





































# Appendix D: Sample Bylaws

## ***Bylaws of an Alpha Phi Omega GEOGRAPHIC Alumni Association***

Originally drafted by \_\_\_\_\_  
Ratified on \_\_\_\_\_ with/without revisions  
Last amended \_\_\_\_\_

### **ARTICLE I. NAME**

The name of this organization shall be \_\_\_\_\_.

### **ARTICLE II. PURPOSE**

To assemble an association composed of alumni of the Alpha Phi Omega National Service Fraternity residing in the general geographic location of \_\_\_\_\_ and outlying areas, said group being formed for charitable purposes in the \_\_\_\_\_.

### **ARTICLE III. MEMBERSHIP**

Membership in the association shall be open to all former active, advisory or honorary members of Alpha Phi Omega National Service Fraternity, without regard to chapter affiliation.

### **ARTICLE IV. CONFERENCES (National, Regional, Sectional)**

It is recommended that at least one member of the association, who is not affiliated with the structure of the Fraternity (as staff or elected official) be in attendance at National Conventions, as well as conferences within the section and region where the association is located. This is not to usurp or attempt to supersede any National Bylaws associated with alumni voting delegates at National Conventions.

### **ARTICLE V. FINANCE**

#### **Section 1. Dues**

Dues shall be reasonable and customary in cost, and the due date shall be set by the Executive Board. Any exceptions to this shall be handled by the treasurer.

#### **Section 2. Donations**

Donations to the association shall be accepted.

### **ARTICLE VI. RELATIONSHIP TO CHAPTERS**

As an alumni association, this organization shall be an independent entity recognized by Alpha Phi Omega National Service Fraternity and shall not be formally linked to any particular active chapter of the Fraternity. At the discretion of the members of the association and the approval of the local active chapters, the association may enter into joint activities with such chapters (such as a service project). Individual members of the association having ties to individual chapters shall be encouraged to, and not restricted from, continuing such ties.

### **ARTICLE VII. ADHERENCE TO NATIONAL BYLAWS AND GUIDELINES**

This association shall observe all applicable articles and sections set forth in the National Bylaws of Alpha Phi Omega National Service Fraternity, with particular emphasis on Article XII – Alumni.

## **ARTICLE VIII. OFFICERS**

The Executive Board shall consist of a president, vice president, secretary and treasurer. Annual elections for all officers shall occur at the January business meeting, with installation of officers to occur at the April business meeting. The lag time is to be used to encourage sufficient transfer of offices from one person to another.

### **Section 1. Duties of President**

The president shall be responsible for presiding over each business meeting, as well as being the authoritative representative of the association (signing documents, contracts, letters, as well as serving as primary spokesperson for the organization in public relations). In addition, the president shall serve as the association's regional alumni council representative.

### **Section 2. Duties of Vice President**

The vice president shall be responsible for assuming all duties of the president, in the president's absence, and performing other such duties as assigned by the president.

### **Section 3. Duties of Secretary**

The secretary shall be responsible for keeping an accurate written record of the proceedings of each business meeting; corresponding with alumni, chapters, the National Office, and other such persons or entities as needed; and arranging the locations of meetings. In addition, the secretary shall ascertain that the meeting is conducted in accordance with parliamentary procedure, keep association property, act as a historian for the organization, and install new officers following elections. Finally, the secretary shall be responsible for production of any publications, including but not limited to a quarterly newsletter, on a schedule to be determined by the Executive Board.

### **Section 4. Duties of Treasurer**

The treasurer shall be responsible for collecting dues and donations, dispensing funds from the treasury as needed, keeping an accurate financial record of treasury balances and transactions, submitting form 990N to the IRS annually and keeping an archive of all financial contracts and agreements.

## **ARTICLE IX. MEETINGS**

### **Section 1. Types**

The association shall have separate business and social meetings.

### **Section 2. Occurrence**

The first business meeting of each year will be held in January and every third month thereafter. The first social meeting of each year will be held in March and every third month thereafter. The times for the meetings shall be set by the secretary and any changes to this schedule shall be determined by the Executive Board.

### **Section 3. Location**

Meeting locations shall be determined by the secretary.

### **Section 4. Quorum**

Quorum shall consist of two-thirds of members that have paid dues. For the purposes of elections or bylaws amendments, absentee ballots shall be allowed to count towards quorum.

## **ARTICLE X. AMENDMENTS**

An affirmative vote equivalent to three-fourths of the votes cast at a meeting where quorum is present shall be necessary for the adoption of any amendment to these bylaws. Any amendments to the bylaws shall become effective upon the adjournment of the meeting during which said amendments were passed.

## **Bylaws of an Alpha Phi Omega CHAPTER-BASED Alumni Association**

Originally drafted by \_\_\_\_\_  
Ratified on \_\_\_\_\_ with/without revisions  
Last amended \_\_\_\_\_

### **ARTICLE I NAME**

The name of this organization is the \_\_\_\_\_ of Alpha Phi Omega National Service Fraternity.

### **ARTICLE II PURPOSE**

The purpose of the association shall be to promote the principles of Alpha Phi Omega among the alumni members of the \_\_\_\_\_ Chapter. The chapter also will assist the chapter's alumni relations. This association also will attempt to aid the \_\_\_\_\_ Chapter at \_\_\_\_\_ upon request by the chapter.

### **ARTICLE III MEMBERSHIP**

*Section 1.* Membership in this association is open to all alumni, advisory, and honorary members of \_\_\_\_\_ Chapter of Alpha Phi Omega who are duly registered in the National Office. All second semester graduating seniors of the chapter are also eligible for membership in the association.

*Section 2:* All alumni and advisory members of the chapter are eligible to be voting members of the association. Only voting members may hold association office. Only voting members are eligible to vote at association meetings.

*Section 3:* Non-voting members of the association may neither vote at association meetings nor hold association office, but they may attend all association functions and possess association equipment. Honorary members of the chapter, and alumni and advisory members, who have not paid their dues, are non-voting members of the association.

*Section 4:* Membership may be granted to alumni members of Alpha Phi Omega chapters other than the chapter by a majority vote of the voting members present at an association meeting.

*Section 5.* The alumni organization shall not grant any form of membership that does not comply with the above standards.

*Section 6.* The alumni organization shall apply to the National Alumni Relations and Internal Volunteer Development Director for formal recognition.

### **ARTICLE IV OFFICERS**

*Section 1:* The elected officers of the association are a president, vice president, secretary-treasurer, extension chairman, and member-at-large and regional alumni council representative. All of the officers listed in Article IV, Section 1 shall be elected. Other officers, and/or committees are appointed by the president and approved by the elected officers who, when meeting collectively, shall be called the Executive Board.

*Section 2:* The president supervises and represents the association, and sees that its duties and obligations are fulfilled; presides at all association and Executive Board meetings; insures that the alumni operations are in conformity with the principles set forth in the National Bylaws, the Standard Chapter Articles of Association, and these Bylaws; and appoints and removes all non-elected officers and committees, subject

to the approval of the Executive Board. The president is an ex-officio member of all committees. If the president is temporarily unable to carry out these aforementioned duties, the order of succession is listed in Article IV, Section 1.

*Section 3:* The vice president shall be responsible for the duties of the president if the president is absent or unable to perform them. The vice president shall serve as an assistant to the president. The vice president's duties include coordinating alumni reunions and association meetings.

*Section 4:* The secretary-treasurer shall carry out all necessary association correspondence, and shall keep records of all association and Executive Board meetings; receiving and disbursing all association funds and keeping an accurate record of all transactions; reporting on the condition of the association's finances to the president every other month; formulating a budget to be approved by the association; filing all necessary tax forms; and keeping the association's financial records in order.

*Section 5:* The extension chairman shall seek out alumni of the chapter who are presently out of contact with the chapter. The extension chairman shall send to the National Office the updated names and addresses of all such alumni, and shall keep the association informed of all efforts. The extension chairman shall publish a current address list of all chapter alumni once a year and shall distribute it to all voting members who request it.

*Section 6:* The member-at-large shall serve as the association historian, and shall perform tasks asked as requested by the president, Executive Board, or association.

*Section 7.* The officers of this alumni organization shall be elected biennially at the annual meeting and serve for two years. An officer may succeed himself/herself. Nominees do not have to be present at this meeting to run for or hold office.

*Section 8.* This alumni organization shall elect a representative on the Region \_\_\_\_ Regional Alumni Council. Notice of this representative shall be sent to the National Office of Alpha Phi Omega, for notification of the regional alumni representative, region director and National Alumni Chair. The representative may already be serving as a member of the Executive Board.

*Section 9.* It is recommended that the association have brothers fill the offices of newsletter and/or Web site editor, service/fellowship coordinator and active chapter liaison. Their specific duties shall be prescribed at the time of their appointment.

*Section 10.* All officers shall, in addition to their stated duties, perform such duties as their offices or the alumni organization may require.

## **ARTICLE V EXECUTIVE BOARD**

*Section 1:* The Executive Board consists of all current elected officers association, and the chapter alumni secretary. If no alumni secretary has been appointed, the chapter president will serve in that capacity.

*Section 2:* Executive Board meetings are called by the president or vice president. Other members will be given sufficient notice of the meeting. Quorum consists of one-half of the board members.

*Section 3:* The Executive Board may exercise any power of the association in the period between association meetings whenever a question cannot be brought before the association in a timely manner.

*Section 4:* The association may overrule the Executive Board by a majority vote of the voting members present and voting at an association meeting.

*Section 5.* The Executive Board must hold at least two meetings per calendar year. A meeting held at the conclusion of the annual regular meeting, an online meeting or a phone conference meeting are sufficient to uphold this clause.

**ARTICLE VI  
MEETINGS**

*Section 1.* This alumni association shall have one regular meeting per calendar year. The meeting shall be held \_\_\_\_\_ at \_\_\_\_\_.

*Section 2.* Other special meetings shall be called upon the written request of a member, or at the discretion of the Executive Board. Adequate notice of such meetings shall be provided to the organization members.

*Section 3.* A quorum shall consist of any fraction over two-fifths of the voting members, and shall be assumed present unless challenged. No business shall be conducted unless a quorum is present.

*Section 4.* Only voting members shall be allowed to vote at meetings. Proxy or absentee voting shall be allowed for alumni organization officer elections and for unamended bylaw proposals. Nominations sent by proxy must be seconded on the meeting floor.

*Section 5:* The president shall conduct meetings in an orderly manner, using common sense. Use of *Robert's Rules of Order* shall be avoided.

*Section 6:* Any member may appeal the decision of the chair. Such an appeal will be upheld by a majority vote of the voting members present.

**ARTICLE VII  
FINANCES**

*Section 1.* The alumni association dues will be \_\_\_\_\_ per member per year. Any member, who does not submit their dues, shall have their voting privileges automatically suspended until payment is made. A non-dues paying brother may have a voice but no vote on organization matters. Your first dues payment shall be made upon joining the organization. Afterwards, dues are due by the beginning of the Association Meeting.

*Section 2:* The Association shall be run on a nonprofit basis.

**ARTICLE VIII  
SUSPENSION**

*Section 1.* Suspension of a voting member shall require a two-thirds vote at an alumni organization meeting. The suspension charges are to be given to the Executive Board; the brother will then be given an opportunity to answer the charges. The Executive Board will then vote whether to recommend suspension to the alumni organization. Such a recommendation shall be presented at the next regular organization meeting, where the brother under consideration for suspension, shall be allowed to answer the charges filed against him/her. No proxy or absentee ballots are permitted.

**ARTICLE IX  
AMENDMENTS**

*Section 1.* These bylaws may be amended by a majority vote of the voting members of the alumni organization, at a regular alumni organization meeting, provided that the amendment was proposed with sufficient notice to all members.

*Section 2:* Certain sections of these bylaws may be temporarily suspended by a two-thirds vote of the voting members present at an association meeting.

*Section 3.* These bylaws shall become effective upon acceptance by a vote of two-thirds of the alumni present and voting at a regular alumni organization meeting.