

ALPHA PHI OMEGA

OFFICIAL BYLAWS OF BETA CHAPTER

(Revised Spring 1993)

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PREAMBLE

We, the Brothers of Beta Chapter of Alpha Phi Omega National Service Fraternity, chartered on the main campus of the University of Pittsburgh, do hereby adopt these bylaws as a supplement to the Alpha Phi Omega National Bylaws and the Standard Chapter Articles of Association.

ARTICLE I – MEMBERSHIP

1. OPEN MEMBERSHIP

Membership in this chapter of Alpha Phi Omega will be open to all students, upon approval of the chapter and after fulfilling the membership requirements prescribed by the National Fraternity and by this chapter.

2. TYPES AND CONDITIONS OF MEMBERSHIP

(I) PLEDGE MEMBERSHIP

(1) DEFINITION

Pledge membership will be conferred upon enrolled students of the Main Campus of the University of Pittsburgh who have been selected by this chapter to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. Pledges may not vote, unless given permission by a majority vote at a meeting where quorum prevails, nor may they be permitted to read any of the rituals in the ritual book, view any rituals other than their own installation as pledges or active brothers (unless it is a ritual through which they have already gone), or take part in a discussion of any of the rituals.

(2) REQUIREMENTS

Each applicant for membership in this chapter will be required to serve a period of pledge membership. This will prepare and train the applicant in the ideals and purposes of Alpha Phi Omega. Specific requirements will be set forth by the Membership Committee if formed, or the Vice President of Membership if no Membership Committee is formed in the pledge program and presented to the pledges at the beginning of each pledge period. The Membership Committee may only add requirements not listed here before the beginning of each pledge period. Two-thirds [2/3] of the requirements must be completed by Final Review. Failure to complete requirements will be reviewed by the Executive Board on a case-by-case basis. The minimum requirements for pledge membership will be as follows:

- (a) That each pledge be an enrolled student at the main campus of the University of Pittsburgh during the period of pledge membership.
- (b) That each pledge pay pledge dues in full by the date assigned by the Vice President of Membership.
- (c) That each pledge have no more than three [3] unexcused absences from chapter meetings and no more than three [3] unexcused absences from pledge meetings.
- (d) That each pledge complete weekly quizzes, and a final review, and attend the initiation rituals.
- (e) That each pledge complete at least ten [10] hours of service during their pledging semester. At least eight [8] of the total ten [10] hours must be completed during scheduled chapter service projects. One [1] hour will be added to a pledge's minimum total service requirement for every unexcused absence from a chapter meeting, and for each excused absence, after the third in a semester from a chapter meeting.
- (f) That each pledge attend no fewer than three [3] fellowship events planned and attended by the brothers.
- (g) That each pledge score no lower than eighty [80] percent on the pledge quizzes and final exam.
- (h) That each pledge, with the pledge class, plan and attend a pledge class service project.
- (i) That each pledge, with the pledge class, plan and attend a pledge class fund-raiser. Profits from the pledge fundraiser may be used by the pledges in any manner they see fit, pending approval of the Vice President of Membership.
- (j) That each pledge, with the pledge class, plan and attend a pledge class social.
- (k) If, due to extenuating circumstances, these requirements are not met, pledges may be admitted into Active Brotherhood by a three-fourths [3/4] majority vote of active brothers at Final Review.

(3) TERMINATION OF PLEDGE MEMBERSHIP

During the set pledge period, the failure of a pledge to complete the requirements as stated in these Bylaws and those established by the Membership Committee is cause for the termination of pledge membership.

(II) ACTIVE MEMBERSHIP

(1) DEFINITION

An Active Brother of this chapter of Alpha Phi Omega will be defined as follows:

- (a) A Brother who has fulfilled all of the membership requirements of the previous semester and who has neither opted for Associate Membership nor has been conferred with inactive status, or
- (b) A Brother who has been initiated into the Fraternity the previous semester and who has satisfactorily fulfilled all of the requirements set forth by the pledging program, or
- (c) A Brother who has pledged and been received into the Brotherhood of Alpha Phi Omega at a different university, or a campus of the University of Pittsburgh other than the main campus, who has transferred to the main campus of the University of Pittsburgh, and who has sent the appropriate Transfer of Membership forms to the National Office.

(2) REQUIREMENTS

The requirements for active membership will be as follows:

- (a) That each Brother complete at least fifteen [15] hours of service or five [5] projects each semester. If the Brother is enrolled in a graduate school, only ten [10] hours of service must be completed each semester. One [1] hour will be added to a brother's minimum total service requirement for every unexcused absence from a project to which they have made a written commitment via a sign-up sheet.
- (b) That each Brother pay dues in full by the end of the second month of the semester.
- (c) That each Brother have no more than three [3] unexcused absences from meetings per semester.
- (d) That each Brother be an enrolled student at the main campus of the University of Pittsburgh during the semester of active membership.
- (e) That each Brother attend at least three [3] fellowship events per semester.
- (f) That each Brother fulfill a Leadership requirement consisting of serving as an officer, either primary or secondary; being the chair of a project, whether service, social or fundraising; attending an APO LEADS program;

attending and participating in a conference; or attending at least three [3] committee meetings, including, but not limited to, Executive Committee meetings.

Exception to either a, b, c, e or f may be reached with sufficient notice from the brother to the President, the Vice President of Service, the Vice President of Membership, or the Treasurer in the case of dues, and with the approval of a simple majority [1/2] of the Executive Board.

(III) ASSOCIATE MEMBERSHIP

Associate membership may be conferred upon any active brother who finds it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who has petitioned the chapter in writing for such membership. The Brother will specify the length of the associate status, provided it is no shorter than three [3] weeks and no longer than for the remainder of the semester. At the end of this period, the Brother will be automatically returned to active status. Conferral of associate status will be decided upon by the chapter and approved by the affirmative vote of the majority of the active membership present at a meeting where a quorum prevails. Requirements for an Associate Brother will be determined on a case-by-case basis by the Executive Committee. An associate brother will have all the privileges and rights of active brothers, with the exception of holding office, voting and having a little.

(IV) INACTIVE MEMBERSHIP

(1) DEFINITION

An inactive brother of this chapter will be defined as follows: a Brother who has not satisfactorily met the requirements of active membership within the allotted time and who has made no arrangements with the appropriate officers for exemption.

(2) STIPULATIONS

- (a) A Brother will be deemed inactive immediately after one of the following, if no exemption has been made by the Executive Board:
 - i) A fourth unexcused meeting.
 - ii) Any debt including unpaid dues incurred with the chapter. A debt will be considered any money owed after the announced deadline.
 - iii) Fewer than fifteen [15] hours of service at the end of the semester by an undergraduate Brother or less than ten [10] hours of service at the end of the semester by a graduate Brother.
 - iv) Fewer than three [3] fellowship events at the end of the semester.
 - v) Failure to complete the Leadership requirement.
- (b) An inactive brother will be permitted to attend all functions of this chapter except the pledge rituals, may not hold office, and will have no voting privileges at meetings.

(3) REINSTATEMENT

- (a) Brothers in violation of i) above will be automatically restored to active membership at the beginning of the next semester. Brothers in violation of ii) above will be automatically restored to active membership upon payments of debt(s). Dues unpaid after the announced deadline will incur a late fee, to be decided and announced by the Executive committee at least two [2] weeks in advance of the due date. Brothers in violation of iii), iv) and v) above will begin the next semester inactive. Upon completion of the minimum service, fellowship or leadership requirement of the new semester and approval of these hours by the Vice President of Service, Vice President of Fellowship or Vice President of Membership respectively, active membership status will be reinstated.
- (b) A brother who has been declared inactive may petition the Executive Committee, in writing, to have his/her active membership status reinstated. The Executive Committee will evaluate the circumstances and make a recommendation, which must be approved by a majority vote of the chapter. A brother may only submit one such petition in any semester.

(V) ADVISORY MEMBERSHIP

An advisory membership to this chapter may be granted to any person the chapter deems worthy of serving on its Advisory Committee. This membership may not be conferred upon undergraduate students. Advisors will have all the privileges of active membership except those of voting and holding chapter office.

(VI) ALUMNI MEMBERSHIP

Any Brother of this chapter who has left the University of Pittsburgh, main campus, in good standing, having either graduated or transferred to another University, and remaining in good standing with the National Fraternity, will be considered an alumni member of Beta Chapter. Alumni members will not be permitted to vote or pay dues, and have no mandatory requirements set upon them. They may, however, participate in the pledge rituals.

(VII) HONORARY MEMBERSHIP

Any individual other than an undergraduate student who has contributed significantly to the ideals of Alpha Phi Omega and who is deemed worthy by the chapter may be conferred with honorary membership. Honorary membership will be conferred with the affirmative vote of three-fourths [3/4] of voting brothers at a meeting where quorum is present. An honorary member will have all the privileges of an active member except the right to vote and to hold office.

ARTICLE II – OFFICERS AND OFFICER DUTIES

1. OFFICERS

(I) STANDARD OFFICERS

This chapter will regularly install the following officers on a yearly basis, as according to the official rule book and as added to by the chapter:

President

Vice President of Service

Vice President of Membership

Vice President of Fellowship

Secretary

Treasurer

Historian

Sergeant-at-Arms

A standard officer may be removed from office [impeachment] if deemed necessary by an affirmative vote of three-fourths [3/4] of voting brothers in a meeting where a quorum is present. An officer must be notified both verbally and in writing of impending impeachment by the President of the chapter, unless the officer to be impeached is the President, in which case the officer will be notified by the Vice President of Service.

Temporary standard officers will be created and appointed by the president as deemed necessary and will be approved by a majority of the active brothers present at a chapter meeting where a quorum prevails.

(II) SECONDARY OFFICERS

This chapter will install the following officers as it deems necessary, on a yearly basis, as according to the official rule book and as added to by the chapter:

Assistant Pledge Trainer

Fundraising Chair

Public Relations Chair

Communications Accounts Chair

Alumni Secretary

Chapter Philanthropy Chairman

Inter-chapter Relations Chairman

Leadership Chair

A secondary officer may be removed from office if deemed necessary by an affirmative vote of the majority of the voting brothers at a meeting where a quorum is present.

Temporary secondary offices will be created and appointed by the President as deemed necessary and will be approved by a majority of the active Brothers present at a chapter meeting where a quorum prevails.

2. OFFICER DUTIES

(I) STANDARD OFFICERS

(1) PRESIDENT

The duties of the President of this chapter will be as follows:

- (a) To serve as the presiding officer at all regular and special chapter meetings (except at meetings where charges for the purpose of impeachment of the president will be voted on, in which case the Vice President of Service will preside).
- (b) To serve as chief spokesman and representative of the Beta Chapter.
- (c) To see that the chapter is operated in conformity with the policies set forth in the National Bylaws and the Chapter Constitution and Bylaws.
- (d) To appoint officers and committees necessary for efficiency in carrying out the program of the chapter as outlined in these Bylaws and Chapter Constitution.
- (g) To coordinate the function of all chapter officers and committees.
- (h) To ensure the execution of the responsibilities of the Executive Committee as listed in the Constitution and Bylaws.
- (i) To serve as a member of the Executive Committee, or Chairman, should no Sergeant-at-Arms be elected.
- (j) To serve as a member of the Advisory Committee.
- (k) To serve as an ex-officio member of all committees.

(2) VICE PRESIDENT OF SERVICE

The duties of the Vice President of Service of this chapter will be as follows:

- (a) To perform all presidential duties in the absence of the President.
- (b) To become chapter president if the office of the President becomes vacated.
- (c) To appoint a service project coordinator for each service project.
- (d) To serve as a member of the Executive Committee.
- (e) To plan and coordinate the program of service for the Chapter.

- (f) To chair the Service Committee.

(3) VICE PRESIDENT OF MEMBERSHIP

The duties of the Vice President of Membership of this chapter will be as follows:

- (a) To promote chapter membership, retention and growth.
- (b) To be the liaison between the chapter and individual chapter members and pledges.
- (c) To ensure the coordination of the pledge program with the chapter program and activities.
- (d) To provide a detailed written outline of such a pledge program before the pledge induction, to be approved by an affirmative vote of the Executive Board.
- (e) To ensure the coordination of a rush program.
- (f) To keep a current record of Active, Pledge, Associate, Inactive, Alumni, and Advisory Members.
- (g) To give all pledges the opportunity to learn the fundamental principles of Alpha Phi Omega and grasp the spirit of the fraternity before their initiation into active membership.
- (h) To have charge of the election of the pledge class officers.
- (i) To coordinate the execution of pledge and active initiation rituals and all surrounding activities.
- (j) To take care of all materials pertaining to pledge induction, active initiation and all surrounding activities.
- (k) To ensure that all pledges and active initiation forms and money are properly completed and transmitted to that national office within ten [10] business days of the respective ceremony.
- (l) To notify the Alumni Secretary, if appointed, upon brother becoming an Alumni of the chapter.
- (m) To inform chapter members upon a change in their membership standing with the chapter.
- (n) To serve as a member of the Executive Committee.
- (o) To be the chair of the Membership Committee.

(4) SECRETARY

The duties of the Secretary of this chapter will be as follows:

- (a) To keep accurate minutes of all chapter meetings.
- (b) To keep an accurate record of the attendance of each member at all chapter meetings.
- (c) To confirm that a quorum is present at meetings where business is to be conducted.
- (d) To coordinate distribution of all publications to all chapter meetings.
- (e) To carry out necessary correspondence with National, Regional, Sectional staff and other chapters, and Alumni members, if no Alumni Secretary is appointed.
- (f) To keep an accurate record of the present addresses and phone numbers of all chapter members; Alumni; Sectional, Regional, and National staff, and other chapters.
- (g) To assemble, edit, and distribute a chapter memo reviewing chapter meetings and upcoming events (dates, times, meeting places).
- (h) To serve as a member of the Executive Committee.
- (i) To serve as Chairman of the Communications Committee if so created and ensure the execution of its responsibilities as listed in the Constitution and Bylaws.

(5) TREASURER

The duties of the Treasurer of this chapter will be as follows:

- (a) To receive all monies of the chapter and keep an accurate record thereof.
- (b) To deposit and keep an accurate record of funds in Beta Chapter accounts: Student Government Board (SGB), liquid, or otherwise.
- (c) To be diligent in the collection of initiation fees, chapter dues, fees and assessments.
- (d) To keep an accurate record of other payments made by each individual brother in the chapter, either for the national fraternity or for the chapter; and to give a written receipt for all such funds upon request.
- (e) To make all chapter payments via the chapter's account(s), or in a manner approved in writing by the Executive Board.
- (f) At the beginning of the term as Treasurer, to audit the financial books of the chapter as written up by the previous Treasurer.
- (g) At the close of the term as Treasurer, to assist incoming Treasurer with the audit of the financial books.

- (h) To submit a financial report of the chapter's financial condition at each chapter meeting.
- (i) To propose a figure for membership dues for approval by the Executive committee.
- (j) To serve as a member of the Executive Committee.

(6) HISTORIAN

The duties of the Historian of this chapter will be as follows:

- (a) To write a detailed and accurate history of the chapter covering the period of his office, including projects, a list of officers elected and appointed, humorous happenings, and an account of fellowship activities.
- (b) To maintain a scrapbook containing photographs and newspaper clippings pertaining to the activities of the chapter during the term.
- (c) To be responsible for the promotion and preservation of all chapter traditions.
- (d) Along with the Vice President of Membership, share in the duties of preparing a presentation for educating prospective brothers about Alpha Phi Omega.
- (e) To serve as a member of the Executive Committee.
- (f) To maintain the Chapter's Web site and keep it up-to-date.
- (g) To ensure that the Chapter's storage drawers are organized and that pertinent material is stored there.

(7) SERGEANT-AT-ARMS

The duties of the Sergeant-at-Arms of this chapter will be as follows:

- (a) To ensure order during meetings.
- (b) To maintain and update these bylaws as necessary, and to ensure their mutual agreement with the National bylaws and National Standard Articles of Association.
- (c) To escort pledges and non-brothers from a meeting if a discussion of the rituals takes place, or to escort pledges from the meeting if an evaluative discussion of the pledge deems it necessary.
- (d) To advise the Executive Board and the chapter on Parliamentary procedure, and to make sure that it is correctly used during meetings.
- (e) To serve as chairman of the Executive Committee.

- (f) To chair a committee as needed to accomplish any of these tasks.

(8) VICE PRESIDENT OF FELLOWSHIP

The duties of the Vice President of Fellowship of this chapter will be as follows:

- (a) To assist the Membership Committee* with the organization of social events for the pledge program.
- (b) To coordinate Beta's social events and assist the Inter-chapter Relations Chairman and the Inter-organizational Relations Chairman in coordinating inter-chapter and inter-organizational functions.
- (c) To serve as a member of the Executive Committee.
- (d) To chair the Fellowship Committee.

(II) SECONDARY OFFICERS

(1) ASSISTANT PLEDGE TRAINER

The duties of the Assistant Pledge Trainer of this chapter, should one be appointed, will be as follows:

- (a) To act as assistant to the Vice President of Membership.
- (b) To become chapter Vice President of Membership if the said office becomes vacated.
- (c) To serve as Chairman of the Membership Committee if so created and ensure the execution of its responsibilities as listed in the Constitution and Bylaws.
- (d) To act as liaison between the Membership Committee, if so created, the Pledge Trainer and the Vice President of Membership.
- (e) To act as liaison between the Pledges and the Vice President of Membership, if necessary.

(2) FUNDRAISING CHAIR

The duties of the Fundraising Chair of this chapter, should one be appointed, will be as follows:

- (a) To act as an assistant to the Treasurer in care of all assigned duties as stated in the Bylaws
- (b) To be fund-raiser project coordinator for the chapter's fundraising projects.
- (c) To serve as the chairman of the Fundraising Committee, if so created, and to ensure the execution of its responsibilities as listed in the Constitution and Bylaws.

(3) PUBLIC RELATIONS CHAIR

The duties of the Public Relations Chair of this chapter, should one be appointed, will be as follows:

- (a) To ensure that appropriate chapter activities are publicized on the campus and in the community.
- (b) To keep in contact with other campus organizations in order to help Beta Chapter plan events in conjunction with campus events.
- (c) To maintain an active relationship with other student organizations on the main campus of the University of Pittsburgh.
- (d) To inform the members of Beta Chapter of service and fellowship events to which they have been invited by other student organizations.
- (e) To inform the members of other student organizations of Beta Chapter events to which they are invited.
- (f) To act as chairman of the Public Relations Committee, if so created, and to ensure the execution of its responsibilities as listed in the Constitution and Bylaws.

(4) COMMUNICATION ACCOUNTS CHAIR

The duties of the Communication Accounts Chair of this chapter, should one be appointed, will be as follows:

- (a) To maintain the chapter P.O. Box, including possessing the P.O. Box key, picking up chapter mail, and making sure that the lease on the P.O. Box is renewed and paid for when necessary.

(5) ALUMNI SECRETARY

The duties of the Alumni Secretary of this chapter, should one be appointed, will be as follows:

- (a) To encourage participation of alumni in chapter events.
- (b) To keep a current record of the addresses and telephone numbers of all known chapter alumni.
- (c) To prepare and distribute a chapter newsletter to all members and alumni on a semiannual basis.
- (d) To act as a liaison between the chapter and alumni members.
- (e) To act as chairman of the Alumni Committee, if so created, and to ensure the execution of its responsibilities as listed in the Constitution and Bylaws.

(6) CHAPTER PHILANTHROPY CHAIRMAN

- (a) To maintain an active relationship with the Autism Society of Pittsburgh and its parent organization.
- (b) To coordinate speeches and presentations given by representatives of the Autism Society.
- (c) To coordinate with the Fundraising Chair all fundraising activities in regard to the chapter philanthropy.
- (d) To act as the chairman of the Run to/from Pitt Committee
- (e) To act as liaison between the Run to/from Pitt Committees of Beta Chapter and Lambda Omicron Chapter.

(7) INTERCHAPTER RELATIONS CHAIRMAN

- (a) To maintain an active relationship with other Alpha Phi Omega chapters, especially those in Section 66, and particularly those in the Pittsburgh area.
- (b) To inform the members of Beta Chapter of service and fellowship events to which they have been invited by other chapters.
- (c) To inform the members of other chapters, particularly those in the Pittsburgh area, of Beta events to which they are invited.
- (d) To encourage attendance of Beta Chapter members at sectional, regional, and national conferences.
- (e) To act as chairman of the Interchapter Relations Committee, if so created, and to ensure the execution of its responsibilities as listed in the Constitution and Bylaws.

(8) LEADERSHIP CHAIR

- (a) To plan APO LEADS programs for the Chapter and inform the Chapter of LEADS programs at other schools to which the Chapter is invited.
- (b) To find and coordinate the appointment of project chairs.
- (c) To keep track of Brothers' compliance with any leadership requirements imposed by the Chapter and inform the Vice President of Membership of Brothers' compliance.
- (d) To coordinate the planning of hosting a Sectional Conference or Regional Conference.

3. *INSTALLATION*

Both standard officers and secondary officers will be installed as according to the Installation of Officers Ceremony in the Ritual Book.

ARTICLE III – ADVISORS AND ADVISOR DUTIES

1. ADVISORS

(I) FACULTY ADVISORS

This chapter will install no fewer than three [3] advisors from the faculty or University staff at the University of Pittsburgh.

(II) SCOUTING ADVISORS

This chapter will install no fewer than one [1] Scouting advisor who is not a student.

(III) OTHERS ADVISORS

This chapter will have the right to install other non-undergraduate advisors as deemed necessary by the Executive Committee.

2. DUTIES OF ADVISORS

(I) FACULTY ADVISORS

The duties of the Faculty Advisors of this chapter will be as follows:

- (1) To serve as a member of the Advisory Committee.
- (2) To serve as an ex-officio member on at least one of the chapter committees upon appointment by the chairman of the Advisory Committee.
- (3) To assist in the recruitment of additional faculty advisors.
- (4) To be available for authorization of forms where the signature of an advisor is needed.

(II) SCOUTING ADVISORS

The duties of the Scouting Advisor(s) of this chapter will be as follows:

- (1) To serve as a member of the Advisory Committee.
- (2) To serve as an ex-officio member on at least one of the Chapter committees upon appointment by the chairman of the Advisory Committee.
- (3) To assist the chapter with projects of interest to the Scouting movement.

(III) OTHER ADVISORS

The duties of additional advisors to this chapter will be as follows:

- (1) To serve as a member of the Advisory Committee.

- (2) To serve as an ex-officio member on at least one of the chapter committees upon appointment by the chairman of the Advisory Committee.
- (3) To assist the chapter with projects of interest to the campus.
- (4) To be available for authorization of forms where the signature of an advisor is needed.

3. *ELECTION AND APPOINTMENT OF ADVISORS*

(I) CHAIRMAN OF THE ADVISORY COMMITTEE

- (1) This person will be elected on a yearly basis except in the case of resignation, for which elections will be held as needed.
- (2) Nominations and elections for this position will occur in conjunction with nominations and elections for other chapter officers.
- (3) This office is exclusive to members of the advisory committee.

(II) OTHER ADVISORS

These people will be appointed as needed by the President and approved by the chapter.

ARTICLE IV – COMMITTEES

1. *EXECUTIVE COMMITTEE*

(I) DEFINITION

This chapter will have an Executive Committee, also known as the Executive Board, which will meet between meetings as deemed necessary by the chapter. Membership will consist of the chapter President, the Vice President of Service, the Vice President of Membership, the Vice President of Fellowship, the Treasurer, the Secretary, the Historian, the Sergeant-at-Arms, and any other brothers as selected by the chapter.

(II) DUTIES

The duties of the Executive Committee of this chapter will be as follows:

- (1) To meet at least once a month during the regular school year, apart from the general meetings. Special meetings may be held at the discretion of the chapter President, or upon written request of a majority of the members of the Executive Committee.
- (2) To discuss and evaluate chapter progress, and to suggest means of improvement.
- (3) To approve/deny any action of any Executive Committee member which requires approval from the Executive Committee only.
- (4) To set the amount, due date, and late fee for chapter dues.

- (5) To approve the pledge program as presented by the pledge trainer.
- (6) To pass motions on behalf of the chapter. Any motion passed by the Executive Committee on behalf of the chapter must be presented to the chapter at the next general meeting. The chapter will then be given the opportunity to overturn the decision by a simple majority.
- (7) To ensure the general planning and coordination of the Chapter's activities.

2. *ADVISORY COMMITTEE*

(I) DEFINITION

The Advisory Committee will consist of the Chapter President and the chapter advisors. Other members of the chapter may attend at the President's discretion.

(II) DUTIES

The duties of the Advisory Committee of this chapter will be as follows:

- (1) To meet during the school year as deemed necessary by the President.
- (2) At each meeting the chapter President will give a report on the state of the chapter.
- (3) Advisory Committee members may invite any chapter member or non-member to make specific reports to the Advisory Committee.
- (4) The Advisory Committee will discuss the progress of the chapter, and suggest means of improvement.
- (5) The Advisory Committee will discuss and make recommendations concerning any problems or questions expressed by any chapter member.

3. *OTHER COMMITTEES*

Other committees may be created by the chapter as needed, to assist with the service program, the membership program, communications and publicity, the scouting program, and any other operation necessary to the chapter.

ARTICLE V – MEETINGS

1. *GENERAL MEETINGS*

This chapter will hold a general meeting at least once every two weeks during the school year. All general meetings will be open to all chapter active, advisory, associate, alumni and honorary members. General meetings will be open to pledges, except those meetings deemed inappropriate by the President, Sergeant-at-Arms or the Vice President of Membership. Non-members may attend upon invitation by any Brother.

The parliamentary authority of general meetings will be the latest edition of Robert's Rules of Order, Revised, with the exception that there will be no proxy votes.

A quorum for general meetings will be defined as one-half [1/2] of the active brothers. At Pledge Final Review and Initiation, the number of active brothers present will be considered a quorum. No business will be conducted unless a quorum is present.

2. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee of this chapter will hold an Executive meeting at least once a month during the school year, for the following purposes:

- 1) To conduct the administration and management of chapter business, and
- 2) To discuss and evaluate chapter programs, and to suggest means of improvement, and
- 3) To approve or deny any action of any Executive Committee member which requires approval from the Executive Committee.

Executive Committee meetings will be open to all brothers of Beta Chapter and members of the Advisory Committees. Non-members may not attend.

A quorum for Executive Board meetings will be defined as three-fourths [3/4] of the Executive Board members. No business will be conducted unless a quorum is present.

3. SPECIAL MEETINGS

Pledge Final Review and Initiation are to be considered special meetings. Additionally, special meetings may be called by the President or by the Executive Committee. Special meetings may also be called upon a written request from ten [10] active brothers of the chapter. The purpose of the meeting must be stated in the call. Except in cases of emergency, at least three [3] days' notice must be given.

ARTICLE VI – NOMINATIONS AND ELECTIONS

1. NOMINATIONS

(I) OPENING AND CLOSURE

- (1) Nominations for chapter offices will commence at a general meeting and will be open for at least two meetings.
- (2) Nominations for office will close at least three days prior to the election.

(II) ELIGIBILITY

- (1) Any active brother will be eligible to nominate and be nominated for any chapter elected office.
- (2) Pledges are eligible to nominate.

- (3) Pledges are eligible to be nominated to any office, only if the installment of officers will be held after the activation of the pledge class.
- (4) All nominations must be seconded by an active brother in order to be valid.
- (5) No brother shall hold more than one standard office at a time.

(III) ADDITIONAL STIPULATIONS

- (1) If a nomination is not made at a general chapter meeting, a written nomination and second to that nomination may be made and must be submitted to the President prior to the purpose of accepting or declining the nomination.

2. *BALLOTS*

There will be at least two ballots for each office, unless one candidate receives a majority on the first ballot. Only the two nominees receiving the highest number of votes on the first ballot will be on the second ballot. In the event of a tie on the first ballot, there will be a tie breaker ballot until two nominees can be selected for the second ballot.

3 *ABSENTEE VOTES*

Absentee votes must be submitted to the President in a sealed, identifiable envelope prior to the election.

4. *SECONDARY OFFICES*

Secondary officers will be appointed as the President deems necessary upon approval by a majority of the active brothers present at a chapter meeting where a quorum prevails.

ARTICLE VII – FINANCES, DUES, AND ASSESSMENTS

1. *MEMBERSHIP DUES*

Membership dues will be approved by a simple majority of the Executive Committee where quorum prevails. Membership dues will be paid by the end of the second month of the semester.

2. *ASSESSMENTS*

In the event of financial debt incurred by the chapter, the chapter may levy equal assessments upon the active brothers by an affirmative vote of three-fourths [3/4] of the active brothers present at a meeting where a quorum prevails. All active brothers should pay these assessments within a one month period after their assessments.

3. *CHAPTER SPENDING*

(I) REQUEST FOR AND DISTRIBUTION OF FUNDS

Only Active Brothers may make requests for chapter money. Any active brother who wishes to be allocated a sum of chapter money must submit a written request to the chapter Treasurer. This request must include the reason for the request and the amount of money requested. After consulting with the Executive Committee, the chapter Treasurer will introduce spending requests

and make recommendations as to whether or not spending requests should be approved at the soonest possible meeting. The Treasurer's recommendation should be based on both the current and projected status of the chapter's fund, and should reflect what is in the chapter's best financial interest. Distribution of funds must be approved by a majority vote.

(II) STUDENT GOVERNMENT BOARD - ALLOCATED FUNDS

Only the treasurer, or the President in his/her absence, may initiate transactions involving the SGB Allocations committee or the chapter's University of Pittsburgh account. The procedure regarding request for and distribution of chapter funds will be applied to requests for SGB-allocated funds.

If a brother feels the chapter should make an Emergency Request for SGB funds, a written motion regarding the request must be submitted to the chapter Treasurer. These motions will be presented and voted upon in the same manner as requests for and distribution of chapter funds.

(III) EMERGENCY CHAPTER SPENDING

When a situation arises in which, in the opinion of the chapter Treasurer and the chapter President, there is insufficient time to follow the prescribed procedure for handling chapter spending, the chapter Treasurer and the chapter President may make and act on a decision regarding that particular situation without prior approval of the chapter. The chapter must be informed of the emergency expenditure at the next business meeting.

4. CHAPTER BUDGET

The chapter budget will be prepared by the chapter Treasurer, in consultation with the Finance Committee and the Executive Committee, and submitted to the chapter for approval. Once the budget is approved by the chapter, it will be submitted to the SGB Allocations Committee in advance of the deadline set by SGB.

ARTICLE VIII – Policies

The following are the policies of the chapter and will serve as guidelines for conducting chapter business:

ARTICLE IX – AMENDMENTS

1. Bylaws Amendments

A. PROPOSED AMENDMENTS

All proposed amendments to these Bylaws must be presented to the chapter's active membership at least two weeks prior to the meeting at which a vote is taken.

B. AMENDMENT PROCEDURE

These Bylaws may be amended by a three-fourths [3/4] affirmative vote of the Active Brothers present at a meeting where a quorum prevails.

2. Policies Amendments

A. AMENDMENT PROCEDURE

The Policies may be amended by a simple [1/2] affirmative vote of the Active Brothers present at a meeting where a quorum prevails.