

Alpha Epsilon Zeta Chapter Bylaws
of
Alpha Phi Omega
at
The University of Texas at Dallas

Last Revised: November 2007
Bylaw Review Chair April 2007: Stephanie De La Fuente

- 1. This chapter will adhere to all The University of Texas at Dallas policies as well as the University of Texas System's policies, and adhere to the current National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega.**
- 2. This chapter will hold at least one meeting per week during the fall and spring semesters of each academic year. The time of these meetings shall be decided by a simple majority of voting members of this chapter.**
- 3. Quorum shall be defined as one half (rounded up) of Active Brothers who are in good standing. Quorum is assumed unless challenged.**

4. Membership

4.1 Active membership in this chapter shall be open to any Brother who has completed the pledging program of this chapter or another chapter of Alpha Phi Omega and who fulfills the following requirements and is in good standing with the University of Texas at Dallas:

- A. Active Brothers in this chapter shall be required to complete a minimum of 30 hours of service per semester as per the *Service Policy*.
- B. Active Brothers shall not miss more than three chapter meetings in one semester as per the *Membership Policy*.
- C. Active Brothers must pay the chapter dues according to the current AEZ "Treasurer and Finance Policy".
- D. Active Brothers are the only members who may vote during normal chapter meetings, with the exception of Neophyte members during chapter elections as well as Bylaw Amendments.
- E. Associate membership shall be declared when an active brother fails to meet a portion of the active member requirements but pays chapter dues for a semester. A brother may be returned to active status the following semester upon payment of chapter dues.
- F. Active brothers that fail to pay the chapter dues for a semester are automatically declared inactive. The brother may be returned to active status the following semester upon payment of chapter dues before the established due date of that semester.
- G. A change in membership status from Associate or Inactive to Active based upon financial obligation must first be petitioned by the member in question, and be approved by the Treasurer. Upon approval, the member will regain Active status.

4.2 Associate membership in this chapter shall be open to any brother who has completed the pledging program of this chapter or another chapter of Alpha Phi Omega, and is a student in good standing at The University of Texas at Dallas. The Executive Committee may grant exceptions.

- A. Associate members must pay the half of the chapter dues of Active members according to chapter policy and Bylaws.
- B. Associate members may not hold an elected or appointed office.
- C. Associate members may not vote in chapter meetings or elections.
- D. Associate members may serve as a project coordinator or as the chair of a special committee by presidential appointment.
- E. Associate Brothers in this chapter shall be required to complete a minimum of 5 hours of service per semester.
- F. Associate brothers shall attend at least one regularly scheduled chapter meeting per month per semester.

4.3 Inactive Membership shall be declared when a Brother fails to register as either an Active or Associate member, or fails to meet membership requirements as per the *Membership Policy* with the exception of Advisors and Honorary Brothers.

- A. Inactive Brothers may not hold an elected or appointed office.
- B. Inactive Brothers may not vote in chapter meetings or elections.

4.4 Alumni Membership is conferred upon Brothers that have graduated or that are no longer enrolled at The University of Texas at Dallas.

- A. Alumni Membership is conferred on Advisory members when not serving as a member of the Advisory Committee.
- B. Alumni may not hold an elected or appointed office.
- C. Alumni may not vote in chapter meeting or elections

4.5 Advisory Membership shall be conferred by the Executive Committee by a three-fourths majority vote of the committee at a meeting where quorum prevails, subject to majority vote of approval of Active Brothers at a meeting where quorum prevails.

- A. Advisory Membership shall be for two-year terms (four regular semesters) with no term limitations.
- B. Advisory Membership may not be conferred upon undergraduate students.
- C. Advisors may not hold an elected or appointed office (other than Advisory Chair).
- D. Advisors may not vote in chapter meetings or elections (other than Advisory Chair in Executive Committee meetings).

4.6 Honorary Membership shall be conferred by the Active Membership by a three-fourths majority vote of Active Brothers at a meeting where quorum prevails.

- A. Honorary Membership may not be conferred upon undergraduate students.

4.7 Pledge membership is open to any University of Texas at Dallas student with a desire to learn about Alpha Phi Omega and our cardinal principles.

- A. Pledges must pay dues determined by the chapter, which shall be applied to the chapter's expenses for the pledging program.
- B. Pledges must complete 20 hours of service during the pledging period.
- C. Pledges may not vote in chapter meetings or elections.
- D. Pledges are conferred Active classification upon the completion of the chapter's pledging program and participation in the Activation ceremony. The pledging program requirements for each semester are decided upon by three-fourths majority vote of the chapter at a meeting where quorum prevails.

4.8 Neophyte Membership shall be conferred upon any pledge member who has completed the chapter's pledging requirements, and has not yet participated in an Activation Ceremony. This is a temporary membership type that exists between Pledge and Active classifications.

- A. Neophyte members may vote in chapter elections, provided that all pledging requirements have been fulfilled.

4.9 Membership dues shall be approved by a majority vote of Active Brothers at a regularly scheduled chapter meeting where quorum prevails. Membership dues shall be paid in accordance with the Chapter Finance Policy.

4.10 'Good Standing' shall be defined as a student of The University of Texas at Dallas who is not currently on any type of academic, scholastic, or disciplinary suspension from or with the university.

5. Elected Offices

5.1 Officers shall be charged with the responsibility of promoting Alpha Phi Omega's three Cardinal Principles of Leadership, Friendship and Service and with the duty of ensuring that the chapter adheres to the purpose of the Fraternity. Officers shall be elected within four weeks of the end of each semester that the chapter meets. The terms for officers shall begin two weeks following the last regularly scheduled chapter meeting. Elected officer positions and duties and order of election in this chapter will be as follows:

5.2 President

- A. To serve as chief spokesman and representative for the Alpha Epsilon Zeta chapter of Alpha Phi Omega.
- B. To give supervision to the chapter and its officers, and to see that chapter duties and obligations, national and local, are fulfilled.
- C. To preside at all meetings of the chapter, the Executive Committee, and the Chapter Program Planning Conference.
- D. To serve as a member of the Advisory Committee.
- E. To serve as an ex-officio member of all chapter committees.
- F. To coordinate the functions of all chapter officers and committees.
- G. To review goals set at the Chapter Program Planning Conference at Executive Committee meetings and once a month in chapter meetings.
- H. To appoint the regular committee chairmen and follow through seeing that the committee personnel are properly selected.
- I. To appoint any special committees necessary for expediency in executing the program of the chapter.

- J. To ensure that the chapter adheres to University and Fraternity policies.
- K. To perform such other duties as the office shall require.

5.3 Vice President of Communications and Leadership Development (“CoLD”)

- A. To serve as Chairman of the Communications and Leadership Development Committee, and to ensure the execution of its responsibilities as listed in the Bylaws.
- B. To oversee the Chapter Leadership Development Program by planning chapter programs and seminars, and encouraging participation in National Fraternity and University leadership workshops.
- C. To perform all Presidential duties in the absence of the President, and serve as Interim President if the Office of the President should become vacant until new elections for the Presidency are held within two chapter meetings where quorum prevails.
- D. To serve as a member of the Executive Committee.
- E. To appoint, supervise, and receive the reports from the following officers: Historian, Net Resource Coordinator, Newsletter Editor, Inter-Chapter Relations Coordinator, and Public Relations Coordinator.
- F. To supervise and receive the reports from the Sergeant-at-Arms.
- G. To maintain and make available to the chapter a master calendar of scheduled chapter events.
- H. To maintain the continuity file of all paperwork pertaining to the office.
- I. To oversee the completion of project evaluations for all activities initiated by the office.
- J. To perform all other duties as the office may require or that the President may assign.

5.4 Vice President of Membership

- A. To serve as Chairman of the Membership Committee and ensure the execution of its responsibilities as listed in the Bylaws.
- B. To serve as a member of the Executive Committee.
- C. To keep an accurate record of the attendance of each member at all chapter meetings.
- D. To keep an accurate record of membership status for the purpose of meeting quorum, voting, and eligibility to be a candidate for an elected or appointed office.
- E. To maintain and make available to the chapter a current chapter roster.
- F. To ensure the coordination of the pledge program with the chapter program and activities.
- G. To appoint, supervise, and receive the reports from the following officers and committee chairs: Rush Coordinator, Fellowship Coordinator, Alumni Relations Coordinator, and Banquet Chair.
- H. To maintain a continuity file of all paperwork pertaining to the office.
- I. To oversee the completion of project evaluations for all activities initiated by the office.
- J. To perform all other duties as the office may require or that the President may assign.

5.5 Vice President of Service

- A. To serve as Chairman of the Service Committee and ensure the execution of its responsibilities as listed in the Bylaws.
- B. To serve as a member of the Executive Committee.
- C. To appoint a service project coordinator for each service project.
- D. To ensure that all details of every project are planned.
- E. During each project, to maintain a constant check on all details and to follow the project through to a conclusion.
- F. To maintain a cumulative record of service hours attained by chapter Brothers.
- G. To maintain a continuity file of all paper work pertaining to the office.
- H. To oversee the completion of project evaluations for all activities initiated by the office.
- I. To perform all other duties as the office may require or that the President may assign.

5.6 Pledgemaster

- A. To serve as a member of the Executive Committee.
- B. To plan the chapter pledge program subject to approval by a majority vote of Active Brothers at the second regularly scheduled meeting where quorum prevails.
- C. To give all pledges the opportunity to learn the fundamentals of Alpha Phi Omega and grasp the spirit of fraternity during their pledging period.
- D. To serve as an advisor to the pledge class.
- E. To coordinate the execution of pledge and initiation rituals and all surrounding activities.
- F. Assist Pledge Class Chair with pledge class project, fellowship, retreat, and t-shirt.
- G. To appoint and receive reports from the following officers: Pledgemaster Assistant.
- H. To maintain a continuity file of all paperwork pertaining to the office.
- I. To oversee the completion of project evaluations for all activities initiated by the office.
- J. To perform all other duties as the office may require or that the President may assign.

5.7 Treasurer

- A. To receive all monies of the chapter and keep an accurate record thereof.
- B. To make all payments of chapter accounts, upon proper authorization.
- C. To diligently collect all membership fees and dues, pledge and initiation fees, and all assessments.
- D. To keep an accurate written record of the payments made by each individual member of the chapter, either for the National Fraternity or for the chapter, and give a written receipt for all such funds.
- E. To transmit promptly the funds due to the National Fraternity, for pledge fees, national membership fees, and supplies; and to keep on file all receipts for such payments.
- F. To manage all chapter financial accounts.
- G. To present monthly bank account statements during Executive Committee meetings.
- H. To prepare an annual return on the appropriate forms and file it with the Internal Revenue Service in the district in which the chapter is located and

shall have the chapter financial records reviewed at the close of the term of office.

- I. To serve as a member of the Executive Committee.
- J. To serve as the Chairman of the Finance and Fundraising Committee.
- K. To appoint a Fundraising Project Coordinator for each fundraising project.
- L. To serve as chapter quartermaster.
- M. To maintain a continuity file of all paperwork pertaining to the office.
- N. To oversee the completion of project evaluations for all activities initiated by the office.
- O. To perform all other duties as the office may require or that the President may assign.

5.8 Secretary

- A. To serve as a member of the Executive Committee.
- B. To keep accurate minutes of all chapter meetings, Executive Committee meetings, the Chapter Program Planning Conference and make these minutes available to the chapter
- C. To oversee the management and organization of the chapter office, during such times that the chapter maintains office space.
- D. To ensure that all necessary paperwork is completed and sent to the National Office.
- E. To handle obtaining meeting facilities on campus for chapter meetings and events.
- F. To maintain a record of all current chapter policies.
- G. To maintain a continuity file of all paperwork pertaining to the office.
- H. To oversee the completion of project evaluations for all activities initiated by the office.
- I. To perform all other duties as the office may require or that the President may assign.

5.9 Chairman of the Advisory Committee

- A. To call and preside over Advisory Committee meetings for the purpose of discussing the chapter program and administration.
- B. To make a written report twice per year in writing to the National Office as to the progress and status of the chapter.
- C. To call and preside at special chapter meetings upon the written request of one half of the Active Brothers, if the President has not complied with such a request.
- D. To receive in writing all proposed charges of impeachment of any elected officer who is an active member at least seven days prior to the meeting at which the vote is to be taken.
- E. The Advisory Chairman shall preside over all impeachment proceedings regarding any elected officer who is an active member.
- F. This position may only be held by a Chapter Advisor.

6. Appointed Offices

6.1 Historian

- A. To maintain a history book containing photographs, newspaper clippings, and a detailed and accurate history of the chapter covering the period of the office, including projects, a list of officers elected and appointed, humorous happenings, and an account of fellowship activities.
- B. To be responsible for the promotion and preservation of all chapter traditions.
- C. To update the chapter history section of the pledge manual.
- D. To ensure that chapter group pictures are taken each semester.
- E. To serve as a member of the Communications and Leadership Development Committee.
- F. To report all progress to the Vice President of Communications and Leadership Development.

6.2 Newsletter Editor

- A. To serve as a member of the Communications and Leadership Development Committee.
- B. To assemble, edit, and distribute once a month, during semesters that the chapter is meeting, a chapter newsletter.
- C. To report progress of the newsletter to the Vice President of Communications and Leadership Development.

6.3 Net Resource Coordinator

- A. To serve as a member of the Communications and Leadership Development Committee.
- B. To manage and coordinate all of the chapter's Internet resources including but not limited to: chapter Internet accounts, listservs, web pages.
- C. To submit articles to the chapter newsletter regarding the chapter's net resources and other items of interest regarding the Internet.
- D. To maintain and update an informational insert for the pledge manual regarding the chapter's Internet resources.
- E. To report on all progress to the Vice President of Communications and Leadership Development.

6.4 Sergeant at Arms

- A. To be appointed by the President, subject to the approval of the Executive Committee as a whole.
- B. To serve as Chapter parliamentarian and chief interpreter of these bylaws.
- C. To guard the portal and perform such disciplinary measures as are deemed necessary by the President.
- D. To receive all nominations prior to the close of nominations.
- E. To distribute and collect ballot sheets on all occasions when voting is done in writing and to have charge of the counting of said ballots.
- F. To serve as a member of the Communications and Leadership Development Committee.
- G. To maintain custody of a copy of the current chapter Bylaws, National Bylaws, Robert's Rules of Order, Newly Revised, and all Chapter Policies at all chapter meetings.
- H. To serve as a non-voting member of the Executive Committee.

6.5 Rush Coordinator

- A. To plan and execute all Rush activities in coordination with the Membership Committee, the Vice President of Membership, and the Pledgemaster.
- B. To serve as a member of the Membership Committee.
- C. To report all progress to the Vice President of Membership.

6.6 Alumni Relations Coordinator

- A. To contact all known Alumni and keep them informed of the state of the chapter and encourage their attendance at chapter functions.
- B. To maintain contact with local Alumni associations.
- C. To serve as a member of the Membership Committee.
- D. To coordinate in conjunction with each of the chapter's Awards Banquets an Alumni Weekend event.
- E. To report all progress to the Vice President of Membership.

6.7 Fellowship Coordinator

- A. To serve as a member of the Membership Committee.
- B. To maintain the spirit of Brotherhood and Friendship.
- C. To coordinate all Fellowship activities and chapter social events and perform all other duties as required by the office.
- D. To appoint a Fellowship Project Coordinator for each fellowship project, with the approval of the Vice President of Membership.
- E. To report all progress to the Vice President of Membership.

6.8 Public Relations Coordinator

- A. To serve as a member of the Communications and Leadership Development Committee.
- B. When the chapter is involved in an event, to ensure that event is publicized through the school, the community, or other forms of media as appropriate.
- C. To report all progress to the Vice President of Communications and Leadership Development.

6.9 Inter-Chapter Relations Coordinator

- A. To serve as a member of the Communications and Leadership Development Committee.
- B. To inform other chapters of Alpha Phi Omega about events that might concern them.
- C. To inform our chapter about events that other chapters are holding that might concern the brothers of this chapter.
- D. To report all progress to the Vice President of Communications and Leadership Development.

6.10 Pledgemaster Assistant

- A. To assist the Pledgemaster in pairing up pledges with big brother(s).
- B. To check up on a regular basis that the big brothers are performing their responsibilities.

- C. To help the Pledgemaster in planning the Pledge Program.
- D. To report all progress to the Pledgemaster.
- E. To perform all other duties that the position may require, or that the Pledgemaster may assign.

6.11 Other Positions

- A. All other positions shall be appointed by the President as needed upon the recommendation of the Executive Committee or of the chapter.

7. Elections, Succession, Removal, and Impeachment

7.1 Elections

- A. Elected positions shall be elected by a simple majority vote of active brothers present at a meeting where quorum prevails.
- B. All officers must remain active during the term of their office.
- C. No elected officer may hold the same elected position more than two terms, excluding the position of Advisory Chair. A term of office will be considered ten or more weeks of a semester in which the chapter meets.
- D. All elected offices may only be held by members who have held active membership classification, excluding the position of Advisory Chair.
- E. The office of the President, VP CoLD, Pledgemaster and Treasurer may only be held by members who held active membership classification for the semester prior to term of office to be served.
- F. The membership status of all Brothers shall be reviewed in a regular chapter meeting one week prior to conducting elections by the Vice President of Membership.
- G. The order of elections shall be as follows: President, VP CoLD, VP Membership, VP Service, Pledgemaster, Treasurer, and Secretary.
- H. The office of the President may only be held by an active member who has served as a member of the Executive Committee for at least one semester in the chapter upon running for the position.

7.2 Succession

If for any reason an officer resigns or is removed the officer shall be replaced in the following manner:

- A. Succession to the Presidency shall follow the order of elections.
- B. The President shall fill other elected offices by interim appointment, and new elections for the position will be held within two chapter meetings where quorum prevails.

7.3 Responsibility and Censure

- A. All Elected and Appointed Officers are responsible to the chapter and shall work at all times to enact the brothers' wishes and the best interests of the chapter. If at any time it is felt that an officer is not fulfilling these responsibilities, a three-fourths affirmative vote of the active voting membership present at a meeting in which quorum prevails shall have the authority to censure the officer, and they shall take such action as is necessary

to fulfill the wishes of the chapter. A motion of censure shall be introduced from the floor at a regular meeting.

7.4 Impeachment

- A. If for any reason, an elected officer fails to complete the duties of the office, the officer may be removed from office after being censured. The motion of removal would require a three-fourths majority vote of Active Brothers at a meeting where quorum prevails. Upon passage, the President shall appoint an interim officer and elections for the position shall be held at the next regularly scheduled chapter meeting where quorum prevails.

7.5 Voting

- A. Voting will be conducted by secret ballot.
- B. A candidate must receive a simple majority of the legal votes cast to be elected to office. When necessary, run-offs will be between the two highest numbers of votes received, no matter the number of individuals receiving the votes.
- C. Any ballot judged illegal by the elections supervisor will not be counted.
- D. In the event of a tie between two candidates running for a position, the President shall abstain from the following round of voting if his or her vote creates an even number of voting members.

8. Committees

8.1 Committee Chairs

- A. Committee Chairs shall have no vote on any voting matter that arises before their committee, except in the event of a tie.

8.2 Executive Committee

- A. Each officer of the Executive Committee, in accepting his/her responsibilities, must give the Oath of Office as stated in the Alpha Phi Omega National Fraternity Ritual Book.
- B. The voting members of the Executive Committee shall consist of the Vice Presidents, Pledgemaster, Treasurer, Secretary, and Advisory Chairman
- C. Former presidents are ex-officio, non-voting members of the Executive Committee.
- D. The President or Committee Chair will vote only in the event of a tie.
- E. The Executive Committee shall know and uphold Alpha Phi Omega's National Bylaws and Standard Chapter Articles of Association, as well as the Chapter's Bylaws.
- F. Committee quorum shall consist of two-thirds of the voting Active Brothers on the committee.
- G. Meetings of the Executive Committee may be open or closed to general chapter membership at the discretion of the President.
- H. The Executive Committee is to be responsible for formulating a program at the beginning of each term in office, which shall be subject to approval by a simple majority of the Active Brothers at a meeting where quorum prevails.

This program shall include a tentative outline of the chapter activities for their term and shall also include proposed activities for the next semester.

- I. The Executive Committee shall formulate a semester budget in conjunction with the Finance and Fundraising Committee.
- J. The Executive Committee shall have the authority and responsibility to determine chapter policy.
- K. The Executive Committee shall have the authority and responsibility to recruit suitable Chapter Advisors, and confer Advisory membership, subject to majority vote of approval of Active Brothers at a meeting where quorum prevails.
- L. The Executive Committee shall meet at least once every week to execute its duties.
 - i. There should be no absences unless extreme circumstances are presented to, and accepted by, three-fourths of the Executive Committee.
- M. Special meetings of the Executive Committee may be called by the President or upon the written request of the majority of the membership of the Executive Committee.

8.3 Communications and Leadership Development Committee

- A. To plan and execute the chapter's Communication and Leadership Development Program.
- B. To encourage and coordinate chapter participation in Sectional and Regional conferences, National Conventions, and leadership programs offered by the fraternity at the Sectional, Regional, and National level, such as APO LEADS and others as they are made available.
- C. To facilitate and encourage participation by the chapter membership in inter-chapter activities.
- D. Membership on the committee shall be open to any brother. The following officers shall be on the Communications and Leadership Development Committee by their office: Vice President of Communications and Leadership Development (Chair), Historian, Sergeant at Arms, Net Resource Coordinator, Newsletter Editor, Inter-Chapter Relations Coordinator, and Public Relations Coordinator.
- E. To improve communication by the chapter to outside entities, by the chapter to other chapters, and between brothers of this chapter.
- F. To make regular reports to the National Office for the editor of the "Torch and Trefoil."
- G. To assist the Public Relations Coordinator in the dissemination of information.
- H. To assist the Inter-Chapter Relations Coordinator to effectively communicate with other chapters about events that might concern them.
- I. Along with the Net Resource Coordinator and the Web Team, to formulate and implement a plan to present information on the chapter's website and listserv.
- J. This committee shall meet at least twice every month to execute its duties.

8.4 Membership Committee

- A. To plan and execute the chapter membership program, encompassing the chapter's membership recruitment, education, and retention programs.
- B. To plan, publicize, and coordinate membership campaigns.

- C. To plan open meetings to which prospective members shall be invited.
- D. To develop and execute a membership retention program in which Active Brothers who have not attended recent events are contacted for the purpose of informing them of recent and upcoming activities, and when appropriate, to inform them of inactive or associate status.
- E. To coordinate weekly activities to boost morale and facilitate membership retention.
- F. Membership on this committee shall be open to anybrother. The following officers shall be on the Membership Committee by their office: Vice President of Membership (Chair), Rush Coordinator, Alumni Relations Coordinator, and Fellowship Coordinator.
- G. To plan fellowship activities and events in order to foster friendship throughout the semester.
- H. To assist the Alumni Relations Coordinator to effectively communicate chapter events to all Alumni of the chapter, and to any Alumni in the area who may be associated with the chapter.
- I. To see that Awards Banquets are held semiannually.
- J. This committee shall meet at least once every month to execute its duties.

8.5 Service Committee

- A. To propose a list of projects for the following semester, to be presented at the next calendar planning meeting.
- B. To ensure that the chapter service program has a balance of service projects that meets the needs of the chapter membership.
- C. To obtain suggestions for service projects from all possible sources including, but not limited to, the following: Scouting Advisors, college officials, campus organizations, other Brothers, students, and national organizations.
- D. To present proposed projects to the Executive Committee and the Chapter for approval.
- E. To ensure that the chapter participates in National Service Day and the National Program of Emphasis.
- F. To plan and execute at least one campus wide service event each semester.
- G. Membership on this committee shall be open to any brother. The following officers shall be on the Service Committee by their office: Vice President of Service (Chair), and all service project coordinators.
- H. This committee shall meet at least once every month to execute its duties.

8.6 Finance and Fundraising Committee

- A. To formulate a semester budget which shall include a tentative outline of income and expenditures during the committee's term of office, to be approved by a majority vote of the active members at a meeting where quorum prevails.
- B. To propose chapter pledge and activation dues, subject to approval by a majority of active members present at a meeting where quorum prevails.
- C. To seek out sources of fundraising in addition to the chapter membership dues.
- D. Membership on this committee shall be open to any brother. The following officers shall be on the Finance and Fundraising Committee by their offices: Treasurer (Chair), and all Fundraising Coordinators.
- E. This committee shall meet at least once every month to execute its duties.

8.7 Advisory Committee

- A. The Advisory Committee shall meet once per month during the Fall and Spring semesters. At each meeting the Chapter President shall give a report on the status of the Chapter.
- B. This committee shall discuss and make recommendations concerning any problems or questions expressed by any chapter member.
- C. Membership on this committee shall be open to any of the advisors of the chapter. The Advisory Chair shall act as Chair of the Advisory Committee.

8.8 Awards Committee

- A. Each semester the VP CoLD shall appoint an awards committee to determine the chapter awards, and will serve as the committee chair, as per the Awards Committee Policy.
- B. Membership on the committee shall be determined per the Awards Committee Policy.
- C. To award all awards as described per the Awards Committee Policy.

8.9 Temporary Committees

- A. The Chapter President may appoint committees to deal with special issues as deemed necessary.

9. Special Meetings

- A. Special meetings of this chapter may be called by:
 - (a) The President
 - (b) The members of the Executive Committee as a whole
 - i. The meeting shall be held within three days of the request.
 - (c) With the written request of one half of the active members in good standing.
 - i. The meeting shall be held within three days of the request. In the case the President does not comply with the request within the required time, the request in writing may be presented to the Chair of the Advisory Committee, who shall call and preside over the meeting within three days of the receipt of the request. A notice of all special meetings shall contain a statement of purpose of the meetings or of the special business to be discussed.

10. Conferences

- A. This chapter shall send a delegation of at least one representative to all National Conventions, Region VII Conferences, and Section 41 Conferences.

11. Parliamentary Procedure

- A. All meetings shall be run according to Robert's Rules of Order, Newly Revised or by any special rules as approved by the chapter where quorum prevails, in all cases to which they are applicable and do not conflict with these Bylaws.

- B. There shall be no proxy votes or absentee votes.

12. Chapter Bylaws

- A. Amendments to these Bylaws must be submitted to the chapter President in writing. The Amendment(s) must be read during the regular meeting for two weeks prior to consideration by the chapter.
- B. Amending the Bylaws requires a two-thirds majority vote of Active Brothers present at a meeting where quorum prevails.
- C. In February of odd-numbered years, a Bylaw Review Committee shall be appointed by the Chapter President. This committee shall review the Bylaws and shall present all committee proposed amendments by the first meeting in April.

13. In Effect

- A. These Bylaws shall go into effect immediate upon passage, and all chapter business relating to said semester shall be subject to these Bylaws except in cases otherwise noted in the amendment passed.

14. Chapter Policy

- A. All chapter policies should adhere to these Bylaws and should be read in a regularly scheduled chapter meeting by the appropriate officer by the third week of each semester. All policies will be kept on the chapter website for reference by all brothers.
- B. Chapter policy may be enacted by a three-fourths majority vote of the Executive Committee at a meeting where quorum prevails, or by a two-third vote of all of the Active Brothers.
- C. Chapter Policies, once adopted, shall remain in effect until amended or otherwise modified.
- D. Appendix A (Insert Policies here)