

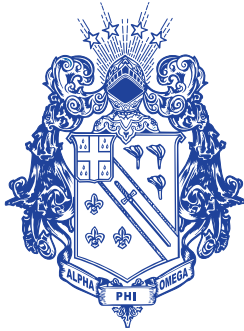
# National Bylaws and Standard Chapter Articles of Association



**Alpha Phi Omega**  
National Service Fraternity

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**ARTICLES OF INCORPORATION OF  
ALPHA PHI OMEGA  
UNDER THE  
GENERAL NOT FOR PROFIT  
CORPORATION ACT  
STATE OF MISSOURI**

To the secretary of state, Jefferson City, Missouri:

We, the undersigned

E. Ross Forman, 702 Avondale Road, Erdenheim, Philadelphia, PA 19118  
Dr. Glen T. Nygreen, Hunter College in the Bronx, New York, NY 10468  
Aubrey B. Hamilton, 6105 Lindell Boulevard, St. Louis, MO 63112  
Robert J. Hilliard, P.O. Box 108, College Station, Pullman, WA 99163  
Gerald M. Plessner, 15781 N.E. 14th Avenue, North Miami Beach, FL 33162  
Dr. Tom T. Galt, 711 North Church Street, Spartanburg, SC 29301  
Joseph J. Scanlon, 1100 Waltower Building, Kansas City, MO 64106

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under the "General Not For Profit Corporation Act" of the state of Missouri, do hereby adopt the following Articles of Incorporation:

1. The name of the corporation is ALPHA PHI OMEGA.
2. The period of duration of the corporation is PERPETUAL.
3. The address of its initial registered office in the state of Missouri is 1100 Waltower Building, in the city of Kansas City, State of Missouri, and the name of its initial registered agent at said address is Joseph J. Scanlon.

4. The first Board of Directors shall be thirty-nine (39) in number, their names and addresses being as follows:

E. Ross Forman, 702 Avondale Road, Erdenheim, Philadelphia, PA 19118  
Dr. Glen T. Nygreen, Hunter College in the Bronx, New York, NY 10468  
Aubrey B. Hamilton, 6105 Lindell Boulevard, St. Louis, MO 63112  
Robert J. Hilliard, P.O. Box 108, College Station, Pullman, WA 99163  
Gerald M. Plessner, 15781 N.E. 14th Avenue, North Miami Beach, FL 33162  
Dr. Tom T. Galt, 711 North Church Street, Spartanburg, SC 29301  
Joseph J. Scanlon, 1100 Waltower Building, Kansas City, MO, 64106  
Ed Andrews, American Camping Assoc., Bradford Woods, Martinsville, IN 46151  
Prof. Harry C. Barnett, 533 Elm Street, Ann Arbor, MI 48104  
Dr. H. Roe Bartle, 4712 Roanoke Pkwy., Apt. 404, Kansas City, MO 64112  
Dr. Lester G. Brailey, Room 930, 33 West 42nd Street, New York, NY 10036  
George F. Cahill, 7th Floor Keenan Building, 643 Liberty Ave., Pittsburgh, PA 15222  
Dean Earle W. Clifford, Jr., Rutgers-The State University, New Brunswick, NJ 08903  
Frank G. Cuny, 337 Placerville Drive, Placerville, CA 95667  
Dr. Malcolm N. Dana, 555 Glen Avenue, Madison, WI 53711  
Dr. James W. Dean, Virginia Polytechnic Institute, Blacksburg, VA 24061  
M. R. Disborough, 100 E. 10th Street, Wilmington, DE 19801  
Irwin H. Gerst, 22136 Bryant Street, Canoga Park, CA 91304  
John E. Hanke, 721 San Juan, La Junta, CO 81050  
Dean James P. Hannigan, Texas A&M University, College Station, TX 77843  
Douglas M. Harris, 29 Ten Eyck Place, Edison, NJ 08817  
Dr. Lawrence L. Hirsch, 2434 West Grace Street, Chicago, IL 60618  
Dr. Albert E. Iverson, Boy Scouts of America, New Brunswick, NJ 08903  
Dean Lewis N. Jones, Administration Building, Texas Tech, Lubbock, TX 79406  
Sidney B. North, 1856 Sherman Avenue, Evanston, IL 60201  
Arno Nowotny, University Development Board, Box 7458-Littlefield House,  
Austin, TX 78712  
Gen. H. O. Paxson, Kirkland Hall, Vanderbilt University, Nashville, TN 37203  
Rev. Robert J. Payne, 339 Hillsdale Avenue, Hillsdale, NJ 07642  
Dr. Harold F. Pote, 336 Bandera, Sun Gold Point, La Jolla, CA 92037

Dean Hershel G. Potts, Eastern New Mexico University, Portales, NM 81130  
William S. Roth, Bethany Hospital, 51 North 12th Street, Kansas City, KS 66102  
A. G. Spizzirri, Ursuline College, 3105 Lexington Road, Louisville, KY 40206  
Dr. Lester R. Steig, 2160 Newell Road, Palo Alto, CA 94303  
Warren Stookey, Southern Illinois University, Alumni Office, Edwardsville, IL 62025  
Richard L. Tombaugh, Purdue University, Ag Hall Annex, Lafayette, IN 47907  
Rev. Frans A. Victorson, Saron Lutheran Church, St. Joseph, MI 49085  
Dr. Delmer H. Wilson, Boy Scouts of America, New Brunswick, NJ 08903  
Dr. Ray O. Wyland, 7123 Estepa Drive, Tijuana, CA 90142  
Lt. Col. Lucius E. Young, 4508 Argyle Terrace, N.W., Washington, D.C. 20011

5. The purpose and objects for which the corporation is organized are as follows: To carry on the educational and charitable purposes hereinafter set or any of them, both directly and by application of assets, to or for the use of "Alpha Phi Omega", and, in connection therewith, to receive and administer funds for such services, and to that end to take and hold by bequest, devise, gift, purchase or lease, either absolutely or in trust, any property, real, personal or mixed, without limitation as to amount or value; to sell, convey, and dispose of any such property and to invest and reinvest the principal and income thereof, and to deal with and to spend or apply the assets and earnings thereof for any of the aforesaid purposes; to receive, take title to, hold, use and apply the principal and income of the aforesaid properties and the principal and income of any stocks, bonds, obligations or other securities of any corporation or corporations, domestic or foreign, municipal or governmental; provided, however, no activity conducted by the corporation shall be contrary to the provisions of Section 501(c)(3) of Internal Revenue Code (1954), as now or hereafter amended.

In furtherance thereof, for and on behalf of Alpha Phi Omega:

1. To purchase, rent, erect or otherwise acquire buildings and facilities, remodel, and rehabilitate buildings and facilities to be used for the educational and charitable purposes herein specified, and to purchase or acquire equipment incidental or necessary for use in such facilities; and

2. To be and remain organized and operated exclusively as a nonprofit charitable corporation to assemble college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leadership, to promote friendship and to provide service to humanity; and to further the freedom that is our national, educational, and intellectual heritage.

3. To provide and finance such professional staff and other staff as may be necessary, in the opinion of the directors, to further any or all of the above purposes; and

4. To adopt bylaws for the administration of the corporation; and to amend the same from time to time in the manner provided therein; provided, no bylaw or amendment thereto may be contrary to or inconsistent with the purposes of the corporation as herein set forth, nor with any provisions of these Articles of Incorporation.

5. The corporation shall have all of the powers enumerated in Sections 355.010 to 355.520, Revised Statutes of Missouri, as now or hereafter amended; provided, however, that the corporation shall not exercise any powers presently granted by such statutes, or as they may hereafter be amended, inconsistent with or contrary to the provisions of Section 501(c)(3) of the Internal Revenue Code (1954) or as said Section may hereafter be amended.

6. No part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, nor intervening in any political campaign on behalf of any candidate for public office. No part of the income or property of this corporation shall inure to the benefit of, or be distributed to, its members, directors or officers, except for reasonable compensation for services actually rendered in carrying on the work of the corporation.

7. In the event of dissolution of this corporation, or if for any reason the purposes of this corporation should become impossible of performance, all assets remaining after all liabilities and obligations of the corporation have been paid, satisfied and discharged, or adequate provision made, shall be distributed to one or more organizations organized and operated for similar exempt purposes or for other purposes within the purview of Section 501(c)(3) and which have exemption from federal income tax under Section 501(c)(3) of the 1954 Internal Revenue Code, or such Section as it may be amended, or a corresponding provision of a prior law, or to the federal, state or local government for a public purpose.

IN WITNESS WHEREOF, we have hereunto set our hands and seals as of this 17th day of January, 1968.

E. ROSS FORMAN  
DR. GLEN T. NYGREEN  
ROBERT J. HILLIARD  
JOSEPH J. SCANLON

GERALD M. PLESSNER  
DR. TOM T. GALT  
AUBREY B. HAMILTON

# ALPHA PHI OMEGA NATIONAL BYLAWS

Adopted by the National Constitutional Convention of 1967  
As amended through the 2012 National Convention

## ARTICLE I – NAME

The name of this fraternity shall be ALPHA PHI OMEGA.

## ARTICLE II – PURPOSE

The purpose of this fraternity shall be to assemble college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leadership, to promote friendship, and to provide service to humanity; and to further the freedom that is our national, educational and intellectual heritage.

## ARTICLE III - MEMBERSHIP

**SECTION 1. OPEN MEMBERSHIP.** Membership in Alpha Phi Omega shall be open to all students, upon the approval of the respective chapter and after fulfilling the membership requirements prescribed by the National Fraternity and by that chapter. Without gender implication, all initiated members of the organization are known nationally as brothers of the Fraternity.

### **SECTION 2. TYPES AND CONDITIONS OF MEMBERSHIP.**

**(1) PLEDGE MEMBERSHIP.** Pledge membership shall be conferred upon enrolled students of an institution of higher education at which a chapter of Alpha Phi Omega is located who are selected by that chapter to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be according to the Official Ritual of the Fraternity. The content and duration of the preparatory period are to be determined by the chapter in so far as these matters do not conflict with the Articles of Incorporation and Bylaws or operating policies of the National Fraternity. Pledge membership shall be held until the student participates in the Initiation Ritual of the Fraternity or ceases pledging by not completing the pledge program during the time specified by the chapter.

**(2) ACTIVE MEMBERSHIP.** Active membership shall be conferred upon enrolled students who are in the fellowship of the principles of Alpha Phi Omega; who, to the satisfaction of their chapter, are so oriented; who have successfully completed a membership education program structured in accordance with the guidelines established in the National Pledging Standards and the membership policies of the Fraternity; and who are encouraged, but not required, by their chapter to be a registered member of any Scout or youth service organization. Initiation shall be according to the Official Ritual

of the Fraternity. Active membership shall carry all rights and responsibilities in the chapter, except that the individual chapters may determine the degree of participation of members in graduate or professional school. Active membership shall be continued so long as the member remains in good standing with the chapter and continues enrollment in the institution. Active membership may be transferred from one chapter to another if the member transfers institutional enrollment, provided that the new chapter accepts the member as an active member, and that the new member completes the necessary forms and sees that they are forwarded to the National Office. Individuals who hold alumni membership may be reinstated to active membership in accordance with any provisions adopted by the chapter. The chapter shall notify the National Office of the change in membership status and transmit to the National Office the Active Membership Reinstatement Fee as defined in Article VIII, Section 13. When these bylaws refer to the terms "active member", "active members", or "active membership", those terms have the meaning as set forth in this section.

**(3) ASSOCIATE MEMBERSHIP.** Associate membership may be conferred upon active members who find it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who petition the chapter for associate membership. Procedures for conferring such status, for reinstatement of active status, and rights and responsibilities of associate members are left to the discretion of the chapter.

**(4) ADVISORY MEMBERSHIP.** Advisory membership may be conferred upon persons approved by the chapter to serve on the advisory committee and whose chapter has completed the necessary forms and submitted them to the National Office. Those advisory members who have not previously held active or advisory membership shall be initiated according to the official Initiation Ritual of the Fraternity. Advisory members shall have all rights and privileges of active membership except those of voting within a chapter at meetings other than those of the Chapter Advisory Committee, directing the supervision of pledges, and directing the establishment of pledge or active membership programs and policies. The only chapter office advisory committee members can hold is the office of the chair of the advisory committee. Such membership may not be conferred upon undergraduate students. Individuals who previously held advisory membership and whose advisory membership status concluded for any reason, may be reinstated to advisory membership in accordance with any provisions adopted by the chapter. The reinstatement to advisory membership will only be completed once the chapter notifies the National Office of the change in membership status and transmits to the National Office a certification from the individual acknowledging their agreement with this change in their membership status.

**(5) HONORARY MEMBERSHIP.** Honorary membership may be conferred by any chapter, petitioning group upon charter approval, or the National Board of Directors, upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of active



membership, except those of voting and holding office. Honorary membership shall not be bestowed upon undergraduate students, except for documented petitioning members who left school within two months of the chartering date, or students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. Granting honorary membership under these exceptions requires the approval of the Membership and Extension Director.

Selection of honorary members by a chapter shall require the approval by vote of at least three-fourths of the chapter's active members.

Selection of honorary members by a petitioning group shall require the approval by vote of at least three-fourths of the petitioning group membership and shall be recognized upon charter approval, with the honorary members included as chartering members.

Selection of national honorary members shall require the approval by vote of three-fourths of the membership of the National Board of Directors.

**(6) SOCIETY OF LIFE MEMBERSHIP.** Any active, advisory, honorary or alumni member who contributes to the Alpha Phi Omega Endowment Fund an amount as specified in Article VIII, Section 7 shall be enrolled into the Society of Life Members. If requested, Society Members shall receive a free subscription to the Fraternity magazine, renewable at no cost every five years.

**(7) ALUMNI MEMBERSHIP.** Upon leaving their respective academic institution as a result of graduation or termination of student status, or termination of advisory committee membership, all who have held active, associate, advisory, honorary, or inactive membership in a chapter and who have not been suspended or expelled by that chapter or the National Fraternity, shall be recognized as alumni members.

**(8) PETITIONING MEMBERSHIP.** Petitioning membership shall be conferred upon enrolled students of an institution of higher education in which a petitioning group of Alpha Phi Omega is located and upon selection by the petitioning group to participate in the establishment of a chapter of Alpha Phi Omega. Petitioning membership shall be conferred once those enrolled students participate in the petitioning ceremony as established by the Fraternity. Petitioning membership shall be held until the student participates in the Initiation Ritual of the Fraternity or ceases petitioning.

**(9) SUSPENDED MEMBERSHIP.** A member who has been suspended by a chapter and/or the National Board of Directors shall be considered to have suspended membership. A member who has been suspended by a chapter has no rights in the chapter, except for those provided within that chapter's bylaws or these bylaws, if any. A member who has been suspended by the National Board of Directors has no rights in any chapter or the National Fraternity other than those provided for in these bylaws, if any.

**(10) INACTIVE MEMBERSHIP.** A member who leaves his or her chapter but remains a member of the academic institution and who has not been suspended by the chapter or the Fraternity shall be an inactive member. An inactive member has no rights or

responsibilities in the chapter except for those provided within that chapter's bylaws. Chapters shall decide whether or not inactive members may return to active membership in their respective chapters, and the conditions on which an inactive member may do so. Those conditions must be in compliance with these bylaws and the policies and governing documents of the Fraternity.

**(11) SUSPENSION OF CHAPTER MEMBERSHIP.** Upon the suspension of a member by a chapter, the chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's membership record.

**(12) NATIONAL SUSPENSION AND/OR EXPULSION OF MEMBERS AND OFFICERS.**

Any member of this fraternity may be suspended or expelled. The National Board of Directors, for just cause and after due deliberation, by a two-thirds vote thereof, may suspend a member of the Fraternity until the next National Convention and may recommend to that convention that such member be expelled. The suspension of such member shall terminate at the end of the last day of this convention, unless the convention has taken specific action against the member. The National Convention can expel any member from the Fraternity by an affirmative vote of two-thirds of the votes of the registered delegates present and voting, and such expelled member cannot be eligible for subsequent pledge, active, associate, advisory, honorary, life, petitioning, or alumni membership in Alpha Phi Omega, unless two-thirds of the registered delegates present and voting at a National Convention approve.

**SECTION 3. RESIGNATION OF MEMBERSHIP.** Members of the Fraternity may resign their membership at any time. Their resignation must be in writing, addressed to the National Executive Director, and notarized. The correspondence should include any necessary identifying information such as chapter and member number; upon receipt of this letter, the chapter shall be notified. Unlike members who have been expelled as described in Subsection 12 of this article, members who have chosen to resign may be eligible for subsequent pledge, advisory, or honorary membership if they meet the other requirements for eligibility for these membership types.

## **ARTICLE IV - NATIONAL CONVENTIONS**

**SECTION 1. MEMBERSHIP.** The supreme authority of the Fraternity, consistent with the provisions of the Bylaws, shall be vested in the National Convention composed of the members of the National Board of Directors, the sectional chairs or designees, two delegates from each chapter who shall be active members or chapter advisors, one alumni voting delegate from each region, and two delegates from each petitioning group who shall be petitioning members or petitioning group advisors. An advisor may only serve as a delegate if no active or petitioning members from the chapter or petitioning group are registered at the Convention. Other members of the Fraternity and guests may observe but may not participate in floor debate. Members and guests who

have not been initiated shall not be allowed to observe debate over rituals.

In the case that a sectional chair cannot be in attendance at the National Convention, the sectional chair may designate a replacement, with approval of their regional director, to serve in the sectional chair's place. This shall be done in accordance with the procedures contained in the Fraternity Operations and Policy Manual.

**SECTION 2. VOTING POWER.** Each chapter in good standing represented at a National Convention shall have two votes. If a chapter has only one delegate registered, that delegate shall have the power to cast both votes. Each voting member of the National Board of Directors and each alumni voting delegate registered at a National Convention shall have only one vote. Non-voting members of the National Board of Directors, sectional chairs, or their designees, delegates from chapters not in good standing but represented at a National Convention, and delegates from petitioning groups shall be entitled to all privileges of delegates from chapters in good standing, with the exception of voting.

**SECTION 3. QUORUM.** A quorum to do business shall consist of two-thirds of the registered delegates entitled to vote.

**SECTION 4. VOTE REQUIRED TO ADOPT A MEASURE.** Except as otherwise provided for in these bylaws, a simple majority of the votes cast shall be necessary to adopt a measure.

**SECTION 5. PARLIAMENTARY AUTHORITY.** The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings of the National Convention in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the convention may adopt.

**SECTION 6. POWERS AND DUTIES OF THE NATIONAL CONVENTION.** The National Convention shall have:

- The power to elect officers and members of the National Board of Directors as herein prescribed.
- The sole power to establish rituals, ceremonies and Fraternity symbols. The established symbols of the Fraternity are the jewel, flower, tree, colors, bird, coat of arms, badge, sign, handclasp, Greek letters, and national membership pins
- The sole power to revoke charters in the manner provided in Article IX, Section 5, of these Bylaws.
- The sole power to impose and modify national fees and assessments on chapters, charter petitioning groups, members and pledges.
- The power to suspend or expel a member for just cause and after due deliberation.

- The power to enact other legislation necessary for carrying on the work of the Fraternity.
- The power to adopt resolutions and directives which shall be considered by the National Board of Directors.
- The power to amend as prescribed in Article XIII.

**SECTION 7. TIME AND PLACE.** The National Convention shall be held biennially in even numbered years. The time and place for each convention shall be brought as a motion by a reference committee and presented for ratification by the delegates in accordance with the rotation schedule contained in the Fraternity Operations and Policy Manual.

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.

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.

**SECTION 8. REFERENCE COMMITTEES.** The National President may establish reference committees to consider proposals submitted per Article XIII or to evaluate and report to the National Convention on the programs or other business of the Fraternity. Each reference committee shall consist of one active member serving as a voting delegate from each region and a chair who shall be an active member serving as a voting delegate from any region. The members of each reference committee will be selected by the National President after consultation with the regional directors. The National President may also appoint one or more advisors to each reference committee.

## **ARTICLE V - NATIONAL OFFICERS**

**SECTION 1. ELECTED NATIONAL OFFICERS.** The National Convention shall elect the following national officers to serve for a term of two years or until their successors shall have been elected and qualified: National President, National Vice President.

The National Convention shall also elect six members to the Board of Directors as Program Directors to serve for a term of two years or until their successors shall have been elected and qualified.

The National President, National Vice President and program directors shall be

nominated and elected in accordance with the procedures established in the Standing Rules of the National Convention and shall begin their term of office upon adjournment of the final legislative session of the National Convention at which they are elected.

**SECTION 2. APPOINTED OFFICERS.** The National President shall appoint, with the approval of the National Board of Directors and to serve at its pleasure, the National Executive Director, the National Legal Counsel, the National Archivist and the International Relations Director.

**SECTION 3. HONORARY NATIONAL OFFICERS.** The National Convention may appoint honorary national officers to serve for a fixed term or at its pleasure.

**SECTION 4. DUTIES OF THE NATIONAL PRESIDENT.** It shall be the duty of the National President to preside at all National Conventions; to call meetings of the National Executive Committee; to enforce a due observance of the Articles of Incorporation, the National Bylaws and the Standard Chapter Articles of Association of Alpha Phi Omega; to serve as chair of the National Board of Directors and of the National Executive Committee; to appoint, in the manner specified in these Bylaws, such national officers, national committee chairs, national committee members and other persons as are specifically designated for presidential appointment; to appoint all national committees not otherwise provided for; to serve as an ex-officio member of all national committees; and to perform such other duties as the office may require.

**SECTION 5. DUTIES OF THE NATIONAL VICE PRESIDENT.** It shall be the duty of the National Vice President to preside in the absence of the National President and perform the duties of that office, and perform such other duties as may be assigned by the National President.

**SECTION 6. DUTIES OF THE NATIONAL PROGRAM DIRECTORS.** The National President shall appoint five of the National Program Directors to serve, respectively, as the National Membership and Extension Director, the National Leadership Development Director, the National Service Director, the National Finance and Operations Director, and the National Alumni Relations and Internal Volunteer Development Director. The National President shall appoint the remaining National Program Director to serve in such capacity as the President deems is in the Fraternity's best interest.

**SECTION 7. DUTIES OF THE NATIONAL EXECUTIVE DIRECTOR.** The National Executive Director shall work under the direction of the National President and shall perform such duties as are prescribed by the President and by the National Board of Directors. The

National Executive Director shall employ and supervise the office and professional staff of the National Fraternity subject to policies adopted by the National Board of Directors.

The National Executive Director shall receive and provide for the security of all monies of the National Fraternity, and issue all withdrawals made against National Fraternity funds in accordance with procedures and policies as shall be established by the National Board of Directors.

The National Executive Director shall be the general editor of all publications of the Fraternity.

**SECTION 8. DUTIES OF THE NATIONAL LEGAL COUNSEL.** It shall be the duty of the National Legal Counsel to advise the National Board of Directors, National Executive Committee, National President and National Executive Director on all corporate legal matters.

**SECTION 9. DUTIES OF THE NATIONAL ARCHIVIST.** It shall be the duty of the National Archivist to receive and provide for the security and proper display of items of national historical importance.

**SECTION 10. DUTIES OF THE REPRESENTATIVE OF THE NATIONAL COUNCIL OF THE BOY SCOUTS OF AMERICA.** A representative of the National Council of the Boy Scouts of America shall serve as a liaison between the Boy Scouts of America and the National Board of Directors.

**SECTION 11. DUTIES OF THE INTERNATIONAL RELATIONS DIRECTOR.** It shall be the duty of the International Relations Director to coordinate the international affairs of Alpha Phi Omega National Service Fraternity (USA), including its participation in the International Council of Alpha Phi Omega and coordinating international extension activities, and to advise the National President and the National Board of Directors of Alpha Phi Omega National Service Fraternity (USA) on its relations with other national Alpha Phi Omega organizations. If appointed to do so by the National President with the approval of the National Board of Directors, the International Relations Director may perform the duties of regional director for a specific geographical area outside the United States of America.

**SECTION 12. SUCCESSION.** In the event the office of National President shall become vacant between National Conventions, the National Vice President shall become National President.

**SECTION 13. VACANCY IN THE OFFICE OF VICE PRESIDENT.** Whenever a vacancy shall occur in the office of National Vice President, the National Board of Directors shall elect one of the elected members of the Board to serve as National Vice President.

## **ARTICLE VI - NATIONAL BOARD OF DIRECTORS**

**SECTION 1. NATIONAL BOARD OF DIRECTORS.** There shall be a National Board of Directors which shall be the governing body of the Fraternity between National Conventions, with power to act on all matters for the best interests of the Fraternity, consistent with the provisions of these Bylaws. Each member of the National Board of Directors shall be held responsible for near-term and long-range planning and development for his or her prescribed duties in accordance with the Fraternity's common, overall, near-term and long-range goals.

**SECTION 2. MEMBERS OF THE NATIONAL BOARD OF DIRECTORS.** The National Board of Directors shall consist of the following elected members: National President, National Vice President, six program directors, eleven regional directors, and the following ex-officio members: National Executive Director, the National Legal Counsel, the National Archivist, the International Relations Director, Past National Presidents, Life Members of the Board, and a representative of the National Council of the Boy Scouts of America. The ex-officio members shall also serve as advisors to the Board and assume responsibility for special assignments on appointment by the National President. Each member of the Board shall have one vote at meetings of the National Board of Directors, except for the National Executive Director, the National Archivist, and the National Legal Counsel, who shall be non-voting members. Every two years, By the first Board meeting following each National Convention, past National Presidents and Life Members of the National Board will be given the option to self-elect emeritus/a status with voice but no vote. Once emeritus status is elected it will remain in place until revoked by that Brother, in writing to the National Executive Director. Unless a voting member of the National Board of Directors is appointed to serve as International Relations Director, the International Relations Director shall be a non-voting member. With the exception of voting, non-voting members of the National Board of Directors shall have the same rights as the voting members.

**SECTION 3. EXECUTIVE COMMITTEE OF THE NATIONAL BOARD.** There shall be an Executive Committee of the National Board of Directors with the authority to act in the name of the Board between Board meetings on those matters which the Board delegates to it. In the event of a financial, legal, personnel or public relations emergency, the Executive Committee will have the powers of the National Board to act, for the best interests of the Fraternity, on emergency matters which the Committee reasonably determines require handling before the next scheduled meeting of the National Board of Directors.

The Executive Committee of the National Board of Directors shall meet at the call of the National President or by petition of a majority of its members. The time and place of all Executive Committee meetings shall be determined by the National President.

**SECTION 4. MEMBERSHIP OF THE EXECUTIVE COMMITTEE.** Membership of the Executive Committee of the National Board of Directors shall consist of the National President as chair, the National Vice President, the National Finance and Operations Director, one other program director, two regional directors and, as ex-officio, non-voting members, the National Executive Director, the National Legal Counsel and the immediate Past National President.

The Program Director shall be elected by majority vote of the Program Directors. The regional directors shall be elected by the majority vote of the regional directors. The election shall occur at the first National Board Meeting following the close of the National Convention. For a Program Director or regional director the term of service on the Executive Committee shall be two years, or until a successor is elected and qualified.

**SECTION 5. REGIONAL DIRECTORS.** There shall be eleven (11) regional directors serving on the National Board of Directors. The regional directors shall participate in the policy making activities of the National Board of Directors acting in the best interests of the Fraternity, and are encouraged to actively participate in National Committees. They shall be elected in the manner prescribed in Article XI, Section 2 of these Bylaws to serve for two years or until their respective successors have been elected and qualified.

**SECTION 6. BOARD MEETINGS.** The National Board of Directors shall meet at least once each calendar year. Special meetings may be called by the Executive Committee of the National Board of Directors or by petition of a majority of the elected members of the National Board of Directors. The time and place of all regularly scheduled Board meetings shall be determined by the National Board of Directors. Regular and special meetings of the National Board of Directors may take place in person or by teleconference. A meeting by teleconference does not preclude the National Board of Directors from taking any action that could take if the meeting had been in person. Notice for regular meetings of the National Board of Directors must be provided no later than thirty (30) days prior to the meeting. Notice for special meetings of the National Board of Directors must be provided no later than thirty (30) days prior to the meeting if the Board is meeting in person, or forty-eight (48) hours prior to the meeting if the Board is meeting by teleconference. The notice for special meetings of the National Board of Directors must include the items to be considered at that meeting, and no action may be taken on any item other than those which appear in the meeting's notice. A quorum at all Board meetings shall consist of a majority of the voting members of the National Board of Directors. All action taken by the Board shall be reported to the chapters electronically within thirty (30) days and in the next edition of the *Torch & Trefoil*.

**SECTION 7. BOARD LIFE MEMBERSHIP.** Life Membership on the National Board of Directors may be conferred by the affirmative vote of two-thirds of the delegates present



at a National Convention upon persons who have served on the Board twenty years or more. Life Members of the National Executive Board as of February 29, 1968, shall retain Life Membership on the National Board of Directors.

**SECTION 8. BOARD VACANCIES.** Any member of the Board may resign from the Board by submitting a letter to the National Executive Director. Such resignation by a Past National President or Life Member of the Board shall not constitute a Board vacancy. Vacancies occurring among currently elected members of the Board shall be filled by vote of the remaining members of the Board until the next National Convention. Any person selected to fill a vacancy shall meet the eligibility requirements prescribed in these Bylaws for the predecessor.

**SECTION 9. IMPEACHMENT.** Members of the National Board of Directors and other elected officials of the National Fraternity may be impeached for nonfeasance, misconduct or malfeasance in office. Charges shall be submitted in writing to the National Board of Directors. The National Board of Directors shall investigate and hear the charges. If two-thirds of the members of the National Board of Directors present and voting sustain the charges, the official shall be removed from office. Those who have been impeached and removed from office shall not be eligible to serve on the National Board of Directors as a Past National President or Life Member of the Board unless they are reinstated by a two-thirds vote of the National Convention.

The National Board of Directors may impose any lesser penalty or take other appropriate action in lieu of impeachment where deemed warranted. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of those members present and voting.

## **ARTICLE VII - NATIONAL COMMITTEES**

**SECTION 1. APPOINTMENT OF COMMITTEES.** It shall be the duty of the National President, with the approval of the National Board of Directors, to appoint chairs of all standing committees and to appoint or consent to the appointment of subcommittees of standing committees. The chairs of such subcommittees shall be derived from the membership of the appropriate standing committee. There shall be at least one member of the National Board of Directors on each national standing committee.

**SECTION 2. NATIONAL ADVISORY COMMITTEE.** The National President shall establish one or more National Advisory Committees. The National Advisory Committees shall consist of a chair and members appointed by the National President.

**(1) NATIONAL STUDENT ADVISORY COMMITTEE.** The National Student Advisory Committee shall consist of the National President as Chair, the National Vice President as Vice Chair, the National Executive Director, and a number of Active Members. An

Active Member who ceases to hold Active Membership is automatically removed from the committee. All members are voting members of the Student Advisory Committee, with the exception of the National Executive Director, who shall have all rights of the other members, except the right to vote. Other requirements for membership on the committee, as well as the method for appointment and the number of Active Members, are detailed in the Fraternity Operations and Policy Manual. The National Student Advisory Committee shall meet at least one (1) time per year in person, and may have any number of meetings by teleconference or other electronic means. The National Student Advisory least one (1) time per year in person, and may have any number of meetings by teleconference or other electronic means. The National Student Advisory Committee shall advise the National President, and other Fraternity entities as determined by the National President, on matters of importance and of interest to student members of the Fraternity.

**(2) OTHER NATIONAL ADVISORY COMMITTEES.** The National President may appoint other National Advisory Committees as deemed necessary, to advise the National President, and other Fraternity entities as determined by the National President, on matters concerning the welfare of the Fraternity.

**SECTION 3. NATIONAL ALUMNI RELATIONS AND INTERNAL VOLUNTEER DEVELOPMENT COMMITTEE.** The National Alumni Relations and Internal Volunteer Development Committee shall consist of the National Alumni Relations and Internal Volunteer Development Director as chair, one alumni member from each region and other members as deemed necessary.

The National Alumni Relations and Internal Volunteer Development Committee Member from each region shall be nominated by the National Alumni Relations and Internal Volunteer Development Director and appointed by the National President.

It shall be the duty of the National Alumni Relations and Internal Volunteer Development Committee to coordinate all alumni affairs of the Fraternity, to promote continued alumni interest in the Fraternity's ideals and programs, and to serve as the governing body of the Fraternity's alumni. It also shall be the duty of the National Alumni Relations and Internal Volunteer Development Committee to initiate and coordinate identification, recruitment, development, retention and recognition programs for volunteers to work within and for the Fraternity.

**SECTION 4. NATIONAL MEMBERSHIP AND EXTENSION COMMITTEE.** The National Membership and Extension Committee shall consist of the National Membership and Extension Director as chair and members nominated by the National Membership and Extension Director and appointed by the National President.

It shall be the duty of the National Membership and Extension 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, to promote and encourage programs and services for chapter advisors, to promote and encourage the reactivation of previously voided charters, and to promote and encourage the formation of new chapters.

**SECTION 5. NATIONAL FINANCE AND OPERATIONS COMMITTEE.** The National Finance and Operations Committee shall consist of the National Finance and Operations Director as chair and two or more members nominated by the National Finance and Operations Director and appointed by the National President.

It shall be the duty of the National Finance and Operations 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.

**SECTION 6. NATIONAL SERVICE COMMITTEE.** The National Service Committee shall consist of the National Service Director as chair and members nominated by the National Service Director and appointed by the National President.

It shall be the duty of the National Service 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.

**SECTION 7. NATIONAL LEADERSHIP DEVELOPMENT COMMITTEE.** The National Leadership Development Committee shall consist of the National Leadership Development Director as chair, and members nominated by the National Leadership Development Director and appointed by the National President.

It shall be the duty of the National Leadership Development Committee to establish and coordinate leadership development programs on the sectional, regional and national levels.

**SECTION 8. NATIONAL SCOUTING AND YOUTH SERVICES COMMITTEE.** The National Scouting and Youth Services Committee shall consist of a chair nominated by the National Service Director and appointed by the National President, a representative of the Boy Scouts of America, a representative of the Girl Scouts of the USA, and other members nominated by the chair and appointed by the National President.

It shall be the duty of the National Scouting and Youth Services Committee to advise the National Service Director, 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.

**SECTION 9. NATIONAL HISTORY AND ARCHIVE COMMITTEE.** The National History and Archive Committee shall consist of the National Archivist as chair and members nominated by the National Archivist and appointed by the National President.

It shall be the duty of the National History and Archive 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.

## **ARTICLE VIII - FINANCE**

**SECTION 1. DUTIES OF THE NATIONAL FINANCE AND OPERATIONS DIRECTOR.** It shall be the duty of the National Finance and Operations Director to enforce the maintenance of sound fiscal policies in the budgeting and handling of Fraternity funds, in accordance with procedures and policies as shall be established by the National Board of Directors; to issue periodic financial reports to the national officers and members of the National Board of Directors; and to issue annually a finance report to all chapters.

**SECTION 2. DISSOLUTION OF CHAPTER.** Upon the dissolution of a chapter a written report concerning any money or property on hand shall be filed by the chapter with the university or college, and a copy thereof filed with the National Executive Director. Such money or property shall be held in trust by the university or college, or otherwise by the National Office, until the chapter is reactivated and thereupon shall be returned to the chapter. If the chapter is not reactivated within five years such funds shall be transferred to an organization exempt from federal income tax within the meaning of the provisions of Section 501(c)(3) of the Internal Revenue Code.

**SECTION 3. PETITIONING MEMBER FEE.** There shall be a national petitioning membership fee equal to the national pledge fee to be paid by each petitioning member. The fee shall be nonrefundable and shall be sent to the National Executive Director not later than ten business days after the Petitioning Ritual is conducted.

**SECTION 4. PLEDGE FEE.** There shall be a national pledge fee of twenty-five (\$25)

dollars to be paid by each new pledge. The fee shall be nonrefundable and shall be sent to the National Executive Director not later than ten business days after the Pledge Ritual is conducted.

**SECTION 5. INITIATION FEE.** There shall be a National Active Initiation Fee of thirty-five (\$35) dollars to be paid by each new active member. The fee shall be nonrefundable and sent to the National Executive Director not later than ten business days after the Initiation Ritual is conducted.

**SECTION 6. ANNUAL ACTIVE MEMBERSHIP DUES.** Annually by November 15, each chapter shall submit to the National Office a roster of active members, together with the Annual Active Membership Dues of twenty-five (\$25) dollars per active member regardless of Society of Life Member status. The minimum annual dues per chapter shall be equal to the sum of the Annual Active Membership Dues for three (3) active members. A chapter, to remain active and in good standing, must meet the above requirements by yearly paying all dues.

**SECTION 7. SOCIETY OF LIFE MEMBERS RECOGNITION.** Society of Life Members recognition shall be granted to all active members and to alumni members within one year of their obtaining alumni status who are in good standing and have contributed fifty (\$50) dollars in a single sum or cumulatively and to advisory, honorary and other alumni members who have contributed one hundred (\$100) dollars in a single sum or cumulatively to the Alpha Phi Omega Endowment Fund.

**SECTION 8. AUDITING OF NATIONAL RECORDS.** The financial records of the National Fraternity shall be audited by a Certified Public Accountant and a report concerning the financial affairs of the Fraternity shall be published annually in an official publication of the Fraternity and sent to all chapters. This financial report shall include income and expenditures and a balance sheet, which summarizes all assets and liabilities.

**SECTION 9. BONDING.** All national officers and employees of the Fraternity handling national fraternity funds shall be bonded.

**SECTION 10. FEE FOR HONORARY MEMBERSHIP.** There shall be an honorary membership fee of twenty-five (\$25) dollars to be paid by the conferring party.

**SECTION 11. ANNUAL RECOGNITION FEE FOR LOCAL ALUMNI ASSOCIATIONS.** There shall be an annual recognition fee for all local alumni associations of twenty-five (\$25) dollars.

**SECTION 12. FEE FOR ADVISORY MEMBERSHIP.** There shall be no registration fee for

advisory members. The definition of an advisory member shall be determined by Article III, Section 2 (4).

**SECTION 13. ACTIVE MEMBERSHIP REINSTATEMENT FEE.** A member who previously held alumni membership and who has been reinstated to active membership pursuant to Article III, Section 2, of these Bylaws, shall pay an active membership reinstatement fee equal to the Annual Active Membership Dues for one active member. If such a member has been reinstated in such a manner that he or she would appear on the chapter's roster during the charter reaffirmation process and would therefore pay the Annual Active Membership Dues, the active membership reinstatement fee is waived.

**SECTION 14. ANNUAL INSURANCE FEE.** Annually by November 15, each chapter shall submit to the National Office a roster of active members, together with an annual insurance fee not to exceed seven (\$7) dollars per active member. Payment for the annual insurance fee shall be sent for each pledge member not later than ten (10) business days after the Pledge Ritual is conducted. The amount of the annual insurance fee shall be set each year by the National Board of Directors on or before August 1. A chapter, to remain active and in good standing, must meet the above requirements by paying the fee when due.

## **ARTICLE IX - CHAPTERS**

**SECTION 1. LOCATIONS OF CHAPTERS.** Chapters may be established in a college or university which is accredited by a recognized accrediting association. The National Board of Directors shall determine which accrediting associations will be recognized.

**SECTION 2. REQUIREMENTS FOR ESTABLISHING A CHAPTER.** A charter shall be granted only upon successful completion of the requirements for recognition as a chapter at an accredited college or university. Prior to the issuance of a charter, a petitioning group shall be established when it meets the qualifications recommended by the Membership and Extension Committee and approved by the National Board of Directors. Should petitioning group status be denied, a written explanation of the reasons for denial must be submitted to the National Executive Director, who shall forward it within 14 days to the National Board of Directors and to the group seeking petitioning group status.

A group which submits an application for charter shall have four or more advisors including, at minimum, two advisors from the faculty, administration or staff of this educational institution, one advisor representing Scouting or other youth services, and one advisor from the community. The group shall meet the published requirements for charter recommended by the National Membership and Extension Committee and approved by the National Board of Directors.

**SECTION 3. ISSUANCE OF CHARTERS.** Charters shall be issued by the National Executive Director after the approval of the regional director and sectional chair for the area in which the petitioning group is located and, following the approval of the Membership and Extension Director through the National Executive Director, an affirmative vote of two-thirds of the members of the National Board of Directors and an affirmative vote of two-thirds of the chapters in good standing voting in the section in which the petitioning group is located. At the National President's discretion, the approval of the National Board of Directors may be by mail ballot with the unanimous written consent of Board members responding within 10 business days of the date the petition information is mailed to all Board members. Chapters may vote in person at a meeting of the chapters in the section or they may vote by mail. If they are to vote by mail, chapters shall have 10 business days from the date the petition information is mailed to them for their vote to be received at the National Office. Voting shall be based upon criteria published by the National Membership and Extension Committee. A negative vote by either a Board member or a chapter shall be accompanied by a written explanation of the reasons for such denial, which shall be forwarded to the petitioning group within 14 days of such a vote. Any petitioning group denied a charter may then resubmit an application.

Any petitioning group failing to obtain all necessary approvals required by the first part of this section may appeal the decision to the National Board of Directors at its next regularly scheduled meeting. The National Board may solely, with a three-fourths vote of those present and voting, approve a charter application.

**SECTION 4. PRESENTATION OF CHARTERS.** Charters shall be presented by the National President, the regional director for the region in which the petitioning group is located, or by a representative appointed by the National President.

**SECTION 5. SUSPENSION AND REVOCATION OF CHARTERS.** Charters may be suspended for just cause between National Conventions only after an affirmative vote of two-thirds of the National Board of Directors. A chapter whose charter has been suspended shall still be responsible for meeting its yearly financial, administrative and annual charter reaffirmation obligations to the National Fraternity, unless deemed otherwise by the National Board of Directors. A charter that has been suspended shall remain suspended until it is reinstated by an affirmative vote of two-thirds of the National Board of Directors or by an affirmative vote of two-thirds of the registered delegates present and voting at the National Convention. A chapter whose charter remains suspended for two years shall be declared inactive as herein prescribed. Charters may be revoked only by a two-thirds vote of registered delegates present and voting at the National Convention. Following revocation of a chapter's charter by a National Convention, no petitioning group shall be recognized nor chapter chartered at that campus for a minimum of two years after the charter's revocation.

**SECTION 6. ANNUAL CHARTER REAFFIRMATION.** Each chapter shall annually reaffirm its charter by November 15 by submitting a roster of the active members, a roster of the advisory members, payment of Annual Active Membership Dues, a copy of the current chapter bylaws, standing policies, membership policies, and other policies that are specific to the chapter's operation and management, and certifications that the chapter is in compliance with the Membership and Risk Management Policies of the Fraternity and is in compliance with the Standard Chapter Articles of Association.

**SECTION 7. INACTIVE CHAPTERS.** A chapter shall be considered inactive when any of the following situations occur:

- The chapter fails to remain in good standing for two (2) consecutive years, unless good cause can be shown by the regional director.
- The administration of the institution where the chapter is located withdraws permission for the chapter to operate.
- Written notification is received from a brother who is authorized by the chapter to represent the remaining brotherhood that it is or will be inactive.
- No active, associate, or inactive members of the chapter are enrolled at the institution.

The charter of an inactive chapter shall be declared null and void by the National President after an investigation conducted in accordance with the procedures set out in the Fraternity Operations and Policy manual confirms the chapter's inactive status. The rechartering procedure shall consist of fulfilling all the requirements for a new chapter.

**SECTION 8. CHAPTERS IN GOOD STANDING.** A Chapter in good standing is one which yearly meets its financial, administrative, and Annual Charter Reaffirmation obligations to the National Fraternity; is not more than 90 days delinquent in its financial accounts with the National Office; has maintained their 501(c)3 not-for-profit status with the federal Government and any appropriate state and local non-for-profit status; has confirmation of submission of a Spring Youth Service Day Report and a National Service Week Report; has at least one Active Member; and which has not been declared inactive or suspended, or had its charter revoked, or has not otherwise been deemed in violation of the policies or National Bylaws of Alpha Phi Omega; or of the rules, regulations, or policies of its school.

**SECTION 9. STANDARD CHAPTER ARTICLES OF ASSOCIATION.** Petitioning groups shall be required to submit an executed copy of the Standard Chapter Articles of Association with their charter application.

**SECTION 10. MEMBERSHIP RECORDS.** The National Office shall keep permanent records of members of the Fraternity. Chapters shall maintain a permanent record of their members.



**SECTION 11. CHAPTER PERMANENT MAILING AND ELECTRONIC MAIL ADDRESS.**

Each chapter shall maintain a post office box or other permanent chapter mailing address, and if feasible a permanent chapter electronic mail address.

**SECTION 12. CHAPTER DUES.** Chapters may establish reasonable chapter initiation fees, dues and assessments, in addition to those established by the National Fraternity.

**SECTION 13. ALCOHOL.** No chapter funds shall be used to purchase alcohol under any circumstances.

**SECTION 14. HAZING.** There shall be no hazing or informal initiation in connection with the functions of the chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purposes of the chapter and of the National Fraternity.

**SECTION 15. HOUSING POLICY.** As a service fraternity, Alpha Phi Omega does not operate nor maintain a fraternity house as lodging quarters for members nor for any other persons. A chapter may maintain rooms for meetings at the discretion of its members.

**SECTION 16. POLICY ON ASSOCIATION MEMBERSHIP.** Chapters of Alpha Phi Omega shall neither seek nor accept membership in any association consisting solely of social fraternities, except on approval of the National Board of Directors.

**SECTION 17. AUTHORITY OF CHAPTERS.** Any chapter may adopt bylaws, rules or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, national policies, or the rules, regulations or policies of the educational institution, and all applicable jurisdictions in which the chapter is located. In the event that the rules, regulations or policies of the educational institution, and all applicable jurisdictions in which the chapter is located are more stringent than those included in the National Articles of Incorporation, the National Bylaws, the Standard Chapter Articles of Association, or other national policies, the rules, regulations and policies of the host institution, and all applicable jurisdictions in which the chapter is located shall prevail.

**SECTION 18. FINANCE AND PROPERTY.** Chapter officers shall, annually, cause the appropriate local, state and federal income tax forms to be filed.

The financial records of each chapter shall be inspected annually by an official approved by the institution in which the chapter is located, and the inspector shall be independent of the chapter's financial accounts and records. A confirmation of the inspection will be sent to the National Office upon request by the National Executive Director.

Upon dissolution of a chapter, a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held in trust by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of the chapter, and delivered to the chapter at such time.

Should reactivation of a chapter not be accomplished within five years of dissolution, such funds shall then be paid to an organization exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**SECTION 19. CHAPTER DEBT.** When a chapter's charter is declared null and void due to chapter inactivity, all debt owed to the Fraternity resulting from chapter operations or lack thereof shall be forgiven.

A chapter that has been placed on an intervention program after two years of inactivity may petition the National Finance Committee for forgiveness of unpaid debts. Debts incurred as a result of financial malfeasance or impropriety on the part of a member shall be recouped by the Fraternity using any legal means necessary.

When a chapter's charter is revoked, the petitioning group reactivating the chapter must petition the National Finance Committee for debt forgiveness or must meet any acquired debts.

## **ARTICLE X - SECTIONS**

### **SECTION 1. FORMATION AND PURPOSE OF SECTIONS.**

**(1) FORMATION.** There shall be sections composed, as nearly as is practical and convenient to the active members of the Fraternity, of an equivalent number of chapters. Each region shall have no more than ten (10) sections.

It shall be the duty of a regional director to set, with approval from chapters affected, the boundaries of sections within a region. The regional director shall give sixty (60) days prior notice to chapters affected.

A regional director shall submit proposed sectional boundaries to all chapters of a region not later than sixty (60) days following a National Convention at which the regional boundaries were realigned or considered for realignment.

**(2) PURPOSE.** A section shall be a unified geographical area within a region established to facilitate chapter administration, interchapter conferences, leadership training, the formation of new chapters and the utilization of National Office and National Office staff services.

### **SECTION 2. SECTIONAL LEADERSHIP**

**(1) SECTIONAL CHAIR.** The sectional chair shall be elected for a one year term, or until his or her successor has been elected, by a majority vote of those chapters in good standing belonging to that section that are present and voting at a sectional conference. The sectional chair is under the guidance of the regional director of that area.

In the event that the office of sectional chair becomes vacant, the regional director shall appoint an interim sectional chair to serve until the next sectional conference.

Results of elections shall be reported to the National Office within 15 days. Appointments shall be reported to the chapters in the section within 15 days by the National Office.

**(2) SECTIONAL VICE CHAIRS.** Sectional vice chairs may be appointed by the sectional chair to serve at the pleasure of the sectional chair. The duties of sectional vice chairs shall be assigned by the sectional chair.

**(3) SECTIONAL REPRESENTATIVES.** Sectional representatives may be appointed by the sectional chair and approved by the chapter or chapters to which they are assigned. They shall serve at the pleasure of the sectional chair. A sectional representative may serve more than one chapter.

The sectional representative shall assist chapters and provide the sectional chair with a report thereon.

**(4) SECTIONAL STAFF.** For administrative purposes sectional staff members may be appointed by the sectional chair to serve at the pleasure of the sectional chair. The sectional chair shall define their duties.

**(5) IMPEACHMENT.** Sectional officials may be impeached for nonfeasance, misconduct or malfeasance in office. Charges shall be submitted in writing to the National Board of Directors. The National Board of Directors shall investigate and hear the charges. If two-thirds of the members of the National Board of Directors present and voting sustain the charges, the official shall be removed from office.

The National Board of Directors may impose any lesser penalty or take other appropriate action in lieu of impeachment where deemed warranted. Actions constituting formal discipline, such as censure or reprimand, shall require the approval of two-thirds of those members present and voting.

Impeachment by the National Board of Directors of sectional officials may be appealed to the membership of the section at the next sectional conference or National Convention. If two-thirds of the registered delegates from the section present and voting at the sectional conference or sectional meeting at said National Convention affirm the Board's action, the action shall be sustained. If the Board's action is not sustained, then the official shall immediately be reinstated for the remainder of the term of office.

**SECTION 3. SECTIONAL CONFERENCES.** A Sectional Conference shall be held at least annually at a time and place determined by the Chapters in the Section, subject to the approval of the Regional Director. A Sectional Conference may formulate recommendations and propose amendments for the consideration of a Regional Conference, the National Convention or the National Board of Directors. A Section may establish section dues and assessments, in addition to those established by the National Fraternity, by a vote of those chapters in good standing at the National level. Any Chapter not in good standing but represented at a Sectional Conference shall be entitled

to all privileges as a Chapter in good standing, with the exception of voting. If a chapter fails to pay any section dues or assessments, it shall be considered not in good standing at the Sectional level, but will not impact the chapter's standing at the National level.

## **ARTICLE XI – REGIONS**

### **SECTION 1. FORMATION AND PURPOSE.**

**(1) PURPOSE.** A region shall be a unified geographical area established to facilitate national administration, leadership training, intersectional conferences and efficient utilization of National Office and sectional services.

**(2) DEFINITION OF BOUNDARIES.** There shall be eleven (11) geographical regions as defined by the National Convention.

**(3) REALIGNMENT.** The National Board of Directors shall have a census of the active chapters taken every six years, beginning in 1998, and being completed at least six (6) months prior to the National Convention to allow dissemination to the chapters. The National Board must submit regional boundaries to the National Convention that meet the criteria and principles for the establishment of regional boundaries as adopted by the National Board of Directors as contained in the Fraternity Operations and Policy Manual. Chapters involved in any change shall be notified in writing at least eighty (80) days before the first legislative session of the next National Convention.

**SECTION 2. REGIONAL LEADERSHIP.** The regional director shall be the administrative director of the region represented. The regional director shall enforce due observance of the National Bylaws and Standard Chapter Articles of Association, and shall maintain the standards of the Fraternity throughout the region.

The regional director shall facilitate communication among chapters and sections within the region and between the chapters and sections in the region and the National Office. Regional directors are responsible for developing and implementing activities to meet the components of national goals for their respective regions and have responsibility for maintaining a positive relationship with university faculty and staff of the region on behalf of the National Fraternity.

For administrative purposes, regional staff members may be appointed by the regional director to serve at the pleasure of the regional director. The regional director shall define their duties.

Nomination and election of the Regional Directors shall take place in Regional Meetings at National Conventions in accordance with the procedures established in the Standing Rules of the National Convention. Only registered delegates entitled to vote, representing Chapters within the appropriate region, and the alumni voting delegate for that region, may nominate and elect their Regional Director. Regional Directors' term of office shall begin upon adjournment of the final legislative session of the National Convention at which they are elected or upon their election, whichever is later.

**SECTION 3. REGIONAL CONFERENCES.** A Regional Conference shall be held at a time and place determined by the Chapters in the Region, subject to the approval of the Regional Director. A Regional Conference may formulate recommendations and propose amendments for the consideration of the National Convention or the National Board of Directors. A Region may establish region dues and assessments, in addition to those established by the National Fraternity, by a vote of those chapters in good standing at the National level. Any Chapter not in good standing but represented at a Regional Conference shall be entitled to all privileges as a Chapter in good standing, with the exception of voting. If a chapter fails to pay any region dues or assessments, it shall be considered not in good standing at the Regional level, but will not impact the chapter's standing at the National level.

## **ARTICLE XII – ALUMNI**

### **SECTION 1. LOCAL ALUMNI ASSOCIATION.**

(1) Alumni members may organize themselves locally in accordance with the Fraternity Membership Policy into any or all of the following:

(a) Alumni associations composed of the alumni of a single chapter;

(b) Alumni associations composed of all alumni members within a single geographical area; or

(c) Alumni associations composed of alumni with a common interest, which will be evaluated on their consistency with the principles of the Fraternity by the National Alumni Relations and Internal Volunteer Development Committee.

(2) The purpose of local alumni associations shall be to promote the principles of Alpha Phi Omega among alumni members and the entire Fraternity through such activities as the local alumni associations may deem desirable.

(3) Membership in an Alpha Phi Omega alumni association shall be granted only to persons who are duly registered in the National Office as former active, advisory, or honorary members of a chapter. Alpha Phi Omega alumni associations shall not grant any form of membership

(a) that does not comply with the above standards or

(b) to any member expelled from the Fraternity under Article III, Section 2 (11).

(4) Each recognized local alumni association shall annually reaffirm its recognition by May 15 by application to the National Office for review by the appropriate alumni relations committee. New associations may apply for recognition at any time. Initial recognition for an alumni association or annual reaffirmation of recognition shall consist of filing of the required forms and fees with the National Office. Recognition must be certified or rejected by the appropriate alumni relations committee within one month from receipt of the properly prepared forms. The minimum requirements for initial recognition will be no fewer than five alumni members. Additional requirements for alumni associations may be established and published at the

discretion of the appropriate alumni relations committee with the majority approval of the National Board of Directors

## **SECTION 2. REGIONAL ALUMNI COUNCILS**

(1) There shall be an alumni council in each region of Alpha Phi Omega formed and chaired by the National Alumni Relations and Internal Volunteer Development Committee member for that region.

(2) The regional alumni council shall be composed of at least one alumni member from each recognized alumni association within the region and at least one alumni member-at-large from the region, appointed by the regional alumni council chair. The council shall also include at least one alumni member-at-large from each section, appointed by the regional alumni council chair and approved by the respective sectional chair, in order to represent the interests of those alumni not affiliated with a recognized alumni association within said region.

(3) The regional alumni council shall aid local alumni associations within the region, in locating and maintaining contact with alumni within the region, coordinate all regional alumni meetings and activities, and elect the alumni voting delegate to the National Convention with the certification of the regional director. It shall also serve as an advisory board to the regional director concerning issues related to alumni affairs.

## **ARTICLE XIII - AMENDMENTS**

**SECTION 1. POWER TO AMEND.** The power to amend the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, rituals, ceremonies, symbols and Toast Song shall rest in the National Convention.

**SECTION 2. PROCEDURE FOR AMENDMENT.** Every proposed amendment to the Articles of Incorporation, National Bylaws, Standard Chapter Articles of Association, rituals, ceremonies, symbols or Toast Song shall be submitted by a duly initiated member or an officially recognized group of the Fraternity to the National Executive Director in writing or electronically at least ninety (90) days before the first legislative session of the next National Convention. All proposals shall be submitted by the National Executive Director to the chapters and the National Board of Directors at least eighty (80) days before the first legislative session of the next National Convention. Other provisions related to the procedures for such proposals, including corrections and omissions thereto, shall be included in the Fraternity Operations and Policy Manual.

Written testimony pertaining to any proposal may be submitted to the National Executive Director no later than the opening session of the Convention. Fifteen (15) copies shall be provided. The National Executive Director shall be responsible for transmitting such testimony to the appropriate Convention reference committee.

All proposals submitted shall be considered by an appropriate Convention reference

committee, prior to the opening of the legislative session of the convention. Such committee shall determine the proposals to be placed on the agenda of the legislative session of the convention. Such committee shall also have the power to propose amendments to lesser documents to maintain consistency with proposals made to superior documents.

Proposals not placed on the agenda of the convention may be brought to the floor only by a delegate from the chapter proposing the amendment, or by a member of the Fraternity who proposed it and is present as a delegate at the convention, or by a petition signed by all of the delegates present from five chapters.

**SECTION 3. VOTE REQUIRED TO AMEND.** An affirmative vote equivalent to three-fourths of the total votes cast by registered delegates present and voting at any session of the National Convention shall be necessary for the adoption of any amendment to the Articles of Incorporation, Bylaws, Standard Chapter Articles of Association, rituals, ceremonies, symbols, or Toast Song.

#### **ARTICLE XIV – OTHER PROVISIONS**

**SECTION 1. NOTIFICATIONS.** When these bylaws require that a notice or other material be sent or transmitted to an entity of the Fraternity, such material may be transmitted via electronic mail or other digital media. When these bylaws provide that an item is to be made available to an entity of the Fraternity, the posting of such items on the Fraternity web site will be sufficient.

**SECTION 2. FRATERNITY OPERATIONS AND POLICY MANUAL.** There is hereby established the Fraternity Operations and Policy Manual. This manual shall:

- (1) Contain the operational procedures and policies of the Fraternity
- (2) Be made available to chapters. Officially recognized alumni associations, and duly initiated members of the Fraternity; and
- (3) Be amendable by the National Convention or the National Board of Directors

# STANDARD CHAPTER ARTICLES OF ASSOCIATION

Adopted by the 1967 Alpha Phi Omega National Constitutional Convention  
As amended through the 2012 National Convention

## PREAMBLE

We, the members of \_\_\_\_\_ Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of \_\_\_\_\_, and established for the purpose of assembling college students in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America, to develop leadership, to promote friendship and to provide service to humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt these Standard Chapter Articles of Association.

## ARTICLE I - NAME

The name of this organization is the \_\_\_\_\_ Chapter of Alpha Phi Omega.

## ARTICLE II - PURPOSE AND POLICY

This chapter shall be conducted as a service fraternity under the policies, principles, and provisions set forth in the National Articles of Incorporation, National Bylaws, and these Standard Chapter Articles of Association of Alpha Phi Omega.

## ARTICLE III - MEMBERSHIP

**SECTION 1. OPEN MEMBERSHIP.** Membership in this chapter of Alpha Phi Omega shall be open to all students. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter and after the applicant has fulfilled the membership requirements prescribed by the National Fraternity and by this chapter.

**SECTION 2. PLEDGE MEMBERSHIP.** Pledge membership in this chapter shall be conferred upon students enrolled in the institution where this chapter is located who are selected to participate in a period of preparation and training in the ideals and purposes of Alpha Phi Omega. The Pledge Ceremony shall be according to the Official Ritual of the Fraternity. This chapter shall determine the content and duration of the pledge period in accordance with the Articles of Incorporation, the National Bylaws and the operating policies of the National Fraternity.

**SECTION 3. ACTIVE MEMBERSHIP.** Active membership in this chapter shall be conferred upon enrolled students of this educational institution who are in fellowship of the principles of Alpha Phi Omega and who, to the satisfaction of this chapter, are so oriented; who have successfully completed a membership education program



structured in accordance with the guidelines established in the National Pledging Standards and the membership policies of the Fraternity; and who are encouraged, but not required, by this chapter to be a registered member of any Scout or youth service organization. Active membership shall carry all rights and responsibilities in this chapter, except that this chapter shall determine the degree of participation of members in graduate school. Active membership shall continue so long as the member remains in good standing in this chapter, does not become an associate member, and continues enrollment in this educational institution.

**SECTION 4. ASSOCIATE MEMBERSHIP.** The chapter may confer associate membership on an active member who finds it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who petitions for such membership. This chapter shall determine the procedures for conferring associate membership, the rights and responsibilities thereof, and for reinstatement to active membership.

**SECTION 5. ADVISORY MEMBERSHIP.** Advisory membership may be conferred upon persons approved by the chapter to serve on the advisory committee and whose chapter has completed the necessary forms and submitted them to the National Office. Those advisory members who have not previously held active or advisory membership shall be initiated according to the official Initiation Ritual of the Fraternity. Advisory members shall have all rights and privileges of active membership except those of voting within a chapter at meetings other than those of the Chapter Advisory Committee, directing the supervision of pledges, and directing the establishment of pledge or active membership programs and policies. Individuals who previously held advisory membership and whose advisory membership status concluded for any reason, may be reinstated to advisory membership in accordance with any provisions adopted by the chapter. The reinstatement to advisory membership will only be completed once the chapter notifies the National Office of the change in membership status and transmits to the National Office a certification from the individual acknowledging their agreement with this change in their membership status.

**SECTION 6. HONORARY MEMBERSHIP.** This chapter may confer honorary chapter membership upon persons who have contributed significantly to the ideals and purposes of Alpha Phi Omega. Persons so honored shall have all rights and privileges of active membership except those of voting or holding office. Honorary chapter membership may not be bestowed upon undergraduate students, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. The approval by a vote of at least three-fourths vote of this chapter's active members shall be required for the conferring of honorary chapter membership.

**SECTION 7. ALUMNI MEMBERSHIP.** Upon leaving their respective academic institution as a result of graduation or termination of student status, or termination of advisory committee membership, all who have held active, associate, advisory, honorary, or inactive membership in this chapter and who have not been suspended or expelled by this chapter or the National Fraternity, shall be recognized as alumni members.

**SECTION 8. SUSPENDED MEMBERSHIP.** A member who has been suspended by this chapter and/or the National Board of Directors shall be considered to have suspended membership. A member with this classification has no rights within this chapter other than those provided for in these bylaws.

**SECTION 9. INACTIVE MEMBERSHIP.** A member who leaves this chapter but remains a member of the academic institution and who has not been suspended by the chapter or the Fraternity shall be an inactive member. An inactive member has no rights or responsibilities in this chapter except for those provided within this chapter's bylaws. This chapter shall decide whether or not inactive members may return to active membership and the conditions on which an inactive member may do so. Those conditions must be in compliance with the National Bylaws and the policies and governing documents of the Fraternity.

#### **ARTICLE IV - OFFICERS**

This chapter shall elect a president, one or more vice presidents, a treasurer, and other such officers as the chapter deems necessary. Such officers shall be elected at least annually. Such officers shall be properly installed by a traditional ceremony according to the Official Ritual Book and as added to by the chapter. This chapter may remove an officer for not meeting assigned responsibilities only in a method prescribed by this chapter's bylaws.

#### **ARTICLE V - EXECUTIVE COMMITTEE**

This chapter shall have an executive committee. The executive committee shall meet between chapter meetings as deemed necessary by the chapter. Membership shall consist of the chapter president, all vice presidents, the treasurer, chair of the advisory committee, and other members selected by the chapter.

#### **ARTICLE VI - ADVISORS**

This chapter shall have an advisory committee consisting of four or more advisors including, at minimum, two advisors from the faculty, administration or staff of this educational institution, one advisor representing Scouting or other youth services, and one advisor from the community. One of the advisors shall be elected by the chapter as the chair of the advisory committee and shall serve on the chapter's executive committee

## **ARTICLE VII - MEETINGS**

There shall be a minimum of two chapter meetings per month throughout the academic year as permitted by the college calendar. The type of meeting shall be determined by the chapter.

## **ARTICLE VIII - INITIATION**

All individuals meeting the published requirements for active, advisory or honorary membership of this chapter shall be initiated into the appropriate membership type according to the Official Ritual of the National Fraternity. All such rituals shall be shared only with members having previously been so initiated.

## **ARTICLE IX - SUSPENSION**

This chapter shall have the authority to suspend members for just cause and after due deliberation. Upon the suspension of a member, the chapter may, at its discretion, petition the National Board of Directors for a letter of suspension to be affixed to the individual's membership record.

## **ARTICLE X - REGISTRATION OF PLEDGES, ACTIVE MEMBERS, AND ADVISORS**

The officers of this chapter shall cause pledge membership applications and the required national pledge fees to be mailed to the National Office not later than ten (10) days after the Pledge Ceremony. The officers shall also cause applications for active membership and the required national active initiation fees to be mailed to the National Office not later than ten (10) days after the Initiation Ceremony. Any initiation not followed by the registration of pledges or active members with the National Office shall be null and void.

The officers of this chapter shall submit the required advisor registration form within ten days of adding an advisor to the advisory committee. No fees are required for advisory members.

In addition, the officers of this chapter shall submit the required Annual Active Membership Dues and confirm the advisory members no later than November 15.

## **ARTICLE XI - MEMBERSHIP RECORDS**

This chapter shall maintain a permanent record of all of its members. To the extent that such records are practically available, these records shall include: 1) a permanent file of each duplicate pledge and/or active membership form, beginning with the charter members and including all subsequent members; and 2) a current roster of all pledge, active, associate, advisor, honorary, and alumni members.

## **ARTICLE XII - PERMANENT MAILING ADDRESS**

This chapter shall maintain a post office box or permanent chapter mailing address.

### **ARTICLE XIII - CHAPTER DUES**

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

### **ARTICLE XIV - ALCOHOL**

No chapter funds shall be used to purchase alcohol under any circumstances.

### **ARTICLE XV - HAZING**

There shall be no hazing or informal initiation in connection with the functions of this chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purposes of this chapter and of the National Fraternity.

### **ARTICLE XVI - HOUSING POLICY**

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

### **ARTICLE XVII - POLICY ON ASSOCIATION MEMBERSHIP**

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

### **ARTICLE XVIII - SERVICE PROGRAM**

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

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

### **ARTICLE XIX - AUTHORITY OF CHAPTERS**

This chapter may adopt bylaws, rules, or regulations not in conflict with the National Articles of Incorporation, the National Bylaws, these Standard Chapter Articles of Association, national policies, or the rules, regulations, or policies of the educational institution, and all applicable jurisdictions, in which this chapter is located. In the event that the rules, regulations, or policies of the educational institution, and all applicable jurisdictions in which this chapter is located are more stringent than those included in the National Articles of Incorporation, the National Bylaws, these Standard Chapter Articles of Association, or other national policies, the rules, regulations and policies of the host institution, and all applicable jurisdictions in which the chapter is located shall prevail.

## **ARTICLE XX - FINANCE AND PROPERTY**

The officers of this chapter shall, annually, cause the appropriate local, state and federal income tax forms to be filed.

The financial records of each chapter shall be inspected annually by an official approved by the institution in which the chapter is located; and the inspector shall be independent of the chapter's financial accounts and records. A confirmation of the inspection will be sent to the National Office upon request of the National Executive Director.

Upon the dissolution of this chapter a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the National Executive Director of Alpha Phi Omega. Such money or property shall be held by the educational institution, or by the National Office of Alpha Phi Omega, until the reactivation of this chapter, and delivered to the chapter at such time.

Should reactivation not be accomplished within five years of dissolution, such funds shall then be paid to an organization tax exempt within the meaning of Section 501(c) (3) of the Internal Revenue Code.

## **ARTICLE XXI - AMENDMENTS**

The National Convention shall have the sole power to amend these Standard Chapter Articles of Association. The procedure for amendments shall be the same as that prescribed for amending the National Articles of Incorporation and the National Bylaws.

## **CERTIFICATION**

This is to certify that \_\_\_\_\_ Chapter of Alpha Phi Omega, chartered on the campus of \_\_\_\_\_, acknowledges receipt of the Standard Chapter Articles of Association and understands these are part of the National Bylaws and that the chapter is required to abide by them and certifies its willingness to do so, subject to amendments adopted at subsequent National Conventions.

Dated this \_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_

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Chapter President

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Other Chapter Officer

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Chair, Advisory Committee

# THE STANDARD POLICY OF RISK MANAGEMENT

Alpha Phi Omega  
National Service Fraternity

## HAZING

No fraternity member shall take part in hazing activities.

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.

## 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, which are deemed to be demeaning to all but not limited to date/gang rape or verbal harassment.

## 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.

## ALCOHOL AND DRUGS (SUBSTANCE ABUSE)

The possession, use and/or consumption of alcoholic beverages, 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 as part of their membership recruitment “rush” or pledge education programs. No chapter funds shall be used to purchase alcohol. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

### **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.

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

### **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.

### **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.

## **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 Risk Management Policies annually. Active chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of Fraternity events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable policies.

## **RISK MANAGEMENT RATIONALE**

The Standard Risk Management Policy 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.

## **ESTABLISHMENT OF INDIVIDUAL CHAPTER RISK MANAGEMENT POLICIES**

The Standard Risk Management Policy 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.

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.

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.



# 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. The program is in conformity with the National Bylaws, Standard Chapter Articles of Association, state and federal laws and campus regulations. The purpose of the program is to identify students who will embrace and make a lifetime commitment to the principles of Alpha Phi Omega and to prepare those students for active membership.

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 not be 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 brothers 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 wear 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 knowledge-able 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 appreciation of this common heritage, bequeathed to all current and future members, is a thing to be cherished.

8. Pledges in chapter meeting. 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 meeting are appropriate for pledges to attend.

9. Interchapter 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 brother agrees that conferences and conventions on all levels provide a unique learning experience for all who attend. Conference and/or convention attendance additionally reinforces interchapter 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 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 brothers 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 brothers 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 of 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.

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 be able to fulfill as future resource personnel on campus, in the community, and within the Fraternity.

17. Replenishing Membership. An appropriate period of pledging emphasized 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 brothers 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 brothers. 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 brother. 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.

# ALPHA PHI OMEGA

## MEMBERSHIP POLICIES

- I. Pledge Ritual: The Pledge Ritual remains an effective statement of Fraternity policy regarding treatment of pledges during their preparation for active membership.
- II. Initiation Ritual: The Initiation Ritual remains an effective statement of Fraternity policy regarding conduct of members of Alpha Phi Omega.
- III. 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 brothers 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 conforms with the philosophy and policy of Alpha Phi Omega as outlined in the National Pledging 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 brothers 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 brothers. 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 articulate 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 brothers and shall participate in, or be asked to participate in, only those activities that are consistent with the membership policies of Alpha Phi Omega.

Practices that may be inconsistent with the membership policies of Alpha Phi Omega, 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:

- 1) Subjection to physical mistreatment such as road trips, kidnapping, paddling, branding, beating, forced activity and confinement of any kind;
- 2) 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;
- 3) Participation in activities that restrict such normal social functions as eating, social contacts or personal hygiene;
- 4) Subjection to mentally or emotionally stressful situations as an integral part of their pledge activities;
- 5) Blindfolding, except as part of the Pledge or Initiation Rituals; and
- 6) Subjection to informal ceremonies, traditions, rituals or initiations that are contrary to the policies or Bylaws 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. Active brothers 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 purpose in keeping with the principles of the Boy Scouts of America.

H. 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 brothers to direct the supervision of pledges or to direct the establishment of pledge or active member programs and policies in any chapter.

I. Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages 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 of Alpha Phi Omega National Service Fraternity.

IV. Enforcement: The National Fraternity, through its National Board of Directors, shall take appropriate action when inconsistencies or infractions of membership policies occur.

