

ALPHA PHI OMEGA - GAMMA PI

THE UNIVERSITY OF MICHIGAN

POLICY MANUAL

1. New Member Requirements	2
2. Active Membership Requirements	3
3. Associate Membership Rights And Privileges	5
4. Inactive Member Rights And Privileges	6
5. Dues And Fees	7
8. Elections For Chapter Delegates	8
9. Risk Management Policy	9
Hazing	9
Sexual Misconduct	9
Abuse / Discrimination	9
Alcohol And Drugs (Substance Abuse)	9
Personal Property	10
Transportation Issues	10
General Health And Safety	10
Advisors	10
Education	11
10. Awards	12
10.1 Awards Committee	12
10.2 Chapter Distinguished Service Key (DSK)	12
10.3 Phi Award	12

1. New Member Requirements

The pledge/new member program is a period of education in preparation for active members. To complete the pledge/new member program and attain Active Membership status an individual must complete these requirements within one (1) semester.

1. Each pledge/new member shall be inducted using the official Pledge/New member Induction ritual of Alpha Phi Omega.
2. Each pledge/new member shall pay a pledge/new member fee determined by the Vice President of Finance and as specified in this chapter's Dues and Fees policy.
3. Each pledge/new member shall perform at least 15 hours of community service each semester.
 - a. Of these, a minimum of 10 hours must be in chapter-sponsored service projects.
4. Each pledge/new member shall attend at least 2 fellowship events designated as "Pledge Fellowships".
5. Each pledge/new member shall attend at least 1 fellowship event designated as "Fellowship".
6. Each pledge/new member shall take an active part in planning at least one (1) of the chapter's community service projects.
7. Each pledge/new member is expected to attend all pledge/new member meetings. If a pledge/new member must miss a meeting, they must notify the Membership Vice-President or Pledge/New Member Educator in and make arrangements to learn the material that was covered during the meeting.
8. Each pledge/new member is required to attend at least 50% of all chapter meetings.
9. Each pledge/new member shall adhere to Alpha Phi Omega's membership policies and the policies of this chapter.
10. Each pledge/new member will be assigned a "big," an active member who will act as a mentor during the pledge/new member process.

Pledge/new members are encouraged to attend Alpha Phi Omega sectional, area, and national conferences that take place during their pledge/new member semester.

The content and duration of each pledge/new member period shall be in accordance with Article II Section 4 and the provisions of the National Bylaws and the National Pledging Standards.

Pledges/new members who do not complete the pledge/new member requirements within one (1) semester may participate in the following semester's Pledge/New member Program.

Upon successful completion of the pledge/new member program, a person must pay the Alpha Phi Omega national initiation fee of thirty-five dollars (\$35) prior to their initiation ceremony.

2. Active Membership Requirements

The following requirements must be completed each semester in order to maintain active membership.

1. Each active member shall pay dues as determined by the Vice President of Finance and as specified in the chapter Dues and Fees policy.
 1. In the Fall semester, the final deadline for payment of dues will be no later than the second chapter meeting following the budget being approved.
2. Each active member shall perform at least 15 hours of community service each semester.
 1. Of these, a minimum of 10 hours must be in chapter-sponsored service projects.
3. Each active member shall attend at least 5 official chapter fellowship events.
 1. Any event with 3 or more active members of Gamma Pi in attendance *may* be considered an official fellowship event to be put on APOonline with one exception:
 - i. In the case 3 or more active members live together, and the event takes place at their home, for purposes of fellowship, they shall be considered as only 1 active member.
4. Each active member shall participate in at least 5 events designated as Leadership events. These could be either in person or online. Examples include, but are not limited to, APO Leads courses, APO Impact courses, and workshops at conferences.
5. Leadership Points (from attending leadership events or holding leadership events) will be allocated according to the following scale, and also at the discretion of the assigning Executive Board member.
 1. 1 point shall be assigned for each hour a designated leadership event lasts.
 2. 1 - 2 points shall be assigned for participation on a committee. The allocation of points depends on the discretion of the supervising executive board member and should depend on the individual's level of involvement on the particular committee.
 3. 2 - 4 points shall be assigned for the successful participation of a chair position. The allocation of points depends on the discretion of the supervising executive board member and should depend on the individual's level of involvement as a chair.
 4. 3 points shall be assigned to those who served on the Executive Board.
6. Each active member is expected to miss not more than 2 consecutive chapter meetings, attend at least 50% of all chapter meetings, and attend both election meetings.
 1. To enforce attendance requirements, those who miss 2 consecutive meetings will be contacted by the Vice President of Membership to set up a meeting with any available member of the Executive Board to discuss what has been missed during chapter meetings and what help can be provided by the Chapter. Failure to meet

with a member of the Executive Board in a timely manner may result in the deduction of one leadership point, at the discretion of the Vice President of Membership.

7. Each active member shall adhere to Alpha Phi Omega's membership policies and the policies of this chapter.

Active members are encouraged to attend Alpha Phi Omega sectional, area, and national conferences that take place during their pledge/new member semester.

If an active member does not meet the requirements and does not petition for Associate Member status, they may be moved to inactive membership status by the Executive Board.

3. Associate Membership Rights And Privileges

1. Associate members must pay any the associate membership dues as determined by the Vice President of Finance and as specified in the chapter Dues and Fees policy. Associate membership dues must be paid within two chapter meetings following the approval of the budget.
2. Each associate member shall perform at least 10 hours of community service each semester.
 - a. Of these, a minimum of 5 hours must be in chapter-sponsored service projects.
3. Each associate member shall attend at least 3 official chapter fellowship events.
4. Each associate member shall participate in at least 2 events designated as Leadership events.
5. Associate members may attend all regular and special meetings of this chapter but shall have no voting privileges.
6. Associate members may participate in any service, fellowship, or leadership development events of this chapter except that, in cases where attendance is limited, pledge/new members and active members shall have priority over associate members.
7. Associate members cannot hold any elected or appointed leadership positions, including chairing individual projects.
8. Each committee chair can decide the extent to which they will allow associate members to participate on the committee.
9. Associate members cannot serve as “big” to pledge/new members.
10. Associate members must adhere to Alpha Phi Omega’s membership policies and the policies of this chapter.

4. Inactive Member Rights And Privileges

1. Inactive members may attend all regular and special meetings of this chapter, but shall have no vote and no voice unless permission to speak at a meeting is specifically granted.
2. Inactive members may participate in any service, fellowship, and leadership development events of this chapter except that, in cases where attendance is limited, pledge/new members, active members, and associate members shall have priority over inactive members.
3. Inactive members shall reimburse the chapter for any costs associated with their participation in chapter events.

5. Dues And Fees

1. The Pledge/New Member Ceremony Fee shall be \$45. The Pledge/New Member Activation Fee shall be \$50.
2. Active membership dues are \$50 per semester.
3. Associate membership dues are \$20 per semester.
4. Any associate member or inactive member who is reinstated as an active member must pay National Reinstatement Fee if it applied.

8. Elections For Chapter Delegates

The following shall be the procedure for electing delegates to represent the chapter in accordance with Article III of the chapter bylaws. The chapter shall select the required number of delegates plus an alternate.

1. Elections for chapter delegates shall take place at a regular meeting of this chapter and must be announced no less than one week in advance.
2. Nominations for chapter delegates shall take place at the meeting where the election is taking place.
3. Elections for chapter delegate shall be conducted by secret ballot
4. The President shall serve as the chairperson for the election except that should the President be running to be a Chapter Delegate, he will turn chairing the meeting over to one of the other officers for the duration of the election.
5. Election shall be by plurality of the votes cast. The top finisher(s) shall be declared the chapter delegates, up until the number of Chapter Delegate positions available are filled. The next place finisher shall become the alternate.

9. Risk Management Policy

Hazing

No chapter, petitioning group, interest group, alumni association, student, alumni member, advisor, or any affiliated group or person shall conduct nor condone hazing activities, regardless of permission or approval by a person being hazed. 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 Misconduct

The Fraternity will not tolerate or condone any form of sexual misconduct, whether it be in the form of domestic/relationship violence, rape, sexual violence, sexual exploitation, sexual harassment, or sexual assault. Harmful actions of sexual nature including, but not limited to, verbal, mental, or physical violence, and harassment will not be tolerated or condoned.

Abuse / Discrimination

The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members for any reason, including but not limited to biological sex, race, ethnicity, physical, mental or emotional disability, age, marital status, sexual orientation, gender identity, gender expression, or religious affiliation. Harmful actions including but not limited to verbal, mental or physical violence, harassment, or exclusion will not be tolerated or condoned.

Alcohol And Drugs (Substance Abuse)

The possession, use and/or consumption of alcoholic beverages or illicit or recreational drugs, during any Fraternity event, any event that an observer would associate with the Fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any

illegal drugs or controlled substances at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited. Chapters, interest groups and petitioning groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages nor illicit nor recreational drugs as part of their membership recruitment “rush” or pledge education programs. No chapter funds shall be used to purchase alcohol nor illicit nor recreational drugs under any circumstances. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega.

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 ensure 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.

10. Awards

10.1 Awards Committee

Each winter semester, the President should appoint an awards committee consisting of 5 active members. Appointments must be ratified by the Executive Committee.

The awards committee is charged with managing the nominations and selection process for chapter awards as specified for each specific award.

[The following two awards, The Chapter Distinguished Service Key and Chapter Certificate of Appreciation are authorized by the National Fraternity and the physical awards can be ordered through the National Office.]

10.2 Chapter Distinguished Service Key (DSK)

Description:

This award shall take the form of a black key presented to persons who have distinguished themselves through outstanding service to their chapter.

Criteria:

- Distinguished service on a chapter level; that is, making an outstanding and unique contribution to the chapter as a whole.
- Exemplifying and furthering, in demonstrable ways, the Cardinal Principles of Leadership, Friendship and Service.
- Making a sustained contribution in a leadership role over a period of time.

Procedure:

- The Chapter DSK is awarded upon a two-thirds (2/3) vote of the active membership of this chapter upon the recommendation of the nominations committee.
- Chapter DSKs may be awarded at the end of the Winter semester.
- Nominations should be submitted to the nominating committee].
- Each year, the Nominations Committee may recommend as few as zero (0) or as many as three (3) nominees to the chapter for its approval.
- The Chapter shall vote by secret ballot at the next to last regular meeting of the Winter term.

10.3 Phi Award

Description:

The Phi Award will be awarded to members who have demonstrated dedication to Alpha Phi Omega which would otherwise go unrecognized. The recipients should demonstrate above average hours of activity in Alpha Phi Omega (with service hours only playing a part of the criteria), unspoken leadership, peer respect, regular attendance of chapter meetings, and a general concern for the future of the chapter and the fraternity as a whole.

Criteria:

- Considering the criteria of this award and the need to recognize leadership in the middle of a member's career in Alpha Phi Omega, the following people are ineligible for this award:
 - Current Executive Board members
 - Previous Phi Award winners
 - Past and present DSK winners
 - Major chairs as deemed by the Phi Committee

Procedure:

- The Phi Award will be presented to at least one and no more than three members at the last chapter meeting of each term.
- The Phi Award recipients will be selected by a committee that consists of five members. The committee will be chosen to reflect diversity in their years of involvement and areas of activity in Alpha Phi Omega, their academic interests, and their other activities. No member of the Phi Committee may be on the DSK committee. The committee will be selected by the incoming President, the current President and the current members of the Phi Committee during April after elections. The committee will remain anonymous until the presentation of the Phi Award the following April. The Phi Committee members will be appointed for a year and cannot serve again.
- The President will be an ex-officio member of this committee. The President has a vote only during the selection process of committee members and a vote to remove a member from the committee. The President will not have a vote when the committee votes on the candidates for the Phi Award.
- For just cause, the Phi Committee may remove one of their members. The other four members of the committee and the President must vote unanimously for the removal of the committee member and the selection of that member's successor.
- If a vacancy occurs in the Phi Committee due to resignation or other unforeseen circumstances, the President and the Phi Committee, including the person leaving the committee if available, will appoint a replacement.
- The Phi Committee will meet at least once a month to discuss potential nominees and other members they feel are deserving of the Phi Award. The committee will keep a written record of their meetings but the record and all discussion within the committee will be kept confidential.
- The President will take written nominations for the Phi Award throughout the year and give them to the Phi Committee. The deadline for nominations for the fall term will be the last chapter meeting in November. The deadline for nominations for the winter term will be one week before nominations for elections. The Phi Committee will then meet and consider the nominations received and any other member that they feel is deserving of the Phi Award.

Their decision on the award winner(s) will be made before the banquet in the fall and before elections in the winter term and will remain undisclosed until the presentation of the award at the last chapter meeting.

- The Phi Award is presented as a Presidential award and thus Article IV, Section 3, Subsection 5 has no effect on this Article.