

Chapter Articles of the Association

These articles supersede all other articles before this revision date.

Revised: Tuesday, September 26, 2006

Preamble

WE THE MEMBERS OF THE SIGMA SIGMA CHAPTER OF ALPHA PHI OMEGA, NATIONAL SERVICE FRATERNITY, CHARTERED ON THE CAMPUS OF THE UNIVERSITY OF ILLINOIS AT CHICAGO, AND ESTABLISHED FOR THE PURPOSE OF ASSEMBLING COLLEGE STUDENTS IN THE FELLOWSHIP OF THE PRINCIPLES OF THE BOY SCOUTS OF AMERICA AS EMBODIED IN ITS SCOUT OATH AND LAW, TO DEVELOP LEADERSHIP, TO PROMOTE FRIENDSHIP AND TO FURTHER THE FREEDOM THAT IS OUR NATIONAL, EDUCATIONAL AND INTELLECTUAL HERITAGE, DO ADOPT THESE CHAPTER ARTICLES OF ASSOCIATION.

ARTICLE I

NAME

The name of this organization is the Sigma Sigma Chapter of Alpha Phi Omega at the University of Illinois at Chicago.

ARTICLE II

PURPOSE AND POLICY

The purpose of this organization is to bring together members of the University of Illinois at Chicago in Leadership, Fellowship and Service to the Campus, to the Youth and Community, to the Nation, and to the Members of the Chapter.

The chapter shall be conducted as a service fraternity under the policies, principles and provisions set forth in the national by-laws and these in chapter articles of association of Alpha Phi Omega.

ARTICLE III

MEMBERSHIP

Section 1. Open Membership.

Open membership shall be a sufficient number of Active Members to fulfill the ideals and purposes of the chapter and of Alpha Phi Omega, National Service Fraternity.

The organization will not discriminate against any person. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter as according to 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 in good standing who are participating in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The pledge ceremony shall be conducted according to the official ritual of the fraternity. Pledges must meet all of the following requirements to participate in the Initiation Ritual.

- 1) **LENGTH OF PLEDGE PERIOD.** The pledge period shall commence no later than the fourth (4th) week of the semester and terminate at least seven (7) weeks later.
- 2) **PLEDGE PERIOD REQUIREMENTS.** The following requirements are the only necessities of the pledge period and may be revised each semester by the executive board and ultimately decided by a quorum of active members.
 - A) Fifteen (15) hours of planned chapter, university, community or national service. No more than five (5) hours may be transferred from individual volunteer work.
 - B) Attendance at three (3) planned fellowship activities. A fellowship is defined as an activity that is announced to the chapter and has at least 2 members present. Mandatory events and/or the dinners that follow them do not count towards the fellowship requirement.
 - C) The pledge class must organize its own independent service and fellowship projects, and participate in at least one, chapter-wide fund-raiser.
 - D) Pledges must elect a President, Vice-President, Secretary, and Sergeant at Arms, as well as hold their own pledge meetings under the supervision of the Vice-President of Membership and Pledge Trainer.
 - E) Pledges must attend at least four (4) official active meetings.
 - F) Pledges must attend pledge ritual and initiation ritual.

- i) Pledges are allowed two (2) excused absences per pledge period. An excused absence consists of sufficient reason for absence being presented to the pledge trainer in either written or email form at least 24 hours prior to the meeting. All reasons are subject to review by the pledge trainer.
- ii) Pledges are not allowed any unexcused absences during the pledge period. The first unexcused absence will result in review by the Pledge Trainer. The second unexcused absence will result in being dropped from the pledging process for that semester.

Section 3. Active Membership.

Active membership in this chapter shall be conferred upon students in good standing, who are in fellowship of the principles of Alpha Phi Omega and the Boy Scouts of America as embodied in the scout oath and law; who, to the satisfaction of this chapter, are so oriented, and who have successfully completed the period of pledge membership. Active membership shall carry all rights and responsibilities in this chapter, pending the member remains in good standing with the university, fraternity and chapter, and does not become an associate member. Should fulfillment of the following requirements fall significantly behind, the member's good standing will be brought before the consideration of the executive board.

- 1) **ACTIVE MEMBERSHIP REQUIREMENTS.** The following requirements are the only necessities of active membership, and may be revised each semester by the executive board and ultimately decided on by a quorum of active members.
 - A) Twenty (20) hours of planned service benefiting the chapter, university, community, or nation. No more than five (5) hours may be transferred from individual volunteer work.
 - i. Actives who have signed up to participate in service project that are unable to attend must give coordinator 24 hour notice.
 - ii. Actives who fail to follow the above procedure will be deducted half the hours of the service project.
 - B) Attendance at four (4) planned fellowship activities. A fellowship is defined as an activity that is announced to the chapter and has at least 2 members present. Mandatory events and/or the dinners that follow them do not count towards the fellowship requirement.
 - i. Actives who have signed up to participate in fellowship that are unable to attend must give coordinator 24 hour notice.
 - C) Actives must elect an executive board to maintain order and consistency in the chapter.
 - D) Actives must regularly attend the planned weekly meetings.
 - i. Actives are allowed three (3) excused absences per semester without penalty. An excused absence consists of sufficient reason for absence being presented to the Sergeant at Arms in either written or email form at least 24 hours prior to the meeting. All reasons are subject to review by the Executive board.
 - ii. All actives are allowed one (1) unexcused absence per semester.
 - E) Each active member shall organize one (1) service project and one (1) fellowship. Completion of these requirements is recognized upon the submission of a written description and acceptance by the Vice-Presidents of Service and Fellowship. Off-semester events shall be applied to the following semester.
 - F) Actives must be in good standing with the Treasury.
 - G) Active members must attend all mandatory events, as stated, Initiation, Activation, one (1) Pledge Informational Meeting, CPPC, mini-blocks, and any other meetings deemed necessary by active members.
 - i. Failure to attend one (1) of the above events will result in hosting an additional fellowship (in addition to the existing fellowship requirements).
 - ii. Failure to attend two or more events results in a meeting and review by Executive Board.

Section 4. Associate Membership.

The chapter may confer associate membership upon an active member who finds it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort.

- 1) **LENGTH OF ASSOCIATE MEMBERSHIP.** Associate membership may last a length of one (1) semester, and once every eight (8) semesters, after which the member is required to re-establish his good standing as an active member by upholding active requirements.
- 2) **ASSOCIATE MEMBERSHIP REQUIREMENTS.** The following requirements are the only necessities of associate membership, and may be revised each semester by the executive board and ultimately decided on by a quorum of active members.
 - A) The member petitions, in writing by the 3rd week of the semester, any request for associate membership to the executive board to be voted upon.
 - B) An associate member must pay annual national dues owed by each member to the national office in order to remain a member of the fraternity.
 - C) An associate member may be required to pay all or a fraction of the semester's chapter dues.
 - D) An associate member must complete half of all requirements of Active members except an associate does not have to attend weekly meetings or setup service project of fellowship.

Section 5. Inactive Membership.

An inactive member is one who no longer retains the rights and privileges of a member of this chapter and is struck from the roster.

- 1) **CONDITIONS LEADING TO INACTIVE STATUS.** A member will be considered inactive if:
 - A) The member wishes to end his involvement with the chapter. A letter of intent must be submitted to the executive board by the 3rd week of the semester.
 - B) The member does not fulfill all of the requirements of associate membership.
 - C) The member does not fulfill all of the requirements of active membership.
 - D) The member intentionally breaks any of the policies, principles, purposes, or ideals of the fraternity or chapter.
 - E) The member disgraces the chapter, whose actions bring sanctions by the National fraternity against the chapter.
 - F) The member is voted by four-fifths (4/5) decision of the entire voting membership to be a member in bad standing.
- 2) If a member falls under any of the conditions in Section 1, the member will be notified, in writing by the President and Vice-President of Membership, of the violations and given one (1) week to respond before being placed on the inactive list. The week to respond is a chance for the member to complete any petitions or file any papers that will satisfy the reason for which they were placed on the inactive list.
- 3) A member on the inactive list will be given one (1) semester of inactive membership in which the member may defend himself before the chapter. No chapter rights will be retained during this period.
- 4) The inactive member may be returned to active membership status provided all the following conditions are met:
 - A) The executive board reviews the case with two (2) advisors and the majority decision is that the person be reinstated to active membership.
 - B) Having met condition 1, three-fourths (3/4) of the voting membership vote in favor of reinstating the accused.
 - C) The member completes any neglected paperwork that resulted in inactive membership status.
 - D) The conditions 1, 2, and 3 are met; the person will be given a list of the re-activation requirements, which will be approved, by the chapter and two (2) advisors.
- 5) An inactive member will be dropped from the membership in the chapter if not reinstated. The person will not retain any rights or privileges of the chapter. The person will not be erased from any historical past of the chapter. Full documentation of the event and review will be placed in the chapter's personnel file, as the President's responsibility.

Section 6. Advisory Membership

This chapter may confer advisory membership upon persons approved to serve on the advisory committee and they shall have all rights and privileges of active membership except those of voting or holding office in the chapter other than the chairperson of the advisory committee. Such membership may not be conferred upon undergraduate students.

Section 7. Honorary Membership.

This chapter may confer honorary chapter membership upon the person who has 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 of an institution by which a charter is held of institutions where extension efforts are ongoing. The approval of a vote of at least three-fourths (3/4) of the chapter's voting membership shall be required for the conferring of honorary chapter membership.

Section 8. Alumni Membership.

Upon leaving this chapter, all who have held active, advisory, or honorary memberships in the chapter shall be recognized as alumni members. Advisory members shall be recognized as alumni members when they become life members or upon leaving their respective chapters.

ARTICLE IV OFFICERS

Section 1. Active Officers.

This chapter shall elect the following officers: President, Vice-President of Membership, Vice-President of Service, Vice-President of Fellowship, Treasurer, Pledge Trainer, Secretary, Interfraternal Relations, Historian and Sergeant at Arms. Such officers shall be elected by a majority vote. Such officers shall be properly installed by a traditional ceremony according to the official ritual book.

Section 2. General Officer Duties.

Each officer shall:

- 1) Attend all executive board and chapter meetings unless excused by the presiding officer.
- 2) Maintain at least two (2) office hours per week.
- 3) Attend the Chapter Program Planning Conference.
- 4) Be present at various and as many possible chapter activities.
- 5) Be responsible for a manual of the semester's activities to be given to the successor of the office.
- 6) Designate a member to fulfill his duties in his absence unless otherwise stipulated in the by-laws.
- 7) Perform any other duties as prescribed by the executive board.
- 8) Present a report at every executive board meeting.

Section 3. Specific Officer Duties.

1) President.

The President shall:

- A) Serve as the single representative of the chapter.
- B) Serve as the presiding officer at all chapter meetings and serve as the chair of the executive board.
- C) Present a visible agenda at all chapter meetings.
- D) Present the goals and objectives at the first meeting of the semester in order to give direction to the officers and the chapter.
- E) In cooperation with the Vice-President of Membership, establish any committee deemed necessary to carry out special events or actions of the chapter with approval from the executive board.
- F) In cooperation with the Vice-President of Membership, be responsible for inactive members. This entails communicating with the inactive member and facilitating a fair process by which members are reinstated or dropped from the chapter.
- G) Be responsible for associate members, entailing that the President assign the responsibility of forwarding information, accepting associate members' letters of intent, and achievement of responsibilities.
- H) Act as liaison between other groups and administrative offices on campus.
- I) Insure that the chapter is operating in conformity with the principles set forth in the National By-laws, Standard Chapter Articles of Association, Articles of Incorporation, and this chapter's constitution.
- J) Give a State of the Chapter Address at the end of the semester at a regular meeting discussing the failures, successes and future direction of the chapter.
- K) Serve as support and informative source for all officers and committees.
- L) Organize officer exchange sessions by which new officers can be informed in depth by their predecessor as to their responsibilities and duties.
- M) Obtain necessary space for all chapter meetings and events.

2) Vice-President of Membership.

The Vice-President of Membership shall:

- A) In cooperation with the Pledge Trainer, advertise and promote a period of rush of at least two (2) weeks in which people will be invited to attend informational meetings that educate the prospective pledges about their individual requirements and those of the pledge class during the semester.
- B) In cooperation with the Pledge Trainer, make sure that pledges are given the necessary information to understand the spirit and ideals of the fraternity.
- C) In cooperation with the Pledge Trainer, plan and coordinate the initiative ritual where persons of the University are formally invited as pledges to learn of the ideas and purposes of Alpha Phi Omega.
- D) In cooperation with the Pledge Trainer, plan and coordinate the activation ritual where pledges of the fraternity are formally invited to join active membership of this chapter and the membership of Alpha Phi Omega.
- E) Perform all presidential functions in the absence of the President.
- F) Establish and preside over a standing membership committee to conduct membership recruitment, review, retention and education.
- G) Maintain membership records of pledge, active, associate, advisory, honorary and alumni members.
- H) Report, at the executive board meeting, numbers of pledge, active, associate, advisory, honorary and alumni members.
- I) In cooperation with the Pledge Trainer, maintain a record of pledge requirement fulfillment.

- J) By week fifteen provide documentation of the status of the chapter's current members.
 - K) Vice-President of Membership must take an active role in motivating members and thereby boosting morale.
- 3) Vice-President of Service.
- The Vice-President of Service shall:
- A) Plan and coordinate the service program of the chapter.
 - B) The Vice President of Service shall: Oversee the Service Committee.
 - C) Maintain a record of semester service projects in the service folder including written descriptions to be submitted to the successor at the end of the term.
 - D) Structure service projects with respect to variety, time, on/off campus, and to meet the needs of the chapter.
 - E) Ensure that at least one (1) service project is completed in each of the following areas: nation, youth and community, campus, fraternity and scouting.
 - F) Perform all presidential functions in the absence of the President and Vice President of Membership.
 - G) Pass out sign-up sheets to maintain good attendance at all service functions.
 - H) At each chapter meeting, present a report discussing both past and future events, giving details as to time, place, transportation, and contact person.
 - I) Maintain a record of members' service requirements.
- 4) Vice-President of Fellowship.
- The Vice-President of Fellowship shall:
- A) Plan all activities and events including Mini-Blocks in the fall and spring semester.
 - B) Assist in planning and organizing the party following pledge activation.
 - C) Insure that there are enough fellowship events occurring, between pledges and actives, that all members are acquainted and comfortable with each other.
 - D) Maintain a record of members' fellowship requirements.
- 5) Treasurer.
- The Treasurer shall:
- A) Receive and disburse the funds of the chapter in a prudent manner.
 - B) Establish a date by which the chapter dues and National dues will be received. This date is to be set during the Chapter Program Planning Conference.
 - C) Chair the Fund-Raising Committee and be accountable to and for that committee.
 - D) Maintain an accurate record of all chapter transactions.
 - E) Transmit to the National Office all fees and dues as prescribed by the National Convention.
 - F) Insure that all financial forms and reports prescribed by federal, state, and university policies are filed as required by National By-laws.
- 6) Pledge Trainer.
- The Pledge Trainer shall:
- A) In cooperation with the Vice-President of Membership, advertise and promote a period of rush of at least two (2) weeks in which people will be invited to attend informational meetings that educate the prospective pledges about their individual requirements and those of the pledge class during the semester.
 - B) Plan and coordinate the Pledge Parent Program in which each pledge will be assigned to an enthusiastic active member. Requirements will be set by Vice-President of Membership and Pledge Trainer and approved by executive board.
 - C) In cooperation with the Vice-President of Membership, make sure that pledges are given the necessary information to understand the spirit and ideals of the fraternity.
 - D) In cooperation with the Vice-President of Membership, plan and coordinate the initiative ritual where persons of the University are formally invited as pledges to learn of the ideas and purposes of Alpha Phi Omega.

- E) In cooperation with the Vice-President of Membership, plan and coordinate the activation ritual where pledges of the fraternity are formally invited to join active membership of this chapter and the membership of Alpha Phi Omega.
- F) Educate and evaluate pledges on the requirements and history of the fraternity and chapter.
- G) Facilitate and preside over a pledge review session at an executive board meeting prior to activation.
- H) In cooperation with the Vice-President of Membership, maintain a record of pledge requirement fulfillment.

7) Secretary

The Secretary shall:

- A) Keep an accurate type-written record in a binder and via e-mail of the proceedings of all chapter meetings. Minutes shall be completed within forty-eight (48) hours of the meeting.
- B) Construct a chapter phone and e-mail list to be published and distributed by the third (3rd) chapter meeting.
- C) Construct a phone tree of the active members.
- D) Be responsible for maintaining the chapter by-laws as the chapter amends or corrects them, and send an updated copy to the national office.
- E) Notify all members the time, date, and location of all chapter meetings.
- F) Update the calendar board periodically.
- G) Keep track of all phone numbers, addresses, and birthdays of all chapter members and pledges.
- H) Direct letters of appreciation to persons and organizations who have cooperated with chapter projects and activities.

8) Interfraternal Relations.

The Interfraternal Relations shall:

- A) Maintain communication with other chapters in the section.
- B) Maintain communication with Sectional, Regional, National and International Staff.
- C) Inform the chapter members of events occurring sectionally, regionally, nationally and internationally.
- D) In the event that the Sergeant at Arms cannot fulfill the Section Representative duties, Interfraternal Relations will do so.

9) Historian.

The Historian shall:

- A) Maintain a chapter scrapbook consisting of chapter memorabilia collected during the Historian's term
- B) Promote chapter traditions and institute new ones when appropriate.
- C) Chair newsletter committee.
- D) Keep a record of the quote list.

10) Sergeant at Arms.

The Sergeant at Arms shall:

- A) Maintain order at all chapter meetings.
- B) Record attendance at all chapter meetings.
- C) Serve as Section Representative.
- D) Maintain solemnity and security at initiation, pledging and activation rituals.

Section 3. Advisors.

- 1) The chapter shall have at least three (3), and not more than seven (7), advisors. At least three (3) advisors shall be faculty or staff of the University of Illinois at Chicago, one (1) shall be an alumnus of the chapter, and one (1) shall be the representative of the local Scout Council or hold the rank of Eagle Scout.
- 2) An advisor shall be appointed by the chapter President, and confirmed by the chapter, and shall remain an advisor until resignation or removal by two-thirds (2/3) vote of the chapter. If an advisor is not a member of Alpha Phi Omega at the time of confirmation, he shall be activated at the next scheduled initiation.

- 3) The Chairman of the Advisory Committee shall be appointed by the President with confirmation by the chapter. The Chairman continues as Chairman until he resigns or is removed by majority vote of the executive board.
- 4) Advisors shall pay no dues. They are ex-officio members of the chapter, and hold all rights of members, except voting at regular chapter meetings and holding chapter office. The Chairman of the Advisory Committee is a member of the executive board of the chapter, and shall annually appoint the other advisors to liaison with the chapter officers.
- 5) The Advisory Committee shall meet twice per academic year on the call of the Chairman. The chapter President is a member of the Advisory Committee. All advisors are members of this committee.

Section 4. Duties of the Pledge Class Officers.

Each Pledge Class Officer shall:

- 1) Perform duties, which are suggested by their names and perform duties similar to those of the Active Membership.
- 2) Be assigned duties deemed necessary by the Pledge Trainer, approved by the executive board.
- 3) Be removed from office for the same reasons as Active Officers.
- 4) Be replaced by the same process as those of the Active Officers.

ARTICLE V

RESIGNATION AND REPLACEMENT

Section 1. Officer Replacement.

If an officer resigns, goes inactive, associate, or is removed from office during the semester, the vacancy will be filled by special election. Special elections are to be held the same way that all elections for an office are held.

Section 2. Resignation Process.

- 1) An officer must give a one (1) week notice of intent to resign at a meeting of the executive board, by attendance at the meeting or a letter of intent.
- 2) Knowledge of the resignation must be brought to the attention of the chapter at the next regular chapter meeting.

Section 3. Removal of Officers from Office.

An officer can only be removed by a unanimous vote of the executive board, or a two-thirds (2/3) vote of the voting members in attendance at a regular business meeting.

Section 4. Temporary Replacement of Officers

- 1) The President may appoint any member to temporarily fill any office, except President, from the time the President acknowledges the resignation of an officer to the time when a special election can be held to replace the previous officer.
- 2) The temporary replacement proposed by the President must receive approval from the executive board.

ARTICLE VI

VOTING

Section 1. Elections.

- 1) Elections shall be held at least one (1) week before Formal, which should take place every spring semester.
- 2) Nominations shall be held for two (2) weeks preceding elections during the regular meetings. A member need not be present to be nominated, but must eventually accept the nomination.
- 3) The President and Secretary shall conduct the election meeting for every office, except when that officer's name is in nomination for a particular office. In such a case, a member, with approval of the chapter, shall officiate for the office in question.
- 4) The nominees for each office shall be allowed a period to speak and the chapter shall be allowed a period to respond to the nominee and ask questions.
 - A) The nominees for the office of President shall be allowed a five (5) minute speech, with a five (5) minute question and answer period.
 - B) The nominees for all other offices will all be allowed a three (3) minute speech and a question and answer period of three (3) minutes.
- 5) Nominations for an office may only be closed immediately prior to the speeches of that office.

- 6) Elections should be held one (1) office at a time, with the results of that office being known before the speeches of the next office begin. The order of elections will be: President, Vice-President of Membership, Vice-President of Service, Vice-President of Fellowship, Treasurer, Pledge Trainer, Secretary, Interfraternal Relations, Historian, Sergeant at Arms.
- 7) A member may only accept nominations for a maximum of three (3) offices.
- 8) A member need not be present to be elected, but in that event, written acceptance of the nomination must be received by the President or Secretary prior to the beginning of the election meeting.
- 9) All voting will be by secret ballot. All votes are final. The nominees may vote for all offices including the office in which they are a candidate.
- 10) If there is a tie, the tied candidates will participate in a question and answer session and a run off vote will be held. If this results in a tie, the President will cast the deciding vote.
- 11) A quorum is necessary for all votes. A quorum equals ¼ active membership in good standing.
- 12) Absentee ballots will be allowed, if submitted twenty-four (24) hours in advance to the advisory chair.
- 13) Elections will be conducted in the Spring for the following Fall. In the Fall, a confidence vote will be held to determine if the officer should retain his current position for the following Spring. The officer may also choose to step aside, without following the formal resignation procedure, from his position at this time. Should an office become vacant due to the confidence vote or resignation, an election for the office shall be held.

Section 2. Votes at Meetings.

- 1) In order to carry out any official business at a meeting, a quorum must be present:
 - A) Quorum is defined as one-quarter (1/4) of the active membership.
 - B) Official business is defined as any decision that the chapter must approve, or any decision where it is proper that the chapter have a say.
 - C) The executive board must bring any change of business that affects the membership of the chapter, to a vote at a regular meeting.
- 2) Meetings should allow an appropriate time to debate a decision before a vote is taken. It is the responsibility of the President to make sure the debate applies to the decision and is constructive in nature.

Section 3. Who May Vote.

- 1) Pledges may never vote in matters of the chapter. Pledges may vote to decide matters of the pledge class.
- 2) Active and Associate members, in good standing with the chapter, have a say in all matters but those of the pledge class.
- 3) Advisory, Honorary and Alumni members have no vote in chapter matters.

ARTICLE VII EXECUTIVE BOARD

Section 1. Members.

The executive board shall consist of: President, Vice-President of Service, Vice-President of Membership, Vice-President of Fellowship, Treasurer, Pledge Trainer, Secretary, Interfraternal Relations, Historian, Sergeant at Arms and Chairman of the Advisory Committee.

Section 2. Duties.

- 1) The board is responsible for the immediate and emergency decisions of the chapter. All decisions may be reviewed and acted upon by the chapter membership.
- 2) The board will oversee the general functioning of the chapter by holding a Chapter Program Planning Conference and By-law review at least once per academic year.
- 3) The board will settle all disputes among committees and among committee members when conflict occurs.
- 4) The board may call a special meeting of the chapter whenever needed.

ARTICLE VIII COMMITTEES

As the occasion arises the chapter can form various committees. The President will select a chair based on volunteerism. Committee membership is open to all actives, pledges, and advisors. The chapter will also maintain the following standing committees.

Section 1. Semi-Formal/Formal

The committee shall:

- 1) Be formed before week 6 of the semester.
- 2) Conduct Semi-Formal at the end of fall semester and Formal at the end of spring semester.
- 3) Be chaired by the Treasurer when possible.
- 4) Present location options and costs estimates to be voted on by the chapter.
- 5) Handle decorations and party favors.
- 6) Coordinate any and all other necessary business.

Section 2. By-Laws

The committee shall:

- 1) Be formed before week 4 of the semester.
- 2) Be chaired by the Sgt. at Arms if there are no volunteers for chair.
- 3) Review By-laws and if necessary present proposed updates to be voted on by the chapter.

Section 3. Newsletter

The committee shall:

- 1) Produce at least one edition per semester.
- 2) Be chaired by the Historian if there are no volunteers for chair.

Section 4. Battle of the Bands

The committee shall:

- 1) Be chaired by the Vice-President of Fellowship if there are no volunteers for chair.
- 2) Be formed before week 12 of the fall semester.
- 3) Obtain band demos. From them, select the participating bands.
- 4) Obtain donations of band prizes and raffle prizes.
- 5) Coordinate any and all other necessary business.

Section 5. Awards

The committee shall:

- 1) Be formed at least 2 weeks before Semi-Formal/Formal.
- 2) Be chaired by the Pledge Trainer if there are no volunteers for chair.
- 3) Conduct awards as stated in Article IX of the by-laws.
- 4) Create and distribute ballots for various informal active awards to be voted on by the chapter.
- 5) Create and distribute ballots for various informal pledge awards to be voted on by the pledge class.
- 6) Present awards at the Semi-Formal/Formal.

Section 6. Rush

The committee shall:

- 1) Be formed no later than the first active meeting of the semester.
- 2) Be co-chaired by the Pledge Trainer and the Vice-President of Service when possible.
- 3) Organize rush booths.
- 4) Organize and run at least one (1) informational meeting.

- 5) Coordinate any and all other necessary business.

ARTICLE IX

AWARDS

Section 1. Distinguished Service Key

It is the highest honor bestowed by this chapter. The purpose of this award is to recognize members who have throughout their career in Sigma Sigma shown distinguished accomplishments in leadership, friendship, and service. It is not necessary or expected that this award be given out every semester.

- 1) Active Eligibility

An active member will be eligible if:

- A) The member is a graduating senior, or in their last semester at UIC as an undergrad.
- B) The member has been in good standing each consecutive semester since joining Sigma Sigma. Inactive Membership constitutes not being in good standing.
- C) The member has never received a Distinguished Service Key from Sigma Sigma.
- D) The member has at least 3 semesters of service, including pledge period, excluding associate membership.

- 2) Advisors

An advisor will be eligible if:

- A) The advisor is nominated by an active.
- B) The advisor has never received a Distinguished Service Key from Sigma Sigma.

- 3) Extenuating Circumstances

Any extenuating circumstances concerning eligibility will be reviewed and voted on by the executive board.

- 4) Selection Process

- A) Eligible recipients may write a bio detailing their career in Sigma Sigma.
- B) Any member may also submit additional information relevant to the award.
- C) Voting will take place by secret ballot.
- D) Each active member may vote for none, some, or all of the eligible recipients.
- E) Each eligible recipient will be considered based on his/her own merit and not in competition with the other eligible recipients.
- F) Eligible recipients will be awarded the Distinguished Service Key if two-thirds (2/3) of the voters voted for them.

- 5) Recognition

- A) Recipient(s) will be announced and awarded the Distinguished Service Key at the Semi-Formal/Formal. The awards committee will register Distinguished Service Key recipients with the national office no later than the start of the next semester.

Section 2. Distinguished Service Certificate

It is the second (2nd) highest honor bestowed by this chapter. The purpose of this award is to recognize actives who excel in leadership, friendship, and service. It is not necessary that this award be given out every semester.

- 1) Eligibility

An active member will be eligible if:

- A) The member has been an active member of Sigma Sigma for at least two (2) semesters.
- B) The member has never received the Distinguished Service Certificate.

2) Selection Process

- A) A list of eligible recipients will be posted.
- B) Voting will take place by secret ballot.
- B) Each active member may vote for none, some, or all of the eligible recipients.
- C) Each eligible recipient will be considered based on his/her own merit and not in competition with the other eligible recipients.
- D) Eligible recipients will be awarded the Distinguished Service Certificate if one-half (1/2) of the voters voted for them.

3) Recognition

Recipient(s) will be announced and awarded the Distinguished Service Certificate at the Semi-Formal/Formal.

Section 3. Secret Weapon Certificate

The Purpose of this award is to recognize actives that excel in leadership, friendship, and service, but have yet to hold an office. It is not necessary that this award be given out every semester.

1) Eligibility

An active member will be eligible if:

- A) The member has been an active member of Sigma Sigma for at least two (2) semesters.
- B) The member does not hold and never has held a position on the executive board.
- C) The member has never received the Secret Weapon Certificate.

2) Selection Process

- A) A list of eligible recipients will be posted.
- B) Voting will take place by secret ballot.
- C) Each active member may vote for none, some, or all of the eligible recipients.
- D) Each eligible recipient will be considered based on his/her own merit and not in competition with the other eligible recipients.
- E) Eligible recipients will be awarded the Secret Weapon Certificate if one-half (1/2) of the voters voted for them.

3) Recognition

Recipient(s) will be announced and awarded the Secret Weapon Certificate at the Semi-Formal/Formal.

ARTICLE X

MEETINGS

Section 1. Time and Day of Meetings.

- 1) The time and day of the week of regular meetings will be left up to the chapter membership, to be set at a uniform time and day.
- 2) The time and day for meetings shall be set during the previous semesters CPPC.
- 3) The first meeting of each semester will be the first week of the semester, same day and time as the previous semester, unless otherwise notified.
- 4) The chapter must meet at least bi-monthly and shall go no longer than two (2) weeks without a meeting.

Section 2. Rules of Order.

Robert's Rules of Order will be obeyed in order to finish business in an orderly manner.

Section 3. Executive Board Meetings.

Executive Board meetings shall be held weekly, and any other time as deemed necessary by the chapter President.

ARTICLE XI

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 no later than ten (10) 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 no later than ten (10) 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.

An Initiation not followed by the registration of pledges or active members with the National office shall be considered null and void.

ARTICLE XII

MEMBERSHIP RECORDS

This chapter shall maintain a permanent record of all of its members. Such records should be readily available, and should include:

- 1) A permanent file of each duplicate pledge and/or active membership form, beginning with the charter members and including all subsequent members.
- 2) A current roster of all pledge, active, associate, advisor, honorary and alumni members.

ARTICLE XIII

FEES AND ASSESSMENTS

Section 1. Annual Membership Dues.

Annually, by November 15, this chapter shall submit a roster of active members to the National Office, along with the annual active dues. As well as the national dues, each active shall contribute to the chapter's working budget.

- 1) Any member who does not have these dues in by the set date will be placed on the Inactive member list and charged five dollars (\$5) per week until the dues are received. Special circumstances may be approved by the Treasurer.
- 2) The Treasurer shall notify, in writing, each member who has not paid chapter dues within two (2) weeks after the set due date.

Section 2. Pledge Fees

A pledge shall pay a national pledge fee and initiation fee, sent to the National Executive Director, no later than ten (10) days after each ritual is conducted. Pledges may also be required to contribute to the chapter's working budget.

Section 3. Honorary Membership Fee.

An honorary membership fee shall be paid by the conferring party.

ARTICLE XIV

HAZING

There shall be no hazing or informal initiation in connection with the functions of this chapter.

ARTICLE XV

HOUSING POLICY

As a service fraternity, this chapter does not maintain a fraternity house as lodging quarters for members or any other persons. It maintains room 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

AUTHORITY OF CHAPTER

This chapter may adopt by-laws, rules, or regulations not in conflict with the National Articles of Incorporation, the National By-laws, these standard Chapter Articles of Association, of the rules, regulations, or policies of the University of Illinois at Chicago.

ARTICLE XVIII

FINANCE AND PROPERTY

All funds collected on campus will be deposited in Alpha Phi Omega's Student Organization Fund account. The Treasurer shall be the primary officer designated to handle the chapter finances and manage the SOF account. The other executive officers will also be authorized as indicated on the registration form.

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

Should reactivation not be accomplished within five (5) years of dissolution, such funds shall then be paid to an organization tax exempt within the section 510(C) (3) of the Internal Revenue Code.

ARTICLE XIX

AMENDMENTS

All amendments shall be incorporated within the body of the by-laws.