

XI DELTA CHAPTER OF ALPHA PHI OMEGA

Texas A&M University

CHAPTER BYLAWS

Adopted May 3, 1991

As amended through January 20th, 2016

PREAMBLE

We, the members of Xi Delta Chapter of Alpha Phi Omega, National Service Fraternity, chartered on the campus of Texas A&M University, and established for the purpose of assembling college students in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America, to develop Leadership, to promote Friendship and to provide Service to humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt these Chapter Bylaws.

ARTICLE I. NAME

The name of this organization is the Xi Delta Chapter of Alpha Phi Omega.

ARTICLE II. PURPOSE AND POLICY

This Chapter shall be conducted as a Service Fraternity under the policies, principles and provisions set forth (in order of precedence unless otherwise stated) in the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, other National Fraternity policies, (collectively "National Governing Documents") Texas A&M University and the Department of Student Activities rules, regulations and policies which apply to students and/or student organizations (collectively "Texas A&M University Regulations") and Xi Delta Chapter Bylaws, Standing Policies and Procedures, Special Rules of Order and other chapter policies and programs (collectively "Xi Delta Governing Documents").

ARTICLE III. ELECTED OFFICERS

SECTION 1. ELECTIONS

All elected officers shall be elected by the procedures defined in Article VI of the Chapter Bylaws, and Article VII, Section 3 of the Special Chapter Rules of Order.

SECTION 2. TERM

A. The term of office of elected officers shall be from their installation until the installation of the succeeding officers, for a period of one semester.

ARTICLE IV. MEMBERSHIP

SECTION 1. OPEN MEMBERSHIP

Membership in this Chapter shall be open to students at Texas A&M University of every sex, race, color, creed, and sexual orientation, irrespective of their course of study or other fraternal affiliation. Membership in this Chapter shall be granted only upon the approval of the applicant by this Chapter and after the applicant has fulfilled the membership requirements prescribed by the National Fraternity and by this Chapter. Without gender implication, all initiated members of this organization are known Nationally as Brothers of the Fraternity.

SECTION 2. ACTIVE MEMBERSHIP

A. Definition

Any student duly enrolled at Texas A&M University, and who has successfully completed a period of pledgeship, or who has transferred into this Chapter as an active member from any other Chapter in good standing with the National Office, and has received two-thirds of the vote of actives in good standing, present and voting at the time of the election.

B. Responsibilities

1. All actives in good standing must have completed at least forty service hours in both the fall and spring semesters. All hours must be completed before Chapter elections begin or he/she loses his/her right to vote.
2. At least twenty-five of those forty service hours must come from on-site projects. Members must participate in at least 6 different service projects. There will be no limit on the number of service hours purchased. There will be no limit on the number of service hours recorded per individual service project.
3. All actives in good standing must have their dues paid no later than the fourth general Chapter meeting of each semester or have made satisfactory arrangements with the Vice-President of Membership to have dues paid before Chapter elections begin. Any active failing to meet this responsibility will be considered not in good standing and may petition for associate membership (see Article IV, Section 3).
4. An active in good standing must not have any outstanding debts to Alpha Phi Omega. This includes property checked out from the Property Manager.
5. The Pledgemaster and all of their appointed positions, with the exception of Big Brothers, must meet the same requirements for hours, fellowships, and meetings as the pledges as set forth by the Pledgemasters within the duration of the pledging period. Pledgemasters and their appointed positions, with the exception of Big Brothers, that do not meet the requirements for fellowships or meetings may make up the missed requirement with an amount of service hours deemed appropriate by the Pledgemaster. Pledgemasters and their appointed positions, with the exception of Big Brothers, who fail to fulfill these requirements within the duration of the pledging period will not be considered actives in

good standing.

6. An Active in good standing must fulfill all requirements as set forth by the Sign Up/No Show Up Policy (Standing Policies and Procedures Article I. Policy 4.), if necessary.

7. All actives in good standing must complete a minimum of five fundraising hours in both the fall and spring semesters.

8. All actives in good standing must attend a minimum of six active meetings both academic semesters.

9. All actives in good standing must attend a minimum of fifteen fellowships both academic semesters.

10. All actives in good standing must attain a minimum of fifteen three leadership credits both academic semesters.

C. Active Membership Status

1. All members who are considered active at the close of the semester will automatically be considered active members at the beginning of the next semester

2. An active shall be eligible to vote on all items of business at any general Chapter meetings or special Chapter meetings.

3. An active shall be able to hold an elected office as long as he/she meets the requirements for that office as stated.

4. An active shall be able to hold any appointed position of this Chapter.

5. An active shall be able to participate in all activities of this Chapter.

D. Inactive Membership Status

1. A member falls in inactive membership status when he/she fails to fulfill all responsibilities as stated above.

i. If a member ends a semester in inactive status the member may regain active status by turning in current semester Risk Management Forms, and paying current semester dues by the deadline established by the current VPM. Must be completed by the 4th general chapter meeting of the next semester.

ii. Members, who become inactive after the 4th general chapter meeting, will remain inactive until the end of that semester.

2. An inactive member may not vote, nor may he/she hold a leadership position (elected or appointed) in this Chapter.

3. An inactive member may not participate in any Chapter functions.

E. Suspended Membership Status

1. A member falls into suspended membership status after ending two consecutive semesters in inactive status.

2. Suspended members may not vote, hold leadership positions (elected or appointed) and may not participate in chapter functions.

3. The Vice President of Membership shall retain a roster of all suspended members for a period of 1 calendar year for the case in which a suspended member wishes to rejoin.

SECTION 3. ASSOCIATE MEMBERSHIP

A. Definition

Associate membership may be conferred upon active members who find it necessary to cease full involvement in Chapter affairs because of other commitments of time and effort, and who petition the Chapter for associate membership.

B. Qualifications

Any active member of this Chapter duly enrolled at Texas A&M may become an associate member of this Chapter if they so desire, by notifying the Vice-President of Membership, and paying the associate member fee, both within three weeks after the semester begins.

C. Responsibilities

Associate members have all the responsibilities of active membership, except hour requirements as set forth in Article III, Section 2 of these Chapter Bylaws.

D. Rights

An associate member has all the rights of an active member except those of holding an elected office or appointed position, voting, and receiving certain awards.

SECTION 4. PLEDGE MEMBERSHIP

A. Definition

Any student duly enrolled at Texas A&M University who attends the pledge ritual and pays the pledge fee is eligible to be a pledge for one semester. They may be held over as a pledge for one semester upon recommendation by the Pledgemaster. A pledge member is considered a member in training and is considered a member of this Chapter. Pledge membership shall be held until the student participates in the initiation ritual of the Fraternity or ceases pledging by not completing the pledge requirements during the

time specified by the Pledgemaster.

B. Responsibilities and Requirements

The responsibilities and requirements of the pledges shall be determined by the Pledgemaster, with the approval of the Executive Committee, in accordance with the National Governing Documents, and the operating policies of the National Fraternity as outlined in the National Pledging Standards.

C. Rights

1. Pledges shall be able to vote in any and all pledge class elections.
2. Pledges may participate in all Chapter activities.

SECTION 5. ADVISORY MEMBERSHIP

A. This Chapter may confer advisory membership upon persons approved by the Chapter to serve on the Advisory Committee, by a two-thirds vote of those actives in good standing, present and voting at the time of the election, and who shall have all rights and privileges of active membership, except those of voting, directing the supervision of pledges, and directing the supervision of pledge or active membership programs and policies.

B. Before nomination to advisory membership, prospective advisors will sign a Standard Chapter Advisor Contract that enumerates the expectations of this Chapter with regards to its advisory members, including any specific individual expectations, and the rights and responsibilities of advisory membership.

C. Advisory members will serve a two-year term. There shall be no limit to the number of terms an advisor may serve.

D. The Chapter will absorb any fees associated with registering its advisory members with the National Office.

E. The only Chapter office Advisory Committee members can hold is the office of the Chair of the Advisory Committee.

F. Such membership may not be conferred upon undergraduate students.

G. Advisor Expectations:

1. When serving as an advisor, he/she must be a Texas A&M University employee as defined by the Human Resources Department and must advise at level consistent with the categorization of the organization he/she advises. To advise an affiliated organization, he/she must be a full-time university employee (faculty or staff) with the skills and/or training necessary to advise the organization. It is critical that he/she be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to

those activities and the mission of the organization.

2. He/she should meet with the officers of the organization he/she advises to discuss expectations for roles and responsibilities. In order to stay connected with the organization, he/she should regularly attend executive as well as general meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, he/she should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

3. As an advisor, he/she will perform his/her greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, you should participate in event planning and attend events when possible or when identified as necessary through the planning process.

4. Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). As an advisor he/she will regularly receive statements from the SOFC and should be aware of the organization's financial status via review of these statements and approval of expenditures. Valuable information regarding fiscal management procedures and guidelines can be accessed online at <http://sofc.tamu.edu>.

5. As an advisor, he/she should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. He/she should ensure that the group and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, he/she are expected to report all rule violations or potential violations to the appropriate university official. He/she should be familiar with the organization's constitution and all other governing documents, so that he/she may advise effectively.

6. All advisors are required to attend a developmental seminar during their tenure as an advisor. This seminar is aimed at enhancing his/her advising skills, introducing resources available to student organizations, and helping him/her meet the expectations outlined in this agreement. Topics addressed in the session include serving as a facilitator, event planning, University Student Rules governing organization operations, Student organization Finance Center services and procedures as well as strategies for success in his/her role.

SECTION 6. HONORARY MEMBERSHIP

A. Definition

This Chapter may confer honorary Chapter membership upon those persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Honorary Chapter membership may not be bestowed upon undergraduate students. The Chapter will absorb any fees associated with registering its honorary members with the National Office.

B. Rights

Persons so honored shall have all rights and privileges of associate membership. The approval of at least three-fourths of the actives in good standing shall be required for the conferring of honorary membership at a general Chapter meeting.

SECTION 7. ALUMNI MEMBERSHIP

Upon leaving the Chapter, without having been suspended by this Chapter or expelled by the National Fraternity, alumni membership in this Chapter shall be conferred upon all persons who have held active, associate, advisory, or honorary membership in this Chapter. There shall be an Association for all Chapter alumni, which shall be called the Xi Delta Alumni Association. Its structure shall be determined by the alumni and it shall be self-governing.

SECTION 8. OFFICES

A. The elected officers of this Chapter shall be: President, Vice-President of Finance, Vice-President of Service, Vice-President of Membership, Vice-President of Leadership, Pledgemaster, Fellowship Chair, Risk Management Coordinator, External Relations, Youth Services Coordinator, Secretary, and Historian in the order of ascendancy.

B. All offices shall be held by only one Brother, with the exception of the offices of Pledgemaster, and Fellowship Chair which may be held by at most two Brothers.

C. If one Brother of an office that is held by two Brothers resigns or is removed from office, the remaining Brother is removed from office as well but is eligible to run in the special election alone or with another Brother. In such a case, the remaining Brother is automatically appointed as the interim officer until the special election.

SECTION 9. QUALIFICATIONS OF ELECTED OFFICERS

A. All officers must have at least a 2.00 cumulative and semester grade point ratio (GPR) both the semester preceding and at the time of election, and during their term in office, and cannot be on conduct or scholastic probation and must meet all University requirements set forth in the University rules and regulations, and must be enrolled and in good standing with the University. The President-elect will be responsible for notifying the faculty advisor to verify these academic requirements.

B. A graduate level student must have a minimum GPR of 3.00, and must have met that minimum in the semester prior to running. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the

final stages of their degree. Also they must be at least a half time student (at least four hours) unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement.

C. Elected positions who fail to meet the grade requirements as set forth in Part A may appeal to Student Activities.

D. To be eligible for the offices of President, VPF, VPS, VPM, VPL, and Pledgemaster a person must have been an active in good standing for at least two semesters prior to taking office.

E. The Fellowship Chair, External Relations, and Risk Management Coordinator must have been an active in good standing for at least one semester prior to taking office.

F. Other elected officers must be active members in good standing prior to taking office.

SECTION 10. PRESIDENT

A. The President shall be responsible for presiding over all general Chapter meetings, Executive Committee meetings, and all special meetings.

B. The President serves as an ex-officio member to all committees, except the Judicial Board, and is to coordinate the functions between all committees and offices.

C. The President represents the Chapter to all members of the campus, the community, and the Country.

D. The President is responsible for the general direction of this Chapter and the general attitude of its members.

E. The President ensures that the program of this Chapter conforms to any higher set of rules, specifically to the National Bylaws and any other National policies and the rules, regulations, and policies of Texas A&M University.

F. The President shall appoint temporary officers with the approval of the Executive Committee in the event of a vacancy in an elected office, to be in effect until a special election can take place to fill the vacant slot. Special elections shall be held in accordance with Article VI, Section 4.

G. The President may appoint other positions and place them under a Vice President's jurisdiction, as he/she sees fit, to better the program of this chapter.

H. The President may establish special committees in order to provide a more efficient administration. The organization, structure, and appointments to the committees are left to the discretion of the President.

I. The President will serve as a member on the Judicial Board listed in Article VII Section

- J. The President will appoint at large members to the Judicial Board

SECTION 11. VICE-PRESIDENT OF FINANCE (VPF)

- A. The VPF shall coordinate all positions subordinate to the VPF, as defined in Article II, Procedure 1 Subsection A of the Standard Policies and Procedures. The VPF may create, with the approval of the President, appointed positions as necessary for the efficiency of the chapter.
- B. The VPF is responsible for all financial transactions made by the Chapter.
- C. The VPF is responsible for depositing all dues and moneys owed to the Chapter.
- D. The VPF is responsible for maintaining an accurate record of all financial transactions made by the Chapter during his term of office.
- E. The VPF is responsible for making sure that all financial activity conducted by the Chapter is properly authorized.
- F. The VPF is responsible for drawing up a Chapter budget and submitting it to the Executive Committee for approval at the first Executive Committee meeting of each semester. The budget must also be approved by the Chapter and presented no later than the second general Chapter meeting of each semester.
- G. The VPF is responsible for seeing that all financial obligations the Chapter has incurred are satisfactorily taken care of.
- H. The VPF is responsible for coordinating and planning all chapter fundraising events related to general funding and the chapter endowment.

SECTION 12. VICE-PRESIDENT OF SERVICE (VPS)

- A. The VPS is responsible for the general success of this Chapter's Service program, as outlined in Article XXI.
- B. The VPS is responsible for ensuring that the Chapter's members have a good overall attitude toward Service.
- C. The VPS presides over Service Committee meetings.
- D. The VPS should ensure that an accurate record and evaluation of all Service projects is submitted by each Project Chair and that all project reports are assembled and maintained in a single location.

- E. The VPS appoints all Project Chairs and special Project Committee Chairs.
- F. The VPS shall coordinate all positions subordinate to the VPS as outlined in Article II, Procedure 1, Subsection B of the Standard Policies and Procedures.
- G. The VPS may create, with the approval of the President, appointed positions as necessary for the efficiency of the chapter.
- H. The VPS-elect will be responsible for submitting names of appointees subordinate to the VPS to the President-elect for grade verification by the faculty advisor.
- I. The VPS will serve as a member on the Judicial Board listed in Article VII Section 7.

SECTION 13. VICE-PRESIDENT OF MEMBERSHIP (VPM)

- A. The VPM is responsible for seeing that the needs of the members are being satisfied; those members to include actives, associates, alumni, life, advisory, and honorary members.
- B. The VPM is responsible for seeing that all advisors and distinguished guests are properly recognized at all Chapter functions.
- C. The VPM is responsible for keeping accurate membership files at all levels of membership in this Chapter.
- D. The VPM is responsible for compiling an active roster within four weeks of the beginning of the semester.
- E. Annually, by November 15, the VPM shall submit to the National Office a roster of active members and a roster of the advisory members together with the per capita fee for each member (AAMD) as prescribed by the National Bylaws and certification that the Chapter is in compliance with the membership policies of the Fraternity and is in compliance with the Standard Chapter Articles of Association.
- F. The VPM is responsible for coordinating all programs (such as XiDADA) designed to encourage participation in Chapter activities, functions, and projects.
- G. The VPM shall coordinate all positions subordinate to the VPM, as defined by Article V, Section 6 of these Bylaws.
- H. The VPM may create, with the approval of the President, appointed positions as necessary for the efficiency of the chapter.
- I. The VPM-elect will be responsible for submitting names of appointees subordinate to the VPM to the President-elect for grade verification by the faculty advisor.

- J. The VPM will serve as a member on the Judicial Board listed in Article VII Section 7.
- K. In the event that an active does not meet the requirements, stated in Article IV, Section 2, Part 7, 8, and 9, a resolution will be determined by the V.P.M.

SECTION 14. VICE-PRESIDENT OF LEADERSHIP (VPL)

- A. The VPL should ensure the Chapter is properly informed of all National, Regional, and Sectional Conventions and all other interchapter events taking place that semester.
- B. The VPL is responsible for the general success of this Chapter's Leadership program.
- C. The VPL is responsible for ensuring that the Chapter's members have a good overall attitude toward Leadership.
- D. The VPL presides over Leadership Committee meetings.
- E. The VPL shall coordinate all positions subordinate to the VPL, as defined in Article II, Procedure 1, Subsection D of the Standard Policies and Procedures. The VPL may create, with the approval of the President, appointed positions as necessary for the efficiency of the chapter.

SECTION 15. PLEDGEMASTER

- A. Pledgemaster may be done either by one person or by two people as co-Pledgemasters. All those running for Pledgemaster must announce their candidacy at the time of election, whether that be as Pledgemaster or co-Pledgemasters.
- B. The Pledgemaster is responsible for establishing and effecting a program for the pledges in compliance with the Alpha Phi Omega Xi Delta Chapter Pledge Education Program. The Pledgemaster has the power to appoint all positions necessary to realize this goal.
- C. The Pledgemaster should coordinate all active-pledge association. The Pledgemaster should also set up the Big Brother/Little Brother program.
- D. The Pledgemaster is responsible for overseeing the election of pledge class officers.
- E. The Pledgemaster shall submit the requirements of pledgship to the Executive Committee for approval, before rush.
- F. The Pledgemaster is to suggest to the active membership those pledges who have demonstrated the ideals of Alpha Phi Omega.
- G. The Pledgemaster is responsible for the pledge rush in all respects.

H. The Pledgemaster should appoint all positions subordinate to the Pledgemaster, as defined in Article II, Subsection E of the Standard Policies and Procedures.

I. The Pledgemaster may create, with the approval of the President, appointed positions as necessary for the efficiency of the chapter.

J. The Pledgemaster(s)-elect will be responsible for submitting names of appointees subordinate to the Pledgemaster to the President-elect for grade verification by the faculty advisor.

K. The Pledgemaster(s) will serve as a member on the Judicial Board listed in Article VII Section 7.

SECTION 16. FELLOWSHIP CHAIR

A. The Fellowship Chair is subordinate to the VPM.

B. Fellowship Chair may be done by one person or by two people as co-Fellowship Chairs. All those running for Fellowship Chair must announce their candidacy at the time of election, whether that be as Fellowship Chair or co-Fellowship Chairs.

C. The Fellowship Chair is responsible for providing the Chapter with a fellowship program that keeps the members excited and motivated, but without allowing them to lose contact with the reason Alpha Phi Omega exists—that is, to Serve.

D. The Fellowship Chair is responsible for ensuring that these activities are conducted in accordance with all local, state, and federal laws, and all University rules and regulations, and are in accordance with National Fraternity policy as outlined in the Standard Policy of Risk Management.

E. The Fellowship Chair appoints all Fellowship positions and members of the Fellowship Committee, with the approval of the VPM and President.

SECTION 17. RISK MANAGEMENT COORDINATOR (RMC)

A. The RMC is subordinate to the VPM.

B. The RMC is responsible for knowing all Texas state laws, Texas A&M University rules and policies, Alpha Phi Omega National Fraternity policies, and Xi Delta Chapter policies regarding risk management, alcohol, sexual harassment, hazing, and event planning.

C. The RMC is responsible for ensuring that all chapter activities conform to Texas state laws, Texas A&M University rules and policies, Alpha Phi Omega National Fraternity policies, and Xi Delta Chapter policies regarding risk management, alcohol, sexual harassment, hazing, and event planning. This includes but is not limited to pre-event planning and completion of CIRT forms.

- D. The RMC is responsible for educating the chapter about risk management.
- E. The RMC is responsible for keeping current emergency contact, health insurance, and automotive insurance information for all chapter members.
- F. The RMC is responsible for maintaining an Operations Manual that will contain all the information necessary for properly planning and executing official Chapter events.

SECTION 18. EXTERNAL RELATIONS

- A. External Relations is subordinate to the VPM.
- B. External Relations is responsible for serving as a liaison to the advisors ensuring that the advisors are informed of chapter events and any needs and/or expectations of the chapter membership of the advisors, and any needs and/or expectations of the advisors of the chapter membership are communicated to the appropriate channels.
- C. External Relations is responsible for continuously seeking new advisors to supplement current advisors and replace advisors whose term has ended.
- D. External Relations is responsible for hosting an Alumni Weekend each semester.
- E. External Relations is responsible for coordinating communication between the active chapter and all external parties including but not limited to: the alumni, the advisors.
- F. External Relations is responsible for encouraging relationships between the chapter membership and external parties, utilization of the external parties as resources and providing opportunities for interaction between the external parties and chapter membership.

SECTION 19.

YOUTH SERVICES COORDINATOR

- A. The Youth Services Coordinator is subordinate to the VPS.
- B. The candidate person must have been an active in good standing for at least one semester.
- C. The Youth Services Coordinator appoints the project chair for MBU, is ultimately responsible for the success of MBU, and appoints all MBU committee members with the approval of the VPS and President. The Youth Services Coordinator should not appoint himself/herself as the project chair.
- D. The Youth Services Coordinator shall appoint a MBU Chair who will coordinate or appoint members to coordinate all funding and budgeting for the MBU account, with approval from the VPS, VPF, and President.
- E. The Youth Services Coordinator shall, in addition to MBU, develop a program through which Xi Delta can serve all Youth Services related activities in the local community. The Youth Services Program is a direct extension of the Service Program.
- F. The Youth Services Coordinator is a member of the Service Committee

SECTION 20.

SECRETARY

- A. The Secretary is subordinate to the VPL.
- B. The Secretary is responsible for keeping accurate and permanent records of all business conducted at the general Chapter meeting, and Executive Committee meeting. This should include detailed descriptions of reports, motions and their outcomes, key points in debate of motions, and announcements.
- C. The Secretary is responsible for compiling and sending out announcements and a weekly schedule of events via e-mail, as well as updating and maintaining the website calendar and announcements.
- D. The Secretary is responsible for monitoring all communication with the National Office.
- E. The Secretary is responsible for maintaining current and accurate copies of official Chapter documents.

SECTION 21.

HISTORIAN

- A. The Historian is subordinate to the VPM.
- B. The Historian is responsible for ensuring that an accurate record of all Chapter events is properly recorded into history.

- C. The Historian is responsible for ensuring that all Chapter records are kept safe and in such order that they can be easily viewed and analyzed.
- D. The Historian is responsible for educating the Chapter on all aspects of the history of Alpha Phi Omega and Xi Delta Chapter.
- E. The Historian should ensure that all historical records, plaques, photo albums, picture slides, etc., are saved, and is responsible for these items until such time as they can be transferred into permanent storage.
- F. The Historian is responsible for updating the plaques.

SECTION 22. IMPEACHMENT OF AN ELECTED OFFICER

- A. An elected officer may only be impeached after the Executive Committee shows just cause and after due deliberation, and then only by a two-thirds vote of the actives in good standing, present and voting, at a general Chapter meeting where a quorum prevails.
- B. Just cause shall be determined by a unanimous vote of the Executive Committee and must be stated in a Letter of Impeachment before a vote may be taken. The Letter of Impeachment stating just cause shall then be submitted to the Chapter and after at least two weeks a vote may be taken on the impeachment order.
- C. Immediately upon fulfilling all requirements as stated above, the officer shall be advised with a letter of impeachment. The office shall then be filled by the same procedures as if the officer had resigned.
- D. If a voting member of the Executive Committee is undergoing impeachment proceedings, that member will not be counted in the vote for impeachment.

ARTICLE V. APPOINTED POSITIONS

SECTION 1. QUALIFICATIONS OF APPOINTED POSITIONS

- A. All appointed positions must have at least a 2.00 cumulative and semester GPR both the semester preceding and at the time of appointment, and must maintain this during their term in office, and cannot be on conduct or scholastic probation and must meet all University requirements set forth in the University rules and regulations. The President-elect will be responsible for notifying the faculty advisor to verify these academic requirements.
- B. All appointed positions must be active members in good standing or associate members at the end of the semester prior to taking office. With the exception that an appointed position goes unfilled during a

semester, any active member currently in good standing may apply for and hold that position.

C. Appointed positions who fail to meet the grade requirements as set forth in part A, may appeal to the President. The President will then process this appeal, with the advisement of the Student Activities Advisor, following standard chapter policies.

SECTION 2. TERM

The term of office of appointed positions shall be from their installation until the installation of the succeeding appointee, for a period of one semester or as specified in the appointed position description contained in these bylaws, unless they are removed from office or resign from office, with the resignation being accepted in writing by the Vice-President or Pledgemaster directly superior to that position. No person shall serve in the same position for more than two successive semesters, unless the position is uncontested and with the discretion of the Vice-President or Pledgemaster superior to that position.

SECTION 3. REMOVAL PROCEEDINGS FOR APPOINTED POSITIONS

A. Removal from an appointed position will be done at the will of the Vice-President or Pledgemaster directly superior to that position. The removal shall be approved by the Executive Committee. A letter stating the removal order, and the reasons for removal shall be sent to the appointee by the Vice-President or Pledgemaster doing the removal.

B. If an Executive Committee member is brought up for removal from his/her appointed position, he/she will not have a vote in his/her removal from that appointed position

SECTION 4.

Appointed positions may be held by more than one person to better the efficiency of the chapter.

ARTICLE VI. ELECTIONS

SECTION 1. ELECTION PROCEDURE

A. Elections shall be held at the last two general Chapter meetings of the semester preceding the semester in which the new terms of office would begin.

B. Notice of elections shall be given at the general Chapter meeting beginning two weeks prior to the elections.

C. Nominations may be made from the floor at the general Chapter meeting of elections. A posted list of offices and those candidates seeking those offices shall be posted in the office after the first

announcement of elections and remain posted until the day of elections. This too will serve as a candidate's nomination.

D. The President shall preside over all elections, except those for which he/she is a candidate. The next officer in the order of ascendancy who is not a candidate for the same office as the President shall preside over that election.

E. The Parliamentarian shall be responsible for distributing, collecting, and counting the ballots, with assistance as he/she deems necessary.

F. Officers shall be elected by a simple majority of those actives in good standing present and voting. If no candidate received a simple majority, there shall be a runoff between the candidates whose percentages add up to the top 51% of the total vote.

SECTION 2. VOTING ELIGIBILITY

All actives who are in good standing as set forth in Article IV, Section 2 of these Bylaws may vote in all elections with the exception of actives that completed their period of pledgeship and became activated within the same semester as the elections. Actives that completed their period of pledgeship and became activated within the same semester as the elections may vote for the offices of Youth Services Coordinator, Secretary, and Historian.

SECTION 3. ABSENTEE VOTING

Absentee ballots may be given to either the President or the Parliamentarian by any eligible voter prior to the election. The ballot must be signed by the voter.

SECTION 4. SPECIAL ELECTIONS

Special elections shall take place whenever an office has been vacated for whatever reason, so that the Chapter may select an appropriate replacement. Special elections shall take place two weeks after the vacancy of the office has been announced. In special elections the following may vote.

A. All actives that were eligible to vote for the vacated position the previous semester.

B. All transfer actives who have completed at least one semester of active membership in their previous Chapter.

SECTION 5. ELECTION OF PLEDGES TO ACTIVE MEMBERSHIP

A. Election of pledges into active membership shall be held at the beginning of the second to last general Chapter meeting of the semester.

B. The nominations of pledges to be elected to active membership shall be made by the Pledgemaster.

C. The pledges whose names are placed in nomination, as well as all members of that pledge class, shall not remain in the meeting room during discussion and voting on active membership.

SECTION 6. DELEGATES TO CONFERENCES AND CONVENTIONS

A. Delegates are to be elected at least two weeks prior to a Conference or Convention, and notification of the elections shall begin two weeks prior to this at a regular meeting.

B. Delegates are to be elected by a simple majority of those actives in good standing present and voting, with any runoffs being determined, as set forth in Article VI, Section 1 of the Special Chapter Rules of Order.

C. An alternate Delegate also shall be elected at the time of Delegate elections.

D. The Chapter shall pay the Delegates' registration and banquet fees for the Conference or Convention to which the Delegates are elected. In addition, the Chapter shall pay for hotel for Delegates to the National Convention.

ARTICLE VII. STANDING COMMITTEES

SECTION 1. PURPOSE

The purpose of committees is to provide the Chapter with an efficient manner of dividing up the Chapter program that this Chapter undertakes. Additionally, it also provides the members with an opportunity to put more effort into the part of the program which they are most interested in.

SECTION 2. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of all elected officers.

B. The President shall preside over the Committee as its Chair.

C. All active past Presidents in good standing and the Chair of the Advisory Committee shall be considered ex-officio members. Ex-officio members have voice but no vote.

D. The Executive Committee shall meet at least once a week with at least one final meeting being with the incoming Executive Committee for the next semester.

E. The purpose of the Executive Committee is to aid the President in planning the overall Chapter

program, to discuss the events of the ensuing week and determine their broad-scale consequences, and to provide a forum where opinions and suggestions about the Chapter can be heard.

F. The President shall not vote with the Executive Committee, except in the case of a tie. A quorum shall consist of the President and at least five other Executive offices.

G. Each office is given one vote. In the case of co-Pledgemasters and Co-Fellowship Chairs only one vote is maintained by the office. Therefore, the two officers must agree on the vote or else abstain. If only one of the co-Pledgemasters and/or co-Fellowship Chairs is present, then they may choose to either vote or abstain.

SECTION 3. SERVICE COMMITTEE

A. The Service Committee shall consist of the VPS, all Service Committee Members, the Youth Services Coordinator, and the Environmental Chair.

B. The VPS shall preside over the Service Committee as its Chair.

C. The Service Committee shall meet at least once a month.

D. The purpose of the Service Committee shall be to discuss, in detail, each project of interest to the Chapter, whether it be an official project or an unofficial upcoming one, to conduct brainstorming on each project so as to benefit the Project Chair, to conduct business with an open format, so as to encourage new Service projects, and to aid the VPS in promoting a Service program as outlined in Article XXI of these Bylaws.

SECTION 4. CHAPTER PROGRESSION COMMITTEE

A. The Chapter Progression Committee shall consist of the VPM and those members appointed to the Committee by the VPM.

B. The VPM shall preside over the Chapter Progression Committee as its Chair.

C. The Chapter Progression Committee can meet as deemed necessary by the VPM.

D. The purpose of the Chapter Progression Committee will be to provide an open forum for the discussion of all grievances with the chapter to be brought forth and discussed. Serious grievances discussed in CP meetings can then be brought forth as necessary to the Executive Committee for further discussion.

SECTION 5. AWARDS COMMITTEE

- A.** The Awards Committee shall consist of the President, the four Vice-Presidents, any and all active past Presidents in good standing, the Pledgemaster, and three at-large active members in good standing. Any past Presidents may serve the Committee in an advisory capacity.
- B.** Only one of the at-large members of the Awards Committee may be an elected officer.
- C.** At-large members of the Awards Committee shall be elected according to these Bylaws and the Rules of Order concerning any and all elections.
- D.** The President of this Chapter shall preside over the Awards Committee, as its Chair.
- E.** Meetings should be held as often as deemed necessary by the Chair.
- F.** The purpose of the Awards Committee is to decide who should receive the official Chapter awards as listed here: Chapter Distinguished Service Key; Chapter Distinguished Service Certificate; Chapter Certificate of Appreciation; the W. W. Scott, Jr. Best Committeeman Award; the Dr. John J. Koldus Advisor Award; the W.E. "Bill" Bammel, Jr. Outstanding Alumni Award; the William Faulkner Service Award; the Ken C. Lewis Memorial Golden Scooper Award; and service backings. Service backings shall be awarded based on the number of onsite service hours.
- G.** The Awards Committee also shall create any awards as may be deemed necessary and applicable to that particular semester.

SECTION 6. ADVISORY COMMITTEE

- A.** The purpose of the Advisory Committee is to aid the Executive Committee in any way possible, to use the advisor's resources to better the Chapter, and so that advisors can have their opinion heard and give advice to the Chapter, as may be deemed necessary or appropriate.
- B.** The Advisory Committee is set up to advise the Chapter, specifically the President. For this atmosphere to be effective, there should be no constraints on the free flow of knowledge and discussion.
- C.** The Advisory Committee shall consist of no fewer than: two advisors from the faculty, administration, or staff of Texas A&M University; one advisor representing scouting or other youth services; and one advisor representing the community of Bryan/College Station.
- D.** The Chair of the Advisory Committee shall preside over the Advisory Committee, and shall serve in that capacity for one year.
- E.** The Executive Committee shall nominate advisor(s) as they see fit to serve on the Advisory Committee or to serve as its Chair.
- F.** The Chapter shall elect the Chair of the Advisory Committee at the end of each spring semester at a general Chapter meeting.

SECTION 7. JUDICIAL BOARD

A. MEMBERS.

1. The Judicial Board shall consist of the President, three executive committee members, a chapter advisor, and four at-large members.
2. The executive committee will nominate and elect the three executive committee members that will serve based on that officer's relevance to the proceedings. These members may be different in every judicial board.
3. Only the three executive committee members and the four at-large members have a vote. In the case of positions held by two Brothers, one vote will be shared; if they cannot agree they must abstain.
4. The President shall oversee the proceedings of the Judicial Board, and shall have no voice and no vote.
5. The chapter advisor shall have voice, but no vote.
6. By submitting a letter to the executive board, the member being sent to a Judicial Board may request that executive member not serve due to bias or other reasons detailed in the letter.

B. AT-LARGE MEMBERS.

New at-large members are appointed by the President before the beginning of each semester. Four are picked for every Judicial Board hearing. One at-large member per hearing can be a member of the Executive Committee. If the hearing concerns a member of the Judicial Board, additional at-large members will be used.

C. VIOLATIONS.

Violations of any regulations of the Bylaws, Standing Policies and Procedures and/or organizational agreements of Alpha Phi Omega (including Code of Conduct, Alcohol Policy, and Federal, State, and local laws, and University Policies and Procedures) shall be the occasion for penalties established by the Executive Committee and/or Judicial Board.

D. PROCEDURE.

Members thought to be in violation of the aforementioned documents will be given written notice of their

alleged violations. The Executive Committee will decide if the violation is severe enough to be presented to the Judicial Board. A hearing will take place no sooner than 7 days after the written notice is delivered. At the request of the member, the Judicial Board can be held sooner if there is a valid reason and at the discretion of the President with the approval of the chapter advisor. If the person is found to be in violation, a second written notice with sanctions will be delivered no later than 5 days after the initial hearing.

E. SANCTIONS.

Sanctions are at the discretion of the Judicial Board and can include any or all of the following: Letter of reprimand, removal from position of leadership, loss of “good standing” status (e.g. voting rights, etc.), revoking membership, any other actions deemed necessary by the Judicial Board. The sanctions will be disclosed to the entire executive committee and only to the executive committee.

F. APPEAL PROCESS.

Members may appeal the imposition of probation or the loss or suspension of some or all of the rights and privileges of membership as a result of a formal hearing by the Xi Delta Chapter Judicial Board. A member found in violation has the option to submit a written statement explaining reasons for appeal to the President within 5 days of receiving the final notice with sanctions. An appeal may be filed if there is new evidence or if due process was not initially granted. The President and the chapter advisor shall deem whether or not the appeal has merit; in the case that it does, they shall appoint a Review Panel to render a decision. The Review Panel cannot consist of any member of the Judicial Board or Executive Committee.

G. All members of the Judicial Board and Review Panel, as well as the member must sign a Confidentiality Agreement.

ARTICLE VIII. SPECIAL MEETINGS

Special meetings of this Chapter may be called by the President or the Executive Committee, on their own initiative, or upon request of one-third of the active members in good standing of this Chapter. The President shall call a special meeting of the Chapter to be held within fifteen days after the presentation of such a request. In case the President does not comply with the request within the required time, a request in writing of one-third of the actives in good standing of this Chapter may be presented to the Chair of the Advisory Committee, who shall call and preside over a special meeting of the Chapter within fifteen 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 transacted.

ARTICLE IX. AWARDS

SECTION 1. MEMBERSHIP AWARDS

Membership in the Xi Delta Association of Distinguished Actives (XiDADA) is reserved for active members in good standing of Xi Delta, as set forth in Article III, Section 2 of these Chapter Bylaws. Such

membership may not be conferred upon a pledge, associate, advisor, alumni, or honorary members of Xi Delta, nor upon any other person who is not a member of Xi Delta.

SECTION 2. PLEDGE AWARDS

A. The Dean James P. Hannigan Best Big Brother Award may only be conferred upon active members of Xi Delta, as set forth in Article IV, Section 2 of these Chapter Bylaws. It may not be bestowed upon pledge, advisor, alumni, or honorary members of Xi Delta, nor upon any other person who is not a member of Xi Delta.

B. The John E. Russell Memorial Pledge Award may only be conferred upon pledge members of Xi Delta, as set forth in Article IV, Section 4 of these Chapter Bylaws.

C. The Roger W. Lind Distinguished Pledge Award may only be conferred upon pledge members of Xi Delta, as set forth in Article IV, Section 4 of these Chapter Bylaws. This award shall be awarded to the pledge who completes the most Service hours during the semester the award is presented.

SECTION 3. OTHER AWARDS

A. The Xi Delta Distinguished Service Key shall be awarded by a unanimous vote of the Awards Committee. This is the highest award that the Chapter may bestow upon an individual, based on exemplary performance in the cardinal principles of Alpha Phi Omega. This award may be bestowed upon any person regardless of whether that person is or is not a member of this Chapter.

B. The Xi Delta Distinguished Service Certificate shall be awarded by a majority vote of the Awards Committee. This is the second highest award the Chapter may present, based on exemplary performance in the cardinal principles of Alpha Phi Omega. This award may be bestowed upon any person regardless of whether that person is or is not a member of this Chapter.

C. The Xi Delta Certificate of Appreciation shall be awarded by a majority vote of the Awards Committee, based on exemplary performance in the three cardinal principles of Alpha Phi Omega. This award may be bestowed upon any person regardless of whether that person is or is not a member of this Chapter.

D. The W. W. Scott, Jr. Best Committeeman Award shall be awarded as deemed appropriate by a majority vote of the Awards Committee to the active member(s) who best serves the Chapter in the capacity of an appointed position.

E. The W.E. "Bill" Bammel, Jr. Outstanding Alumni Award shall be awarded as deemed appropriate to an alumni member of this Chapter by a majority vote of the Awards Committee.

F. The William R. Faulkner Memorial Service Award shall be awarded to the active who completes the most Service hours during the semester the award is presented. This award is awarded at the discretion

of the VPM with the advisement of the Awards Committee.

G. The Dr. John J. Koldus Advisor Award shall be awarded as deemed appropriate by a majority vote of the Awards Committee.

H. The Ken C. Lewis Memorial Golden Scooper Award shall be awarded to the active who, through his actions, has instigated a spirit of innovation in the Chapter, irrespective of the results of his endeavors.

I. Other awards may be created as necessary, to be decided by the Awards Committee.

ARTICLE X. QUORUM

SECTION 1. DEFINITION

A. For the period of time between the first general Chapter meeting until the end of the fourth general Chapter meeting, a quorum at all general Chapter and special Chapter meetings shall be equal to twenty-five percent of the number of actives in good standing at the end of the previous semester.

B. Following the fourth general Chapter meeting, a quorum at all general Chapter and special Chapter meetings shall consist of twenty-five percent of the current actives in good standing.

SECTION 2. DETERMINATION

A quorum shall be determined by the Parliamentarian upon request by any active in good standing.

ARTICLE XI. INITIATION

All individuals meeting published requirements for active, advisory, or honorary membership of this Chapter shall be initiated into that membership type according to the official ritual of the National Fraternity. All such rituals will only be shared with members having previously been so initiated.

ARTICLE XII. SUSPENSION

SECTION 1.

For just cause, and after due deliberation, a member may be suspended from any form of Chapter membership by an affirmative vote of two-thirds of the active members in good standing present at a regular or special meeting at which a quorum prevails.

SECTION 2.

The guidelines for determining the severity of action toward a member who has made an offense against the Chapter and/or its members include:

A. On the first offense, the member will be notified and, after review of the action by the Executive Committee, the member may be given a written warning as decided upon by the Executive Committee.

B. On the second offense or in the case that the initial offense is judged to be just cause by the Executive Committee, and upon the unanimous vote of the Executive Committee, the individual's membership will be voted on for suspension in accordance with Article XII, Section 1 of these Bylaws.

SECTION 3.

Just cause shall be determined by a unanimous vote of the Executive Committee, or by the unanimous vote of the remaining members of the Executive Committee if the accused is part of the Executive Committee. Immediately upon determination of just cause, a written recommendation for suspension shall be presented to the member in question and then to the active membership at a regularly scheduled meeting.

SECTION 4.

Due deliberation shall consist of a period of not less than two weeks from the date of the recommendation for suspension by the Executive Committee.

ARTICLE XIII. REGISTRATION OF PLEDGES, ACTIVES, AND ADVISORS

SECTION 1. PLEDGE REGISTRATION

The Pledgemaster of this Chapter shall mail pledge applications and the required National pledge fees to the National Office no later than ten days after the second pledge ceremony. The Pledgemaster also shall mail applications for active membership and the required National active initiation fees to the National Office no later than ten days after the second initiation ceremony. Any initiation not followed by the registration of pledges or actives with the National Office shall be considered null and void.

SECTION 2. ADVISOR REGISTRATION

External Relations shall submit the required advisor registration form to the National Office within ten days of adding an advisor to the Advisory Committee.

ARTICLE XIV. RECORDS

SECTION 1. MEMBERSHIP

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

2) a current roster of all pledge, active, advisor, honorary, and alumni members. These rosters shall include a permanent address. A record of those pledges initiated as active Brothers shall also be maintained by pledge class.

SECTION 2. HISTORICAL RECORDS

This Chapter shall maintain a place for the display and storage of any and all Chapter history as required.

ARTICLE XV. PERMANENT MAILING ADDRESS

This Chapter shall maintain a Post Office Box in the Memorial Student Center of Texas A&M University and such shall be registered with the National Office of Alpha Phi Omega.

ARTICLE XVI. SEXUAL HARASSMENT

Xi Delta will abide by all Texas A&M University rules, regulations, and guidelines in regard to student conduct involving sexual harassment. Any form of sexual harassment or any form of illegal discrimination against any individual is inconsistent with the values and ideals set forth by Alpha Phi Omega.

SECTION 1.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

SECTION 2.

Xi Delta will sanction anyone whose:

1. Unwelcome and pervasive or continuous harassment creates an intimidating, hostile, or offensive environment in which to work and learn.
2. Conduct has the purpose or effect of unreasonably interfering with an individual's work as a member of Alpha Phi Omega.
3. Harassment intends submission, explicitly or implicitly, as a term or condition of being a member of Alpha Phi Omega.
4. Submission or rejection by an individual is used as the basis for decisions affecting the standing or participation of that individual in Alpha Phi Omega.

SECTION 3.

Such sanctions include suspension, impeachment, and/or notification to the Student Conflict Resolution

Services. Students may then be subjected to University Student Rules and Texas State Law.

ARTICLE XVII. CHAPTER BUDGET, DUES, FEES, AND ASSESSMENTS

SECTION 1.

The VPF shall submit a budget, approved by the Executive Committee, to the Chapter for approval by a two-thirds vote of those actives in good standing, present and voting, no later than the second general Chapter meeting of the semester. The VPF shall set all Chapter membership dues and fees, which must be approved by a two-thirds vote of those actives in good standing, present and voting. These dues and fees do not include the fees assessed by the National Fraternity.

SECTION 2.

Pledge dues shall include the national pledge fee and the national active initiation fee, as prescribed by the National Bylaws. These fees shall be remitted to the National Office. Other pledge dues will be set by the Treasurer in collaboration with the Pledgemaster and approved by a two-thirds vote of the Executive Committee. In addition, pledges will be required to pay for lost or damaged pledge materials, including pledge pins. Unreturned pledge pins will be considered a debt to the Chapter, not allowing a pledge to become an active in good standing until the pin is returned or paid for.

SECTION 3.

Assessments may be levied on the active membership of this Chapter by an affirmative vote of two-thirds of the actives in good standing present at a general Chapter meeting where a quorum prevails.

SECTION 4.

Pledges who subsequently drop from the pledge program of Alpha Phi Omega shall be eligible to obtain a refund for all or a portion of their dues at the following intervals:

1. Full refund: If the pledge drops within 10 days after the second pledge ritual and before pledge fees have been mailed, then the pledge is eligible to receive a full refund of the amount of pledge dues.
2. Partial refund: If the pledge drops by the sixth pledge meeting then the pledge is eligible to obtain a refund of dues less the initial pledge fee
3. Partial refunds: If the pledge drops at any other time following the sixth pledge meeting, then the pledge may obtain a refund in the amount of the national active initiate fee up until the second initiation ceremony, after which no refunds for pledge dues will be issued. In addition, for a pledge who drops from the pledge program to obtain a refund, they must notify the Pledgemaster by the above said dates to obtain the refund. In addition, to obtain a refund, pledges who drop

must return their pledge pin or have the cost of their pin deducted from their refund.

ARTICLE XVIII. HAZING

There shall be no hazing or informal initiation in connection with the functions of this Chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purposes of this Chapter and of the National Fraternity.

SECTION 1.

Hazing includes, but is not limited to: physical brutality, physical activity that adversely affects the mental or physical health or safety of an individual, activities involving consumption of food, beverages, or drugs, which jeopardize the mental or physical health or safety of an individual, ostracizing an individual, acts inconsistent with the Penal Code, misuse of leadership positions, physical bondage, "road trips," and "quadding."

SECTION 2.

Xi Delta will sanction any member who hazes another member of this Chapter.

SECTION 3.

Sanctions may include suspension, impeachment, and/or notification to Student Conflict Resolution Services. Students may then be subjected to University policy and Texas State Law.

SECTION 4.

At the President's discretion, the President may terminate any activity deemed as hazing. If a pledge or active member continues hazing after an activity has been terminated, then appropriate disciplinary action shall be taken.

ARTICLE XIX. HOUSING POLICY

As a Service Fraternity, this Chapter shall not operate or maintain a fraternity house as lodging quarters for members or any other persons. This Chapter shall maintain rooms, as necessary, for meetings and other functions of this Chapter, at the discretion of its members.

ARTICLE XX. POLICY ON ASSOCIATION MEMBERSHIP

This Chapter shall not seek or accept membership in any association consisting solely of social fraternities or sororities.

ARTICLE XXI. SERVICE PROGRAM

SECTION 1.

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

- 1. Service to the college;**
- 2. Service to the Fraternity;**
- 3. Service to the community;**
- 4. Service to the Nation as participating citizens.**

ARTICLE XXII. AUTHORITY OF THE CHAPTER

This Chapter may adopt bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, other National Fraternity policies, or the rules, regulations, or policies of Texas A&M University. In the event that the rules, regulations, or policies of Texas A&M University are more stringent than those included in the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, or any other National Fraternity policies, the rules, regulations and policies of Texas A&M University shall prevail. It is also the will of this Chapter that the Chapter Bylaws and the Special Chapter Rules of Order be reviewed and updated, as necessary.

ARTICLE XXIII. FINANCE AND PROPERTY

SECTION 1.

The VPF of this Chapter shall ensure that the appropriate federal tax forms are submitted to the Internal Revenue Service in the district in which this Chapter is located.

SECTION 2.

Upon the dissolution of this Chapter, a written report of any money or property on hand shall be filed by its officers with Texas A&M University, and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by Texas A&M University, or by the National Office of Alpha Phi Omega, until the re-activation of this Chapter, and delivered to the Chapter at such time.

SECTION 3.

Should re-activation of this Chapter not be accomplished within five years of dissolution, such funds remaining after the dissolution shall then be transferred to an organization exempt from Federal Income Tax within the meaning of Section 501.C.3 of the Internal Revenue Code.

SECTION 4.

The necessary expenses of this Chapter shall be met from funds secured through Chapter dues, fees, and assessments, as well as contributions and through Chapter activities conducted in keeping with the activity and financial policies of Texas A&M University.

SECTION 5.

All funds of this Chapter, from whatever source and for whatever purpose received shall be deposited to the credit of this Chapter in the accounts of this Chapter established by the Student Organization Finance Center of the Memorial Student Center of Texas A&M University within 24 hours of the receipt of the funds. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

SECTION 6.

A Statement of the Finances of this Chapter shall be made by the VPF at the end of each semester.

SECTION 7.

Any donations to the Chapter shall be used at the Chapter's discretion unless restricted for a specific use by the donor of said item.

SECTION 8.

A statement of State Sales Taxes shall be filed every quarter in accordance with Texas State Law.

SECTION 9.

Receipts for reimbursements to members for Chapter expenses must be submitted within 30 days of the transaction in order for a member to be reimbursed, unless special circumstances apply which hinder the timely remittance of receipts.

ARTICLE XXIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special Chapter Rules of Order this Chapter may adopt.

ARTICLE XXV. AMENDMENTS

These Bylaws may be amended at any regular meeting of this Chapter upon the affirmative vote of two-thirds of the actives in good standing present where a quorum prevails, provided the amendment or amendments have received the consideration of the Executive Committee, are not in conflict with the National Governing Documents, any other National Fraternity policies, or the rules and regulations of Texas A&M University, and have been submitted to the Chapter at least two weeks before the meeting.

The constitution is reviewed annually and subject to the approval of the Department of Student Activities

Xi Delta Governing Documents are assumed to be free from grammatical and logistical errors and in compliance with National and Texas A&M University Governing Documents. In the event a grammatical error, a logistical error or a conflict between Xi Delta Governing Documents and superior Governing Documents exists, Xi Delta Governing Documents may be corrected or amended without vote. The change should be announced to the chapter by the President and/or Parliamentarian.

XI DELTA CHAPTER OF ALPHA PHI OMEGA

Texas A&M University

SPECIAL CHAPTER RULES OF ORDER

Adopted April 25, 1993

Last Updated April 13, 2003

PREFACE

The general practices, rules and principles of parliamentary law has long been an integral part of Alpha Phi Omega. Parliamentary law provides the method of organizing and conducting meetings, and allows each member to be fairly and equally recognized. A set of rules, by which all participants are familiar, can provide a systematic and clear way of doing business. Without them, rules and procedures would be based on the person with the quickest answer. These Rules of Order were prepared to assist Xi Delta in accomplishing its work, in which everyone in could participate actively. Where there is no law, everyone does what is best in their own eyes. These Rules of Order borrow heavily from Robert's Rules of Order Newly Revised, however, Xi Delta's own peculiar rules of order have been documented as faithfully as possible. Therefore vast discrepancies will occur between these Rules of Order and Robert's Rules of Order Newly Revised.

ARTICLE I. THE BASIC PRINCIPLES

1. Common Sense and Logic must prevail.
2. Every person is protected to have a voice, to understand, and to participate.
3. The majority of the group chooses decisions by voting.
4. Only one item is handled at a time (except for voting in projects).
5. The meaning of each issue must be clear to every person before the vote is taken. When there is no further discussion, the group votes.
6. It is the responsibility of the presiding officer to be fair and just. The presiding officer does not vote except to break a tie.

ARTICLE II. INTRODUCTION OF BUSINESS

SECTION 1. INTRODUCING BUSINESS

All Business should be brought before the assembly by a motion of an active member in good standing, with the exception of the presiding officer, who never initiates a motion. Before making the motion, the member must obtain the floor, by raising their hand or standing up and by being recognized by the presiding officer. Where two or more members raise their hands at once, the presiding officer must decide who is entitled to the floor. After the floor has been obtained by a member, the member cannot be interrupted for any purpose, by either the Chair or any other member except by:

A. a question of order

B. a question of privilege

When a member obtains the floor and makes a debatable motion (a principle motion), the motion must be seconded. If it is not seconded, the presiding officer should inquire if the motion is seconded, which can be done by any active member. If the motion is again not seconded, then the assembly has refused the motion and it dies. If the motion is seconded, it becomes open for debate.

SECTION 2. OPENING A MOTION TO DEBATE

After a motion has been made and seconded, the presiding officer must state the motion for the assembly. Calls for discussion must be made three times by the presiding officer by simply stating, "Is there any discussion?" At this point, an active member is free to debate the motion by first obtaining the floor and then being recognized by the presiding officer. The following guidelines should be followed:

- A. When more than one person raises their hand to make a statement, the person who has not spoken is entitled to the floor. As long as someone who has not spoken on the topic wants the floor the member has privileges over someone who has had the floor. When no one new wants the floor it can be turned over to someone who has already spoken.
- B. Once the speaker has the floor, the member can only be interrupted by a privileged question.
- C. The presiding officer should alternate between friends and enemies of a motion, as long as they do not violate the above conditions.

SECTION 3. THE VOTE

After the presiding officer has called for discussion three times, the floor is closed to debate, and a vote can be taken. The vote may be by a:

- A. Voice Vote, where the vote is clearly one way or the other. The Presiding officer simply states, "all those in favor state so by saying 'aye', all those opposed do so by saying 'nay'; are there any abstentions?"
- B. A Show of Hands gives an exact count quickly.
- C. Secret Ballot insures that every active member remains secret. This type of vote is usually

reserved for the election of officers.

ARTICLE III. PRINCIPAL MOTIONS

Principle motions are the motions that active members make to conduct general business. They require a second and are debatable. No principle motion can be made when another principle motion is on the floor. Principle motions always yield to Subsidiary Motions and/or Privileged Questions. For the matter of simplicity and order, these Rules of Order give leave to any active member that makes a debatable motion to be able to withdraw that motion at any time, without debate, before the motion is voted on.

ARTICLE IV. SUBSIDIARY MOTIONS

Subsidiary motions take precedence over Principle motions, but yield to privileged questions. Once a subsidiary motion has been made, it must be decided before the principle motion can be resumed. They are as follows:

SECTION 1. PREVIOUS QUESTION (LIMIT DEBATE)

This question must be resolved before returning to the main motion. Previous question has the effect of ending debate and causing discussion to go immediately to a vote on the main motion. It is not debatable, and cannot be amended or have any other subsidiary motion. When a member calls for previous question by stating, "I motion the previous question," and the call is seconded, the presiding officer must take a vote. If it fails, the discussion continues as if this motion had not been made. If it passes, its effect is to instantly close debate, and bring the assembly to a vote on the main motion. The object of the previous question is to bring the assembly to a vote on the question without further debate.

SECTION 2. POSTPONE TO A CERTAIN TIME (TABLE)

This motion must be resolved before returning to the main motion. It can be amended by altering the time, and previous question can be applied to it without affecting any other motions pending. It allows for very limited debate, which must not go into the merits of the main motion. The effect of this motion is to postpone the entire subject to the time specified by the member making the motion. When that time arrives, the motion is entitled to take precedence over every other motion. It is not in order to postpone the motion until the next semester and consequently must be decided upon by the last meeting of the semester. A passing vote of the assembly postpones the main motion to the specified time.

SECTION 3. REFER TO COMMITTEE

This motion must be resolved before returning to the main motion. It is fully debatable, and can be amended by altering the committee, or giving it instructions. This motion can be referred to a standing or special committee. If the vote fails, debate on the main motion resumes. If it passes, then the main motion is suspended to committee and must be brought up as old Chapter business.

SECTION 4. AMEND

This motion takes precedence over the question which it is proposed to amend. It can be used to amend the principle motion, postponement to a certain time, or referring to committee. An amendment may be in the following forms:

- A. add or insert certain words or paragraphs.
- B. strike out certain words or paragraphs.
- C. strike out certain words and insert others.
- D. substitute another motion for the one pending.
- E. divide the question into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points.

Amendments can be friendly, so long as the original intent of the motion is not altered. Friendly amendments can be, but are not limited to, changes in dates, times, etc... If an amendment is made and seconded, it must be put to a vote before the assembly. If the amendment passes, the previous motion is altered. Yet the altered motion must be voted on to be adopted.

SECTION 5. SUSPEND THE RULES OF ORDER

This motion requires a second, it is not debatable, and must be passed by 2/3 of the assembly. It cannot be amended or have any other subsidiary motion applied to it. The rules of the assembly shall not be suspended except for definite purpose. Once the rule or rules are suspended, the effect lasts until the next general Chapter meeting or until the end of the semester in which the suspension took effect. The form of this motion is "to suspend the rules which interfere with..." specifying the object of suspension.

ARTICLE V. PRIVILEGED QUESTIONS

Privileged questions, on account of their importance, take precedence over principle motions and subsidiary motions, and because of this very privilege are not seconded, amendable, or debatable. Also, because they pertain to the rights of members, interruption of the speaker or presiding officer is allowed. Privileged questions are as follows:

SECTION 1. POINT OF ORDER

Any member may interrupt the speaker to make a point of order. The presiding officer decides whether a point of order has been made, then acts to correct the situation. A point of order is usually called for when an unparliamentary or disorderly procedure has been made.

SECTION 2. PARLIAMENTARY INQUIRY

Any member confused about parliamentary procedure, as it is occurring, may interrupt the speaker to make a parliamentary inquiry.

SECTION 3. REQUEST FOR INFORMATION

Any member may request information about the status of the motion at hand, or questions relating to that motion which eliminate confusion or answer questions that do not involve debate.

ARTICLE VI. PRESIDING OFFICER

The presiding officer is usually the President. It is the role of the President to be knowledgeable about the Chapter Bylaws and the Special Chapter Rules of Order.

It is also the role of the President to conduct the meetings in an impartial and just manner. Because the President acts in this capacity, the President is unable to vote or state an opinion about the motion at hand. The President is limited to only providing facts about a motion so that it may be understood by all members, or to casting a vote to break a tie. The President must step down and relinquish the gavel to the next available in the order of ascendancy in order to participate in discussion, or make a motion.

ARTICLE VII. ELECTIONS

SECTION 1. DELEGATE TO CONFERENCES AND CONVENTIONS

Delegates to conferences and conventions are elected by secret ballot only to the conference or convention held that semester. Usually two delegates and one alternate are elected. This is simply done by an active member in good standing motioning to open nominations. The presiding officer must confirm the nomination, and the nominee must be present to accept. Soon afterwards, an active member must close nominations and voting can take place. Delegates do not make speeches!

SECTION 2. AWARDS COMMITTEE ELECTIONS

Awards Committee is a very honored and prestigious committee. The President, VPF, VPS, VPM, VPL, Pledgemaster(s), and any active past Presidents in good standing are initially on the committee as well as three at-large members, or two at-large members and one elected officer. Any past Presidents may serve the Committee in an advisory capacity. Elections are by secret ballot, and take place three weeks before general Chapter officer elections. Nominations are opened by an active member. It is vital to keep the nominations of elected officers separate from the nominations of regular actives. This way, the general assembly can vote on either three regular members, or two members and one officer.

SECTION 3. GENERAL OFFICER ELECTIONS

General officer elections must be announced two weeks before they are held and are done by secret ballot. Nominations must be opened and closed for each office as they occur. In other words, a nomination for Secretary cannot be made during Presidential nominations. Nominations are opened by an active member in good standing. The order they speak in is randomly drawn and the speech time limit is up to the presiding officer. Nominations for the next office cannot be opened until the outcome of the preceding vote is tallied and announced. Nominations and elections for offices shall be held in the order of ascendancy.

ARTICLE VIII. QUORUM

SECTION 1. DEFINITION

A. For the period of time between the first general Chapter meeting until the end of the fourth general Chapter meeting, a quorum at all general Chapter and special Chapter meetings shall be equal to twenty-five percent of the number of actives in good standing at the end of the previous semester.

B. Following the fourth general Chapter meeting, a quorum at all general Chapter and special Chapter meetings shall consist of twenty-five percent of the current actives in good standing.

SECTION 2. DETERMINATION

A quorum shall be determined by the Parliamentarian upon request by any active in good standing.

ARTICLE IX. ADJOURNMENT

The call for adjournment takes precedence over nothing. It is undebatable, but must be seconded. Once seconded it requires the approval of the presiding officer.

ARTICLE X. AGENDA

1. Open the meeting with 'three taps of the gavel'
2. Old Chapter Business
3. New Chapter Business
4. VPF's report
5. VPS's report
6. VPM's report

7. VPL's report
8. Pledgemaster(s)
9. Fellowship Chair(s)
10. Risk Management
11. External Relations
12. Youth Services
13. Secretary
14. Historian
15. President's Minute
16. Toast Song

ARTICLE XI. AMENDMENTS

These Special Chapter Rules of Order may be amended at any general Chapter meeting upon the affirmative vote of two-thirds of the active in good standing present where a quorum prevails, provided the amendment or amendments have received the consideration of the Executive Committee, are not in conflict with the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Incorporation, any other National Fraternity policies, the Chapter Bylaws, or the rules, and regulations of Texas A&M University, and have been submitted to the Chapter at least two weeks before the meeting.

XI DELTA CHAPTER OF ALPHA PHI OMEGA

Texas A&M University

STANDING POLICIES AND PROCEDURES

Adopted December 1, 2003

Amended through October 7, 2012

PREAMBLE

Xi Delta has had several long-standing policies and procedures, which have until this point gone unwritten, and thus, at times, overlooked. In order to guide the chapter more efficiently, this document has been created to outline those policies and procedures and give them formal recognition. Other policies had been embedded in the chapter bylaws and it is our purpose to extract them from that document so that the said bylaw document serves to protect the rights and duties of the chapter and its members and standing policies and procedures serve to outline the administration of the chapter.

ARTICLE I. POLICIES

POLICY 1. ALCOHOL

A. All the activities of Xi Delta Chapter and the behavior of members will be conducted in accordance with all local, state, and federal laws, all Texas A&M University Regulations, and Alpha Phi Omega's National Fraternity policy as outlined in the Standard Policy of Risk Management with regards to alcohol.

B. All Xi Delta events (i.e. service projects, fellowships, meetings, fundraisers, banquets, or pledging events) where alcohol is present must be served by a licensed third-party vendor. A third party vendor is an entity other than Xi Delta and the group hosting the event.

C. No Xi Delta function or event where any Xi Delta member, Active or Pledge, consumes any alcohol.

can count towards the fulfillment of requirements for activation in Xi Delta Chapter of Alpha Phi Omega.

D. No Active shall consume any alcohol with any pledging members of Xi Delta.

E. Violation of this policy may result in loss of hours for that event, loss of Good Standing, or other sanctions as specified in Xi Delta Governing Documents.

POLICY 2. TRAVEL TIME

Certain events and projects require out of town travel. Because Xi Delta members are providing service by traveling, service hours will be given based on the following guidelines:

Adopt-A-Beach	5 hrs
Regional/Co-Sectional Conferences	4 hrs
National Conferences	8 hrs

Travel to events and projects not already mentioned will be evaluated and hours will be given at the discretion of the chapter.

POLICY 3. DRIVING HOURS

In addition to hours given for traveling, members who physically drive a vehicle to and from events or projects farther than 20 miles from the original meeting place will be given 1 service hour for their service to the chapter.

POLICY 4. SIGN UP/NO SHOW UP

It is imperative to the success of service projects and other events that members who sign up to participate actually fulfill their obligation to the chapter. Members who sign up to participate (including monetary service), and then do not fulfill their obligation or do not notify the appropriate project chair or VPS within 24 hours prior to the project or event, will be subject to the following:

- Upon the first offense, the member will receive a warning from the corresponding Top 6 officer, unless the event already has a warning in the description that states not showing up when signed up or not notifying the proper project chair/officer within 24 hours prior to the project/event. This warning in the description will serve as the project's first warning.
- Upon second offense, and after the member has received the first warning, the member will be required to complete the requirements they missed in addition to the requirements required to remain in good standing with the chapter.
- The project chair, VPS, VPM, VPF, VPL, and/or pledgemaster, as necessary will evaluate extenuating circumstances for members not fulfilling their obligation to the chapter.
- This policy also applies to members who show up to projects or events under the influence of alcohol

and/or drugs. These members will be asked to leave the project and will be subject to the consequences listed above. It is up to the discretion of the Executive Committee as to how the policy is carried out in this case.

The corresponding top 6 officers are responsible for maintaining an accurate list of members requiring extra requirements to remain in good standing.

Pledge Program Addendum

The Pledgemaster is ultimately responsible and has final say in hours required for activation.

POLICY 5. BORROWED/MONETARY SERVICE HOURS

Certain projects and events require supplies to be bought by or borrowed from members of the chapter. Hours will be given to members who lend supplies at the discretion of the VPS. Members who purchase supplies for the chapter will be given 1 service hour for every \$4 they spend.

ARTICLE II. PROCEDURE

PROCEDURE 1. APPOINTING POSITIONS

Positions should be appointed in accordance with Article V of Xi Delta Chapter Bylaws.

A. Positions Appointed by the VPF

1. Fundraiser Chair

The Fundraiser Chair is responsible for coordinating all Chapter fundraising activities, including finding fundraising opportunities, organizing and motivating Chapter involvement in fundraisers, and keeping an accurate record of funds raised to be given to the Treasurer.

2. Property Manager

The Property Manager shall keep the office in good order, and maintain an adequate inventory of supplies used by the Chapter. The Property Manager shall also keep a running inventory of all Chapter supplies and ensure that all plaques are kept up to date.

B. Positions Appointed by the VPS

1. All Project Chairs

Project Chairs are responsible for their respective Service projects and may appoint any necessary subordinates with the approval of the VPS.

2. Service Committee Members

Service Committee Members are responsible for assisting the VPS in developing the Chapter Service program in any way the VPS sees fit.

3. Environmental Chair

The Environmental Chair is responsible for developing a Chapter environmental program including, but

not limited to, recycling efforts, awareness efforts for environmental causes, and participation in environmental projects.

C. Positions Appointed by the VPM

1. Banquet Chair

The Banquet Chair is responsible for organizing the banquet each semester for the Chapter. He/she is to ensure that the banquet is a meaningful experience of congratulations for those people receiving recognition.

2. Scholastics Chair

The Scholastics Chair is responsible for developing programs which will help to facilitate the academic success of Chapter members including actives and pledges.

3. Intramural Chair

The Intramural Chair is responsible for providing the Chapter with an appropriate amount of athletic involvement. He/she should ensure that once signed up for an event, that event is attended and not forfeited.

4. Sunshine Committee

The Sunshine Committee is responsible for helping to promote an overall positive attitude within the Chapter, as well as recognizing members for their achievements during the semester (e.g., birthdays, first-time project chairs, etc.).

D. Positions Appointed by the VPL

1. Sergeant-at-Arms

The Sergeant-at-Arms is responsible for ensuring that the rules of this Chapter and the directions of the Executive Committee are carried out. Additionally, the Sergeant-at-Arms is responsible for conducting and maintaining order at general Chapter meetings, along with the President and Parliamentarian. The Sergeant-at-Arms is responsible for coordinating the safety of all Chapter members at any and all Chapter functions. The Sergeant-at-Arms should be familiar with the Risk Management Policy.

2. Parliamentarian

The Parliamentarian is responsible for ensuring that proper communication at all meetings is preserved. The Parliamentarian should convey an attitude of neutrality so that any member of this Chapter may feel inclined to approach the Parliamentarian for guidance. The Parliamentarian should prepare, distribute, collect, and count all ballots for all elections and general meeting votes. The Parliamentarian should be familiar with Robert's Rules of Order Newly Revised, the Special Chapter Rules of Order, the National Bylaws, the National Articles of Incorporation, the Standard Chapter Articles of Association, the Standard Policy of Risk Management, all other National Fraternity policies, all other National Fraternity policies, these Bylaws, and the rules, regulations, and policies of Texas A&M University. The Parliamentarian should resolve any policy conflicts that may occur.

3. Interchapter Relations Chair

The Interchapter Relations Chair is responsible for maintaining communication lines with other Chapters, including but not limited to, planning interchapter fellowship events and recommending interchapter service projects to the VPS. The Interchapter Relations Chair is also responsible for coordinating Xi Delta Chapter's attendance at National, Regional, and Sectional Conferences. This includes, but is not limited to, motivating the chapter to attend, handling the Chapter members' registration, and overseeing the Chapter's delegation during their stay at the conference.

E. Positions Appointed by the Pledgemaster

1. Assistant Pledgemaster

The assistant Pledgemaster is responsible for aiding the Pledgemaster as seen fit by the Pledgemaster.

2. Pledge Trainers

Each Pledge Trainer is responsible for a pledge group. He/she also is responsible for extending the program of the Pledgemaster, the Executive Committee, and the Chapter to the pledges within the group.

3. Big Brother/Little Brother Coordinator

The BB/LB Coordinator is responsible for developing a Big Brother/Little Brother program for the semester and ensuring its success through BB/LB bonding, picnics, and other such activities.

4. PBS

The PBS Chair is responsible for ensuring that the pledge class is well bonded amongst themselves and the active Chapter.

5. Big Brother

Big Brothers are to act as mentors to pledges on an individual basis. They are appointed by the BB/lb and/or Pledgemaster. Big Brothers must be considered Actives in Good Standing the semester preceding their appointment, and must be eligible to hold an appointed position, according to Article V of the Chapter Bylaws.

PROCEDURE 2. ELECTIONS

A. Speaking Procedures

Decisions dealing with speaking procedure for the candidates and the method of voting shall be made by the President at the general Chapter meeting preceding elections, at the recommendation of the Parliamentarian.

B. Delegates to Conferences & conventions

1. Delegates are to be elected by a simple majority of those actives in good standing present and voting, with any runoffs being determined, as set forth in Article VII, Section 1 of the Special Chapter Rules of Order.

2. An alternate Delegate also shall be elected at the time of Delegate elections.
3. The Chapter shall pay the Delegates' registration and banquet fees for the Conference or Convention to which the Delegates are elected. In addition, the Chapter shall pay for hotel for Delegates to the National Convention.

PROCEDURE 3. NAMING A PLEDGE CLASS

- A. A pledge class shall not be named after any Xi Delta Brother who is less than five years removed from the Chapter as an active member, except as in C below.
- B. A pledge class shall not be named after any Xi Delta advisor who has been an advisor for less than five years, except as in C below.
- C. A pledge class may be designated a "Memorial" pledge class upon the death of a Brother, with no constraints as outlined in A or B above.
- D. A pledge class may be named after a person or an organization.
- E. Naming a pledge class shall require a simple majority of those actives in good standing present and voting, with any runoffs being determined as set forth in Article VI, Section 1, as for officers.
- F. A person whose name is submitted for consideration as the pledge class name shall have exhibited all the qualities of a Brother, as embodied in our cardinal principles, those of Leadership, Friendship, and Service.
- G. An organization whose name is submitted for consideration as the pledge class name shall be one which has unceasingly helped the cause of this Chapter.
- H. The Pledgemaster shall select no fewer than four and no more than ten names from those eligible, for recommendation to the Chapter to consider as possible pledge class names. A biography of those people or organizations recommended shall be presented to the Chapter at least one week before the pledge class name is voted on. Such list shall be posted in the office during that week.
- I. Nominations for consideration as the pledge class name may be received from the floor, and those nominated shall have their biographies posted as in H above.

Article III. AMENDMENTS

Chapter Standing Policies and Procedures may be amended at any regular meeting of this Chapter upon the affirmative vote of two-thirds of the actives in good standing present where a quorum prevails, provided the amendment or amendments have received the consideration of the Executive Committee, are not in conflict with the National Governing Documents, any other National Fraternity policies, or the rules and regulations of Texas A&M University, and have been submitted to the Chapter at least two

weeks before the meeting.

Article IV. SUSPENSION

In certain cases, it is necessary to suspend the Standing Policies and Procedures. This motion requires a second, it is not debatable, and must be passed by 2/3 of the assembly. It cannot be amended or have any other subsidiary motion applied to it. The rules of the assembly shall not be suspended except for definite purpose. Once the policy/procedure or Standing Policies and Procedures, as an entire document are suspended, the effect lasts until the next general Chapter meeting or Feliuntil the end of the semester in which the suspension took effect. The form of this motion is”to suspend the policies and procedures which interfere with...” specifying the object of suspension.