

CHAPTER CONSTITUTION
ALPHA PHI OMEGA – ALPHA DELTA XI
Last Amended Spring 2014

PREAMBLE

We, the brothers of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, on the campus of Christopher Newport University, establish this chapter for the purpose of assembling college students in a National Co-Ed Service Fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop Leadership, to promote Friendship, and to provide Service to humanity; and to further the freedom that is our national, educational, and intellectual heritage.

ARTICLE I: NAME

The name of this organization shall be the Alpha Delta Xi Chapter of Alpha Phi Omega at Christopher Newport University, located in Newport News, Virginia.

ARTICLE II: PURPOSE AND POLICY

- A. 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, Robert's Rules of Order: Newly Revised, this Constitution, the Chapter's Policy Manual, Chapter Risk Management Policy, and the Brotherhood Standards. The organization will adhere to University policies and all local, state and federal laws.
- B. Members of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity are free to voluntarily disassociate themselves from the organization without fear of retribution or harassment. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall not discriminate based on race, creed, color, sex, age, national origin, disability, or sexual orientation.
- C. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall not seek nor accept membership in any association consisting solely of Social Fraternities, except upon the approval of the National Board of Directors.
- D. The purpose of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity is to promote Leadership, Friendship, and Service among Brothers, Pledges, and Alumni of this Chapter.

ARTICLE III: MEMBERSHIP

SECTION I: OPEN MEMBERSHIP POLICY

- A. Membership in the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be open to all students who meet pledging requirements.
- B. Membership in the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be granted only after the applicant has fulfilled the membership requirements prescribed by the National Fraternity and this Chapter.

SECTION II: PLEDGE MEMBERSHIP AND REQUIREMENTS

- A. A Pledge shall be one participating in an Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity pledge program, which familiarizes the potential new

member with the spirit and ideals of Alpha Phi Omega, including its principles, history, and traditions.

- B. Each pledge shall have a minimum collegiate GPA of 2.5. If the pledge is a first-semester freshman, or a transfer student, an existing GPA from another institution may be considered. Any extenuating circumstances shall be reviewed and voted on by the Membership Committee.
- C. C. All potentials entering the pledging process must be “in good standing” with Christopher Newport University. In “Good Standing” means adhering to proper conduct outlined by the university’s Code of Student Conduct. Disallowance of the pledging process is dependent upon a Student Conduct/Honor Code Violation. If a pledge is going through the CHECS process, his/her pledge status is dependent on the result of University’s Center for Honor Enrichment and Community Standards Judicial Board’s (CHECS) investigation. They must also have no “holds” or restrictions on their student account because of disciplinary issues.
- D. Pledge membership may only be conferred upon students enrolled in Christopher Newport University taking no less than three credit hours.
- E. All pledging activities shall be in accordance with the National Pledging Standards, National Bylaws, the Chapter Documents, and the Risk Management Policy.
- F. Pledges are allowed speaking, but not voting, privileges at General Brotherhood Meetings.
- G. All pledges must meet pledge requirements as set forth by the membership committee in order to be initiated.

SECTION III: ACTIVE MEMBERSHIP

- A. An active Brother shall be a fully initiated Brother of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity and be current in all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity and National Financial obligations.
- B. An Active Brother shall maintain a cumulative GPA of 2.3 to remain active. Brothers who fall below the 2.3 GPA requirements will be placed on probationary status, not to exceed two consecutive semesters. At the end of the first semester of probationary status, the brother must provide proof to the Executive Board that their cumulative GPA has increased.
- C. An Active Brother shall be enrolled in no less than three credit hours.
- D. An Active Brother shall be “in good standing” with Christopher Newport University. If a Brother fails to remain “in good standing,” he/she will be placed on a probationary status within the Fraternity. His/her circumstances will be reviewed by the Standards Committee for further recommendation based on the University’s decision on the disciplinary status of the Brother.
- E. An Active Brother must attend at least two-thirds of all announced General Brotherhood Meetings per semester.
 - 1. Missing more than one-third of all announced General Brotherhood Meetings for the semester would result in the Active Brother’s status being changed to Probationary at the end of the semester.
 - 2. If a Brother decides to appeal the decision of the Leadership Vice President to place said Brother on Probationary status, the Executive Board has the authority to validate reasons presented in writing by the Brother in question

for missing more than one-third of announced General Brotherhood Meetings by a majority vote.

3. Class schedule conflicts with General Brotherhood Meetings are an automatic excuse from General Brotherhood Meetings. The Brother with the scheduling conflict must inform the Executive Board of his or her conflict in writing within the first two weeks of the semester. Class schedule changes that create a conflict with General Brotherhood Meetings are to be reported to the Executive Board in writing within one week of that change.
 4. Work conflicts with General Brotherhood Meetings are an automatic excuse from General Brotherhood Meetings. The work conflict must be in writing and approved by the Leadership Vice President within two days before or after said meeting.
- F. Financial obligations must be paid, or an official payment plan must be in place, by the fourth General Brotherhood Meeting of the semester, in order for a Brother to remain active. The Brother must notify the Executive Board of any extenuating circumstances in writing. Dues may be paid with an additional five-dollar fee at the fifth General Brotherhood Meeting. If dues are not paid by the fifth General Brotherhood Meeting, then the Brother will be placed on Inactive Status.
- G. An Active Brother will perform no less than twenty hours of service per semester, with at least ten hours being with the Brotherhood, and participate in no less than three service projects. An Active Brother must also attend two fellowship and two fundraising events per semester.
- H. An Active Brother is required to attend: All Ritual Events, all Rush Events, Leadership Development Workshop, Senior Send-Off, and the Chapter Assessment and Planning Session unless he or she has a class or an emergency at the discretion of the Leadership Vice President. Ritual Events include Pledge Pinning, Initiation, Blue & Gold Night, and Meet the Brothers.
- I. An Active Brother is required to serve on Service, Fellowship, Membership Public Relations, or Executive Board Committee for the duration of their Active Brother Status.
- J. An Active Brother shall be required to attend one Constitutional Review Meeting each time a Constitutional Review period is in session.
- K. If a Brother who has been initiated at another Chapter transfers to Christopher Newport University and meets the GPA and credit hour requirements, he/she shall be immediately accepted as an Active Brother. However, he/she will be required to learn about Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity's history.
- L. In order for an Active Brother to remain active, he/she must inform, in writing, the Leadership Vice President before the start of the second General Brotherhood Meeting. Brothers who fail to declare status will be considered Inactive.

SECTION IV – ASSOCIATE MEMBERSHIP

- A. The following provisions shall define Associate Membership:
1. An Associate Brother shall perform no less than ten hours of service per semester, with five being with the brotherhood, and participate in no less than two service events. An Associate Brother must also attend one fellowship event and one fundraising event per semester.

2. An Associate Brother shall pay half of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity dues and full National Dues per Article III, Section III, Clause E.
 3. An Associate Brother shall be allowed to be a project chair, or a member of a committee, at the discretion of the Leadership Vice President, Service Vice President, Fellowship Vice President, Communication Chair, Pledgemaster, or Alumni Relations Officer.
 4. An Associate Brother shall have all rights and privileges of Active Membership except that of holding an office or voting. Associate Brothers may speak at General Brotherhood Meetings. They shall not count for quorum.
 5. An Associate Brother shall attend at least three General Brotherhood Meetings.
 6. An Associate Brother is required to attend all Ritual Events, Leadership Development Workshop, and the Chapter Assessment and Planning Session unless he/she has class or an emergency at the discretion of the Leadership Vice President. Ritual Events include: Pledge Pinning, Initiation, Blue & Gold Night, and Meet the Brothers.
- B. In order for an Active Brother to become an Associate Brother, the Brother must inform the Leadership Vice President before the start of the second General Brotherhood Meeting of the semester that he/she wishes to become an Associate Brother. If circumstances arise during the course of the semester that prompt an Active Brother to change to Associate status, those circumstances will be evaluated on an individual basis by the Leadership Vice President.
 - C. An Associate Brother may not hold Associate Status for more than two consecutive semesters. After two semesters of declared Associate Status, the Brother must officially become an Inactive Brother or an Active Brother.
 - D. In order to be reinstated as an Active Brother, the Associate Brother must petition the Executive Board by the second General Brotherhood Meeting of the reinstatement semester.

SECTION V – PROBATIONARY MEMBERSHIP

- A. If any member of the General Brotherhood does not complete their service hour requirement (as set forth in Article III, Clause F-H), within a limit of under one hour, instead of receiving probationary status, he/she will be granted the one time opportunity to make up the uncompleted service hours based on the discretion of the Service Vice President. This process is to be monitored and documented by the Sergeant-At-Arms.
- B. Should any senior member who is intending to graduate fail to complete their service requirements their graduation stole will be revoked without any exceptions. Senior members with the intent to graduate will submit their service hours to the Service Vice President and the Leadership Vice President one week prior to the Service Hour Log due date for the General Brotherhood to ensure they have met requirements. If they have not met hour requirements, they will be alerted by the Leadership Vice President and given the opportunity to make up the uncompleted hours before the last Brotherhood meeting where the stole will be presented.
- C. During the Probationary Period, the Brother is still bound by all of the requirements

set forth in Article III, Section III and retains all of the privileges of Active Membership except for that of voting and holding office

- D. If, after the Probationary Period, the Brother has satisfied the aforementioned requirements, he/she shall be returned to his/her previous status.
- E. If, after the Probationary Period, the Brother has not satisfied the aforementioned requirements, he/she shall have one final process through which to regain Active Membership. Within the first three weeks of the semester, a Brother on Probationary Status may regain Active Status by completing the following:
 - 1. Ensure that all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity and National financial obligations are paid.
 - 2. Perform ten service hours, not to be included in the Service Hour requirement for that semester.
 - 3. Attend three consecutive General Brotherhood Meetings, unless excused according to Article III, Section III, Clause D2.
 - 4. Present a written appeal to the next Executive Board meeting following the completion of the aforementioned requirements.
- F. A simple majority vote of the Executive Board is required in order to forward a motion to the General Brotherhood regarding the reinstatement of previous status for the petitioning Brother to regain Active Status.
- G. A two-thirds majority vote at a General Brotherhood Meeting is required to allow the petitioning Brother to regain previous status.
- H. If a Brother does not meet these requirements, he/she will automatically be placed on Inactive Status.

SECTION VI – ADVISORY MEMBERSHIP

- A. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity may confer Advisory Membership upon persons approved to serve on its Advisory Board. Advisory Members shall have all rights and privileges of Active Membership, as defined in Article III, Section III; except voting, holding Chapter Office other than Chair of the Advisory Board, and Big Brother privileges.
- B. The Executive Board may confer Advisory Status on selected individuals per National Bylaws. A two-thirds majority vote of the General Brotherhood is required to confirm the Individuals Advisory Status.
- C. Per National Bylaws, the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall designate two Advisors from the faculty or staff of Christopher Newport University.
- D. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall, by a two-thirds vote of the General Brotherhood, appoint an Advisor as the Chair of the Advisory Board by the last General Brotherhood Meeting of the Spring Semester. At or before this meeting, the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall reaffirm the Advisory Status of all the of all members of the Advisory Board by a two-thirds vote of the General Brotherhood.
- E. Advisors are required to attend at least two General Brotherhood Meetings per semester, and at least one Advisory Board Meeting per month if one occurs.

SECTION VII – HONORARY MEMBERSHIP

- A. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity may confer Honorary Status upon persons who have contributed significantly to the

ideals and purposes of Alpha Phi Omega. Persons, so honored, shall have all the rights and privileges of Active Membership except those of voting, holding Chapter Office, and Big Brother Privileges. Honorary Membership may not be conferred upon undergraduate students. A three-fourths majority vote of the Chapter's voting membership is required to confer Honorary Membership Status.

SECTION VIII – INACTIVE MEMBERSHIP

- A. Inactive Status shall be for any initiated Brother who no longer feels that he/she can fulfill the obligations of an Active, Associate, or Probationary Status Brother. No service hours, dues, or meeting requirements shall be imposed on Active Brothers.
- B. Any Brother who decides to assume Inactive Status who is currently enrolled in Christopher Newport University shall respectfully notify the Executive Board of his or her decision to transition to Inactive Status before the second General Brotherhood Meeting.
- C. After one semester of Inactive Status, an Inactive Brother may petition the Executive Board for his/her return to Active or Associate Status by the second General Brotherhood Meeting of the semester. A simple majority vote of the Executive Board is required to change status.
- D. In order to be reinstated as an Active or Associate brother, the Brother must petition the Executive Board by the second General Brotherhood Meeting of the reinstatement semester.

SECTION IX – ALUMNI MEMBERSHIP

- A. Upon leaving the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, without having been suspended or expelled, all Brothers who have held Active, Associate, or Honorary Membership in the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be recognized as Alumni Brothers. "Leaving the Chapter" shall be defined as any Brother graduating from or no longer attending Christopher Newport University.
- B. An Alumni of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity who returns as a student at Christopher Newport University may petition the Executive Board to allow him or her to return to Active Status. A simple majority vote by the Executive Board is required to grant Active Status.
- C. Alumni are guests at Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity functions. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity reserves the right to ask any guest to leave a Chapter Function.

ARTICLE IV: EXECUTIVE BOARD

SECTION I: OFFICES

- A. The offices of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall consist of President, Leadership Vice President, Fellowship Vice President, Sergeant-at-Arms, Pledgemaster, Risk Manager, Communication Chair, Alumni Relations Officer, Historian, and Webmaster.
 - 1. All Offices except Historian and Webmaster are elected. Historian and Webmaster shall be appointed by the Communication Chair and approved by the Executive Board by majority vote.
 - 2. All Officers must be enrolled as a full time student at Christopher Newport University.

3. Any Brother with less than one semester of initiated membership may only hold the Offices of Communication Chair, Alumni Relations Officer, Historian or Webmaster.
4. All Officers shall attend one Pledge Class Meeting during each pledging period that occurs while the Officer is in Office.
5. All Officers shall be Active Brothers.
6. All Officers shall maintain their respective approved budgets.
7. All Officers shall perform other duties the Office may require in accordance with the Chapter Policy Manual and Brotherhood Standards

B. Officers

1. President

- a. Shall call and preside over both General Brotherhood Meetings and Executive Board Meetings.
- b. Shall only vote in the case of a tie in accordance with Robert's Rules of Order: Newly Revised.
- c. Shall be the official representative of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity to Christopher Newport University, the surrounding community, and to the Alpha Phi Omega National Office.
- d. Shall sit on the Advisory Board.
- e. Shall have the ultimate responsibility of the enforcement of Article II, Clause B.
- f. Shall coordinate the functions of all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity officers and committees.
- g. Shall be, in concert with the Finance President, the principle signer of all checks issued by the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity
- h. Shall have final authority over all appointed positions.
- i. Shall appoint the task of recording minutes to a Brother present at any meeting in which the Communications Chair is not present.
- j. Shall assist with Big Brother / Little Brother Selection.
- k. Shall carry out necessary correspondence with the National, Regional and Sectional Staff.
- l. Shall serve as a member of the Ritual Team.
- m. Shall perform other duties as the office may require, in accordance with Robert's Rules of Order: Newly Revised, and the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Policy Manual and Brotherhood Standards.
- n. Shall be responsible for reservation of on campus sites for Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity activities.

2. Leadership Vice President

- a. Shall coordinate one Leadership Development Workshop (LDW) every semester, which shall be considered a Service Project for the Brotherhood.
- b. Shall assume the duties of the President in the event that office is vacated, until such time as a successor is elected.

- c. Shall inform Brothers who are not making timely progress towards completion of the requirements of their status.
- d. Shall maintain contact with all Brothers that have Associate, Probationary, or Inactive status and report to the Executive Board of their standing.
- e. Shall keep updated records regarding all Brothers' status with the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity that shall be reviewed by the President and Advisors at least once per semester, or as needed.
- f. Shall promote Membership in Society of Life Members, as well as Sectional, Regional, and National Events.
- g. Shall keep records of Executive Board and General Brotherhood Meeting attendance.
- h. Shall report any membership concerns to the Executive Board. The Leadership Vice President shall also maintain a current membership roster, communication roster, and membership records as necessary.
- i. Shall serve as Co-Chair of the Membership committee with the Pledgemaster.
- j. Shall sit as a member of the Standards Committee
- k. Shall assist in with Big Brother / Little Brother Selection.
- l. Shall serve as a member of Ritual Team.

3. Service Vice President

- a. Shall be responsible for the final written evaluations of all Service Projects, and assume any additional duties assigned by the President and Executive Board.
- b. Shall be responsible for assisting chairs of Service Projects with their projects.
- c. Shall assign project chairs as are deemed necessary to handle general areas of service.
- d. Shall compile all necessary paperwork concerning the overall service program, including financial records, coordination sheets, and attendance records.
- e. Shall serve as Chairperson of the Service Committee and ensure the execution of its responsibilities.
- f. Shall keep updated records regarding all service projects to be reviewed by the President and Advisors at least once per semester, or as needed.
- g. Shall have discretion over giving Service Hours. The decisions of the Service Vice President can be overruled by a majority vote of the Executive Brotherhood.
- h. Shall serve as a member of the Ritual Team.

4. Fellowship Vice President

- a. Should provide the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity with activities that promote Brotherhood and friendship on a weekly basis.
- b. Shall carry out the planning of traditional Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity celebrations and maintain records

of those celebrations. With the approval of the Fellowship Vice President, Active Brothers may service as the chair of traditional Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Celebrations.

- c. Shall be responsible for final written evaluations of all fellowship events.
- d. Shall serve as a member of the Ritual Team.

5. Finance Vice President

- a. Shall be responsible, in consultation with the Executive Board, for the preparation of the semester budget.
- b. Shall prepare a preliminary budget base upon carry over balance to be presented at the first Executive Board Meeting of the new semester. This budget will be in effect until the official Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity budget is approved.
- c. Shall present the final budget for the semester by the second Executive Board Meeting of the semester and present to the rest of the General Brotherhood for approval of a majority vote.
- d. Shall be responsible for handling all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity funds. All expenses not specifically approved as part of the semester budget shall be screened and submitted for the Executive Board's approval.
 - i. No unsolicited purchases will be reimbursed without the approval of the Executive Board
 - ii. Receipts may not be used to "cover" dues owed to the fraternity.
- e. Shall deposit all checks written to Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity within one week from the point at which the check was given to the fraternity.
- f. Shall prepare all International Revenue Service Reports.
- g. Shall be responsible for the collection of all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity dues and the maintenance of all records thereof.
- h. Shall be, with the President, the principle signer of all checks issued by the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.
- i. Shall transmit promptly the funds of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity fees, National Membership Fees and supplies, and keep on file all receipts for such payments.
- j. Shall have the financial books of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity properly audited at the close of the term in accordance with National Requirements.
- k. Shall provide the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity with four fundraising opportunities throughout the semester.
- l. Shall serve as chair of Fundraising Committee.

6. Sergeant-at-Arms

- a. Shall ensure that the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Constitution is applied and enforced regarding any actions or events relating to the Alpha Delta Xi Chapter of Alpha Phi

Omega National Service Fraternity.

- b. Shall maintain, order, and replace the ritual material and other Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity property, as needed.
- c. Shall perform such disciplinary and parliamentary procedures as are necessary or deemed by the President
- d. Shall prepare, distribute, collect, and count ballots at elections.
- e. Shall serve as a specialist regarding the interpretation of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Constitution, but will not serve as the final authority.
- f. Shall serve as Ritual Chair and shall be responsible for ensuring that traditions are followed. Will see to it that, when National Traditions are broken, that the Brother(s) responsible be referred to Standards Committee.
- g. Shall Chair the Constitutional Review Committee in the spring.
- h. Shall serve as the formal mediator of Alpha Phi Omega related disputes between brothers and have the right to call official mediation meetings when seen fit by those in disagreement, or at the discretion of the Sergeant-at-Arms or by the President.
- i. Shall sit as Chair of the Standards Committee.

7. Pledgemaster

- a. Shall give all pledges the opportunity to learn the fundamentals of Alpha Phi Omega on both a National and Chapter level, and grasp the spirit of the Fraternity before their initiation into Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity as Brothers.
- b. Shall ensure that the Pledging Period is no less than six weeks, having a minimum of five meetings.
- c. Shall serve as co-chairperson of the Membership Committee with the Leadership Vice President.
- d. Shall serve as a member of the Executive Board, even in the event of no Pledge Class, to protect the interests of future Pledge Classes.
- e. Shall coordinate or approve a minimum of two interview sessions during the Pledging Period.
- f. Shall have final authority over Big Brother / Little Brother Selection.
- g. Shall create, distribute, and set the deadline for Big Brother Applications to be submitted in writing.
- h. Shall give the Pledges a Pledge Program Evaluation form to determine the Pledge's option of the Pledge Program.
- i. Shall have the power to appoint an Assistant Pledgemaster to assist with the Pledge Program.
- j. Shall not take a Little Brother, except in extenuating circumstances, which shall be approved by a majority vote of the Executive Board.
- k. Shall serve as a member of Ritual Team.

8. Risk Manager

- a. Shall approve all activities and functions of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.

- b. Shall approve all flyers and advertisements open to the campus or local community within a period of two days from receiving the submission.
- c. Shall put on one educational program per semester for the benefit of the General Brotherhood that shall be considered a Service Project for the Brotherhood.
- d. Shall maintain and abide by all chapter, national, and campus risk management policies.
- e. Shall work with the Sergeant-at-Arms to ensure that all Standards are being followed and shall serve as a member of Standards Committee.

9. Communication Chair

- a. Shall record the minutes of General Brotherhood Meetings to be sent out to the Brotherhood within three days of the meeting. Shall keep minutes of the Executive Board Meetings to be sent out to the Executive Board within three days of the meeting.
- b. After a majority vote and approval by the Brotherhood where quorum is met, the approved minutes shall be archived.
- c. Shall coordinate mailings for special Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Events.
- d. Shall hold the responsibilities or recommend to the Executive Board for approval the appointment of Historian and Webmaster per Article IV, Section I, Clause A1.
- e. Shall be a member of the Sectional, Regional, and National Email List Serve.
- f. Shall serve as Co-Chairperson of the Public Relations Committee with the Alumni Relations Officer.

10. Alumni Relations Officer

- a. The Alumni Relations Officer shall maintain a database of Chapter and other Local Alumni utilizing assistance from the sectional offices if necessary.
- b. Shall operate an email List Serve for alumni in conjunction with the Webmaster.
- c. Shall inform Alumni regarding major Service, Ritual, and Pledge Events.
- d. Shall publish a Newsletter each semester with pictures and articles about Service Project, New Brothers, Fellowship Events, and plans for future semesters.
- e. Shall utilize the Newsletter for Alumni Announcements.
- f. Shall plan a Senior Send-Off event at the end of every semester with the support of the Membership Committee. If the Alumni Relations Officer is a graduating senior, he/she must appoint a non-senior replacement head for Senior Send-Off
- g. Shall serve as co-chairperson of the Public Relations Committee with the Communication Chair.
- h. Shall gather the contact information of graduating seniors before their departure from the Christopher Newport University.

11. Historian

- a. Shall chronicle the activities of Alpha Delta Xi Chapter of Alpha Phi Omega

National Service Fraternity.

- b. Shall maintain a scrapbook containing the chronicles and pictures of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity activities.
- c. Shall record and maintain the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity family trees.
- d. Shall archive documents and paraphernalia older than one year that are not currently in use.

12. Webmaster

- a. Shall be responsible for the upkeep of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity webpage.
- b. Shall update the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity event calendar after every General Brotherhood Meeting, as necessary.
- c. Shall upkeep the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity email List-Serve.

13. Chair of Advisory Board

- a. Shall hold one Advisory Board Meeting per month.
- b. Shall attend one Executive Board Meeting per month.
- c. Shall perform in accordance with Advisory Membership requirements as outlined in Article III, Section VI.
- d. Shall attend one Pledge Class Meeting per semester.

SECTION II: EXECUTIVE BOARD

- A. The Executive Board shall consist of the Chair of the Advisory Board and all positions mentioned in Section I. All members of the Executive Board shall have voting rights, except the President, Chair of the Advisory Board, Historian, and Webmaster. The President shall vote in the case of a tie.
- B. Quorum of Executive Board Officers must be present to perform business and enact legislation at an Executive Board Meeting.
- C. Executive Board Meetings are open to all Brothers of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, except by a majority vote of the Executive Board to discuss sensitive issues regarding the Fraternity.
- D. The Executive Board is responsible for the general well being of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity and the General Brotherhood.
- E. The Executive Board shall meet once after the election of new Officers, but before the newly elected Officers have been installed for the purpose of transition. This shall be a joint meeting of the current Executive Board and Officers Elect. Both shall be able to vote on any question. This meeting shall occur at a date as set by the incoming President, where all materials pertaining to an Office shall be given to the Officer's duly elected successor.
- F. The Executive Board may exercise any powers of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity whenever a question cannot be brought before the Brotherhood in a timely manner.
- G. The Executive Board shall analyze any particular problems pertaining to the Alpha

Delta Xi Chapter of Alpha Phi Omega National Service Fraternity program or administration, and plan for their solution.

- H. The Executive Board shall approve by a majority vote the preliminary budget presented by the Finance Vice President.
- I. Each Officer shall have any other powers or responsibilities deemed necessary for the fulfillment of their position subject to approval or veto by the rest of the Executive Board.
- J. All Officers shall maintain materials to aid in Officer Transition at the end of their term.
- K. The President shall decide the attendance policy for Executive Board Meetings. The rest of the Executive Board shall have discretion over any absences incurred past the number deemed acceptable by the President.
- L. Shall encourage Brother-Pledge Interaction and strengthen communication among Brothers and prospective pledges.
- M. Shall ensure the constant flow of new membership and retention in the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.
- N. Should the active Brotherhood fall below ten Brothers, the Executive Board shall consist of the President, Pledgemaster, Sergeant-at-Arms, and Chair of the Advisory Board until the Active Brotherhood exceeds ten Brothers. The second signature on any Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity checks shall be that of the Sergeant-at-Arms. All other Offices will not be official, but the projects and fellowships will be the responsibility of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity as a whole.
- O. If the Active Brotherhood is greater than ten but less than or equal to twenty-five Brothers, Offices of Finance Vice President and Communication Chair shall be reinstated. All other Offices will not be official, but the projects and fellowships will be the responsibility of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity as a whole.
- P. If the Active Brotherhood consists of greater than twenty-five Brothers, all Executive Board positions shall be in use.
- Q. All Executive Board members shall be required to hold Office Hours for a minimum of one hour each week. This hour shall be determined by the individual officers, respectively, and must be the same time each week. Only in the case of emergency, with proper notification to the President or other Executive Board members, can the Officer not hold an Office Hour at the regularly scheduled time.
- R. Any Officer who is the head of a committee, excluding Standards Committee, must appoint a committee representative to communicate during committee reports at General Brotherhood Meetings and to assist the committee.

SECTION III – SUCCESSION OF POWER

Succession of Power shall be the following: President, Leadership Vice President, Service Vice President, Fellowship Vice President, Finance Vice President, Sergeant-at-Arms, Pledgemaster, Risk Manager, Communication Chair, Alumni Relations Officer.

SECTION IV – REMOVAL FROM OFFICE

- A. An Officer may be removed from the Executive Board for one or more of the following:
 - a. Failure to complete stated duties
 - b. Change in membership to Associate, Probationary, or Inactive Status
 - c. Enrolled in less than the minimum number of credit hours established in Section I, Clause A2, during term of office.
- B. A motion for impeachment of any Officer contingent on one or more of the above circumstances may be made at any regularly scheduled General Brotherhood Meeting at which quorum is held. Such a motion must stand for a period of no less than one week before voting takes place. A simple majority is necessary for impeachment of an Officer.
- C. After an impeachment investigation by the Standards Committee is made, the rest of the procedure shall commence in accordance with Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Brotherhood Standards.

ARTICLE V: ELECTIONS

- A. Except when specified otherwise in this article, all Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity elections shall be conducted in accordance with Roberts Rules of Order: Newly Revised.
- B. Active Brothers may be nominated for more than one Office, but may only serve in one Officer or Appointed Position. If a nominee is elected to an Office or Appointed Position, he/she must decline nominations for other Offices.
- C. The order of election for Officers shall be the order in which they are listed in Article IV, Section I, Clause A, with Spring Pledge Class Namesake being elected first in the Fall.
- D. Election Eligibility
 - a. Only Current Active Brothers are eligible to vote during the election of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Officers.
 - b. Nominees for All Executive Board Offices must have a cumulative GPA of 2.3 or higher, effective at the start of the semester during which elections take place.
 - c. Any Brother or Pledge who will qualify for Active Status in the following semester may be nominated for Office.
- E. When a position on the Executive Board becomes vacant, nominations will be taken at the next Brotherhood Meeting. Nominations will remain open until the following Brotherhood Meeting where elections will take place.
- F. When the Office of the President becomes vacant, the Brotherhood will vote on the successor. Such vote will be taken at regularly scheduled General Brotherhood Meeting where quorum is met. All rules of election shall be followed as if it were a General Brotherhood Election.
- G. Any candidate for Office must receive the votes of a majority of the current Active Brotherhood. If no candidate receives a majority of the votes cast, the name of the candidate with the least number of votes shall be removed from consideration and the voting shall proceed in this fashion until one candidate receives a majority.
- H. Open nominations shall be taken at a regularly scheduled General Brotherhood Meeting prior to scheduled elections that semester.

- I. The election process shall begin two General Brotherhood Meetings prior to the scheduled General Brotherhood Meeting of the semester in which elections are to occur, as determined by Christopher Newport University's Academic Calendar.
- J. All Officers, with the exception of Pledgemaster, shall serve for a term of two semesters, beginning in the fall and ending in the spring of an academic calendar year. The Pledgemaster shall be elected every semester. The Officers shall be installed at the end of the academic semester prior to their term of Office. All Brothers of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity are eligible to nominate candidates for Office.

ARTIVLE VI: MEETINGS

- A. Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall meet weekly as permitted by the Christopher Newport Academic Calendar, unless revise by the Executive Board.
- B. The Executive Board shall determine the location and time of General Brotherhood Meetings.
- C. The parliamentary authority of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be the latest edition of Robert's Rules of Order; however, there shall be no proxy votes. The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity may only suspend Robert's Rules of Order for a period not to exceed fifteen minutes.

ARTICLE VII: INITIATION

All Pledges meeting the requirements for Active Membership as stated in Article III, Section II, and the pledging requirements set forth by the Membership Committee, shall be initiated according to the official ritual of the National Fraternity.

ARTICLE VIII: MAILING ADDRESS

Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall maintain a permanent mailing address at:

Christopher Newport University
Attn: Alpha Phi Omega, Alpha Delta Xi Chapter
C/o Office of Student Activities
1000 University Place
Newport News, VA 23606

ARTICLE IX: DUES

The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity may establish reasonable initiation fees, dues, and assessments in addition to those established by the National Fraternity. An affirmative vote of a simple majority of the Active Brothers at a General Brotherhood Meeting where quorum is held or at the Chapter Assessment

Planning Session shall be needed to determine or change these fees.

ARTICLE X: HAZING

There shall be no hazing or informal initiation in connection with the functions of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity. Any mistreatment of Pledges, Brothers, or other persons at any time shall be considered a violation of the purposes of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, the National Fraternity, University Policy, and the laws of the Commonwealth of Virginia.

ARTICLE XI: HOUSING POLICY

As a Service Fraternity, the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity will not operate nor maintain a fraternity house as lodging quarters for either Brothers or any other persons. It may maintain rooms for meetings, special events, and/or storage of Fraternity Property at the discretion of the Brotherhood.

ARTICLE XII: AUTHORITY OF THE ORGANIZATION

The Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity may adopt amendments, rules, policies, and regulations not in conflict with the National Articles of Incorporation, the National Bylaws, or the rules, policies, and regulations of Christopher Newport University and the Laws of the Commonwealth of Virginia and the City of Newport News.

ARTICLE XIII: FINANCE AND PROPERTY

- A. The Finance Vice President shall, annually, cause the appropriate local, state, and federal income tax forms to be filed.
- B. The financial records of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be audited annually per Article IV, Section I, Clause E9, and confirmation of the audit will be sent to the National Office upon the request of the National Executive Director.
- C. Upon the dissolution of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, a written report of any money or property on hand shall be filed by the President with Christopher Newport University and a copy sent to the National Executive Director of Alpha Phi Omega. The National Office of Alpha Phi Omega shall hold such money or property until the reactivation of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity, at which time the National Fraternity shall deliver the property and money to the Chapter.
- D. Should the reactivation not be accomplished within five years of such dissolution, remaining funds shall be paid to a tax-exempt organization, as defined in Section 501c-3 of the International Revenue Code.
- E. Any property purchased by the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall be purchased with Alpha Delta Xi Chapter funds. This includes any supplies needed by the Officers to carry out their duties and responsibilities. All

purchases to be reimbursed to individuals shall first be pre-approved in writing by the Executive Board or the Executive Board Brother whose budget corresponds with the purchase.

- F. All Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity financial records shall be kept in accordance with the Alpha Delta Xi Chapter Fiscal Procedure Manual.

ARTICLE XIV: REGISTRATION OF PLEDGES AND ACTIVE MEMBERS

- A. The Finance Vice President shall mail Pledge Applications and the required National Pledge Fee to the National Office no more than ten days after the Pledge Ceremony
- B. The Finance Vice President shall also mail applications for Active Membership and the required National Active Initiation Fee to the National Office no more than ten days after the Initiation Ceremony.
- C. Any initiation not followed by the registration of Pledges or Actives with the National Office shall be considered null and void.

ARTICLE XV: PROCESS PERTAINING TO PLEDGES -BIG/LITTLE SELECTION

- A. Big Brother | Little Brother Selection shall be determined by a committee of the Pledgemaster, Leadership Vice President, and President with the Pledgemaster having final authority over all decisions made by the committee.
- B. Only Active and Associate Brothers may take Littles. The only exception is in extreme circumstances, where only the Pledgemaster may ask the Executive Board to approve a specific Brother to take a Little.
- C. Qualifications for Big Brothers Are:
 - 1. Active or Associate Membership Status with the Alpha Delta Xi Chapter
 - 2. Financially able to give gifts during Clue Week
 - 3. Able to dedicate time to help their Little
 - 4. Current on all dues – including National and Chapter

ARTICLE XVI: STANDARDS COMMITTEE

- A. The Standards Committee shall be comprised in accordance with the Brotherhood Standards
- B. The Standards Committee shall meet as necessary to discuss any current issues or attend to official business of the Standards Committee.

ARTICLE XVII: RITUAL TEAM

- A. Shall consist of the President, Leadership Vice President, Service Vice President, Fellowship Vice President, Sergeant-at-Arms, and Pledgemaster as decided by the Brotherhood
- B. Shall perform the following duties:
 - 1. Organize the Ritual Ceremonies
 - 2. Delegate additional roles as necessary

ARTICLE XVIII: TRADITIONS MANUAL

- A. Shall be maintained by the Sergeant-at-Arms
- B. Shall be securely kept in an accessible location and available to all initiated Brothers

- of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity
- C. Shall be reviewed yearly in the fall by the Alpha Delta Xi Chapter. It shall not be required that changes be made during the review.
 - D. Any changes shall require a two-thirds majority vote of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.

ARTICLE XIX: FINAL AUTHORITY

The Bylaws of the National Fraternity and the rules of Christopher Newport University shall have precedence over the official governing documents of this Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity in the event of any discrepancy or contradiction.

ARTICLE XX: RATIFICATION

This Constitution shall be ratified and considered in effect upon the approval of a two-thirds majority vote of those attending a General Brotherhood Meeting at which quorum is held.

ARTICLE XXI: AMENDMENTS

SECTION I: REGULAR AMENDMENTS

- A. All amendments to this Constitution shall be presented in writing at the meeting in which the amendment is wished to be considered. Such written amendments shall include the purpose for the amendment and the rationale for why it should be adopted.
- B. These amendments shall be announced at a General Brotherhood Meeting and be distributed to all Active Brothers during this time.
- C. Open discussion shall follow each proposed amendment.
- D. At the next General Brotherhood Meeting, when open quorum is held, the vote shall occur. Two-thirds approval of the General Brotherhood is needed to amend this Constitution.

SECTION II: CONSTITUTIONAL REVIEW

- A. The Constitutional Review shall convene to review this Constitution, the Chapter Policy Manual, Brotherhood Standards, Chapter Distinguished Service Key Manual, Risk Management Policy, and Chapter Fiscal Policy Manual.
- B. Constitutional Review shall be held every spring, with multiple meetings, but lasting no longer than two weeks from start to finish.
- C. The Sergeant-at-Arms will be the Chair of all Constitutional Review Meetings.
- D. When the Active Brotherhood reaches or exceeds fifteen Brothers, the Constitutional Review Committee shall be comprised of four Brothers, not including the Sergeant-at-Arms.
 - 1. The four Brothers shall be voted on at the General Brotherhood Meeting, in which quorum is held, before the Constitutional Review convenes.
 - 2. The four Brothers will be approved by a majority vote of the Brotherhood.
 - 3. The four Brothers will be present at every Constitutional Review Meeting unless

- the Sergeant-at-Arms is notified in writing of extenuating circumstances.
- E. Constitutional Review Committee voting on amendments suggested by the Sergeant-at-Arms or Constitutional Review Committee shall take place before elections.
 - F. Discussion of amendments shall take place in the Constitutional Review Meetings, not during General Brotherhood Meetings, unless the President chooses to allow discussion during the General Brotherhood Meeting.
 - G. Voting on the Constitutional Review Committee amendments shall take place at the General Brotherhood Meeting, in which quorum is held, following the last meeting of the Constitutional Review Committee. A two-week process is not required, as with regular amendments.
 - H. A two-thirds majority vote of the General Brotherhood is required to approve the Constitutional Review Committee's amendments.
 - I. No Constitutional Amendments shall be brought to the Brotherhood during the time a Constitutional Review Committee is in session.

SECTION III: APPROVED AMENDMENTS

All amendments shall take effect immediately upon their approval.