

ALPHA NU OMEGA OFFICERS

SELECTION OF OFFICERS.

1. The officers of Alpha Nu Omega shall be, by order of rank: President, Vice President, Treasurer, Secretary, Chief Justice, and Sergeant at Arms. These six members will comprise the Board of Directors.
2. The officers shall be men from The University of Dayton holding Regular membership in Alpha Nu Omega. No person without full membership in Alpha Nu Omega shall be eligible to hold office. Nominations for officer positions will be taken at a regular meeting no later than December 31. Each Alpha Nu Omega holding regular membership may submit the name of one eligible candidate for consideration as an officer.
3. A special meeting, called expressly for the purpose of electing new officers will be held prior to the last day of classes in the fall semester.
4. Election will be by secret ballot. All active members of Alpha Nu Omega are eligible to cast a ballot. All ballots cast will be for an officer position in Alpha Nu Omega.
5. The candidate with the majority of votes in each position will be elected to that position.
6. In the case of a tie between two or more candidates for any position, ballots will be re-cast for ALL candidates who have not yet received an office by plurality.

TERM OF OFFICE.

Officers shall serve a term of one (1) year or until their successors are elected. Their term of office shall commence with the first meeting of the winter semester.

No Alpha Nu Omega member shall hold more than one office at a time, and no delegate shall be eligible to serve more than two consecutive terms in the same office.

Any officer failing to perform his duties as outlined may be removed and a successor be designated by election.

OFFICER DUTIES.

1. The President shall:
 - a. Have overall responsibility for the operation of Alpha Nu Omega.
 - b. Call and preside at all regular and special meetings.
 - c. Serve as member ex-officio in the Judicial Board.
 - d. Maintain a complete and up-to-date President's file which will include a copy of the current Alpha Nu Omega Bylaws, and Standing Rules; the current budget; and other pertinent materials.
 - e. As a member of the Board of Directors, plays an integral role in appointing the committee chairs.
 - f. Perform all other duties as prescribed by the bylaws.
2. The Vice President shall:
 - a. Perform the duties of the President in his absence, inability to serve, or at his call.
 - b. As a member of the Board of Directors, plays an integral role in appointing the committee chairs.
 - c. Perform all other duties as prescribed by these bylaws and by the parliamentary authority

adopted by the Association.

3. The Recording Secretary shall:

- a. Keep an up-to-date roll of the members of Alpha Nu Omega and call it at all meetings.
- b. Keep current statistics concerning the number of initiated members and new members of Alpha Nu Omega fraternity.
- c. Keep full minutes of all meetings of Alpha Nu Omega and a record of all action taken by the Executive Board and post them in the fraternity house within twenty-four hours of the completion of a meeting.
- d. Maintain a complete and up-to-date file that will include the minutes of meetings of Alpha Nu Omega; copies of all contracts made Alpha Nu Omega.
- e. As a member of the Board of Directors, plays an integral role in appointing the committee chairs
- f. Perform all other duties as prescribed by these bylaws.

4. The Treasurer shall:

- a. Be responsible for the general supervision of the finances of Alpha Nu Omega.
- b. Be responsible for the preparation of the annual budget and, following its approval by the members of Alpha Nu Omega, provide a copy to each member in Alpha Nu Omega fraternity.
- c. Receive all payments due to Alpha Nu Omega, collect all dues, and give receipts.
- d. Be responsible for the prompt payment of all bills for Alpha Nu Omega.
- e. Maintain up-to-date financial records; give a financial report at each regular meeting and an annual report at the close of his term of office.
- f. Review, approve and sign all Alpha Nu Omega checks and contracts "Alpha Nu Omega."
- g. As a member of the Board of Directors, plays an integral role in appointing the committee chairs.
- h. Perform all other duties as prescribed by these bylaws.

5. The Sergeant at Arms shall:

- a. Will evaluate risk management in fraternity activities.
- b. Makes sure that all fraternity and social events are safe. This includes, but is not limited to, brother's rights and university regulations.
- c. As a member of the Board of Directors, plays an integral role in appointing the committee chairs.
- d. Perform all other duties as prescribed by the bylaws.

6. The Chief Justice shall:

- a. The Chief Justice serves as a spokesperson for the Judicial board. He notifies members of the charges brought against them, their rights to fairness and due process. The Chief Justice submits the decision in writing to the Judicial Board following a decision
- b. The Chief Justice serves as a moderator for the Board's activities.
- c. Responsible for maintaining an effective and reasonable schedule of sessions
- d. As a member of the Board of Directors, plays an integral role in appointing the committee chairs.
- e. Perform all other duties as prescribed by the bylaws.

BOARD OF DIRECTORS

The Board of Directors is in charge of many different tasks for Alpha Nu Omega. It is in charge of long-range planning, organization of committees, as well as appointing the rest of the positions for the fraternity. Those positions include:

1. Service Chair
 - a. In charge of developing community service programs in which the fraternity will participate in (i.e. Habitat for Humanity, St. Vincent's Homeless Shelter, Special Case Relief Funds)
 - b. Develops fundraisers and events for Alpha Nu Omega's philanthropy.
 - c. Keeps records of brothers or pledges who have participated in aforementioned events
2. Diversity Relations
 - a. Coordinates events, which involve the fraternity with groups with different ethnic, religious, or political backgrounds and opinions.
 - b. Promotes and plans events with non-Greek, minority organizations.
3. Social Chair
 - a. The social chair is responsible for the organization of social events on campus.
 - b. This could include, but is not limited to, events with sororities and other fraternities, rush recruitment events, intramural sports, events with non-Greek organizations and formals.
4. Historian
 - a. The historian is responsible for keeping the records of the fraternity.
 - b. The historian should take pictures, keep membership lists, keep a journal of events, and keep up with the history of the fraternity.
 - c. Should be in contact with the secretary and alumni relations.
 - d. Responsible for upkeep of the website.
5. Pledge Educator
 - a. Acts as rush chairman, and works with the social chair for formal recruitment events.
 - b. Acts as a mentor to the pledges.
 - c. Introduces the standards of Alpha Nu Omega to the new pledges
 - d. Attends Greek 101 with the pledges.
6. Alumni Relations Coordinator
 - a. Responsible for keeping up the mailing list for the alumni.
 - b. Aids in sending out the newsletter.
 - c. Collects information about alumni that goes into the newsletter.
7. House Corporation Representative
 - a. Makes insurance payments on time for the fraternity house
 - b. In charge of the house financial fund.
 - c. Responsible for upkeep of the house.

8. Career Development Coordinator
 - a. Works with alumni who come into the school to help students network into the career field.
 - b. Aids members of Alpha Nu Omega in their networking process.
9. Judicial Officers
 - a. See STRUCTURE OF THE ALPHA NU OMEGA JUDICIAL BOARD

MEETINGS

1. **Regular.** Alpha Nu Omega shall hold a mandatory meeting every Sunday during the school year.
2. **Special.** A special meeting of Alpha Nu Omega may be called by the President when necessary and shall be called by his upon the written request of any member of Alpha Nu Omega.
3. **Alumni.** There will be an Alumni Enrichment Meeting once per month, in which the members of the fraternity will update the alumni with the happenings of the fraternity.
4. The secretary shall be responsible for notifying his chapter members of all regular and special meetings of Alpha Nu Omega.