

**CONSTITUTION OF THE  
CHICAGOLAND AREA ALUMNI ASSOCIATION OF ALPHA PHI OMEGA**

**Adopted August 15, 2006**

**Preamble**

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We, the members of the Chicagoland Alumni Association of Alpha Phi Omega, National Service Fraternity established for the purpose of promoting the principles of Leadership, Friendship, and Service among alumni members and the entire fraternity, do adopt this alumni association constitution.

**ARTICLE I  
NAME**

SECTION 1.1 Name

The name of this alumni organization is the Chicagoland Area Alumni Association of Alpha Phi Omega.

**ARTICLE II  
PURPOSE**

SECTION 2.1: Purpose

The purpose of the alumni organization shall be to promote the principles of Alpha Phi Omega among alumni members and the entire fraternity. This shall be accomplished through such activities that promote leadership, friendship, and service.

**ARTICLE III  
DISSOLUTION OF ASSOCIATION**

SECTION 3.1: Dissolution of Association

In the event that the Alumni Association shall cease to exist, it shall follow the dissolution policies as outlined in Alpha Phi Omega, National Service Fraternity, bylaws.

**ARTICLE IV  
AMENDMENTS**

SECTION 4.1: Amendments

All amendments to this Constitution must be submitted in writing and verbally announced at an active meeting two (2) weeks prior to any vote taken on any such amendment. Copies of the amendment(s) shall be made available at the meeting allowing comments to be written and shall be posted during the two (2) week waiting period for additional comments. The proposed change to the constitution is to be discussed at the next Executive Board meeting. Such amendments shall become effective upon approval by at least a two-thirds (2/3) vote unless otherwise specified in the motion.

**ARTICLE VIII  
RATIFICATION**

SECTION 8.1: RATIFICATION. This constitution shall become effective upon acceptance by a vote of two-thirds of the active alumni organization members present and voting at a regular alumni organization meeting.

# **CHICAGOLAND AREA ALUMNI ASSOCIATION OF ALPHA PHI OMEGA BYLAWS**

**Adopted August 15, 2006**

**Last Amended September 25, 2010**

## **ARTICLE I MEMBERSHIP**

SECTION 1.1: MEMBERSHIP. Membership in this alumni organization shall be granted to:

- A) Persons who are duly registered in the National Office as alumni members of Alpha Phi Omega residing in the Chicago area;
- B) Persons granted honorary membership in Alpha Phi Omega pursuant to the National Bylaws and Standard Chapter Articles of Association, however,

SECTION 1.3: RECOGNITION. The alumni organization shall apply to the National Alumni Chair for formal recognition.

## **ARTICLE II OFFICERS**

SECTION 2.1: Elected Officers

A) The following officers shall be elected by the membership:

President

Vice President – Events

Vice President – Membership

Vice President – Operations

All of the officers listed in Article IV, Section 4.1 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 committee.

SECTION 2.2: DUTIES OF OFFICERS. The duties of the officers listed above shall be outlined in an appendix to these bylaws. These duties are to be reviewed and updated by the Executive Board at the beginning of each term. These duties may be revised by a majority vote at a meeting of the alumni association.

SECTION 2.3: EXECUTIVE BOARD. The Executive Board shall consist solely of the officers listed above. Meetings shall be held at least every three months and shall be open to all members of the alumni association. A quorum at all Executive Board meetings shall consist of a majority of the voting Members of the Executive Board. The Executive Board shall report to the membership all actions taken.

SECTION 2.4: TERM OF OFFICE. The officers of this alumni organization shall be elected for a term of one year during the annual business meeting. An officer may succeed himself/herself.

SECTION 2.5: VOTING. A majority of the alumni members present and voting, including proxies, shall be required to elect each officer. A non-interested party shall be assigned by the president to serve as the election official. The ballots are to be counted by a non-interested party and a witness, and reported immediately back to the organization as the winner.

SECTION 2.6: INSTALLATION. The officers shall be installed, according to the ceremony provided by the National Fraternity in the Ritual Book.

SECTION 2.7: PROXY VOTING. Proxy voting by mail or e-mail ballots shall be allowed, upon certification by the election official. Such mail ballots must be received by the election official by one week prior to the election and must remain sealed until all of the ballots are present to be counted.

SECTION 2.8: VACANCIES OF OFFICE. In the case of a resignation of an elected officer, succession shall follow the order of the officers listed in Article II, Section 2.1. If no successor is found via this method, a temporary replacement is appointed by the president and approved by the executive committee. The alumni organization shall elect a permanent replacement at the next meeting.

SECTION 2.9: REGIONAL ALUMNI COUNCIL. This alumni organization shall elect a representative on the 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, and National Alumni Chair.

## **ARTICLE IV MEETINGS**

SECTION 4.1: REGULAR MEETINGS. This alumni association shall conduct an annual business meeting.

SECTION 4.2: SPECIAL MEETINGS. Other special meetings shall be called upon the written request of one-third of the alumni association members, or at the discretion of the President or Executive Committee. Adequate notice of such meetings shall be provided to the organization members.

SECTION 4.3: QUORUM. A Quorum shall consist of any fraction over two-fifths of the active alumni organization members, and shall be assumed present unless challenged. No business shall be conducted unless a quorum is present.

SECTION 4.4: VOTING. Only alumni organization members shall be allowed to vote at meetings. Proxy or absentee voting shall be allowed for alumni organization officer elections, using organization approved ballots.

SECTION 4.5: RULES OF ORDER. The business of the alumni organization shall be conducted by the latest edition of Roberts Rules of Order.

## **ARTICLE V SUSPENSION**

SECTION 5.1: SUSPENSION. Suspension of a member shall require a two thirds vote at an alumni organization meeting. The suspension charges are to be given to the executive committee, the brother will then be given an opportunity to answer the charges. The executive committee 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 suspension consideration, be allowed to answer the charges filed against him/her. No proxy or absentee ballots are permitted.

## **ARTICLE VI DUES**

SECTION 6.1: DUES. The alumni organization may set dues for the members. Any member, who does not submit their dues, if approved by the organization, shall have their privileges as a member in good standing automatically suspended, until payment is made. A non dues paying brother may not vote on organization matters. A date, that dues are payable by, shall be established, and upheld. If the delinquent dues are not paid, the member shall be termed inactive.

## **ARTICLE VII AWARDS**

### SECTION 7.1: DISTINGUISHED SERVICE KEY.

A) The Distinguished Service Key is awarded to persons who have distinguished themselves through outstanding service to this alumni association. Recipients must distinguish themselves in service to this alumni association by making an outstanding and unique contribution to the alumni association as a whole; exemplify and further, in demonstrable ways, the cardinal principles of leadership, friendship and service; make a sustained contribution in a leadership role over a period of time; and be a member in good standing at the time of nomination. At most one Distinguished Service Key may be awarded annually and an individual may only receive one Distinguished Service Key from this alumni association.

B) The President shall appoint, with the approval of the Executive Board, a member of the alumni association who is not eligible to receive the Distinguished Service Key to facilitate the nominations process. Nominations shall be submitted to this individual at least thirty (30) days prior to the meeting at which officer elections shall be held and shall address all of the above criteria. Individuals may be self-nominated.

C) All nominations which address the criteria outlined above shall be presented during the meeting at which officer elections are held. Voting shall be conducted by secret ballot and each member in good standing present at the meeting may vote for up to one nominee (but may vote for none but submitting a blank ballot). Ballots withheld are not counted, ballots cast for individuals not nominated will be counted as blank ballots, and proxy voting is not allowed. The top vote recipient will be awarded the Distinguished Service Key as long as he or she receives at least three-quarters (3/4) of votes cast. The Distinguished Service Key shall be presented at an appropriate occasion.

## **ARTICLE VIII AMENDMENTS**

SECTION 7.1: AMENDMENTS. These bylaws may be amended by a two-thirds vote of the active members of the alumni organization in good standing, at a regular alumni organization meeting, provided that the amendment was proposed to the executive committee at least 4 weeks earlier.

This amendment must then be communicated to the active members of the alumni association.

## **ARTICLE IX RATIFICATION**

SECTION 8.1: RATIFICATION. These bylaws shall become effective upon acceptance by a vote of two-thirds of the active alumni organization members present and voting at a regular alumni organization meeting.

### DOCUMENT HISTORY

August 15, 2006	Approved by alumni at the 2006 annual meeting
September 13, 2009	Article II (Officers) amended to reflect change in officer roles Membership Policies established
September 25, 2010	Article II (Officers) amended to establish procedure for setting officer duties Article II (Officers) amended to remove actual officer duties Article VII (Awards) added and criteria for Distinguished Service Key added Appendix A (Officer Duties) established Membership Policies amended to reflect addition of member dues

**Appendix A**  
**Alpha Phi Omega Chicagoland Area Alumni Association Officer Duties**  
**Adopted September 25, 2010**  
**Last Amended N/A**

SECTION 3.1 PRESIDENT. The President shall:

- A) Serve as the presiding officer at all alumni association meetings and at meetings of the executive committee;
- B) Coordinate the functions of all alumni association officers and committees;
- C) Appoint such committees as are necessary to carry out the program of the alumni association;
- D) Serve as an ex-officio member of all committees;
- E) Insure that the alumni association is operated in conformity with the principles set forth in the National Bylaws and these Bylaws.

SECTION 3.2: VICE PRESIDENT-EVENTS. The Vice President-Events shall:

- A) Perform all presidential functions in the absence of the President;
- B) Oversee the planning and publicizing of alumni association events.

SECTION 3.3: VICE PRESIDENT-MEMBERSHIP. The Vice President-Membership shall:

- A) Oversee the recruitment of alumni association members;
- B) Oversee the promotion of the alumni association;
- C) Maintain the membership records of the alumni association;
- D) Maintain the alumni association's email address.

SECTION 3.4: VICE PRESIDENT-OPERATIONS. The Vice President-Operations shall:

- A) Maintain the financial records of the alumni association;
- B) Receive and disburse the funds of the alumni association in a prudent manner;
- C) Develop the alumni association budget for approval by the association, and strive to insure that the budget plan is followed;
- D) Apply to the State of Illinois sales tax exemption status, if the association so votes;
- E) Insure that all financial forms and reports prescribed by federal and state laws are filed as required;
- F) Maintain an accurate record of alumni association meetings, and the executive committee meetings;
- G) Carry on all necessary correspondence on behalf of the alumni association

**Alpha Phi Omega Chicagoland Area Alumni Association Membership Policies**  
**Adopted September 13, 2009**  
**Last Amended September 25, 2010**

**MEMBERSHIP REQUIREMENTS**

To be considered an active member of the Chicagoland Area Alumni Association, an individual must:

- A) Have paid applicable dues to the alumni association;
- B) Attended at least one event during the prior twelve (12) months;

**AMENDMENTS**

Any amendment to this policy must be approved by a majority of the active members present (or represented by proxy) and voting at a meeting. Proxy voting will be handled as outlined in Article IV of the Chicagoland Area Alumni Association bylaws. Any changes to the membership policies will take effect at the end of the annual meeting.