

*Mu Zeta Chapter
of
Alpha Phi Omega
at
San Francisco State University*

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Revision 3.0
To Be Ratified

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Article I

Membership

Section 1. Open Membership.

Membership in Mu Zeta Chapter of Alpha Phi Omega shall be open to all San Francisco State University students who indicate a willingness to serve their country, their community, their campus, and this chapter and who perform such service, as prescribed in these bylaws. Membership in Mu Zeta Chapter of Alpha Phi Omega may be withheld for no other reason.

Section 2. Pledgeship.

(1) **Definition of a Pledge Class.**

A Pledge Class shall consist of students attending San Francisco State University (6 units minimum) who indicate a willingness to serve their country, their community, their campus, and this chapter; to whom the official Alpha Phi Omega pledge ritual has been administered; and who also indicate their willingness to serve together as a group, bound in the fellowship of the principles of Alpha Phi Omega and of the Boy Scouts of America as embodied in the Scout Oath and Law.

(2) **Pledge Fee.**

All pledges shall be required to submit their pledge fee to the Finance Vice President no later than the time of their pledge ritual. All pledges shall not pay less than the fee stated in the National Bylaws.

(3) **Timing and Duration of a Pledge Class.**

A pledge class shall be created through the performance of the pledge ritual no earlier than the second (2nd) week of instruction, and shall, from its inception, remain in existence no less than six (6) weeks and no more than ten (10) weeks, in any semester.

(4) **Requirements for the Activation of a Pledge Class.**

No pledge class, nor any pledge thereof, shall be initiated into the ranks of active membership in Mu Zeta unless it shall have performed, to completion, at least one (1) service project in any of four (4) separate areas: service to the county, service to the community, service to the campus, or service to this chapter; at least one (1) pledge class fellowship event; and at least one (1) pledge class fundraiser; which it shall have planned and executed on its own initiative; and at which no less than three-fourths (3/4) of the said pledge class was present and active.

(5) **Dissolution of a Pledge Class.**

Any pledge class which shall have failed to activate after it has been in existence for ten (10) weeks or more shall be dissolved. All of the members of such a pledge class shall then be considered to be independent pledges who cannot activate individually but who are free to join the subsequent pledge class and to activate with it.

(6) **Requirements for the Activation of Individual Pledges.**

No pledge shall be initiated into the ranks of active membership in Mu Zeta unless he/she: has completed the set requirements as prescribed by the Pledge Committee and approved by the chapter.

(7) **Dismissal of Pledges.**

Any pledge who shall have failed to activate after one (1) full semester shall be dismissed from pledgeship in Mu Zeta. Any pledge so dismissed may apply for pledgeship at a later date.

(8) **Rights and Duties of Pledges.**

Pledges shall hold all of the rights of active membership in Mu Zeta except for those of voting, save at pledge meetings, and of holding office, save that of pledge class office. Pledges shall hold all of the duties of active membership in Mu Zeta.

Section 3. Active Membership.

(1) **Qualifications for Active Membership.**

Any student of San Francisco State University, having completed the pledge program; having met the requirements for activation; and to whom the official Alpha Phi Omega initiation ritual has been administered, shall be an active member of Mu Zeta, while in good standing, unless he/she shall be granted associate membership, or until such time as he/she is no longer a student at San Francisco State University.

(2) **Initiation Fee.**

All active members shall be required to submit their initiation fee to the Finance Vice President no later than the time of their initiation ritual. All actives shall not pay less than the fee stated in the National Bylaws.

(3) **National Dues for Active Membership.**

All active members shall be required to submit their annual national dues to the Finance Vice President no later than the thirty-first (31st) day of October in each year.

(4) **Chapter Dues for Active Membership.**

All active members shall be required to submit their semi-annual chapter dues to the Finance Vice President no later than a date as prescribed by the Finance Vice President in each semester. All actives shall not pay less than the fee stated in the National Bylaws.

(5) **Rights and Duties of Active Members.**

Active members, in active standing, are entitled to all of the rights of membership in Mu Zeta (except for those of voting at pledge meetings and of holding pledge class office or advisory office) including, but not limited to: the right to speak at chapter meetings; the right to vote at chapter meetings; the right to hold chapter office (provided that they meet the requirements set by San Francisco State University for officers of fraternities); and the right to sit with standing chapter committees. Active members are obligated to all of the duties of membership in Mu Zeta including, but not limited to: the duty to uphold the principles of Alpha Phi Omega and of the Boy Scouts of America as embodied in the Scout Oath and Law; the duty to actively participate in Mu Zeta's service, fellowship, and leadership programs; the duty to maintain all of their financial obligations to Alpha Phi Omega and to Mu Zeta; and the duty to uphold the standards of conduct expected of a brother of Mu Zeta as expressed in these bylaws.

(6) **Definition of Active Standing.**

Any brother of Mu Zeta, who completes all set active requirements listed in the Chapter Active Standing Policy as prescribed by the Membership Committee and approved by the chapter and is in maintenance of his/her financial obligations to Alpha Phi Omega and to Mu Zeta, in a particular semester of his/her membership, shall be considered to be in fulfillment of his/her active standing, for that semester.

(7) **Terms of Active Members.**

The term of each active member shall begin upon determination of proper completion of active responsibilities (not to exceed one (1) week following due date of said responsibilities) by the Membership Vice President of a given semester, and shall end upon failure to complete active responsibilities in a subsequent semester, election into associate standing, or entry into alumni membership, whichever shall come first.

Section 4. Associate Membership.

(1) **Just Circumstances for Associate Membership.**

If an active member, due to other commitments of time and effort, finds it necessary to temporarily cease full involvement in chapter affairs, he/she may petition Mu Zeta for associate membership. Upon granting of associate membership, a member is able to maintain good standing with Mu Zeta in anticipation of resuming active standing in a subsequent semester.

(2) **Petitioning for Associate Membership.**

To petition for associate membership, an active member must present to Mu Zeta a written request for the conferring of associate membership bearing the signature of the petitioning brother.

(3) **Conferring of Associate Membership.**

Mu Zeta shall, upon the receipt of a petition for associate membership which shall fulfill all of the require-

ments for such a petition, immediately and unhesitatingly grant the petition and confer upon the petitioning brother associate membership in Mu Zeta.

(4) Chapter Dues for Associate Membership.

All associate members shall be required to submit their semi-annual chapter dues to the Finance Vice President no later than a date as prescribed by the Finance Vice President in each semester.

(5) Petitioning for Active Membership.

To petition for active membership, an associate member must present to Mu Zeta a written request for reinstatement to active membership bearing the signature of the petitioner brother.

(6) Reinstatement to Active membership.

Mu Zeta shall, upon the receipt of a petition for active membership which shall fulfill all of the requirements for such a petition, immediately and unhesitatingly grant the petition and reinstate the petitioning brother to active membership in Mu Zeta.

(7) Rights and Duties of Associate Members.

Associate members shall hold all the rights of active membership in Mu Zeta except for those of voting and of holding office. Associate members shall hold all of the duties of active membership in Mu Zeta except for that of actively participating in Mu Zeta's service, fellowship, and leadership programs.

Section 5. Alumni Membership.

(1) Qualifications for Alumni Membership.

Upon leaving San Francisco State University, all those who have held active membership or associate membership in Mu Zeta, and whose membership is not in suspension nor under probation, shall be alumni members. Upon retiring from the Advisory Committee, all those who have held advisory membership in Mu Zeta, and whose membership is not in suspension nor under probation, shall be alumni members. All those who hold honorary membership in Mu Zeta shall be alumni members.

(2) Rights and Duties of Alumni Members.

Alumni members shall hold all of the rights of active membership in Mu Zeta except for those of voting and of holding office. Alumni members shall hold all of the duties of active membership in Mu Zeta except for that of actively participating in Mu Zeta's service, fellowship, and leadership programs.

Section 6. Advisory Membership.

(1) The Advisory Committee.

For each semester, the Chairman of the Advisory Committee shall select, with the advice and consent of Mu Zeta, persons to sit upon the Advisory Committee and Mu Zeta shall, for that purpose, confer advisory membership upon all of those persons selected and upon the Chairman of the Advisory Committee.

(2) Qualifications for Advisory Membership.

No person shall be selected for advisory membership unless he/she shall is not an undergraduate student of San Francisco State University during the semester of his/her term.

(3) Terms of Advisory Members.

All advisory members, except the Chairman of the Advisory Committee, shall hold their advisory membership for the duration of the semester for which they were selected and until their successors are selected.

(4) Rights and Duties of Advisory Members.

Advisory members shall hold all of the rights of active membership in Mu Zeta except for those of voting and of holding office, save that of Chairman of the Advisory Committee. Advisory members shall hold all of the duties of active membership in Mu Zeta.

Section 7. Honorary Membership.

(1) **Qualifications for Honorary Membership.**

Any person, who is not an undergraduate student of San Francisco State University, having contributed significantly to the ideals and purposes of Alpha Phi Omega, may be granted honorary membership by Mu Zeta.

(2) **Granting of Honorary Membership.**

Mu Zeta may, by a vote of three-fourths (3/4) of all of its active members, in active standing, grant honorary membership to such persons as meet the qualifications for honorary membership.

(3) **Fee for Honorary Membership.**

Upon granting honorary membership, Mu Zeta shall pay an honorary membership fee, for each person so honored, to the National Office of Alpha Phi Omega.

(4) **Rights and Duties of Honorary Members.**

Honorary members shall hold all of the rights of active membership in Mu Zeta except for those of voting and of holding office. Honorary members shall hold all of the duties of active membership in Mu Zeta except for that of actively participating in Mu Zeta's service, fellowship, and leadership programs.

Section 8. Good Standing.

Any brother whose membership is not in suspension nor under probation with a minimum of six (6) units and cumulative grade point average of two point zero (2.0) or higher during that term shall be in good standing with Mu Zeta. A brother who is not in good standing with Mu Zeta shall not be considered to be an active member, an associate member, an alumni member, an advisory member, or an honorary member, during his/her period of probation or suspension. A pledge who shall lose his/her good standing shall be barred from initiation as an active member of Mu Zeta and shall be dismissed from pledgeship indefinitely.

Article II Officers

Section 1. Chapter Office.

(1) **Elected Chapter Officers.**

The following shall be the elected chapter officers of Mu Zeta: the President, the Service Vice President, the Membership Vice President, the Pledgemaster, the Fellowship Vice President, the Finance Vice President, the Administrative Vice President, the Sergeant-at-Arms, and the Chairman of the Advisory Committee.

(2) **Appointed Chapter Officers.**

The following shall be the appointed chapter officers of Mu Zeta: the Public Relations Officer, the Historian, the Leadership Chair, the Rushmaster, the Pledgetrainer, the Banquet Chair, the Publications Director, the Webmaster, and the Email Chair.

(3) **Special Events Officers.**

The following shall be the Special Events Officers of Mu Zeta: the Multicultural Aids Awareness Day Chair, the Sectionals Chair, the Regionals Chair and the Nationals Chair, as deemed necessary.

(4) **Qualifications for Holding Chapter Office.**

No brother may hold chapter office in Mu Zeta unless he/she shall be an active member, in active standing, during his/her term of office. All chapter officers of Mu Zeta must remain in good academic standing with San Francisco State University and must maintain a minimum of six (6) units with a grade point average of two (2.0) or higher during their terms of office.

(5) **Limit of Chapter Offices.**

No brother shall hold more than one (1) chapter office concurrently. No more than two (2) brothers can hold one (1) chapter office concurrently, with the exception of the office of President, where only one (1) brother can be President at any one time.

(6) **Terms of Elected Chapter Officers.**

The term of each elected chapter officer shall begin upon his/her installation in office, and shall end upon the installation of his/her successor or upon the close of the semester, whichever shall come first.

(7) **Terms of Appointed Chapter Officers.**

The term of each appointed chapter officer shall begin upon the ratification of his/her appointment by the Executive Committee and shall end when the officer who appointed him/her leaves office or when that officer shall revoke his/her appointment.

(8) **Resignation from Chapter Office.**

To resign from a particular chapter office, the chapter officer must present before the Executive Committee, in quorum assembled, an oral or written resignation of the duties of that office, stating clearly and concisely the circumstances under which the officer can no longer continue to hold that office and bearing the signature of the resigning officer. The Executive Committee shall, upon the receipt of a resignation from chapter office which shall fulfill all of the requirements for such a resignation, immediately and unhesitatingly rule that the petitioning officer has resigned the duties of that office.

(9) **Vacancy of the Presidency.**

If, for whatever reason, the Presidency shall become vacant before the end of its term, then the most senior elected chapter officer capable of holding the office of the President shall assume the duties of that office and shall be released from the duties of his/her previous office. In the event that no elected chapter officer shall be capable of holding the office of the President, the Chairman of the Advisory Committee shall appoint, with the advice and consent of the Advisory Committee, a member qualified for the office of President to fill the vacancy in that office.

(10) Vacancies of Other Elected Chapter Offices.

If, for whatever reason, an elected chapter office other than that of the President shall become vacant before the end of its term, then the President shall appoint, with the advice and consent of the Executive Committee, a member qualified for that office to fill the vacancy in that office.

(11) Seniority of Elected Chapter Officers.

The elected chapter officers of Mu Zeta shall hold seniority in the following order, beginning with the most senior and ending with the most junior: the President, the Service Vice President, the Membership Vice President, the Pledgemaster, the Fellowship Vice President, the Finance Vice President, the Administrative Vice President, and the Sergeant-at-Arms.

(12) Qualifications for Holding the Four (4) Highest Seniority Positions.

The elected chapter offices of the highest seniority are President, Service Vice President, Membership Vice President and Pledgemaster. To qualify for this office, a Brother must have completed one (1) active semester in good standing.

Section 2. Pledge Class Office.

(1) Pledge Class Officers.

The following shall be the pledge class officers of Mu Zeta: the Pledge President, the Pledge Vice President, the Pledge Finance Vice President, the Pledge Administrative Vice President, and the Pledge Historian.

(2) Qualifications for Holding Pledge Class Office.

No brother may hold pledge class office in Mu Zeta unless he/she shall be a pledge during his/her term of office. All pledge class officers of Mu Zeta must remain in good academic standing with San Francisco State University and must maintain a minimum of six (6) units with a grade point average of two (2.0) or higher during their terms of office.

(3) Limit of Pledge Class Offices.

No brother shall hold more than one (1) pledge class office concurrently.

(4) Terms of Pledge Class Officers.

The term of each pledge class officer shall begin upon his/her election to office, and shall end upon the activation of his/her pledge class through the performance of the initiation ritual or upon the dissolution of his/her pledge class after its failure to activate.

(5) Resignation from Pledge Class Office.

To resign from a particular pledge class office, a pledge class officer must present before the Pledge Executive Committee, in quorum assembled, a written resignation of the duties of that office, stating clearly and concisely the circumstances under which the officer can no longer continue to hold that office and bearing the signature of the resigning officer. The Pledge Executive Committee shall, upon the receipt of a resignation from pledge class office which shall fulfill all of the requirements for such a resignation, immediately and unhesitatingly rule that the petitioning officer has resigned the duties of that office.

(6) Vacancies of Pledge Class Offices.

If, for whatever reason, a pledge class office shall become vacant before the end of its term, then the Pledgemaster shall appoint a pledge qualified for that office to fill the vacancy in that office.

Section 3. Advisory Office.

(1) Advisory Officers.

The Chairman of the Advisory Committee shall be the advisory officer of Mu Zeta.

(2) **Qualifications for Holding Advisory Office.**

No brother may hold advisory office in Mu Zeta unless he/she is no longer an undergraduate student of San Francisco State University during his/her term of office.

(3) **Terms of Advisory Officers.**

The term of the Chairman of the Advisory Committee shall begin upon his/her installation in office and shall end upon the installation of his/her successor.

(4) **Resignation from Advisory Office.**

To resign from the office of the Chairman of the Advisory Committee, that officer must present before Mu Zeta, in quorum assembled, a written resignation of the duties of that office, stating clearly and concisely the circumstances under which the officer can no longer continue to hold that office and bearing the signature of the resigning officer. Mu Zeta shall, upon the receipt of a resignation from the office of the Chairman of the Advisory Committee which shall fulfill all of the requirements for such a resignation, immediately and unhesitatingly rule that the petitioning officer has resigned the duties of that office.

(5) **Vacancies of Advisory Offices.**

If, for whatever reason, the office of the Chairman of the Advisory Committee shall become vacant before the end of its term, then Mu Zeta, in quorum assembled, shall select by plurality vote another advisory member to fill the vacancy in that office.

Article III

Elected Chapter Officer's Responsibilities

Section 1. Authority of the Officers.

In the performance of their responsibilities, as stated in Mu Zeta's constitution, the officers of Mu Zeta shall hold the authority of Mu Zeta itself.

Section 2. The President.

- (1) **Chief Executive Officer.**
The President shall be the chief executive officer of Mu Zeta.
- (2) **Chairman of Chapter Meetings.**
The President shall be the chairman of chapter meetings.
- (3) **Chairman of the Executive Committee.**
The President shall be the chairman of the Executive Committee, shall report to Mu Zeta on its resolutions and policies.
- (4) **Coordinator of Chapter Functions.**
With the assistance of the Executive Committee, the President shall be responsible for the coordination of Mu Zeta's functions; and shall ensure that Mu Zeta's obligations: national, regional, sectional, and local, are fulfilled.
- (5) **Representative of Mu Zeta.**
The President shall act as Mu Zeta's representative.
- (6) **Custodian of the Chapter Gavel.**
The President shall be the custodian of Mu Zeta's ceremonial gavel.
- (7) **Appointer of Chapter Officers.**
The President shall appoint, with the advice and consent of the Executive Committee, the Public Relations Officer, the Historian and the Leadership Chair no later than that first (1st) week of instruction in each semester.
- (8) **Executive Order**
With the unanimous consensus of the executive committee, the President shall have the authority to impose upon an action deemed appropriate and necessary for the benefit of Mu Zeta. Said action shall not supersede the bylaws of Alpha Phi Omega, nor defy the motto of Alpha Phi Omega.
- (9) **Other Responsibilities.**
The President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 3. The Service Vice President.

- (1) **Chief Operations Officer.**
The Service Vice President shall be the chief operations officer of Mu Zeta.
- (2) **Chairman of the Service Committee.**

The Service Vice President shall be the chairman of the Service Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Supervisor of the Service Program.**

With the assistance of the Service Committee, the Service Vice President shall be responsible for the planning and execution of Mu Zeta's service program, except for any responsibility in reference to Multicultural AIDS Awareness Day: the review of potential service projects, defining the requirements for members to complete a service project, and the evaluation of past service projects.

(4) **Deputy of the President.**

In the absence of the President, the Service Vice President shall assume the authority of the Presidency.

(5) **Other Responsibilities.**

The Service Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 4. The Membership Vice President.

(1) **Chief Personnel Office.**

The Membership Vice President shall be the chief personnel officer of Mu Zeta.

(2) **Chairman of the Membership Committee.**

The Membership Vice President shall be the chairman of the Membership Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Supervisor of the Membership Program.**

With the assistance of the Membership Committee, the Membership Vice President shall be responsible for membership recruitment, and retention.

(4) **Collector of Membership Fees.**

The Membership Vice President shall be responsible for collecting Membership Fees by the end of the fourth (4th) week of instruction of the current semester.

(5) **Keeper of the Membership Files.**

The Membership Vice President shall keep permanent membership files on all of the brothers of Mu Zeta.

(6) **Appointer of Chapter Officers.**

The Membership Vice President shall appoint, with the advice and consent of the Executive Committee: the Rushmaster no later than the first (1st) week of instruction in each semester.

(7) **Custodian of the Chapter Mascot.**

The Membership Vice President shall be the custodian of Mu Zeta's Chapter Mascot.

(8) **Other Responsibilities.**

The Membership Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 5. The Pledgemaster.

(1) **Chief Pledgeship Officer.**

The Pledgemaster shall be the chief pledgeship officer of Mu Zeta.

(2) **Chairman of the Pledgemaster Committee.**

The Pledgemaster shall be the chairman of the Pledgemaster Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Supervisor of the Pledge Program.**

With the assistance of the Pledgemaster Committee, the Pledgemaster shall be responsible for the pledge-ship programs and functions of Mu Zeta.

(4) **Sponsor of the Pledge Class.**

The Pledgemaster shall act as the sponsor of the pledge class at each pledge ritual and at each initiation ritual.

(5) **Coordinator of Chapter Rituals.**

The Pledgemaster shall be responsible for the coordination, rehearsal, and execution of each pledge ritual and of each initiation ritual.

(6) **Keeper of Pledge Membership Files.**

The Pledgemaster shall keep permanent membership files on all of the pledges of Mu Zeta.

(7) **Appointer of Chapter Officers.**

The Pledgemaster shall appoint, with the advice and consent of the Executive Committee: the Pledgetrainer no later than the first (1st) week of instruction in each semester.

(8) **Other Responsibilities.**

The Pledgemaster shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 6. The Fellowship Vice President.

(1) **Chief Recreations Officer.**

The Fellowship Vice President shall be the chief recreations officer of Mu Zeta.

(2) **Chairman of the Fellowship Committee.**

The Fellowship Vice President shall be the chairman of the Fellowship Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Supervisor of the Fellowship Program.**

With the assistance of the Fellowship Committee, the Fellowship Vice president shall be responsible for the planning and execution of Mu Zeta's fellowship program, the review of potential fellowship events, and the evaluation of past fellowship events.

(4) **Appointer of Chapter Officers.**

The Fellowship Vice President shall appoint, with the advice and consent of the Executive Committee: the Banquet Chair no later than the first (1st) week of instruction in each semester.

(5) **Other Responsibilities.**

The Fellowship Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 7. The Finance Vice President.

(1) **Chief Fiscal Officer.**

The Finance Vice President shall be the chief fiscal officer of Mu Zeta.

(2) **Chairman of the Finance Committee.**

The Finance Vice President shall be the chairman of the Finance Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Keeper of the Chapter Accounts.**

The Finance Vice President shall be responsible for the keeping of a clear and accurate account of the finances of Mu Zeta, for the timely generation of Mu Zeta's financial reports, for the preparation of bills to the brothers of Mu Zeta for such monies as are owed by them to Alpha Phi Omega and to Mu Zeta, and for the preparation of such disbursements of the treasury.

(4) **Keeper of the Treasury.**

The Finance Vice President shall be responsible for Mu Zeta's treasury, shall receive all monies paid to Mu Zeta, and shall make all disbursements paid by Mu Zeta upon the authorization of the President.

(5) **Comptroller of the Chapter Budget.**

The Finance Vice President shall initiate, supervise, and execute Mu Zeta's budget for each semester and shall approve such expenditures as he/she deems necessary.

(6) **Supervisor of Fundraising.**

With the assistance of the Finance Committee, the Finance Vice President shall be responsible for the planning and execution of Mu Zeta's fundraising program, the review of potential fundraising events, and the evaluation of past fundraising events.

(7) **Other Responsibilities.**

The Finance Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 8. The Administrative Vice President.

(1) **Chief Communications Officer.**

The Administrative Vice President shall be the chief communications officer of Mu Zeta.

(2) **Chairman of the Communications Committee.**

The Administrative Vice President shall be the chairman of the Communications Committee, and shall report to the Executive Committee on its resolutions and policies.

(3) **Supervisor of Chapter Communications.**

With the assistance of the Communications Committee, the Administrative Vice President shall be responsible for the communications and administrative functions of Mu Zeta.

(4) **Keeper of the Chapter Minutes.**

The Administrative Vice President shall be responsible for the transcription of the minutes of each chapter meeting and for the keeping of a concise and legible copy thereof.

(5) **Keeper of the Roster.**

The Administrative Vice President shall keep an accurate and current roster of all of the brothers of Mu Zeta and of the membership status of each of them.

(6) **Representative of the President to the Alumni Organization.**

The Administrative Vice President shall act as the President's representative to the Associated Alumni of Mu Zeta Chapter of Alpha Phi Omega.

(7) **Appointer of Chapter Offices.**

The Administrative Vice President shall appoint, with the advice and consent of the Executive Committee, the Publications Director, the Email Chair and the Webmaster no later than the first (1st) week of instruction in each semester.

- (8) **Bailiff for Courts.**
The Administrative Vice President shall act as the bailiff for all courts, unless he/she shall be the defendant charged.
- (9) **Other Responsibilities.**
The Administrative Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 9. The Sergeant-at-Arms.

- (1) **Chief Judicial Officer.**
The Sergeant-at-Arms shall be the chief judicial officer of Mu Zeta.
- (2) **Chairman of the Constitutional Committee.**
The Sergeant-at-Arms shall be the chairman of the Constitutional Committee, and shall report to Mu Zeta on its resolutions and policies.
- (3) **Supervisor of the Constitutional Review.**
With the assistance of the Constitutional Committee, the Sergeant-at-Arms shall be responsible for the review and amendment of Mu Zeta's constitution.
- (4) **Warden of Chapter Meetings.**
The Sergeant-at-Arms shall act as the warden of chapter meetings and shall maintain order and decorum, at the direction of the President.
- (5) **Chief Justice.**
The Sergeant-at-Arms shall act as the chief justice for all courts, unless he/she shall be the defendant charged.
- (6) **Keeper of the Officers' Files.**
The Sergeant-at-Arms shall keep permanent files on all of the officers, past and present, of Mu Zeta.
- (7) **Keeper of Property Lists.**
The Sergeant-at-Arms shall keep permanent lists of all of Mu Zeta's chattel property, and shall update such lists every semester.
- (8) **Custodian of the Chapter Constitution.**
The Sergeant-at-Arms shall be the custodian of Mu Zeta's constitution, and shall keep an accurate copy thereof, editing it as the Constitutional Committee of Mu Zeta shall prescribe. The Sergeant-at-Arms shall advise Mu Zeta, its committees, and its officers on the Articles of Incorporation and the National Bylaws of Alpha Phi Omega and on the Articles of Association and the bylaws of Mu Zeta.
- (9) **Parliamentarian.**
The Sergeant-at-Arms shall be the custodian of Mu Zeta's rules of order, and shall keep an accurate copy thereof, editing it as Mu Zeta shall prescribe. The Sergeant-at-Arms shall advise Mu Zeta, its committees, and its officers on matters of parliamentary procedure.
- (10) **Representative of the President to the University.**
The Sergeant-at-Arms shall act as Mu Zeta's representative to the Fraternity-Sorority Council of San Francisco State University. In the event the Sergeant-at-Arms cannot attend the Fraternity-Sorority Council meetings, he/she shall appoint a designated representative to attend the meetings.
- (11) **Mugger.**
The Sergeant-at-Arms shall officiate over all valid muggings of Mu Zeta, donating such monies as are collected to the treasury.

(12) Other Responsibilities.

The Sergeant-at-Arms shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 10. The Chairman of the Advisory Committee.

(1) Chairman of the Advisory Committee.

The Chairman of the Advisory Committee shall be the chairman of the Advisory Committee, and shall report to Mu Zeta on its resolutions and policies.

(2) Supervisor of the Advisory Program.

With the assistance of the Advisory Committee, the Chairman of the Advisory Committee shall be responsible for the morale of Mu Zeta, its committees, and its officers; shall give advice and counsel to the brothers of Mu Zeta as they require; and shall remind Mu Zeta, its committees, and its officers of their obligations: to their country, to their community, to their campus, and to this chapter, as he/she deems necessary.

(3) Representative of the President to Alpha Phi Omega.

The Chairman of the Advisory Committee shall act as the President's representative to the National Office, to the staff of Region X, to the staff of Section 4, and to such chapters as he/she deems necessary, of Alpha Phi Omega.

(4) Appointer of Advisors to the Standing Committees.

The Chairman of the Advisory Committee shall appoint, with the advice and consent of the Executive Committee, advisory members to serve as Advisors to the following standing committees: the Service Committee, the Membership Committee, the Fellowship Committee, the Finance Committee, and the Communications Committee no later than the first (1st) week of instruction in each semester.

(5) Other Responsibilities.

The Chairman of the Advisory Committee shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Article IV

Appointed Chapter Officer's Responsibilities

Section 1. The Public Relations Officer.

- (1) **Manager of the Public Relations Programs.**
Under the supervision of the President, the Public Relations Officer shall be responsible for the maintenance of a program of good public relations and for the proper advertisement of Mu Zeta, its principles, and its objectives.
- (2) **Representative of the President to the University.**
The Public Relations Officer shall act as the President's representative to the Student Activities Office, to the Fraternity-Sorority Council, to the Associated Students, to the Student Legislature, to the Golden Gator, and to the student body of San Francisco State University.
- (3) **Other Responsibilities.**
The Public Relations Officer shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 2. The Historian.

- (1) **Custodian of the Chapter History.**
The Historian shall be the custodian of Mu Zeta's history: keeping, editing, and augmenting an accurate account of Mu Zeta from the time of its charter until the end of his/her term of office. The Historian shall advise Mu Zeta, its committees, and its officers on the traditions of Alpha Phi Omega and of Mu Zeta.
- (2) **Custodian of Chapter Memorabilia.**
The Historian shall be the custodian of Mu Zeta's scrapbooks and shall supplement them with photographs, newspaper clippings, and other memorabilia as he/she sees fit.
- (3) **Custodian of the Chapter Library.**
The Historian shall be the custodian of Mu Zeta's library and shall lend texts from that library to the brothers of Mu Zeta and recover them.
- (4) **Other Responsibilities.**
The Historian shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 3. The Leadership Chairman.

- (1) **Chief Morale Officer.**
The Leadership Chairman shall be the chief morale officer of Mu Zeta.
- (2) **Chairman of the Leadership Committee.**
The Leadership Chairman shall be the chairman of the Leadership Committee, and shall report to the Executive Committee on its resolutions and policies.
- (3) **Other Responsibilities.**
The Leadership Chairman shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 4. The Rushmaster.

(1) **Manager of the Rush Program.**

Under the supervision of the Membership Vice President, the Rushmaster shall be responsible for the planning and execution of Mu Zeta's membership recruitment program, the review of potential rush events, and the evaluation of past rush events.

(2) **Other Responsibilities.**

The Rushmaster shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 5. The Pledgetrainer.

(1) **Instructor of Pledges.**

Under the supervision of the Pledgemaster, the Pledgetrainer shall be responsible for the education of the pledges of Mu Zeta in the content of the official pledge manual of Alpha Phi Omega and in the traditions of Alpha Phi Omega and of Mu Zeta.

(2) **Examiner of Pledges.**

Under the supervision of the Pledgemaster, the Pledgetrainer shall be responsible for the administration of examinations to the pledges of Mu Zeta, that they shall demonstrate a thorough and accurate knowledge of the traditions of Alpha Phi Omega and of Mu Zeta.

(3) **Leader of the Grill.**

The Pledgetrainer shall lead Mu Zeta in the grilling of its pledges on the traditions of Alpha Phi Omega and of Mu Zeta at the activation of each pledge class.

(4) **Other Responsibilities.**

The Pledgetrainer shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 6. The Banquet Chair.

(1) **Chief Activation Banquet Coordinator.**

Shall be the official coordinator(s) of the Activation Banquet—the end-of-the-semester celebration of the newly active pledge-class—under the supervision of the Fellowship Vice President(s).

(2) **Other Responsibilities.**

The Banquet Chair(s) shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's Constitution.

Section 7. The Publications Director.

(1) **Editor of Chapter Publications.**

Under the supervision of the Administrative Vice President, the Publications Director shall be responsible for the creation, editing, printing, and delivery of a regularly scheduled chapter newsletter and of such other publications as he/she deems necessary.

(2) **Manager of the Newsletter Staff.**

The Publications Director shall recruit, train, and supervise such staff as he/she sees fit for the publication of the chapter newsletter.

(3) **Other Responsibilities.**

The Publications Director shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 8. The Webmaster.

(1) **Manager of Chapter Website.**

Under the supervision of the Administrative Vice President, the Webmaster shall manage the maintenance and operation of the chapter website.

(2) **Other Responsibilities.**

The Webmaster shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's Constitution.

Section 9. The Email Chair.

(1) **Manager of Chapter Correspondence.**

Under the supervision of the Administrative Vice President, the Email Chair shall manage the active correspondence among members of Mu Zeta via electronic-mail (email). The Email Chair shall also maintain and update the general email listserv utilized by Mu Zeta Chapter, as well as the email accounts of all Executive Committee officers.

(2) **Supervisor of Email Communications Etiquette.**

The Email Chair shall present the proper terms of email usage to the chapter via an 'Email Communication Workshop' and will ensure that these terms are consistently met.

(3) **Other Responsibilities.**

The Email Chair shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's Constitution.

Article V

Special Events Officer's Responsibilities

Section 1. The Multicultural Aids Awareness Day Chair.

- (1) **Chief Event Coordinator.**
The Multicultural Aids Awareness Day (MAAD) Chair shall be the official coordinator(s) of Mu Zeta's annual historical event, Multicultural Aids Awareness Day (MAAD), held during the spring semester.
- (2) **Chairman of the Aids Awareness Committee.**
The MAAD Chair(s) shall appoint the necessary committee heads for the event, and shall report to the Executive Committee on its resolutions and policies.
- (3) **Representative of the Chapter to the University and MAAD-related Organizations.**
The MAAD Chair(s) shall act as Mu Zeta's representative to San Francisco State University and other organizations involved in the planning and execution of MAAD.
- (4) **Other Responsibilities.**
The MAAD Chair(s) shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's Constitution.
- (5) **Selection of the Chair.**
Mu Zeta shall select, by majority vote, in quorum assembled, the MAAD Chair(s) no earlier than the first week of instruction in the fall semester and no later than the first week of October. The time of selection may be altered by a majority vote of the Executive Committee, in quorum assembled.

Section 2. The Conference Chair.

- (1) **Chief Event Coordinator.**
The Conference Chair(s) shall be the official coordinator(s) of any Mu Zeta-hosted conference, including, but not limited to Sectionals, Regionals and Nationals Conferences.
- (2) **Chairman of the Conference Committee.**
The Conference Chair(s) shall appoint the necessary committee heads for the event, and shall report to the Executive Committee on its resolutions and policies.
- (3) **Other Responsibilities.**
The Conference Chair(s) shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's Constitution.
- (4) **Selection of the Chair.**
Mu Zeta shall select, by majority vote, in quorum assembled, the Conference Chair(s) no earlier than the first week of instruction in the semester prior to when the conference is being held, and no later than the first week of instruction in the semester in which the conference shall take place. The time of selection may be altered by a majority vote of the Executive Committee, in quorum assembled.

Article VI

Pledge Class Officer's Responsibilities

Section 1. The Pledge President.

- (1) **Chairman of Pledge Meetings.**
The Pledge President shall be the chairman of pledge meetings.
- (2) **Chairman of the Pledge Executive Committee.**
The Pledge President shall be the chairman of the Pledge Executive Committee, and shall report to the pledge class on its resolutions and policies.
- (3) **Coordinator of Pledge Class Functions.**
With the assistance of the Pledge Executive Committee, the Pledge President shall be responsible for the coordination of the pledge class's functions, and shall insure that the pledge class's obligations are fulfilled.
- (4) **Representative of the Pledge Class.**
The Pledge President shall act as the pledge class's representative.
- (5) **Leader of the Grill.**
The Pledge President shall lead the pledge class in the grilling of the active, associate, advisory, and alumni members on the traditions of Alpha Phi Omega and of Mu Zeta at the activation of the pledge class.
- (6) **Custodian of the Paddle.**
The Pledge President shall be the custodian of the pledge class paddle.
- (7) **Other Responsibilities.**
The Pledge President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 2. The Pledge Vice President.

- (1) **Manager of Pledge Class Operations Programs.**
Under the supervision of the Pledge President, the Pledge Vice President shall be responsible for pledge class service, fellowship, and leadership activities.
- (2) **Deputy of the Pledge President.**
In the absence of the Pledge President, the Pledge Vice President shall assume the authority of the pledge presidency.
- (3) **Other Responsibilities.**
The Pledge Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 3. The Pledge Finance Vice President.

- (1) **Manager of Pledge Class Finance.**
Under the supervision of the Pledge President, the Pledge Finance Vice President shall be responsible for the financial and accounting functions of the pledge class.
- (2) **Comptroller of the Pledge Class Budget.**

The Pledge Finance Vice president shall initiate, supervise, and execute the pledge class's budget and shall approve such expenditures as he/she deems necessary.

(3) **Other Responsibilities.**

The Pledge Finance Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 4. The Pledge Administrative Vice President.

(1) **Manager of Pledge Class Communications.**

Under the supervision of the Pledge President, the Pledge Administrative Vice President shall be responsible for the communications and administration functions of the pledge class.

(2) **Keeper of the Pledge Class Minutes.**

The Pledge Administrative Vice President shall be responsible for the transcription of the minutes of each pledge meeting and for the keeping of a concise and legible copy thereof.

(3) **Editor of Pledge Class Publications.**

The Pledge Administrative Vice President shall be responsible for the creation, editing, printing, and delivery of such publications as he/she deems necessary.

(4) **Other Responsibilities.**

The Pledge Administrative Vice President shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Section 5. The Pledge Historian.

(1) **Custodian of Pledge Class Memorabilia**

The Pledge Historian shall be the custodian of the pledge class's scrapbooks and shall supplement them with photographs, newspaper clippings, and other memorabilia as he/she sees fit.

(2) **Other Responsibilities.**

The Pledge Historian shall hold such other responsibilities as are prescribed to him/her in Mu Zeta's constitution.

Article VII

Chapter Elections

Section 1. Offices Open to Chapter Election.

The following offices of Mu Zeta shall be open to nomination for chapter election: the President, the Service Vice President, the Membership Vice President, the Pledgemaster, the Fellowship Vice President, the Finance Vice President, the Administrative Vice President, the Sergeant-at-Arms, and the Chairman of the Advisory Committee.

Section 2. Chapter Election Schedule.

(1) **Alteration by the Executive Committee.**

The following chapter elections schedule, for use during the sixteen (16) week period of instruction in each standard academic semester of San Francisco State University, may be altered by a majority vote of the Executive Committee, in quorum assembled.

(2) **Opening of Nominations.**

The appropriate offices shall be opened to nominations for chapter election at the chapter meeting held in the tenth (10th) week of instruction.

(3) **Closing of Nominations.**

The appropriate offices shall be closed to nominations for chapter election at the chapter meeting held in the eleventh (11th) week of instruction.

(4) **Announcement of the Candidates.**

The nominees shall accept or decline their nominations, and those accepting shall be announced as candidates, at the chapter meeting held in the twelfth (12th) week of instruction.

(5) **Issuance of the Ballots.**

Ballots shall be issued subsequent to the announcement of the candidates and prior to the candidates' speeches.

(6) **Candidates' Speeches.**

The candidates may speak on their own behalf at the chapter meeting held in the thirteenth (13th) week of instruction.

(7) **Collection of the Ballots.**

Ballots shall be collected subsequent to the candidates' speeches and prior to the mandatory meeting.

(8) **Mandatory Meeting.**

A mandatory meeting, for the purpose of the announcement of election results and for that of the holding of run-off elections, if necessary, shall be held in the fourteenth (14th) week of instruction.

(9) **Installation of the Officers.**

Officers-elect shall be installed in their offices at the chapter meeting held in the fifteenth (15th) week of instruction.

Section 3. Nominations.

(1) **Valid Nominations.**

To be valid, each nomination to office must be made by a brother of Mu Zeta; must be seconded by a brother of Mu Zeta; must be made to an office which is open to nominations for chapter election; and must be made on behalf of a brother of Mu Zeta who will be qualified for that office during the subsequent term.

(2) **Nominating Procedure.**

Upon opening the appropriate offices to nomination, the President shall entertain nominations from the floor. He/she shall verify the validity of each nomination in all particulars, and shall not accept invalid nominations. He/she shall not entertain acceptances or declinations at this time. He/she shall entertain nominations to each appropriate office in turn. Before closing the appropriate offices to nominations, the President shall repeat the nominating procedure. Upon such closing, he/she shall accept no further nominations for any office. Each nominee must, where feasible, be notified of each of his/her nominations by the President prior to the announcement of the candidates.

Section 4. Candidacy.

(1) **Valid Acceptance of a Nomination.**

To be valid, the acceptance of each nominee must be of the nomination to no more than one (1) office and must be delivered, to Mu Zeta or to the President, no sooner than the closing of nominations and no later than the announcement of the candidates.

(2) **Announcement of the Candidates.**

The President shall announce as candidates those nominees, all of those nominees, and only those nominees, who have delivered a valid acceptance of a single nomination.

Section 5. Ballots.

(1) **Preparation of the Ballots.**

Subsequent to the announcement of the candidates, the President shall promptly prepare a ballot for each active member, in active standing, and only for active members, in active standing, upon which shall be set the names of all of the candidates for each office. Each ballot shall be placed within an unsealed envelope bearing the name of its assigned brother and a space for his/her signature. Each unsealed envelope shall be placed within a sealed envelope addressed to its assigned brother.

(2) **Issuance of the Ballots.**

Subsequent to the preparation of the ballots, the President shall promptly, and upon the same day, responsibly deliver each ballot to its assigned brother.

(3) **Absentee Ballots.**

Absentee ballots shall be distributed to Brothers, as needed, by the President with a minimum notification of at least one week prior to the scheduled voting.

Section 6. Candidates' Speeches.

Each candidate shall be allowed a reasonable length of time to speak on his/her own behalf, and to answer the questions of his/her fellow brothers, at the chapter meeting so scheduled.

Section 7. Voting.

(1) **Valid Cast of Vote.**

To be valid, the cast of vote by each active member, in active standing, must be for no more than one (1) candidate for each office and must be only for a candidate officially announced for that office. Having cast

his/her vote, the brother's ballot must then be sealed within the envelope bearing his/her name and a space for his/her signature, and that envelope must then be signed by that brother.

(2) Collection of the Ballots.

Subsequent to the candidates' speeches and prior to the mandatory meeting, each active member, in active standing, shall responsibly deliver his/her ballot to the Chairman of the Advisory Committee. The Chairman of the Advisory Committee shall then note that the brother has cast his/her vote and shall consign his/her ballot, still sealed, to the ballot box along with every other. However, if the Chairman of the Advisory Committee is listed on the ballot, the Chairman can designate another Alumnus to fulfill these said duties on his/her behalf.

(3) Tallying of the Votes.

Upon the call to order of the mandatory meeting, the Chairman of the Advisory Committee, accompanied by three (3) witnesses he/she shall have selected from among the active members Mu Zeta, shall retire with all of those ballots and only those ballots, thus far received. He/she shall then remove all of the ballots from the ballot box and shall unseal them and replace them in the ballot box, each in its turn. When each ballot has been unsealed, he/she shall then tally the vote of each ballot. The three (3) brothers selected by him/her shall witness this entire proceeding.

Section 8. Election to Office.

(1) Valid Election.

To be valid, the election of a candidate to his/her office must be affirmed by a plurality of the valid votes cast; which plurality, however, must equal or exceed one-third (1/3) of all of the active members, in active standing.

(2) Declaration of Election.

Upon tallying all of the valid votes, the Chairman of the Advisory Committee shall prepare a declaration which shall state the number of valid votes cast for each candidate for each office, and which shall announce the candidate elected to each office, where feasible. This declaration shall be signed by the Chairman of the Advisory Committee and by his/her three (3) witnesses.

Section 9. Mandatory Meeting.

(1) Privilege to Vote.

In the event of a run-off election, only those active members, in active standing, who are present at the scheduled mandatory meeting, shall hold the privilege to vote. Brothers who not present at the mandatory meeting shall have relinquished their privilege to vote in any run-off election.

(2) Announcement of the Election Results.

Upon the preparation of the declaration of election, the Chairman of the Advisory Committee shall deliver that declaration to the President. The President shall then announce the contents of the declaration to Mu Zeta at the mandatory meeting, including only the candidate elected to each office, where feasible. The declaration of election shall then be held by the Historian to be open to future inspection by the brothers of Mu Zeta.

(3) Run-off Elections.

In the event no candidate shall be elected to a particular office, a single run-off election between all of the candidates for that office, and only the candidates for that office, shall be held at the mandatory meeting so scheduled. The vote in such an election shall be by secret ballot of the active members, in active standing, present. The Chairman of the Advisory Committee shall tally the valid votes cast and shall announce the results at the mandatory meeting. To be valid, the election of a candidate to his/her office, under such circumstances, must be affirmed by a plurality of the valid votes cast.

Section 10. Installations.

All officers-elect shall be installed in their offices, using the official Alpha Phi Omega installation ceremony, by the Chairman of the Advisory Committee at the chapter meeting so scheduled.

Section 11. Invalidation of Chapter Elections.

In the event that the procedure for chapter elections shall be materially violated, the President, with the advice and consent of the Executive Committee, shall declare the election invalid and shall cause the entire procedure to be repeated, calling such special chapter meetings as are necessary to that end.

Article VIII

Pledge Class Elections

Section 1. Offices Open to Pledge Class Election.

The following offices of Mu Zeta shall be open to nomination for pledge class election: the Pledge President, the Pledge Vice President, the Pledge Finance Vice President, the Pledge Administrative Vice President, and the Pledge Historian.

Section 2. Pledge Class Election Schedule.

- (1) **Alteration by the Pledgemaster.**
The following pledge class elections schedule, for use during the sixteen (16) week period of instruction in each standard academic semester of San Francisco State University, may be altered by the Pledgemaster as he/she deems necessary.
- (2) **Opening of Nominations.**
The appropriate offices shall be opened to nominations for pledge class election at the second (2nd) pledge meeting.
- (3) **Closing of Nominations.**
The appropriate offices shall be closed to nominations for pledge class election at the third (3rd) pledge meeting.
- (4) **Announcement of the Candidates.**
The nominees shall accept or decline their nominations, and those accepting shall be announced as candidates, at the third (3rd) pledge meeting.
- (5) **Candidates' Speeches.**
The candidates may speak on their own behalf at the third (3rd) pledge meeting.
- (6) **Casting of Votes.**
Votes shall be cast for the candidates at the third (3rd) pledge meeting.
- (7) **Announcement of the Results.**
The results of the election shall be announced at the third (3rd) pledge meeting, or, at the discretion of the Pledgemasters, during the General Meeting immediately following the third (3rd) pledge meeting.

Section 3. Nominations.

- (1) **Valid Nominations.**
To be valid, each nomination to office must be made by a pledge of Mu Zeta; must be seconded by a pledge of Mu Zeta; must be made to an office which is open to nominations for pledge class election; and must be made on behalf of a pledge of Mu Zeta who will be qualified for that office during the term immediately following the election.
- (2) **Nominating Procedure.**
Upon opening the appropriate offices to nomination, the Pledgemaster shall entertain nominations from the floor. He/she shall verify the validity of each nomination in all particulars, and shall not accept invalid nominations. He/she shall not entertain acceptances or declensions at this time. He/she shall entertain nominations to each appropriate office in turn. Before closing the appropriate offices to nominations, the Pledge-

master shall repeat the nominating procedure. Upon such closing, he/she shall accept no further nominations for any office. Each nominee must, where feasible, be notified of each of his/her nominations by the Pledgemaster prior to the announcement of the candidates.

Section 4. Candidacy.

(1) **Valid Acceptance of a Nomination.**

To be valid, the acceptance of each nominee must be of the nomination to no more than one (1) office and must be delivered, to the Pledgemaster, no sooner than the closing of nominations and no later than the announcement of the candidates.

(2) **Announcement of the Candidates.**

The Pledgemaster shall announce as candidates those nominees, all of those nominees, and only those nominees, who have delivered a valid acceptance of a single nomination.

Section 5. Candidates' Speeches.

Each candidate shall be allowed a reasonable length of time to speak on his/her own behalf, and to answer the questions of his/her fellow brothers, at the pledge meeting so scheduled.

Section 6. Voting.

(1) **Secret Ballots.**

All votes cast for candidates in pledge class elections shall be by secret ballot at the pledge meeting so scheduled.

(2) **Valid Cast of Vote.**

To be valid, the cast of vote must be made only by a pledge; must be for no more than one (1) candidate for each office; and must be only for a candidate officially announced for that office.

(3) **Tallying of the Votes.**

At the pledge meeting so scheduled, each pledge shall cast his/her vote for each of the appropriate offices upon a single vote. Upon the receipt of all of the ballots, the Pledgemaster shall tally the vote of each ballot.

(4) **Valid Election.**

To be valid, the election of a candidate to his/her office must be affirmed by a plurality of the valid votes cast.

Section 7. Announcement of the Results.

Upon the tallying of all of the ballots, the Pledgemaster shall announce the results of the election at the pledge meeting so scheduled, including only the candidate elected to each office, where feasible.

Section 8. Invalidation of Pledge Class Elections.

In the event that the procedure for pledge class elections is not properly followed, the Pledgemaster shall deal with the situation as he/she sees fit.

Article IX

Chapter Meetings

Section 1. Chairman.

The President shall be the chairman of chapter meetings.

Section 2. Powers.

(1) **Formation of Policy.**

Mu Zeta, in quorum assembled, shall hold the power and authority to formulate resolutions and policies not in conflict with the Articles of Incorporation or the National Bylaws of Alpha Phi Omega, nor in conflict with the Articles of Association or the bylaws of Mu Zeta, nor in conflict with the rules, regulations, or policies of San Francisco State University.

(2) **Other Powers.**

Mu Zeta, in quorum assembled, shall hold such other powers and authorities as are prescribed to it in Mu Zeta's constitution.

Section 3. Procedural Authority.

The procedural authority for chapter meetings shall be the current edition of Robert's Rules of Order Newly Revised, where it does not conflict with Mu Zeta's constitution and as amended by Mu Zeta, in quorum assembled.

Section 4. Quorum.

(1) **Number of Active Members Constituting a Quorum.**

The number of active members, in active standing, present at a chapter meeting, that shall be necessary to constitute a quorum shall be no less than a majority of all of the active members, in active standing, of Mu Zeta.

(2) **Suspension of Quorum.**

A chapter meeting being called to order, in the absence of a quorum an affirmative vote of one-third (1/3) of all of the active members, in active standing, of Mu Zeta shall be necessary to suspend the need for quorum. However, the need for quorum cannot be suspended if the motion being considered shall be an amendment to these bylaws.

Section 5. Agenda.

The President, with the advice and consent of the Executive Committee, shall set the agenda for each chapter meeting.

Section 6. Time and Place.

(1) **Frequency of Occurrence.**

Chapter meeting shall be held weekly, when feasible, during the period of instruction in each semester.

(2) **Selection of the Time.**

No later than the first (1st) week of April, Mu Zeta shall select the day of the week and the hour of the day in which chapter meeting shall be held during the following two (2) semesters. However, the Executive Committee for the following semesters shall hold the authority to alter that selection, if it deems such an action to be necessary.

(3) **Selection of the Place.**

No later than the first (1st) week of April, Mu Zeta shall select the location at which chapter meetings shall be held during the following two (2) semesters. However, the Executive Committee for the following semesters shall hold the authority to alter that selection, if it deems such an action to be necessary.

(4) **Special Meetings.**

Special chapter meetings may be called by the Executive Committee, for specific purposes. No less than one (1) week's notice to Mu Zeta, in quorum assembled, shall be considered sufficient.

Article X

Pledge Meetings

Section 1. Chairman.

The Pledgemaster shall be the chairman of pledge meetings.

Section 2. Powers.

(1) **Formation of Policy.**

The pledge class, in quorum assembled, shall hold the power and authority to formulate resolutions and policies not in conflict with the Articles of Incorporation or the National Bylaws of Alpha Phi Omega, nor in conflict with the Articles of Association or the bylaws of Mu Zeta, nor in conflict with the rules, regulations, or policies of San Francisco State University, nor in conflict with the resolution or policies of Mu Zeta.

(2) **Other Power.**

The pledge class, in quorum assembled, shall hold such other powers and authorities as are prescribed to it in Mu Zeta's constitution.

Section 3. Procedural Authority.

The procedural authority for pledge meetings shall be the current edition of Robert's Rules of Order Newly Revised, where it does not conflict with Mu Zeta's constitution and as amended by Mu Zeta, in quorum assembled.

Section 4. Quorum.

The number of members of the pledge class, present at a pledge meeting, that shall be necessary to constitute a quorum shall be no less than two-thirds (2/3) of all of the members of the pledge class.

Section 5. Agenda.

The Pledge President, with the advice and consent of the Pledge Executive Committee, shall set the agenda for each pledge meeting.

Section 6. Time and Place.

(1) **Frequency of Occurrence.**

Pledge meetings shall be held weekly, when feasible, during the period of existence of each pledge class.

(2) **Selection of the Time.**

The Pledgemaster shall select the day of the week and the hour of the day in which pledge meetings shall be held during the following semester. However, the Executive Committee shall hold the authority to alter that selection, if it deems such an action to be necessary.

(3) **Selection of the Place.**

The Pledgemaster shall select the location at which pledge meetings shall be held during the following se-

mester. However, the Executive Committee shall hold the authority to alter that selection, if it deems such an action to be necessary.

(4) **Special Meetings.**

Special pledge meetings may be called by the Pledge Executive Committee or by the Pledgemaster, for specific purposes. No less than one (1) week's notice to the pledge class, in quorum assembled, shall be considered sufficient.

Article XI

Information Meetings

Section 1. Host.

The Pledgemaster shall be the host of information meetings.

Section 2. Purposes.

The purposes of information meetings shall be: to inform prospective pledges of the time, place, and purpose of chapter events; to inform prospective pledges of the time, place, and purpose of chapter meetings and of future pledge meetings; to inform prospective pledges of the resolutions and policies of Mu Zeta; to inform prospective pledges of the requirements they shall be expected to fulfill as pledges and as a pledge class; and to familiarize prospective pledges with the purposes, goals, and objectives of Alpha Phi Omega and of Mu Zeta.

Section 3. Procedural Authority.

The procedural authority for information meetings shall be the Pledgemaster where he/she is not in conflict with Mu Zeta's constitution.

Section 4. Agenda.

With the assistance of the Pledgemaster Committee, the Pledgemaster shall set the agenda for each information meeting.

Section 5. Time and Place.

(1) **Frequency of Occurrence.**

Information meetings shall be held, at minimum, weekly, when feasible, during the period of instruction prior to the formation of the pledge class, in each semester.

(2) **Selection of the Time.**

No later than the first (1st) week of instruction, the Pledgemaster shall select the days of the week and the hours of the day in which information meetings shall be held during the following semester. However, the Executive Committee shall hold the authority to alter that selection, if it deems such an action to be necessary.

(3) **Selection of the Place.**

No later than the first (1st) week of instruction, with the approval of the Office of Student Programs and Leadership Development (OSPLD), the Pledgemaster shall select the location at which information meetings shall be held during the following semester. However, the Executive Committee shall hold the authority to alter that selection, if it deems such an action to be necessary.

Article XII

The Executive Committee

Section 1. Composition.

- (1) **Chairman.**
The President shall be the chairman of the Executive Committee.
- (2) **Voting Members.**
The following shall be the voting members of the Executive Committee: the President, the Service Vice President, the Membership Vice President, the Pledgemaster, the Fellowship Vice President, the Finance Vice President, the Administrative Vice President, and the Sergeant-at-Arms.
- (3) **Non-Voting Members.**
The following shall be the non-voting members of the Executive Committee: the Chairman of the Advisory Committee and the immediate past President.
- (4) **Open Attendance.**
Attendance at meetings of the Executive Committee shall be open to all of the brothers of Mu Zeta, in good standing. However, the Executive Committee shall hold the authority to close meetings to discuss issues of a sensitive nature.

Section 2. Responsibilities.

- (1) **Execution of Policy.**
The Executive Committee, in quorum assembled, shall be responsible for the execution of the resolutions and policies of Mu Zeta.
- (2) **Other Responsibilities.**
The Executive Committee, in quorum assembled, shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

Section 3. Procedural Authority.

The procedural authority for meetings of the Executive Committee shall be the President where he/she is not in conflict with Mu Zeta's constitution.

Section 4. Quorum.

The number of voting members, present at a meeting of the Executive Committee, that shall be necessary to constitute a quorum shall be no less than one-half (1/2) of the Executive Committee plus one (1) member.

Section 5. Agenda.

The President, with the advice of the Chairman of the Advisory Committee, shall set the agenda for each meeting of the Executive Committee.

Section 6. Time and Place.

(1) **Frequency of Occurrence.**

Meetings of the Executive Committee shall be held, at minimum, bi-weekly, when feasible, during the period of instruction in each semester; and shall be held, at minimum, monthly, when feasible, between periods of instruction.

(2) **Selection of the Time.**

The President, with the advice of the Chairman of the Advisory committee, shall select the day of the week and the hour of the day in which each meeting of the Executive Committee shall be held.

(3) **Selection of the Place.**

The President, with the advice of the Chairman of the Advisory committee, shall select the location at which each meeting of the Executive Committee shall be held.

Article XIII

The Pledge Executive Committee

Section 1. Composition.

- (1) **Chairman.**
The Pledge President shall be the chairman of the Pledge Executive Committee.
- (2) **Members.**
The following shall be the members of the Pledge Executive Committee: the Pledge President, the Pledge Vice President, the Pledge Finance Vice President, the Pledge Administrative Vice President, the Pledge Historian and the Pledgemaster.
- (3) **Open Attendance.**
Attendance at meetings of the Pledge Executive Committee shall be open to all of the brothers of Mu Zeta, in good standing. However, the Pledge Executive Committee shall hold the authority to close meetings at the discretion of the Pledgemaster.

Section 2. Responsibilities.

- (1) **Execution of Policy.**
The Pledge Executive Committee, in quorum assembled, shall be responsible for the execution of the resolutions and policies of pledge class.
- (2) **Other Responsibilities.**
The Pledge Executive Committee, in quorum assembled, shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

Section 3. Procedural Authority.

The procedural authority for meetings of the Pledge Executive Committee shall be the Pledge President where he/she is not in conflict with Mu Zeta's constitution.

Section 4. Quorum.

The number of members, present at a meeting of the Pledge Executive Committee, that shall be necessary to constitute a quorum shall be no less than one-half (1/2) of the Pledge Executive Committee plus one (1) member.

Section 5. Agenda.

The Pledge President, with the advice of the Pledgemaster, shall set the agenda for each meeting of the Pledge Executive Committee.

Section 6. Time and Place.

(1) **Frequency of Occurrence.**

Meetings of the Pledge Executive Committee shall be held at least bi-weekly, when feasible, during the period of existence of the pledge class.

(2) **Selection of the Time.**

The Pledge President, with the advice of the Pledgemaster, shall select the day of the week and the hour of the day in which each meeting of the Pledge Executive Committee shall be held.

(3) **Selection of the Place.**

The Pledge President, with the advice of the Pledgemaster, shall select the location at which each meeting of the Pledge Executive Committee shall be held.

Article XIV

Other Standing Chapter Committees

Section 1. The Service Committee.

- (1) **Composition.**
The Service Vice President shall be the chairman of the Service Committee. The following shall be the members of the Service Committee: the Service Vice President, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.
- (2) **Responsibilities.**
The Service Committee shall be responsible for the creation, administration, and execution of the service program of Mu Zeta except for any responsibility in reference to Multicultural AIDS Awareness Day. The Service Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.
- (3) **Procedural Authority.**
The procedural authority for meetings of the service Committee shall be the Service Vice President where he/she is not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The Service Vice President shall determine the number of members of the Service Committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The Service Vice President shall set the agenda for each meeting of the Service committee.
- (6) **Time and Place.**
The Service Committee shall meet at the pleasure of the Service Vice President.

Section 2. The Membership Committee.

- (1) **Composition.**
The Membership Vice President shall be the chairman of the Membership Committee. The following shall be the members of the Membership Committee: the Membership Vice President, the Rushmaster, the Pledge-master, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.
- (2) **Responsibilities.**
The Membership Committee shall be responsible for the creation, administration, and execution of the membership recruitment, and retention programs of Mu Zeta. The Membership Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.
- (3) **Procedural Authority.**
The procedural authority for meetings of the Membership Committee shall be the Membership Vice President where he/she is not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The Membership Vice President shall determine the number of members of the membership Committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The Membership Vice President shall set the agenda for each meeting of the Membership Committee.

(6) **Time and Place.**

The Membership Committee shall meet at the pleasure of the Membership Vice President.

Section 3. The Pledgemaster Committee.

(1) **Composition.**

The Pledgemaster shall be the chairman of the Pledgemaster Committee. The following shall be the members of the Pledgemaster Committee: the Pledgemaster, the Pledgetrainer, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.

(2) **Responsibilities.**

The Pledgemaster Committee shall be responsible for the pledgeship programs and functions of Mu Zeta. The Pledgemaster Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Pledgemaster Committee shall be the Pledgemaster where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Pledgemaster shall determine the number of members of the Pledgemaster Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Pledgemaster shall set the agenda for each meeting of the Pledgemaster Committee.

(6) **Time and Place.**

The Pledgemaster Committee shall meet at the pleasure of the Pledgemaster.

Section 4. The Fellowship Committee.

(1) **Composition.**

The Fellowship Vice President shall be the chairman of the Fellowship Committee. The following shall be the members of the Fellowship Committee: the Fellowship Vice President, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.

(2) **Responsibilities.**

The Fellowship Committee shall be responsible for the creation, administration, and execution of the fellowship program of Mu Zeta. The Fellowship Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Fellowship Committee shall be the Fellowship Vice President where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Fellowship Vice President shall determine the number of members of the Fellowship Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Fellowship Vice President shall set the agenda for each meeting of the Fellowship Committee.

(6) **Time and Place.**

The Fellowship Committee shall meet at the pleasure of the Fellowship Vice President.

Section 5. The Finance Committee.

(1) **Composition.**

The Finance Vice President shall be the chairman of the Finance Committee. The following shall be the members of the Finance Committee: the Finance Vice President, the Fund-raising Coordinator, the Book-keeper, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.

(2) **Responsibilities.**

The Finance Committee shall be responsible for the supervision and the control of the financial and accounting functions of Mu Zeta. The Finance Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Finance Committee shall be with the Finance Vice President where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Finance Vice President shall determine the number of members of the Finance Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Finance Vice President shall set the agenda for each meeting of the Finance Committee.

(6) **Time and Place.**

The Finance Committee shall meet at the pleasure of the Finance Vice President.

Section 6. The Communications Committee.

(1) **Composition.**

The Administrative Vice President shall be the chairman of the Communication Committee. The following shall be the members of the Communications Committee: the Administrative Vice President, the Publications Director, the Email Chair, the Webmaster, the President, no less than one (1) Advisor, and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.

(2) **Responsibilities.**

The Communications Committee shall be responsible for the supervision and the control of the communications and administrative functions of Mu Zeta. The Communications Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Communications Committee shall be the Administrative Vice President where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Administrative Vice President shall determine the number of members of the Communications Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Administrative Vice President shall set the agenda for each meeting of the Communications Committee.

(6) **Time and Place.**

The Communications Committee shall meet at the pleasure of the Administrative Vice President.

Section 7. The Constitutional Committee.

(1) **Composition.**

The Sergeant-at-Arms shall be the chairman of the Constitutional Committee. The following shall be the members of the Constitutional Committee: the Sergeant-at-Arms, the President, the Chairman of the advisory Committee and such brothers of Mu Zeta, in good standing, as shall volunteer to sit upon it.

(2) **Responsibilities.**

The Constitutional Committee shall be responsible for the review and amendment processes of the constitution of Mu Zeta. The Constitution Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Constitutional Committee shall be the Sergeant-at-Arms where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Sergeant-at-Arms shall determine the number of members of the Constitutional Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Sergeant-at-Arms shall set the agenda for each meeting of the Constitutional Committee.

(6) **Time and Place.**

Meetings of the Constitutional Committee shall be held at least semi-annually. The Sergeant-at-Arms shall select the day of the week and the hour of the day in which each meeting of the Constitutional Committee shall be held. The Sergeant-at-Arms shall select the location at which each meeting of the Constitutional Committee shall be held.

Section 8. The Advisory Committee.

(1) **Composition.**

The Chairman of the Advisory Committee shall be the chairman of the Advisory Committee. The following shall be the members of the Advisory Committee: the Chairman of the Advisory Committee, no less than four (4) Advisors who are alumni of Alpha Phi Omega, no less than three (3) Advisors who are members of the faculty or of the administration of San Francisco State University, no less than one (1) Advisor who is a professional member of the Boy Scouts of America, no less than two (2) Advisors who are residents of the San Francisco Bay Area, the President, and a Representative of the Staff of Section 4. The members of the Advisory committee shall not exceed fifteen (15) in number. Attendance at meetings of the Advisory Committee shall be open to all of the brothers of Mu Zeta, in good standing.

(2) **Responsibilities.**

The Advisory Committee shall be responsible for the morale of Mu Zeta. The Advisory Committee shall hold such other responsibilities as are prescribed to it in Mu Zeta's constitution.

(3) **Procedural Authority.**

The procedural authority for meetings of the Advisory Committee shall be the Chairman of the Advisory Committee where he/she is not in conflict with Mu Zeta's constitution.

(4) **Quorum.**

The Chairman of the Advisory Committee shall determine the number of members of the Advisory Committee that shall be necessary to constitute a quorum.

(5) **Agenda.**

The Chairman of the Advisory committee shall set the agenda for each meeting of the Advisory Committee.

(6) **Time and Place.**

Meetings of the Advisory Committee shall be held at least monthly. The Chairman of the Advisory Committee shall select the day of the week and the hour of the day in which each meeting of the Advisory Committee shall be held. The Chairman of the Advisory Committee shall select the location at which each meeting of the Advisory Committee shall be held.

Article XV

Ad Hoc Committees

Section 1. Service Project Committees.

- (1) **Commission.**
The Service Vice President may commission service project committees, and may appoint chairmen for such, as he/she deems necessary, except for any commission or appointment in reference to Multicultural AIDS Awareness Day.
- (2) **Responsibilities.**
Each service project committee shall be responsible for the definition, organization and execution of an individual service project, as the Service Vice President shall authorize, except for any responsibility in reference to Multicultural AIDS Awareness Day.
- (3) **Procedural Authority.**
The procedural authority for meetings of service project committees shall be their chairmen where they are not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The service project committee chairmen shall determine the number of members of their committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The service project committee chairmen shall set the agenda for each meeting of their committees.
- (6) **Time and Place.**
The service project committees shall meet at the pleasure of their chairmen.

Section 2. Fellowship Event Committees.

- (1) **Commission.**
The Fellowship Vice President may commission fellowship event committees, and may appoint chairmen for such, as he/she deems necessary.
- (2) **Responsibilities.**
Each fellowship event committee shall be responsible for the organization and execution of an individual fellowship event, as the Fellowship Vice President shall authorize.
- (3) **Procedural Authority.**
The procedural authority for meetings of fellowship event committees shall be their chairmen where they are not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The fellowship event committee chairmen shall determine the number of members of their committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The fellowship event committee chairmen shall set the agenda for each meeting of their committees.
- (6) **Time and Place.**
The fellowship event committees shall meet at the pleasure of their chairmen.

Section 3. Rush Event Committees.

- (1) **Commission.**
The Rushmaster may commission rush event committees, and may appoint chairmen for such, as he/she deems necessary.
- (2) **Responsibilities.**
Each rush event committee shall be responsible for the organization and execution of an individual rush event, as the Rushmaster shall authorize.
- (3) **Procedural Authority.**
The procedural authority for meetings of rush event committees shall be their chairmen where they are not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The rush event committee chairmen shall determine the number of members of their committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The rush event committee chairmen shall set the agenda for each meeting of their committees.
- (6) **Time and Place.**
The rush event committees shall meet at the pleasure of their chairmen.

Section 4. Fundraiser Committees.

- (1) **Commission.**
The Finance Vice President may commission fundraiser committees, and may appoint chairmen for such, as he/she deems necessary.
- (2) **Responsibilities.**
Each fundraiser committee shall be responsible for the organization and execution of an individual fundraiser as the fundraiser shall authorize.
- (3) **Procedural Authority.**
The procedural authority for meetings of fundraiser committees shall be the Finance Vice President where he/she shall not be in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The Finance Vice President shall determine the number of members of their committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The Finance Vice President shall set the agenda for each meeting of his/her committees.
- (6) **Time and Place.**
The fundraiser committees shall meet at the pleasure of the Finance Vice President.

Section 5. Special Committees.

- (1) **Commission.**
The President, the Executive Committee, or Mu Zeta may commission special committees, and may appoint chairmen for such, as he/she deems necessary.
- (2) **Responsibilities.**
Each special committee shall hold responsibilities as are specifically prescribed to it in its commission.
- (3) **Procedural Authority.**
The procedural authority for meetings of special committees shall be their chairmen where they are not in conflict with Mu Zeta's constitution.
- (4) **Quorum.**
The special committee chairmen shall determine the number of members of their committee that shall be necessary to constitute a quorum.
- (5) **Agenda.**
The special committee chairmen shall set the agenda for each meeting of their committees.
- (6) **Time and Place.**
The special committees shall meet at the pleasure of their chairmen.

Article XVI

Discipline

Section 1. Inactive Standing.

(1) **Definition of Active Standing.**

Any brother of Mu Zeta, who completes all set active requirements listed in the Chapter Active Standing Policy as prescribed by the Membership Committee and approved by the chapter and is in maintenance of his/her financial obligations to Alpha Phi Omega and to Mu Zeta, in a particular semester of his/her membership, shall be considered to be in fulfillment of his/her active standing, for that semester.

(2) **Definition of Associate Standing.**

Any brother of Mu Zeta, who shall be conferred associate membership by the Membership Vice President, in a particular semester, and in maintenance of his financial obligations to Mu Zeta as an associate member, shall be considered to be in fulfillment of his associate standing, for that semester.

(3) **Breach of Active/Associate Standing.**

If an active member of Mu Zeta shall not fulfill his/her active standing for a particular semester of his/her active membership, then he/she shall be considered to be in breach of his/her active standing, in that semester. Likewise, if an associate member of Mu Zeta shall not fulfill his associate standing for a particular semester of his associate membership, then he shall be considered to be in breach of his associate standing, in that semester.

(4) **The Inactive List.**

When an active, or associate, member has become in breach of his/her active, or associate, standing, respectively, the Membership Vice President (or the President, when the Membership Vice President shall be the brother in breach) shall place the brother's name upon the Inactive List. Brothers whose names are on the Inactive List need not be notified of chapter events, nor can they be counted as active members for the purposes of quorum, of voting, or of holding office.

(5) **Resumption of Active Standing.**

Brothers whose names are on the Inactive List may have their names removed from that list by fulfilling the requirements for active standing in a later semester.

Section 2. Dismissal from Office.

(1) **Disqualification from Office.**

If an officer of Mu Zeta, through the loss of his/her good standing with Mu Zeta, through the loss of his/her good academic standing with San Francisco State University, or through the loss of that membership status which qualified him/her for office, shall no longer conform to the standards of qualification for holding his/her office, then he/she shall be considered to be disqualified from that office. An officer being disqualified from his/her office, the Sergeant-at-Arms (or the President, when the Sergeant-at-Arms shall be the officer disqualified) shall dismiss the officer from his/her office.

(2) **Dereliction of Duty.**

If an officer of Mu Zeta shall fail to perform his/her office in a reasonable manner, then he/she shall be considered to be in dereliction of his/her duty. An officer being found guilty of the dereliction of his/her duty by a court of Mu Zeta, that court shall dismiss him/her from his/her office and shall forbid him/her to hold office in Mu Zeta again.

(3) **Abuse of Power.**

If an officer of Mu Zeta shall use the power or the authority of his/her office in a manner harmful to the good of Mu Zeta or in manner contrary to Mu Zeta's constitution, then he/she shall be considered to be in abuse of his/her powers. An officer being found guilty of the abuse of his/her powers by a court of Mu Zeta, that court shall dismiss him/her from his/her office and shall forbid him/her to hold office in Mu Zeta again.

(4) **Embezzlement.**

If an officer of Mu Zeta shall appropriate to his/her own use the property of Mu Zeta, or of Alpha Phi Omega, which has been entrusted to his/her care, and shall deny or restrict its use to its rightful owner, then he/she shall be considered to have committed an act of embezzlement. An officer being found guilty of an act of embezzlement by a court of Mu Zeta, that court shall dismiss him/her from his/her office and shall forbid him/her to hold office in Mu Zeta again.

(5) **Corruption.**

If an officer of Mu Zeta shall accept gratuity for the purpose of the suborning of his/her duty, then he/she shall be considered to have committed an act of corruption. An officer being found guilty of an act of corruption by a court of Mu Zeta, that court shall dismiss him/her from his/her office and shall forbid him/her to hold office in Mu Zeta again.

(6) **Extortion.**

If an officer of Mu Zeta shall use compulsion, coercion, threat, misuse of authority, or any undue exercise of power against another person for the purpose of receiving a gain he/she would not otherwise be entitled to, then he/she shall be considered to have committed an act of extortion. An officer being found guilty of an act of extortion by a court of Mu Zeta, that court shall dismiss him/her from his/her office and shall forbid him/her to hold office in Mu Zeta again.

Section 3. Offenses.

(1) **Disorderly Conduct.**

If a brother of Mu Zeta shall conduct themselves in a manner harmful to the good reputation of Alpha Phi Omega, or of Mu Zeta, then he/she shall be considered to have committed an act punishable by probation by a court of Mu Zeta, that court shall place his/her membership under probation for a period of time no less than one (1) semester and not more than five (5) semesters.

(2) **Disorderly Conduct While on Probation.**

If a brother of Mu Zeta shall conduct themselves in a manner harmful to the good reputation of Alpha Phi Omega, or of Mu Zeta, while under probation, then he/she shall be considered to have committed an act punishable by suspension by a court of Mu Zeta, that court shall place his/her membership under probation for a period of time no less than one (1) semester and not more than five (5) semesters.

(3) **Misdemeanors.**

If a brother of Mu Zeta shall commit an act which is defined as a misdemeanor by the State of California, or of the United States of America, then he/she shall be considered to have committed an act punishable by suspension. A brother being found guilty of an act punishable by suspension by a court of Mu Zeta, that court shall place his/her membership under suspension for a period of time no less than one (1) semester and not more than (5) semesters.

(4) **Misdemeanors While on Suspension.**

If a brother of Mu Zeta shall commit an act which is defined as a misdemeanor by the State of California, or of the United States of America, while then he/she shall be considered to have committed an act punishable by suspension. A brother being found guilty of an act punishable by suspension by a court of Mu Zeta, that court shall place his/her membership under suspension for a period of time no less than one (1) semester and not more than (5) semesters.

(5) **Felonies.**

If a brother of Mu Zeta shall commit an act which is defined as a felony by the State of California, or of the United States of America, then he/she shall be considered to have committed an act punishable by expulsion. A brother being found guilty of an act punishable by expulsion by a court of Mu Zeta, that court shall place his/her membership under suspension for an indefinite period of time and shall petition the next National Convention, in Mu Zeta's name, for the expulsion of the brother from the ranks of membership in Alpha Phi Omega.

(6) **Hazing.**

A brother of Mu Zeta shall physically or mentally abuse the person of a pledge, or of a prospective pledge, of

this fraternity, or shall cause such to undergo any initiation procedure that is not authorized by Alpha Phi Omega, or by Mu Zeta, then he/she shall be considered to have committed an act of hazing. A brother being found guilty of an act of hazing by a court of Mu Zeta, that court shall place his/her membership for an indefinite period of time and shall petition the next National Convention, in Mu Zeta's name, for the expulsion of the brother from the ranks of membership in Alpha Phi Omega.

Section 4. Sentences.

(1) **Probation.**

A brother whose membership is under probation shall hold all of the rights of an active member in Mu Zeta except for those of voting, of holding office, and of sitting with standing committees. A brother whose membership is under probation shall hold all of the duties of active membership in Mu Zeta.

(2) **Suspension.**

A brother whose membership is under suspension shall hold none of the rights of active membership in Mu Zeta, but shall hold the privilege of speaking in his/her own behalf before Mu Zeta, in quorum assembled. A brother whose membership is under suspension shall hold all of the duties of active membership in Mu Zeta.

(3) **Expulsion.**

A person who has been expelled by a National Convention shall not be a brother of Alpha Phi Omega, nor of Mu Zeta, in any regard whatsoever.

Section 5. Act Punishable by Expulsion.

(1) **Felonies.**

If a brother of Mu Zeta shall commit an act which is defined as a felony by the State of California, or of the United States of America, then he/she shall be considered to have committed an act punishable by expulsion. A brother being found guilty of an act punishable by expulsion by a court of Mu Zeta, that court shall place his/her membership under suspension for an indefinite period of time and shall petition the next National Convention, in Mu Zeta's name, for the expulsion of the brother from the ranks of membership in Alpha Phi Omega.

(2) **Hazing.**

A brother of Mu Zeta shall physically or mentally abuse the person of a pledge, or of a prospective pledge, of this fraternity, or shall cause such to undergo any initiation procedure that is not authorized by Alpha Phi Omega, or by Mu Zeta, then he/she shall be considered to have committed an act of hazing. A brother being found guilty of an act of hazing by a court of Mu Zeta, that court shall place his/her membership in suspension for an indefinite period of time and shall petition the next National Convention, in Mu Zeta's name, for the expulsion of the brother from the ranks of membership in Alpha Phi Omega.

(3) **Expulsion.**

A person who has been expelled by a National Convention shall not be a brother of Alpha Phi Omega, nor of Mu Zeta, in any regard whatsoever.

Section 6. Courts.

(1) **Indictment.**

No brother of Mu Zeta shall be arraigned for trial, unless he/she shall have been indicted through the lodging of a formal complaint, by a brother of Alpha Phi Omega, with the Executive Committee.

(2) **Arraignment.**

No brother of Mu Zeta shall be brought to trial unless he/she shall have been arraigned upon a specific charge for a particular act by a majority vote of the Executive Committee, in quorum assembled, or by a two-thirds (2/3) vote of Mu Zeta, in quorum assembled.

(3) **Selection.**

Upon the arraignment for trial of a brother of Mu Zeta, a court shall be selected, to be composed of one (1) chief justice and two (2) associate justices. No arraigned brother may serve as a justice upon a court which shall be sitting in judgment upon him. The Sergeant-at-Arms shall act as the chief justice for all courts, unless he/she shall be the defendant charged, whereupon the chief justice shall be selected from among the active members by a majority vote of Mu Zeta, in quorum assembled. The associate justices shall be selected from among the active members by a plurality vote of Mu Zeta, in quorum assembled. The Administrative Vice President shall act as the bailiff for all courts, unless he/she shall be the defendant charged, whereupon the court shall select another bailiff.

(4) **Trial.**

Upon the selection of his/her court, the arraigned brother shall be put to trial. The arraigned brother shall hold the right to speak on his or her behalf. The court may call such witnesses as it sees fit, and may issue a subpoena and administer an oath to any brother of Mu Zeta. The court shall allow only those who are brothers of Alpha Phi Omega to be present during the trial, except for the express purpose of giving testimony. The following shall be the only form that a court of Mu Zeta shall use to administer an oath of testimony. "Upon your honor as a brother of Alpha Phi Omega and of Mu Zeta, do you solemnly swear that the testimony that you are about to give shall be the truth, the whole truth, and nothing but the truth?"

(5) **Verdict.**

The court shall argue the case, and shall reach its verdict, in private. The court shall reach its verdict based upon the preponderance of the evidence. The court shall take into account evidence of provocation or of justifying circumstances, or evidence that is hearsay in nature, if it deems it to be relevant and reasonable. A unanimous verdict of a court shall be necessary to find the arraigned brother guilty.

(6) **Sentence.**

If the arraigned brother is found guilty, the court shall again argue the case, and shall reach its sentence, in private. The court may take into account arguments of previous offense or of leniency if it deems them to be relevant and reasonable. A majority vote of the court shall be necessary to pronounce sentence. Mu Zeta shall not publish, beyond the ranks of Alpha Phi Omega, any summary, statement, or declaration of the proceedings of any trial, save for the name of the defendant and the sentence of the court, if any.

(7) **Appeal.**

If a brother so wishes, he/she may appeal the decision of a court before Mu Zeta in quorum assembled. A two-thirds (2/3) vote shall be considered necessary to remove, or reduce, the sentence of the court.

(8) **Disclaimer.**

Conviction of any act by a court of Mu Zeta shall not indicate a claim upon the part of Mu Zeta that the person convicted shall have committed a crime against the United States of America, the State of California, or any other representative government, or against any body thereof. Service of sentence by a person convicted by a court of Mu Zeta shall not relieve him, in any way, of culpability under the laws of the United States of America, the State of California, or any other representative government.

Article XVII

Awards

Section 1. The Distinguished Service Key.

Mu Zeta may, by three-fourths (3/4) vote, in quorum assembled, award the Chapter Distinguished Service Key to any brother of Alpha Phi Omega whose performance of service, whose bestowal of friendship, and whose demonstration of leadership, shall have been in a manner above and beyond that expected of a brother of Alpha Phi Omega.

Section 2. The Paul Chang Outstanding Leadership Award.

The Executive Committee may, by three-fourths (3/4) vote, in quorum assembled, bestow the Paul Chang Outstanding Leadership Award upon any brother of Mu Zeta whose example of leadership, during the present semester, shall have been in a manner outstanding among the brothers of Mu Zeta.

Section 3. The Outstanding Service Award.

The Executive Committee may, by three-fourths (3/4) vote, in quorum assembled, bestow the Outstanding Service Award upon any brother of Mu Zeta whose performance of service, during the present semester, shall have been in a manner outstanding among the brothers of Mu Zeta.

Section 4. The Outstanding Fellowship Award.

The Executive Committee may, by three-fourths (3/4) vote, in quorum assembled, bestow the Outstanding Fellowship Award upon any brother of Mu Zeta whose example of friendship, during the present semester, shall have been in a manner outstanding among the brothers of Mu Zeta.

Section 5. Certificates of Merit.

The Executive Committee may, by majority vote, in quorum assembled, grant a Certificate of Merit to any brother of Mu Zeta whose performance of service, bestowal of friendship or the demonstration of leadership, for a particular event during the present semester, shall have been in a manner exemplary of the principles of Alpha Phi Omega.

Section 6. Certificates of Achievement.

The Membership Vice President may issue Certificates of Achievement to all of the brothers of Mu Zeta who shall have fulfilled the requirements for active standing during the present semester.

Section 7. Certificates of Appreciation.

The Sergeant-at-Arms shall issue Certificates of Appreciation to all of the officers of Mu Zeta who shall have served and completed their term of office during the present semester.

Section 8. The Brother-of-the-Month Award.

The Advisor Chair may, with the advice of the Advisory Committee, shall bestow the Brother-of-the-Month Award upon any one brother of Mu Zeta whose devotion, commitment, and dedication to Alpha Phi Omega, its principles, and its objectives, throughout the present month, he/she feels best exemplifies what is expected of a brother of Alpha Phi Omega.

Section 9. Informal Awards.

(1) **Moose of the Week Award.**

The Membership Vice President may, through nominations, bestow the Moose of the Week Award upon any person, for any reason. The Membership Vice President may also bestow the Moose Jr. of the week upon any pledge, for any reason.

(2) **Membership Certificate of Appreciation.**

Any brother of Mu Zeta may bestow such special, informal awards as he/she sees fit, for the performance of service, the bestowal of friendship, or the demonstration of leadership, to any brother of Mu Zeta that he/she judges has labored well, yet without due recognition.

Section 10. Other Awards.

Mu Zeta may issue other awards as they see fit, for the performance of service, the bestowal of friendship, or the demonstration of leadership, to any brother of Alpha Phi Omega or any individual in the community that they have judged has labored well, yet without due recognition.

Article XVIII

The Constitution

Section 1. Documents.

The Constitution of Mu Zeta shall consist of Mu Zeta's Articles of Association and of these bylaws. No article, section, or paragraph of these bylaws shall be valid if it shall violate, contradict, or conflict with the Articles of Association.

Section 2. Amendment of the Articles of Association.

Mu Zeta's Articles of Association shall conform, in every respect, to the Standard Chapter Articles of Association of Alpha Phi Omega. The power to amend the Articles of Association shall be vested solely in the National Convention of Alpha Phi Omega. In the event that the National Convention shall amend the Articles of Association, the Constitutional Committee shall unhesitatingly adopt such amendments and shall duly register them with the Office of Student Programs and Leadership Development (OSPLD) of San Francisco State University.

Section 3. Amendments of the Bylaws.

The Constitutional Committee, or any brother of Mu Zeta, may propose amendments to these bylaws before Mu Zeta, in quorum assembled. A two-thirds (2/3) vote shall be considered necessary to amend these bylaws.

Article XIX

Finance

Section 1. Fiscal Year.

The fiscal year of Mu Zeta shall begin upon the first (1st) day of July in any particular year and shall end upon the thirtieth (30th) day of June in the following year. The fall fiscal semester shall begin upon the first (1st) day of July in any particular year and shall end upon the thirty-first (31st) day of December in the same year. The spring fiscal semester shall begin upon the first (1st) day of January in any particular year and shall end upon the thirtieth (30th) day of June in the same year.

Section 2. Transmission of Funds and Records.

(1) **Pledge Fees and Pledge Applications.**

The Finance Vice President and the Pledgemaster shall be required to submit to the office of the National Executive Director all pledge fees and pledge applications no later than ten (10) days after the pledge ritual, for those pledges concerned, shall have been conducted.

(2) **Initiation Fees and Membership Applications.**

The Finance Vice President and the Pledgemaster shall be required to submit to the office of the National Executive Director all initiation fees and membership applications no later than ten (10) days after the initiation ritual, for those brothers concerned, shall have been conducted.

(3) **National Dues and the Chapter Roster.**

The Finance Vice President and the Membership Vice President shall be required to submit to the National Office all national dues owed by brothers of Mu Zeta and a current copy of the chapter roster no later than the fifteenth (15th) day of November in each year.

Section 3. Chapter Dues.

Mu Zeta may establish, by majority vote, in quorum assembled, such semi-annual chapter dues, for active members, as it sees fit.

Section 4. Dissolution of the Chapter.

Article XVIII of Mu Zeta's Articles of Association shall not be construed by Mu Zeta, in act or intent, to be in conflict with Article VI, Section 7 of the Student Organization Registration Form of San Francisco State University.

Article XX

National Conventions

Section 1. Sovereignty of the National Convention.

Mu Zeta hereby recognizes that the supreme authority of Alpha Phi Omega shall be vested in the National Convention.

Section 2. Delegates to the National Convention.

(1) **Selection of the Delegates.**

Mu Zeta shall select, by majority vote, in quorum assembled, two (2) delegates from among its active members to attend each National Convention, no later than one (1) month before the date of the opening of the convention in question.

(2) **Instructions to the Delegates.**

Mu Zeta may, if it wishes, instruct the delegates to the National Convention as to their position on specific issues. On any issue for which Mu Zeta has given no instructions, the delegates shall be free to vote as they deem fit.

(3) **Expenses of the Delegates.**

Mu Zeta shall provide funds, as approved by the Finance Vice President, to cover such reasonable expenses as the delegates may incur while at the National Convention and in transit to and from the National Convention, from the Office of Finance, in advance.

(4) **Disclaimer for the Delegates.**

Any and all forms of transportation, while attending the National Convention and/or in transit to and from the event, shall affirm the following statement: "The activity is not sponsored by San Francisco State University."

Article XXI

The Alumni Organization

The alumni members of Mu Zeta are hereby authorized to found, organize, and administer a nationally recognized Associated Alumni of Mu Zeta Chapter of Alpha Phi Omega; to elect officers, establish and collect dues, and conduct meetings for such; and to hold service, fellowship, and leadership events, as they deem fit.

Article XXII

The Fraternity-Sorority Council

Mu Zeta shall maintain good relations with the Fraternity-Sorority Council and with its member organizations, and shall appoint at least one (1) Sergeant-At-Arms to attend every council meeting, in each semester.

Article XXIII
Permanent Mailing Address

The permanent mailing address of Mu Zeta shall be:

Alpha Phi Omega - Mu Zeta Chapter
C/o OSPLD
San Francisco State University
1600 Holloway Avenue
Student Services Bldg 105
San Francisco, California 94132

Article XXIV
Ratification

A two-thirds (2/3) vote of Mu Zeta, in quorum assembled, shall be considered necessary to ratify these bylaws. These bylaws shall take effect immediately upon their ratification by Mu Zeta, save that no article, section, or paragraph of them shall be construed by Mu Zeta in a manner that is ex post facto. Ratification of these bylaws shall be construed to indicate the invalidation of all previous bylaws of Mu Zeta.

Certification

This is to certify that Mu Zeta Chapter of Alpha Phi Omega, chartered on the campus of San Francisco State University, has ratified these bylaws as binding upon itself, subject to future amendment, within the authority of the Articles of Association.

Dated this _____ day of the month of _____, _____.

Mr. Kingsley Yee
President

Mr. Shervey Kong
Constitutional Committee Chair

Ms. Melissa Dagdagan
Co-Chairman, Advisory Committee

Mr. Jordan Ondoy
Co-Chairman, Advisory Committee