

**ALPHA PHI OMEGA
GAMMA RHO BYLAWS**



UNIVERSITY OF NORTH TEXAS

DENTON, TEXAS

SPRING 2019

The Bylaws of the Gamma Rho Chapter of Alpha Phi Omega
adopted Spring 2019

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PREAMBLE

We, the members of the Gamma Rho Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of the University of North Texas, and established for the purpose of assembling college students in the fellowship of the 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 hereby adopt these Bylaws and Policies.

ARTICLE I Name and Mission

SECTION 1. The official name of this organization shall be the Gamma Rho Chapter of Alpha Phi Omega National Service Fraternity.

SECTION 2. This Chapter shall be conducted as a service fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, and the Standard Chapter Articles of Association of Alpha Phi Omega.

ARTICLE III Governing Rules and Regulations

1. (A) This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
2. (B) The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

ARTICLE III Membership

SECTION 1. MEMBERSHIP STATEMENT.

3. (A) Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
4. (B) Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

SECTION 2. MEMBERSHIP TYPES.

(A) ACTIVE MEMBERSHIP. An active member is a student who has previously passed a semester of pledgeship and has been initiated into Alpha Phi Omega. They must also be in good standing with the national office, have met active requirements, and have paid dues for the current term by the day of the activation ceremony. Active members rights shall include, but are not limited to, voting, having voice, and the right to hold office. All other rights and privileges are as outlined in the Policies of these Bylaws.

(B) ASSOCIATE MEMBERSHIP. An associate member is a student who is eligible for active membership, but finds it necessary to cease full involvement in Chapter affairs because of other commitments of time, effort, or other resources, or an inactive member who wants to be reactivated. A petition must be sent to the Executive Board within the first six general meetings of

the semester for such membership and approval by a two-thirds majority vote of the Executive Board must be met. Associate membership is required for one full semester for those inactive members wanting to renew their active membership status. If an inactive member strongly feels that they should be active, it is permitted to petition the Executive Board to skip the associate membership stage. Associate members rights and privileges shall include, but are not limited to, having voice. All other rights and privileges are as outlined in the Policies of these Bylaws. If an associate member meets associate requirements by Activation, active membership status will be restored with new active restrictions until the next Activation Ceremony.

(C) PLEDGE MEMBERSHIP. A pledge is a student in good standing that seeks active membership with Alpha Phi Omega. Pledges shall participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. Pledges shall complete the pledge requirements as set forth in the Policies of these Bylaws. Pledge class requirements must conform to the national pledging standards. Pledges may be invited to Chapter, Officer, and Committee meetings and shall be given voice and the right to vote on issues, excluding the budget and elections during their pledgship. Pledges must pay their pledge ceremony fee by the day of The Pledge Ceremony in order to be considered in good standing. Pledge dues must be met by the day of Activation.

(D) NEOPHYTE MEMBERSHIP. A member of Alpha Phi Omega who has been trained in the ideals and principles of the fraternity but has not participated in the Initiation Ritual.

(E) INACTIVE MEMBERSHIP. An inactive member is a student who previously was considered active but is no longer in good standing or has not completed active requirements. An inactive member's rights and privileges shall include but are not limited to having voice.

(F) ADVISORY MEMBERSHIP. Advisory membership may be conferred by a two-third vote of the active members present and voting at a regular Chapter meeting. An Advisory member's rights and privileges shall include but are not limited to having voice.

(G) HONORARY MEMBERSHIP. Honorary membership may be conferred upon persons who have contributed significantly to this Chapter. Selection of honorary members shall require approval of at least two-thirds of the active members present and voting at a regular Chapter meeting. Honorary member's rights and privileges shall include but are not limited to having voice.

SECTION 3. MEMBERSHIP STATUS. All members of Alpha Phi Omega shall have their status reviewed by the Membership Vice President and pledges shall have their status reviewed by the Pledge Master at the end of each semester. Members shall then be informed of their membership status for the next semester by the day of Activation. All membership classifications shall then be fixed until the next Activation ceremony.

Article IV Officers

SECTION 1. ELIGIBILITY.

5. **(A)** To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).

6. **(B)** An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

SECTION 2. ELECTED OFFICER TITLES. The officers of this Chapter shall be: President, Service Vice President, Membership Vice President, Leadership Vice President, Secretary, Treasurer, Pledge Master, Public Relations Officer, Alumni Secretary, Historian and Sergeant at Arms.

SECTION 3. APPOINTED OFFICER TITLES. Fundraising Chair, Active Motivating Chair, Scouting Liaison, Pledge Trainers, Memorabilia Chair and any other officers deemed necessary by the Executive Board.

SECTION 4. EXECUTIVE BOARD. The voting members of the Executive Board of this Chapter shall be comprised of the offices of President, Service Vice President, Membership Vice President, Leadership Vice President, Secretary, Treasurer, Alumni Secretary, Historian, Pledge Master, Public Relations Officer and Sergeant at Arms.

SECTION 5. TERMS OF OFFICERS. The officers of this Chapter shall be elected biannually, no less than fifteen days before the end of each semester. The term of office shall be for the next academic semester following the election. Newly elected officers shall serve in cooperation with present officers, in their respective jobs, starting the meeting following the election. Officers may serve only two full terms in a particular office, but may hold more than one office in succession.

SECTION 6. QUALIFICATIONS FOR OFFICER POSITIONS. To hold the office of President, Service Vice President, Membership Vice President, Leadership Vice President, Secretary, Treasurer, Pledge Master, Public Relations Officer or Sergeant at Arms, a person must have been active for at least one semester. Each officer must be in good standing with the university at time of elections. To hold any offices in this Chapter, a person must currently be an active member also in good standing with the chapter.

SECTION 7. OFFICER VACANCIES. In the case of removal or resignation of a Chapter officer, the Chapter shall elect a replacement at the second regular Chapter meeting following the creation of the vacancy. For the interim period, the President, with the approval of the Executive Board shall appoint a brother to serve in the vacated position until the time of election.

SECTION 8. CHAPTER DELEGATION. This Chapter shall elect such delegates to the National Convention and to the other representative bodies of this fraternity, as it is entitled.

Article V Duties of Elected Officers

SECTION 1. PRESIDENT. It shall be the duty of the President to (1) Serve as the presiding officer at all Chapter meetings and at meetings of the Executive Board. (2) Ensure the functions of all Chapter officers are fulfilled. (3) Appoint such committees as are deemed necessary to carry out the service program of the Chapter. (4) Insure that the Chapter is operated in conformity with the principles set forth in the National Bylaws, the Standard Chapter Articles of Association of Alpha Phi Omega, and these Bylaws, and any and all rules set forth by the University of North Texas. (5) Prepare the agenda for every general meeting. (6) Ensure the chapter performs a CAPS or other planning activity. (7) Submit the Annual Chapter Evaluation, Chapter of Excellence, and H. Roe Bartle Award forms. (8) Plan the officer retreat at the end of each semester, which will include an

orientation and training session for all new officers.

SECTION 2. SERVICE VICE PRESIDENT. It shall be the duty of the Service Vice President to (1) Plan and coordinate the service program of the Chapter. (2) Maintain an accurate record of all past service events performed by the chapter. (3) Ensure that the chapter has at least two service events for the country, the chapter, the campus, and the community each semester. (4) Coordinate the National Service Week Project in the fall semester, and the Spring Youth Service Day project in the spring. (5) Submit a proposal for the Youth Service Grant to the National Office no later than February 1st of each year. (6) Develop at least one service project in partnership with one of Alpha Phi Omega's national partners. (7) Ensure that the chapter is in compliance with all local, state, federal and university based rules and laws when performing service projects. (8) Ensure that all materials needed to safely and efficiently perform service projects are present at each event. (9) Discuss with the MIC the specifics of the project they are responsible for prior to the project. (10) Perform all presidential functions in the absence of the President. (11) Preside as the chair of the service committee.

SECTION 3. MEMBERSHIP VICE PRESIDENT. It shall be the duty of the Membership Vice President to (1) Plan and coordinate the membership program of the Chapter. (2) Ensure that the membership retention program in the chapter is effective. (3) Ensure that active, associate, and inactive members are aware of their membership status and receive updates on their membership requirements throughout the semester. (4) Ensure that the families participate in activities that promote family bonding. (5) Plan, for the chapter, a formal party for the fall semester, or a luau for the spring semester. (6) Oversee the fellowship program of the chapter. (7) Perform all functions of the fellowship chair and the active motivating chair in their absence. (8) Preside as the chair of the membership committee.

SECTION 4. LEADERSHIP VICE PRESIDENT. It shall be the duty of the Leadership Vice President to (1) Oversee the Chapter Leadership Development Program by planning leadership developing activities and encouraging chapter participation in the national fraternity and university leadership opportunities, such as conferences, APO L.E.A.D.S. programs, APO IMPACT guides, and Eagle Leadership Programs. (2) Act as Chapter Parliamentarian and chief interpreter of these Bylaws and Policies. This includes editing these Bylaws for grammatical purposes, but not for any content changes. (3) Give copies of the most current Bylaws to the proceeding Leadership Vice President and the proceeding President. (4) Perform all functions of the Sergeant of Arms in their absence.

SECTION 5. SECRETARY. It shall be the duty of the Secretary to (1) Maintain an accurate record of Chapter meetings and of meetings of the Executive Board. (2) Ensure any minutes from a Chapter or Executive Board meeting be made available to all members of the chapter no later than one week after the meeting. (3) Keep an accurate record of service hours, fellowship credits, leadership credits, MIC credits, rush event credits, committee credits, and fundraiser credits for all members. (4) Keep an accurate record of attendance at all general meetings.

SECTION 6. TREASURER. It shall be the duty of the Treasurer to (1) Maintain an accurate record of all Chapter transactions. (2) Transmit to the National Office all fees and dues as prescribed by the National Convention. (3) Ensure that all financial forms and reports prescribed by federal, state, and educational institution policies are filed as required. (4) Preside as the Chair of the fundraising/finance committee. (5) Ensure the Fundraising/Finance Committee executes a

minimum of two fundraising activities during their term. (6) Develop, with the Executive Board, a budget according to the provisions set forth in Article IX and the policies of these Bylaws.

SECTION 7. PLEDGEMASTER. It shall be the duty of the Pledgemaster to (1) Plan and execute a quality pledge program in accordance with the National Pledging Standards. (2) Plan a pledge class retreat in conjunction with the Pledge Trainers and pledge class officers. This retreat shall include a Bylaw training component. (3) Maintain accurate records pertaining to the completion of pledge requirements. (4) Report to the Executive Board on a bimonthly basis regarding the status of all pledges. (5) Maintain the ritual material and other Chapter properties regarding the Pledge and Activation Ceremonies. (6) Ensure that both actives and pledges participate in a pledge-planned project. (7) Ensure there is at least one opportunity at the conclusion of the pledge program for constructive evaluation of the program. (8) Coordinate the Big Brother and Little Brother program of this Chapter as set forth in the policies of these Bylaws. (9) Ensure the chapter develops a pledge handbook to supplement the National Pledge Book to assist pledges in their education. (10) Develop a Pledge Educator Handbook that shall be passed on to successor. (11) Ensure that the Pledge Program of Excellence is completed and submitted to national office in a timely manner.

SECTION 8. PUBLIC RELATIONS CHAIR. It shall be the duty of the Public Relations Chair to (1) Provide timely information concerning Chapter activities to the friends of the Chapter. (2) Publicize Chapter activities as appropriate but at least once a month. (3) Be responsible for updating printed materials, including, but not limited to, brochures and letterheads, and ordering extras as needed. (4) Be responsible for all promotional materials, including, but not limited to, posters, banners, and Greek letters. (5) Ensure the chapter uses at least four different methods for publicizing to the campus and community. (6) Ensure the chapter is actively working toward obtaining membership diversity consistent with that of the university. (7) Ensure the recruitment period includes at least four informational sessions at different times and days and a service project and a fellowship event. (8) Perform all functions of the memorabilia chair and website master chair in their absence. (9) Preside as chair of the Public Relations committee. (10) Ensure that at least two public relation events are executed throughout the semester.

SECTION 9. ALUMNI SECRETARY. It shall be the duty of the Alumni Secretary to (1) Maintain a current roster of all Chapter alumni including addresses and phone numbers. (2) Provide communication between Chapter and alumni. (3) Inform all alumni of Chapter activities and keep them involved by means of a newsletter to be published once a month. (4) Plan a chapter alumni event.

SECTION 10. HISTORIAN. It shall be the duty of the Historian to (1) Maintain a record of the activities of the Chapter during their term. (2) Further the preservation and enhancement of Chapter records and archives. (3) Ensure that all events of the chapter are photographed, excluding any ritual events, all events where doing so would violate the risk management policies of Alpha Phi Omega or if in doing so jeopardize the privacy and safety of anyone involved in an event. (4) Develop a publication, such as a scrapbook or other similar device, to showcase the chapter's functions during their term. (5) Submit an article or photo to either the *Torch & Trefoil* or to a sectional, regional, or national website. (6) Keep an accurate record of the family trees. (7) Create, preserve, and resurrect chapter traditions and culture.

SECTION 11. SERGEANT AT ARMS. It shall be the duty of the Sergeant at Arms to (1) Perform such disciplinary and parliamentary procedures as are deemed necessary. (2) Prepare,

distribute, and collect ballots at Chapter elections. (3) Manage the chapter's property and ensure that the property has a place to be stored.

Article VI Duties of Appointed Officers

SECTION 1. ACTIVE MOTIVATING CHAIR. It shall be the duty of the Active Motivating Chair to (1) Motivate and encourage member participation in Chapter activities. (2) Report to the Membership Vice President.

SECTION 2. SCOUTING LIAISON. It shall be the duty of the Scouting Liaison to (1) Serve as a liaison to the Boy Scouts of America, Girl Scouts of America, and other similar organizations. (2) This shall include setting up service projects to help these groups both behind the scenes and directly with the program, subject to approval of the Service Vice President. (3) See that the Chapter is aware of and follows the principles of the Boy Scout Association. (4) Keep a roster of members' involvement in scouting. (5) Report to the Service Vice President.

SECTION 3. PLEDGE TRAINER. It shall be the duty of the Pledge Trainer to (1) Assist the Pledge Master in training the Pledges for an effective Pledge Program. (2) Report to the Pledge Master.

SECTION 4. MEMORABILIA CHAIR. It shall be the duty of the Memorabilia Chair to (1) Design and coordinate Alpha Phi Omega memorabilia for the Chapter, such as T-shirts, key chains, etc. (2) Keep accurate records of inventory and a master list of all members that have ordered and paid for said memorabilia. (3) Report to the Public Relations Officer.

SECTION 5. FELLOWSHIP CHAIR. It shall be the duty of the Fellowship Chair to (1) Assist the membership program by planning and carrying out successful fellowship events (2) Inform the chapter of university events that pertain to fellowship, including but not limited to intramural sports, University Program Council events, and events developed by other organizations that represent the interests of Alpha Phi Omega. (3) The Fellowship chair must be an active member of the membership committee. (4) Report to the Membership Vice President.

SECTION 6. CREATING APPOINTED POSITIONS. The Executive Board may create temporary appointed officer positions for the semester when needed with a two-thirds vote by the Executive Board.

SECTION 7. ALL OFFICERS. All officers shall, in addition to their stated duties, perform such other duties as their offices of the Chapter may require.

Article VII Advisors

SECTION 1. Eligibility and Selection.

(A) The advisor shall be selected by the officers.

(B) To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.

(C) The advisor has no term limit as long as they remain eligible.

SECTION 2. ADVISORY COMMITTEE. The Advisory Committee of the Chapter shall consist of one or more Scouting Advisors, two or more advisors from the faculty or staff of the

educational institution, one or more advisors from the community, and any other advisors as deemed necessary.

SECTION 3. ADVISORY CHAIRMAN. The Chapter shall elect one of the advisors as the chairman of the Advisory Committee. The Chapter shall elect advisors for a year; new advisors can be elected in at any time of the year of office of one academic year. Elections shall be by two-thirds vote of the active members present and voting at a regular Chapter meeting. Advisors shall be eligible for an unlimited number of years.

SECTION 4. ADVISOR DUTIES AND PRIVILEGES. Advisors shall encourage the development of high fraternal and scholastic standards, shall assist the Chapter in planning and carrying out its service program, and shall serve as advisors and counselors on Chapter matters. Advisors shall have all privileges of active Chapter membership except those of voting and holding office. Advisors are required to attend both Initiation and Activation ceremonies, one Chapter meeting a month, and attend at least one executive meeting per semester.

Article VIII Meetings and Voting

SECTION 1. CHAPTER MEETINGS. This Chapter shall hold weekly meetings during the academic term except when holidays, examination periods, or other events make meeting impractical in the judgment of the Executive Board.

SECTION 2. SPECIAL MEETINGS. Other special meetings shall be held upon written request of one-third of the active members or at the discretion of the President or the Executive Board. Notice of such meetings shall be provided to the Chapter members at least 1 week prior to the special meeting.

SECTION 3. QUORUM. A Quorum shall consist of at least two-fifths of the active membership and shall be assumed present unless challenged. No business shall be conducted unless a quorum is present.

SECTION 4. VOTING. Only active members shall be allowed to vote in meetings of the Chapter on issues regarding the budget and elections. No proxy or absentee voting shall be allowed.

SECTION 5. OVERRIDE. The vote required to override an executive decision shall be two-thirds of the active members in good standing.

Article IX Elections

SECTION 1. NOMINATIONS. Nominations for Chapter offices shall be permitted until the time of election but no earlier than the meeting prior to the election.

SECTION 2. ORDER OF ELECTIONS. The election of Officers shall proceed in the order in which the Officers are listed in these Bylaws.

SECTION 3. SECRET BALLOT. All elections for which more than one person has been nominated shall be by secret ballot.

SECTION 4. ELECTION PROCEDURE. The Sergeant at Arms or an active member designated during the election shall prepare, distribute, and collect ballots from all active members of the Chapter and deliver them to a member of the Advisory Committee for counting. The Advisor shall count the ballots and announce the name of the person elected. The number of votes received by each nominee shall be made available upon request.

SECTION 5. CANDIDATE PROMOTION. Candidates for office shall be allowed to give a speech and/or a presentation to promote themselves for office. The time limit on these presentations shall be determined at the meeting prior to elections by a simple majority vote of the active members present.

SECTION 6. TIES. In the event of a tie, the Advisory Chair shall determine the winner of the election. If the Advisory Chair is not present at the election then the advisor with the most seniority present shall determine the winner.

SECTION 7. LARGE ELECTIONS. In the event that enough people are running for election to make it obvious that elections will take longer than one meeting, it shall be the duty of the Executive Board to determine the most efficient way of handling the election process. The board must ensure that all candidates for office are given equal representation to the chapter.

SECTION 8. NEW ACTIVES. Newly active members may run for any officer position for which no qualified member is running during the 2nd week of nominations. Once the floor for nominations has been opened to newly active members, all nominees will maintain eligibility through the duration of that office's election.

Article X Finance and Property

SECTION 1. DUES AND FEES. This Chapter may establish reasonable dues and fees in addition to those established by the National Fraternity. The total amount of all dues and fees shall not be below the required national dues and fees, but shall not exceed \$200. The current dues of this chapter shall be established as policies of this Chapter.

SECTION 2. CHAPTER EXPENDITURES. The Treasurer shall submit a general budget, in conjunction with the Executive Board, of all anticipated expenses and incomes for each semester to be voted on at the first general meeting of each academic semester. Any expenditure outside the proposed budget must be submitted to the Executive Board via a written proposal to be approved by a simple majority vote of the Executive Board. All proposals for expenses must be submitted to the treasurer no less than a week in advance of that purchase in order to be considered by the Executive Board. All decisions regarding proposals can be overridden with a two-thirds vote of active members present at a general meeting. At the end of each academic semester the Treasurer shall submit a report to the chapter regarding all actual expenses and incomes. The report must also include the standing balance of the chapter's funds.

SECTION 3. UNANTICIPATED EXPENDITURES. All emergency expenditures done for the Chapter for any reason are subject to reimbursement by majority vote of the Executive Board.

SECTION 4. PROPERTY. Any and all items purchased using Chapter funds shall be considered the property of the Chapter and must be catalogued and maintained in a manner suitable for their preservation by the Sergeant at Arms.

Article XI Parliamentary Authority

SECTION 1. PARLIAMENTARY AUTHORITY. The rules contained in Robert's Rules of Order Newly Revised shall govern all meetings of this Chapter in all cases to which they are applicable and in which they are consistent with these Bylaws and the Policies of this Chapter.

Article XII Discipline/Statement of Non-Hazing

SECTION 1. SUSPENSION AND REMOVAL. This Chapter shall have the power to suspend any member or to remove any officer for just cause.

SECTION 2. DUE PROCESS. Charges against any member shall be presented to the Executive Board at least seven days prior to consideration by the Chapter. The member charged shall have the opportunity to speak before the Executive Board and the Chapter at the time the charges are presented. If the member charged is a member of the Executive Board, the member charged may not participate in the deliberations of the Executive Board regarding the charges. The Executive Board shall make a report of its findings to the Chapter prior to the consideration of the charges by the Chapter. A two-thirds vote of the active members present and voting at a regular Chapter meeting is required for suspension of a member or removal of an officer.

SECTION 3. HAZING. As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article XIII Ratification and Amendment of Bylaws

SECTION 1. RATIFICATION. These Bylaws shall become effective upon acceptance by a vote of two-thirds of the active members present and voting at a regular Chapter meeting.

SECTION 2. AMENDMENT. These Bylaws may be amended by a two-thirds vote of the active members present and voting at a regular Chapter meeting provided that all such amendments are presented to the Chapter at least fourteen days prior to consideration by the Chapter. Amendments to these Bylaws shall become effective upon adoption.

Article XIV Policies

SECTION 1. AUTHORITIES. This Chapter may adopt such policies, rules, and regulations not in conflict with these Bylaws as may be necessary.

SECTION 2. ADOPTION PROCEDURE. Chapter Policies may be adopted or amended by a simple majority vote of the active members present and voting at a regular Chapter meeting. Changes to the Chapter Policies do not have a mandatory waiting period before voting can occur.

SECTION 3. DURATION OF POLICIES. Chapter Policies, once adopted, shall remain in effect until amended or otherwise modified.

POLICY I Officer Policy

Purpose: To establish guidelines and expectations for the Executive Board, elected officers, and appointed officers.

SECTION 1. EXECUTIVE BOARD DUTIES. The duties of the executive board shall be to (1) know and uphold Alpha Phi Omega's National Bylaws and Standard Chapter Articles of Association, as well as the bylaws of Gamma Rho. (2) Ensure there is Quorum that consist of two-thirds of the Active Brothers on the Executive Board. (3) Meetings of the Executive Board may be open or closed to general chapter membership at the discretion of the President, or their presiding

representative. All meetings are assumed to be open to the general chapter membership unless otherwise specified at the preceding general meeting by the President or presiding representative. (4) The Executive Board is to be responsible for formulating a program at the beginning of each term in office, which shall be subject to approval by a simple majority of the Active Membership at a meeting where quorum prevails. This program shall include a tentative outline of the chapter activities for their term and proposed activities for the next semester. (5) The Executive Board shall formulate a semester budget in conjunction with the Finance and Fundraising Committee. (6) Executive Board members must set a minimum standing financial balance for the Chapter at the beginning of each semester as an emergency fund in order to cover unanticipated expenses. If the balance drops to, or below the minimum, the chapter must fundraise for itself until a balance of at least \$500 above the minimum is reached. (7) The Executive Board shall have the authority and responsibility to recruit suitable Chapter Advisors and confer Advisory membership to them, subject to a majority vote of approval by Active Brothers at a meeting where quorum prevails. (8) The Executive Board shall meet at least once every week to execute its duties. All voting members of the Executive Board must attend all Executive Board meetings. If a voting member is unable to attend a meeting for academic or family reasons, they must notify either the President or a Vice President. (9) Special meetings of the Executive Board may be called by the President, or upon the written request of the simple majority of the membership of the Executive Board. (10) All executives should make it a priority to make it to all officer meetings. If an Executive Board member misses more than 2 Executive Board meetings they may be removed from office by a two-thirds majority vote of the chapter.

SECTION 2. OFFICER GOALS. All officers at the beginning of each term of office shall put into writing a list of goals for their particular office to achieve during that semester.

SECTION 3. OFFICER REPORTS. Each officer shall submit a verbal report to the President each week that details all functions performed in the capacity of the office held. The President will submit a similar report to the Executive Board and the Chapter, upon request. A written report may be requested as well.

SECTION 4. APPOINTMENT OF OFFICERS. Any active member in good standing can apply for an appointed office. Members may apply by submitting a written paragraph to the President of the newly elected Executive Board after the elections at the end of each semester. The paragraph should state why that Brother feels they are the best candidate for that position and their ideas for the next semester. The President and the newly elected Executive Board will review the paragraphs and then make appointments by a vote of the Executive Board. The Executive Board may appoint an officer at a later date if there is a need for a position to be filled.

POLICY II Committee Policy

Purpose: To establish the guidelines and rules for the standing committees of Alpha Phi Omega Gamma Rho.

SECTION 1. COMMITTEE GUIDELINES AND RULES. These committees shall be the standing committees of this chapter. These committees shall meet at least once a week or as the committee chairs see fit to complete the committee's duties. Each committee shall have a chair that shall have the following responsibilities. (1) Ensure that minutes are taken at each meeting. (2) Provide an agenda for each meeting. (3) Ensure that regular reports are being made to the chapter.

SECTION 2. PUBLIC RELATIONS COMMITTEE. The PR officer shall be the chair of this committee. The purpose of the public relations committee is to assist the PR officer in their duties. The committee must plan at least one open general meeting per semester, where anyone outside of the chapter is invited and at least one campus-wide fellowship event per semester. It is the duty of the committee to ensure that the chapter's activities are publicized to the local media as appropriate, to facilitate and encourage participation by the chapter membership in inter-chapter activities and to improve communication by the chapter to outside entities, by the chapter to other chapters, and between brothers of this chapter. The committee shall make regular reports to the National Office for the editor of the *Torch and Trefoil*.

SECTION 3. MEMBERSHIP COMMITTEE. Membership Vice President shall be chair of this committee. The purpose of the membership committee is to assist Membership Vice President in their duties. The duties of the membership committee are to (1) Develop and execute a membership retention program in which active members who have not attended recent events are contacted for the purpose of informing them of recent and upcoming activities, and when appropriate, to inform them of inactive or associate status. (2) To coordinate weekly activities to boost morale and facilitate membership retention. (3) To plan fellowship activities and events in order to foster friendship throughout the semester, and to assist the Alumni Secretary in effectively communicating chapter events to all alumni of the chapter, and to any alumni in the area who may be associated with the chapter.

SECTION 4. SERVICE COMMITTEE. Service Vice President shall serve as chair of this committee. The purpose of the service committee is to (1) Propose a list of projects for the following semester to be presented at the beginning of each semester. (2) To assist the Service Vice President in their duties, to obtain suggestions for service projects from all possible sources including, but not limited to the following: Scouting Advisors, college officials, campus organizations, other Brothers, students, and national organizations. (3) To present proposed projects to the Executive Board and the Chapter. (4) To plan and execute at least one campus wide service event each semester.

SECTION 5. FINANCE AND FUNDRAISING COMMITTEE. The Treasurer shall serve as chair to this committee. The purpose of the finance and fundraising committee is to (1) Propose changes, as needed, to chapter, pledge, and activation dues. The proposal shall be subject to approval by a simple majority of active members present at a meeting where quorum prevails. (2) To seek out sources of fundraising in addition to the chapter membership dues. Membership on this committee shall be open to any of the chapter membership. The following officers shall be on the Finance and Fundraising Committee by their office: Treasurer and all Fundraising Coordinators.

SECTION 6. AWARDS AND NOMINATIONS COMMITTEE. The Presidential Secretary shall serve as chair to this committee. The purpose of the awards and nominations committee is to consider nominations for various chapter and campus awards. Membership on this committee shall be open to any of the chapter membership. The committee is responsible for the presentation of awards at Luau and Formal and for maintaining an accurate record of awards for the chapter.

SECTION 7. IMPROMPTU COMMITTEES. If a new committee is to be formed, it should be proposed and approved by the Executive Board.

POLICY III Dues

Purpose: To establish the present amount of dues, a payment schedule, and repercussions for those that do not pay dues on time.

SECTION 1. DUES. The present dues of Gamma Rho shall be \$95.00 per academic semester for active members, \$35.00 per academic semester for associate members, and \$120 per academic semester for pledges.

SECTION 2. RETURNED CHECKS. There shall be a fee of \$10.00 on all returned checks. Any person bouncing a check more than once in a single semester will be required to pay for remaining dues, promotional items, event tickets, fines and/or any other moneys to be paid to Alpha Phi Omega Gamma Rho that semester in cash. No exceptions apply.

SECTION 3. PAYMENT SCHEDULE. There will be three payments of dues for actives, associates, and pledges. Dates are to be determined by the Treasurer in the beginning of the semester and must be at least one month apart.

SECTION 4. LATE FEE. Members must pay dues by the dates specified by the Treasurer. A late fee of \$5 may be charged for each week a payment is late for each individual deadline missed, after an Executive Board review of the circumstances.

SECTION 5. DISCOUNTED DUES. A discount of \$5 for that semester may be applied when actives pay all dues in full by the first payment date set up by the treasurer.

SECTION 6. REFUND POLICY. Any pledge that feels the need to withdraw from Alpha Phi Omega Gamma Rho may ask for a refund two weeks before activation, excluding the \$35 given to nationals.

POLICY IV UNT Organization Handbook Accordance Code

Purpose: To establish the guidelines of following the codes of the University of North Texas as laid out in the campus' Organization Handbook.

SECTION 1. ACCORDANCE CODE. The Gamma Rho Chapter of Alpha Phi Omega follows all rules and guidelines for University organizations in accordance with the UNT Organizations Handbook put out by the Student Activities Center of the University of North Texas.

POLICY V Service Policy

Purpose: To establish guidelines concerning the manner in which service projects are set and are accomplished.

SECTION 1. ANNOUNCEMENT. All service projects will be announced at the General Meetings.

SECTION 2. MEETING LOCATION. All projects meet behind Wooten Hall at the time specified by the Service Vice President. Any person failing to be on time to meet is subject to being left by the members.

SECTION 3. CANCELLATION. If a member needs to withdraw from a project for which they have signed up, the member must contact the Member in Charge or the Service Vice President at least 24 hours in advance of project beginning time for emergencies or extenuating circumstances as decided by the Service Vice President. For non-emergencies, the member must remove their name from the project sign-up sheet at the meeting preceding the project. Failure to inform of

cancellation will result in the Brother being docked the hour(s) missed and a pledge being docked half the hours missed.

SECTION 4. UNFORESEEN CANCELLATIONS. In case of cancellation due to weather or other unforeseen reasons, those members signed up for the project will receive half credit for the scheduled time.

SECTION 5. SERVICE HOURS THROUGH THE CHAPTER. Each member of the chapter of Gamma Rho shall complete a minimum of one half of their required hours by participating in an event on the Chapter's calendar. This excludes donating items toward events listed on the calendar.

SECTION 6. PERSONAL SERVICE HOURS. Personal Hours are those hours from projects that are not announced at the General Meeting. To receive active membership or for pledges or associates to be activated, half of the minimum required hours must be done through Chapter organized service projects. There is no limit to the amount of personal hours a brother may receive. Members cannot receive payment of any type for personal hours (i.e.: money, grades, etc.). Members wanting to have personal hours must supply the Service Vice President with the name of the organization, contact person, and phone number within one week of completing the hours. All activation hours are due by Activation Ceremony. Personal hours may only count towards membership requirements and awards if completed between the first day of classes and Activation and must be approved by the service vice president. If personal Hours may be completed outside of the academic semesters, they must be submitted to the Service Vice President for approval.

SECTION 7. FELLOWSHIP. Members can receive 2 fellowship points per friend who works at a project.

SECTION 8. DRIVERS. A member who drives a carpool will receive one half hour service credit.

SECTION 9. PROJECT CHAIR. A Project Chair is any active, associate, or pledge member who volunteers to take the responsibility of (1) Planning and setting up the arrangements and details for a service project. (2) Reporting their progress to the Service Committee. (3) Delegate tasks and responsibilities as needed for the planning of a service project. (4) Project chair will receive one leadership credit for assuming these responsibilities. (5) Upon the approval of the Service Committee, a project chair will receive the amount of service hours that they submitted to the Service Committee as the time they spent planning the project.

POLICY VI Designated Driver Policy

Purpose: To maintain the Chapter's rules and regulations concerning alcohol and the use of motor vehicles.

SECTION 1. DESIGNATED DRIVERS. There must be at least One designated driver (DD) for every 8 members at every Alpha Phi Omega Gamma Rho sponsored party where alcohol will be consumed. The DDs may not consume alcohol 10 hours before or during the event. No party that includes the consumption of alcohol may be held until two DDs and one alternate has signed up. DDs must have current driver's liability insurance.

SECTION 2. SERVICE. The alternate will become a DD in the event one of the two original DDs do not show. DDs will get service hours for the job; beginning from the time the event begins

until the event is over. DDs who sign up and do not show up but renege and leave early will be docked the hours they would have received.

SECTION 3. DESIGNATED DRIVER DUTIES. A DD must wear a button or a name tag identifying themselves as DD's during the entire event. The DD's job will be to drive home any intoxicated person who requests a ride. The DD should drive his/her own car. The DD assumes no responsibility for getting the person's car home. \$10.00 per event from an Alpha Phi Omega Gamma Rho budget (MVP, AMC, or money collected at events) should be used to purchase non-alcoholic drinks and snacks for the DDs. Other Alpha Phi Omega members MAY NOT consume these items, unless those members are non-drinkers and receive permission from the DDs. The DD cannot leave the event until he/she feels it is over by general consensus, and the DD must make an obvious announcement that he/she is leaving so that all persons present are aware of their last opportunity to be driven home. Members of Alpha Phi Omega from another chapter who attend a Gamma Rho event where DDs are required must have a DD from their chapter present. Gamma Rho cannot be held responsible for other chapter members.

POLICY VII Risk Management

Purpose: To establish the risk management and alcohol policies of Alpha Phi Omega Gamma Rho.

SECTION 1. COMPLIANCE. The possession, use, and/or consumption of alcoholic beverages during an official Alpha Phi Omega Gamma Rho event, or in any situation sponsored or endorsed by the Chapter must be in compliance with any and all applicable laws of the state of Texas, the city of Denton, the county of Denton, and the University of North Texas.

SECTION 2. CHAPTER FUNDS. No alcoholic beverages may be purchased through the Chapter treasury.

SECTION 3. RUSH AND RECRUITMENT. The Chapter shall not use or condone the use of alcoholic beverages as part of its membership recruitment, "rush," or pledge education programs. (As set forth by the Alpha Phi Omega National Board of Directors, July 16, 1994. A violation of this item "shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.")

SECTION 4. LICENSE REQUIREMENT. All Alpha Phi Omega Gamma Rho events, unless overnight, where alcohol may be consumed must be held at establishments properly licensed for the sale of alcohol or where a licensed bartender is present, according to the Texas Alcoholic Beverage Code. All consumption of alcohol by Alpha Phi Omega members at Alpha Phi Omega Gamma Rho events must be in compliance with all applicable rules of the establishment as well as all applicable laws set forth by Section 1 of this Policy.

SECTION 5. OVERNIGHT EVENTS. The consumption of alcohol will be permitted by members 21 and up. Members bringing guests will need to supply the MVP with a copy of the guest's driver's license prior to the event. All parties attending must carry ID. Every person consuming alcohol will relinquish keys at designated times before the event. One DD will be present per every 8 people consuming alcoholic beverages and receive hours for all the times that keys are relinquished. This stipulation is inclusive of Section 1 and Section 2 of Policy VI.

SECTION 6. RISK ALLEGATIONS. If a member is accused of breaking the Risk Management policy of the chapter or the national fraternity, the allegation must come to the Executive Board first.

The Executive Board will determine if it is a situation that will be dealt with at a chapter level or will be taken to an Advisor, the University, or the National Fraternity by a two-third vote. If a violation is determined to have occurred, it must be reported to the appropriate authorities.

SECTION 7. DISCIPLINARY PROCEDURE. Failure to comply with the Alcohol Policy as determined by the Executive Board, will result in immediate revocation of drinking privileges for that event as well as prohibited attendance of events with alcohol present and banquet for the rest of the semester. Guests of members in violation of this Policy will be prohibited from attending any Alpha Phi Omega Gamma Rho functions in the future. The Chapter therefore will assess any other repercussions.

SECTION 8. EDUCATION. All members must be educated on National and Chapter Risk Management Policies before attending any events with alcohol present.

SECTION 9. RISK MANAGEMENT POLICY. Alpha Phi Omega Gamma Rho's risk management policy is to always adhere to the risk management policies as put forth in the National Bylaws, membership policies and all other applicable publications of the National Fraternity.

POLICY VIII Disciplinary Procedures

Purpose: To establish disciplinary actions that will be taken in the event that any member of Alpha Phi Omega commits an act, which violates the rules.

SECTION 1. LETTERS. If a member is found to be drinking in public while wearing letters, with the exception of sponsored Alpha Phi Omega events, it results in one strike. If a member is detained by the police while wearing letters, their membership status immediately goes to a two thirds vote of the Executive Board and Advisors.

SECTION 2. RISK MANAGEMENT. If a member purchases alcohol using Alpha Phi Omega funds, the funds must be refunded and their membership status immediately goes to a two thirds vote of the Executive Board and Advisors. If a member brings alcohol to a rush event, their membership status immediately goes to a two thirds vote of the Executive Board and Advisors.

SECTION 3. SOCIAL MEDIA. All posts made by members of Alpha Phi Omega on any platform of social media associated with Alpha Phi Omega letters or events may be subject to review by the Chapter President and/or Pledge Master. Any photos or videos deemed inappropriate will be presented to the Executive Board. The removal of inappropriate photos or videos will be decided by a two thirds vote of the Executive Board. If it is voted inappropriate, it will result in one strike.

SECTION 4. STRIKES. On the third strike, membership status is taken to a two thirds vote of the Executive Board and Advisors. The accused party will be allowed to defend themselves at a disciplinary meeting. This meeting must take place within two chapter meetings of the incidence. The offender must be sent a subpoena within two weeks of the incidence after each strike.

POLICY IX Pledge Specific Disciplinary Procedures

Purpose: To establish disciplinary actions that will be taken in the event that any pledge of Alpha Phi Omega commits an act, which violates the rules.

SECTION 1. LETTERS. Pledges cannot wear Greek letters outside of official Alpha Phi Omega Service events or spontaneous Fellowship events following Service events, with exception of the

pledge pin. If a pledge is found to be wearing Greek letters outside of the approved events it will result in one strike.

SECTION 2. ALCOHOL. If a prospective pledge brings alcohol to a rush event, they will no longer be considered for pledgship.

SECTION 3. PINS. In the event that a pledge does not turn in their pin at activation, or an otherwise specified date, by the Pledge Master. They must reimburse the chapter for the pin. If they do not reimburse the chapter they receive a strike

SECTION 4. PLEDGEMASTER STRIKE SYSTEM. Pledge Master has the ability to construct their own strike system at the beginning of the pledge semester according to their own pledge program requirements with approval of two thirds vote of the Executive Board.

SECTION 5. STRIKES. On the third strike pledge status is taken to a two thirds vote of the Executive Board and Advisors. The accused party will be allowed to defend themselves at a disciplinary meeting. This meeting must take place within two chapter meetings of the incidence. The offender must be sent a subpoena within two weeks of the incidence after each strike.

POLICY X Membership Requirements

Purpose: To establish requirements to remain active, become an associate or pledge.

SECTION 1. ACTIVE MEMBERSHIP REQUIREMENTS. Active members must complete the following:

- A. Actives must complete at least one service project from each of the four C's of service: chapter, campus, community and country. If a project for one of these areas is not planned, then actives are excused from that area only.
- B. Actives must be an MIC a minimum of two times, including at least one service event.
- C. Be an active participant on a committee. Active participation is defined as attending at least 50% of the committee meetings, appropriately voicing opinions and assisting the leader of the committee as needed.
- D. Actives must attend either Pledge Ceremony or Activation.
- E. For every week of rush, actives must attend one hour of rush table and one rush informational meeting. If an active has to miss one of these events due to class, work, illness or family emergency, they must receive approval from the PR officer.
- F. Actives must acquire 10 leadership credits through the leadership program set forth in the policies.
- G. Actives must complete 30 hours of service.
- H. Actives must pay dues of \$95.00 by the day of the activation ceremony.
- I. Actives must attend 2/3 of General Meetings.
- J. Actives must attend Active Retreat and read the Bylaws.
- K. Actives must acquire 15 fellowship credits.
- L. Actives must participate in an Alpha Phi Omega Gamma Rho fundraising event. A fundraising credit may also be obtained by donating a minimum of \$20.00 to the Gamma Rho chapter.
- M. Membership requirements are to be met during the period between the first day of classes and Activation, excluding Alpha Phi Omega functions.

SECTION 2. ASSOCIATE MEMBERSHIP REQUIREMENTS. Associate members must complete the following:

- A. Associates must attend one rush event.
- B. Associates must acquire 5 leadership credits through the leadership program set forth in the policies.
- C. Associates must complete 20 hours of service.
- D. Associates must pay dues of \$35.00 by the day of the activation ceremony.
- E. Associate membership is limited to two consecutive semesters.
- F. Membership requirements are to be met during the period between the first day of classes and Activation, excluding Alpha Phi Omega functions.

SECTION 3. PLEDGE REQUIREMENTS. Pledge members must complete the following:

- A. Pledges must complete 21 hours of service by the date of activation.
- B. Pledges must complete at least one service project from each of the four C's of service: chapter, campus, community and country. If a project for one of these areas is not planned, then pledges are excused from that area only.
- C. Pledges must attain 15 fellowship credits.
- D. Pledges must pay dues by Activation.
- E. Pledges must attend all Pledge Classes. If Pledge Class must be missed, alternative arrangements must be made with the Pledge Master. If alternative arrangements cannot be made, the Executive Board will determine if the pledge will be activated.
- F. Pledges must attend and participate in the Pledge Class Service Project.
- G. Pledges must attend 1/2 of all Chapter Meetings
- H. Pledges must attend the Pledge Retreat.
- I. Pledges must acquire 7 leadership credits through the leadership program set forth in the policies.
- J. Pledges must be a Member in Charge once.
- K. Actively participate on a committee. Active participation is defined as attending a majority, more than 50%, of the committee meetings, appropriately voicing opinions, and being in charge of some aspect of the committee's duties.
- L. Pledges must score an 85% or above on the Pledge Final
- N. Pledges must participate in an Alpha Phi Omega Gamma Rho fundraising event. A fundraising credit may also be obtained by donating a minimum of \$20.00 to the Gamma Rho chapter.
- O. Pledges must complete Launch, the introductory course of APO LEADS.
- P. Membership requirements are to be met during the period between the Pledge Ceremony and Activation, excluding Alpha Phi Omega functions.

POLICY XI Fellowship Policy

Purpose: To establish a clear understanding of what constitutes for APO fellowship credits.

SECTION 1. DEFINITION. Fellowship is defined as time spent with Alpha Phi Omega brothers and members. At least two active Brothers must be present to be an official fellowship event.

SECTION 2. FELLOWSHIP EVENTS. Eligible fellowship events include, but are not limited to, traditional social events as listed in the current pledge manual. The fellowship event cannot exclude members based on any factor and must be made public knowledge to members in a timely manner using accepted communication methods. "Timely manner" is defined as at least 24 hours' notice unless it is a spontaneous idea right after a planned chapter activity (i.e. meeting, service project, or other fellowship event.) An impromptu or announced fellowship event will be given a credit for each hour spent with each other. A fellowship event can have alcohol present, but if alcohol is present at a fellowship event, members must follow the alcohol policy as defined in Policy VII.

SECTION 3. FELLOWSHIP CREDITS. Fellowship credits will be awarded based on the program created by and at the discretion of the Membership Vice President.

SECTION 4. GAMMA RHO FAMILIES. The families are subgroups of Gamma Rho that members join when they are assigned to their bigs. These families include the Diamond family, the Forget-Me-Not family, the Mighty Oak family, and the Royal Blue family.

SECTION 5. FAMILY HEAD. The family head is an active or associate member that is the leader of the family they are a part of and acts as a representative of the family for the whole chapter and has been an active member for at least one semester. Their responsibilities include organizing at least 1 family event and 1 big and little mixer per semester. The family head becomes the family head by a nomination and a simple majority vote lead by the current family head.

SECTION 7. FAMILY HEAD BUDGET. Money must be allocated in the budget to each family.

POLICY XII Leadership Policy

Purpose: To establish a clear understanding of what constitutes APO leadership credit and to provide the Leadership Vice President with a set of guidelines to develop the most appropriate leadership program for Gamma Rho.

SECTION 1. DEFINITION. A set of skills and attitudes that can be learned and developed, which will allow an individual member to influence the actions of others.

SECTION 2. LEADERSHIP PROGRAM. The leadership program will consist of events that can include, but are not limited to, leadership activities held for the chapter, leadership events held for the general public, Sectional and Regional conferences, guest lecturers of the Fraternity, and Distinguished Lecture Series events held by the University.

SECTION 3. LEADERSHIP CREDITS. The leadership program and credit system is to be determined and presented to the chapter by the Leadership Vice President at the beginning of his/her term. Additional leadership credits may be awarded with other opportunities upon approval of the Leadership Vice President.

POLICY XIII Member in Charge

Purpose: To establish the responsibilities of the member in charge at service events, fellowship events, leadership events, and various other events that members attend.

SECTION 1. DEFINITION. The member in charge (MIC) is a Gamma Rho member or pledge whose responsibility is to take charge of events, coordinate events, and to ensure that attendees are actively participating at each event.

SECTION 2. SERVICE EVENTS. The member in charge at service events must contact all participants 24 hours in advance to remind attendees of the event to ensure each member is at Wooten Hall by the specified time. The MIC is responsible for delegating tasks and responsibilities that are needed prior to the beginning of the service event. The MIC must be present for the entirety of the event except if the event is divided up into shifts. At least 1 photo must be taken at the service event and sent to the historian and public relations officer. The MIC must record the attendance and hours of all members who attend the service event by submitting the information to the secretary within one week following the event to receive an MIC credit. If the MIC fails to complete their responsibilities, they may be docked a MIC credit at the discretion of the Service Vice President. The project evaluation of the service event must be completed and submitted to the secretary to receive half a leadership credit.

SECTION 3. FELLOWSHIP AND LEADERSHIP EVENTS. The member in charge at fellowship or leadership events must be present for the duration of the event. At least 1 photo must be taken at the service event and sent to the historian and public relations officer. The MIC must record the attendance and hours of all members who attend the event and then submit the event to the secretary within one week following the event to receive one MIC credit. If the MIC fails to complete their responsibilities, they may be docked a MIC credit at the discretion of the membership vice president for fellowship events and the leadership vice president for leadership events.

POLICY XIV Bank Account and Treasury

Purpose: To establish proper use of the bank account.

SECTION 1. ACCOUNT HOLDERS. The following people must be on the bank account and no others: an Advisor, current President, and current Treasurer.

SECTION 2. CHANGING THE ACCOUNT HOLDERS. The outgoing President and outgoing Treasurer must be removed from the bank account and replaced by the incoming President and incoming Treasurer within two weeks of elections.

SECTION 3. MONTHLY FINANCIAL REVIEWS. The Treasurer and President must have a monthly financial review to discuss the current balance and budget and to reconcile the checking account with the current bank statement. This must occur within one week of receiving each bank statement.

SECTION 4. SEMESTER FINANCIAL REVIEWS. Two financial reviews are required each year. The procedures are as follows. A financial review must be performed by a person not affiliated with the Fraternity or any person in the Fraternity each fall semester. This must occur before the final week of school according to UNT's academic calendar. A financial review must be performed by an advisor each spring semester. This must occur before finals week. The two preceding subsections are to be scheduled and carried out by the current President and Treasurer collectively.

SECTION 5. DEPOSITS. Any money given to Alpha Phi Omega Gamma Rho is to be deposited in the Alpha Phi Omega Gamma Rho account the same day.

SECTION 6. DEBIT CARD USAGE. Only Executive Board members can use a debit card after signing one out from the appropriate holder. Executive Board members can only check out a debit card from the President or Treasurer for a maximum of 24 hours. Failure to return the debit card in the allotted time frame could result in loss of debit card privileges. In order to be granted permission to use the debit card, the Executive Board member must present, in writing, the items

they are intending to purchase and how they will impact their budget. Upon returning the debit card, all receipts must be submitted as well. A financial review will be done weekly at the Executive Board meeting.

POLICY XV Big/Little Policy

Purpose: To establish guidelines for the big/little program.

SECTION 1. BIG AND LITTLE ASSIGNMENTS. The Pledge Master and Pledge Trainers shall match Bigs to Littles as they see fit no later than halfway through the semester and no sooner than three weeks into the program in order to improve compatibility of Big/Little pairings.

SECTION 2. BIG AND LITTLE MIXERS. There shall be a minimum of two Big/Little events. This includes but is not limited to a Big/Little mixer at the beginning of the semester for pledges and brothers to interact or a Big/Little reveal to introduce the pledges to their Bigs.

POLICY XVI Awards Committee Policy

Purpose: To establish guidelines for awards given by the Award Committee

SECTION 1. DISTINGUISHED AWARDS. The Distinguished Key is the highest honor the Chapter can bestow on an active brother. This award is to only be given to brothers who have made an outstanding, unique, sustained and positive contribution to the chapter. Most Valuable Active and Most Valuable Pledge awards are given every semester to the active brother and pledge the Gamma Rho chapter feels has performed most admirably in Leadership, Friendship, and Service. To receive a distinguished award a member must be nominated by another member of the chapter to the awards committee. The awards committee will then make final decision based on the nominations received from the chapter.

SECTION 2. SERVICE AWARDS. There will be three level of awards based on service done by members of Alpha Phi Omega Gamma Rho. Only 20 personal hours can be used for these awards. Blue level will be bestowed on an Alpha Phi Omega Gamma Rho member that completes 50 hours of service. Gold level will be bestowed on an Alpha Phi Omega Gamma Rho member that completes 75 hours of service. Diamond level will be bestowed on an Alpha Phi Omega Gamma Rho member that completes 100 hours of service.

SECTION 3. PROPOSED NEW AWARDS. The awards committee can establish any other awards that they feel should be given out to recognize a brother. All new awards created by the Awards Committee must first be approved by the Executive Board before being implemented.

AMENDMENTS AND IMPORTANT DATES:

Amended by the Officers of Alpha Phi Omega: Gamma Rho Chapter, Spring 2005

Amended by Gamma Rho Chapter, April 2005

Amended by Officers of Gamma Rho Chapter, April 2006

Amended by Gamma Rho Chapter, Fall 2007

Amended by Gamma Rho Chapter, Fall 2009

Amended by Gamma Rho Chapter, November 2011

Amended by Gamma Rho Chapter, Spring 2011

Amended by Gamma Rho Chapter, Fall 2012

Amended by Gamma Rho Chapter, Spring 2013

Amended by Gamma Rho Chapter, Fall 2013

Amended by Gamma Rho Chapter, Spring 2014

Amended by Gamma Rho Chapter, Fall 2014

Amended by Gamma Rho Chapter, Spring 2015

Amended by Gamma Rho Chapter Spring 2017