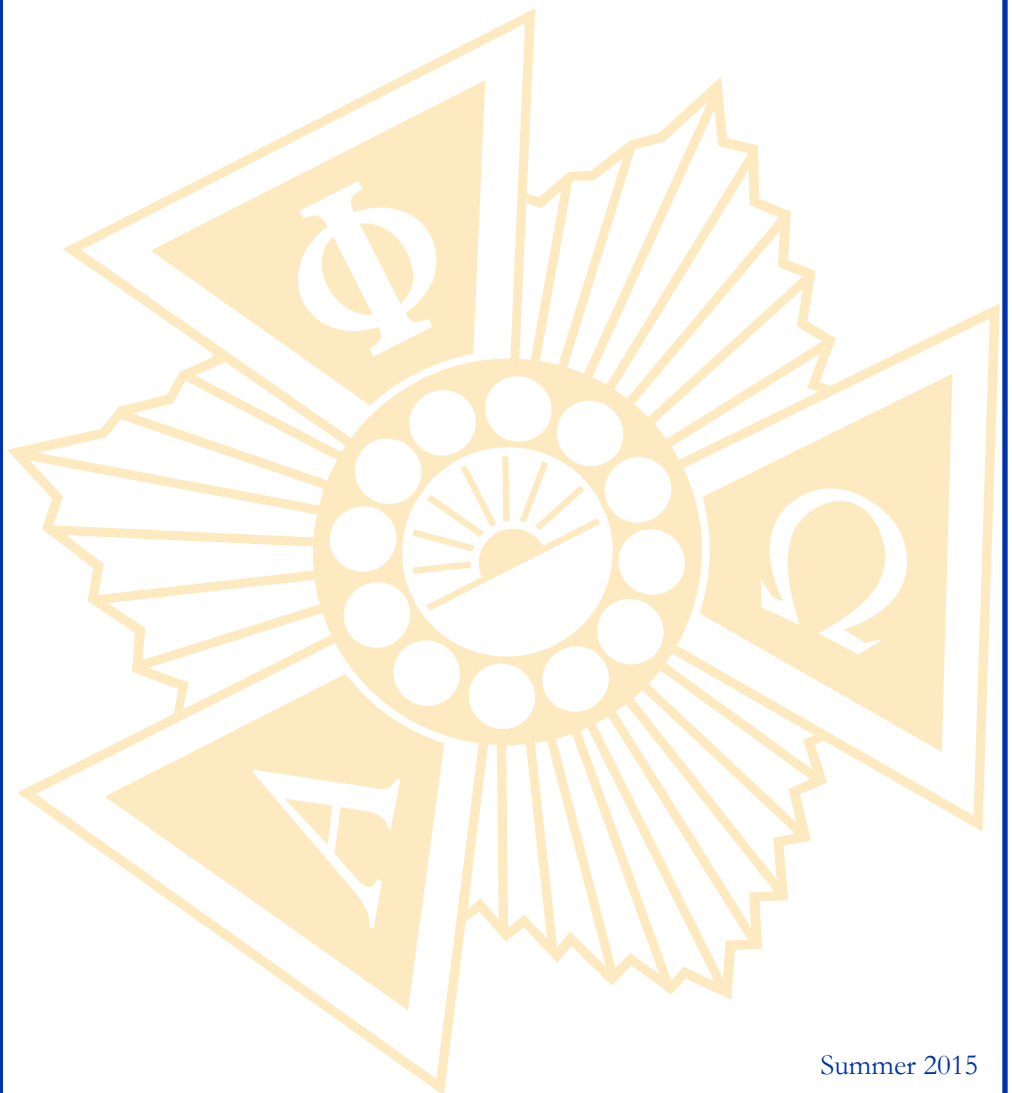


Alpha
Phi
Omega



FRATERNITY OPERATIONS & POLICY
MANUAL



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Summer 2015

ALPHA PHI OMEGA

FRATERNITY OPERATIONS AND POLICY MANUAL

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The Board of Directors voted at their June 2012 meeting to split the Board Policy Manual and Fraternity Operations & Policy Manual in to two documents.

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CATEGORY I – FRATERNITY OPERATIONS AND POLICY MANUAL

Policy - I. Precedence.

The Fraternity Operations and Policy Manual may not conflict with the National Articles of Incorporation or the National Bylaws (BD13) In the event that a conflict should arise as the result of a change to the Articles of Incorporation or the National Bylaws (BD13), the portion of the policy that is in conflict shall no longer be in effect. All remaining portions of the affected policy which are not in conflict will remain in effect.

Policy - II. Amendments.

1. Amendment by the National Convention
 - a. This manual may be amended by majority vote of the National Convention provided the proposed amendment is considered and placed on the agenda by a National Convention Reference Committee (BD13).
 - b. Amendments (BD13) to the Fraternity Operations and Policy Manual become (BD13) effective at the conclusion of the National Convention unless otherwise specified.
2. Amendment by the Board of Directors
 - a. This manual may be amended by majority vote of the Board of Directors provided the proposed amendment is submitted to the National Office no later than 15 days in advance of the Board meeting at which the amendment will be considered. (BD13)
 - b. Amendments (BD13) to the Fraternity Operations and Policy Manual become effective upon approval by the Board of Directors unless otherwise specified.

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CATEGORY II - ORGANIZATIONAL

SUB-CATEGORY 1. NATIONAL - RESPONSIBILITIES/RIGHTS

Policy - I. Board Policy Manual

1. A Board Policy Manual consisting of the operating policies of the Board of Directors will be written and supplied to the members of the Board of Directors. The Board of Directors shall determine the method and procedures by which this can be amended.
2. A Board Policy Manual will be distributed to sectional chairs and the chairs of national committees.

Policy - II. Fraternity Long-Range Plan(s).

The Board of Directors shall establish long-range plan(s) and related goals as necessary for the Fraternity. This shall be done in a manner established by the Board of Directors.

Policy - III. Standing Committee Goals.

Each standing committee will set goals at the first Board meeting following a National Convention. All goals should be in line with the Fraternity's long range plan(s).

The following revisions to Policy III will take effect at the 2016 National Convention (NC14):

Policy III. National Operations Council

1. *The duties and general membership of the National Operations Council are defined in the Bylaws of the National Fraternity.*
2. *There shall be one national program chair appointed to oversee, coordinate, and be responsible for each of the following program areas:*
 - a. *Alumni Relations*
 - b. *Extension*
 - c. *Finance & Operations*
 - d. *International Relations*
 - e. *Leadership Development*
 - f. *Membership*
 - g. *Service*
 - h. *Volunteer Development*

Policy - IV. Committee Activities.

All national committee activities are to be coordinated through the National Office. Any financial arrangement shall be disclosed to the Board of Directors and any significant arrangement must have prior approval of the Board of Directors.

The following revisions to Policy IV will take effect at the 2016 National Convention (NC14):

Policy IV. National Standing Committees and Subcommittees

1. *General Provisions:*
 - a. *For each program area listed in Policy III, Item 2, there is established a national standing committee. Each committee shall consist of a chair and a number of other members. The national program chair for the program area shall serve as chair of the committee. Members of each committee and subcommittee shall be appointed by the National President, with the approval of the National Board of Directors, upon the recommendation or nomination by the committee's chair.*
 - b. *Each standing committee will set goals at the first Board meeting following a National Convention. All goals should be in line with the Fraternity's long range plan(s).*
 - c. *All national committee activities are to be coordinated through the National Office. Any financial arrangement shall be disclosed to the Board of Directors and any significant arrangement must have prior approval of the Board of Directors.*
 - d. *Each national standing committee may have one or more subcommittees, whose membership is derived from its regular membership. Additionally, the following subcommittees are hereby established, and membership for these committees is not*

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limited to the membership of the respective national standing committee under which they operate:

- i. History and Archives Committee (a subcommittee of the Finance & Operations Committee)*
- ii. Scouting and Youth Services Committee (a subcommittee of the National Service Committee)*
- iii. Technology Committee (a subcommittee of the Finance & Operations Committee)*

The chairs of the specific subcommittees named in items i, ii, and iii above, shall be appointed in the same manner as the chairs of the national standing committees.

2. National Standing Committee Jurisdiction and Responsibilities

- a. NATIONAL ALUMNI RELATIONS COMMITTEE. It shall be the duty of the committee to coordinate all alumni affairs of the Fraternity, and to promote continued alumni interest in the Fraternity's ideals and programs.*
- b. NATIONAL EXTENSION COMMITTEE. It shall be the duty of the committee to promote and encourage the reactivation of previously voided charters within the United States, and to promote and encourage the formation of new chapters within the United States. Pursuant to its charge, the committee shall make recommendations for improvements to the extension process, and shall take into account the different types of educational institutions in that regard.*
- c. NATIONAL FINANCE & OPERATIONS COMMITTEE. It shall be the duty of the committee to propose ways and means to finance the Fraternity adequately, to propose expenditures through annual budget recommendations and a written report, to oversee and coordinate the Fraternity's fundraising programs and activities, to evaluate National Office personnel practices and operational procedures for the purpose of providing recommendations, advice and counsel to the National President, the National Executive Director and the National Board of Directors regarding personnel and operational matters, and to oversee the use and development of Fraternity symbols.*
- d. INTERNATIONAL RELATIONS COMMITTEE. It shall be the duty of the committee to monitor relationships between the Fraternity and other Alpha Phi Omega organizations world-wide, and the International Council of Alpha Phi Omega. The committee shall also be responsible for overseeing extension efforts in other nations, with a goal of forming new national Alpha Phi Omega organizations in other countries. Such oversight shall be within the areas agreed to by the International Council of Alpha Phi Omega. The committee shall also be responsible for coordinating the Alpha Phi Omega USA delegations to the national conventions of other international or national Alpha Phi Omega organizations, and shall assist in the welcoming and receipt of such delegations from other Alpha Phi Omega organizations to conventions of Alpha Phi Omega USA.*
- e. NATIONAL LEADERSHIP DEVELOPMENT COMMITTEE. It shall be the duty of the committee to establish and coordinate leadership development programs on the sectional, regional and national levels.*
- f. NATIONAL MEMBERSHIP COMMITTEE. It shall be the duty of the committee to promote and encourage programs and activities that serve and support chapters, to promote and encourage programs and activities for the enhancement of membership recruitment, retention and reporting in the Fraternity, and to promote and encourage programs and services for chapter advisors.*
- g. NATIONAL SERVICE COMMITTEE. It shall be the duty of the committee to develop a two-year national service program for consideration and action by the biennial National Convention; to stimulate effective and well-rounded service programs by instigating resource development and distribution; and to encourage high-quality chapter service programs through an effective program of promotion and recognition of chapter service activities, opportunities and incentives.*
- h. NATIONAL VOLUNTEER DEVELOPMENT COMMITTEE. It shall be the duty of the committee to initiate and coordinate identification, recruitment, development, retention and recognition programs for volunteers to work within and for the Fraternity.*

3. National Subcommittee Jurisdiction and Responsibilities

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- a. *NATIONAL HISTORY AND ARCHIVES COMMITTEE. The National History and Archives Committee shall consist of the National Archivist as chair, and a number of members as deemed necessary to discharge the duties of the committee. It shall be the duty of the committee to assist the National Archivist in recording and preserving the history of Alpha Phi Omega, to promote and encourage programs for chapters to record and preserve their history, to promote and encourage sections and regions to record and preserve their history, and to develop means by which our history may be shared with our membership. The Committee will also work with the National Office in securing and preserving records and other items of historical importance.*
- b. *NATIONAL SCOUTING AND YOUTH SERVICES COMMITTEE. The committee shall consist of a chair nominated by the national service chair to the National President. The appointment of the chair requires the approval as other chairs. The membership of the committee shall include a representative of the Boy Scouts of America, a representative of the Girl Scouts of the USA, and other members appointed in accordance with the provisions of Policy IV-1-a. It shall be the duty of the National Scouting and Youth Services Committee to advise the national service chair on relations between the Fraternity and youth service organizations; to offer suggestions to enable the Fraternity to be of greater service to youth; and to promote interest in Alpha Phi Omega among professional and volunteer leaders of youth-service organizations.*
- c. *NATIONAL TECHNOLOGY COMMITTEE. The committee shall consist of a chair, and as many members as are deemed necessary to discharge the duties of the committee. It shall be the duty of the committee to review, implement, and monitor the National Technology Plan, and to provide input on the acquisition and evaluation of technological improvements on behalf of the Fraternity.*

Policy - V. Special National Committees.

Special National Committees. The National President appoints all Special National Committees with the concurrence of the Board of Directors. All Special National Committees expire at the close of the next National Convention.

NATIONAL STUDENT ADVISORY COMMITTEE. The National President shall appoint, after consultation with and upon the recommendation of each Regional Director, a number of Active Members from each Region, according to the following chart:

# of Chapters In Region	# of Students
0-20	1
21-40	2
41 or more	3

When a region gains or loses enough chapters to gain or lose a seat on the committee, that gain or loss is applied immediately. In the event that a region gains a seat, the Regional Director shall recommend one or more Active Members, from whom the National President shall appoint one. In the event that a region loses a seat, the Region Director shall notify the National President, within thirty (30) days of the loss, which Active Member from that region is to be removed from the committee. (NC12)

Policy - VI. Spirit and Standards Committee.

The Spirit and Standards Committee shall be a special national committee and shall monitor and direct investigations of specific charges of chapters, alumni associations, or individuals failing to uphold Alpha Phi Omega membership policies and the risk management policies. The National Vice President shall serve as the chair of the Spirit and Standards Committee.

Policy - VII. Development of Budget.

The National Finance and Operations Director and the National Finance and Operations Committee will review the needs of national committees, national staff, long-range plan(s) and available funds in preparing Fraternity budget proposals. Fraternity budget proposals shall then be reviewed by the Executive Committee of the Board of Directors prior to presentation to the Board of Directors for approval.

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Policy - VIII. Publications Content.

Each national committee, subject to the editorial authority of the National Executive Director and the National President, will be responsible for development of all materials dealing with their respective subject areas. Style will be in compliance with all published material supplied through the National Office.

Policy - IX. Regional Boundary Considerations.

Regional boundaries, submitted by the National Board to the National Convention, should contain as practical an equivalent number of chapters as reasonable geographic alignment of sections allow.

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SUB-CATEGORY 2. NATIONAL - PARTNERSHIPS AND AFFINITY RELATIONSHIPS

Policy - I. National Relationship Policy.

1. This policy shall guide the cultivation and establishment of relationships between Alpha Phi Omega and other national organizations.
2. Definitions:
 - a. Relationship Principles — Alpha Phi Omega standards which guide the cultivation of relationships with other national service organizations.
 - b. Agreement Components — Alpha Phi Omega's standard language for every agreement established with other national service organizations.
 - c. Relationship Agreement — The written, agreed upon understanding which governs the relationship between Alpha Phi Omega and another national service organization.
 - d. Partner — A national service organization, with which Alpha Phi Omega seeks to establish or has established an ongoing relationship.
 - e. Liaisons — The designated contact persons responsible for facilitating the relationship and ongoing communication between Alpha Phi Omega and other national service organizations.
3. Relationship Principles: Relationships, which Alpha Phi Omega seeks to cultivate with other national service organizations, will be guided by these principles:
 - a. The privacy of Alpha Phi Omega's members will be respected by not sharing individual identifying membership information with Partners (i.e., donor lists, membership lists, etc.)
 - b. Relationship Agreements will enhance and seek to further Alpha Phi Omega's Cardinal principles of Leadership, Friendship and Service.
 - c. Relationships will be cultivated with organizations who have missions congruent with that of Alpha Phi Omega, and whose primary purpose is focused on volunteerism, community service, youth service or leadership.
 - d. Relationship Agreements will garner benefits for Alpha Phi Omega members regardless of their geographical location.
4. Agreement Components: In honor of the above Relationship Principles, the following components will guide Relationship Agreements established with other national service organizations:
 - a. The mission of the Partner must be congruent with Alpha Phi Omega's mission.
 - i. Alpha Phi Omega's resources must be invested in endeavors compatible with its own mission.
 - b. The Partner's primary purpose must be volunteerism, community service, youth service or leadership development.
 - i. It is important that Alpha Phi Omega's resources be directed towards endeavors, which promote its own mission and national goals.
 - c. The Partner must have a presence across the country.
 - i. In order to maximize the benefit to all Alpha Phi Omega groups, the Partner must have a national presence in at least three-fourths of the states.
5. The Partner must have tangible services and/or products to offer Alpha Phi Omega chapters at the local level.
 - a. Alpha Phi Omega resources should first be channeled towards avenues with direct benefits for active members and secondarily towards avenues with benefits to alumni members.
6. Alpha Phi Omega and the Partner must agree to mutually publicize (both electronically and in print) in each other's organizations.
 - a. It is appropriate to publicize the relationships in which Alpha Phi Omega engages in and to expect reciprocation.
 - b. Publication of each other's organizations should, at a minimum, occur via links on World Wide Web pages and in various printed materials.
7. Alpha Phi Omega and the Partner will invite one another to appropriate meetings, training events and conventions.
 - a. Alpha Phi Omega will attend Partner functions as resources allow.

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- b. Partner organizations will be subject to national convention policies concerning booths, exhibits and displays.
- 8. Alpha Phi Omega and the Partner must each identify a liaison as the point-of-contact responsible for regular communication regarding partnership matters.
 - a. Single points-of-contact minimize confusion and miscommunication.
 - b. Regular communication between the organizations ensures that the relationship benefits continue and potential issues or concerns are resolved in a timely manner.
- 9. Alpha Phi Omega and the Partner will develop and sign a Relationship Agreement to be ratified by both organizations' governing authorities, and reviewed biennially at the July Board Meeting following each national convention for possible continuation.
 - a. Relationship Agreements will be reviewed by Alpha Phi Omega's National Board of Directors.
 - b. Biennial review for continuance will ensure partnerships continue to be useful and meaningful to both organizations.

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SUB-CATEGORY 3. REGIONAL

Policy - I. Regional Elections.

The National President appoints members of the Board of Directors to conduct the election of regional directors at regional meetings held at national conventions.

Policy - II. Regional Director Elections Procedure.

Regional director elections shall be conducted as follows:

1. Open floor for nominations.
2. Candidate is nominated.
3. Candidate is seconded.
4. Candidate accepts or declines the nomination.
5. Repeat steps 2-4 as needed.
6. Close nominations.
7. The candidate makes a three (3) minute or less speech - at this time all other candidates shall be asked to leave the room.
8. Together all candidates have a total of ten (10) minutes or less for questions and answers.
9. Chapters caucus for no more than three (3) minutes.
10. If only one (1) candidate has been nominated the candidate can be voted in by acclamation at this time.
11. If a ballot vote is taken, the candidate that receives a majority of the votes is declared the winner.

Policy - III. Regional Goals.

Regions will set goals in all areas of operation on an annual basis. The responsibility for doing this shall be with the regional director, working with sectional chairs in the region. Goals should be in support of the Fraternity's long-range plan(s).

Policy - IV. Conference Finances.

In the planning and conduct of regional conferences, meetings and activities, the host chapter will receive money, receipt for same, and pay all the bills through the chapter account.

Policy - V. Chapter Programs.

Regional directors are directed to work with chapters on programs of education and to take such action as they deem to be in the best interest of the Fraternity, within the limits of the National Bylaws and these policies.

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SUB-CATEGORY 4. SECTIONAL

Policy - I. Sectional Boundaries.

Working with the National Executive Director, the National President has the authority to resolve specific geographical and administrative problems within given sections.

Policy - II. Sectional Conference Finances.

In the planning and conduct of sectional conferences, meetings and activities, the host chapter will receive money, receipt for same, and pay all the bills through the chapter account.

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SUB-CATEGORY 5. CHAPTER

Policy - I. Chapter Incorporation.

A chapter may become incorporated. The chapter which seeks to incorporate must agree to at least the following:

1. To abide by all governing documents and policies of the Fraternity and the Board of Directors.
2. To be responsible for all costs of forming and maintaining the corporation, including legal fees;
3. To be responsible for obtaining a tax-exempt status;
4. To recognize that any violation of the Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, Fraternity Operations and Policy Manual or resolutions of the National Convention and the Board of Directors will result in the suspension or revocation of its charter;
5. To recognize that it has the use of the name Alpha Phi Omega, and the ritual and property of Alpha Phi Omega as a licensee, which license may be terminated at the discretion of the National Fraternity;
6. To recognize that upon any revocation of its charter or written order from the National Fraternity, it will discontinue the use of the name Alpha Phi Omega or the use of any of Alpha Phi Omega's rituals and return any property to Alpha Phi Omega and;
7. To recognize it is a separate legal entity and that its financial obligations and liabilities belong solely to it, not to the National Fraternity. In exchange for these agreements the National Fraternity will allow the incorporated chapter to use the name and ritual of Alpha Phi Omega.

Policy - II. Procedures for incorporation of Alpha Phi Omega chapters.

The National Board of Directors of Alpha Phi Omega has determined that the individual chapters of the Fraternity may incorporate. The relationship between the chapter and the National Fraternity will not change. Incorporated chapters will be required to follow the guidelines of the National Articles of Incorporation, Bylaws, National Convention resolutions and policies and the National Board of Directors resolutions and policies. Incorporated chapters will be afforded the same rights and liabilities as unincorporated chapters in all respects. The failure or refusal to follow the guidelines listed above subject a chapter to possible suspension or revocation of charter.

Before incorporating it is necessary for each chapter to consider the obligations which may be required by political bodies. Corporations are chartered through state governments. The states normally require a variety of incorporation documents to be filed, minutes to be maintained, annual reports and other reports to be maintained and filed. Fulfilling these requirements will take time and, in many instances, money. The incorporating chapter will be responsible for fulfilling all such requirements and specifically will be responsible for all costs, including attorneys' fees, which may be incurred. As a tax-exempt organization, Alpha Phi Omega has been required to follow incorporation procedures dictated by Section 501 (c) (3) of the Internal Revenue Code. To protect the National Fraternity's tax-exempt status, each chapter to be incorporated must also follow the provisions of that code section. As a separate legal entity, the incorporated chapter may desire to obtain its own tax-exempt status. Necessary filing with the Internal Revenue Service will also need to be made and maintained.

If the chapter still desires to incorporate, the procedure is as follows:

1. The chapter must be in good standing with the National Fraternity, having filed all reports and paid all dues;
2. The chapter must obtain and forward written permission to incorporate from the administration of the college or university at which it is chartered.
3. The chapter, or its attorney, will prepare the necessary incorporation documents bearing in mind:
 - a. The name may not be solely Alpha Phi Omega (it may be, for example, Alpha Chapter, Alpha Phi Omega or such other derivative as would differentiate that corporation from Alpha Phi Omega);
 - b. The purpose of the chapter should be identical to or consistent with the purpose of the National Fraternity;

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- c. The requirements of Section 501(c) of the Internal Revenue Code should be followed and particularly the provisions for distribution of any remaining assets in the event of dissolution should name Alpha Phi Omega National Service Fraternity, as the distributee (any such assets will be held in accordance with the policies of the National Fraternity concerning dissolved or inactive chapters);
 - d. The incorporation documents should be consistent with all provisions of the Standard Chapter Articles of Association, National Articles of Incorporation, and National Bylaws.
 - e. Copies of all of the chapter incorporation documents will be forwarded to the National Office contemporaneously with filing with the respective state governments.
4. The incorporating chapter must sign the License Agreement (included in the attachments section of this manual) and forward the License Agreement to the National Office prior to incorporation;
 5. Within thirty (30) days after incorporation, the chapter must ratify, sign and forward a copy of the License Agreement (included in the attachments section of this manual) to the National Office.

Policy - III. Academic Standards.

All members are encouraged to promote and maintain the highest academic standards possible. Each chapter should set an example on their campus by encouraging a support system of educational assistance to the pledges and members of the chapter who may need or desire academic help, within the academic guidelines of the university.

Policy - IV. Alumni Secretary.

Because alumni provide a valuable source of knowledge and experience, and communication between alumni and undergraduates is necessary, each chapter shall appoint or elect an alumni secretary who is strongly urged to act as an intermediary between the chapter and its alumni.

Policy - V. Alcohol Misuse and Abuse.

Alpha Phi Omega supports the efforts of alcohol education and encourages each chapter and its members to set an example by promoting responsible drinking whenever alcoholic beverages are present. Alpha Phi Omega also encourages each chapter to support its campus's and community's efforts to educate the student body and general public regarding the effects of alcohol misuse and abuse.

Policy - VI. Alcohol and Drugs - Chapter Membership Program.

Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages nor illicit nor recreational drugs (NC14) as part of their membership recruitment "rush" or pledge education programs. A violation of this policy shall be deemed a violation of the Membership Policies and Risk Management Policies of Alpha Phi Omega National Service Fraternity.

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SUB-CATEGORY 6. INTERNATIONAL

Policy - I. International Supporter Program.

1. The International Supporter Program is a voluntary support program for those interested members and alumni of recognized Alpha Phi Omega national organizations. This program should not be construed as any type of Alpha Phi Omega membership category.
2. For the minimum annual contribution of fifty (\$50) dollars US the supporter is entitled to:
 - a. annual Fraternity communications;
 - b. the ability to purchase merchandise from the National Office (except for ritual and active membership materials);
 - c. an international supporter pin.
3. The International Supporter program is not an actively promoted program and is not meant as a part of our fundraising program. It exists as a fraternal courtesy to our brothers and sisters of other national Alpha Phi Omega organizations.

Policy - II. International Council of Alpha Phi Omega.

All agreements ratified by Alpha Phi Omega and currently in effect as part of its participation in the International Council of Alpha Phi Omega shall be included in the appendix of the Fraternity Operations and Policy Manual.

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CATEGORY III - AWARDS AND RECOGNITIONS

SUB-CATEGORY 1. NATIONAL

Policy - I. National Distinguished Service Key (BD14)

1. Description: This award shall take the form of a blue key with diamonds and certificate is awarded at National Conventions (and on rare occasions at other special functions) to those who have distinguished themselves through outstanding service to the National Fraternity.
2. Selection: A Special National Committee shall be appointed by the National President to accept and consider nominations for and to determine the recipients of the National Distinguished Service Key. Membership on this committee shall consist of previous awardees appointed by the National President.
3. Criteria:
 - a. Distinguished service on a national basis; that is, making an outstanding and unique contribution to the welfare of the entire fraternity.
 - b. Exemplifying and furthering in demonstrable ways the principles of Leadership, Friendship and Service.
 - c. Making a sustained contribution in a leadership role over a period of time.

Policy - II. National Alumni Distinguished Service Key (BD14)

1. Description: This award shall take the form of the National Alumni Distinguished Service Key, which is a gold key presented to individual alumni, honorary, or advisory members who best exemplify the principles of Leadership, Friendship and Service and for outstanding service on a national level within or outside the Fraternity.
2. Selection: The National Distinguished Alumnus Key is awarded by the Alumni Relations and Internal Volunteer Development Committee. The committee shall establish necessary procedures to uniformly administer the National Distinguished Alumnus Key.
3. Criteria:
 - a. Candidates for the award shall be advisory, honorary, or alumni members of Alpha Phi Omega (active brothers are not eligible for this award).
 - b. Candidates for the award should exemplify outstanding characteristics in the area of service to others. Outstanding service may be exhibited through, or to, a brother's community, business, or educational affiliation and is not limited to Alpha Phi Omega activities.
 - c. Candidates do not have to be involved in alumni activities of the Fraternity.
 - d. Nominations for the award can be made from recognized alumni associations, active brothers, advisory, honorary (BD14) or alumni members.

Policy - III. Dean Arno Nowotny National Service Award

1. Description: This award shall take the form of a plaque presented at National Conventions to the chapter judged to have the best overall service program.
2. Selection is made by the Service, Scouting and Youth Services (BD14) Convention Reference Committee in session at the National Convention based on the two year time period between Conventions. Applications must be received by the Service, Scouting and Youth Services (BD14) Convention Reference Committee prior to it convening on the first night of the National Convention.
3. Criteria:
 - a. The chapter has conducted at least one project in each of the five areas of service:
 - i. Chapter-to the members of the Fraternity;
 - ii. Campus-to the student body and faculty;
 - iii. Community-to the community as a whole;
 - iv. Country-to the nation as participating citizens; and
 - v. Scouting-to the youth of the nation registered in any division of the Scouting Movement.
 - b. The chapter has participated in National Service Week and has reported their project to the National Office.

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- c. The chapter has conducted at least one project related to the National Program of Emphasis.
- d. The chapter has submitted at least one Project Sharing Form to the National Service Project Exchange at the National Convention.
- e. The percentage of active participation in the chapter's service program is considered in the selection.

Policy - IV. Josiah Frank Historians Award

1. Description: This award shall take the form of a plaque featuring the first Fraternity pin and be presented at National Conventions to the chapter compiling and maintaining the best chapter history which records and perpetuates the principles and traditions of Alpha Phi Omega.
2. Selection is made by the Awards and Appreciation Convention Reference Committee from among chapters submitting materials for consideration. Applications must be received by the Awards and Appreciation Convention Reference Committee prior to it convening on the first night of the National Convention.
3. Criteria:
 - a. The perpetuation and maintenance of chapter traditions such as service projects, founders' day celebration, etc.
 - b. The maintenance of a visual chapter history, such as a scrapbook.
 - c. The maintenance of a complete chapter administrative history, such as minutes of meetings, project reports, treasurer's records, etc.
 - d. The maintenance of a written chapter history.
 - e. Any other criteria deemed necessary or appropriate by the committee.

Policy - V. Earle M. Herbert National Friendship Award

1. Description: This award shall be presented every two years at the National Convention to the chapter who has the best overall membership program. Named in honor of Past National President Earle M. Herbert, the award is intended to honor chapters whose program best meets the needs of the members in maintaining their affiliation with the Fraternity.
2. Selection: Applications must be received by the Awards and Appreciation Convention Reference Committee prior to it convening on the first night of the National Convention. Presentations may be written, verbal or visual. Video, the format of which is approved by the National Executive Director in advance of the National Convention, is limited to 15 minutes in length.
3. Consideration for the award will include training activities, as well as fellowship activities, conducted by the chapter for the pledge and active members. Criteria:
 - a. Chapter growth and retention
 - b. Fellowship activities
 - c. Pledge, alumni and advisor involvement
 - d. Rush Program
 - e. Awards and recognitions given by the chapter
 - f. Attendance at inter-chapter events (i.e. sectional and regional conferences and National Conventions)
 - g. Participation in leadership and membership development programs

Policy - VI. M. R. Disborough Scouting Service Award

1. Description: This award shall be presented to recognize those chapters with exceptional service to Scouting as an integral part of their overall service program.
2. Selection: Applications must be received by the Service, Scouting and Youth Services (BD14) Convention Reference Committee prior to it convening on the first night of the National Convention.
3. Criteria:
 - a. Requires service to be performed by a chapter for Scouting.
 - b. Service should have a lasting effect.
 - c. The chapter's entire service to Scouting program must be included for consideration.
 - d. Service performed may be through a continuing program or through a single outstanding project.

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- e. Service performed by the chapter must incur direct involvement with youth registered in any division of the Scouting Movement.
- f. An appropriate committee at the National Convention will consider the number of youth served by the chapter's program or project.
- g. An appropriate committee at the National Convention will consider the number of active members of the chapter involved with the program or project.

Policy - VII. National Certificate of Appreciation

1. Description: This award shall take the form of a certificate presented to individuals, chapters or organizations that have made a significant contribution to the advancement of Alpha Phi Omega.
2. Selection: Awarded by the National Board of Directors on behalf of the National Fraternity

Policy - VIII. National Certificate of Recognition

1. Description: Awarded to all chapters on their fifth and multiples of their fifth anniversary.

Policy - IX. Maude Walker Young Award

1. Description: This award shall take the form of a national certificate presented for exceptional service rendered to an Alpha Phi Omega chapter or chapters by the spouse of an Alpha Phi Omega brother when the spouse has been neither an active nor advisory member of Alpha Phi Omega. The award is presented biennially on a Regional basis in a manner determined by each Region.
2. The criteria for this award shall be exceptional service rendered to a chapter or chapters that:
 - a. Is performed by a person who never seeks recognition or reward for assistance;
 - b. Contributes to the success of the service program;
 - c. Promotes friendship in the chapter(s); and
 - d. Encourages greater success and achievement by the chapter(s).

Policy - X. Joseph J. Scanlon National Certificate of Merit

1. Description: This award shall take the form of a certificate presented to a chapter.
2. Selection: Awarded by the National Membership and Extension Director on behalf of the Fraternity. For purposes of this certificate, the measurement shall be the total number of AAMD paid plus the number of initiates reported at the end of the fiscal year when compared to the prior year.
3. Recipient chapters must:
 - a. report 15 or more active Brothers after having reported fewer than 15 the prior fiscal year;
 - b. report a net growth of a least 5 active Brothers after having reported a total membership of between 15 and 50 the prior year; or
 - c. report a net growth of 15%, after having reported an active membership of 51 or more the prior year.

Policy - XI. Ellsworth P. Dobson National Certificate of Merit

1. Description: This award shall take the form of a certificate presented to an individual or group responsible for the extension or reactivation of a chapter.
2. Selection: Awarded by the National Membership and Extension Director on behalf of the Fraternity.

Policy - XII. Phyllis Churchill Tenney ("Mrs. T") Excellence in Advising Award

1. Description: This award shall take the form of a certificate presented to recognize service of an exemplary level over a substantial period of time to an individual chapter in the role of advisor. Presentations of award to be done at National and Regional Conventions or at times determined by the National Awards Chair.
2. Selection: Awarded annually by a special committee chaired by the National Awards Chair and including the Alumni Relations and Internal Volunteer Development Director and others to include student members. Nominations can be submitted by active or alumni members of the advisor's chapter. Selection committee will develop nominating process and timetable to seek a pool of nominees of which 2-4 will be selected per year.

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3. Criteria for evaluation may include (but not all required):
 - a. Long-term service of at least five years.
 - b. Significant participation in diverse chapter activities.
 - c. Working with other advisors such as in recruiting, training and advisory committee work.
 - d. Superior communications with chapter officers and actives
 - e. Contributing role in building chapter reputation on campus and in the community.
 - f. Clear demonstration of awareness of appropriate role of an advisor.
 - g. Accessible and approachable.
 - h. Fosters maturity and contributes to the leadership development of members.
 - i. Caring and concerned.
 - j. Assists chapter in keeping focused on larger picture and a blend of the cardinal principles.
 - k. Reputation and achievements outside chapter and Alpha Phi Omega.

Policy - XIII. Herbert G. Horton - Service to Youth Award

1. Description: This award shall take the form of a neck medallion, lapel pin, and certificate presented in recognition of active, alumni, advisory or honorary Brother who has made a significant contribution to the youth of their community through Scouting. The recipient is eligible to wear the generic Boy Scout Community Organization Award Square Knot if a registered member of the Boy Scouts of America. This award shall be presented annually at a regional conference or at the National Convention by a member of the National Scouting and Youth Service Committee.
2. Selection: Applications may be submitted by active Alpha Phi Omega chapters, recognized alumni associations of Alpha Phi Omega, currently registered Alpha Phi Omega chapter advisors, current Alpha Phi Omega alumni volunteers, or elected officers at the national, regional or sectional level. Completed application will be distributed for review and consideration to the designated members of the National Scouting and Youth Service Committee.
3. Criteria
 - a. Be an active, alumnus, advisory, or honorary Brother of Alpha Phi Omega in good standing.
 - b. Be a currently registered member of the youth service organization where they are seeking to promote the relationship with Alpha Phi Omega (i.e., Boy Scouts of America, Girl Scouts of the United States of America, Camp Fire USA, 4-H, etc.)
 - c. Be currently active with the youth service organization. Specific examples include:
 - i. BSA: Active with a Cub Scout pack, Boy Scout troop, Venturing crew, other BSA unit, local council, or the national organization.
 - ii. GSUSA: Active with a Girl Scout troop or group, local council, or with the national organization.
 - iii. Camp Fire USA: Active with a Camp Fire club, local council, or with the national organization.
 - iv. 4-H: Active with events and activities at the local, regional, state or national level.
 - d. Have displayed, through their activities with the youth service program, the principles and values of Alpha Phi Omega National Service Fraternity.
 - e. Have displayed outstanding dedication to the principles and values embodied within the youth service program they serve, such as, the Boy Scout Oath and Law (BSA); the Girl Scout Promise and Girl Scout Law (GSUSA); the Camp Fire USA Mission and Camp Fire USA Core Values (Camp Fire USA); and the 4-H Council Mission (4-H).
 - f. Display outstanding dedication to the furtherance of a relationship between Alpha Phi Omega and the youth service organization at a local, regional, state and/or national level.

Policy – XIV. Chapter of Excellence Award

1. Description: This award shall take the form of a plaque presented to chapters.
2. Selection: Awarded by the National Membership and Extension Director on behalf of the Fraternity to those chapters which meet the established criteria.
3. Criteria: Recipient chapters must:

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- a. Meet the prescribed minimum criteria outlined by the National Membership and Extension Committee.

Policy – XV. Pledge Program of Excellence Award

1. Description: This award shall take the form of a plaque presented to chapters.
2. Selection: Awarded by the National Membership and Extension Director on behalf of the Fraternity to those chapters which meet the established criteria.
3. Criteria: Recipient chapters must:
 - a. Meet the prescribed minimum criteria outlined by the National Membership and Extension Committee.

Policy - XVI. Scouting Certificates

1. Description: This award shall take the form of a certificate presented to recognize those scouts who receive the highest award of their scouting program and to assist in promoting Alpha Phi Omega to these future potential college students.
2. Selection: Awarded by chapters and alumni associations on behalf of the National Fraternity.
3. Criteria: Recipients may receive the certificate for one or more of the following:
 - a. Boy Scouts, Varsity Scouts, and Venturers who earn the Eagle Scout Award of the Boy Scouts of America;
 - b. Venturers who earn the Venturing Silver Award, Venturing Ranger Award, or Venturing Quest Award of the Boy Scouts of America;
 - c. Sea Scouts who earn the Sea Scout Quartermaster Award of the Boy Scouts of America;
 - d. Girl Scouts who earn the Gold Award of the Girl Scouts of the United States of America;
 - e. Camp Fire Boys or Girls who earn the Wo-He-Lo award of Camp Fire USA.

Policy - XVII. Pledge Class Namesake Honoree.

1. The National Board of Directors may at its summer meeting select a Fall Pledge Class Namesake Honoree to be announced before the beginning of the fall term.
2. The National President will appoint a committee of Board Members at the winter meeting of the National Board of Directors, to be chaired by the National Vice President, to solicit and consider nominations for that year's Fall Pledge Class Namesake Honor. All nominations that arrive in the National Office by May 1 will be considered by the committee. All nominations received in the National Office by the May 1 deadline will be distributed to all committee members by May 5.

Policy - XVIII. National Awards Committee.

1. The National Awards Committee shall be a Special National Committee for the purpose of selecting recipients of and administering Fraternity awards for which no other specific policies are in place. The National Vice-President shall serve as the chair of the National Awards Committee.

Policy XIX. The Howard R. Patton National Leadership Award

1. Naming the National Leadership Award after Brother Howard R. Patton.(NC12)

Policy XX. The John Mack Scholarship Review Committee (BD14)

1. The John Mack Scholarship Review Committee shall be appointed to review each cycle of John Mack Scholarship applications. The John Mack Scholarship Review Committee shall include, but not be limited to one reviewer representing each of the following four categories: the National Vice President or his/her designee; the Finance & Operations Director or his/her designee; along with two additional members as designated, one each, by the Vice President (1) and Finance & Operations Director (1) respectively. For the purpose of the John Mack Scholarship Review Committee, each reviewer may only be considered to be representing one of these four categories. The Vice President and Finance and Operations Director shall submit their recommendations for reviewers to the National President at least 15 days before the deadline for John Mack Scholarship application submission.

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SUB-CATEGORY 2. REGIONAL

Policy - I. Regional Distinguished Service Key

1. Description: This award shall take the form of a red key presented to persons who have distinguished themselves through outstanding service to their region.
2. Selection is made by an established or special regional committee. Appointment of the committee and eligibility for membership shall be governed by regional policy.
3. Criteria:
 - a. Distinguished service on a regional basis; that is, making an outstanding and unique contribution to the region as a whole.
 - b. Exemplifying and furthering in demonstrable ways the principles of Leadership, Friendship and Service.
 - c. Making a sustained contribution in a leadership role over a period of time.

Policy - II. Regional Alumni Certificate of Appreciation

1. Description: This award shall take the form of a certificate presented to an individual alumnus for outstanding service on a regional or sectional level within or outside the Fraternity.
2. Selection: This certificate is awarded by the Regional Alumni Councils.

Policy - III. Regional Distinguished Alumnus Citation

1. Description: This award shall take the form of a plaque presented to alumni, honorary, or advisory members in their respective regions who best exemplify the principles of Leadership, Friendship and Service.
2. Selection is made by the respective regional alumni councils. The National Alumni Relations and Internal Volunteer Development Committee shall establish necessary procedures to uniformly administer the Regional Organizational Distinguished Alumnus Citations.
3. Criteria:
 - a. Candidates for the award must be alumni, honorary, or advisory members.
 - b. Candidates should exemplify outstanding characteristics in the area of service to others. Outstanding service may be exhibited through, or to, a brother's community, business, or educational affiliation and is not limited to Alpha Phi Omega activities.
 - c. Candidates do not have to be involved in alumni activities of the Fraternity.
 - d. Nominations for the award can be made from recognized alumni associations, active brothers, advisory, or alumni members.

Policy - IV. Regional Certificate of Appreciation

1. Description: This award shall take the form of a certificate presented to persons or chapters deserving special regional recognition.
2. Selection: Awarded by the regional director on behalf of the region.

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SUB-CATEGORY 3. SECTIONAL

Policy - I. Sectional Distinguished Service Key

1. Description: This award shall take the form of a green key presented to persons who have distinguished themselves through outstanding service to their section.
2. Selection is made by an established or special sectional committee. Appointment of the committee and eligibility for membership shall be governed by sectional policy.
3. Criteria:
 - a. Distinguished service on a sectional basis; that is, making an outstanding and unique contribution to the section as a whole.
 - b. Exemplifying and furthering in demonstrable ways the principles of Leadership, Friendship and Service.
 - c. Making a sustained contribution in leadership role over a period of time.

Policy - II. Sectional Certificate of Appreciation

1. Description: This award shall take the form of a certificate presented to persons or chapters deserving special sectional recognition.
2. Selection: Awarded by the sectional chair on behalf of the section.

Policy - III. Sectional Chairman Certificate of Recognition

1. Description: This award shall take the form of a certificate presented to sectional chairs
2. Selection: Awarded by the regional director on behalf of the section.
3. Criteria: Awarded on their fifth and multiples of their fifth anniversary.

Policy - IV. Alumni Recognitions

1. The National Alumni Relations and Internal Volunteer Development Committee does not recommend, endorse, or recognize any alumni or other forms of recognition at this level, since there is no sectional alumni structure within the Fraternity.

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SUB-CATEGORY 4. CHAPTER

Policy - I. Chapter Distinguished Service Key

1. Description: This award shall take the form of a black key presented to persons who have distinguished themselves through outstanding service to their chapter.
2. Selection is made by an established or special chapter committee.
3. Criteria:
 - a. Distinguished service on a chapter level; that is, making an outstanding and unique contribution to the chapter as a whole.
 - b. Exemplifying and furthering, in demonstrable ways, the principles of Leadership, Friendship and Service.
 - c. Making a sustained contribution in a leadership role over a period of time.

Policy - II. H. Roe Bartle Chapter Award

1. Description: This award shall take the form of a certificate presented to chapters which achieve and maintain high standards of effectiveness in all aspects of their program and operations.
2. Selection is determined by the members of the chapter based on the Annual Charter Review.
3. Criteria are published in an annual report form to be submitted to the National Office. The form is distributed at the start of the academic year and the evaluation covers the chapter program and operations for the previous academic year.

Policy - III. Chapter Certificate of Appreciation

1. Description: This award shall take the form of a certificate presented to individuals or organizations deserving special chapter recognition.
2. Such certificates are available for chapters to request from the National Office.

Policy - IV. David B. Corning Chapter Program Reviver Award

1. Description: This award shall take the form of a certificate presented to individuals or groups responsible for reviving a chapter that is on the verge of going inactive.
2. Selection: Awarded by the National Membership and Extension Director on behalf of the Fraternity after consultation with the appropriate regional director. Any Alpha Phi Omega member (active, alumni, advisor, sectional, regional, and/or national volunteer or staff member) is eligible to submit a nomination for the award.
3. Criteria: Any individual or group is eligible.

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SUB-CATEGORY 5. ALUMNI

Policy - I. Alumni Association Distinguished Service Key

1. Description: This award shall take the form of an orange key awarded to persons who have distinguished themselves through outstanding service to their recognized alumni association.

Policy - II. Local Organizational Distinguished Alumni Citation

1. Description: This award shall take the form of a plaque presented to alumni, honorary, or advisory members in a recognized local alumni association who best exemplify the principles of Leadership, Friendship and Service.
2. Selection is made by a recognized local alumni association. The National Alumni Relations and Internal Volunteer Development Committee shall establish necessary procedures to uniformly administer the Local Organizational Distinguished Alumnus Citation.
3. Criteria:
 - a. Candidates for the award must be alumni, honorary, or advisory members of Alpha Phi Omega.
 - b. Candidates should exemplify outstanding characteristics in the area of service to others. Outstanding service may be exhibited through, or to, a brother's community, business, or educational affiliation and is not limited to Alpha Phi Omega activities.
 - c. Candidates do not have to be involved in alumni activities of the Fraternity.

Policy - III. Alumni Chapter Certificate Of Appreciation

1. Description: This award shall take the form of a certificate presented to an individual alumnus for outstanding service on a local level within or outside the Fraternity.
2. Selection: This certificate is awarded by a recognized geographical or chapter alumni association.

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CATEGORY IV - NATIONAL CONVENTION

SUB-CATEGORY 1. SELECTION

Policy – I. Convention Location.

1. There shall be four convention areas, the areas to be defined as follows:
 - a. Eastern—The States of Vermont, West Virginia and Pennsylvania, the District of Columbia, and all Atlantic Seaboard States except South Carolina, Florida, and Georgia.
 - b. Southern—Texas, Oklahoma, Arkansas, Louisiana, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, and all commonwealths, Territories and Possessions of the United States located in the Eastern Waters.
 - c. Western—All Pacific Seaboard states, and the States of Arizona, Nevada, Idaho, Utah, Montana, Wyoming, Colorado, New Mexico, Alaska, Hawaii, and all other commonwealths, Territories and Possessions of the United States located in the Western Waters.
 - d. North Central—Michigan, Ohio, Kentucky, Indiana, Wisconsin, Illinois, Iowa, Minnesota, Missouri, Kansas, Nebraska, South Dakota, and North Dakota.
2. The convention site shall be rotated so that in each eight year period the convention shall be held once in each area, rotating consecutively through the Eastern, Southern, Western, and North Central in that order.
3. The convention site shall not be held in the same city in the same area two consecutive times.
4. All bids for proposed sites for National Conventions shall be submitted in writing to the National Executive Director no later than July 1 of the year of the National Convention at which the bid will be presented; only those bids which meet the Fraternity's minimum prescribed criteria shall be submitted by the National Executive Director to the chapters and the Board of Directors at least eighty (80) days before the first legislative session of the next convention.
5. In the event that, between the time of the National Convention and the time of the negotiation of a contract with a hotel in the chosen host city, an agreeable contract cannot be made, the National Board of Directors will have the option of choosing a substitute host city from among those cities which submitted bids at the National Convention. If no other cities submitted bids, then the National Board of Directors will have the option of choosing any city within the same convention area.

Policy - II. National Convention Bid

1. The proposed city must be selected from the list maintained on the Fraternity's website and made available to any member who requests a copy. The list of cities shall include all cities that have a hotel large enough to accommodate the needs of convention on one property.
2. Minimum requirements for a convention bid. Alpha Phi Omega National Conventions averages almost 2,000 attendees. The following is a list of minimum requirements that must be in place before a bid can be submitted. These requirements will be reviewed by a committee composed of the National Executive Director and National Convention Coordinators after each National Convention to make changes if deemed necessary.
 - a. Each Bid must have the support of at least one chapter that was represented by at least one voting delegate at the previous convention.
 - b. The hotel(s) must have at least 600 sleeping rooms, and at least two-thirds (2/3) of the sleeping rooms must be double-doubles.
 - c. The hotel(s) must have at least 35 meeting rooms for workshops, seminars, and reference committees. A ballroom large enough for a banquet for 2,000. At least 15 suites with attached parlor rooms.
 - d. Each bid committee must coordinate with the National Executive Director prior to submitting a bid to insure that a proposed city meets minimum requirements of the Fraternity. The National Executive Director will inform the National President of the bids to be presented not later the summer Board of Directors meeting prior to the National Convention.
3. Bids should be focused on the following criteria:
 - a. How the local members (active and alumni) can support a convention

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- b. Suggestions on the best way to celebrate all things Alpha Phi Omega during this convention
- c. Average costs of flying to the city from 2 cities in each of the other 3 convention areas
- d. Number of food outlets within 5 blocks of the convention site
- e. Attractions in the proposed city that will be of interest to attendees
- f. Support that the local Convention and Visitors Bureau/Association will provide
- g. Types and typical costs of ground transportation options
- h. Current rack rate for a standard room for the hotels(s) being considered
 - i. Negotiations and discussions with specific hotels for a room rate during convention should NOT be undertaken under any circumstances by the bid committee.

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SUB-CATEGORY 2. CREDENTIALING

Policy - I. Alpha Phi Omega National Convention Legislative Body Credentialing Policy.

1. Categories and Identification
 - a. The following categories of individuals must be accurately credentialed in order for the National Convention Legislative Body to properly conduct the Fraternity's business:
 - i. Voting Delegates
 - ii. Non-Voting Delegates
 - iii. Invited Guests
 - iv. Legislative Floor Personnel
 - v. Facilities Personnel
 - b. So as to maintain order, secure access, and ensure trust in voting results, the National Executive Director shall define in advance of each National Convention how individuals in each category shall be differentiated from individuals in other categories and from individuals not credentialed to be part of the Legislative Body. Differentiation may include but not be limited to the issuance of colored name badges, colored arm bands, and/or other markers.
 - c. This policy shall primarily be interpreted by the Rules and Credentials Reference Committee of the National Convention. Credentialing decisions of the Rules and Credentials Reference Committee may be appealed to the National Convention Legislative Body by the proposal of an amendment of the motion to adopt the reporting of the Rules and Credentials Reference Committee.
2. Category 1: Voting Delegates - Voting delegates have the right to participate in floor debate and the right to vote.
 - a. Category 1(a): Chapters
 - i. Good Standing. A chapter must be verified to be in good standing in order to be represented by any voting delegates. The following procedures are used to verify good standing:
 1. A chapter that misses any reporting deadline or payment deadline is no longer in good standing after the deadline has passed. However, once the chapter has repaired its good standing defects, it will be considered to be in good standing. For example, a chapter may arrive at National Convention not in good standing, but can be verified to have returned to good standing by promptly submitting proof of corrective actions to the Rules and Credentials Committee in advance of the start of the first Legislative Body session.
 2. The requirements to be in good standing for the academic year currently in progress which have reporting deadlines already past shall be considered. All requirements to be in good standing for the most recent completed academic year shall also be considered. Requirements for prior academic years shall not be comprehensively revisited except for the consideration of accrued debt and for the pledging & initiation records for the specific active brothers or chapter advisors seeking to represent the chapter as voting delegates.
 3. To be in good standing, the chapter must not be more than 90 days delinquent in debt to the Fraternity. Debt shall be considered to accrue to as far back as the most recent of the chapter's chartering or re-chartering(s). However, note that a chapter which has not paid in full the Annual Active Membership Dues and Annual Insurance Fees by November 15 shall be considered to not be in good standing, since National Bylaws specifically defines those payments as part of the Annual Charter Reaffirmation process.
 - ii. Selection of Voting Delegates.
 1. Only active brothers and chapter advisors of a chapter registered for and in attendance at National Convention are potentially eligible to represent that chapter. Furthermore, a chapter advisor for a chapter is only eligible

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to be a voting delegate for that chapter if the chapter president has authorized that chapter advisor using the National Convention Legislative Body Advisor Delegate Authorization Form (located in the appendix of these policies). Individuals who only have pledge membership, honorary membership, or alumni membership with a chapter are not eligible to represent that chapter.

2. For each chapter in good standing, only one of the following scenarios can apply and its consequences followed. It is the intention of these scenarios to maximize the presence of active brothers representing their chapters in the Legislative Body.
 - a. If there are at least two active brothers from the chapter registered for and in attendance at National Convention, then exactly two active brothers shall be credentialed as voting delegates, each with one vote.
 - b. If there is exactly one active brother from the chapter registered for and in attendance at National Convention, then that active brother shall be credentialed as a voting delegate, and shall have the right to cast two votes on behalf of the chapter.
 - c. If there are zero active brothers and exactly one authorized chapter advisor (see National Convention Legislative Body - Advisor Delegate Authorization Form located in the appendix of these policies) from the chapter registered and in attendance at National Convention, then that authorized chapter advisor shall be credentialed as a voting delegate, and shall have the right to cast two votes on behalf of the chapter.
 - d. If there are zero active brothers and at least two authorized chapter advisors (see National Convention Legislative Body - Advisor Delegate Authorization Form located in the appendix of these policies) from the chapter registered and in attendance at National Convention, then exactly two authorized chapter advisors shall be credentialed as voting delegates, each with one vote.
 - e. If there are zero active brothers and zero authorized chapter advisors (see National Convention Legislative Body - Advisor Delegate Authorization Form located in the appendix of these policies) from the chapter registered and in attendance at National Convention, then there shall be no credentialed voting delegates for that chapter.
3. When there are more individuals who are eligible to be credentialed as voting delegates for a chapter than shall be credentialed, the selection of voting delegate status by individuals when they register for National Convention is presumed as the chapter's intention. If there is any uncertainty, communication shall be attempted with the chapter president to clarify the chapter's intentions.
 - iii. Substitution Procedure. The Rules and Credential Reference Committee shall consider substitutions for chapter voting delegates on a case-by-case basis. Generally substitutions will not be granted unless a chapter voting delegate is forced by unexpected serious circumstances to leave the National Convention without intention to return or becomes severely ill and bedridden.
- b. Category 1(b): National Board of Directors Voting Members.
 - i. Each member of the National Board of Directors who is defined as having voting power at National Board meetings shall be credentialed as a voting delegate with one vote.
- c. Category 1(c): Regional Alumni Voting Delegates
 - i. Each Region's Regional Alumni Council may elect a Regional Alumni Voting Delegate for that Region who shall be credentialed as a voting delegate.

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- ii. A simple majority vote is required to elect the Regional Alumni Voting Delegate when the minimum valid representation for the election procedure has been met. Nominations should be solicited from alumni within the Region.
 - iii. One of the following election procedures may be used:
 - 1. Open elections at a meeting of the members of the Regional Alumni Council to which all members of the council have received two weeks' notice. The minimum valid representation for this procedure is defined as a majority of the members of the Regional Alumni Council.
 - 2. A mail, e-mail, or phone ballot of the members of the Regional Alumni Council. All members of the council must be given adequate opportunity (at least two weeks) to participate in the election. The minimum valid representation for this procedure is defined as two-thirds of the members of the Regional Alumni Council.
 - 3. Any other appropriate method that has received prior approval by the regional director and the National Alumni Relations and Internal Volunteer Development Director. The minimum valid representation for this procedure is defined as two-thirds of the members of the Regional Alumni Council.
 - iv. It is recommended that at least one alternate delegate be elected along with the Regional Alumni Voting Delegate. The voting procedure used by the Regional Alumni Council must be documented by the regional alumni representative and the regional director using the National Convention Legislative Body Regional Alumni Voting Delegate Authorization Form (located in the appendix of these policies) prior to the start of the National Convention.
3. Category 2: Non-Voting Delegates - Non-voting delegates have the right to participate in floor debate, but not the right to vote.
- a. Category 2(a): Sectional Chairs
 - i. Duly elected or appointed sectional chairs shall be credentialed as non-voting delegates.
 - ii. A sectional chair who cannot attend a National Convention may, with the approval of the regional director for that section, use the National Convention Legislative Body Sectional Chair Substitution Form (located in the appendix of these policies) to designate a replacement for the purpose of being credentialed as a non-voting delegate.
 - b. Category 2(b): Chapters Not in Good Standing
 - i. Chapters which are not in good standing and which are unable to resolve the problems that prevent them from being in good standing before the start of the Legislative Body's first scheduled session may be represented by non-voting delegates.
 - ii. The same process for determining who shall be eligible and credentialed described in "Category 1(a): Chapters", sub-section "Selection of Voting Delegates" shall be used, except replacing "Voting Delegates" with "Non-Voting Delegates".
 - c. Category 2(c): Petitioning Groups
 - i. Petitioning groups may designate one or two petitioning group members to be credentialed as non-voting delegates.
 - ii. There are no good standing requirements for a petitioning group in order to be represented by non-voting delegates.
 - iii. Petitioning group advisors may be eligible to serve as the non-voting delegates for the petitioning group if and only if there are no petitioning group members registered for and in attendance at the National Convention and the petitioning group advisors have been authorized by the petitioning group president using the National Convention Legislative Body - Advisor Delegate Authorization Form (located in the appendix of these policies).
 - d. Category 2(d): National Board of Directors Non-Voting Members

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- i. Each of the members of the National Board of Directors who are defined as not having voting power at National Board meetings shall be credentialed as non-voting delegates.
- 4. Category 3: Invited Guests
 - a. The Legislative Body may invite specific individuals as guests and temporarily grant them access to the Legislative Floor and other privileges. These invited guests do not thereby receive the right to vote. Examples of such individuals include but are not limited to:
 - i. Advisors of each National Convention reference committee (in turn)
 - ii. Members of each National Convention bid committee (in turn)
 - iii. Candidates for National Fraternity elected offices
 - iv. Others as needed
- 5. Category 4: Legislative Floor Personnel
 - a. The National President may appoint various individuals and delegate the appointment of various committee members to assist with conducting the business of the Legislative Body. These individuals in such roles shall be credentialed to have access to the Legislative Floor when serving in such roles, but do not have the right to participate in floor debate and do not have the right to vote. Examples of such individuals include but are not limited to:
 - i. National Convention Parliamentarian
 - ii. National Convention Legislative Director
 - iii. National Convention Sergeant-At-Arms, advisors, and workers
 - iv. National Convention Floor Services workers
 - v. National Convention Photographer
 - vi. National Convention Chair and Convention Coordinator
 - vii. National Fraternity employees
- 6. Category 5: Facilities Personnel
 - a. Logistics of using a large meeting space for the legislative floor usually require facilities personnel from the hotel, convention center, catering, or other services companies to be physically present on the Legislative Floor during session. These individuals have neither the right to participate in floor debate nor the right to vote. However, they may or may not be wearing any specific marker of their credentialing status because they are not under the Fraternity's control.

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SUB-CATEGORY 3. LEGISLATIVE PROCESS

Policy - I. Convention Reference Committee Meetings.

Meetings of all National Convention reference committees (except nominations) are open to all delegates; except that closed executive sessions are possible at the discretion of the committee.

Policy - II. Amendment Proposals.

1. The National Executive Director receives proposed amendments to the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, rituals, ceremonies, symbols, Toast Song, and the Fraternity Operations and Policy Manual from any duly initiated member or an officially recognized group of the Fraternity for consideration by the National Convention.
2. Any corrections to the text of proposals for amendments to the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, rituals, ceremonies, symbols, or Toast Song must be submitted to the National Executive Director in writing or electronically at least sixty (60) days before the first legislative session of the next National Convention. All text or omission corrections of proposals must be submitted by the National Executive Director to the chapters and the National Board of Directors at least fifty (50) days before the first legislative session of the next National Convention. If there are no corrections, the National Executive director must send notification of this to the chapters and to the National Board of Directors no later than fifty (50) days before the first legislative session of the National Convention.

Policy - III. Reference Committee Advisors and Chairs.

National Convention reference committee advisors and reference committee chairs shall receive, at least three weeks in advance of a National Convention, pertinent information from the National Office preparing them for their roles at the National Convention.

Policy - IV. National Program of Emphasis.

The National Service Committee proposes for adoption by the National Convention biennially a National Service Program of Emphasis which may include specific objective areas of service to provide direction to chapter service projects.

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SUB-CATEGORY 4. PLANNING AND LOGISTICS

Policy - I. Admittance to Convention Sessions.

There shall be no admittance to any National Convention session without appropriate convention identification.

Policy - II. Convention Exhibits.

Convention exhibits, other than those pertaining directly to the Fraternity, are prohibited.

Policy - III. Society of Life Members.

Special recognition is given to those who are part of the Society of Life Members at National Conventions by a special ribbon to be attached to their delegate badge, recognition at the opening session, and attendance at the special alumni social reception.

Policy - IV. Convention Site Accessibility.

All National Convention sites and facilities must comply with public accommodation requirements of the Americans with Disabilities Act.

Policy - V. National Convention Program.

All proposals for the National Convention Program shall be referred to the National Convention Steering Committee and be subject to approval by the National President.

Policy - VI. Conditions of Sale of Chapter Originated Material.

There shall be no sale of items during the National Convention without the prior approval of the National Executive Director, based on the Conditions of Sale Agreement (located in the appendix of these policies). These shall be governed by the following:

1. Chapters wishing to have an item approved for sale at the convention should send to the Alpha Phi Omega National Office an exact sample of the item to be sold. The sample must be received no later than September 30, of the convention year. The chapter will be notified by the National Executive Director (approval or disapproval) within 5 days.
2. Items must be Fraternity-related and appropriate in nature for sale at a National Convention, and require approval by the National Executive Director.
3. The number of chapters authorized to sell material will be limited to twenty (20). Each chapter will be authorized to sell one item.
4. There is no guarantee regarding a minimum number of sales.
5. No more than four (4) similar-type items will be approved for sale on a first-come, first-approved basis.
6. Ten percent (10%) of the total sales price of each item sold will be given to the general operating fund of the National Fraternity at the close of the convention.
7. Sales will occur only during the operating hours and at the Fraternity store.
8. No items will be approved for sale which competes with the official souvenir. The Fraternity reserves to itself the use of the official convention logo.
9. A copy of the acknowledgement of these Conditions of Sale (located in the appendix of these policies), signed by the president of the chapter will be submitted with the sample item by each chapter wishing sale approval.

Policy - VII. Convention Refunds.

Refunds for convention registration and meals will be provided to anyone who cancels at least two weeks prior to the beginning of the convention. The Executive Director with consultation of the National Finance & Operations Director may authorize refunds when cases of extenuating circumstances are presented in writing within 30 days of the closing of convention.

Policy - VIII. National Convention Seminars.

The National Leadership Development Director has responsibility for seminar topics at National Conventions. Topics are selected in consultation with the National Convention Steering Committee and

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directors and chairs of the various Fraternity programs; however, staffing and scheduling is the responsibility of the National Leadership Development Committee.

Policy - IX. Convention Budget.

The Board of Directors approves the National Convention budget based on a recommendation of the National Finance and Operations Committee.

Policy - X. Selection of Convention Hotel.

The Board of Directors decides which hotel(s) will house each National Convention, based upon a report received from the National Executive Director.

Policy - XI. Convention Travel Arrangements.

Although members of the Board of Directors should urge chapter attendance at National Conventions, they should not become personally involved in promoting or making specific convention travel arrangements.

Policy - XII. Proposed Standing Rules of the National Convention of Alpha Phi Omega.

1. At the beginning of the each legislative session, the Rules and Credentials Convention Reference Committee shall report on the number of properly credentialed voting delegates and alternates registered as present. The Rules and Credentials Convention Reference Committee shall make a final report including the total number of voting delegates registered and other actions taken by the committee prior to the adjournment of the final Legislative Session.
2. The Rules and Credentials Convention Reference Committee shall issue all voting delegates a badge upon registration. All delegates are required to wear the badge at all times while on the floor of the Legislative Sessions and in a place that is readily visible to other delegates.
3. The Sergeants-At-Arms shall check delegates' badges before allowing them on the floor of the Legislative Sessions. No person shall be allowed on the floor of the Legislative Session without showing an official badge identifying that person as a delegate with floor privileges.
4. All delegates are required to sit in their designated seats.
5. The Sergeants-At-Arms shall be responsible for the general decorum of the Legislative Sessions; keeping the aisles clear at all times, seeing that no one stands on the floor or in the doorways while business is underway and assuring that no caucuses are held on the floor of the Legislative Sessions.
6. Communication devices, such as cell phones, computers, and tablets must be set to silent mode, or rendered otherwise unable to produce sound. Delegates shall not engage in text or phone conversations while on the floor of the Legislative Session. Posters, signboards, placards, banners and similar items shall not be brought onto the floor of the Legislative Session or into the gallery area.
7. There shall be no solicitation of funds or sale of any items among the delegates upon the floor except with the permission of the Chair.
8. There shall be no printed or electronic material of any sort distributed to the delegates upon the floor except with the permission of the Chair.
9. Delegates wishing to speak on an issue should approach the nearest microphone, hold up the color-coded card indicating their purpose in requesting the right to speak and wait for recognition. Upon recognition, delegates seeking the floor shall state their name and chapter or position and the reason for which they seek recognition.
 - a. Color-Coded Cards:
 - i. GREEN CARD - To speak in favor of a motion on the floor or to make a motion.
 - ii. RED CARD - To speak against a motion on the floor or to make a motion.
 - iii. WHITE CARD - To make a motion dealing with the general conduct of the meeting.
10. Each delegate may speak in debate once for not more than three (3) minutes on a motion and, at the discretion of the Chair, a second time for not more than two (2) minutes on the same motion. This limitation on debate does not apply to Reference Committee members responsible for presenting the pending report or action.
11. An Alpha Phi Omega member who is not a voting delegate may address a Legislative Session

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with the consent of a majority of the delegates. A non-member may address a Legislative Session at the invitation of the Chair.

12. Candidates:

- a. The names of candidates for national office may be submitted from the floor during the Opening Session on December 27 in the year in which the National Convention occurs, or directly to the Nominating Committee by noon on December 28 in the year in which the National Convention occurs. The Nominating Committee may draft additional candidates if it deems it to be in the best interests of the Fraternity.
- b. The Nominating Committee shall report out its recommended slate of officers to the Legislative Assembly by noon on December 29 in the year in which the National Convention occurs.
- c. As soon as practical after the Nominating Committee has reported its recommended slate, the Legislative Assembly will break into Regional Caucuses for the sole purpose of allowing each Region's representative on the Nominating Committee to explain the reasons for the recommended slate.
- d. After the Regional Caucuses have been held, the Legislative Assembly shall convene one or more Candidates Forums.
- e. In order to participate in the Candidates Forum, a candidate must have been named or drafted as a potential candidate in accordance with this Standing Rule.
- f. Only potential candidates who participate, in-person or by electronic means, in the Candidates Forum shall be eligible for nomination and election to office.
- g. A candidate who has met the criteria above to be an eligible candidate for an office of a higher rank shall be eligible for election to an office of lower rank. The order of rank of offices, from highest to lowest, is National President, National Vice President, and Program Director.

13. Nominations:

- a. Prior to the election for each national office, the Nominating Committee shall present its nomination(s) for office. After the Nominating Committee presents its nomination(s), the floor shall be opened for the nomination of potential candidates who participated in the Candidates Forum.
- b. All nominating speeches will be limited to one (1) nominating speech of not more than three (3) minutes and a maximum of two (2) seconding speeches of not more than one (1) minute each.

14. Elections shall be conducted on December 30 in the year in which the National Convention occurs.

- a. The order of election of national officers shall be first the National President, then National Vice President, and then Program Directors, with a majority vote required for election to a national office.
- b. For the election of Program Directors, each ballot shall be for unfilled positions, with no candidate's name being listed more than once on a ballot; two-vote delegates shall cast two ballots.
- c. In the event that a candidate is uncontested for a national office, a motion from the floor of the Legislative Session to elect by acclamation shall be in order and a voice vote may be taken.

15. All motions from the floor of the Legislative Session consisting of five (5) or more words, other than those related to procedural matters, shall be submitted in writing to the Chair at the time the motion is offered from the floor.

16. Any resolution, directive or other motion that has been considered by a Reference Committee but not placed on the agenda of the Legislative Session by a Reference Committee may be brought to the floor only by a petition signed by all of the voting delegates present from five chapters.

17. All main motions, except those dealing primarily with fiscal or financial issues, adopted by the National Convention, unless otherwise specified in such motion, shall take effect at the close of the Convention. Motions dealing primarily with fiscal or financial issues shall take effect at the commencement of the next fiscal year, unless otherwise specified.

18. Whenever a proper call for division is made a standing vote or standing counted vote shall be taken. A written ballot or vote by electronic device (if available) shall be obtained whenever as

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- many as ten (10) percent of the delegates present on the floor of the Legislative Session so request.
19. Regional elections shall be conducted at the Regional Meetings scheduled on December 30 in the year in which the National Convention occurs, following the format given to the Presidential appointee to conduct the election.
 - a. Nominations shall be accepted from the floor of these meetings.
 - b. A majority vote of the registered voting delegates present and voting from their respective Region is necessary for election of a Regional Director to the National Board of Directors.
 - c. The National President shall appoint persons to conduct the elections of the regional directors. The appointees shall report the results of the elections to the National Executive Director at the Board of Directors meeting immediately preceding the closing banquet for announcement at that meeting and the closing banquet.
 - d. The appointees shall be in charge of the Regional Meetings until the election is completed. The election shall be the first item of business at the Regional Meetings.
 20. All questions of individual behavior deemed to be a discredit to the good name of the Fraternity shall be referred to the Spirit and Standards Committee.
 21. Groups presenting bids to host the next National Convention shall be allowed to make a presentation to the voting delegates on the floor of the Legislative Session, at a time to be determined by the National President.
 - a. The presentation shall only use the audiovisual (AV), media and computer technology and equipment which is already available and provided on the floor of the Legislative Session. Groups shall not be allowed to bring in or set up additional AV, media or special effects equipment. All necessary presentation materials that will utilize the available equipment (disks, CDs, slides, video tapes, etc.) shall be provided to the Sergeant at Arms no later than 8:00 a.m. on December 29 in the year in which the National Convention occurs.
 - b. The presentation shall be no longer than ten (10) minutes in duration. After the presentation, the group will be given a maximum of five (5) minutes to answer questions posed by voting delegates. The time taken by a delegate to ask a question shall not be deducted from the time allotted for answering questions.
 - c. The order in which groups will give their presentations will be determined by random drawing.
 - d. At the conclusion of all presentations and question periods, delegates will vote on the potential host cities. In the event no city receives a majority, a run-off of the top two choices will be held immediately and without further presentations or question periods.
 22. The final Legislative Session of the National Convention shall be adjourned "sine die" no later than 11:59 p.m., December 30 in the year in which the National Convention occurs.
 23. National Convention Alcohol Policy: All Brothers of Alpha Phi Omega are responsible for compliance with laws regarding alcohol consumption. No alcoholic beverages will be served or consumed at Convention functions (e.g. dances, casino nights, talent shows, regional or sectional meetings, etc.) No alcoholic beverages in open containers will be transported or consumed in common or public areas of the hotel (e.g. halls, lobbies, elevators, etc.) excluding bars open to the public. Violation of local laws or hotel regulations while under the influence of alcohol will be viewed as a violation of the Fraternity's Convention Alcohol Policy.

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CATEGORY V - MEMBERSHIP AND EXTENSION

SUB-CATEGORY 1. GENERAL

Policy - I. Commitment to Growth.

1. We are committed to the growth of Alpha Phi Omega. Because we believe our Cardinal Principles have universal value, we are eager to make the Fraternity and its unique program of Leadership, Friendship and Service available to more students on more campuses.
2. We are committed to the substance and essence of Alpha Phi Omega. As we expand the Fraternity, we will remain true to our brotherhood's high standards and distinctive personality.
3. We are committed to active recruitment on behalf of Alpha Phi Omega. We will work to persuade others to become a part of the Fraternity, and we will make that process as accessible and welcoming as possible.

Policy - II. Membership of National Membership and Extension Committee.

The National Membership and Extension Committee, in the interest of expanding the perspective of the committee, should include representatives from the different geographic areas designated by the Fraternity.

Policy - III. Alpha Phi Omega Membership Policies

1. Pledge Ritual: The Pledge Ritual remains an effective statement of Fraternity policy regarding treatment of pledges during their preparation for active membership.
2. Initiation Ritual: The Initiation ritual remains an effective statement of Fraternity policy regarding conduct of members of Alpha Phi Omega.
3. Other Policies: In addition to statements in these rituals, it is the policy of Alpha Phi Omega that:
 - a. Membership shall be granted only by members of an active chapter, or by the National Board of Directors in the case of National Honorary membership.
 - b. Because all people have the potential to be of service and to be leaders and friends, active membership is open to all students and should represent a cross section of the student body. Chapters have the right to determine their own membership. Active membership shall be granted only within the context of the National Bylaws, the Standard Chapter Articles of Association, and the rules and regulations of the school involved.
 - c. Chapter membership requirements may be adopted that are not in conflict with state and local law, the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega, or the rules and regulations of the school at which the chapter is located; and that conform with the philosophy and policy of Alpha Phi Omega as outlined in the National Pledge Standards.
 - d. The purpose of a pledge program is to make it possible for pledges to acquire the knowledge and skills necessary to function as effective active members of this National Service Fraternity. Therefore, the ultimate aim of every pledging period is to teach the worth of human dignity, promote academic scholarship, instill a commitment to continuing service, provide opportunities to participate in leadership development experiences, and cultivate friendship among the pledges and with the active members. Pledge programs should also ensure that pledges become thoroughly familiar with the principles, ideals, and heritage of Alpha Phi Omega.
 - e. All pledging activities must have an articulable and reasonable positive benefit, be consistent with the principles and spirit of Alpha Phi Omega, and involve no risk of humiliation or injury to any person.
 - f. Those preparing for active membership are representatives of Alpha Phi Omega. As such, they shall be treated with the same degree of respect as active members and shall participate in, or be asked to participate in, only those activities that are consistent with the membership policies of Alpha Phi Omega. Of course, enumeration of these specific activities does not imply that all other practices are consistent with the membership policies of Alpha Phi Omega. All Membership activities and pledging requirements must be measured against the criteria set forth in this membership policy.
 - g. Practices that may be inconsistent with the membership policies of Alpha Phi Omega,

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depending on the facts and circumstances of each, include restrictive formation, dress requirements, and the manner in which pledges are addressed. Examples of Practices that do not meet this standard include:

- i. subjection to physical mistreatment such as road trips, kidnapping, paddling, branding, beating, forced activity, and confinement of any kind;
 - ii. participation in activities not directly related to their preparation for active membership such as physical conditioning or personal services for active, advisory, alumni, or honorary members;
 - iii. participation in activities that restrict such normal social functions as eating, social contacts, or personal hygiene;
 - iv. subjection to mentally or emotionally stressful situations as an integral part of their pledge activities;
 - v. blindfolding, except as part of the Pledge or Initiation Rituals; and
 - vi. subjection to informal ceremonies, traditions, rituals or initiations that are contrary to the policies or Bylaws of Alpha Phi Omega.
- h. Active members are responsible for maintaining chapter membership practices involving any members of the Fraternity, including actives, in strict accordance with the policies of Alpha Phi Omega and its stated and principles (NC12).
- i. Advisory, honorary, and alumni members of Alpha Phi Omega participate in supporting, but not dominating, roles to active chapters, enabling the active chapters to fulfill the purpose of Alpha Phi Omega. It, therefore, is not the function of members other than active members to direct the supervision of pledges or to direct the establishment of pledge or active member programs and policies in any chapter.
4. Enforcement: The National Fraternity, through its National Board of Directors, shall take appropriate action when inconsistencies or infractions of membership policies occur.

Policy - IV. Membership

Membership shall be open to all students and should be representative of the student body of the host institution.

Policy - V. Open Membership

Alpha Phi Omega National Service Fraternity values inclusion and a collaborative environment in which members' different perspectives and life experiences receive equal respect. We support diversity of ideas, beliefs, and backgrounds including sex, race, ethnicity, gender identity, sexual orientation, physical or mental ability, socioeconomic status, religion, and more. We recognize that diversity enhances Alpha Phi Omega's ability to achieve its mission of preparing campus and community leaders through service.

Alpha Phi Omega is committed to recruiting and maintaining a diverse membership that is representative of each campus on which we have a presence. Maintaining and sustaining diversity and inclusion depends on the shared responsibility, understanding, and cooperation of all members of the organization.

Furthermore, we are committed to incorporating cultural competence and cultural awareness through our leadership, professional development, and service. Diversity is imperative to establishing a legacy of welcoming individuals of all backgrounds, creating a culture where members value and appreciate differences through open dialogue and shared action, and ultimately strengthening our Fraternity. (NC14)

1. All chapters must practice open membership without regard of gender.
 - a. A chapter is considered to be in compliance with the Fraternity's Open Membership policy when the chapter:
 - i. uses bylaws, operating policies, recruiting programs, pledge education programs, and the like, which are devoid of language that requires a member or potential member to be of a certain gender;
 - ii. Makes a good faith and demonstrable effort, in all recruiting activities and in every pledge and rush period, to recruit college students, without regard to gender, for membership in the chapter.
2. Regional directors are strongly encouraged to provide educational and discussion opportunities related to this topic at their respective regional conferences.

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The following new Policy V, Sections 1-4 will take effect pending approval at the June 2015 National Board of Directors meeting following professional review of the National Legal Counsel:

1. *Alpha Phi Omega is a fraternal, membership-based organization open to people of all backgrounds who subscribe to the principles of this Fraternity. (NC14)*
2. *Membership may not be restricted on the basis of classifications including sex, gender identity, race, color, religion, national origin, age, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, sexual orientation, financial situation, political affiliation, or membership in other collegiate or Greek letter organizations. (NC14)*
3. *A chapter is considered to be in compliance with the Fraternity's Open Membership Policy when the chapter:*
 - a. *Uses bylaws, operating policies, recruiting programs, pledge education programs, membership requirements, service and fellowship programs, and the like, which are devoid of language or activities that prevent a member or potential member from joining or fully participating in the functions of the chapter; and*
 - b. *Makes a good-faith and demonstrable effort, in all recruiting activities and in every pledge and rush period, to recruit college students of all backgrounds for membership in the chapter. (NC14)*
4. *Regional directors and section chairs are strongly encouraged to provide educational and discussion opportunities related to this topic at their respective regional and sectional conferences. (NC14)*

Policy - VI. Underground Activities Membership.

1. The term "underground and unauthorized activity" refers to any and all activities which individuals or groups organize or participate in, whether or not those individuals or groups are members of the Fraternity, that:
 - a. attempt to start new chapters, or recharter inactive chapters without following the procedures as established by the National Board of Directors; and/or
 - b. attempt to confer upon any individual or group membership of any status within the Fraternity when such individuals or groups do not have the authority to confer any class of membership; and/or
 - c. attempt to imply, convey, or otherwise claim that other prohibited activities are legitimate and approved and/or related to activities of the Fraternity.
2. Engaging in underground and unauthorized activity is a violation of the Fraternity's Risk Management Policy, and could be a violation of other Fraternity policies or governing documents, including, but not limited to, the National Bylaws, the National Membership Policy, and the National Pledging Standards.
3. Engaging in underground and unauthorized activity is an action that is subject to disciplinary action in accordance with the policies on investigating allegations of hazing.
4. Members and groups of the Fraternity have the right to disagree with official Fraternity policy and may openly express such disagreements, but are not entitled to act contrary to official Fraternity policy, nor encourage, lead or cajole others into violating Fraternity policy. As well, they have the right to attempt to change official Fraternity policy through the regular process of the National Convention.
5. Members of the Fraternity who associate with or belong to groups that are known to sometimes engage in behavior that violates Fraternity policy do so at their own risk, and as such, accept the following potential consequences for doing so:
 - a. the stigma of association with those groups, and
 - b. Fraternity discipline for actions that constitute or support underground and unauthorized activity as defined above.
6. That some groups or individuals have operated as or called themselves by names, including, but not limited to, "Viking," and "25/52" or the "25/52 Family," and, by virtue of their past actions, stated aims and purposes contrary to those of Alpha Phi Omega, have engaged in underground or unauthorized activity as defined above. Furthermore, should these groups or individuals continue to engage in behavior that violates Fraternity policy, individuals participating in such activities are potentially subject to any and all appropriate discipline consistent with our Fraternity guidelines.

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SUB-CATEGORY 2. CHAPTER

Policy - I. Membership Goal Setting.

Chapters will set goals, including number of pledge and active members, through the Chapter Assessment and Planning Session format; these goals will be communicated to the National Office. Goals set should be in line with the long range plan(s) of the Fraternity.

Policy - II. National Pledging Standards.

The National Convention has adopted National Pledging Standards for use by all chapters. The standards and their rationales are as follows:

1. The general objectives of pledging. An appropriate period of pledging consists of a well-rounded program of opportunities in Leadership, Friendship and Service which has been recorded and authorized by the chapter. Requirements for the pledging period are to be provided to the pledges at the beginning of the pledge process.(NC12)
Rationale: This is the overall purpose of pledging and reflects the legal obligation of all members of Alpha Phi Omega.
2. Hazing during pledging. An appropriate period of pledging has no place for hazing practices. These include the degradation of individuals, personal service demands, and any other practices inconsistent with the spirit and principles of Alpha Phi Omega.
Rationale: The concept of pledge membership long ago progressed beyond such practices since they violate the member's obligation to state law, the National Bylaws of the Fraternity and the regulations of most campuses. Alpha Phi Omega members respect the worth of human dignity and, in firm support of our heritage of intellectual freedom, do not tolerate unequal or abusive treatment of any person.
3. The length of a pledging period. An appropriate period of pledging should be not less than six weeks or more than ten weeks in duration.
Rationale: Pledge membership and the period of pledging must provide adequate time for pledges to acquire the knowledge and skills necessary to function as active members of the Fraternity, and as officers of their chapter, and to develop the commitment for continuing service throughout their collegiate years and beyond. Pledgeship, whether as part of a structured pledge class or through individual contracting, must provide these opportunities but must not last for such a time period as to interfere with other obligations of the pledges.
4. Use of the Pledge Ritual. An appropriate period of pledging begins with the introduction of students into Alpha Phi Omega only by the Official Pledge Ritual and their timely registration with the National Office in the approved manner.
Rationale: No person may receive the rights, benefits, and privileges of pledge membership in Alpha Phi Omega until these requirements have been satisfied.
5. Wearing of Insignia. An appropriate period of pledging includes wearing an official pledge pin at all times.
Rationale: Chapter image, on and off-campus, is a vital concern of all members, new and old. The prominent and proud display of an Alpha Phi Omega Pledge Pin instills pride through identity with Alpha Phi Omega, signifies the chapter's presence on campus and in the community, and may also habituate all members to proudly wearing Fraternity insignia.
6. Instruction in pertinent facts. An appropriate period of pledging includes instruction in the National Bylaws; Standard Chapter Articles of Association; chapter bylaws; chapter officers and advisors; the decision-making processes of the chapter; key campus officials; and sectional, regional and national officers of the Fraternity.
Rationale: It is vital for every new member to develop a working knowledge of the operating rules and procedures of the National Fraternity, the individual chapter, and the sponsoring college or university campus. In addition, it is highly advantageous to be familiar with and knowledgeable of future resource personnel on campus, in the community, and within the Fraternity.
7. Alpha Phi Omega heritage. An appropriate period of pledging includes education in chapter, campus and Fraternity history, including our special ties to and relationship with the Scouting movement and our common background.
Rationale: The chapter, the sponsoring college or university, the National Fraternity, and the Scouting movement have rich heritages which should be shared with all those who follow. An

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appreciation of this common heritage, bequeathed to all current and future members, is a thing to be cherished.

8. Pledges in chapter meetings. An appropriate period of pledging includes direct observation by pledges of the decision-making process of the chapter.
Rationale: Pledges should be given the opportunity to have additional contact with the brothers and to learn more about how their chapter conducts business. The chapter retains the right to decide what portion and number of its meetings is appropriate for pledges to attend.
9. Inter-chapter relationships. An appropriate period of pledging includes an opportunity for all pledges to visit one neighboring Alpha Phi Omega chapter.
Rationale: One of the most difficult concepts for new members to grasp is the scope of our National Fraternity. The wide acceptance of Alpha Phi Omega, its principles, and the good works of its members span hundreds of campuses. Pledges should have the opportunity, firsthand, to see it functioning on campuses other than their own.
10. The development of leadership. An appropriate period of pledging includes the opportunity for each pledge to participate in chapter planning functions; leadership development experiences; and sectional, regional and national conferences and conventions.
Rationale: Our cardinal principle of leadership is often merely assumed rather than developed, and involvement in these opportunities satisfies this need well. Virtually every active member agrees that conferences and conventions on all levels provide a unique learning experience for all who attend. Conference and/or convention attendance additionally reinforces inter-chapter visitations by establishing an appreciation for the national scope of Alpha Phi Omega.
11. The promotion of Friendship. An appropriate period of pledging includes a requirement that each pledge meet and establish a fraternal relationship with all active, associate, advisory, and, when possible, honorary members of the chapter.
Rationale: For the newly initiated, fraternalism is often a difficult concept to understand because of stereotypes, confusion, or even ignorance. The exemplification of our cardinal principle of friendship and the unique role of collegiate fraternalism are experiences which, more than any other factor, will determine a pledge's willingness to remain committed throughout the collegiate years and beyond. All members of the chapter grow personally as these relationships are established and fostered.
12. Providing service. An appropriate period of pledging includes a weekly (or other appropriate) service obligation, equal to that required of active members to remain in good standing with the chapter. Sufficient projects must be available and all four fields of service should be embraced by the conclusion of the pledge period.
Rationale: Most people are willing to help others in time of need, but few are willing to make the many personal sacrifices which a life of service may demand. Our cardinal principle of service is the heartbeat of Alpha Phi Omega, and our fourfold service program encourages the experience of helping all in need, rather than just those who are in time of need. By designing this standard in such a fashion, we demonstrate that no more is demanded of pledges than of their active counterparts and that sufficient opportunity is provided for pledges to demonstrate their commitment to the service program in all four fields. It prepares pledges realistically for participation in the chapter service program as active members and strengthens the foundation for their way of life after graduation.
13. Pledge projects. An appropriate period of pledging requires the planning, organizing and execution of a chapter-approved service project of some significance under the leadership of pledge members.
Rationale: A period of pledge membership would be severely limited in effectiveness if it did not provide the opportunity for the development of necessary organizational planning and leadership skills which are required of active members in carrying out the service program of their chapter. This Standard thus carries a practical necessity while further implanting our cardinal principle of service in each member and deepening a lifetime commitment to serving humanity.
14. Academic obligation. An appropriate period of pledging gives high priority to the academic success of the pledges.
Rationale: Alpha Phi Omega is a collegiate fraternity and has an obligation to both its prospective members and to its sponsoring college or university to insure that the academic experience is both fulfilling and successful, supporting our heritage of educational freedom.

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15. The use of "pledge books". An appropriate period of pledging includes a requirement that each pledge maintain a permanent record which documents successful completion of the pledge program requirements, in such form, as the chapter may require.
Rationale: Each pledge should be evaluated on the individual achievement of program requirements whether as a member of a structured class or as an individual fulfilling a personal contract. This permanent record will be an objective source for the evaluation of these accomplishments as well as the likely source of significant personal memorabilia in years to come.
16. The Oath of Loyalty and Service. An appropriate period of pledging includes the presentation and explanation of the Oath of Loyalty and Service to the pledges by the officers supervising the pledge class.
Rationale: A presentation and explanation is needed to assist the pledges in fully understanding the commitments they will make to Alpha Phi Omega when they are initiated.
17. Replenishing membership. An appropriate period of pledging emphasizes the need to continue membership expansion.
Rationale: A good chapter continues to live not only through the service participation of its current members but also through their commitment to perpetuating its programs by extending membership opportunities to similarly dedicated students. This activity also further reinforces our national heritage of freedom of association.
18. Pledge period reviews. An appropriate period of pledging includes at least one opportunity at its conclusion for the constructive evaluation of the program. This evaluation should be made by both pledges and active members and should cover both individual performances and program goals.
Rationale: Chapter programs succeed not by mere repetition, but through careful reflection upon the successes and failures experienced each time the program is offered. Evaluation is the key to healthy programs, healthy members, and healthy chapters. Evaluation is also necessary to determine the individual successes of pledge members throughout the program. The process should reveal how well they satisfy the program requirements and how well they demonstrate that they are ready for the confirmation of active membership.
19. Method of selection following pledging. An appropriate period of pledging includes objective determinations for eligibility to receive active membership based upon the individual's successful completion of program requirements. The completion by a pledge of all chapter requirements established at the beginning of the pledging experience is a strong indication that active membership may not be denied by the chapter.
Rationale: While the confirmation of active membership is the single greatest power of a chapter, this power must never be used capriciously or arbitrarily. The entire concept of pledging is to provide a complete opportunity for individuals to acquire those skills and that knowledge necessary for active membership, as well as to make a commitment to our purpose and principles. If a chapter enters into "black-balling" or some other abuse of its powers, it defeats the entire purpose of a pledge program and pledging standards. Eligibility for active membership and its rights, benefits and privileges should be based upon an objective evaluation of the pledge's successful completion of those pledging standards adopted by the chapter. Membership in Alpha Phi Omega is a great honor, earned through hard work, diligent effort, and dedication to our principles. It is not based merely on a popularity vote of the other members. Any other reason is a betrayal of our high principles of Brotherhood.
20. Initiation of neophytes by the Fraternity Ritual. An appropriate period of pledging concludes with the initiation of all qualifying pledges into Alpha Phi Omega only by the Official Fraternity Ritual and by their timely registration with the Fraternity's National Office in the approved manner. Pledges should be made aware that the Official Fraternity Initiation Ritual contains references to God and a dedication invoking the name of "Our Common God."
Rationale: The initiation ritual of Alpha Phi Omega is both a beautiful and significant ceremony. Its purpose is not to mark the conclusion of pledge membership, but rather to herald the beginning of a lifetime of Leadership, Friendship and Service in Alpha Phi Omega as an active member. Every Fraternity member shares this common experience and, indeed, may not receive the rights, benefits, or privileges of active membership until these requirements have been satisfied.

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SUB-CATEGORY 3. EXTENSION

Policy - I. Reactivation Requirements.

In order for a chapter to be re-activated, all of the current requirements necessary for the initial charter to be presented must be again completed. While some flexibility exists to adjust requirements based on extenuating circumstances, requests for complete exemption from the individual requirements are not readily granted.

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Policy - II. Domestic Extension Requirements of Alpha Phi Omega.

Outlined below are the requirements which must be fulfilled to become a chapter at an educational institution within the United States of America and its territories:

1. A potential chapter must become an interest group. In order to become an interest group, the following requirements must be fulfilled:
 - a. The Fraternity must be contacted by a student or faculty/staff member at the campus to express interest in starting a chapter or on behalf of the Fraternity, a regional director and the National Membership and Extension Director must agree to target a campus identifies that as a campus of strategic importance.
 - b. Written permission from an appropriate school official to conduct an extension effort on the campus must be received by the appropriate Fraternity official as designated by either the National Executive Director or the National Membership and Extension Director.
 - c. Before an extension effort may proceed, the Fraternity's written permission must be received.
 - d. A Fraternity orientation must be completed with interested students and faculty/staff members by a designated Fraternity Official.
 - e. An extension process orientation must be completed with interested students and faculty/staff members by a designated Fraternity Official.
 - f. There must be students on the campus who have confirmed that they want to move forward with the process of creating an Alpha Phi Omega chapter.
 - g. All members, students and advisors, of the group must sign an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.
2. An interest group must become a petitioning group. In order to become a petitioning group, the following requirements must be fulfilled:
 - a. The group must have first met requirements for, and been designated as an Interest Group.
 - b. The group must have five (5) or more students.
 - c. The interest group must have a permanent campus mailing address.
 - d. A Fraternity orientation must have been completed with the students and faculty/staff members who have joined the effort since Interest Group status was obtained.
 - e. An extension process orientation must be completed with interested students and faculty/staff members who have joined the effort since Interest Group status was obtained.
 - f. The group must submit Petitioning Group fees for all students and advisors and a completed application for Petitioning Group status signed by all student members of the group.
 - g. All members of the group, students and advisors, must sign an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.
3. A petitioning group must become a chartered chapter. In order to charter or recharter a chapter the following requirements must be fulfilled:
 - a. A Petitioning Ceremony must have been conducted for all Petitioning members.
 - b. The group must have defined leadership positions and responsibilities, filled those positions, and reported the information to the National Office.
 - c. The group must have developed an officer transition plan.
 - d. The group must have gone through at least one transition of the leadership positions.
 - e. The group must have participated in at least two (2) leadership development activities where:

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- i. at least one (1) pertained to the Fraternity's program of leadership development
 - ii. at least one (1) involved members from an active chapter or another extension group.
- f. The group must have conducted, at least annually, a Chapter Assessment and Planning Session (CAPS) or similar Fraternity approved process.
- g. The group must have developed a plan for identifying and organizing ongoing leadership development opportunities and trainings.
- h. The group must have held at least four (4) fellowship activities where:
 - i. at least one (1) event must have been participated in by at least 50% of the group
 - ii. all events must have been participated in by at least 50% of the group or 12 members whichever is smaller.
 - iii. at least one (1) activity must have involved members of an active chapter or another extension group.
- i. The group must have developed a plan for identifying and organizing ongoing fellowship opportunities.
- j. The group must have prepared and submitted all appropriate reports on national fellowship programs required of active chapters during the petitioning phase of its extension program.
- k. The group must have participated in at least twelve (12) service projects. These projects must be diversified so that:
 - i. No more than two (2) projects of the 12 minimum may be of the same type or nature with the same organization.
 - ii. At least one (1) project must have involved members of an active chapter or another extension group;
 - iii. All projects must have been participated in by at least 25% of the group or twelve (12) members whichever is less;
 - iv. At least one (1) of the projects must have been participated in by at least 75% of the members of the group.
- l. The group must have participated in all national service programs and performed the reporting required of active chapters during the group's Petitioning Phase.
- m. The group must have developed and implemented a plan for identifying and organizing an on-going service program.
- n. The group must have engaged in a continuous recruitment program during each academic term during the Petitioning Phase and
 - i. have recruited twenty five (25) or more students who have gone through the petitioning member ceremony and have submitted the appropriate registration to the National Office within 10 business days of the ceremony.
 - ii. have no fewer than twenty (20) members scheduled to return for the following academic semester.
 - iii. recruited four (4) or more advisors, which conform to the requirements for chapters in good standing in the National Bylaws.
- o. The group must have developed and implemented for all Petitioning Members a Fraternity education program which includes the following elements (at a minimum):
 - i. History and background of the Fraternity
 - ii. Chapter history, in the case of a re-chartering effort
 - iii. Fraternity structure (national, regional, sectional)
 - iv. Acknowledgement and affirmation of compliance with the Fraternity's Standard Chapter Articles of Association, Risk Management and Membership Policies and National Pledging Standards
 - v. Any other requirements defined by the National Pledging Standards
- p. The group must have developed and implemented a chapter advisor orientation for new advisors
- q. The group must have developed an outline for recruitment, education, and retention of future members
- r. The group must have developed and documented the following administrative items:

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- i. chapter bylaws, which must have been formally adopted by the group, and approved by the regional director or appropriate designee
- ii. a budget, which must have been formally adopted by the group
- iii. systems to facilitate communication with and distribute information to all student and advisory committee members outside of official meetings
- iv. registration with appropriate government and/or regulatory agencies for financial purposes.
- v. a roster of student and advisory committee members and their contact information
- vi. appropriate record keeping practices to perpetuate the continued offering of program and operation of administrative functions.
- vii. appropriate campus approvals to operate on the campus
- s. Written permission from an appropriate school official to operate as a chapter the campus must have been received by the designated fraternity official.
- t. All students and advisors involved with the group have signed an affirmation of compliance with the Fraternity's Risk Management Policy and Membership Policies.
- u. Approval of the regional director, sectional chair, and affirmative vote of all chapters in the section.
- v. All pertinent information and requirements documentation is submitted to the National Office and National Membership and Extension Committee for review and approval.
- w. Approval by a vote of the National Board of Directors.

Policy - III. Domestic Extension Procedure and Process

- 1. General Procedures
 - a. Process shall be clear, consistent, streamlined, efficient, and simple.
 - b. Requirements shall be objective.
 - c. Requirements shall be clearly and effectively communicated to students/interest groups at the first expression of interest, both as a simple "checklist" and step-by-step instructions.
 - d. Before it is forwarded to the National Membership and Extension Committee, an application for charter shall have been approved by the sectional chair, regional director, and reviewed by the National Office validating that it is complete.
 - e. The National Membership and Extension Committee shall act upon an application for charter within five (5) business days.
 - f. Approval of applications for charter shall not be delayed or disapproved, or additional information sought, except where one or more of the objective standards are not completed or where the requirement is as incomplete as to constitute in fact a failure to complete the standard.
 - g. There shall be a minimum of ten (10) weeks from the validation by the National Office that an application for charter is complete and the chartering ceremony date.
- 2. Phases of the Process:
 - a. Prospect Phase: Someone has filled out the official Fraternity form requesting to start an extension effort
 - b. Interest Group Phase: Interest has been expressed and documented. School permission has been obtained and fraternity permission has been granted.
 - c. Petitioning Group Phase: A petitioning ceremony has been held and the group is working towards completing the requirements for charter.
 - d. Active Chapter with Aftercare: The group has been chartered as a chapter, but is being monitored and mentored more closely than your typical active chapter.
- 3. Process Steps. The following are the process steps involved in the extension process and are to be completed by the assigned National Office staff members or fraternity volunteers after an interested student or faculty or staff member contacts the Fraternity through channels outlined.
 - a. Prospect Phase - Confirming interest
 - i. The National Office staff submits information on the potential extension effort to the Executive Director for fraternity approval to proceed in a timely manner.
 - ii. National Office sends all information submitted to the appropriate fraternity

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- official or designee in a timely manner.
- iii. Fraternity sends a confirmation in writing and indicating that a local volunteer will be in touch. This letter will include the contact information for the appropriate fraternity official or designee.
 - iv. The fraternity official or a designee contacts the interested individual(s) within two (2) weeks of the initial meeting to confirm interest and request that the interested individual(s) secure campus authorization.
 - v. Efforts are not to move forward to any part of this process without written confirmation of the host institution provided directly to the Fraternity and the effort receiving confirmation of approval from the Fraternity to proceed.
 - vi. An appropriate fraternity official or a designee contacts the interested individual(s) to arrange a meeting.
 - vii. An appropriate fraternity official or a designee sends the contact information of the person conducting the meeting to the National Office.
 - viii. The National Office sends set of introductory documents to the volunteer conducting the meeting within a timely manner as well as a standard presentation/outline for use in the meeting that has been developed by the National Membership and Extension committee.
 - ix. Fraternity official or designee meets with interested individual(s) in person or using electronic conferencing within two (2) weeks of receipt of initial contact. The official or designee will use a standard presentation/outline to provide a brief background of the Fraternity and a basic understanding of the extension process and then answer any questions and leave documents for the interested individual(s) to review.
 - x. The local fraternity official or a designee communicates to the National Office that interest has been confirmed (or that the interested individual(s) are no longer interested).
 - xi. The National Office receives proof of campus authorization and notifies the local sectional chair, regional director, and region extension coordinator or a designee and any other appropriate fraternity official.
 - xii. The regional director, in consultation with the regional extension coordinator and the local sectional chair, appoints an extension sponsor. If none is identified, the regional extension coordinator or local sectional chair serves in the capacity until one is identified to allow the process to continue uninterrupted.
 - xiii. The local regional extension coordinator or a designee facilitates training the extension sponsor.
 - xiv. The interest group application has been completed and submitted to the National Office.
- b. Interest Group Phase
- i. The sectional chair and regional director appoint a big brother chapter, where applicable.
 - ii. The appropriate fraternity official or designee conducts additional fraternity orientations and extension process orientation for new members of the group.
 - iii. The region extension coordinator or extension sponsor confirms that the group has met the requirements to move on to petitioning status.
 - iv. This process should take anywhere from 1-4 weeks.
- c. Petitioning Phase
- i. The regional director provides approval to the National Office staff to allow fraternity official or designee conduct the petitioning ritual after review of the Petitioning Group Application.
 - ii. The designated fraternity official ensures that the supplies needed for the petitioning ceremony are ordered from the National Office and shipped to an appropriate volunteer staff member.
 - iii. The designated fraternity official facilitates conducting the petitioning ritual.
 - iv. The extension sponsor submits any additional individual applications and fees to the National Office staff within 10 business days of the ceremony.

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- v. The extension sponsor monitors progress and provides support to the extension group.
 - vi. The extension group completes extension requirements that have been approved by the National Board of Directors.
 - vii. The sectional chair and regional director reviews the group's Application for Charter for completeness and compliance with National Policies and if the application is complete and correct.
 - viii. On verification by the sectional chair and the regional director that the application is ready to be submitted, the petitioning group submits the application to the National Office.
 - ix. The National Office staff indicates to the sectional chair and regional director that the Application for Charter has been received.
 - x. The sectional chair and the regional director provide written confirmation to the National Office that the extension requirements have been completed and approve of the Application for Charter with explanation of any unusual circumstances to the National Office staff.
 - xi. The sectional chair conducts a vote to receive approval of the chapters in the section and provides outcome and explanation of negative votes to the National Office staff per Article 11, Section 3 of the National Bylaws.
 - xii. The National Office staff reviews the application for completion of objective requirements and forwards a summary of completion of objective requirements, bylaws and on-going program documents to the National Membership and Extension Director.
 - xiii. This process will take a minimum of 20 weeks and a maximum of 45 weeks.
- d. Charter Approval Process
- i. The National Membership and Extension Director provides confirmation of compliance of bylaws and on-going program documents with Fraternity policy and that on-going program documents provide sufficient evidence of sustainable program to the National Office staff. The National Membership and Extension Director may define a process determining this compliance and that the appropriate evidence has been provided.
 - ii. The National Office staff forwards information from the Application for Charter and all accompanying confirmations to the National Board of Directors as necessary for approval.
 - iii. The National Membership and Extension Director shall share any feedback on the charter application with the regional director to provide to the extension group.
 - iv. The National Board of Directors accepts or rejects the application for charter.
 - v. The National Office staff informs the regional director and the National Membership and Extension Director that the application for charter has been approved or denied.
 - vi. The regional director informs the petitioning group and any other interested parties of the result of the Board of Directors vote.
 - vii. The regional director, region extension coordinator, sectional chair, and extension sponsor work with the extension group and big brother chapter, if applicable, to plan the chartering ceremony.
 - viii. The National Office staff sends charter and other materials for the chartering ceremony to the regional director or Fraternity designee.
 - ix. The regional director or designee facilitates the initiation ceremony and chartering ceremony
- e. Aftercare. Because the first year after chartering is critical to the on-going success of a new chapter, the following standards should be used to monitor the health of a new chapter. The sponsor and sectional chair should monitor the chapter and if it is falling short of these standards work with the chapter to develop a way to come up to these standards:
- i. remains in good standing with the Fraternity

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- ii. recruits new members during at least two terms a year
- iii. adherence to or further development of on-going program plans
- iv. adherence to or further development of on-going officer transition plan
- v. continues to communicate expectations to advisory committee members
- vi. conducts a Chapter Assessment and Planning Session (CAPS) at least annually and incorporate the plans and goals from this activity
- vii. continues participation in all Fraternity events
- viii. continues utilization of Fraternity programs
- ix. continues use and development of appropriate operational functions.

Policy - IV. International Extension Requirements of Alpha Phi Omega.

1. Outlined below are the requirements which must be fulfilled to become a chapter at an educational institution outside of the United States of America and its territories:
 - a. Complete all domestic extension requirements.
 - b. Encourage the development of a separate National organization.

Policy - V. International Extension Procedure and Process

1. Assumptions:
 - a. The international chartering process should include, where possible, actives and alumni from one or more recognized National organizations of Alpha Phi Omega.
2. General Procedures:
 - a. Before it is forwarded to the Membership and Extension Committee, a charter application shall have been approved by a regional director designated by the National President and the International Relations Director, and reviewed by the National Office; therefore, it should be complete.
3. Approval Process:
 - a. Approval of the International Relations Director (letter required);
 - b. Approval of the regional director designated by the National President (letter required);
 - c. Approval of the National Membership and Extension Committee through the National Executive Director; and
 - d. An affirmative vote of two-thirds of the members of the National Board of Directors.
 - i. Any Petitioning Group failing to obtain all necessary approvals may appeal the decision to the National Board of Directors at its next regularly scheduled meeting. The National Board, solely, with a three-fourths vote of those present and voting, approves a charter application.

Policy - VI. Interest and Petitioning Group Rights and Restrictions.

1. The following are rights of recognized interest and petitioning groups:
 - a. The use of Alpha Phi Omega recruiting literature, information, armbands and insignia as specified by the National Membership and Extension Committee.
 - b. Identification as members of an Alpha Phi Omega interest or petitioning group.
 - c. Interest groups may use the words "Alpha Phi Omega" as long as the group identifies themselves as interest groups. Use of the Greek letters, Alpha, Phi, and Omega, shall not be permitted by interest groups. This shall include publicity materials and displays via the internet.
 - d. Petitioning groups may use the words "Alpha Phi Omega" or the Greek letters, Alpha, Phi, and Omega, as long as the group identifies themselves as a petitioning group. This shall include publicity materials and displays via the internet.
2. The following are restrictions applied to recognized interest and petitioning groups:
 - a. All publicity regarding interest and petitioning group activities shall clearly identify the organization as an interest or petitioning group.
 - b. Alpha Phi Omega jewelry, apparel or related items which indicate individual membership shall not be worn by interest group members. Petitioning group members are encouraged to wear the official petitioning group pin, to indicate that they are members of a petitioning group that has not yet fulfilled all the requirements for receiving a charter. The petitioning

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group button shall be worn prominently on clothing which displays the Greek letters, Alpha, Phi, and Omega.

- c. Groups which are re-chartering shall refrain from using the Greek letter chapter designation until chartering. (Example: Joe Schmo University Interest or Petitioning Group is permissible; Beta Sigma Sigma Interest or Petitioning Group is not permissible).
- d. Items excluded from the above restrictions include those on which the Fraternity name or symbols are used in a primarily decorative manner, including program and event-specific apparel, insignia and related souvenir items.

Policy - VII. Denial or Revocation of Group Recognition.

1. The National Membership and Extension Committee reserves the right to deny or revoke the recognition of any group seeking to form a chapter of Alpha Phi Omega at any point in this process for one or more of the following reasons:
 - a. Evidence of deliberate or knowing non-compliance with the National Policies and Regulations of Alpha Phi Omega (including but not limited to those relating to membership, extension, membership education and risk management), school regulations, and/or national, state and local laws.
 - b. Evidence of significant disparity between group membership and campus demographics.
 - c. Failure to maintain regular communications with official Fraternity representatives, including appropriate regional and sectional leaders, designated sponsor(s), and the National Office.
 - d. Lack of evident effort to pursue completion of the extension process.
 - e. Inability of the Fraternity for any reason to ascertain or otherwise verify group status or membership, including but not limited to group members' enrollment in the host academic institution.
 - f. Determination that it would not be in the best interest of the Fraternity to establish a chapter of Alpha Phi Omega on the campus in question.
2. At any campus where recognition of a Prospect, Interest Group or Petitioning Group is revoked, all activity in the name of Alpha Phi Omega (or any variation thereof) shall cease. Further activity, including but not limited to organizational meetings, membership recruiting and education, service projects, and fellowship events, shall be considered a misuse of the name of Alpha Phi Omega.

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SUB-CATEGORY 4. ENFORCEMENT

Policy - I. Non-payment of AAMD. If payment of AAMD is not received by February 28, the chapter shall be notified and an "investigation of inactive status" will be initiated, pursuant to the Procedure for Declaring Chapters Inactive.

Policy - II. Charter Revocation or Nullification. When a chapter's charter is revoked or declared null and void, all Fraternity activities by the group shall cease immediately and the group shall not use the name of (or have any relationship with) Alpha Phi Omega. Alpha Phi Omega will no longer exist on the affected campus in any form. At such time, the members of the group, its advisors, and the appropriate school administrators shall be informed of this policy.

Policy - III. Resumption of Activity Following Revocation of a Charter. No group shall be recognized nor chapter chartered at that campus for a minimum of two years.

Policy - IV. Procedure for Declaring Chapters Inactive. The following procedure shall be used when handling matters of chapter status.

1. The following steps are to be taken in declaring a chapter inactive:
 - a. The investigation of a chapter's status shall be initiated
 - i. For any of the following reasons:
 1. receipt of a written notification from the chapter's college or university that it is inactive;
 2. receipt of written notification from an authorized chapter representative that it is or will be inactive;
 3. the expiration of one fiscal year during which the chapter has not reaffirmed its charter in compliance with Article IX, Section 7 of the National Bylaws and during which the chapter has not reported initiates;
or
 4. at the request of the regional director.
 - ii. The initiation of an investigation may be by either the regional director or the National Membership and Extension Director.
 - b. After the initiation of an investigation into a chapter's status, the following procedures are to be followed:
 - i. The National Membership and Extension Director shall notify the regional director and sectional chair of the reason for the investigation. The chapter advisory committee chair and any known active members of the chapter shall also be notified (and, if appropriate, the chief student affairs officer) of the investigation and the basis for it;
 - ii. The regional director shall be responsible for determining the chapter's status. The investigation shall include a personal visit to the campus by the regional director or at the regional director's option by the sectional chair or other person designated by the regional director. The visit shall include a meeting with the advisory committee chair, (or other advisors), the chief student affairs officer and, should, if possible, include active members of the chapter;
 - iii. Upon completion of the investigation, the regional director shall submit a written report to the National Membership and Extension Director. This report shall state the steps taken during the investigation, the people contacted, and the conclusions of the regional director. A copy of the report shall be mailed by the National Membership and Extension Director and to the advisory committee chair, any active members of the chapter, and, if appropriate, to the chief student affairs officer.
 - c. Upon the receipt of the report from the regional director, the following action shall be taken:
 - i. Where the report concludes that no action is warranted the report shall be placed in the chapter's permanent file at the National Office and the investigation terminated;

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- ii. Where the report concludes that the chapter is inactive it shall be submitted to the next meeting of the Board of Directors, which may direct that the National President declare the chapter inactive;
 - iii. Where the report concludes that the chapter exists but has failed to meet its obligations to the Fraternity, the report shall be submitted to the next meeting of the Board of Directors. The Board of Directors shall either direct that the chapter be declared inactive or shall place the chapter on probation and establish the terms of such probation.
 2. When a chapter is placed on probation by the Board of Directors, the regional director shall report to the Board of Directors at its next meeting on the status of the chapter's compliance with the terms of its probation. Upon receipt of this report, the Board of Directors shall continue the probation, with the same or amended terms, restore the chapter to "good standing", or direct that the National President declare the chapter inactive.
 - a. A copy of this report shall be mailed to the advisory committee chair and the chapter president.
 3. When a chapter has failed to comply with the provisions of Article IX, Section 7 of the National Bylaws (Annual Charter Reaffirmation) for one fiscal year, the following actions shall be taken:
 - a. The National Membership and Extension Director shall, prior to March 31, notify the advisory committee chair, any known active members, and, if appropriate the chief student affairs officer, that the chapter may be declared inactive, effective the following August 31. A copy of this notice shall be mailed to the regional director and sectional chair.
 - b. Unless the chapter complies with the requirements of the National Bylaws, the National Membership and Extension Director shall recommend to the National President that the chapter be declared inactive. This recommendation shall be made to the National President, in writing, at least 45 days prior to the summer Board of Directors meeting. A copy of this recommendation shall be sent to the regional director and sectional chair.
 - c. The regional director may recommend that action on a chapter's status be postponed until the winter Board of Directors meeting. Such recommendation must be made in writing and must include a specific program for bringing the chapter into compliance with the Fraternity's requirements.
 - d. If the chapter has not complied with the National Bylaws by the winter Board of Directors meeting, the National President shall, absent a compelling reason, declare that the chapter is inactive. When such action is not taken, the chapter's status shall be considered at the subsequent meeting of the Board of Directors.
 4. When a chapter is declared inactive, it shall be the duty of the regional director to identify and locate all items of chapter property, funds and historical records, documents or other property and to provide this information to the National Executive Director. Upon receipt of this information, the National Executive Director shall, in cooperation with the regional director, sectional chair and any other persons, arrange for these items and/or funds to be transmitted to the National Office for safekeeping.

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Policy - V. Procedure for responding to allegations of practices inconsistent with Fraternity policies. Any member or recognized group of the Fraternity may be subject to investigation regarding allegations of practices inconsistent with the National Bylaws, Standard Articles of Association, or Fraternity policies. This procedure shall be applicable to all active, pledge, associate, advisory, honorary, petitioning, inactive, suspended, and alumni members, as well as all active chapters, extension groups, and alumni associations. The following steps are to be taken in response to allegations of practices inconsistent with the National Bylaws, Standard Articles of Association, or Fraternity policies:

1. A member of the National Board of Directors will be designated by the National President to investigate all allegations of practices that are inconsistent with the policies of the Fraternity. This designee will personally and thoroughly conduct an investigation of these violations, and/or work with the appropriate local alumni volunteers to conduct such an investigation.
2. Any standing or special committee given responsibility for Fraternity standards by the National President will be involved in this process as determined by the National President.
3. A summary of each investigation, with recommendations for action from the designated Board Member, will be submitted to the National Vice President for consideration as Chair of the Spirits and Standards Committee.
4. The National Vice President will determine whether it is appropriate to convene the Spirits and Standards Committee for each case. Should the Spirits and Standards Committee convene to review a case, the Committee will review the findings of the investigation and determine whether Board action is or is not warranted.
5. If the investigation indicates that Board action is not warranted:
 - a. The designated Board Member, National Vice President, and/or regional director will discuss the findings of the investigation with the individual(s) or group and discuss what action, if any, is to be taken moving forward. In no case without prior Board action shall a Board member, formally or informally, indicate to an individual or group that its status is anything other than "in good standing", "not in good standing" or "on administrative review".
 - b. Regional directors may choose to place a chapter on administrative review and impose any remedial or educational requirements deemed appropriate for the chapter.
 - c. The Alumni Relations and Internal Volunteer Development Program Director may choose to place an alumni association on administrative review and impose any remedial or educational requirements deemed appropriate for the association.
6. If the investigation indicates that Board action is warranted:
 - a. In matters where a compelling need for immediate action exists, the National President, in consultation with the respective Region Director, may direct a chapter to cease all activities pending notification of and action by the Executive Committee of National Board of Directors, or the entire Board, within 10 days of directing the chapter to cease all activities (BD13).
 - b. A list of specific alleged violations will be drafted by the President's designee based upon the investigation. A copy of the written allegations shall be filed with the individual(s) or group's officers and advisors, by certified mail, by the chair of the Spirits and Standards Committee. This copy shall include the recommendations for action to be given to the Board.
 - c. The individual(s) or group shall be directed to show cause, in person or in writing at its or their discretion, at the next meeting of the Board of Directors as to why the recommended, or any other, action should not be taken.
 - d. After considering the results of the investigation and any other information presented, the Board of Directors may take any of the following courses of action:
 - i. Decline to take any further action.
 - ii. Place a group on probation, as administered by the Spirits and Standards Committee, for a specified period of time, and impose any appropriate requirements/conditions for avoiding further Board action and being removed from probation.
 1. A chapter placed on probation is not in good standing with the Fraternity and must fulfill all requirements/conditions imposed by the Spirits and

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- Standards Committee. While on probation, a chapter may not vote at sectional, regional or National Conventions.
- iii. Suspend the charter of the chapter with or without a recommendation to the next Convention to revoke the chapter's charter.
 1. All activities of the chapter shall cease until the suspension is removed. Chapter property shall not be reclaimed unless and until the chapter's charter is revoked by a National Convention or the chapter becomes inactive. A chapter whose charter is suspended is not in good standing with the Fraternity and may not use the name or display the insignia of Alpha Phi Omega, register new pledges or actives with the National Office, or vote at sectional, regional or National Conventions.
 - iv. Suspend the recognition of an alumni association, as deemed appropriate by the Alumni Relations and Internal Volunteer Development Program Director, with majority approval of the National Board of Directors.
 1. All activities of the alumni association shall cease until the recognition is reinstated. An alumni association whose recognition is suspended may not use the name or display the insignia of Alpha Phi Omega
 - v. Take any action permitted by the National Bylaws against the individual brothers involved in the incident.
 - vi. Where a chapter has been deemed in violation of the rules, regulations or policies of its school by the school, the Board of Directors may take any action consistent with the National Bylaws to support such a determination by the school.
- e. All concerned parties, including the school administration, shall be advised of any adverse action taken by the Board or its members, including administrative review.
7. If such action by the Board includes a recommendation to a National Convention for further action, the group and/or individual(s) involved shall again be given a list of specific allegations and the recommendations to be presented to the Convention for consideration. The group and/or individual(s) will be provided an opportunity to show cause, in person or in writing, at the Convention as to why the recommended, or any other, action should not be taken.
 8. All chapters are to be treated equally and fairly under this policy, and to the extent possible, any perception of bias, favoritism, or conflict of interest is to be avoided. In accordance with this view, a member of the National Board of Directors who serves as a chapter advisor to one or more chapters has a special obligations in regards to the enforcement of this policy. In the event that one or more chapters for which a Board Member serves as a chapter advisor is the subject of an investigation under this Category, the following policy shall apply:
 - a. The respective board member may not direct, supervise, oversee, coordinate, or in any other way be involved in the investigation into the alleged activities. Such a restriction, however, does not preclude the respective board member from responding to questions or providing information requested from the investigating authority. The respective board member must comply with appropriate and legitimate requests from the investigating authority.
 - b. In no way shall the respective board member advise, counsel, or in any other way, assist the chapter during the investigation, nor may the respective board member intervene on the Chapter's behalf.
 - c. During consideration of such matters before the National Board of Directors, the respective board member shall be recused from the deliberations, and shall leave the meeting or otherwise not participate, until the matter has been disposed of by the Board.(BD14)

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CATEGORY VI - RISK MANAGEMENT

Policy - I. Risk Management Policy. All elected volunteers at the sectional, regional, and national levels will sign the Affirmation of Compliance with Risk Management Policies (located in the appendix of these policies), a statement indicating they have received, read and affirm the Fraternity's Standard Policy of Risk Management, and will have their volunteers and/or committee members sign the Affirmation of Compliance with Risk Management Policies as well. These statements are to be received and kept on file at the National Office. The National Executive Director will develop procedures to implement this as needed for newly elected volunteers.

Policy - II. Statement of Purpose for the Policy of Risk Management.

1. Alpha Phi Omega, National Service Fraternity is dedicated to a quality fraternity experience and therefore urges brothers and chapters to adopt and implement a comprehensive risk management policy.
2. Risk management is rapidly becoming the common term in campus and chapter conversations. Risk management is just plain responsible behavior. It is the willingness of Alpha Phi Omega members to provide a safe fraternal environment, taking care of one another, taking care of our guests, planning carefully all aspects of our programs, abiding by the laws of our Fraternity, our campus, our community and our nation. Simply put, it is the basic respect for our Fraternity, people, property, and laws.
3. Brotherhood, human dignity and respect serve as the foundation of risk management. As we plan our activities we should be aware of this at all times. Risk management means taking a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone.
4. In matters of this Fraternity, all actions taken by our members must adhere to the standards of conduct, which our community demands. Individuals are required to act in a manner as a reasonable person of ordinary prudence would act under similar circumstance. As a general rule, it is useful to ask yourself two questions when concerned about liability and safety:
First, is it possible that, given the arrangements we have for this event, some injury may result?
Second, did we do all that a reasonable person would deem appropriate to avoid accidents?
More often than not, when organizations sponsor events, the answers to these two questions are incriminating.
5. Alpha Phi Omega members must abide by the:
 - a. The laws of our nation;
 - b. The laws of the state in which they reside;
 - c. The local laws of the municipalities they operate within;
 - d. The rules and regulations of the sanctioning educational institute they operate in; and
 - e. The rules and regulations of this Fraternity.
6. Alpha Phi Omega has established guidelines previously that serve as a starting point for risk management policies
 - a. Membership policies statement;
 - b. National Convention alcohol policy; and
 - c. Sections of the National Bylaws pertaining to hazing and housing
7. A comprehensive risk management policy shall also include, but not be limited to, standards addressing:
 - a. Drugs and substance abuse
 - b. Sexual abuse, harassment, and discrimination
 - c. Individuals with disabilities
 - d. Contractual and financial issues
 - e. Transportation issues
 - f. Advisors
 - g. General health and safety
 - h. Personal property
 - i. Risk management education
8. As of this writing, over 60 national fraternities and sororities have adopted risk management policies. Adoption and implementation of these risk management policies affirm that the

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organizations are living up to their responsibility to protect their members from harm and ensure the good reputation of the fraternal world.

9. The Alpha Phi Omega National Office stands ready to assist in the development of your individual risk management policy. We recommend a proactive approach with your campus, your volunteer advisors, your sectional chair and your regional director to aid in your development process.

Policy - III. The Standard Policy of Risk Management

1. Hazing. No chapter, petitioning group, interest group, alumni association, student, alumni member, advisor, or any affiliated group or person shall conduct nor condone hazing activities, regardless of permission or approval by a person being hazed (NC14). Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off Fraternity premises or during Fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the Fraternity; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.
2. Sexual harassment / abuse / discrimination. The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical, mental or emotional disability, age, marital status, sexual orientation, gender identity, or religious affiliation. This is to include any actions, activities, or events, which are deemed to be demeaning to all, including but not limited to verbal harassment, sexual assault, and/or date/gang rape (NC14).
3. Contractual and financial issues. No chapter, alumni association, section, or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting Fraternity functions. This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.
4. Alcohol and drugs (substance abuse). The possession, use and/or consumption of alcoholic beverages or illicit or recreational drugs (NC14), during any Fraternity event, any event that an observer would associate with the Fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited. Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages nor illicit nor recreational drugs (NC14) as part of their membership recruitment "rush" or pledge education programs. No chapter funds shall be used to purchase alcohol nor illicit nor recreational drugs (NC14) under any circumstances. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega.
5. Personal property. Use of personal property in Fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with Fraternity activities, nor for any damages resulting from said use.
6. Transportation issues. Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for

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personal vehicles used in conjunction with Fraternity activities, nor for any damages resulting from said use.

7. General health and safety. All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.
8. Advisors. Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the Fraternity when engaging in Fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the Fraternity in questions of policy and shall not engage in activities designed to circumvent Fraternity policies.
9. Education. All reasonable efforts will be made to insure each student member, pledge, associate member, advisor, alumnus, and honorary member shall be instructed on the Fraternity's risk management policies annually. Active chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Standard Policy of Risk Management on an annual basis. Organizers of Fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.
10. Risk management rationale. The Standard Policy of Risk Management is extremely important for a national service fraternity as well as the individual chapters of Alpha Phi Omega. A risk management policy provides the chapters, sections, regions, and national Fraternity with the ability to protect their members, to maintain the high reputation of Alpha Phi Omega, and to assist members in assessing their individual responsibilities.
11. Establishment of individual chapter risk management policies. The Standard Policy of Risk Management is a minimum policy, which the chapters must follow. Chapters will face unique challenges that will require individual attention. They may choose to adopt a policy above and beyond these standards. This policy is intentionally broad, and it is the intent that chapters individualize, through discussion, the policy beyond the scope of the minimum standards.
12. The major focus is to educate all brothers in risk management. Adoption of this policy will provide a program of education within the chapters, sections, regions, and on a national level.
13. Signing the Affirmation of Compliance With Risk Management Policies (located in the appendix of these policies) should not be done without careful consideration. It is your affirmation and commitment to the Standard Policy of Risk Management. Much time and effort has been dedicated to making this policy as encompassing as possible for all members of Alpha Phi Omega.

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CATEGORY VII - ADMINISTRATION

SUB-CATEGORY 1. OPERATIONS

Policy - I. Travel Accident Insurance. Travel accident insurance shall be in effect for the National President and the National Executive Director (covering all travel), and for the members of the National Office staff, Board of Directors and sectional chairs (covering all travel for the Fraternity).

Policy - II. Contracts. Written formal contracts involving Alpha Phi Omega will be reviewed by the National Legal Counsel, and the National Finance and Operations Director. Contracts will be signed by the National President unless delegated by the National President to the National Executive Director.

Policy - III. Orders for Supplies. The Executive Director may adjust orders by chapters for quantities of printed matter to be supplied free of charge to amounts he considers reasonable and proper under the circumstances.

Policy - IV. Membership and Chapter Lists. Membership mailing list distribution shall be limited to Fraternity business and used for a specific purpose. Upon authorized request, the list shall be issued and a cost and nominal handling fee may be charged.

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SUB-CATEGORY 2. EMPLOYMENT

Policy - I. National Office and Personnel Committee Duties. The National Finance and Operations Committee has the duty and responsibility to evaluate National Office personnel practices and operational procedures for the purpose of providing recommendations, advice and counsel to the National President, the National Executive Director and the Board of Directors regarding personnel and operational matters.

Policy - II. Salary Administration. The Fraternity provides and maintains a systematic salary administration program whereby employees may be equitably compensated for the duties and responsibilities assigned and individual differences in performance may be recognized. A salary administration program has been adopted.

Policy - III. Employment of Office Staff. Alpha Phi Omega is an Equal Opportunity Employer. The National Executive Director shall employ all professional and clerical employees with the knowledge and/or approval of the National President and the National Finance and Operations Director.

Policy - IV. Staff Salaries. Specific salaries of Fraternity employees are confidential and disclosed only as appropriate.

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SUB-CATEGORY 3. FINANCIAL PROCEDURES

Policy - I. Requests from the Endowment. The National President (with the National Finance and Operations Director and the National Executive Director) has the authority to request loans for the Fraternity operating account from the endowment fund trustees.

Policy - II. Investment of Funds. With approval of the National Finance and Operations Director and the National President, the National Executive Director is authorized to purchase federally insured certificates of deposit; U.S. Treasury bills, notes or bonds; corporate or government bonds; mutual funds investing primarily in investment grade securities and diversified stock mutual funds; or money market accounts, using funds over and beyond current needs for such period of time as they determine.

Policy - III. Publication of Financial Status. The National Finance and Operations Director will report annually the finance status and the results of the previous fiscal year to the chapters and membership.

Policy - IV. Depreciation. All capital assets of \$500 or more will be capitalized and depreciated over the following asset lives. In the year of acquisition, one half year depreciation will be recognized: computer hardware - three years; furniture and fixtures - five years; building improvements ten to twenty years.

Policy - V. Exceeding Budgeted Expenditures. The National Executive Director must have the approval of the National President and the National Finance and Operations Director to exceed any budgeted line item by a variance of \$500 or 10%, whichever is greater.

Policy - VI. Fiscal Year. The Fraternity's fiscal year runs from August 1 to July 31.

Policy - VII. Petty Cash Fund. In order to provide for small incidental expenditures, the establishment of a petty cash fund containing up to and including \$50 is authorized. The fund shall be maintained according to sound accounting and financial practices. The fund shall be disbursed on the authority of the National Executive Director.

Policy - VIII. Authorized Accounts. Funds in the name of the Fraternity are to be deposited and/or found only in chapter or National Office accounts.

Policy - IX. Financial Administration.

1. The proper handling of all Alpha Phi Omega funds (both chapter and national) is a matter of great importance. Fraternity money actually comprises "trusted funds" that arise from our brothers as fees or contributions and hence must be most carefully received and handled. Reputations of individuals, brothers and chapters can be impugned by misunderstandings about financial duties or carelessness in the handling of funds. So, it is most important that any monies that are given in the name of and/or received for the purpose of Alpha Phi Omega be properly receipted, deposited, expended, accounted for and audited.
2. In these matters of financial administration, as in all matters of Fraternity administration, each member of the Board of Directors and each sectional chair, as an official of the Fraternity, is in a very important and opinion-setting role. The example such officials set and the way we support sound financial procedures is most important. It may be that good sectional service will sometimes require some contributed funds. When received such contributed money becomes trusted Fraternity funds and must be subject to sound procedures of receipt, deposit, expenditure, accounting and auditing.
3. Alpha Phi Omega funds are exempt from taxation but not from proper accounting and reporting requirements. The Fraternity and its officers are responsible for the safekeeping and proper handling of all funds contributed, dedicated to its purposes, or in any way committed to its program or furtherance. Alpha Phi Omega monies should, therefore, be found only in the accounts of chartered chapters of Alpha Phi Omega or the accounts of the National Office. There are no provisions for the maintenance of Fraternity funds in any other manner.
4. Every Fraternity official is responsible for the proper handling of all funds which come under his influence or control. He or she should see that they are receipted immediately, kept in a properly

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designated Fraternity account (as described above) and safe depository, and that all Fraternity funds are properly audited and reported. This is essential in order to maintain our tax-exempt status.

5. Individual chapters often can be induced to attend to the production and distribution of newsletters, bulletins, and promotion mailings. This is a very helpful and constructive way of handling the production and distribution of such pieces. These services can be rotated among chapters. When providing such service the chapter sometimes needs contributions from other chapters or brothers to help defray the cost of producing the mailings. Such contributions should go into and expenses for the mailings should be paid from an especially designated account within the chapter's total accounts. The funds should receive proper accounting and auditing.
6. Sectional personnel may find it necessary to make certain "out-of-pocket" disbursements for travel and communications. The individual should keep accurate records of these expenses. Such expenditures and contributions to a chapter earmarked for sectional support services can be claimed as contributions and are deductible to the full extent of the law.
7. Tax-deductible gifts from individuals or groups maintain that status to the full extent of the law even though such gifts be earmarked by the giver to help defray the expenses of the section and its services.
8. Involving chapters in the handling of sectional Fraternity funds accomplishes several useful purposes. By this means, Fraternity funds are held, accounted for and distributed in a proper and supervised manner. Chapters tend to become more interested in the section and more knowledgeable of the responsibilities and services of the sectional chair. It should enhance the probability that accurate records will be maintained by host chapters for conference and special events.
9. We alert chapters to be attentive to the responsibility of filing required IRS and state government reports covering income and expenditures. Further it is recommended that all checks drawn to dispense chapter funds require two signatures. It is often desirable to specify that one of the two signers be an advisor. We urge all chapters to have the bank accounts carry the chapter name, i.e. "Alpha Gamma Chapter of Alpha Phi Omega."

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SUB-CATEGORY 3. DEVELOPMENT

Policy - I. Bequests.

1. Bequests will be invited only in the name of Alpha Phi Omega or the Alpha Phi Omega Endowment Trust. Proceeds of all bequests will be placed in the endowment fund, unless otherwise stipulated by the donor.
2. Bequests can be given in memory of or as tributes to Fraternity brothers or others.

Policy - II. Development Campaign. The net income from the annual development campaign is placed in the current year's budget. Special allocations may be made to other programs from time to time.

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CATEGORY VIII - LEADERSHIP DEVELOPMENT

Policy - I. Training Programs. The Leadership Development Director will set guidelines defining who can attend leadership development programs within the Fraternity. Attendance fees will be established annually by consulting the National Executive Director and, after budget approval, within constraints of the National Fraternity budget.

Policy - II. Leadership Programming Weekends. One officer from a chapter chartered or re-chartered during the past academic year; or one person from a petitioning group, or an interest group from the past academic year may attend a weekend-long program offered by the National Leadership Development Committee without payment of the attendance fee.

(NC14) Category VIII - Leadership Development is to be revised to include the following additional information as outlined below *(the National Leadership Development Director, with the input of the National Leadership Development Committee and APO LEADS presenters, will submit the full text for approval by the Board of Directors by the June 2015 National Board of Directors meeting)*:

- Definition of the roles, responsibilities, and eligibility of an APO LEADS presenter, director, observer and trainer
- The process by which an eligible member of the fraternity becomes an APO LEADS presenter
- The process by which an APO LEADS presenter becomes a course director
- The process by which an eligible member of the fraternity becomes an observer
- The process by which a course director becomes a course trainer
- The policy for reporting completed APO LEADS courses to the National Office, including when and how these results are reported
- The policy for promotion from apprentice presenter of an APO LEADS course to staff presenter and for promotion from staff presenter to director
- The procedures for reporting and documenting the evaluation and promotion of presenters by observers and trainers
- The procedures for evaluation and retraining of presenters consistently receiving poor reviews

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CATEGORY X – ALUMNI RELATIONS

Policy - I. Alumni Associations. The chair of the alumni relations sub-committee of the National Alumni Relations and Volunteer Development Committee is to send an updated list of alumni associations to the regional directors on an annual basis.

Policy - II. Alumni Association Recognition Revocation. Alumni associations who have violated the Fraternity's membership, risk management, or other policies may have their recognition revoked at the discretion of the Alumni Relations and Internal Volunteer Development Director. After no less than 12 months, the group is eligible to reapply for recognition at the next application deadline. At the discretion of the Alumni Relations and Internal Volunteer Development Director, conditions may be applied to recognition, such as, but not limited to, documentation of policies that prevent similar violations from reoccurring and education of alumni on pertinent policies. Violations of any such conditions or reoccurrences of the original violation will lead to a suspension of recognition for no less than five years.

Policy - III. Alumni Addresses. Chapters are to establish and maintain names and addresses of their alumni and forward this information to the National Executive Director at least annually.

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CATEGORY IX - COMMUNICATIONS

Policy - I. Review of Publications. The National President and the National Executive Director shall have editorial authority for all publications, printed and electronic.

Policy - II. Donor Lists. At the discretion of the National President, the National Finance and Operations Director, and the donor, names of contributors may be published in *Torch & Trefoil* or other appropriate publication.

Policy - III. Mailing Lists. The donor list of the Fraternity's contributors, in whole or in part, is confidential and not for general dissemination. Only the National Executive Director or the National Finance and Operations Director may authorize distribution of all or part of this list.

Policy - IV. Torch & Trefoil. Publication of the *Torch & Trefoil* will occur four times annually.

Policy - V. Publications Poll. A biennial poll of the Fraternity's publications will be conducted to assess the chapters' opinions. The results of this poll will be made available to the appropriate reference committee at future National Conventions.

Policy - VI. Publicity and media relations.

1. Alpha Phi Omega National Service Fraternity and its regions, sections and chapters are encouraged to make every effort to publicize their service projects, events and activities to the general public via the media channels that are available.
2. To facilitate such communications to benefit the National Fraternity, the Director of Communications is charged to promote the Fraternity's activities at the national level as well as assist the regions, sections and chapters in their publicity activities.
3. The National Fraternity may release contact information to the media as is necessary to facilitate the national communication/public relations goals. The National President, the National Executive Director, the Director of Communication, or other such persons designated by the National President may release such information as necessary.
4. Information will be limited to an email address and/or phone number of the chapter or its president of record and/or, when applicable, that of the chapter's office. Chapters who do not wish this information to be released should notify the National Office each semester when new officers are reported.
5. Fraternity leaders, such as sectional chairs, regional directors, or members of the National Board of Directors, may be listed as a local point of contact in a press release issued by the National Office for national efforts such as National Service Week or the National Spring Service Day. The information to be released will be limited to a name, phone number and email address and will be labeled strictly as local contact information that is not to be used for publication. Fraternity leaders who do not wish to participate can inform the National Office not to release this information. A notation will also be made on the leadership directory that this information should not be released without contacting that person first for permission.
6. Rationale: The objective is to help make the Fraternity's chapters and leadership at all levels accessible to the media pursuant to the Fraternity's national goal in raising public awareness. The raising of public awareness about the Fraternity has been a directive of the 1998 and 2000 National Conventions and we are bound by our fraternity oath to further the advancement of Alpha Phi Omega. Using the various forms of media can be to the Fraternity's advantage as it can aid in membership, fundraising and other service opportunities with increased public awareness on the campus, in the community and across the nation. If privacy is requested, it will be honored, as will any concerns about personal security.

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DOCUMENT HISTORY:

- 6/26/2012: (BD) Approved by the Board of Directors
- 6/26/2012: (BD) Category V, Sub-Category 4, Policy V - Procedure for responding to allegations of practices inconsistent with Fraternity policies modified.
- 12/29/2012: (NC) Category II, Sub-Category 1, Policy V – National Student Advisory Committee
- 12/29/2012: (NC) Category V, Sub-Category 2, Policy II, Clause 1 – The general objectives of pledging
- 12/29/2012: (NC) Category V, Sub-Category 1, Policy III, Section 3, Subsection H – added “principles” to end of text
- 01/26/2013: (BD) Policy 1 Precedence, and Policy II Amendments
- 06/28/2013: (BD) Policy Manual, Category V—Membership and Extension, Sub-Category 4—Enforcement, Policy V— Procedure for responding to allegations of practices inconsistent with Fraternity policies
- 01/25/2014: (BD) Category V—Membership and Extension, Sub-Category 4—Enforcement, Policy V—Procedure for responding to allegations of practices inconsistent with Fraternity policies
- 01/25/2014: (BD) Category III, *Awards and Recognition*, Sub-Category 1, *National*, Policy I, *National Distinguished Service Award* and Policy II, *National Alumni Distinguished Service Award*.
- 01/25/2014: (BD) Category III, *Awards and Recognition* Sub-Category1, *National*, Policy II.3.d, *Criteria – Nominations*
- 06/28/2014: (BD) Sub-Category III, Extension, Policy II
- 06/28/2014: (BD) Category III, Sub-category I, Mack Scholarship Committee
- 06/28/2014: (BD) Category III, Sub-category I, Policy III, Section 2
- 06/28/2014: (BD) Category III, Sub-category I, Policy VI, Section 2
- 12/29/2014: (NC) Category II, Sub-Category 1, Policy III - *changes effective at 2016 Convention*
- 12/29/2014: (NC) Category II, Sub-Category 1, Policy IV - *changes effective at 2016 Convention*
- 12/29/2014: (NC) Category II, Sub-Category 5, Policy VI - nor illicit nor recreational drugs
- 12/29/2014: (NC) Category V, Sub-Category 1, Policy V – three paragraph statement added to beginning of Open Member Policy
- 12/29/2014: (NC) Category V, Sub-Category 1, Policy V – Sections 1-4 rewritten, *the new policy will take effect pending approval at the June 2015 National Board of Directors meeting following professional review of the National Legal Counsel*
- 12/29/2014: (NC) Category VI, Policy III, Section 1 – added list of those who cannot condone/conduct hazing
- 12/29/2014: (NC) Category VI, Policy III, Section 2 – expanded list of harassment
- 12/29/2014: (NC) Category VI, Policy III, Section 4 - nor illicit nor recreational drugs
- 12/29/2014: (NC) Category VIII, Leadership Development - to be revised to include APO LEADS presenter guidelines (*full text to be submitted for approval by the June 2015 Board of Directors meeting*)

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APPENDIX

This appendix will contain forms referenced in the above policies. It will also contain governing documents to which Alpha Phi Omega is a party but which do not solely govern Alpha Phi Omega.

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LICENSE AGREEMENT

THIS AGREEMENT, made this _____ day of _____, _____, by and between _____ Chapter of Alpha Phi Omega (hereinafter referred to as "Chapter"), and Alpha Phi Omega, National Service Fraternity (hereinafter referred to as "APO"),

WHEREAS, APO is a not-for-profit corporation organized for the purpose of assembling college students in a National Service Fraternity in the fellowship of the principles derived from the Scout Oath and Law of the Boy Scouts of America, the develop leadership, to promote friendship, and provide service to humanity; and to further the freedom that is our national, educational and intellectual heritage, and

WHEREAS, the Chapter has been issued a chapter charter from APO and is a chapter of APO on the campus of _____, and

WHEREAS, the Chapter desires to incorporate under the laws of the State of _____, as a separate legal entity but desires to maintain its charter and continue using the name Alpha Phi Omega and APO desires to allow the Chapter to retain its charter and continue using the registered name Alpha Phi Omega.

NOW, THEREFORE, in consideration of the above-mentioned premises and the mutual promises of the parties hereinafter set forth, APO hereby grants a license to the chapter to use its registered name of Alpha Phi Omega under the following terms and conditions:

1. Incorporation, Maintenance and Operation of the Chapter: APO and the Chapter recognize the maintenance operation and activities of the Chapter are determined and conducted by the Chapter and are not determined or supervised by APO, subject only to minimum rules and policies of APO established or authorized by the National Convention of chapters. The Chapter agrees it will incorporate, maintain and operate its corporation in a manner consistent with those rules and policies which are presently existing or which may be modified from time to time by action of the National Convention or Board of Directors of APO. More particularly, the Chapter agrees to incorporate, maintain and operate for the purposes enumerated in APO's Articles of Incorporation and National Bylaws. The Chapter further agrees it will conduct no activity in conflict with the principles of that stated purpose, the National Bylaws, the Standard Chapter Articles of Association, the resolutions and policies adopted by the National Convention of chapters or the National Board of Directors. The Chapter specifically affirms it will conduct no hazing activity nor will it operate or maintain a fraternity house as lodging quarters for members or any other person. The Chapter further agrees it will cause its corporation documents to contain the necessary language for a tax-exempt not-for-profit corporation found in Section 501(c) of the Internal Revenue Code and will conduct its operation in a consistent manner with that law.
2. Obligations and Liabilities: The Chapter agrees it will be solely responsible for meeting all governmental requirements for establishing and maintaining its corporation, including but not limited to, necessary attorneys' fees. The Chapter will be solely responsible for all activities it conducts and hereby acknowledges it is acting as a licensee of APO and not as an agent for same.
3. License: The parties agree the name and ritual of Alpha Phi Omega is the property of APO. APO hereby grants the Chapter use of the name and ritual of Alpha Phi Omega. APO shall have the option and right, in its absolute discretion, to cancel or terminate this license at any time for any reason. APO may, at its sole discretion, afford the Chapter an opportunity to show cause why the license should not be canceled or terminated as is its present policy concerning the suspension or revocation of unincorporated chapter charters but the Chapter recognizes this present procedure will not be required as a matter of right for the continuation of the license granted here-in. Upon cancellation or termination of the license, the Chapter agrees it will immediately cease and desist from using the name and ritual of Alpha Phi Omega.
4. Ratification: The Chapter agrees it will cause its new corporation to ratify all terms and provision of this License Agreement within thirty (30) days of the effective date of its corporate existence.

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5. Term: This agreement shall be for a term of one (1) year but shall be continued for successive one-year terms unless notice of cancellation or termination of the agreement is made by either party.

Dated this _____ day of _____, _____.

President

_____ Chapter

ALPHA PHI OMEGA
National Service Fraternity
BY _____

President

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AGREEMENT TO CONDITIONS OF SALE OF CHAPTER-ORIGINATED MATERIAL
AT THE NATIONAL CONVENTION

We understand and agree to the conditions of sale of chapter-originated material at the national convention as outlined in the Fraternity Operations and Policy Manual.

Chapter President/Date

Chapter Name

Phone #

E-mail Address

Address to which approval should be sent: _____

Please submit to:

Alpha Phi Omega
14901 E. 42nd Street
Independence, MO 64055-7347

No later than September 30 on the year of the National Convention.

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AFFIRMATION OF COMPLIANCE WITH RISK MANAGEMENT POLICIES

Alpha Phi Omega places a high value on the dignity and worth of a human being. Therefore, I, the undersigned, have read the Risk Management Policies of Alpha Phi Omega. I hereby affirm my acknowledgment of these Risk Management Policies and its recognition that noncompliance of any of these policies has no place in Alpha Phi Omega.

Signature

Position

Printed Signature

_____/_____
Date Region Section

Signing the Standard Risk Management Policy should not be done without careful consideration. It is your affirmation and commitment to the Standard Risk Management Policy. Much time and effort has been dedicated to making this policy as encompassing as possible for all members of Alpha Phi Omega, National Service Fraternity.

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NATIONAL CONVENTION LEGISLATIVE BODY –
ADVISOR DELEGATE AUTHORIZATION FORM
(Form NCLB-1)

_____ is hereby designated as a voting delegate for
(Printed name of advisor)

_____ at _____
(Chapter Greek letters or "Petitioning Group") (Name of school)

for the Alpha Phi Omega National Convention being held during

_____ at _____;
(Start date to end date with year) (City, State)

and in accordance with National Bylaws and the Fraternity Operations and Policy Manual, is authorized to act on behalf of the chapter / petitioning group on all matters that come before the National Convention.

Authorized by the chapter / petitioning group president:

(Printed name of president)

_____ (Signature of president) _____ (Signature date)

(Phone immediately before & during National Convention)

(Email immediately before & during National Convention)

NOTE: Please consult the Fraternity Operations and Policy Manual to understand under what circumstances this authorization form is applicable. This authorization form has no effect if the chapter has any active brothers (or the petitioning group has any student members) registered and in attendance at National Convention.

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NATIONAL CONVENTION LEGISLATIVE BODY –
REGIONAL ALUMNI VOTING DELEGATE AUTHORIZATION FORM
(Form NCLB-2)

Region: _____ Regional Alumni Council Chair: _____
Date of election: _____ Election location: _____

Complete the following:

1. Attach the list of recognized alumni associations in your Region.
2. Complete the attached Regional Alumni Council roster and voting record.
3. Attach a copy of the notice that went to each council member or local alumni association.
4. Describe the election process used:

5. The elected Regional Alumni Voting Delegate for the upcoming National Convention is:

Name: _____

Address: _____

Phone: _____

Email: _____

6. A first alternate was elected. Yes No
A second alternate was elected. Yes No

Alt. #1 Name: _____

Alt. #2 Name: _____

Alt. #1 Address: _____

Alt. #2 Address: _____

Alt. #1 Phone: _____

Alt. #2 Phone: _____

Alt. #1 Email: _____

Alt. #2 Email: _____

We hereby approve and certify on _____ that the process used to select the Region _____ Alumni Voting Delegate adheres to the Regional Alumni Voting Delegate election procedure specified in the Fraternity Operations and Policy Manual.

(Signature of Regional Director)

(Signature of Regional Alumni Council Chair)

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Regional Alumni Council Roster and Attendance Record

Region: _____ Regional Alumni Council Chair: _____
Date of election: _____ Election location: _____

(Reference: National Bylaws, Article XII, "Alumni", Section 3, "Regional Alumni Councils".)
Please place a checkmark after the name of brothers who were present & voted.

<u>NAME</u>	<u>VOTED</u>
--------------------	---------------------

Regional Alumni Council Chair

Regional At-Large Member(s) (at least one)

Sectional At-Large Member(s) (at least one per section - enter section number in brackets)

_____ []

_____ []

_____ []

_____ []

Local Alumni Association Representatives (at least one per association)

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NATIONAL CONVENTION LEGISLATIVE BODY –
SECTIONAL CHAIR SUBSTITUTION FORM
(Form NCLB-3)

National Convention: _____ at _____
(Date range) (City, State)

Region: _____
Section: _____ Current Sectional Chair: _____
(**Printed** name of sectional chair)

I hereby certify that I will be unable to attend the specified National Convention and would like the following individual to serve as a substitute Legislative Body delegate in my place:

(**Printed** name of substitute delegate)

(**Signature** of sectional chair)

(Date of signature)

I hereby approve the above substitution.

(**Signature** of regional director)

(Date of signature)

I hereby commit to serve as the substitute Legislative Body delegate for the Section _____ Chair at the specified National Convention.

(**Signature** of substitute delegate)

(Date of signature)

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INTERNATIONAL COUNCIL OF ALPHA PHI OMEGA OPERATING POLICIES

ARTICLE I: NAME

The name of this organization shall be the International Council of Alpha Phi Omega (ICAPO).

ARTICLE II: PURPOSE & PRINCIPLES

The purpose of the Council shall be to promote around the world the principles and ideals of Alpha Phi Omega as originally exemplified by Frank Reed Horton. To this end, the Council will aid in introducing and establishing collegiate-based student Alpha Phi Omega organizations in countries where it is not now located and will assist in the development of student Alpha Phi Omega organizations in countries where it is currently introduced or established. It will serve as an official link among the variously established independent Alpha Phi Omega national organizations, and will work to promote a deeper understanding and an increased working relationship among these independent organizations.

The principles of Alpha Phi Omega were exemplified by Frank Reed Horton. They are the principles of Scouting around the world, and include the personal dignity of each individual, mutual cooperation among individuals of varying backgrounds and beliefs, service to others (as exemplified in the Scout Oath and Law), and a policy of inclusive membership. The creation and existence of ICAPO shall not in any way intrude on or violate the sovereignty or independence of any member national organization.

ARTICLE III: MEMBERSHIP

Section 1. Open Membership: Membership on this Council is open to all Alpha Phi Omega national organizations which have been shown to abide by the principles and ideals of Alpha Phi Omega. A national organization is defined as the association of a minimum of five (5) functioning collegiate-based chapters organized in a structure which is governed by a nationally elected governing body.

Section 2. Voting Membership: Each national organization shall have equal voting membership on the Council. Each national organization's representative(s) shall be selected by an appropriate nationally elected governing body of that organization. Voting Membership on the Council shall be granted to a national organization by a majority vote of the Council upon fulfilling the application requirements.

Section 3. Associate Membership: Countries in which Alpha Phi Omega collegiate-based chapters exist without their own national organization may be represented by associate membership. Associate member organization shall be non-voting members of the Council. Associate membership on the Council will be granted upon the request of an active collegiate-based chapter from a country not otherwise represented and after an affirmative vote of two-thirds (2/3) of the Council members at a meeting. Delegates from associate members of the Council must be representative of the chapter groups within the country. Groups of alumni affiliated with Council-member organizations and actively involved in establishing collegiate-based chapters in non-member countries may be represented by Associate membership. Associate membership on the Council may be granted upon request to groups of alumni existing in countries where collegiate-based chapters do not exist if they are actively involved in establishing collegiate-based chapters.

Section 4. Member Organizations in Good Standing: Member Organizations shall remain in good standing by abiding by these Operating Policies.

Section 5. Member Organization Revocation: Membership of Organizations in the Council may be revoked for violating any of these Operating Policies only after an affirmative vote of two-thirds of the Council Members at a meeting. All members of the Council shall be given at least three months notice of the proposed revocation in advance of the meeting at which the vote is taken. Following revocation of an Organization's membership in the Council, reconsideration for membership will not be considered for a minimum of two (2) years after the revocation. Organizations whose membership in the Council have been revoked and are therefore not in good standing, shall not use the name, trademark, seal, coat of arms and relevant insignia of Alpha Phi Omega.

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ARTICLE IV: RIGHTS AND RESPONSIBILITIES

Section 1. Activities: All activities of the Council will be commensurate with its stated purposes. Joint or cooperative activities among the various groups represented on the Council will be encouraged.

Section 2. Name & Insignia Protection: Each member organization recognizes Alpha Phi Omega's (USA) ownership of its name, trademark, seal, coat of arms and relevant insignia pursuant to United States of America law, international law and all relevant legal conventions.³ Each member organization shall use all reasonable moral and legal means to protect this ownership and enforce any relevant international and/or national law and all legal conventions.

Section 3. Hazing & Abuse:

1. Each member organization must declare their individual commitment to the prevention of hazing, abuse and violence as a means of respecting and promoting the personal dignity of each individual.

2. There shall be no hazing or informal initiation in connection with the functions of any member organization or any extension efforts. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purpose of Alpha Phi Omega.

3. Hazing activities are defined as (but not limited to): Any action taken or situation created, intentionally, whether on or off Alpha Phi Omega premises or during or not during Alpha Phi Omega functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: misuse of alcoholic beverages; paddling in any form; branding; mutilation in any form; creation of excessive fatigue, physical and psychological shocks; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local and national laws.

4. Prohibited activities include: Any form of abusive behavior on the part of its members or any extension efforts, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This is to include any form of physical, sexual or verbal harassment and any actions which are deemed to be demeaning.

ARTICLE V: EXTENSION

Section 1. Sponsorship: Any national member organization shall be able to petition the Council to sponsor the establishment of collegiate-based chapters in another country where no collegiate-based chapters exist. Sponsorship is defined as taking on primary support and administrative responsibility for extension efforts until such time as the chapters (a minimum of 5) are ready to establish their own national organization, or the effort is abandoned.

Section 2. Requirements For Establishing a Chapter: A charter shall be granted only on the approval of an appropriate nationally elected governing body of the sponsoring organization. A charter shall be granted only at a college or university which is accredited by a recognized accrediting association. The sponsoring organization shall determine which accrediting associations will be recognized.

Section 3. Assistance: Each national organization is encouraged to render all reasonable assistance in the respective programs regarding sponsorship and/or establishment of new collegiate-based chapters.

Section 4. Financial Responsibilities: All national organizations will independently finance their participation in the Council and contribute to international activities on a voluntary basis. The sole power to impose and modify fees and assessments on chapters, charter petitioning groups, members and pledges in extension countries lies with the sponsoring organization.

ARTICLE VI: MEETINGS

Section 1. Voting Power: Each national organization in good standing represented at a Council Meeting shall be represented by an official delegation of up to three (3) delegates and have only one (1) vote. Each official delegation member shall have speaking privileges. Each Associate member of the council

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shall be represented by an official delegation of up to three (3) delegates. Other delegates may speak at a Council meeting only upon the permission of the Council.

Section 2. Quorum: Unless otherwise specified, a quorum to do business shall consist of two-thirds (2/3) of the national organizations entitled to vote.

Section 3. Vote Required to Adopt a Measure: A simple majority of the votes cast shall be necessary to adopt a measure.

Section 4. Parliamentary Authority: The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings of the Council in all cases to which they are applicable and in which they are not inconsistent with these Operating Policies and any special rules of order the Council may adopt.

Section 5. Powers and Duties of the Council: The Council shall have:

1. The power to elect Council officers as herein prescribed.
2. The sole power to admit member national organizations and associate member organizations.
3. The sole power to revoke organization membership in this Council in the manner provided in Article III, Section 5, of these Operating Policies.
4. The power to enact other legislation necessary for carrying on the work of the Council.
5. The power to adopt resolutions and directives which shall be considered by the Council Officers.
6. The power to amend as prescribed in Article IX.

Section 6. Limitations of the Council: The Council shall not have the power to:

1. Establish rituals, badges and other Alpha Phi Omega insignia. (See Article IV, Section 2.)
2. Suspend or expel an individual member or chapter.
3. Levy fees or assessments on any organizations or individuals (See Article VIII, Section 1.)

Section 7. Time & Place: The International Council shall meet at least once every two (2) years. The time and place for the next meeting shall be determined as an agenda item.

ARTICLE VII: OFFICERS & COMMITTEES

Section 1. Elected Officers: The Council shall elect a Chair, Vice Chair and Secretary and such other elected officers as it may deem necessary. The duties and responsibilities of these officers shall be decided by the Council as stated in the Operating Policies. The term of office shall be two years or until their successors shall have been elected.

Section 2. Appointed Officers: The Chair shall appoint such other non-elected officers as the Chair may deem necessary. They will serve the Council for the duration of the term of the Chair.

Section 3. Duties of Chair: It shall be the duty of the Chair to preside at all Council meetings; to enforce a due observance of the Operating Policies; to appoint, in the manner specified in these Operating Policies, such appointed officers and committee chairs; to serve as an ex-officio member of all committees; and to perform such other duties as the office may require.

Section 4. Duties of Vice-Chair: It shall be the duty of the Vice Chair to preside in the absence of the Chair and perform the duties of that office, and perform such other duties as may be assigned by the Chair.

Section 5. Duties of Secretary: It shall be the duty of the Secretary to take the minutes at Council meetings, distribute those minutes as appropriate, maintain a permanent address and list of official contacts for all member organizations, assist in all communications required for the functioning of the Council, and perform such other duties as may be assigned by the Chair.

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Section 6. Resignation and Vacancies: Any Officer, other than the Chair, may resign from office by submitting a letter to the Chair. The Chair may resign from office by submitting a letter to the Secretary who will send a copy to the Presidents of all national member organizations. Vacancies occurring from among currently elected officers of the Council shall be filled by appointment of the Chair until the next Council Meeting.

Section 7. Succession: In the event the office of Chair shall become vacant between Council meetings, the Vice-Chair shall become the Chair.

Section 8. Impeachment: Officers of the Council may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the Council. The Council shall investigate and hear the charges. If two-thirds (2/3) of the members of the Council present and voting sustain the charges, the official shall be removed from office.

Section 9. Committees: The Chair shall appoint committees and committee chairs as are deemed necessary for the functioning of the Council. Committee chairs (chairpersons) shall serve only concurrently with the term of office of the Chair.

ARTICLE VIII: ADMINISTRATION

Section 1. Finance: All national organizations will independently finance their participation in the Council and contribute to international activities on a voluntary basis. There shall be no mandatory fees or assessments levied by the Council on any organizations or individuals.

Section 2. Permanent Address & Contact(s): Each member national organization and associate member shall maintain a permanent address and list of official contacts. This information should be provided to the Secretary.

Section 3. Term: This Council shall remain in existence as long as its member organizations exist, unless ended or replaced under the terms of this agreement.

ARTICLE IX: AMENDMENTS

These Operating Policies shall be amended only by a three-fourths (3/4) vote of the Council after the elected governing body of each national organization represented on the Council has been given at least three (3) months notice of the proposed amendment(s) in advance of the meeting at which the vote is taken.

SIGNED THIS DAY: December 28, 1996

OFFICERS:

Alpha Phi Omega,
National Service Fraternity

Alpha Phi Omega International Philippines
Incorporated Service Fraternity and Sorority

National President,
Wilfred Krenek

National Vice President,
Joey Policarpio

National Executive Director,
Patrick W. Burke, CAE

President North America Council of Philippine
Alumni Associations 95-96
Gil Magno

International Relations Committee Chair,
David Emery

President North America Council of Philippine
Alumni Associations 97-98
Dr. Cesar Andal