

**Alpha Phi Omega**  
**Section 51 Policies and Guidelines**  
**Adopted April 12, 2003**  
**Last Amended April 4, 2009**

**Section 1**

**Document Overview**

The following are the operating policies and guidelines of Alpha Phi Omega Section 51. These policies and guidelines are specific to the Section and supplemental to the governing documents of Alpha Phi Omega and the laws of the geographic area in which the Section's Chapters reside and Section activities take place. All member Chapters, as well as all members of the Section Staff, are expected to abide by these policies and guidelines when acting on behalf of the Section or participating in Section functions.

**Section 2**

**Section Chair**

**Section 2.1: Election**

The Section 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 the Section that are present and voting at a Section Conference. (National Bylaws: Article X, Section 2-1)

**Section 2.2: Reporting Election Results**

Results of elections shall be reported to the National Office within fifteen (15) days by the Region Director. (National Bylaws: Article X, Section 2-1)

**Section 2.3: Duties of the Section Chair**

The duties of the Section Chair are listed in the appendix. These duties are to be reviewed and updated by the Section Staff at the beginning of each academic year.

**Section 2.4: Section Staff**

For administrative purposes Section Staff Members may be appointed by the Section Chair to serve concurrently with the term of the Section Chair. The Section Chair shall define their duties. (National Bylaws: Article X, Section 2-4)

**Section 2.5: Succession Duties**

The Section Chair must prepare a written report containing a summary of Section accomplishments, committee meeting minutes, and updated list of his or her duties, and suggestions for his or her successor. All reports must be completed by the conclusion of the academic year and preserved for future reference.

The Section Chair shall also provide the materials that his or her successor will need to fulfill the duties of the position and shall be available as a resource for the next Section Chair.

**Section 2.6: Resignation**

In the event that the Sectional Chair is unable to complete his or her term, the Regional Director shall appoint an interim Sectional Chair to serve until the next Sectional Conference. (National Bylaws: Article X, Section 2-1)

**Section 2.7: Impeachment**

Section 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 suspended and removed from office. (National Bylaws: Article X, Section 2-5)

### **Section 3 Appointed Positions**

#### **Section 3.1: Section Staff Appointed Positions**

The following staff roles shall be appointed annually by Section Chair to serve concurrently with the term of the Section Chair:

Section Treasurer

Additional volunteers shall be appointed to staff roles to assist with the program and administrative responsibilities of the Section and development of the Cardinal Principals of the Fraternity.

#### **Section 3.2 Section Representatives**

Sectional Representatives shall be appointed by the Sectional Chair and approved by the Chapter to which they are assigned. Their terms shall be concurrent with the term of the Sectional Chair.

The duties of the Section Representative are listed in the appendix. These duties are to be reviewed and updated by the Section Staff at the beginning of each academic year. (National Bylaws: Article X, Section 2-3)

#### **Section 3.3: Duties of the Staff Appointed Positions**

The names and duties of the staff roles shall be listed in the appendix. These duties are to be reviewed and updated by the Section Staff at the beginning of each academic year.

#### **Section 3.4: Section Staff Position Reports**

All Section Staff members holding these positions must prepare a written report containing a summary of their accomplishments, committee meeting minutes, and updated list of their duties, and suggestions for their successor. All reports must be completed by the conclusion of the academic year and preserved for future reference.

#### **Section 3.5: Replacements**

The Section Chair may choose a replacement for any appointed staff positions, where the current staff member cannot or does not perform his/her responsibilities.

### **Section 4 Section Conference**

#### **Section 4.1: Purpose**

A Section Conference shall be held at least annually, at a time and place determined by the member Chapters of the Section and subject to the approval of the Region Director, for the purpose of conducting Section business. A Section Conference may also formulate recommendations and propose amendments for the consideration of the National Convention or the National Board of Directors. (National Bylaws: Article X, Section 3)

#### **Section 4.2: Time and Location**

At each Section Conference, the member Chapters of the Section(s) may present bids to host the next joint Section Conference. The site of the joint Section Conference shall be selected by a majority vote of the voting delegates from the member Chapters of the Section(s). The date of the joint Section Conference shall be selected by the host Chapter and the Section Chair(s) and should be appropriate within the context of the Section calendar(s) of events. In the event that no Chapter submits a bid to host the Section Conference, the Section Chair(s) shall appoint a meeting place and time for the joint Section Conference.

All of these are subject to the approval of the Region Director.

#### **Section 4.3: Voting**

Each member Chapter of the Section in good standing, as defined by the Fraternity's National Bylaws, represented at the Section Conference shall have two votes. If a Chapter has only one delegate registered, that delegate shall have the power to cast both votes. Each Chapter shall report the names of its voting delegates to the Section Chair prior to the Section Conference.

**Section 4.4: Quorum**

A quorum to do business shall consist of two-thirds (2/3) of the registered delegates entitled to vote.

**Section 4.5: Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised Tenth Edition, shall govern all meetings of the Section Conference in all cases to which they are applicable and in which they are not inconsistent with these policies and guidelines, the governing documents of the National Fraternity, or any special rules of order the Section Conference may adopt. (Consistent with National Bylaws: Article IV, Section 5)

**Section 5**

**Awards**

**Section 5.1: Section Awards**

The following awards shall be presented by the Section to recognize outstanding Chapter programs and brothers:

Sectional Distinguished Service Key

Chapter of the Year

Leader of the Year

Friend of the Year

Advisor of the Year

Service Program of the Year

Man-Mile Award

Percent Attendance Award

Roll Call Award

**Section 5.2: Criteria**

The criteria for the Section awards are listed in the appendix. Amendments to the awards criteria shall be presented in writing and may be made by a simple majority vote of the member Chapters of the Section present at a Section business meeting.

**Section 5.3: Presentation**

The Section awards, listed in Section 5.1 of these Policies and Guidelines, shall be presented annually at the Section Conference. In the event that no nominations are submitted for an award, the award does not need to be presented.

**Section 5.4: Awards Committee**

An Awards Committee shall be assembled each year, prior to the Section Conference, and shall be composed of one representative from each member Chapter in the Section. The responsibilities of the committee shall include, but are not limited to: selecting Section award recipients; updating existing awards criteria (when necessary); developing new awards and their criteria; aiding in the presentation of the Section awards; and recommending Section Certificates of Appreciation or additional awards (when necessary).

The Section Chair shall appoint an Awards Committee Chair who shall organize the Awards Committee and chair all committee meetings, but will have no vote on awards recipients.

**Section 6**

**Finance Policy**

The Section is required to maintain and abide by a finance policy, which should be designed to protect the Section and the National Fraternity from financial risk. This policy is included in the appendix. This policy is to be reviewed

and update as necessary. Amendments to this policy shall be presented in writing and may be made by a simple majority vote of the member Chapters of the Section present at a Section business meeting, unless otherwise stated in the policy.

## **Section 7**

### **Risk Management Policy**

The Section is required to maintain and abide by a risk management policy, which is within the standards of the National Fraternity's Risk Management Policy. This policy is included in the appendix. This policy is to be reviewed and updated, so that it is in compliance with the National Fraternity's Policy as necessary. All members of the Section Staff must annually agree to abide by this Risk Management Policy. Amendments to this policy shall be presented in writing and may be made by a simple majority vote of the member Chapters of the Section present at a Section business meeting, unless otherwise stated in the policy.

## **Section 8**

### **Compliance**

The governing documents of Alpha Phi Omega and the laws of the geographic area in which the Section's Chapters reside and Section activities take place take precedence over any rules, policies and guidelines of the Section. In the event that any section of these Policies and Guidelines or their appendices is not in compliance with the above mentioned governing documents and laws, the section shall automatically be removed or revised as to be in compliance. Any revisions necessary under this provision shall be communicated to the member Chapters of the Section within ten (10) business days of the revision.

## **Section 9**

### **Amendments**

Any member Chapter of the Section may propose amendments to these policies and guidelines. All amendments to these Policies and Guidelines should be submitted in writing to the Section Chair, who should distribute them to the member Chapters of the Section at least thirty (30) days prior to a Section business meeting. Such amendments shall become effective immediately, unless otherwise specified, upon approval by at least a majority vote, unless otherwise specified in the motion. The appendices to these Policies and Guidelines may contain additional provisions for amendments. The presence of a quorum is required to pass any amendment.

## **DOCUMENT HISTORY**

April 12, 2003	Approved by Chapters at the 2003 Section Conference
October 4, 2003	Appendix C amended to reflect change in dues from \$1 to \$2
April 17, 2004	Appendix E added to establish election procedure
April 8, 2006	Policy 5.1 amended to reflect removal of Most Improved Chapter, Best Service Project, Newsletter of the Year, Website of the Year, and Traveler of the Year awards and addition of the Best Service Program award.
April 8, 2006	Policy 5.4 amended to reflect the removal of a formal permanent staff position called the Awards Committee Chair
April 8, 2006	Appendix B amended to reflect addition and removal of awards and changes to award criteria
April 8, 2006	Policy 3.1 and policy 3.3 amended to reflect change in the staff positions which are required, how staff positions are defined and how their duties are assigned.
May 7, 2006	Appendix A amended to reflect updated duties of Section volunteer roles
April 14, 2007	Appendix C amended to reflect the change in procedure for accounts to hold the Section treasury
August 17, 2008	Appendix A amended to reflect updated duties of Section volunteer roles
January 1, 2009	Policy 2.7 amended to reflect change to Fraternity bylaws

April 4, 2009	Adopted Section 47, 50, 51 Joint Section Conference Agreement
April 4, 2009	Amended Section 4 (policy removed) to remove language governing selection of the conference host (now covered in the Section 47, 50, 51 Joint Section Conference Agreement)
October 4, 2009	Appendix A amended to reflect updated duties of Section volunteer roles

**Appendix A**  
**Alpha Phi Omega Section 51 Officer Duties**  
**Adopted April 12, 2003**  
**Last Amended October 4, 2009**

**Section Chair**

The Section Chair shall:

- A) Oversee the status and condition of each Chapter in the Section;
- B) Ensure effective communication with staff and Chapters;
- C) Ensure overall coordination of Section activities;
- D) Represent the Section on a Regional, and National level or to designate a replacement, when necessary;
- E) Coach all Chapter presidents in the Section;
- F) Maintain contact with all Advisory Chairs in the Section;
- G) Recruit, develop, train, and supervise Section volunteers;
- H) Appoint the Section Treasurer and other Section volunteer roles to help carry out the duties of the Section;
- I) Approve all expenditures from the Section account(s);
- J) Address Chapter requests;
- K) Foster inter-chapter activities;
- L) Communicate the concerns of the Chapters to the Regional Director and the National President;
- M) Prepare reports regarding the status of the Section as required by the Region or the Fraternity;
- N) Promote that the Fraternity is a national and international organization;
- O) Encourage Chapter participation in Sectional, Regional and National events;
- P) Establish and maintain relationships with Section Chairs and Region Directors outside of the Section;
- Q) Encourage participation in and attend, whenever possible, activities outside of the Section;
- R) Ensure the promotion and preservation of Section history and traditions through the education of the brothers of the Section;
- S) Ensure maintenance and updating of records of Section participation at Section, Region, and National events and activities;
- T) Maintain the Section Policies and Guidelines;
- U) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- V) Serve as a resource for Chapters.

**Section Development Vice-Chair**

1) Purpose: The purpose of the Section Development Vice-Chair is to assist the Section Chair in administering the Section. The Development Vice-Chair will oversee development of program, events, and new Chapters.

2) The Section Development Vice-Chair shall:

- A) Assist the Section Chair in his or her responsibilities;
- B) Take place of Sectional Chair in his or her absence;
- C) Maintain a Section Conference Planning Guide;
- D) Oversee coordination of the Section Conference when hosted by a Chapter from the Section;
- E) Coordinate Section volunteers promoting national membership, fellowship, service and leadership programs and developing equivalent Section programming;
- F) Oversee the extension the Section extension program and work with extension sponsors;
- G) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- H) Serve as a resource for Chapters;
- I) Perform all other duties as assigned by the Section Chair;
- J) Submit a complete position report at the conclusion of his or her term.

### **Section Chapter Relations Vice-Chair**

1)The purpose of the Section Chapter Relations Vice-Chair is to foster relationships between active brothers, alumni and section volunteers. The Section Chapter Relations Vice-Chair will also work with extension efforts, Section fellowship activities, and oversee reporting responsibilities.

2)The Section Chapter Relations Vice-Chair shall:

- A) Establish and maintain relationships between the Chapters of the Section and between the Sectional staff and Chapters;
- B) Oversee the activities of the Section Representatives;
- C) Review Fraternity reporting and ensure that Chapters are in good standing;
- D) Identify struggling Chapters, report information regarding them to the Section Chair, and assist in improvement efforts;
- E) Coordinate advisor related activities;
- F) Promote Section alumni involvement;
- G) Promote Fraternity Life Membership;
- H) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating membership, risk management, and other policies and their effect on the Section;
- I) Serve as a resource for Chapters;
- J) Perform all other duties as assigned by the Section Chair;
- K) Submit a complete position report at the conclusion of his or her term.

### **Section Communications Coordinator**

1)Purpose: The purpose of the Section Communications Chair is to oversee the maintenance of the Section communications outlets and facilitate communication.

2)The Section Communications Chair shall:

- A) Work with all program, event, and chapter relations volunteers to develop effective communication;
- B) Ensure maintenance of the Section website;
- C) Ensure publication of the Section newsletter;
- D) Produce Section mailings, as necessary;
- E) Maintain the Section email distribution list(s);
- F) Promote all Section communication services including, but not limited to Facebook, Twitter, MySpace, SMS text messaging;
- G) Investigate additional methods of communication which can improve and streamline communication of information between the Fraternity and the member chapters of the Section.
- H) Develop and make available public relations tools for Chapter use;
- I) Ensure minutes are taken at all Section meetings, distributed in a timely fashion and maintained in an archive;
- J) Serve as the Section's representative to the Regional Communications Committee;
- K) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating membership, risk management, and other policies and their effect on the Section;
- L) Serve as a resource for Chapters;
- M) Perform all other duties as assigned by the Section Chair;
- N) Submit a complete position report at the conclusion of his or her term.

### **Section Inter-chapter Development Coordinator**

1)The purpose of the Section Inter-chapter Development Coordinator to facilitate chapter interaction across the Section.

2)The Section Inter-chapter Development Coordinator shall:

- A) Visit all chapters
- B) Create a calendar, containing all chapters' events, to share among all chapters and support visiting between chapters

- C) Encourage the organization of one events per academic year which involves all member chapters and all extension groups within the geographic boundaries of the section.
- D) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- E) Serve as a resource for Chapters;
- F) Perform all other duties as assigned by the Section Chair;
- G) Submit a complete position report at the conclusion of his or her term.

#### **Section Leadership Program Development Coordinator**

1)Purpose: The purpose of the Section Leadership Program Development Coordinator is to facilitate the promotion of the Fraternity's leadership program in the Section and develop leadership in the Brothers of the Section.

2)The Section Leadership Program Development Coordinator shall:

- A) Promote the use of the Fraternity's leadership program and encourage Chapter Participation;
- B) Coordinate and promote Section leadership events;
- C) Develop leadership development programming as needed by Chapters;
- D) Serve as the Section's representative to the Regional Leadership Development Committee;
- E) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- F) Serve as a resource for Chapters;
- G) Perform all other duties as assigned by the Section Chair;
- H) Submit a complete position report at the conclusion of his or her term.

#### **Section Membership Program Development Coordinator**

1)Purpose: The purpose of the Section Membership Program Development Coordinator is to facilitate the promotion of the Fraternity's membership and fellowship program in the Section.

2)The Section Membership Program Development Coordinator shall:

- A) Promote the use of the Fraternity's membership and fellowship programs and encourage Chapter Participation;
- B) Coordinate and promote Section membership and fellowship events;
- C) Develop membership and fellowship development programming as needed by Chapters;
- D) Serve as the Section's representative to the Regional Membership Committee;
- E) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- F) Serve as a resource for Chapters;
- G) Perform all other duties as assigned by the Section Chair;
- H) Submit a complete position report at the conclusion of his or her term.

#### **Section Representative**

1)Purpose: The purpose of the Section Representative is to encourage service by the Brothers of the Section and to facilitate the Fraternity's service programs in the Section.

2)The Section Representative shall:

- A) Develop and maintain a relationship with the brothers of the Chapter;
- B) Communicate information about Section news and events to the Chapter;
- C) Communicate all concerns from the Chapter to the Section Chair and Section Chapter Relations Vice-Chair;
- D) Report any observed concerns to the Section Chair for follow-up;
- E) Visit the assigned chapter;
- F) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- G) Serve as a resource for Chapters;
- H) Perform all other duties as assigned by the Section Chair;
- I) Submit a complete position report at the conclusion of his or her term



### **Section Service Program Development Coordinator**

1) Purpose: The purpose of the Section Program Development Coordinator is to encourage service by the Brothers of the Section and to facilitate the Fraternity's service programs in the Section.

2) The Section Service Chair shall:

- A) Promote participation in National Service Week, National Spring Service Day, Program of Emphasis, Youth Service Grants, and any other national service programs and encourage Chapter participation;
- B) Review Fraternity service reporting and ensure that Chapters have submitted necessary reports;
- C) Collect Chapter service hours totals at the conclusion of each term and forward them to the Region Service Chair;
- D) Coordinate and promote service programming as needed;
- E) Serve as the Section's representative to the Regional Service Committee;
- F) Serve as the Section's representative to the Regional Scouting and Youth Service Committee;
- G) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- H) Serve as a resource for Chapters;
- I) Perform all other duties as assigned by the Section Chair;
- J) Submit a complete position report at the conclusion of his or her term

### **Section Treasurer**

1) Purpose: The purpose of the Section Treasurer is to handle the finances of the Section.

2) The Section Treasurer shall:

- A) Collect Section dues and other Section monies;
- B) Maintain the Section account(s);
- C) Prepare an annual Section budget;
- D) Reconcile actual expenses versus budget expenses;
- E) Administer all expenditures from the Section account(s);
- F) Ensure that Section debts are paid by the Section;
- G) Archive event expense reports at the conclusion of each event;
- H) Serve as the Section's representative to the Regional Finance Committee;
- I) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- J) Serve as a resource for Chapters;
- K) Perform all other duties as assigned by the Section Chair;
- L) Submit a complete position report at the conclusion of his or her term.

### **Section Secretary**

1) Purpose: The purpose of the Section Secretary is to create a permanent record of all Section meetings.

2) The Section Secretary shall:

- A) Ensure minutes are taken at all Section meetings, distributed in a timely fashion and maintained in an archive;
- B) Compile and distribute reports prior to each meeting, as appropriate;
- C) Serve as a resource for Chapters;
- D) Perform all other duties as assigned by the Section Chair;
- A) Submit a complete position report at the conclusion of his or her term.

**Appendix B**  
**Alpha Phi Omega Section 51 Awards Criteria**  
**Adopted April 12, 2003**  
**Last Amended April 8, 2006**

**Chapter of the Year**

The Chapter of the Year award is presented to the Chapter that has the best overall program in the three Cardinal Principles.

A Chapter receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Significant program emphasis on each of the three Cardinal Principles: Leadership, Friendship, and Service;
- B) Significant emphasis on membership development for both actives and pledges;
- C) Involvement with other Chapters in the Section (and/or other Sections) and be able to provide specific examples;
- D) Notable improvement in at least two of the following program areas (provide evidence of fulfilling the criteria and outline the steps taken to achieve this):
  - a. Leadership Development;
  - b. Friendship and Brotherhood;
  - c. Service;
  - d. Membership Development;
- E) Participation in at least two of the following areas (provide evidence of fulfilling the criteria and outline the steps taken to achieve this):
  - a. Alumni Relations/Programming;
  - b. Advisor Relations/Utilization;
  - c. Regular communication of notable events, experiences and highlights to the Fraternity, campus, and community;
  - d. Program to recognize outstanding contributions by brothers to the Chapter;
  - e. Relationships with scouting and/or other youth service-based organizations;
  - f. Development and active maintenance of a long range plan for the Chapter.

**Friend of the Year**

The Friend of the Year award is presented to the individual who made the most significant contribution toward the Cardinal Principle of Friendship.

An individual receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Openly welcomes new members;
- B) Socializes with all Brothers and has a genuine interest in maintaining friendships;
- C) Puts forth an effort to meet brothers from other Chapters;
- D) Promotes brotherhood, unity, and participation within the Chapter;
- E) Encourages others to become a part of the Fraternity.

**Leader of the Year**

The Leader of the Year award is presented to the individual who made the most significant contribution toward the Cardinal Principle of Leadership.

An individual receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Displays an interest in promoting leadership and being a leader in the Chapter;
- B) Gets others involved and encourages them to become leaders;

- C) Has served on a committee with Sectional, Regional, or National impact or as a voting delegate at the Sectional, Regional, or National business meeting, conference, or convention.

Nominations should also discuss the following:

- A) Roles the nominee has served in the Chapter and other organizations, if applicable;
- B) How long the nominee has been a member of Alpha Phi Omega, including pledgship, if applicable;
- C) Ways the nominee tries to include others in activities;
- D) How others react to the leadership style of the nominee.

#### **Advisor of the Year**

The Advisor of the Year award is presented to the outstanding Chapter Advisor who lends guidance and counsel to a Chapter.

An individual receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Actively involved in Chapter events;
- B) Encourages development of leadership skills of Chapter members;
- C) Always readily available as a resource;
- D) Consistently committed to the Chapter.

Nominations should also discuss the following:

- A) How long the nominee has been a member of Alpha Phi Omega, including pledgship, if applicable.

#### **Service Program of the Year**

The Service Program of the Year award is presented to the Chapter that has made the most significant contribution toward the Cardinal Principle of Service.

A Chapter receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Significant emphasis on each of the four fields of service: Service to the Campus, Community, Nation, and Members;
- B) Notable participation by members in the Chapter service program;
- C) Notable improvement in at least two of the following areas (provide evidence of fulfilling the criteria and outline the steps taken to achieve this):
  - a. Quantity of service;
  - b. Variety of service opportunities;
  - c. Emphasis on all four fields of service;
  - d. Relationships with other service organizations;
  - e. Communication of notable service experiences and highlights to the Fraternity, campus, and community;
- D) Incorporation of alumni or brothers from other Chapters in service opportunities;
- E) Participation in National Service Week (NSW) during the current academic year and Spring Youth Service Day (SYSD) during the previous academic year. This is required to receive the award.

#### **Sectional Distinguished Service Key**

The Sectional Distinguished Service Key, the highest award which can be presented by Section 51, recognizes individuals who have distinguished themselves in their outstanding contributions to Section 51 and exemplify the three Cardinal Principles of Alpha Phi Omega.

An individual receiving this award should satisfy and a nomination should address and provide examples of the following criteria:

- A) Distinguished contributions to Section 51;

- B) Exemplify the three Cardinal Principles of Alpha Phi Omega;
- C) Displays commitment, reliability and availability to the Section;
- D) Exhibits enthusiasm;
- E) Shows diversity of involvement;
- F) Gives unselfishly of time, service, and money;
- G) Provided other outstanding differences in the Section;
- H) Has shown consistent effort for a period covering at least one academic year;
- I) Receive at least three-fourths (3/4) of the votes cast at the Awards Committee meeting.

Nominations should also discuss the following:

- A) Quality and quantity of service;
- B) Past and present efforts and accomplishments;
- C) How long the nominee has been a member of Alpha Phi Omega, including pledgeship, if applicable.

**Appendix C**  
**Alpha Phi Omega Section 51 Finance Policy**  
**Adopted April 12, 2003**  
**Last Amended April 14, 2007**

Alpha Phi Omega Section 51 (“the Section”) recognizes the need for a comprehensive financial risk management policy. It is expected that all of the member Chapters and every member of the Section Staff adhere to the guidelines outlined herein. It is also expected that, in addition to the guidelines prescribed, that all member Chapters and members of the Section Staff should use sound financial judgment and avoid all possible financial risk in any decisions made.

**GENERAL**

**Budget**

The Section shall establish and approve a budget at the beginning of every academic year. The budget year for Section 51 is defined as June 1 to May 31. The Section is expected to follow this budget and any deviation from this budget should be approved in advance by the Section Chair.

The budget must be approved by two-thirds (2/3) of the Section Staff present at an announced Section Staff meeting. Any amendments to the approved budget are subject to the approval of two-thirds of the Section Staff present at an announced Section Staff meeting or the approval of two-thirds (2/3) of the member Chapters in attendance at a Section Business meeting.

**Accounts**

The Section will maintain its funds in the general account of Alpha Phi Omega. The Section shall abide by all policies and procedures outlined by the Fraternity Accountant.

**Collection of Funds**

All funds collected by or forwarded to the Section must be deposited into the Section checking account within ten (10) days of receipt.

It should be encouraged that all payments be made by check, made payable to “Alpha Phi Omega-Section 51”, or through electronic payment systems. The Section should avoid receiving any cash payments.

**Dues**

The Section shall collect dues of two (2) dollar per active member as listed on the Chapters’ Annual Charter Reaffirmation forms. Dues should be payable to the Section and should be received by the Section Treasurer on or before November 15 of every year. Chapters requiring an invoice should give the Section Treasurer sufficient notice. The dues may be amended by a two-thirds (2/3) vote of the member Chapters in attendance at a Section Business meeting. Upon such an amendment, this policy will be automatically changed to reflect the new amount without an additional vote being required

**Expenditures**

Any expenditure of allotted Section funds exceeding \$100 must be approved in advance by the Section Chair. In such cases, the member Chapter or member of the Section Staff must present a proposal detailing how those funds will be spent. This does not apply to those funds already approved as part of an event budget.

Requests for Section funds not represented in the approved budget must be submitted in writing to the Section Treasurer. He or she will submit the request and a feasibility report at a meeting of the Section Staff for approval. Approved requests will be brought to the Section Chair for final approval.

It is advised that any member Chapter or Section Staff Member should check with the Section Treasurer before any expenditure to see whether the Section already possesses the item(s) necessary.

### **Contracts**

No member Chapter or member of the Section may enter into a contract or financial agreement on behalf or in the name of Section 51 without the expressed written approval of the Section Chair.

No member of Alpha Phi Omega Section 51 may enter into a contract or financial agreement on behalf or in the name of the national service fraternity, Alpha Phi Omega. Qualifying statements as to which Section 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, accounts agreements, purchase orders, and hotel or banquet contracts.

### **Records**

A committee of at least three (3) Section Staff members, including the Section Chair but not the Section Treasurer, will audit the financial records of the Section at the conclusion of each academic year. An audit of the records can also be called for at any time by a two-thirds (2/3) vote of member Chapters in attendance at a Section Business Meeting.

The Section will, annually, file appropriate tax forms with the local, state and Federal governments (if applicable).

The Section Treasurer should maintain a reasonable list of all item(s), including supplies and records, currently held by the Section and the location of such items.

### **Precedence**

Any rules and financial policies of Alpha Phi Omega, National Service Fraternity, and laws of federal, state, and local governments shall take precedence over any Alpha Phi Omega Section 51 finance policies.

## **EVENTS**

### **Budget**

#### **Mini-Conferences and Section Service Project**

The Chapter hosting an event should submit a budget to the Section officer responsible for the event, the Section Chair and the Section Treasurer at least six (6) months before the event. The Section officer responsible for the event, the Section Treasurer, and the Section Chair must approve this budget. The budget should be set up as if the event is self-sufficient (paid for without using Section or Chapter funds) and any fundraising included should be kept to a reasonable, realistic amount (reasonable and realistic shall be determined by the Section Chair).

The Chapter should stay within the budget they have submitted and should receive approval before any deviation from the approved budget.

Any surplus funds generated by the event should be turned over to the Section Treasury within 10 days of the completion of the event. The Section will also attempt to assist the host Chapter with any unforeseen loss as a result

of an event. However the Section will not assist the Chapter if it is found that there was either a violation of the Section Finance policy, or if there was reckless or unnecessary excess spending.

Additionally, the Section will not assume any responsibility for loss of funds as a result of ordering t-shirts or other merchandise. Such items are considered extras to be purchased at the discretion of the attendee and are not vital to the planning of the event. The Section recommends that Chapters offering event merchandise do so only on a pre-order basis and if a Chapter decides to offer event specific t-shirts or other apparel items, the Chapter must be prepared to cover any cost overruns that may result.

### **Section Conference**

The Chapter hosting a Section Conference should submit a budget to the Section officer responsible for the event, the Section Chair and the Section Treasurer at least six (6) months before the event. The Section officer responsible for the event, the Section Treasurer, and the Section Chair must approve this budget. The budget should be set up as if the event is self-sufficient (paid for without using Chapter funds) and any fundraising included should be kept to a reasonable, realistic amount (reasonable and realistic shall be determined by the Section Chair).

The Chapter should stay within the budget they have submitted and should receive approval from the Section Chair before any deviation from the approved budget.

Additionally, the Section will not assume any responsibility for loss of funds as a result of ordering t-shirts or other merchandise. Such items are considered extras to be purchased at the discretion of the attendee and are not vital to the planning of the event. The Section recommends that Chapters wishing to offer event merchandise do so only on a pre-order basis and if a Chapter decides to offer event specific t-shirts or other apparel items, the Chapter must be prepared to cover any cost overruns that may result.

### **Payments**

All registration payments should be received in advance of the event. The Chapter hosting the event should set a deadline for payments that will allow them to have enough time to meet necessary expense deadlines for the event. Cash should not be accepted for payment if at all possible and checks for events should be made payable to the host Chapter and deposited to a Chapter account within ten (10) days of receipt or sooner, if required by Chapter or School policy.

### **Refunds**

In the event that a pre-paid attendee can no longer attend the event and no replacement can be found, the Chapter shall refund the non-attending participant the full registration fee paid minus any portion already spent. There shall be no refunds within 5 days of the event. Extenuating Circumstances will be reviewed by the host Chapter, the Section Treasurer and the Section Chair.

### **AMENDMENTS**

Any amendment to this policy, with the exception of Section Dues, must be approved in one of the following ways: 1) a majority vote of the Section staff members present at a Section Staff meeting which has been called with a minimum of 14 days notice, or 2) a majority vote of the member Chapters in attendance at a Section Business meeting.

**Appendix D**  
**Alpha Phi Omega Section 51 Risk Management Policy**  
**Adopted April 12, 2003**

**Statement of Purpose**

Alpha Phi Omega Section 51 recognizes the need for a comprehensive risk management policy. It is expected that every member Chapter and every alumni volunteer, when acting on behalf of the Section, adhere to the guidelines outlined herein.

Brotherhood, human dignity and respect serve as the foundation of Risk Management. As we plan our activities, we should be aware of this at all times. Risk Management means taking a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone.

In matters of this Fraternity, all actions taken by our members must adhere to the standards of conduct, which our community demands. Individuals are required to act in a manner as a reasonable person of ordinary prudence would act under similar circumstance. As a general rule, it is useful to ask yourself two questions when concerned about liability and safety. **One** - Is it possible that, given the arrangements we have for this event, some injury may result? **Two** - Did we do all that a reasonable person would deem appropriate to avoid accidents? More often than not, when organizations sponsor events, the answers to these two questions are incriminating.

Alpha Phi Omega members must abide by the:

1. The laws of our nation;
2. The laws of the state in which they reside;
3. The local laws of the municipalities they operate within;
4. The rules and regulations of the sanctioning educational institute they operate in; and
5. The rules and regulations of this 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 or emotional handicap, age, marital status or sexual preference. 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. 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

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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.

**Appendix E**  
**Alpha Phi Omega Section 51 Section Chair Election and Nomination Procedure**  
**Adopted April 17, 2004**

**Nomination of Candidates**

The registered delegates entitled to vote will nominate candidates for Section Chair. Nomination of candidates will take place during the meeting at which the election will occur, as well as any other Section meetings during the Section Conference.

The nominator will announce the name of the candidate to be nominated. The chair of the meeting will ask for a second. If none can be found, the nomination ends for lack of a second. Following a second, the chair of the meeting will ask the nominee whether he/she accepts the nomination. If the nominee is not present, the nominee will automatically accept the nomination.

**Election Procedure**

All candidates are introduced at the front of the room in the order nominated and then leave the room. Candidates visit with the assembly in order nominated to make a statement, limited to three (3) minutes, followed by a question and answer period, limited to ten (10) minutes, during which anyone present will be allowed to ask questions. At the conclusion, all candidates will return to the room and are reintroduced in the order nominated and again leave the room. The representatives from the member Chapters in the Section will caucus with the other members of their respective Chapters, limited to five (5) minutes.

**Voting**

Voting will take place in accordance with Section 4.4 of the Section 51 Policies and Guidelines. The winner must receive a majority of the votes cast. Blank ballots are ignored. Spoiled ballots are counted as votes cast when determining the votes required to elect, but are not given to any candidate. Vote totals will not be announced.

If there is no winner after first ballot, a second vote will be taken immediately. If, after the second ballot, there is no winner, the chair of the meeting and the candidates will leave the room to confer. The candidate with the fewest votes will be asked to step down. In the event of a tie, the candidates will return to the room and be asked to speak again. This cycle will continue until a winner is determined.

**Alpha Phi Omega  
Section 47, 50, 51 Joint Section Conference Agreement  
Adopted April 4, 2009**

**Section 1: Structure of the Conference**

- 1.1.0 The member chapters of Sections 47, 50, and 51 shall jointly conduct a Section Conference annually in the spring. The member chapters of the previously listed sections will continue in this arrangement until one or more of the sections choose to opt-out of the arrangement.
- 1.2.0 This agreement shall dissolve when a Section provides notice, in writing, to the Section Chairs of the other two sections involved in the arrangement. This must be submitted by December 31 prior to the last conference in which all three sections participate to allow sufficient time for all sections to solicit bids to host the next Section Conference.

**Section 2: Location**

- 2.1.0 At each Section Conference, the member chapters of the section(s) may put in bids to host the next Section Conference. The Host Chapter and site of the Section Conference shall be selected by a majority of a joint vote of the voting delegates from the member chapters of all three sections. The section of which the Host Chapter is a member shall become the Host Section.
- 2.2.0 The Section Conference will rotate between, in the following order, Section 47, Section 51, Section 50. Section 47 shall be the first to host the Section Conference according to this rotation in 2009. When one section replaces another in the rotation as provided for in policy 2.3.0., the member chapters of the sections which are not the Host Section shall have the first opportunity to host the conference the following year. When the new Host Section is selected, the rotation will continue the following year as described above.
- 2.3.0 By February 15 a chapter in the appropriate section, as determined in policy 2.2.0. of this document, shall notify the Section Chair of the next Host Section of its intent to put in a bid to host the Section Conference. If no chapter in the appropriate section notifies the Section Chair, he or she shall notify the Section Chairs of the other two sections who shall invite any interested chapter from within their respective sections to join the chapters from the original section to submit a bid.
- 2.4.0 In the event that no chapter submits a bid to host the Section Conference, the Section Chairs shall appoint a meeting place and time for the Section Conference.
- 2.5.0 The location of the Section Conference is subject to approval of the Regional Director

**Section 3: Time**

- 3.1.0 The date of the Section Conference shall be selected by the Host Chapter and the Section Chairs and should be appropriate within the context of the sections' calendars of events.
- 3.2.0 The time of the Section Conference is subject to the approval of the Region Director.

**Section 4: Joint Assembly**

- 4.1.0 In addition to the business which may properly come before each of the individual sections, a joint meeting will be held between all of the member chapters in Sections 47, 50, and 51.
- 4.1.1 The Section Chair of the Host Section, or his or her designee, shall preside over the joint meeting. The Section Chairs of the three sections shall collaborate to prepare an agenda for the meeting.
- 4.2.0 The presence of a quorum is required to consider any business. Quorum at the joint meeting shall be two-thirds of the voting delegates properly registered and present at the conference. A delegate who is registered to have both votes from his chapter shall count as two delegates in the determination of a quorum.
- 4.3.0 All business brought forth at the joint business meeting shall be governed by the most current edition of Robert's Rules of Order, Newly Revised, in all matters where those procedures are applicable and where they are not inconsistent with the governing documents of the Fraternity or this document.

#### **Section 5: Awards**

- 5.1.0 The following awards shall be presented at the Section Conference:
  - Man-Mile Award
  - Percent Attendance Award
  - Roll Call Award
- 5.2.0 The criteria for the Section Conference awards shall be made available to chapters at least thirty (30) days prior to the Section Conference. The criteria, selection process and presentation shall be determined by the Host Chapter.

#### **Section 6: Administration**

- 6.1.0 The Section Chair of the section of which the host chapter is a member shall appoint one or more individuals to serve as conference advisors to the host chapter.
- 6.1.1 The Section Conference Advisor shall serve as a resource for the host chapter. The Advisor shall provide information to the chapter as either requested or as necessary, and shall relay information from the chapter to the Section Chair of the section of which the host chapter is a member or other entities as are necessary.
- 5.2.0 The Section Chair of the section of which the host chapter is a member shall provide reports on the status of conference planning activities at minimum on a monthly basis to the other Section Chairs.

#### **Section 7: Amendments**

- 7.1.0 The power to propose amends these policies is vested in the joint meeting. All amendments must be ratified by the individual sections in the method approved by each section.
- 7.2.0 Amendments to these policies may be proposed by a member chapter of Section 47, Section 50,

or Section 51. All amendments to this agreement shall be submitted in writing to the Section Chair of the Host Section at least thirty (30) days prior to the Section Conference. Proposed amendments shall be reviewed by the Section Chairs of Sections 47, 50, and 51 or their designees prior to being submitted to the chapters.

- 7.3.0 Each Section Chair should distribute proposed amendments to the member chapters of their respective sections at least thirty (30) days prior to the Section Conference.
- 7.4.0 Such amendments will be sent to the individual previously listed sections for ratification upon approval by at least a majority vote of the joint meeting. Each section shall consider the ratification of the amendment within 30 days of the Section Conference. Amendments, upon ratification by each of the individual previously listed sections, shall become effective immediately, unless otherwise specified in the motion. Each Section Chair shall notify the other Section Chairs of the result within 24 hours of consideration for ratification of the amendment.
- 7.5.0 It shall take a majority of those voting delegates present and voting to amend these policies.

#### **Section 8: Ratification**

- 8.1.0 This agreement shall be ratified upon the majority vote of the voting delegates present and voting at a joint meeting and ratification by each of the individual sections, provided that this document has been submitted to all chapters within the three sections at least sixty (60) days prior to the joint meeting at which it will be considered.
- 8.2.0 Section 7 is only applicable to the initial adoption of this agreement. After this agreement has been adopted, this section shall no longer be in effect.

#### **DOCUMENT HISTORY:**

April 4, 2009 Approved and ratified by Chapters at the 2009 Section Conference