

Constitution of Xi Chapter  
Alpha Phi Omega  
Iowa State University

## Preamble

We, the members of the Xi Chapter of Alpha Phi Omega, National Service Fraternity, chartered on this campus on May 21, 1930, and rechartered on September 24, 1994, and established at Iowa State University for the purpose of assembling men and women in the spirit of Leadership, Friendship, and Service, do hereby adopt this constitution.

## Article 1

The fraternity shall be known as Xi Chapter of Alpha Phi Omega.

## Article 2

### [Section 1](#)

This Chapter shall be a service fraternity under the policies, principles, and provisions set forth in the Alpha Phi Omega National Articles of Incorporation, National Bylaws, and our Chapter Bylaws.

### [Section 2](#)

[Xi Chapter of Alpha Phi Omega shall abide by and support the established Iowa State University policies, State and Federal laws.](#)

## Article 3

### Section 1

Application for membership to this Chapter shall be open [all registered students at Iowa State University](#). No applicant on temporary enrollment or scholastic probation may pledge.

### Section 2

Pledgeship in this Chapter shall be conferred upon students enrolled at Iowa State University for credit. Those selected to participate in the preparation and training in the ideals of Alpha Phi Omega shall be required to fulfill all obligations of pledgeship prescribed by the national fraternity and this Chapter.

### Section 3

Pledges shall become active members of the fraternity upon the successful completion of the pledge program as determined by the Membership Committee unless a petition be drawn by 1/3 of the membership and ratified by 2/3 of the membership at a regular or special meeting which objects to that pledge's acceptance as an active member. Discussion of initiates and a formal vote of acceptance and invitation of all initiates shall take place at a regular

meeting before initiation. New members shall carry all rights and responsibilities of membership.

## Article 4

### Section 1

The Chapter shall always have at a minimum of two (2) Faculty/Staff Advisors, one (1) Scouting and Youth Services Advisor, and one (1) Community Advisor. New advisors shall be nominated by the membership committee and approved by a majority of the Chapter.

### Section 2

Advisors shall encourage the development of high fraternal and scholastic standards, assist the Chapter in planning and carrying out its service and fellowship program, and serve as advisors on Chapter and personal matters. Advisors shall have all privileges of Chapter membership except those of voting and holding office.

## Article 5

### Section 1

Elections shall be held each ~~winter-December~~ for the officers of the forthcoming ~~school~~ year. Notification of nominations for general election must be given one regular meeting in advance. Elections must then follow nominations by at least one week. **Every member in the club with the exception of the advisors that is able to maintain the position for the spring and fall semester in they year they are elected is applicable for election; this includes both undergraduate and graduate student members.** Such elections shall proceed in the order the officers appear in Section 2 of this article. A non-elected candidate for any position may 'drop down' and be eligible for subsequent offices being voted on.

### Section 2

The officers of this organization must meet the following requirements:

1. Have a minimum grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall

semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the continuous Registration Requirement) during their term of office.  
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 1 and 2 above.

### Section 32

Elected officers, who are automatically members of the Executive Committee, and their duties are as follows:

#### A) President

1. To serve as the presiding officer at all meetings regular, special, and executive.
2. To coordinate the functions of all Chapter officers and committees.
3. To appoint all committees necessary to carry out the programs of the Chapter.
4. To serve as a non-voting member of the Executive Board unless there is a tie.
5. To serve as ex-officio member of all committees (Non-voting).
6. To see that the Chapter performs according to National Bylaws and the

Standard Articles of Association.

7. To serve as chief spokesperson and representative of the Xi Chapter.
8. To establish, post and hold at least four (4) office hours per week.

#### B) Service Vice President

1. To serve as Chairperson of the Service Committee.
2. To evaluate the projects and keep accurate records &the.
3. To appoint a service project coordinator for each service project.
4. To carry out other assignments as the President may prescribe.
5. To establish, post and hold at least three (3) office hours per week.

#### C) Membership Vice President

1. To serve as Chairperson of the Membership Committee.
2. To assist the Pledgemaster, to educate pledges in the spirit and policies of this fraternity as determined by the National and Chapter Bylaws.
3. To maintain a listing of active members.
4. To work with the Treasurer with the collection of all dues and fees.

5. To carry out other assignments as the President may prescribe.
6. To establish, post and hold at least three (3) office hours per week.

#### D) Fellowship Vice President

1. To serve as chairperson of the Fellowship Committee.
2. To plan and organize activities to promote Brotherhood amongst members.
3. To carry out other assignments as the President may prescribe.
4. To establish and hold at least three (3) office hours per week.

#### E) Scouting and Youth Services Vice President

1. To serve as Chairperson of the Scouting and Youth Services Committee.
2. To establish and maintain communication with the area Boy Scouts of America and the Girl Scouts of the United States of America and other Youth Service Organizations.
3. To work with the Scouting and Youth Services Advisor(s).
4. To carry out other assignments as the President may prescribe.
5. To establish, post and hold at least three (3) office hours per week.

#### F) Pledgemaster

1. To be responsible for the coordination of all recruiting efforts.
2. To serve as BigLittle Coordinator or appoint such a person.
3. To establish a Pledge Program in accordance with the National and Chapter Bylaws.
4. To educate pledges in the spirit and policies of this fraternity, and to have authority for conduction of the pledge program as determined by the Chapter Bylaws.
5. To carry out other assignments as the President may prescribe.
6. To establish, post and hold at least three (3) office hours per week.

#### G) Treasurer

1. To receive all moneys of the Chapter and keep an accurate record thereof.
2. To deposit specified sums in the Chapter's account with the University's Student Organization office.
3. To make all payments of the Chapter debts upon proper authorization.
4. To disperse the budget approved by the Chapter.

5. To keep an accurate record of member payments and accounts and to notify the membership when accounts become delinquent.
6. To cooperate with the officers, and committees in the performance of their duties.
7. To transmit the funds due to the National Fraternity either for pledge fees or initiation fees within ten (10) working days of the respective ceremony and to keep all receipts received for such payments on file.
8. To submit a financial report of the Chapter's financial condition at least once a month at a Chapter meeting.
9. To carry out other assignments as the President may prescribe.
10. To establish, post and hold at least two (2) office hours per week.

#### H) Recording Secretary

1. To keep accurate written records of all Chapter meetings.
2. To keep on file a duplicate of each membership application of all active members.
3. To keep an accurate record of the attendance of each member at all Chapter meetings.
4. To produce copies of the minutes and agendas of meetings and have them available to the membership within 48 hours of the meeting.
5. To carry out other assignments as the President may prescribe.
6. To establish, post and hold at least two (2) office hours per week.

#### I) Corresponding Secretary/[Webmaster](#)

1. To notify all members of the time and place for meetings and events of the Chapter.
2. To oversee the publication of the Chapter newsletter.
3. To carry on the necessary correspondence with the National Office and to cooperate with Chapter officers and committees in directing letters of appreciation.
4. To aid in issuing publicity about the Chapter to campus, city, and state newspapers and to the Torch and Trefoil.
5. To maintain the Chapter Webpage.
6. To carry out other assignments as the President may prescribe.
7. To establish, post and hold at least two (2) office hours per week.

#### J) Sergeant-At-Arms

1. To guard the portal and perform such disciplinary and parliamentary procedures as are deemed necessary by the President.
2. To have charge of Chapter elections.

3. To keep and maintain ritual material and other Chapter property.
4. Shall have full knowledge of the National and Chapter Constitution and Bylaws.
5. To establish, post and hold at least two (2) office hours per week.

#### K) Historian

1. To maintain an accurate and detailed history of the Chapter, a list of elected officers, and an accurate account of fellowship activities.
2. To produce and keep an up-to-date scrapbook which contains the history of the fraternity, photographs, Chapter publicity, newspaper articles, etc., all pertaining to Chapter activities.
3. To file a copy of the Torch and Trefoil.
4. To aid in finding information on the fraternity's history.
5. To carry out other assignments as the President may prescribe.
6. To establish, post and hold at least two (2) office hours per week.

#### Section 4

Should a vacancy occur in any office before a standard election, a majority approval of a Chapter meeting can call for a special election. If denied, the Chapter President must determine how best to fulfill the functions of the vacant office until the next general election and may choose to appoint a member to the position subject to the approval of a majority of those present at the meeting. If approved, the election process, as outlined in Section 1, may begin at the same meeting.

#### Section 5

Non-elected officers are appointed by the President with the advice of members. They are a part of the Executive Board, but are non-voting members.

#### Section 6

If for some reason the person elected to a position is unable to fulfill the obligations of their office set forth above, such to the extent that it is considered detrimental to the operations of the club, this person may be confronted at a hearing among executive branch and advisors. First, a warning or reminder should be issued from the president to the person regarding their responsibilities. If necessary the second action would be for the executive committee to meet with the advisor and person to discuss the problems and resolve. Finally, if the person is still not fulfilling the obligations of their office they may be asked to step down and can be voted down with a 2/3 majority of both the executive and membership in the club.

## Article 6

### Section 1

Policies of attendance and absence from meetings, rituals, and projects shall be included in the chapter by-laws.

### Section 2

Payment of dues as set forth in the chapter by-laws becomes an obligation of the members at the beginning of the semester. Accounts must be paid in full thirty (30) days prior to the National Deadline for Active Annual Membership Dues (AAMD). **Pledge dues and activation dues from new pledges must be paid ten days following the date of the initiation or activation ceremony which they participate in.**

### Section 3

Members delinquent in their accounts shall be dropped immediately from the Chapter without appeal unless prior arrangements are made in a personal appearance before a meeting of the executive board. Extensions to this deadline are not to exceed 30 days.

## Article 7

### Section 1

The chapter shall have a set of by-laws to include membership policies, chapter dues, parliamentary procedure, and other rules that require permanence without being appropriate to be included in this constitution.

### Section 2

The chapter by-laws can be suspended for the remainder of a single meeting with the approval of 1/2 or greater of the "active members" (as defined in the national bylaws) who have paid dues, who are in attendance at the meeting at which there is a quorum.

### Section 3

The chapter by-laws can be amended with the approval of 1/2 or greater of the chapter's "active members" (as defined in the national bylaws) who have paid dues.

## Article 8

### Section 1

Amendments to the constitution must be submitted to the Executive Board in writing and contain signatures from  $\frac{1}{4}$  of the Chapter membership.

## Section 2

The amendment shall be distributed and read at the first meeting after its submission.

## Section 3

A discussion and vote shall occur at the second meeting after submission. Passage requires the concurrence of ~~213~~2/3 of the Chapter membership.

As Amended **February 18th, 2008**



Bylaws of Xi Chapter  
Alpha Phi Omega  
Iowa State University

Article 1

Dues shall be a set amount set by the ~~Chapter~~Chapter at CPPC per year.

Article 2

All members shall be given at least 2 weeks notice of CPPCs, Invitation, and Pledge ceremonies.

Article 3

Pledges must meet the following requirements to become a member in good standing in Xi Chapter, Alpha Phi Omega:

Section 1

The Pledge Program will be at least **six (6)** weeks in length from pledging to ~~initiation~~initiation.

Section 2

1. Be a member of at least one Pledge Class committee
2. ~~Attend at least one Chapter Meeting~~Meet all requirements of active membership.
3. Pay the pledging fee(s) and activation fee(s) as set by the Chapter at CPPC
4. Take and successfully pass a Pledge education test that was written and approved by the Membership Committee.
5. ~~Obtain 3/4 of the Actives signatures in some sort of personal contact.~~
56. Special considerations will be made by the Executive Board.

Section 3

The Pledge class shall elect a cabinet consisting of a President, Namesake Service Project Chair, Secondary Service Project Chair, Fellowship Committee Chair, Secretary, and any other office the Pledge Class feels is needed.

The Pledge Class shall form a Namesake Service Project Committee, Seco-ndary Service Project Committee, and Fellowship Committee.

Section 4

For any activity to be counted as a Pledge Class activity:

1. 2/3 of the Pledges must be in attendance.
2. Actives must be informed and invited to all Pledge Class activities.

3. All activities must be approved by the Pledgemaster.

## Article 4

### Section 1

For any member to have an active status in the Chapter, they must meet the following requirements:

1. Dues paid in full thirty (30) days prior to the National Deadline for Active Annual Membership Dues (AAMD).

2. Must complete at least 12 hours of service, 8 of which must be done in coordination with Alpha Phi Omega's service projects.

- Reporting of Hours

1. Finished hours must be reported to the Vice President(s) of Service (VPS) no later than one week after the completed event.
2. VPS will inform members of their final hour tallies three weeks before the end of the semester.
3. Members have one week, after the final hour tallies, to report any inaccuracies before penalties are assessed.

~~Attend at least two (2) service or fellowship events per semester.~~

~~3. Attend at a minimum of two (2) Chapter meetings per semester.~~  
all chapter meetings.

- Allowed two excused absences
- Must be approved by VP of Membership prior to meeting

4. Attend two fellowship events per semester

5. Special Consideration will be made if necessary by the Executive Board

### Section 2

~~1. Any active not meeting these requirements must come before the Executive Board for disciplinary actions.~~  
can expect the following:

- Not meeting service hours/meeting requirements results in 30min/hr missed added on to the next semester requirements
  - Any member who fails to attend a service event that he/she has sign-up for, will be required to do additional service hours
  - Additional service hours are defined as the equivalent number of hours of the missed event
- Not meeting all active status requirements will result in being placed on a probation period until all requirements are met
- After 2 consecutive semesters on probation you will be reviewed by the Executive Board

## 2. Appeals

Upon receiving a notification of probation, members will have one week to submit a written appeal to the VPS/VPM

- a. Written appeals must include why the member failed to complete hours and provide a description of the service projects he/she did participate in and complete throughout the semester (VPS) or why he/she did not attend required amount of meetings.(VPM)

## Section 3

All actives are expected to apply themselves to the brotherly principles of leadership, friendship, and service while in meetings and participating in activities. Actives who are convicted or an infraction by university of city police, or who are involved in the slander and or harassment of members in the fraternity may be subject to disciplinary action or dismissal, as determined by President, the active membership and advisors.

## Article 5

If there is not a chair for the Nation Service Day Committee one month before National Service Day, the responsibility falls to the Service Vice President to plan and coordinate the event.

## Article 6

A quorum shall be more than one half on the active membership (as defined by the national bylaws) who have paid dues. This is the necessary amount of members who must be present in order to have a vote during a fraternity meeting.

| As Amended ~~October 15, 2000~~ February 18th 2008