ALPHA PHI OMEGA, ALPHA DELTA CHAPTER

POLICY STATEMENT [F24]

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Article I — POLICY STATEMENT

Section 1, ABOUT
- The purpose of the Policy Statement of our Chapter is to outline each Executive Board member's program's responsibilities towards the Chapter that semester. While the Policy Statement may be modified by the respective Executive Board, it should remain mostly stagnant each semester, unless a majority of the Executive Board's discretion advises otherwise. It will be presented to the Active Body at the first General Body Meeting for approval. The Chapter Policy Statement outlines each Executive Program, whereas the Bylaws outline the Chapter's rules and policies. In the case of conflicting text within the two documents, the Bylaws will supersede the Policy Statement.

Section 2, RATIFICATION
- For ratification & adoption, the Fall 2023 Policy Statement must be approved by a simple majority (50% +1) of the Voting Body.

Article II — MEETINGS

Section 1, GENERAL BODY MEETINGS

- General Body Meetings will take place on Mondays at 7:00 PM
- The President and Sergeant-at-Arms will serve as the Presiding Officers at General Body Meetings, responsible for maintaining order, upholding Robert's Rules of Order, and enforcing proper procedures.
- General Body Meetings will be organized by the Membership Vice Presidents, with the assistance of all four Family Heads & Active Brothers that are a part of the Internal Relations Committee.
- The Recording Secretary will record minutes at each General Body Meeting and make each document accessible for Brothers to review within the same business week.

Section 2, EXECUTIVE BOARD MEETINGS

- Executive Board Meetings will be held every Thursday at 7:00 PM
- Executive Board meetings are to be conducted with the formatting and procedures of Robert's Rules for voting procedures. When in order, a member may raise a motion at any time, which will be received by the Presiding Officer.
- The Presiding Officer for Executive Board Meetings is the Chapter President, who is responsible for maintaining the order of the meeting.
- Executive Board members undergo performance reviews twice in the semester, related to their established responsibilities in the Policy Statement and Executive Board Meeting attendance. These meetings will occur mid-semester and at the end.

Article III — DEADLINES

Section 1, DEADLINE FOR CHANGE OF STATUS (DCS)

- Deadline for Change of Status will be **Monday, January 29th at 11:59 PM**, in conjunction with the deadline for submitting the Spring 2024 Active Member Survey.
- Once the DCS has passed, changes to statuses will only be made on a case-by-case basis, at the direction of the Spring 2024 Membership Vice Presidents . Those interested in seeking a status change after DCS must express their desire in writing to the Membership Vice Presidents and go through the appeal process.

Section 2, DEADLINE FOR DUES (DFD)

- Deadline for Dues paid in full or the first payment of the payment plan will be **January 29, 2024**
- Brothers who do not pay by this deadline will be given a warning. Those who do not pay on time after the warning will automatically be declared a Member in Bad Standing unless given special approval by the Executive Committee to pay dues by a reasonable date. Such approval shall only be granted if the Brother is to express, in writing to the Treasurer, their extenuating circumstances.

Section 3, DEADLINE FOR REQUIREMENTS (DFR)

- Deadline for Requirements for Active Brothers will be **:00<u>April 15th at 11:59PM</u>**. Active Brothers who fail to fulfill *all* Active Requirements by this deadline will be placed into Bad Standing but will be given the opportunity to appeal this status.
    - Executive Board Member(s) will be given 48 hours from DFR to process all active requirements. Any Executive Board Member(s) that does not complete processing within the 48 hours for an active member, that active member will remain in Good Standing.
- If a Brother has issues fulfilling any requirements, they are expected to reach out to the respective Executive Board Member(s) in charge of said requirements for assistance.

Section 4, DEADLINE FOR APPEALING STATUS (DFAS)

- Deadline for Appealing Bad Standing Status for Active Brothers will be 48 hours before the start of the first GBM of the following semester, but may begin on **<u>April 25th at 7:00PM</u>**.
    - Appealing status may begin 48 hours after Executive Board Member(s) have processed all active requirements, and have notified an active member of change to their status.
    - Depending on when an Active Brother chooses to Appeal, they may do so in front of either the incoming or outgoing Executive Board.

Article IV — MEMBERSHIP

Section 1, ACTIVE MEMBERSHIP

- Active Membership is granted to any Brother who has completed their Pledging Process in Good Standing and is expected to complete *full* Active Requirements for the respective semester.
- Active Requirements for the Spring 2024 semester are as follows:
    - 15 Service Hours
        - Of these, 5 must be philanthropy hours
    - 4 Fellowship Events
        - Of these events, 2 must be regular fellowships
    - 2 Special Fellowship Credit
        - Fam fellowships - 0.5 credits
        - Alumni Picnic, etc. - 0.5 credits
        - APOlympics - 1 credit
    - 1 Fundraising Credits
    - 2 Interchapter Credits
        - Virtual - 0.5 credit
        - Of these events, 1 must be an in-person event
    - 2 Leadership Credits
    - 1 Open Forum Credit
        - Open Forum - 1 Leadership Credit
    - 1 Academic Credit
        - Obtained by submitting transcript through the Active Member Survey
    - 8 External Relations
    - Submission of the Spring 2024 Active Member Survey
    - 1 Committee Credit

        - Get approval for credit at Midpoint and DFR from Committee Chair/check-in at midpoint
    - Attendance at 7/10 General Body Meetings
    - Attend 5 required events (unless the Recording Secretary is notified via Google Form at least 72 hours in advance with the exception of extenuating circumstances). Missing more than 4 (3 events in the fall) events will result in a $5 penalty fee, rather than placing them in Bad Standing.
        - Mocktail
        - Pinning
        - Pledge-intro General Body Meeting
        - Reveal
        - Activation
        - Any Chapter Social (if planned that semester)
        - Elections (each election date counts as 1 required event)
            - One required event must be an elections credit

Section 2, TENURED ACTIVE MEMBERSHIP

- Tenured Active Membership is granted to any Brother who has completed (2) Active Semesters in Good Standing, upon which they will be expected to complete *half* of all Active Requirements.
    - 7.5 Service Hours
        - Of these, 3 must be philanthropy hours
    - 2 Fellowship Events
        - Of these events, 1 must be a regular fellowship
    - 1 Special Fellowship Credit
        - Fam fellowships - 0.5 credits
        - Alumni Picnic, etc - 0.5 credits
        - APOlympics - 1 credit
    - 0.5 Fundraising Credits
    - 1 Interchapter Credits
        - Virtual - 0.5 credit
        - Of these events, 1 must be an in-person event
    - 1 Leadership Credits
    - 1 Open Forum Credit
        - Open Forum - 0.5 Leadership Credit
    - 1 Academic Credit
    - 4 External Relations
    - Submission of the Spring 2024 Active Member Survey
    - 1 Committee Credit
        - Get approval for credit at Midpoint and DFR from Committee Chair/check-in at midpoint
    - Attendance at 7/10 General Body Meetings
    - Attend 5 required events (unless the Recording Secretary is notified via Google Form at least 72 hours in advance with the exception of extenuating circumstances). Missing more

than 4 (3 events in the fall) events will result in a $5 penalty fee, rather than placing them in Bad Standing.

- Mocktail
- Pinning
- Pledge-intro General Body Meeting
- Reveal
- Activation
- Any Chapter Social (if planned that semester)
- Elections (each election date counts as 1 required event)
    - One required event must be an elections credit

Section 3, HALF-ACTIVE MEMBERSHIP

- Half-Active Membership is granted on a needs-based basis, at the discretion of the Vice Presidents of Internal, to Brothers who do not have the capacity to complete *all* Active Requirements *and* do not have the qualifications for tenure.
    - Equal requirements to tenure.

Section 4, ASSOCIATE MEMBERSHIP

- Associate Brothers are not required to complete any requirements nor attend any events. This status exists for Brothers who have completed at least two Active Semesters but do not have the ability to fulfill Active Requirements for the current semester.
- Brothers may declare Associate Status after completing (2) Active Semesters in Good Standing.
- Brothers are permitted to declare Associate Status for (2) consecutive semesters. Once this limit has been reached, the Brother must either declare Active or Leave of Absence status; otherwise, they will be placed into Bad Standing Status.

Section 5, LEAVE OF ABSENCE FROM MEMBERSHIP

- Leave of Absence from Membership exists for Brothers experiencing extenuating circumstances which prevent them from participating in Active Membership, regardless of how many Active Semesters they have completed. Such circumstances include, but are not limited to: medical leave, study abroad, long-term personal commitments, etc.
- Leave of Absence from Membership is granted on a needs-based basis by the Vice Presidentsof Internal and is not meant to substitute Associate & Half-Active Status, but exists for limited circumstances.

Section 6, PLEDGE MEMBERSHIP

- Pledge Brothers must complete all Pledge Requirements, outlined in the Pledge Program Syllabus, in order to be eligible for Activation into the Chapter.
- Upon completion of all their requirements by the Pledge Deadline for Requirements, the **Spring 2024 Kingsley Ramos Alpha Theta Pledge Class** will be activated into the Alpha Delta Chapter with Good Standing Status for the Spring 2024 semester.
- Pledge Requirements for the Spring 2024 semester are as follows:
    - Service - 15 hours

        - 3 hours at a Philanthropic Event
        - Participate in Namesake Challenge
    - Fellowship - Attend minimum of 2 events
        - 1 Special Fellowship
        - Participate in a Pledge Class Fellowship event
    - Interchapter - Attend a minimum of 1 event
    - Fundraising - Fundraise a minimum of $25 per pledge
    - Leadership - Attend a minimum of 2 events
    - Interviews - Complete a minimum of 25 interviews
        - 20 actives and 5 alumni/associates
            - 1 out of the 20 actives must be the Pledge Trainers

    Academics - 8 study hours
    - APO Education - Pass 5 quizzes (with a score of 85% or better) and the Final Exam (with a score of 80% or better) by Deadline for Requirements

Section 7, NEOPHYTE MEMBERSHIP.

- Neophyte Status is the status that a new member maintains in the period after their pledging semester and before the next semester's pledge class is pinned.
- Neophytes are expected to maintain their Active status the semester after they pledge.
    - Any status accommodations requested must be approved by the current semester's Vice Presidents of Internal Relations.
- Neophytes may get motioned to vote by a member of the voting body and may not make motions or vote on official matters unless they compose a portion of the voting body.
- Neophytes may run for all Executive Board positions with the exception of President, Treasurer, Membership Vice Presidents, and Pledge Trainer.
- Neophytes, upon conference of Active status, may pick up with the intention to become a Big.
    - Further fees associated with this decision are at the discretion of the Treasurer.
- Neophytes may not nominate themselves nor any members for executive positions.
- Neophytes may secure any nominations they desire through an Active Brother willing to do so on their behalf.

Article V — COMMITTEES

Section 1, EXECUTIVE
Members(S): All of Executive Board
Chair: President

EXECUTIVE COMMITTEE MEMBERS

- Regularly attend all scheduled meetings, unless an excused absence is granted by the Committee Chair.
- Meet all deadlines for forms and tasks set by the Committee Chair.
- Maintain a sense of professionalism and appropriate manners in all business internal and external to the Chapter.

- Adhere to all other requirements and/or expectations set by the Executive Committee as a whole in order to receive credit.
- Be representative of the interests of fellow Brothers during Committee Meetings, particularly as it relates to strategically improving our Chapter, and serve as the liaison between the Committee Chair and the Chapter whenever a Brother presents an inquiry to the Committee Member.
    - If the inquiry cannot be solved by the Committee Member, they are responsible for contacting the Committee Chair for further correspondence.
- Present a Weekly Report to the Executive Committee during Executive Board Meetings, relating to the individual's position.

Section 2, PRESIDENTIAL ADVISORY
Members(S): President, Sergeant-at-Arms, Active Brothers
Chair: President

PRESIDENT [Contact: president@aposdsu.org]

- Coordinate Executive Board meetings and communication.
- Serve as Presiding Officer for General Body Meetings, Executive Board Meetings, Chapter Elections, & Appeals.
    - Ensure meetings are run orderly; abiding by Robert's Rules.
    - Receive & orchestrate motions from those in attendance.
    - In cases where voting is involved, ensure a Check on Power (fellow Exec Member, Advisor, etc.) is present to ensure fairness.
- Routinely revisit strategic goals using key performance indicators:
    - Membership
    - Finances
    - Attendance
    - Outreach
    - Inclusion
- Collaborate with the Executive Board and advise to achieve strategic goals.
- Communicate with the Advisory Committee when deemed necessary.
- When requested, serve as the face of the Chapter for internal and external engagement.
- Oversee the maintenance of the Chapter Bylaws & Policy Statement.
    - Ensure compliance with National & Campus Guidelines.
    - Oversee the ratification & amendment processes.

SERGEANT-AT-ARMS [Contact: sergeantatarms@aposdsu.org]

- Ensure meetings are run orderly; abiding by Robert's Rules.
- Ensure Brothers are held accountable for misconduct, misrepresentation of the fraternity, behaviors and actions that are injurious to the fraternity, the chapter, and/or to any individuals, and any illegal actions that are not in accordance with the purpose and principles of Alpha Phi Omega.
- Risk Management (may divide into separate topics on general Risk Management, Alcohol, and Drugs)
- Assist in keeping track of chapter inventory:

    - Check outs and returns
- Assist in retrieving items from storage for events.
- Assume the position of a Presiding Office for Chapter Elections & Appeals alongside the Chapter President as the Elections Chair.
- Act as the Elections Chair and during elections:
    - Collect, receive, & record nominations for Elections of the next Executive Board & its officers.
    - Receive & orchestrate motions from those in attendance.
    - Create and collect ballots for elections.
    - Count up results and certify results with all Presiding Officers.
    - Announce the results of the elections in a timely manner.

ACTIVE BROTHERS
- Attend committee meetings.
- Assist in retrieving items from storage for events.
- Ensure meetings are run orderly; abiding by Robert's Rules and creating a safe and inclusive environment.

Section 3, INTERNAL RELATIONS
Members(S): Membership Vice Presidents, Recording Secretary, Active Brothers
Chair: Membership Vice Presidents

MEMBERSHIP VICE PRESIDENT[Contact: internal@aposdsu.org]
- Coordinate major Chapter-wide events.
    - Chapter Socials, Banquet, etc.
- Host General Body Meetings, alongside the President.
    - Manage Attendance and Chair Forms
- Assist Family Heads in the implementation of events & tasks.
    - e.g. Reveal, Special Fellowships, etc.
- Host Committee Meetings to gather input from the Active Body, plan upcoming events, increase committee productivity, & share other relevant information.

RECORDING SECRETARY [Contact: secretary@aposdsu.org]
- Record accurate minutes during General Body Meetings and Executive Board Meetings and ensure they are available to the active body and alumni.
- Facilitate alumni relations by planning at least one large alumni-focused event, coordinating alumni spotlights every other General Body Meeting, distributing newsletter updates, and creating/maintaining an alumni database.
- Keep track of attendance at required events to ensure accountability of members.

ACTIVE BROTHERS
- Attend committee meetings
- Assist with major Alpha Phi Omega events [clean up, handling supplies, etc]
    - Chapter-wide events

- Request and relay feedback from Active Brothers to committee meetings
- Assist Recording Secretary with organizing alumni events

Section 4, FELLOWSHIP
Members(S): Fellowship Vice President, Interchapter Chair, Family Heads
Chair: Fellowship Vice President

FELLOWSHIP VICE PRESIDENT [Contact: fellowship@aposdsu.org]

- Create fellowship events throughout the semester.
- Promote more meaningful fellowships within the Chapter.
- Coordinate APOlympics and delegate tasks to the Fellowship Committee.
- Facilitate Chapter pride & togetherness.

INTERCHAPTER CHAIR [Contact: interchapter@aposdsu.org]

- Announce Interchapter Events at either a General Body Meeting or on an online platform in a timely manner. Credit for Interchapter events and point distribution will be distributed to the general body.
- Be a liaison between our chapter and other chapters in our region/section and facilitate interchapter relations between our brothers and brothers from other chapters.
- Promote meaningful and deep relationships between brothers and other chapters.

FAMILY HEADS

- Acts as a form of support that links the active body to the Fellowship Vice PresidentHandles or directs any questions, comments, or concerns of Brothers to the Fellowship Vice President Tracks the progress of the Active Brothers within their family
- Creates Special Fellowships that encourage the engagement and togetherness of the Brothers in their designated families
- Assist Fellowship Vice President in implementing events & tasks
- Organize Post-Reveal ceremonies within respective Families
- Assist Fellowship Vice President in executing APOlympics

ACTIVE BROTHERS

- Attend committee meetings
- Assist with major Alpha Phi Omega events [clean up, handling supplies, etc]
    - Chapter-wide events
- Request and relay feedback from Active Brothers to committee meetings
- Assist Fellowship Vice President and Fam Heads in executing APOlympics, Fellowships, Reveal etc.
- Assist IC Chair in coming up with a variety/new events to incorporate into the semester
- Leading icebreakers/conversations with other ICs at IC events (especially if IC Chair is not present)
- Be the bridge between the active body and IC Chair to assure there is no miscommunication
- Being proactive with IC credit and encouraging brothers to get to know their IC brothers

Section 5, EXTERNAL RELATIONS
Members(S): Public Relations Chair, Historian, Active Brothers
Chair: Public Relations Chair

PUBLIC RELATIONS CHAIR [Contact: external@aposdsu.org]

- Assist in building and maintain relationships with various student and communal organizations
- Run the social media account, create content, and engage with other accounts.
- Aid in and monitor our Brothers' image and the Chapters' image.
- Coordinate ways to increase Chapter pride, by organizing Chapter merch.
- Host flyering/tabling workshops for active body
- Create and organize rush events
- Make flyers to hand out during rush week
- Come up with the theme for rush and also incorporate the theme into rush events
- Make posts on Alpha Phi Omega media accounts to promote rush week

HISTORIAN [Contact: digital@aposdsu.org]

- Keep Alpha Phi Omega's website properly updated with information pertaining to Rush, pledging process, and the chapter's past traditions and current activities
    - Rush links, Pledge profiles, forms & docs, Active page
- Maintain constant documentation by filming videos and taking pictures of events
    - Collaborate with the Public Relations Chair; have content for social media posting
- Create 2 videos; 1 for rush and 1 for banquet

ACTIVE BROTHERS

- Assist and work with the Public Relations Chair to collaborate with other organizations, organize merch, and create social media content.
- Assist the Public Relations Chair r in planning and executing a recruitment program to appeal to potential new members.
- Help Public Relations Chair come up with games and activities for rush events
- Be able to attend at least three rush events
- Help Public Relations Chair carry out rush activities and sign in brothers for events
- Be able to help set up flyering/tabling, securing rooms for rush events, bonfire, etc.
- Assist the Historian in maintaining and updating the official Alpha Phi Omega, Alpha Delta website and in content creating/collection.
- Assist Historian in photo/video challenge ideas for the program
- Help Historian come up with ideas for executive letter

Section 6, FINANCE
Members(S): Treasurer, Fundraising Chair, Active Brothers
Chair: Treasurer

TREASURER[Contact: finance@aposdsu.org]

- Chair the Finance Committee

- Create/approve a budget for each Executive Board member
- Keep records of the collected dues from each active member and pledge
- Keep record of each transaction made through the Alpha Phi Omega debit card and Venmo
- Make executive decisions regarding the Chapter's finances.
- Host Committee meetings to update members on the current financial state of the Chapter.

FUNDRAISING CHAIR [Contact fundraising@aposdsu.org]

- Creates fundraising events throughout the semester for active brothers and rushees.
- Reach out to different businesses/organizations to host events at their establishments
- Award fundraising credit to those who attended
- Keep track of the profits made from each fundraising event and work with Vice President of Finance (Treasurer) to keep track of Alpha Phi Omega finances
- Provide support to the Pledge Fundraising Chair and their program

ACTIVE BROTHERS

- Work closely with the Vice President of Finance (Treasurer) to ensure members pay dues on time
- Assist the Fundraising Chair with planning and executing events
- Provide support and address any concerns of members regarding the Chapter's finances

Section 7, PERSONAL & PROFESSIONAL DEVELOPMENT

Members(S): Leadership Vice President, Equity and Inclusion Chair, Active Brothers
Chair: Leadership Vice President

LEADERSHIP VICE PRESIDENT [Contact leadership@aposdsu.org]

- Host workshops to benefit brothers in obtaining different types of skills
    - Encourage Brothers to speak up during workshops and participate
    - Ask the active body, what kind of workshops they would like to partake in
- Ensure that every leadership event has a chair present
- Form and maintain Safe Spaces for brothers.
- Be a liaison between active members, pledges, and executive board on any Questions/Comments/Concerns they may have.
- Consulting the personal & development committee, and executive board, to provide relevant and beneficial topics for consideration during open forums, workshops, or open discussion.
- Maintaining awareness of on campus resources should brother's require them.
- Create academic and career development-oriented presentations and workshops
- Collect transcripts at the beginning (from Active Member survey and Academic survey) and check up with Active Brothers and pledges at midpoint of the semesters to give them resources if any of their grades are below a D+
- Organize study groups that accommodate the majority of the Actives
- Find scholarships for specific academics and general available scholarships

EQUITY AND INCLUSION CHAIR [Contact: eic@aposdsu.org]

- Work together with the Leadership Vice President to create workshops and ensure active participation of Diversity and Inclusion in the chapter.
- Regulate and promote the open communication between the Executive Board and Active body.
- Provide active members with Equity and Inclusive resources. Ensure questions, comments and concerns of the Active Body are addressed. Responsible for executing the Diversity and Inclusion Workshop required of all members.
- Oversee and execute The Equity and Inclusion Honor Cord Program
    - Requirements: Beginning Spring 2023, these are to be completed prior to the Brother's last Active semester before they graduate.
        - List of acceptable topics for course-approved topics;
            - Inclusive Leadership
            - Racial Equity
            - Gender and Sexuality
            - Social Class
            - Equity and Inclusion
        - Attend an Equity & Inclusion Chair hosted Diversity and Inclusion Workshop
        - Attend (2) Equity & Inclusion Chair hosted or approved events or workshops
        - Attend (2) Open Forums
        - Upon completion of all requirements, submit a 350 word reflection to eic@aposdsu.org.

ACTIVE BROTHERS

- Periodically contact graduating brothers, with an interest in completing the cord program, on their requirement standings and with reminders of upcoming events that satisfy their requirements.
- Organize study groups that accommodate the majority of the Actives
- Gauge interest in workshop subjects concerning academics and careers
- Contact Leadership Vice President and/or Equity and Inclusion Chair if there are certain workshops and activities that they would like to partake in
- Assist Leadership Vice President and/or Equity and Inclusion Chair with any open forums or workshops they may need and promoting them for maximum attendance
- Assist Equity & Inclusion Chair with any sort of assistance regarding the Equity and Inclusion Honor Cord Program

Section 8, SERVICE

Members(S): Service Vice Presidents, Philanthropy Chair, Active Brothers
Chair: Service Vice Presidents

SERVICE VICE PRESIDENTS [Contact: service@aposdsu.org]

- Chair of the service committee; responsible for finding and creating service events for brothers that provide service to the nation, community and campus.
- Work alongside the Philanthropy Chair in creating service events that connect with our Philanthropy, Underserved Youth.
- Provide an array of service events that cater to the interests of brothers.

PHILANTHROPY CHAIR [Contact: philanthropy@aposdsu.org]

- Work alongside Service Vice Presidents with planning service events that correlate within the philanthropy
- Assist Service Vice Presidents with any task given
- Instilling the importance of our philanthropy

ACTIVE BROTHERS

- Perform chair duties for any service or philanthropy events if no chair has been established.
- Attend committee meetings and communicate with Active Brothers about upcoming service and philanthropy events.
- Ensure Active Brothers and Pledges are meeting service and philanthropy requirements for midpoint and DFR.
- Assist the Service Vice Presidents and the Philanthropy Chair in any tasks requested.
- Provide ideas for additional service events in areas of service that are lacking insufficient events.
- Help assist planning and executing National Service Week events.
- Ensuring that members attending service/philanthropy events understand their responsibilities and expectations

Section 9 , PLEDGE TRAINER
Members(S): Pledge Trainers, Active Brothers
Chair: Pledge Trainers

PLEDGE TRAINERS [Contact: pledgetrainer@aposdsu.org]

- Create/guide pledges through pledge program
- Keeps records of pledge requirements
- Make executive decision on program adjustments
- Assist executive decision on depledging
- Host weekly committee and Pledge Trainer meetings to keep pledge program on track
- Organize the big/little program
- Host pledge meetings and other required events (pinning, reveal, and activation)

ACTIVE BROTHERS

- Provide guidance & motivation to the pledge class
- Oversee pledge groups in weekly meetings and activities
- Be a liaison of communication between Alumni(s), Associates(s), Active(s), & Pledges
- Grade pledge quizzes and update the Pledge Tracker
- Assist in the documentation of Pledge Requirements
- Assist in the facilitation of Pledge events (i.e. Socials, Pledge Retreat, etc), workshops, & icebreakers
- Host a study session at least once per week for one hour to allow for the pledges to complete their study hours requirement
- Report all questions & concerns to the Pledge Trainers
- Evaluate & provide input into prospective big/little pairings
- Must commit to all planned pledge events that require attendance:
    - Rush Events

    - Initiation
    - Socials
    - Pledge Retreat
    - Reveal
    - Activation
    - Banquet
    - General Body Meetings
- Maintain the integrity of the pledge program
- Be resistant to corruption and be honest with the Pledge Trainers & Pledges
- IF CAUGHT NOT RESPECTING PLEDGE TRAINERS PROGRAM, YOU ARE SUBJECT TO BEING REMOVED FROM COMMITTEE!
- Follow the directions and instructions of the Pledge Trainers
- Additional responsibilities can be added by Pledge Trainers where deemed necessary

Article VI — ELECTIONS

Section 1, ELECTED POSITIONS ELECTIONS

- Elected Position Elections for the Fall 2024 Executive Board shall be conducted by the Spring 2024 President and Sergeant-At-Arms, and voted on by the Active Body.
- The following positions will be voted on: President, Treasurer, Membership Vice Presidents, Leadership Vice Presidents, Fellowship Vice President, Service Vice Presidents, Pledge Trainers, Interchapter Chair, and Recording Secretary.

Section 2, APPOINTED POSITION ELECTIONS

- Appointed Position Elections for the Executive Board shall be conducted and voted on by the Elected Executive Board.
- The following positions will be voted on: Historian, Fundraising Chair, Philanthropy Chair, Public Relations Chair, and Equity & Inclusion Chair.
- The timeline for these Appointed Elections shall be determined & announced by the Spring 2024 Chapter President, in coordination with the Elected Executive Board.

Article VII — PROGRAM DELIVERABLES

Responsibilities and Programs for officers of the executive board.

Section 1, PRESIDENT

- Chair the Executive and Presidential Advisory Committees.
    - Plan and execute routine Committee Meetings.
    - Award Committee Credit at the close of the semester to those who meet the expectations set by the chair and the committee as a whole.
- Serve as Presiding Officer for General Body Meetings, Executive Board Meetings, Chapter Elections, & Appeals.
- Strategically plan & execute a vision for the Chapter via the program.

    - STAR Program (Strengthen, Train, Adjust, Retain)
    - Routinely revisit strategic goals using key performance indicators:
        - Membership
        - Finances
        - Attendance
        - Outreach
        - Inclusion
    - Collaborate with the Executive Board to achieve strategic goals.
- Routinely advise Executive Board Members on their respective programs and conduct outreach when necessary.
- Communicate with the Advisory Committee when deemed necessary.
- When requested, serve as the face of the Chapter for internal and external engagements (i.e. public forums, campus events, etc.).
- Oversee the maintenance of the Chapter Bylaws & Policy Statement.
    - Ensure compliance with National & Campus Guidelines.
    - Oversee the ratification & amendment processes.

Section 2, VICE PRESIDENT OF FINANCE

- Make executive decisions regarding the Chapter's finances.
- Serve as Chair of the Finance Committee and ensure the execution of its responsibilities as listed in the Constitution and Bylaws.
- Create a Chapter budget and approve budgets for each Executive Board position.
- Keep records of collected dues from each member and have trackers separate for each status.
- Keep record of all transactions made through the APO debit card and Venmo account.
- Maintain the ledger to have the most accurate and updated information, and ensure amounts in the ledger correspond with amounts in the APO checking account and Venmo account.

Section 3, MEMBERSHIP VICE PRESIDENTS

- Coordinate the planning and successful execution of the chapter's membership program, to include efforts for membership retention.
- Serve as Chair of the Internal Relations Committee and ensure the execution of its responsibilities as listed in the Policy Statement and Bylaws.
- Oversee all aspects of the chapter's membership outside of pledging, while assisting the Pledge Trainer(s) when necessary, especially in ensuring pledge retention.
- Ensure the proper and timely registration of all Active, Advisory, Alumni, and Honorary members of this chapter with the National Office.
- Supervise the completion of requirements as listed in the Chapter Policy Statement by all Active Brothers in coordination with each Executive Board member responsible for requirement credits.
- Notify members, who have not fulfilled semester requirements by Deadline for Requirements (DFR), of their membership status as Member in Bad Standing; the Vice Presidents of Internal Relations must also inform the Executive Board when a member has not fulfilled their requirements.
- Maintain an accurate record of all past and present members of this chapter.
- Archive all active brothers' majors, minors, and current courses at the beginning of the semester.

- Perform all presidential duties in the absence of the President.
- Create an Internal Relations budget for the upcoming semester to be approved by the General Body.
- If an Active Brother's current circumstance causes them to be unable to meet the minimum General Body Meeting requirements, they are allowed to obtain meeting credit through the completion of a "Minutes Form".
    - *Minutes Form* - Brother must thoroughly view the minutes of the General Body Meeting they wish to obtain credit for. They must then fill out a form summarizing the main points from each officer's section.
        - Must be completed before the following General Body Meeting.

Section 4, PUBLIC RELATIONS CHAIR

- Outreach - Help maintain organic relationships with current and potential student organizations.
- Social Media - Assist with creating content for all social media platforms as necessary.
- External Relation Events - Facilitate and run at least one (1) External Relation Event either created by the Public Relations Chair or the committee member themselves
- Credits - Keep track and record credit progress of Brothers.
- Participation will be signed off by the respective head of the Standing Committee at the end of the Semester. Non-participation will result in the brother going into Bad Standing at the end of the semester with the discretion of the Committee Head.

Section 5, LEADERSHIP VICE PRESIDENT

- Coordinate the planning and successful execution of the chapter's leadership program.
- Serve as Chair of the Leadership Committee and ensure the execution of its responsibilities as listed in the Constitution and Bylaws.
- Plan and execute leadership workshops for the purpose of fostering character development and leadership skills to prepare members for leadership roles.
- Collect and record leadership requirement progress for all Brothers on APOON.
- Appoint a leadership chair for each leadership workshop.
- Promote awareness of and involvement with campus leadership development events and career opportunities to the general body.
- Create a Leadership budget for the upcoming semester to be approved by the General Body
- Foster the Alpha Delta chapter's academic growth.
- Create events to satisfy academic needs and the academic credit requirement.
- Organize study sessions
- Provide or suggest alternate ways for brothers to study and academic techniques.
- Mentor and reach out to Actives who are struggling academically.
- Inform members of any academic-related opportunities.

Section 6, FELLOWSHIP VICE PRESIDENT

- Create fellowship events and brainstorm new ideas throughout the semester
- Assist brothers in creating and promoting their own fellowship events throughout the semester
- Actively participating in fellowships and accommodating/incorporating new ideas so they are fun for everyone

- Promote fellowships to have more people come to fellowships more often
- Set up, get supplies for, and manage APOlympics
- Fellowship Policies:
    - A Fellowship is defined as an event created by the Fellowship Vice President that lasts at least one hour (for regular fellowships) or an hour and a half (for small fellowships) for the event to count. The criteria for each is as follows:
        - Regular fellowships have a minimum of 5 brothers, and must last for at least one hour to count for fellowship credit.
        - Small fellowships have a minimum of 3 brothers and a maximum of 5, and must go for at least an hour and a half in order to count for fellowship credit.
        - Spontaneous fellowships meet the requirements for regular fellowships (5+ brothers, for at least one hour) but are submitted to the Fellowship Vice President following the occurrence of an unplanned activity among brothers.
    - Brothers must attend at least two regular fellowships.
    - Spontaneous fellowships may not count for credit if they take place at a brother's place of residence (i.e., they must occur on-campus or a different off-campus location).
    - Family fellowships must have a minimum of 50% of the current Active Members of the Family to count for credit.
        - If two families wish to have a joint family fellowship, one-half of the Active Members from each family must be in attendance in order to receive credit.
        - A maximum of two families can form a joint family event, with approval from the Fellowship Vice President.
    - Members must sign up for the fellowship before the event, and stay for at least the respective mandated period of time in order to receive credit for the fellowship.
    - Capped Events: If you are not formally on the list for the event on APOON, you cannot show up to the event without approval from the Fellowship Vice President.
    - If you are determined to be under the influence during the event, you will not receive credit and will be subject to disciplinary review by the Executive Board for violation of Risk Management policy.

Section 7, SERVICE VICE PRESIDENTS

- Chair of the service committee; responsible for finding and creating service events for brothers that provide service to the nation, community, campus, and fraternity.
- Work alongside the Philanthropy Chair in creating service events that connect with our philanthropy, underserved youth.
- Provide an array of service events that cater to the interests of Brothers.
- Provide a program for Fall National Service Week or Spring Youth Service Day.
- Attendance policy:
    - After every event please make sure to send in proof of attendance within 48 hours
    - Chair to an Event:
        - Note that the chair is responsible for getting proof of attendance after every event
        - Consequences to not sending proof of attendance:No credit given to anyone who has not submitted a photo after a period of 48 hours after the event
- *Accountability Clause*

- If a Brother is late by 20 minutes:
  - First Offense: Warning to Brother and explanation on why they were tardy
  - Second Offense: Take away 1 hour
  - Third Offense or More: Take away 2 hours and must have conversation with Service Vice Presidents
- If a Brother leaves <u>early</u> without prior consent and Service Vice Presidents are not notified 24 hours after the event:
  -
  - First Offense: They only receive the hours they attended
  - Second Offense: No hours given and apology email to the particular service event coordinators
  - Third Offense or more: No hours given. Apologize to the particular service event coordinator(s). Subtract 2 hours from brother.
  -
- If a Brother asks to be taken off the sign ups AFTER lock and close deadline:
  - First Offense: Warning and a required explanation from the Brother
  - Second Offense: Take away 1 hour of service
  - Third Offense: Take away 2 hours, removed from sign up privileges for 1 week, and must have conversation with Service Vice Presidents
- If a Brother does not submit the photo within 48 hours
  - First Offense: Warning
  - Second Offense: Chair will get deducted 0.5 hour (or everyone gets deducted if there is no chair)
  - Third Offense: Chair will get deducted 1 hour (or everyone gets deducted one hour)
  - If it is a week or more late, you get zero credit.
- If a Chair is found guilty of lying:
  - They are not given chair credit and are not allowed to chair a service event for the following 2 weeks
    - SVPs will notify MVPs of said brother(s).
  - They get deducted half of whatever time that service event was
    - For example: If it is a 2-hour event, they only get awarded 1 hour
- All guidelines on APOON will be enforced. Lack of compliance with additional instructions regarding policy or registration for service events will result in the removal of the Brother from the attendee list.

Section 8, PLEDGE TRAINERS

- Plan and execute an in-person pledge program for the **Spring 2024 Kingsley Ramos Alpha Theta Pledge Class** by:
  - Facilitating pledge meetings that will be on Wednesdays from 7:00 PM to 10:00 P.M.
  - Having pledges attend events to fulfill their pledge requirements
  - Utilizing their committee to gain more ideas for their program
    - Allowing alumni to also be a part of their committee
- Plan and execute Big/Little Socials with the help of their committee

    - Finalize Big/Little pairings
- Plan/make pledge quizzes/actives/workshops during pledge meeting

Section 9, RECORDING SECRETARY

- The duties of the Recording Secretary encompass the following:
    - Record accurate minutes of General Body Meetings and Executive Board Meetings and distribute them as necessary in a timely manner
    - Facilitate alumni relations by:
        - Planning at least one large alumni-focused event (ex: alumni picnic/ panel)
        - Coordinating alumni spotlights every other General Body Meeting
        - Create newsletter updates and distribute them to alumni
        - Create/maintain an alumni database
    - Be a point of contact and help officers reserve rooms and facilities for additional meetings and events as deemed necessary by the Executive Board
    - In the absence of an appointed Digital Operations Chair, maintain a historical record of the activities of the chapter.
    - Formulate digital and/or physical invitations to formal chapter events
    - Assume the role of a Presiding Officer for elections in the event that the Sergeant-At-Arms is absent

Section 10, INTERCHAPTER CHAIR

- The duties of the Interchapter Chair encompass the following:
    - Announce Interchapter Events at either a General Body Meeting or on an online platform in a timely manner. Credit for Interchapter events and point distribution will be distributed to the general body.
    - Be a liaison between our chapter and other chapters in our region/section and facilitate interchapter relations between our brothers and brothers from other chapters.
    - Promote meaningful and deep relationships between brothers and other chapters.
    - *Cancellations*: Withdrawing one's attendance is honored when the Interchapter Chair is notified within a certain amount of time before the start of the specific event
        - Virtual: 1 hour before with due cause
        - In-person: 24-48 hours with due cause
    - Failure to give prior notice or reasonable excuse for one's sudden absence or cancellation for an event will result in no credit awarded for the event missed
        - Sudden and unexpected absences or cancellations will result with a certain amount of reduction of Interchapter Credit
            - Virtual: 0.5 credit
        - In-person: 1 credit

Section 11, SERGEANT-AT-ARMS

- Perform such disciplinary and parliamentary procedures as are appropriate with these Bylaws, Robert's Rules of Order, and as deemed necessary by the President.
    - Individual(s) Meeting Conduct:

        - If a member or group of members is causing a disruption, they will be issued a warning personally.
        - Should they continue to cause a disruption, they will be issued a warning from the front of the room.
        - If the disruption continues, they will be asked to leave the room, and they shall not receive credit for that meeting.
- Arrive early to club meetings to set up and stay after to help clean up.
- Receive nominations and motions related to chapter elections.
- Prepare, distribute, and collect ballot sheets at chapter elections. Upon instructions by the President, the Sergeant-at-Arms shall assemble the ballots and have charge of the counting.
- Ensure that all nominees are aware of their nominations for the purpose of acceptance or denial of the nomination.
- Maintain, revise, and distribute the bylaws, written chapter policies, and other governing documents of the Fraternity, as necessary.
- Maintain all ritual materials and documents; safeguard all chapter property; check out such property to appropriate officers or members when necessary.
- Create a Sergeant-at-Arms budget for the upcoming semester to be approved by the General Body.
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- Secure any club assets from any member who voluntarily resigns or is involuntarily dismissed.
- Ensure that all executive members do not abuse their position outside of their program.
- Ensure that any member in a position of power does not take advantage of another individual.
    - Assist and resolve brother-brother conflicts that are applicable to the Chapter.

Section 12, HISTORIAN

- Ensure the execution of the chair's responsibilities as listed in the Constitution and Bylaws
- Maintain and update the chapter website as necessary.
- Collaborate with the Public Relations Chair on managing the Chapter's social media accounts, with posts under final jurisdiction of the President.
- Create a Digital Operations budget for the upcoming semester to be approved by the General Body.
- Maintain a photographic record of the chapter's activities throughout their term.

Section 13. FUNDRAISING CHAIR

- Organize sufficient fundraising events for the Active body
- Keep record and award Fundraising Credits to members
- Reach out to- and communicate with- organizations and businesses to coordinate events
- Work closely with the Vice President of Finance (Treasurer) to track cash flows for each event and keep accurate records of the profits
- Oversee the Pledge Fundraising program and provide support for the Pledge Fundraising Chair
- Collaborate with other Executive Board members to create new and interesting events

Section 14. PHILANTHROPY CHAIR

- To assist the Service Vice Presidents in planning our annual fall and spring Philanthropy.

    - i. Assist with Spring Youth Service Day
    - ii. Incorporating our Philanthropy with Service events
- To provide knowledge to Alpha Delta about the aspects that make up the chapter's philanthropy.
- To put together any required necessities for planned events.
- After every event please make sure to send in your proof of attendance within 48 hours
- Chair to an Event:
    - Note that you are responsible for getting proof of attendance after every event
        - Consequences to not sending proof of attendance:
            - Without proof there will be no credit given to anyone after the 48 hours after the event
- *Accountability Clause*:
    - If a Brother is late by 20 minutes:
        - First Offense: Brother receives verbal warning and must provide explanation as to why they were late
        - Second Offense: take away 1 hour
        - Third Offense or More: take away 2 hours and must have a conversation with Service Vice Presidents and Philanthropy Chair.
    - If a Brother leaves <u>early</u> without prior consent:
        - *(they only get the hours they worked)*
        - First Offense: warning
        - Second Offense: Hours are not given
        - Third Offense: an additional 2 hours taken off
        - Fourth Offense or More: an additional 3 hours is taken away and must have conversation with Service Vice Presidents
    - If a Brother asks to be taken off the sign ups AFTER lock and close deadline:
        - First Offense: Warning
        - Second Offense: take away 1 hour of service
        - Third Offense: take away 2 hours
        - Fourth Offense or More: take away 3 hours and must have conversation with Service Vice Presidents and Philanthropy Chair
    - *IF BY THE END OF DFR THEY HAVE NOT MET THE REQUIREMENT AND HAVE STRIKES AGAINST THEM, they will need to write a one page paper on why accountability is important to our fraternity/attending service events OR on how we can foster motivation for service beyond requirements*
    - If a Brother does not submit the photo within maximum 72 hours (48 hours is preferred and on APOON):
        - First Offense: Warning
        - Second Offense: Chair will get deducted 0.5 hour (or everyone gets deducted if there is no chair)
        - Third Offense: Chair will get deducted 1 hour (or everyone gets deducted one hour)
        - If it is a week or more late, you get zero credit period. It is not fair to us to have to track it down.
    - If a Chair is found guilty of blatantly lying:

        - They get deducted half of whatever time that service event was
            - For example: If it is a 2 hour event, they only get awarded 1 hour
            - They will not receive chair credit for that particular event
    - If a Brother does not read what is on APOON:
        - All guidelines on APOON will be followed and will be enforced → aka if it says to submit the confirmation registration and you do not, you will be removed no questions asked, period.

Section 15. EQUITY & INCLUSION CHAIR

A. The duties of the Equity & Inclusion Chair encompass the following:
    a. Encouraging Diversity and Inclusion activities in brothers.
    b. Forming and Maintaining Safe Spaces for brothers.
    c. Forming Workshops or Events to promote active discussion between brothers.
    d. Assisting the Executive Board with Programs to ensure complete transparency.
    e. Addressing Active Body's Questions/Comments/Concerns or Suggestions to the Executive Board.
    f. Assist and resolve brother-brother conflicts that are applicable to the Chapter.
    g. Host Chapter Open Forums to in regards to chapter related issues or discussions
B. Requirements
    a. Entire Active Body is required to attend/participate in the annual Diversity and Inclusion Workshop.
        i. Diversity and Inclusion workshop is mandatory and will occur once during the school semester
    b. Plan and execute events, workshops, and open forms for Brothers to fulfill requirements of The Equity and Inclusion Honor Cord Program

Article VIII — FINANCES

Section 1, DUES BREAKDOWN

- Active dues for the **Spring 2024 Semester will be $150**.
    - $3 from Active dues will be set aside for Family Funds to be used at the Family Head's discretion.
- Tenure Actives and Alumni Potential Big dues for this **Spring 2024 semester will be $100**.
- To be a Potential Big, the member will be charged a flat fee of **$25 for the Spring 2024 semester**
- No dues will be collected for brothers with Leave of Absence, Bad Standing, or Associate status.
- Active Brothers who have not paid outstanding debts to the Chapter will have those debts added to the dues owed for the current semester.

Section 2, BUDGET PROPOSALS

- Budget Proposals should be submitted to the Treasurer by the second Executive Board Meeting and the Budget Proposals made by the Executive Board members must be approved by the Treasurer at least by the Deadline for Change of Status.

- Any amendment to the respective Board member's approved budget must be brought to the Treasurer and approved by the Treasurer at least 48 hours prior to the purchase of the item in question.

Section 3, GENERAL REIMBURSEMENTS

- Purchases must be approved by the Treasurer prior to completing the transaction. Transactions which do not obtain approval by the Treasurer prior to purchase will not be eligible for reimbursement unless deemed necessary by the Treasurer.
- Following the transaction, the purchaser must fill out the online reimbursement form and notify the Treasurer upon completion.
    - A photo of the transaction receipt must be attached to the form in order to receive the reimbursement.

This Policy Statement was most recently revised on January 25, 2024