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Amended 3 May, 2001
Amended 17 February, 2000
Revised 23 April, 1998

**The Johns Hopkins University
Alpha Phi Omega
Kappa Mu Chapter
Constitution**

■ **Preamble**

We, the Members of the Johns Hopkins University Alpha Phi Omega National Service Fraternity Kappa Mu Chapter, chartered on the campus of the Johns Hopkins University, and established for the purpose of assembling college students in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law, to develop Leadership, to promote Friendship and provide Service to humanity, and to further the freedom that is our national, Educational, and intellectual heritage, do adopt this Constitution.

■ **Article I. Name**

The name of this organization is the Johns Hopkins University Alpha Phi Omega Kappa Mu Chapter.

■ **Article II. Purpose and Policy**

This Chapter shall be conducted as a Service Fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, and the Constitution of this Chapter.

■ **Article III. Membership**

Section 1. Open Membership

Any Alpha Phi Omega Brother who was not initiated into Alpha Phi Omega by the Kappa Mu Chapter, but is a student at the Johns Hopkins University, may continue his or her membership in Alpha Phi Omega with this Chapter. All Members of the Chapter must fulfill the membership requirements of one of the following categories.

Section 2. Pledge Membership

Pledge Membership in this Chapter shall be conferred upon students enrolled at Johns Hopkins University who:

- 1- Have demonstrated an interest in the Fraternity
- 2- Participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega and the Kappa Mu Chapter
- 3- Have paid the required Chapter and National Dues
- 4- Are not already Members of Alpha Phi Omega

The Pledge Ceremony shall be conducted according to the official ritual of the National Fraternity. The Pledge Educator shall propose the content and duration of the Pledge Period in accordance with

the Articles of Incorporation, the National Bylaws, and the operating policies of the National Fraternity. A majority vote is required to change the existing Pledge Program. Pledges who successfully complete the Pledge Program are considered Active Members. The Pledge Educator shall reserve the right to deny pledge membership at any time to an individual who has conducted his or herself against the cardinal principles of this fraternity.

Section 3. Active Membership

Active Membership in this Chapter shall be conferred upon enrolled students at the Johns Hopkins University who are in fellowship with the principles of Alpha Phi Omega; who, to the satisfaction of this Chapter, are so oriented; and who have successfully completed an approved Membership education or Pledge Program. Requirements for Active Membership as proposed by the Membership Vice President and approved by a majority vote of the Chapter are outlined below.

Per Semester:

- 1- \$35 in dues
- 2- At least 2 Fellowship events
- 3- 15 hours of service
- 4- At least 50% of meetings

The Membership Vice President can consider cases where difficulty achieving any of these requirements is realized, at his or her discretion. These requirements may be amended by a majority vote. Active Membership shall continue so long as the member meets the Active Membership Requirements, does not become an Associate Member, and continues enrollment at the Johns Hopkins University. Graduate students can hold Active membership for no more than six semesters total.

Section 4. Associate Membership

This Chapter may confer Associate Membership upon an Active Member who petitions for such membership to the Membership Vice President. Associate Members shall have rights and privileges as determined by 6/8 of the Executive Committee, except that Associate Members may not vote or hold any elected position within the Chapter. Associate Members must pay dues and be in good standing with the Service Vice President and the National Office. Associate Member who does not comply with this policy shall be considered an Inactive Member of this Chapter as outlined in Article III, Section 8.

Section 5. Advisory Membership

This Chapter may confer Advisory Membership upon persons approved by the majority at a meeting. Advisory Members shall have renewable terms of two years each as long as they remain affiliated with the Johns Hopkins University. They shall have all rights and privileges of active Membership, except those of voting or holding any office in the Chapter other than Chairman of the Advisory Committee. Such membership may not be conferred upon undergraduate students. Graduate Students acting as Advisory Members must either be alumni of an Alpha Phi Omega chapter or held Active Membership in the Kappa Mu Chapter for at least two years.

Section 6. Honorary Membership

This Chapter may confer Honorary Membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of Active Membership except those of voting and holding office. Honorary membership may not be bestowed upon undergraduate students. The approval by a vote of at least three-fourths of the Chapter's Active Membership shall be required for the conferring of Honorary Chapter Membership.

Section 7. Alumni Membership

Upon leaving this Chapter, without having been suspended or expelled by this Chapter or the National Fraternity, all who have held Active, Advisory, or Honorary Membership in this Chapter shall be recognized as Alumni Members.

Section 8. Inactive Membership

An Active Member shall be declared Inactive effective the semester immediately following a semester

during which the member fails to fulfill the Requirements for Active Membership. Inactive status may not be declared the semester following an Associate Membership. An Inactive member may not vote and is not required to pay dues. No member may be considered Inactive for more than one semester, excluding circumstances when the member spends one or more semesters abroad, following which time they may petition for Active Membership or else forfeit their membership to the Kappa Mu chapter. Members who choose to forfeit their membership may petition the Executive Committee to regain their membership and are then subject to the same requirements as any other member.

■ Article IV. Officers

Section 1. Positions

This Chapter shall elect a President, a Service Vice President, a Membership Vice President, a Fellowship Vice President, a Pledge Educator, a Treasurer, a Secretary, a Historian, and other such officers as the Chapter deems necessary. Only Active Members may run for an office listed above. Officers shall be properly installed by a traditional ceremony according to the official ritual book and as the tradition of this Chapter. In addition to fulfilling the standard Active Membership Requirements, elected Officers must attend 4/5 of regular Chapter meetings and 4/5 of Executive Committee Meetings. The validity of excuses for missed meetings will be determined by vote of the Executive Committee. This Chapter may remove any officer for not meeting assigned responsibilities only in a method prescribed by this Constitution.

Section 2. Term of Office

Elections will be held at the end of each semester to fill all voting Executive Committee positions for the following semester. The Executive Committee may decide when to elect all other positions. If there is a vacancy in an office position, the Executive Committee shall appoint an interim replacement by majority vote, and elections shall be held to fill that position for the rest of the semester within four weeks in which class is in session. Each outgoing officer, once elected out of office, shall be responsible for passing on all information or instruction pertinent to the keeping of his office to the incoming officer who will replace him.

Section 3. Duties of Officers

President:

- 1- Serve as presiding officer at all general and Executive Committee meetings
- 2- Coordinate the functions of all officers and committees
- 3- Appoint necessary committees
- 4- Serve as an ex-officio member of all committees
- 5- Ensure that the organization is operated in conformity with the principles set forth in the National Bylaws and this constitution

Service Vice President:

- 1- Serve as chair of the Service Committee
- 2- Coordinate the service program
- 3- Be responsible for sign up sheets for projects
- 4- Maintain a file of project reports and members' service hours
- 5- Perform all the duties of the President in the absence of the President

Membership Vice President:

- 1- Serve as chair of the Membership Committee
- 2- Be responsible for the recruitment, initiation, and retention of members of this Chapter
- 3- Be in charge of the education of Pledge Members in Chapter and National history and Traditions
- 4- Coordinate the Pledge Program
- 5- Keep records regarding the membership status of all past and present members according to the Membership Requirements

6- Perform all the duties of the President in the absence of the President and the Service Vice President

Fellowship Vice President:

- 1- Serve as chair of the Fellowship Committee
- 2- Coordinate the fellowship program
- 3- Be responsible for communication with other Alpha Phi Omega groups

Pledge Educator:

- 1- Serve as chair of the Rush/Pledge Committee
- 2- Assist the Membership Vice President in coordinating the education of Pledge Members in Chapter and National history and traditions
- 3- Be responsible for executing the Pledge Program

Treasurer:

- 1- Serve as chair of the Treasury Committee
- 2- Receive and disburse the funds of this Chapter according to Office of Community Relations and Volunteer Services guidelines
- 3- Maintain an accurate record of all Chapter transactions
- 4- Transmit to the National Office all fees and dues as required by the National Office
- 5- Develop the Chapter budget for approval by the majority of the Executive
- 6- Ensure that all financial forms and reports required by federal, state, and educational institutional policies are filed as required.

Secretary:

- 1- Maintain an accurate record of general and Executive Committee meetings
- 2- Conduct all official correspondence
- 3- Keep records of and contact with Chapter Alumni Members
- 4- Advertise Alpha Phi Omega events to the university and community
- 5- Inform Chapter members about Alpha Phi Omega events.
- 6- Maintain an accurate and current Chapter calendar that includes times and dates for all Chapter events

Historian:

- 1- Serve as chair of the Publicity Committee
- 2- Be responsible for maintaining and updating the Chapter scrapbook
- 3- Be responsible for taking pictures at the majority of Chapter events
- 4- Be responsible for submitting articles for publication as well as searching for clippings for the scrapbook
- 5- Be responsible for setting up the Pledge and Ritual Book
- 6- Create at least one project that highlights Chapter events before the end of the academic year

Sergeant-at-Arms:

- 1- Maintain an updated copy of the Kappa Mu Constitution
- 2- Edit the Constitution as amendments are passed
- 3- Provide an updated Constitution on the Kappa Mu website whenever necessary
- 4- Call meetings to order
- 5- Maintain and publish an updated Kappa Mu family tree
- 6- Ensure that all procedures are carried out in accordance with national and chapter bylaws
- 7- Maintain a list of all brothers who have petitioned for active status on the day of elections

■ **Article V. Elections**

Section 1. Election Chair

The President shall chair the election of officers.

Section 2. Nominations

The President shall declare nominations open two weeks prior elections. Nominations for any elected office may be made from the floor prior to the actual election. If a nomination is made and seconded, the nominee will be considered a candidate for that office. Any candidate may decline to run at any time

before a vote is called. Nominations shall remain open up to and including the date of the election. Nominations of any Member to any Office are considered null and void if the Member does not at the time of election meet the Membership Requirements for an Active Member.

Section 3. Election Procedure

Prior to any election, the President shall read Article V, Sections 3, 4, 5, and 6 of this Constitution to the assembled voters. The President or his/her designee shall conduct elections for the office in the order listed in this constitution. No other action (debate, speeches, or voting) may be taken until nominations are closed. For each office the following procedure applies:

1-In the event that a Brother will not be able to attend elections but would like to run for office the following procedure applies:

- The Brother must have the approval of a majority of the Executive Committee to run for office without attending elections
- The Brother must prepare a written speech to be read by the election chair on the day of elections, and must submit this speech to the President by the last Executive Committee meeting before elections. The speech must include the candidate's reason for not being able to attend elections and the offices he wishes to run for. The election chair will read the candidate's speech for at most three minutes.

2-Each candidate for each office shall be allowed to address the Chapter for no more than three minutes.

3-Once all candidates for the office in question have used their allotted time, there shall be a period for questions and answers.

Section 4. Voting

Voting shall be by secret ballot, and ballots will be collected and counted by an Advisor designated by the Advisor Chair. Only Active Members may vote. A winner shall be declared when a candidate has received a majority of the votes cast. If a majority is not received on the first attempt, then the candidate receiving the least number of votes shall be dropped from the ballot and voting shall continue until a winner is determined. If more than one person has the least number of votes and a runoff election is required, an election between those candidates shall determine, by a plurality, who remains on the ballot. No voter present during a runoff election may abstain from voting.

Section 5. Absentee Voting

Absentee voting will be allowed by special permission of the Executive Committee if a valid emergency excuse for a voter's absence for elections is communicated to the Executive Committee prior to elections. Absentee voters shall provide the Executive Committee with their top choice for the office of Present only, along with a written excuse for their absence. If the absentee voter's choice for President is a candidate for President by virtue of nomination, the vote shall be counted toward the candidate's total. In the event that the absentee voter's choice is not a candidate for President, his vote will be considered an abstention, or in a runoff will not be counted.

Section 6. Petitioning for Active Status

Members who are inactive according to the records of the Membership Vice President at the time of elections may petition the brotherhood for Active status in order to participate in elections procedures. Active status is achieved if a majority of quorum votes in favor of the petition. A member can only petition for Active status once while with the chapter. No member may petition for active status until either his or her membership dues for the semester in question have been paid to the Treasurer or the member has consulted with the executive board at least one week prior to elections and a waiver of dues has been approved.

Section 7. Conduct Regarding Running for Office

Campaigning for office shall be conducted in a manner befitting a brother of Alpha Phi Omega and in agreement with the principles of leadership, friendship, and service. Candidates running for office may present their ideas for office in verbal communication as appropriate; no money may be spent on any campaign and no campaign-related goods may be distributed by or on behalf of any candidate. Electronic communication of a candidate's platform ideas may only be conducted on an individual and first-person basis and must be directly solicited by the recipient. Discussion of candidates by the brothers shall be as professional and non-partisan as possible, and no brother shall misrepresent any candidate. Candidates may only discuss their own plans and opinions regarding the fraternity. If submitted at least one week in advance to the executive board for approval, alterations and additions to the aforementioned campaigning rules may be drafted and instated for a single semester's election by popular vote with or without quorum at a brother meeting.

Candidates are permitted to use a projector if they elect to do so and can provide and set up the projector as appropriate. Candidates may enlist the help of another brother to operate the projector during a presentation. Should any brother wish to use the projector, he/she must announce his/her intention of doing so to the brotherhood in a general body meeting at least one week before elections. Presentations may be only in formats which all candidates are reasonably capable of producing so that all candidates have equal opportunity to use the projector. No candidate may use the projector unless all candidates may use the same projector. The executive board reserves the right to revoke at any time the privilege of projector use.

Presentations for the position of President may each be no longer than 180 seconds in length. Presentations for all other positions may each be no longer than 120 seconds in length. In the event that multiple candidates run as a team, each team will have 120 seconds to present. Presentations are the only times permitted for dissemination of campaign-related information; at no other time may any other information be presented, and no reminders such as flyers or visual aids shall be left visible and/or in the possession of any brother excluding the appropriate candidate(s) during his/her presentation.

■ Article VI. Committees

Section 1. Standing Committees

The standing committees of this organization shall be Executive, Advisory, Service, Membership, Fellowship, Treasury, Publicity, and Rush/Pledge.

Section 2. Executive Committee

This Chapter shall have an Executive Committee. The Executive Committee shall meet between Chapter meetings as deemed necessary. The voting membership shall consist of the President, Service Vice President, Membership Vice President, Fellowship Vice President, Pledge Educator, Treasurer, Secretary, Historian, and other members selected by the Chapter. The Chairman of the Advisory Committee is in the Executive Committee but may not vote. Other members selected may vote in Executive Committee shall have one vote. The Executive Committee is responsible for coordinating the master calendar of the Chapter and determining Chapter rules. Quorum at an Executive Committee meeting is defined as 6/8 of the voting members. A majority vote of Executive quorum is required to create or change rules unless an alternate voting methods is stated elsewhere in this Constitution.

Section 3. Advisory Committee

This Chapter shall have an Advisory Committee consisting of three or more Advisors. One of the Advisors shall be elected by the Chapter as the Chairman of the Advisory Committee and shall serve on the Chapter's Executive Committee. Advisors shall have all privileges of Active Membership, except those of voting and holding Chapter office.

Section 4. Service Committee

The Service Committee shall plan and coordinate the service program.

Section 5. Membership Committee

The Membership Committee shall plan and coordinate the rush program, the Pledge Program, and pay attention to publicity and membership retention.

Section 6. Fellowship Committee

The Fellowship Committee shall plan and coordinate all fellowship, social, and inter-chapter events.

Section 7. Other Committees

The officers of this Chapter can create more committees as deemed necessary.

■ Article VII. Meetings

Section 1. Meeting Times

There shall be a minimum of two Chapter meetings per month throughout the academic year as permitted by the college calendar.

Section 2. Voting

Business shall only be conducted at meetings at which a quorum exists. Quorum is defined as at least one half the Active Membership. All Active Members shall have one vote per issue. All motions need a majority of the eligible Active Members present unless stated elsewhere in this Constitution. A majority vote of quorum is able to override any decision made solely by the Executive Committee.

Section 3. Rules of Order

At the discretion of the President, Chapter meetings shall be conducted according to Robert's Rules of Order, Newly Revised, as long as those rules do not conflict with this Constitution. At all meetings following Robert's Rules of Order, the Executive Committee present shall appoint a chair for the meeting.

■ Article VIII. Discipline

Section 1. Accusation

At any time, a member of this Chapter may bring to attention of the Executive Committee a member's behavior which is believed to be contrary to the purpose and principles of this Fraternity. The Executive Committee shall determine if the said member's behavior warrants disciplinary action, suspension, or removal from office. A petition of the majority of the Executive Committee membership will force the case to the Chapter for consideration.

Section 2. Trial

After deliberation of not less than one week, the Executive Committee, by a majority vote, may refer this matter to the Chapter for consideration and recommend the action to be taken. The Chapter shall then consider the matter for not less than one week and must allow the member in question to present his/her view to the Chapter.

Section 3. Voting

Disciplinary actions as recommended by the Executive Committee, shall be imposed by the Chapter only after the approval of two-thirds majority of those Active Members present and voting at a regularly scheduled meeting at which a quorum exists, with the exception of suspension of membership. Suspension of membership shall require an affirmative vote of three-fourths of the membership eligible to vote. For the purpose of this vote only, written proxy votes shall be accepted up until the time of the

vote.

Section 4. Appeal

After a period of no less than two weeks, the disciplined member can appeal the Chapter's decision. A three-fourths vote of all members eligible to vote is needed to uphold suspension, two-thirds of present and voting in all other cases.

Section 5. National Suspension

The Executive Committee may petition the National Board of Directors for a letter of suspension to be affixed to the offender's membership record if the member is suspended from the Chapter.

Section 6. Missing of Service Events

On repeated missing of service events:

1. The first time a brother misses a service event without prior notice there is no penalty.
2. After the first time, each subsequent time a brother misses a service event without prior notice, he or she will be deducted half of the expected service hours for that project, 1 hour being the minimum (e.g. If an event is assumed to be 4 hours, 2 hours will be deducted from the brother's service record; if a service event is assumed to be one hour, then the whole one hour will be deducted since one hour is the minimum for this system).
3. Prior notice is defined as at least 24 hours in advance (e.g. If an event is at 11:00 AM, notice of cancellation must be received by 11:00 AM of the prior day). Prior notice can be delivered in person, via phone call or e-mail to the service coordinator or the service vice president.
4. If a brother had zero hours, there can be no negative deductions or accumulation of negative hours.

The rationale of this system lies in providing all brothers a fair chance to do the service they deserve, as well as respecting our obligations as an organization to our community.

■ Article IX. Registration of Pledges and Active Members

The officers of this Chapter shall cause Pledge applications and the required national Pledge fees to be mailed to the National Office not later than ten days after the Pledge Ceremony. The officers shall also cause applications for Active Membership and the required national Active Initiation fees to be mailed to the National Office not later than ten days after the Initiation Ceremony. In addition, the officers of this Chapter shall submit the required Annual Active Membership Dues no later than November 15. Any Initiation not followed by the registration of Pledges or Active Members with the National Office shall be considered null and void.

■ Article X. Membership Records

This chapter shall maintain a permanent record of all its members. To the extent that such records are practically available, these records shall include: 1) a permanent file of each duplicate Pledge and/or Active Membership form, beginning with the charter members and including all subsequent members; and 2) a current roster of all Pledge, Active, Associate, Advisor, Honorary, and Alumni Members

■ Article XI. Mailing Address

This Chapter shall maintain a post office box or other Chapter mailing address as defined by the Executive Committee.

■ Article XII. Chapter Dues

This Chapter may establish reasonable Chapter initiation fees, dues, and assessments, in addition to those established by the National Fraternity.

■ Article XIII. Hazing

There shall be no hazing or informal initiation in connection with the functions of the Chapter. Any

mistreatment of Pledges, members, or other persons at any time shall be considered a violation of the purpose of this Chapter and of the National Fraternity.

■ **Article XIV. Housing Policy**

As a Service Fraternity, this Chapter does not operate nor maintain a fraternity house as lodging quarters for members nor for any other persons. It maintains rooms for meetings at the discretion of its members.

■ **Article XV. Policy on Association Membership**

This Chapter of Alpha Phi Omega shall not seek nor accept membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

■ **Article XVI. Service Program**

This Chapter shall have a service program for all of its members. The service program shall be planned by the Service Committee and carried out such that a reasonable balance is achieved among Alpha Phi Omega's four areas of service, which are:

- 1- Service to the college
- 2- Service to the Fraternity
- 3- Service to the community
- 4- Service to the nation as participating citizens

■ **Article XVII. Authority of Chapter**

This Chapter may adopt rules or regulations not in conflict with the National Article of Incorporation, the National Bylaws, this Constitution, nor the rules, regulations or policies of Johns Hopkins University.

■ **Article XVIII. Finance And Property**

The officers of this Chapter shall, annually, cause the appropriate local, state and federal income tax to be filed. The financial records of this Chapter can be audited by an official approved by Johns Hopkins University. Upon request of the National Executive Director, a confirmation of the audit will be sent to the National Office. Upon dissolution of this Chapter a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held in trust by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of the Chapter, and delivered to the Chapter at such time. Should the reactivation of a Chapter not be accomplished within five years of dissolution, such funds shall be paid to an organization exempt within the meaning of Section 501 (3) of the Internal Revenue Code.

■ **Article XIX. Amendments**

Section 1. National Amendments

The National Convention shall have the power to amend this constitution. The procedure for amendment shall be the same as that prescribed for amending the National Article of Incorporation and the National Bylaws.

Section 2. Chapter Amendments

The power to amend this Constitution shall rest with the Active Members of this Chapter. A motion to amend shall stand for no less than one week before action may be taken. The vote required to amend this Constitution shall be a two-thirds vote cast at a regularly scheduled meeting at which a quorum exists.

Amendments:

Article V Sec 6. 2 December, 2004
Article III Sec 3. 5 May, 2005
Article III Sec 8. 5 May, 2005
Article V Sec 3. 5 May, 2005
Article IV Sec 3. 5 May, 2005
Article III Sec 2. 5 May, 2005
Article IV Sec 1. 5 May, 2005
Article IV Sec 3. 8 December, 2005
Article III Sec 3. 8 December 2005
Article VIII Sec 6. 8 December 2005
Article V Sec 4. 4 May 2006
Article III Sec 3. 27 January 2007
Article IV Sec 1. 27 January 2007
Article V Sec 7. 5 April 2007
Article V Sec 6, 15 November 2007
Article III Sec 3, 9 February 2008