

Alpha Eta Rho



Chapter Handbook

January 2025

Founded at the University of Southern California on April 10, 1929

National Office

175 LAKE VIEW DR. • FOREST CITY • NORTH CAROLINA • 28043

Phone: (828) 501-6457

www.ALPHAETARHO.org

History

Alpha Eta Rho is an international, professional collegiate fraternity founded on April 10, 1929, at the University of Southern California to bring together students having a common interest in the field of aviation. The organization serves as a contact between the aviation industry and educational institutions to foster, promote, and mentor today's college students towards successful careers in the aviation field.

The philosophy and goals of Alpha Eta Rho are:

- To further the cause of aviation in all its branches.
- To instill in the public mind a confidence in aviation.
- To promote contacts between the students of aviation and those engaged in the profession.
- To promote a close affiliation between the students of aviation for the purpose of education and research.
- To maintain and promote the highest moral standards as members of this unique fraternity.

The letters Alpha, Eta, and Rho constitute the ancient Greek spelling of the word "Air".

Alpha, the first letter of the Greek alphabet, has a further meaning to us, for it means first and foremost. Our fraternity is the first and only of its kind in the history of aviation. As Icarus led the ancients to their first thought of human flight, so shall the members of Alpha Eta Rho lead the effort to acquaint the uninformed with the field of aviation.

Eta, the seventh letter of the Greek alphabet, is symbolic of the seven founders of our fraternity – the original members whose vision brought our organization into being. Let us not forget the ideals which they set forth and which form the basic precepts of this fraternity.

Rho, the last letter of the Greek word "Air" and representative of solar distance and density. Although our careers in the aviation industry may have us travel great distances, the bonds of our fraternal organization will always be strong and tightly knit.

Social Media

We encourage our chapters to have their own Social Media pages to share with your chapter. Please follow the National Office at the following pages.



/AHPHQ



@AHP1929



@AHP1929

National Board of Directors

Chairman of the Board Emeritus

Robert Clement

This office will serve at the pleasure of the BOD.

National President

Cathy Blessing, cathy@alphaetarho.org

The President shall preside over all Board of Directors (BOD) meetings, as well as other national meetings, and organize committees, as needed, to carry out the work of the organization.

Chief Executive Officer

Benjamin O'Brien, (828) 501-6457, ben@alphaetarho.org

This office is responsible for the daily operations of the organization.

National Vice President of Alumni Affairs

Nathan Bloodsaw, nate@alphaetarho.org

The duties of this office are to oversee, plan, and report to the BOD on all matters and programs of Alpha Eta Rho Alumni.

National Vice President of Development and Outreach

Matthew Rhoads, matthew@alphaetarho.org

The duties of this office are to manage and implement comprehensive strategies of partnership with Collegiate Aviation and Aerospace Programs to advance the opportunities of membership and educational industry outreach.

National Vice President of Corporate Relations

Noah Yarborough, noah@alphaetarho.org

The duties of this office are to serve as the direct liaison within the Corporate and Industry base to facilitate and implement educational and career opportunities within the Aviation and Aerospace sectors

National Vice President of Military and Government Affairs

LT. Kristen Boye, kristen@alphaetarho.org

The duties of this office are to serve as the direct liaison with all Branches of the Department of Defense (DOD) and Governmental Agencies to facilitate and implement educational and career opportunities within the Aviation and Aerospace sectors.

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National Secretary/Treasurer

Jim Blessing, jim@alphaetarho.org

This office maintains records of all proceedings and is responsible for the official membership rolls, archives, and Bylaws of the Fraternity, as well as all financial matters pertaining to the organization, and will keep the BOD informed of all such matters.

National Student President

Andreas Borgh, andreas.borgh@alphaetarho.org

This office serves as a voting member on the BOD and will preside over the annual meeting of AHP. The National Student President is elected each spring and is eligible for a \$1,000 scholarship upon completion of their term.

Roles of Chapter Officers

Chapter Advisor

Coordinate with the President to ensure all regulations and guidelines are being met. Offer advice and assistance for unforeseen problems.

Chapter President

The Chapter President shall be responsible for leading the organization and managing its activities in accordance with its constitution and the pursuits and aims of this group. The President is also in charge of creating additional officer positions, committees, and allocation of responsibilities to maintain the organization.

Chapter Vice President

The Vice President shall preside at meetings in the absence of the President, assist the President in managing the activities and meetings of the Chapter, and in the absence of a program officer or committee, coordinate the organization's monthly activities.

Chapter Secretary

The Secretary shall determine the time and place of each meeting, to keep the minutes of all meetings of the Chapter, and to record the major events of the Chapter. It shall be the duty of the Secretary to transmit to the National Office of Alpha Eta Rho a complete record of all current members and also all newly initiated members and to advise the National Office of functions and events held by the Chapter.

Chapter Treasurer

The Treasurer shall be responsible for collecting the fees and dues, and maintaining records of the finances of the Chapter, responsible for submitting all required fees and dues to the National Office and reporting the financial status of the Chapter to the National Executive Board as established by the Bylaws of the Fraternity.

Note: The national AHP office will not provide a W-9 or Tax ID# to chapters of the organization. Chapters should work with their school's Student Organization or Student Government Office to determine the best way to establish a bank account or other related items.

The Board of Directors is against chapters holding accounts off campus, there needs to be control and transparency when it comes to chapter funds.

Historian

The Historian shall be responsible for keeping a complete record of all social activities and events, and for maintaining a scrapbook and publicity records of the Chapter. The Historian shall be further responsible for transmitting to the National Office a report on news items and activities of the Chapter, not less than twice a year.

Chapter Responsibilities

Membership

Membership in a Chapter consists of active members and alumni members in good standing. Members are in good standing when Membership Dues and Chapter Roster are current to the National Office.

Active Members

Active members shall be duly initiated students pursuing regular courses in the college or university and must be in good standing. Active members are the only voting members.

Active member dues of \$40 are due on October 1 and March 1, respectively. The fees will be collected by the Chapter Treasurer and submitted to the National Office as shown on the Membership Registration, which is prepared through Cognito forms.

Alumni Members

Alumni members shall be members who were active members in good standing at an undergraduate chapter and in good standing, who have graduated from, or ceased to pursue regular courses in aviation, but must remain in good standing.

Associate Members

Associate members shall be those duly initiated members who are engaged in the profession or study of aviation. Such members shall be nominated for initiation by the undergraduate chapter and forwarded to the National Office for approval by the Board of Directors. Associate members need not be pursuing university or college courses in aviation, but must remain in good standing.

New Members

New membership into an active undergraduate chapter is open to men and women of good moral character who comply with the laws of the Fraternity and who are engaged in, or who anticipate being engaged in, the profession of aviation.

Initiation Fee

New member initiation fee is \$50 per initiate. The Membership Registration will be prepared through Cognito forms. The fees will be collected by the Chapter Treasurer and submitted to the National Office as shown on the Cognito form.

New Member Package

The new member's package will include the Alpha Eta Rho Membership Certificate with an official embossed gold seal, AHP wings, a registered Challenge Coin, an AHP decal, and a membership card. All membership products **must** come from the National Office and are not to be duplicated by the chapters.

Code of Conduct

Alpha Eta Rho National Office has no tolerance for Chapters that haze new or active members. Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment, or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

If a Chapter is punished by the college or university, Alpha Eta Rho respects and supports the decision of the school.

Members of Alpha Eta Rho are expected to be of good moral character, serve the community and follow the rules of their college or university.

Chapter Initiation Procedure

Initiation into the aviation fraternity of Alpha Eta Rho is a serious and solemn occasion. The initiation signifies the transformation of a candidate for membership in Alpha Eta Rho from that of an outsider looking in at the remarkable world of aviation fellowship and friendship to actually becoming a member of this closely knit and select group. These proceedings should not be entered into by an individual without serious contemplation and a strong desire to participate in the adventure of aviation.

The initiation ceremony can be customized to fit their Chapter and school but will include the presentation of the New Member Certificate, the Challenge Coin, the AHP wings, the Chapter Membership Card, and an AHP sticker. See attachment A for a template of the official Alpha Eta Rho initiation.

Reports to National Office

Chapter Member Registration

Each semester, your Chapter is required to submit the online **New Member Registration Form** to the National Office to be considered "in good standing". The form and dues must be submitted **NO LATER** than 1 month before the set initiation date.

The registration form can be found at alphaetarho.org, or by emailing ben@alphaetarho.org

The Chapter Member Registration is to include Officers, Advisor, and New Members with their contact information. Each chapter, per the bylaws, must maintain a minimum of 10 members.

New members are reported before their initiation to the Chapter, by at least one (1) month. Membership dues (\$40) and New Member initiation fee (\$50) should be collected by the Chapter Treasurer each semester.

Note: If the Member Registration is not turned in by October 1 and March 1, respectively, there will be \$50 late fee applied. If the Membership Registration is not turned by December 31, and May 31, respectively, the Chapter will be considered "not in good standing" and will be held inactive on the National Register of Undergraduate Chapters. A reinstatement fee of \$250 will be applied to chapters that become inactive to reinstate.

Any member failing to pay annual dues will be considered "not in good standing" and will not be allowed to participate in chapter or national events or meetings or be qualified to hold an office, whether local or national and is not qualified to apply for an Alpha Eta Rho scholarship. All monies and funding received by Alpha Eta Rho and its Undergraduate Chapters are to be used for our mission.

Chapter Report

The Chapter shall report to the National Office each semester on the following items:

- A record of the major events of the Chapter, a tally of current members, new initiated members, associate members, and a list of new graduates.
- An accounting of dues and fees collected for the National Office.
- A record of all social activities and newsworthy events of the Chapter

The Registration form can be found at https://www.alphaetarho.org/chapter_report.html

Google Suite

We are providing each chapter with an official Alpha Eta Rho email and access to our Google Apps.

Our goal with this email is to have continuous contact with the chapter even during the transition between officers.

Each chapter will have an @alphaetarho.org email. i.e. Arizona State University – Alpha Sigma would have alphasigma@alphaetarho.org

<http://mail.google.com/a/alphaetarho.org>

_____@alphaetarho.org

Password: email executivedirector@alphaetarho.org to receive

You will be prompted to create a different password. Your Chapter Advisor's email is the back up.

- Calendar
 - Share the calendar with your chapter.

- Drive and Docs
 - Access to documents from the National Office
 - A safe place to store your chapter's records.
 - Able to share documents with other chapter leaders at different schools.
- Gmail
 - Official Alpha Eta Rho email for your chapter
 - The National Office will contact each chapter with this new email address.
- Hangout Meet
 - Each chapter can host an online video conference with members or the executive board.
- Google Forms
 - Great to collect data from your members
- Google Photos
 - Great place to store photos of your events and members.

To request a password reset to gain access to your account, email support@alphaetarho.org.

Important Dates

October 1	Fall Chapter Member Registration deadline and dues
March 1	Spring Chapter Member Registration deadline and dues
Oct. 14-16	NBAA BACE: AHP Members receive free admission
February 2026	Collegiate Aviation Symposium

Trademark and Licensing Policy

The AHP insignias are protected by federal trademark registration. The Greek letters "Alpha Eta Rho" and the words "Alpha Eta Rho," shall only be manufactured, created, used, or offered by authorized companies.

Go to Greeklicensing.com to find a list of approved vendors.

The official colors of AHP are Chrome Yellow (R: 255 G: 199 B: 44), Red (R: 218 G: 41 B: 28) and Black.