number of votes.

B.) Elections will be by hand vote unless action of the chapter dictates otherwise.

C.) In the event of an opening, the position will be filled at the next regular meeting.

**Article V – Elected officers and Their Duties**

**SEC. 1. – The President**

A.) He shall preside at all meetings of the chapter and shall be Chairperson of the Executive Council.

B.) He shall be responsible for general announcements to the student body.

C.) He shall assign duties to officers and members as needed.

**SEC. 2. – The Vice-President**

A.) He shall be in charge of organizing service activities and informing the chapter of community service projects that the membership may choose to be involved.

B.) He shall be an ex-officio of all committees.

**SEC. 3. – The Treasurer**

A.) He shall be the general business manager of the chapter and is specifically responsible for the proper management of chapter funds.

**SEC. 4. – The Secretary**

A.) He shall keep the minutes of all business meetings of the chapter, and of the Executive Council.

B.) He shall be responsible for scheduling speakers for regular meetings of the chapter.

C.) He shall be responsible for tracking attendance and involvement in service projects.

D.) He shall be responsible for all chapter correspondence.

**Article VI – The Executive Council**

**SEC. 1. – The Executive Council**

Shall be comprised of the President, Vice-President, Secretary, Treasurer, 2 First-Year Representatives, and Advisors.

**SEC. 2. – The Executive Council**

Shall arrange the agenda for the business meetings, and shall meet prior to each legitimate business meeting.

**SEC. 3. – The Executive Council**

Shall have the authority to supervise any disciplinary action brought against any member, and shall suggest the degree of reprimand during and after such disciplinary proceedings. This authority shall stand regardless of any other provision of the By-Laws.
Article VII – Terms of Office

SEC. 1. – Elected officers shall serve until the next general election.

SEC. 2. – All appointed positions shall serve until the next general election.

Article VIII – Regular Meetings and Absences

SEC. 1. – The chapter shall hold regular meetings for conducting business. These shall occur no less than once a quarter.

SEC. 2. – Special meetings for conducting business may be called by the President. These require one (1) day advance notice and an attempt must be made to contact every member.

Article IX – Dues, Fees, and Other Charges

SEC. 1. – All dues, fees and fines shall be credited to the general fund of the chapter.

SEC. 2. – Dues for a year of membership are as follows: $20.00 for joining second-year students, $40.00 for joining first-year students (which includes second year dues.)

Article X – Method of Amending the By-Laws

SEC. 1. – Proposed amendments to these By-Laws shall be submitted to the chapter during regular meetings, tabled and voted on the next regular meeting.

SEC. 2. – Proposed tabled amendments shall be presented to the chapter in written form during the meeting their vote is scheduled.

Article XI – New Member Dinner

SEC. 1. – The chapter will pay for each member’s meal at the annual new member dinner provided that the member. The chapter will pay for a guest for each member at the executive committee’s discretion.

Article XII – End of the Year Dinner

SEC. 1 – The chapter will pay for each member’s meal at the annual end of the year dinner provided that the member has three approved service projects completed. Two of these service projects must be sponsored by APO and the third can be any approved service project. The chapter will pay for all but $5 for a guest for each member at the executive committee’s discretion.

Article XIII – Microscopes
SEC. 1. – Microscopes are the property of APO. A rental agreement must be signed by each renter and/or user.

SEC. 2. – Microscopes will be inspected by the Histology and/or Microbiology staff each year to be evaluated for repairs/cleaning.

SEC. 3. – Rental fees consist of $250.00 and a deposit of $50.00.

SEC. 4. – Rental contract term is 20 months beginning on the first day of the academic year.

SEC. 5. – Early termination of a rental agreement will result in a pro-rated refund to be determined by the executive committee.

SEC. 6. – A penalty of $50.00 shall be charged for removal of the microscope from the lab.

SEC. 7. – A key will be provided to the student for the security of the microscope. Loss of this key will result in a fine of $20.00, which will be paid upon receiving a new key. This will not affect the deposit, nor will it be credited to the deposit.

SEC. 8. – APO reserves the right to revoke the use of the microscope by action of the executive committee. Under these circumstances, the deposit is automatically forfeited.

SEC. 9. – The rental agreement will be extended for another year at no charge in the event the student is required to complete an extended curriculum, subject to approval by the executive committee.

Article XIV – Risk Management Policies

SEC. 1. – Hazing.

No fraternity member shall take part in hazing activities. Hazing activities are defined as (but not limited to):

Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts; road trips; or any other such activities carried on in the name of the fraternity; wearing of public apparel which is conspicuous and not morally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other
activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

SEC. 2. – Sexual Harassment/Abuse/Discrimination.

The fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, national origin, physical or emotional handicap, age, marital status or sexual preference/orientation. This is to include any actions which are deemed to be demeaning to all but not limited to date/gang rape or verbal harassment.

SEC. 3. – Contractual and Financial Issues

No chapter, section, or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, section or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes but is not limited to such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders and hotel or banquet contracts.

SEC. 4. – Alcohol and Drugs (Substance Abuse.)

The possession, use and/or consumption of Alcoholic Beverages, during and fraternity event, any event that an observer would associate with the fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any fraternity sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited. Chapters, Interest Groups, and Petitioning Groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages as part of their membership recruitment “rush” or pledge education programs. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

SEC. 5. – Personal Property.

Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

SEC. 6. – Transportation Issues.

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the
transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overload and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use.

SEC. 7. – General Health and Safety.

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

SEC. 8. – Advisors.

Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the fraternity when engaging in fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the fraternity in questions of policy, and shall not engage in activities designed to circumvent fraternity policies.

SEC. 9 – Education.

All reasonable efforts will be made to insure each student member, pledge, associate member, advisor, and honorary member shall be instructed on the Risk Management Policies annually. Active chapters will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.
ALPHA PHI OMEGA
STANDARD CHAPTER ARTICLES OF ASSOCIATION

PREAMBLE
We, the members of Alpha Omega Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of A.T. Still University’s Kirksville College of Osteopathic Medicine (KCOM) and established for the purpose of assembling college students in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America, to develop Leadership, to promote Friendship and 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.

ARTICLE I
NAME
The name of this organization is the Alpha Omega Chapter of Alpha Phi Omega.

ARTICLE II
PURPOSE AND POLICY
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 Standard Chapter Articles of Association of Alpha Phi Omega.

ARTICLE III
MEMBERSHIP
SECTION 1. OPEN MEMBERSHIP. Membership in this chapter of the Alpha Phi Omega shall be open to all students. Membership in the 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 and by this chapter.

SECTION 2. PLEDGE MEMBERSHIP. Pledge membership in this chapter shall be conferred upon students enrolled in this institution where this chapter is located who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The pledge ceremony shall be according to the official ritual of the Fraternity. This chapter shall determine the content and duration of the pledge period in accordance with the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity.
SECTION 3. ACTIVE MEMBERSHIP. Active membership in this chapter shall be conferred upon enrolled students of this educational institution who are in fellowship of the principles of Alpha Phi Omega who, to the satisfaction of this chapter, are so oriented; who have successfully completed a membership education program structures in accordance with the guidelines established in the National Pledging Standards and the Membership Policies of the Fraternity; and who are encouraged, but not required, by this chapter to be a registered member of any Scout movement. Active membership shall carry all rights and responsibilities in this chapter, except that this chapter shall determine the degree of participation of members in graduate school. Active membership shall continue so long as the member remains in good standing in this chapter, does not become an associate member, and continues enrollment in this educational institution.

SECTION 4. ASSOCIATE MEMBERSHIP. The chapter may confer associate membership on an active member who finds it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who petitions for such membership. This chapter shall determine the procedures for conferring associate membership, the rights and responsibilities thereof and for reinstatement to active membership.

SECTION 5. ADVISORY MEMBERSHIP. This chapter may confer advisory membership upon persons approved to serve in its Advisory Committee and they shall have all the rights and privileges of active membership, except those of voting or holding office in the chapter other than Chair of the Advisory Committee. Such membership may not be conferred upon undergraduate students.

SECTION 6. HONORARY MEMBERSHIP. This chapter may confer honorary chapter membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of active membership except those of voting or holding office. Honorary chapter membership may not be bestowed upon undergraduate students. The approval by a vote of at least three-fourths vote of this chapter’s active members when they become Life Members or upon leaving their respective chapters.

ARTICLE IV
OFFICERS
This chapter shall elect a President, one or more Vice Presidents, a Treasurer and other such officers as the chapter deems necessary. Such officers shall be elected at least annually. Such officers shall be properly installed by a traditional ceremony according to the official ritual book and as added to by the chapter. This chapter may remove an officer for not meeting assigned responsibilities only in a method prescribed by this chapter’s bylaws.

ARTICLE V
EXECUTIVE COMMITTEE
This chapter shall have an Executive Committee. The Executive Committee shall meet between chapter meetings as deemed necessary by the chapter. Membership shall consist of the chapter President, all Vice Presidents, the Treasurer, Chair of the Advisory Committee, and other members selected by the chapter.

ARTICLE VI
ADVISORS

This chapter shall have an Advisory Committee consisting of one or more Scouting Advisors, three or more advisors from the faculty or administration of this educational institution, and any other advisors which it deems necessary. One of the advisors shall be elected by the chapter as the Chair of the Advisory Committee and shall serve on the chapter’s Executive Committee. Advisors shall have all privileges of active membership, except those of voting and holding chapter office.

ARTICLE VII
MEETINGS

There shall be a minimum of two chapter meetings per month throughout the academic year as permitted by the university calendar. The type of meeting shall be determined by the chapter.

ARTICLE VIII
INITIATION

All prospective members meeting requirements for active membership in this chapter shall be initiated into membership according to the official ritual of the National Fraternity. All rituals shall be shared with members only.

ARTICLE IX
SUSPENSION

This chapter shall have the authority to suspend members for just cause and after due deliberation. Upon the suspension of a member, the chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual’s membership record.

ARTICLE X
REGISTRATION OF PLEDGES AND ACTIVE MEMBERS

The officers of this chapter shall cause pledge applications and the required national pledge fees to be mailed to the National Office not later than ten days after the pledge ceremony.
The officers shall also cause applications for active membership and the required national active initiation fees to be mailed to the National Office not later than ten days after the initiation ceremony. In addition, the officers of this chapter shall submit the required annual active membership dues no later than November 15.

Any initiation not followed by the registration of pledges or active members with the National Office shall be considered null and void.

ARTICLE XI
MEMBERSHIP RECORDS

This chapter shall maintain a permanent record of all of its members. To the extent that such records are practically available, these records shall include: 1.) a permanent file of each duplicate pledge and/or active membership form, beginning with the chapter members and including all subsequent members; and 2.) a current roster of all pledge, active, associate, advisor, honorary, and alumni members.

ARTICLE XII
PERMANENT MAILING ADDRESS

This chapter shall maintain a post office box or permanent chapter mailing address.

ARTICLE XIII
CHAPTER DUES

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

ARTICLE XIV
HAZING

There shall be no hazing 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 and of the National Fraternity.

ARTICLE XV
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 for meetings at the discretion of its members.

ARTICLE XVI
POLICY ON ASSOCIATION MEMBERSHIP
This chapter of Alpha Phi Omega shall not seek nor accept membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

ARTICLE XVII
SERVICE PROGRAM

This chapter shall have a service program for all of its members. The service program shall be planned and carried out such that a reasonable balance is achieved among Alpha Phi Omega’s four areas of service, which are:

1.) Service to the college;
2.) Service to the fraternity;
3.) Service to the community;
4.) Service to the nation as participating citizens.

ARTICLE XVIII
AUTHORITY OF CHAPTERS

This chapter may adopt bylaws, rules or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these Standard Chapter Articles of Association, or the rules, regulations, or policies of the educational institution at which this chapter is located. In the event that the rules, regulations, or policies of the educational institution at which this chapter is located are more than stringent than those included in the National Article of Association, the rules, regulations and policies of the host institution shall prevail.

ARTICLE XIX
FINANCE AND PROPERTY

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

The financial records of each chapter shall be audited annually by an official approved by the Institution in which the chapter is located; a confirmation of the audit will be sent to the national office upon request of the National Executive Director.

Upon the dissolution of this chapter a written report of any money or property on hand shall be filled by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of this chapter, and delivered to the chapter at such time.

Should reactivation not be accomplished within five 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 Service.
ARTICLE XX
AMENDMENTS

The National Convention shall have the sole power to amend these Standard Chapter Article of Association. The procedure for amendments shall be the same as that prescribed for amending the National Articles of Incorporation and the National Bylaws.

CERTIFICATION

This is to certify that Alpha Omega Chapter of Alpha Phi Omega, chartered on the campus of KCOM, acknowledges receipt of the Standard Chapter Articles of Association and understands these are part of the national Bylaws and that the chapter is required to abide by them and certifies its willingness to do so, subject to amendments adopted at subsequent National Conventions.

Dated this fourteenth day of the month of January, 1998.

________________________
Chapter President

________________________
Other Chapter Officer

________________________
Chair, Advisory Committee