

**CHAPTER CONSTITUTION**  
**ALPHA PHI OMEGA – ALPHA DELTA XI**  
Last Amended Spring 2019

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#### 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, gender, 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 Pledging 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. 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 University's Center for Honor Enrichment and Community Standards Judicial Board's (CHECS) process, their Pledge Status is dependent on the result of Christopher Newport University's 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 (excluding Communications), 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.
- H. A Pledge's first semester as a full Brother must be as an Active Brother, barring extenuating circumstances or disciplinary actions.
  - a. A Pledge is exempt from this clause should they be in their final semester at Christopher Newport University.

#### 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 obligations of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity and National Financial.
- 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 recommended for 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," they will be placed on a probationary status within the Fraternity. Their 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 Standards Committee 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.
    - i. A majority vote is defined as one half plus one vote of all Active Brothers.
  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 Leadership Vice President of the Brother's 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 Leadership Vice President 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 72 hours before said meeting.
- F. Financial obligations must be paid, or an official payment plan must be in place, by the second General Brotherhood Meeting after the budget has passed, in order for a Brother to remain Active. The Brother must notify the Finance Vice President of any extenuating circumstances in writing. Dues may be paid with an additional five-dollar fee at the second General Brotherhood Meeting after dues payment begins. If dues are not paid by the end of the established payment plan, 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 the Service Vice President may set forth other requirements in regards to hours. An Active Brother must also attend two fellowship and two fundraising events per semester. If an Active Brother does not complete their service hour requirements within a limit of under two hours, instead of being sent to Standards, they will be granted the 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.
- H. An Active Brother is required to attend: One information session, all Rush Events, all Ritual Events, Leadership Development Workshop, Senior Send-Off, at least one Constitutional Review Brotherhood/Meeting, Traditions Manual Review Brotherhood/Meeting, Risk Policy Presentation, and the Chapter Assessment and Planning Session unless they have a class or an emergency at the discretion of the Leadership Vice President. Ritual Events include Diamond in the Rough, Pledge Pinning, Initiation, and Relumination Ceremony.
- I. An Active Brother is required to serve on Service, Fellowship, Membership, Public Relations, Fundraising, or an elected semester-long committee for the duration of their

Active Brother Status.

1. An Active Brother shall attend half of the meetings of their assigned committee, barring excused absence by the committee head.
- 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, they shall be immediately accepted as an Active Brother. However, they 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, they 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 fewer than ten hours of service per semester, with five being with the Brotherhood, and the Service Vice President may set forth other requirements in regards to hours. An Associate Brother must also attend one fellowship event and one fundraising event per semester. If an Associate Brother does not complete their service hour requirements within a limit of under one hour, instead of being sent to Standards, they will be granted the opportunity to make up the uncompleted service hour based on the discretion of the Service Vice President. This process is to be monitored and documented by the Sergeant-At-Arms.
  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. Financial obligations must be paid, or an official payment plan must be in place, by the second General Brotherhood Meeting after the budget has passed, in order for a Brother to remain Associate. The Brother must notify the Finance Vice President of any extenuating circumstances in writing. Dues may be paid with an additional five-dollar fee at the second General Brotherhood Meeting after the budget has passed. If dues are not paid by the second General Brotherhood Meeting after the budget has passed, then the Brother will be placed on Inactive Status.
  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, Finance 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. If an Associate Brother does not satisfy their meeting requirement, will result in the

brother being placed on Probationary Status at the end of the semester.

6. An Associate Brother is required to attend one Information Session, Service Night during Rush Week, all Ritual Events, Leadership Development Workshop, Senior Send-Off, and the Chapter Assessment and Planning Session unless they have class or an emergency at the discretion of the Leadership Vice President. Ritual Events include Diamond in the Rough, Pledge Pinning, Initiation, and Relumination Ceremony.
- 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 they wish 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 petition the Executive Board to retain Associate Status, or otherwise become an Inactive Brother or an Active Brother.
- D. In order to be reinstated as an Active Brother after two semesters of Associate Status, the Associate Brother must petition the Executive Board by the second General Brotherhood Meeting of the reinstatement semester.

#### SECTION V – PROBATIONARY MEMBERSHIP

- A. 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 logs 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 their requirements, they will be alerted by the Leadership Vice President and given the opportunity to make up the uncompleted hours before the last General Brotherhood meeting where the stole will be presented.
- B. 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.
- C. If, after the Probationary Period, the Brother has satisfied the aforementioned requirements, they must inform, in writing, their desired Brotherhood Status to the Leadership Vice President before the start of the second General Brotherhood Meeting. Brothers who fail to declare status will be considered Inactive.
- D. If, after the Probationary Period, the Brother has not satisfied the aforementioned requirements, they shall have one final process through which to regain Active Membership, according to Article III, Section III. Within the first three weeks of the Probationary Period, 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 D, Part 2.
4. Present a written appeal to the next Executive Board meeting following the completion of the aforementioned requirements.
5. 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.
6. A two-thirds majority vote at a General Brotherhood Meeting is required to allow the petitioning Brother to regain previous status.
  - i. A two-thirds majority shall be defined as sixty-seven percent.

E. If a Brother does not meet these requirements, they 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 Individual's 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 of the 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.

a. A three-fourths majority shall be defined as seventy-five percent or more of the Active Brotherhood.

#### SECTION VIII – INACTIVE MEMBERSHIP

- A. Inactive Status shall be for any initiated Brother who no longer feels that they can fulfill the obligations of an Active, Associate, or Probationary Status Brother. No service hours, dues, or meeting requirements shall be imposed on Inactive Brothers.
- B. Any Brother who decides to assume Inactive Status who is currently enrolled in Christopher Newport University shall respectfully notify the Leadership Vice President of the Brother's decision to transition to Inactive Status before the second General Brotherhood Meeting.
- C. After one semester of Inactive Status, barring extenuating circumstances, an Inactive Brother may petition the Executive Board for the Brother's 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.

#### 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 them 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, Service Vice President, Fellowship Vice President, Finance Vice President, Sergeant-at-Arms, Pledgemaster, Risk Manager, Communication Chair, Alumni Relations Officer, Inter-chapters Relations Chair, and Historian.
  - 1. Historian shall be appointed by the Communication Chair and approved by the Executive Board by a simple 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 Office of Historian.
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, together with the Finance Vice President, the principal 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 Historian and Communications Chair are not present.
- j. Shall assist with Big / Little Selection if needed.
- 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 initiate 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 keep records of Executive Board and General Brotherhood Meeting attendance.
  - g. 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.
  - h. Shall serve as Co-Chair of the Membership committee with the Pledgemaster.
  - i. Shall sit as a member of the Standards Committee.
  - j. Shall assist with Big / Little Selection.
  - k. Shall upkeep the Alpha Delta Xi Chapter of Alpha Phi Omega Contact List.
  - l. Shall serve as a member of Ritual Team.
3. Service Vice President
  - a. Shall be responsible for assisting chairs of Service Projects with their projects.
  - b. Shall assign project chairs as are deemed necessary to handle general areas of service.
  - c. Shall compile all necessary paperwork concerning the overall service program, including financial records, coordination sheets, and attendance records.
  - d. Shall serve as chair of Service Committee.
  - e. Shall keep updated records regarding all Service Projects to be reviewed by the President and Advisors at least once per semester, or as needed.
  - f. Shall have discretion over giving Service Hours. The decisions of the Service Vice President can be overruled by a majority vote of the Executive Board.
  - g. 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 once every fourteen days.
  - b. Shall carry out the planning of traditional Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity celebrations and maintain records of

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

- c. Shall serve as chair of Fellowship Committee.
- d. Shall be responsible for final written evaluations of all fellowship events at the end of their term.
- e. 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 based upon carryover 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 first Executive Board Meeting after status declarations are due 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 Internal 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 principal 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, prior to the induction of the new Executive Board, in accordance with National Requirements.

- k. Shall provide the Alpha Delta Xi Chapter of Alpha Phi Omega National

Service Fraternity with at least four fundraising opportunities throughout the semester.

1. 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 chair the Traditions Manual Review Committee in the Fall.
- 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 be responsible for the coordination of Rush tabling to take place the week prior to the Information Sessions.
- c. Shall ensure that the Pledging Period is no less than six weeks, having a minimum of five meetings.
- d. Shall serve as Co-Chair of the Membership Committee with the Leadership Vice President.
- e. 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.
- f. Shall coordinate or approve a minimum of two interview sessions during the Pledging Period.
- g. Shall plan and execute a Pledge Class Retreat.
- h. Shall have final authority over Big / Little Selection.
- i. Shall create, distribute, and set the deadline for Big Applications to be submitted in writing.
- j. Shall give the Pledges a Pledge Program Evaluation form to determine the

- Pledges' opinions of the Pledge Program.
  - k. Shall have the power to appoint an Assistant Pledgemaster to assist with the Pledge Program.
  - l. Shall not take a Little, except in extenuating circumstances, which shall be approved by a majority vote of the Executive Board.
  - m. 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 72 hours from receiving the submission.
  - c. The approval process for events, advertisements, and activities must be resubmitted each semester.
  - d. Shall put on one educational program per semester by the fourth brotherhood for the benefit of the General Brotherhood that shall be considered a Service Project for the Brotherhood.
  - e. Shall maintain and abide by all chapter, national, and campus risk management policies.
  - f. Shall work with the Sergeant-at-Arms to ensure that all Standards are being followed and shall serve as a member of Standards Committee.
  - g. Shall attend Traditions Review and Constitutional Review.
  - 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 Risk Manager or by the President.
9. Communication Chair
- a. Shall coordinate mailings for special Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity Events.
  - b. Shall hold the responsibilities, or recommend to the Executive Board for approval the appointment, of Historian per Article IV, Section I, Clause A, Part 1.
  - c. Shall be a member of the Sectional, Regional, and National Email List Serve.
  - d. Shall serve as Co-Chairperson of the Public Relations Committee with the Alumni Relations Officer.
  - e. Shall upkeep the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity email List Serve.
  - f. Shall be responsible for the upkeep of the Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity webpage.
  - g. Shall send out a weekly email within three days of the Brotherhood meeting that includes current events and reminders.
  - h. Shall manage all social media outlets regarding Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.

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 Communication Chair.
- c. Shall inform Alumni regarding major Service, Fellowship, Fundraising, Ritual, and Pledge Events.
- d. Shall publish a Newsletter every other month during the semester with pictures and articles about Service Projects, 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 and Public Relations (PR) Committee. If the Alumni Relations Officer is a graduating senior, they must appoint a non-senior replacement head for Senior Send-Off.
- g. Shall serve as co-chairperson of the PR Committee with the Communication Chair.
- h. Shall gather the contact information of graduating seniors before their departure from Christopher Newport University.
- i. Shall promote Membership in Society of Life Members for Alumni.

11. Inter-chapter Relations Chair

- a. Shall be in regular communication with surrounding Chapters.
- b. Each semester, shall, if possible, coordinate with another Chapter to plan an event at which the Chapters can interact.
- c. Keep the Brotherhood up to date with other Chapters.
  - i. Maintain contact with our Little Brother chapter at Virginia Wesleyan University, meeting if possible at least twice in a semester.
- d. Shall promote and coordinate all Sectional, Regional, and National Events.
- e. Shall facilitate communications with the Boy Scouts of America organizations and troops.

12. Historian

- a. Shall chronicle the activities of Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity.
- b. Shall maintain records 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. Shall archive documents and paraphernalia older than one year that are not currently in use.
- d. 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.

- e. After a majority vote and approval by the Brotherhood where quorum is met, the approved minutes shall be archived.

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 at the request of the Pledgemaster.

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, and Historian. 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 at least 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 simple majority 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 consistency 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 are encouraged to be the same time each week. Only in the case of emergency, with proper notification to the President, other Executive Board members, and the entirety of the Brotherhood, can the Officer not hold an Office Hour at the scheduled time.
- R. Any Officer who is the head of a committee, excluding Standards Committee, can 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, and Inter-Chapter Relations Chair.

### 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 A, Part 2, 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 Robert's 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, they 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. 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.
- G. Open nominations shall be taken at a regularly scheduled General Brotherhood Meeting prior to scheduled elections that semester.
- H. 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.
- I. 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.

- a. Special elections to fill vacancies will only serve until the end of the designated term.

#### ARTICLE VI: MEETINGS

- A. Alpha Delta Xi Chapter of Alpha Phi Omega National Service Fraternity shall meet weekly as permitted by Christopher Newport University's Academic Calendar, unless revised 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 Robert's Rules of Order: Newly Revised; 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: Newly Revised for a period not to exceed fifteen minutes.
- D. Brother to Brother communication section during General Brotherhood Meetings are to remain confidential between initiated brothers and advisors.

#### 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:

Alpha Phi Omega, Alpha Delta Xi Chapter  
1 Avenue of the Arts  
David Student Union 360  
Newport News, VA 23606

For the purpose of giving an addressee when mailing things to the office, use the current President's name.

#### 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 shall set dues.

#### 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, file 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 E, Part 9, 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 Internal 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.
- 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 Leadership Vice President shall submit Pledge Applications and the Finance Vice President shall submit the required National Pledge Fee to the National Office no more than ten days after the Pledge Ceremony.
- B. The Leadership Vice President shall also submit applications for Active Membership and the Finance Vice President shall submit 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 / Little Selection shall be determined by a committee of the Pledgemaster, Leadership Vice President, and President, if they are necessary, 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 Bigs 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 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.
- C. Refer to the Standards Manual for more information.

#### 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 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 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 four 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 and Risk Manager.
  - 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.