

## **The Policies of the Alpha Alpha Chapter of Alpha Phi Omega**

### **1. Event Policies**

*These policies apply to all APO events and meetings unless otherwise noted in these policies.*

#### **Section 1: Rules of conduct**

- a. Any misconduct during an event shall be reported to the respective Executive Board member who will act accordingly.
- b. No member shall be under the influence of illicit drugs or alcohol prior to and during any event. Violators will be immediately removed from the event and an automatically referred to the Executive Board for further action.
- c. Members are asked to conduct themselves in a manner that reflects positively on the organization at all times. Members should wear appropriate attire and not use foul language or obscene gestures.

#### **Section 2: Event Coordinator**

- a. The Event Coordinator is responsible for contacting members signed up for the event at least 24 hours prior to the scheduled meeting time of the event, taking attendance, ensuring transportation if necessary, enforcing policies, distributing duties if necessary, and completing the event on the website.
- b. If there is no Event Coordinator assigned past the lock date of the event, the last brother signed up to attend will automatically be promoted Event Coordinator.

#### **Section 3: Event Cancellation**

- a. If an event is cancelled, then the brothers signed up will not be awarded points for the event.
- b. If a cancelled event(s) prevents a brother from completing activation requirements, they must meet with the Vice President of Membership. The Vice President of Membership can waive the incomplete requirement(s).
- c. The Event Coordinator shall notify the respective Vice President and all event attendees of the cancellation.

#### **Section 4: Event Attendance**

- a. Service Events lock attendance 48 hours before the start of the event. Leadership, Fellowship, and Dynasty events lock 24 hours before the start of the event. The President may make exceptions to the lock dates.
- b. Out of respect to our brothers and partners, if a brother cannot attend an event and does not find a substitute:
  - i. Half of the points will be added to their requirements if they give reasonable notice to the Event Coordinator prior to the event.
  - ii. All of the points from the event will be added to their requirements if they do not give reasonable notice to the Event Coordinator.
  - iii. That brother must email the Event Coordinator and the respective Vice President and provide documentation if they cannot attend due to extreme circumstances.

#### **Section 5: Social Events**

- a. A social event is any event to which the Social Responsibility Code applies. These events allow for the responsible consumption of alcohol.
  - i. All social events must be listed on APOonline.
  - ii. Points will only be awarded to the EC and Sober Patrol members.
  - iii. Pledges are not allowed at any chapter social event. This includes serving as Sober Patrol members.
- b. Large scale social events are planned and executed by the Chapter Social Chairs. A Social Chair and the Risk Management Director must serve as Event Coordinators for the event. Appropriate substitutions can be approved by the President and Sergeant-at-Arms. Additional Sober Patrol members are subject to the discretion of the Event Coordinators.
- c. Additional social events can be approved by the Chapter President, but the consumption of alcohol cannot be the focus of the event. The Chapter President will determine the number of Sober Patrol.

**Section 6: Independent Points**

- a. Independent points from external service or leadership activities can be used towards a member's requirements.
- b. The number of independent points applicable towards fulfilling each respective requirement is up to the discretion of the respective Vice President.
- c. Independent points must have been completed sometime between the last day of the University of Illinois's scheduled classes for the previous semester and the last day of the University of Illinois scheduled classes of the current semester.

**Section 7: Chapter Points**

- a. Chapter Points may only be earned by attending Chapter Meetings, Special Meetings, and Elections.
- b. Each Chapter Meeting and Special Meeting shall be worth one Chapter Point and Elections shall be worth three Chapter Points.
- c. In the case that a brother has a recurring documented excuse, as approved by the Vice President of Membership before the fourth Chapter Meeting, they can earn one Chapter point per executive board meeting attended.
- d. If a brother receives credit for attending an Executive Board Meeting, they may not receive a Chapter Point for the following Chapter Meeting.

**Section 8: Service Back Points**

- a. Service back may be awarded for fulfilling the duties of a chapter leadership position, serving as an event coordinator, driving to events, completing surveys in the benchmark series, attending coffee chats, and serving as a sober patrol member.
- b. Additional service back opportunities, and point values, must be approved by the President, a Vice President of Service, and the Vice President of Membership and reported to the chapter by the next chapter meeting.

**2. Pledging**

**Section 1: Pledge Semester**

Pledging shall occur every semester. The active body of the chapter may approve to withhold Pledging during a Spring Semester through a two-thirds vote of the active body. This vote can take place any time beginning with the chapter meeting coinciding with the eighth week of the semester and ending with the meeting where nominations for the new Executive Board are to begin. This vote would take place during the Fall Semester directly preceding the Spring Semester in question and would only affect the upcoming Spring semester. Prior notice of two weeks is required for this vote.

### **3. Membership**

#### **Section 1: Establishing Membership Requirements**

Membership requirements must be approved by the chapter by the second meeting of the semester:

- a. The Vice-President of Membership will recommend active membership requirements. Requirements must include service, leadership, and fellowship.
- b. The Vice-President of Membership will recommend active graduate membership requirements, other than service, leadership, and fellowship which will be one-half of the active point requirements, for professional, master's, and doctoral students.
- c. The Vice-President of Membership will recommend Associate membership requirements other than service, leadership, and fellowship which will be one-half of the active point requirements.
- d. The Vice-Presidents of Pledge Training will recommend Pledge Initiation requirements. Requirements must include at least service, leadership, fellowship, a workshop about Roberts Rules of Order, and Pledge Reflection.
- e. No requirement can unreasonably necessitate a financial obligation with the exception of membership dues.

#### **Section 2: Active Member**

- a. Must be a student at the University of Illinois Urbana-Champaign.
- b. Have completed a period of pledgship in Alpha Phi Omega and have been through the Initiation Ritual.
- c. Have paid all debts and fees and have completed the established membership requirements as specified in Membership requirement policy for that semester.

#### **Section 3: Active Graduate/Professional Member**

- a. Must be a graduate or professional student at the University of Illinois Urbana-Champaign.
- b. Have completed a period of pledgship in Alpha Phi Omega and have been through the Initiation Ritual.
- c. Have paid all debts and fees and have completed the established membership requirements as specified in Membership requirement policy for that semester

#### **Section 3: Away From Campus Member**

- a. Must be a student at the University of Illinois Urbana-Champaign.
- b. Have completed a period of pledgship in Alpha Phi Omega and have been through the Initiation Ritual.
- c. A member must be participating in a study abroad program, internship, or other similar educational program.

**Section 4: Associate Member**

- a. Must be a student at the University of Illinois Urbana-Champaign.
- b. Have completed a period of pledgship in Alpha Phi Omega and have been through the Initiation Ritual.
- c. Have paid all debts and fees and have completed the established associate membership requirements as outlined in Membership requirement policy for that semester.
- d. Have submitted a statement to the Membership Committee requesting associate status to the active membership at least two meetings before the end of the semester. The Membership Committee should review these statements and make a recommendation to the chapter regarding approval.
- e. Upon completing active requirements, associate members will be granted active membership status.

**Section 5: Pledge Member**

- a. Must be a student at the University of Illinois Urbana-Champaign.
- b. Have been through the Initiation Ritual.
- c. Must be making progress towards completing the Pledge Initiation requirements.
- d. Upon initiation, pledge members will be granted active membership status.

**Section 6: Advisory Member**

- a. Must be a resident of Illinois or an alumnus(a) of the chapter.
- b. Advisors are entitled to participate in all chapter functions.
- c. Not be entitled to:
  - i. Hold any chapter office with the exception of Chairperson of the Advisory Committee;
  - ii. Have voting privileges; including, but not limited to making formal motions, friendly amendments or bylaw amendments.

**Section 7: Reactivation**

An Inactive member must submit a reactivation petition to the Vice President of Membership by the 3rd Chapter Meeting to return to active membership. The Membership Committee will make a recommendation to the chapter which must be approved by a two-thirds vote during the following Chapter Meeting.

**4. Finance****Section 1: Chapter Dues**

The amount and deadline for pledge and active dues shall be recommended by the Vice President of Finance at the beginning of the semester, and voted on with membership requirements by the second chapter meeting of the semester. Away from Campus dues shall be the amount of national dues each semester. Pledge Dues may be paid in two installments if the first installment of dues is paid before Pledge Ritual and the second installment is paid before Initiation.

**Section 2: Budget**

- a. A budget must be approved by a two-thirds vote by the second chapter meeting of the semester.

**Section 3: Expenditures**

- a. At least a two-thirds vote shall be required for all expenditures.
- b. A portion of any excess money earned from fundraising events for each semester which is not designated in the budget or specifically allocated by the chapter for other purposes should be donated to charity. The amount and recipient(s) shall be approved by a minimum of a two-thirds (2/3) vote.
- c. Costs incurred by members of the chapter will be the responsibility of the members that incurred said cost unless otherwise indicated by the Vice President of Finance.

**Section 4: Reimbursements**

- a. In order to receive a reimbursement from APO- Alpha Alpha Chapter, a brother must first have the expense approved by the respective Executive Board member before a purchase is made.
- b. After the purchase is approved and completed, the brother must present a receipt of the expense so the Vice President of Finance may write a reimbursement check. All reimbursement receipts must be presented to the Vice President of Finance within two weeks or the brother will not receive a reimbursement. If the expense occurs during the summer or winter session, the brother will have one month to present the receipt to the Vice President of Finance.
- c. An officer may communicate with the Vice President of Finance in advance of the two week deadline to agree upon a separate deadline

**Section 5: Appropriations**

If money is needed for the benefit of the chapter and has not already been budgeted for, the brother requesting the money may ask for an appropriation from the chapter. The procedure is as follows:

- a. The brother must submit the request to the Vice President of Finance.
- b. The Vice President of Finance will bring all requests to the Budget and Appropriations Committee for approval.
- c. Appropriations greater than \$100 will also require chapter approval.

**Section 6: Executive Board Discretionary Fund**

- a. The Executive Board may have a Discretionary Fund at a maximum of \$500, with each transaction costing \$100 or less. This will be requested by the President and allows the Executive Board to make purchases that will benefit the Chapter.
- b. Using the Executive Board Discretionary Fund will require an exact price and a majority of the Executive Board's approval for the purchase.
- c. Purchases made using the Discretionary Fund must still follow the reimbursement policy.
- d. After approving the purchase, the Executive Board must report it to the Chapter. Reporting would suffice if it is included in the Executive Board Meeting Minutes. These minutes will respect the privacy of individual brothers if necessary.

**Section 7: Paypal Account**

- a. The only brothers given access to the PayPal account will be the Vice President of Finance, the President, and the Advisory Chair.
- b. When the balance in the PayPal account reaches \$500 or greater, the Vice President of Finance will have two days to transfer the money into a FDIC protected bank account.

### **Section 8: Cash Receipts**

All cash receipts must be submitted to the lock box in the APO Office, along with a record of all cash collected, within 5 days of receipt. The Vice President of Finance, or their designee, must take the money out of the lock box, reconcile it with the records, and deposit at least every week. If any party fails to uphold this policy, they are subject meet with President and Advisory Chair. If it happens a second time they must meet with the entire Executive Board. If it happens a third time, the President shall recommend the brother for suspension from the chapter.

### **5. Storage Space** (Updated Spring 2015)

**Section 1:** Three titles and pairs of keys will be in possession of the Chapter, distributed to the President, Advisory Chair, and the Secretary for each semester.

**Section 2:** If any brother should need to place items in or remove items from the Storage Space, they will contact the Secretary. All requests must be germane to needs of Alpha Phi Omega.

**Section 3:** It is the Secretary's responsibility to arrange a date to accompany them to the Storage Space or find an alternative member of the Executive Board. All sets of keys must remain in the possession of the Executive Board at all times.

**Section 4 :** Only active brothers or affiliates of Alpha Phi Omega may visit the Storage Space and must always be accompanied by a member of the Executive Board.

**Section 5:** No perishable items will be stored in the Storage Space.

### **6. Intramurals** (Updated Fall 2015)

**Section 1:** Any brother participating in an APO-sponsored intramural team will pay 50% of the intramural registration fee payable to the Vice President of Finance. Each intramural team's captain will then pay Campus Recreation the cost of the intramural team fee, and will be reimbursed by the Vice President of Finance for the full cost.

**Section 2:** The remaining 50% of the registration cost will be covered by the Intramural Chair's budget.

**Section 3:** If an intramural team incurs a fee from Campus Recreation the brothers responsible will be held liable for all damages. The Vice President of Friendship will decide which brothers initiated any such fee. In the event of a conflict of interest, the President shall appoint an appropriate Executive Officer.

**Section 4:** The Intramural Chair will ensure that each brother playing on an APO sponsored intramural team has read and acknowledges this policy and the Campus Recreation intramural policies before a brother is allowed to play

### **7. Judicial Review Committee** (Updated March 2015)

**Section 1:** Purpose and Outline

It is the purpose of the Judicial Review Committee to impartially investigate situations in conflict with the Alpha Alpha Chapter Bylaws and Policies. The Judicial Review Committee is charged with investigating researching any alleged violations and presenting recommendations to a verification committee the Chapter regarding any improvements to the existing Bylaws and Policies and/or action to be taken against

individuals associated with the violations, if deemed appropriate. The verification committee, either the Internal Review Committee or the Executive Board, whichever does not call Judicial Review Committee into session, will hear the presentation and recommendations of the Judicial Review Committee and responses from any relevant parties (those charged with violations). The verification committee then decides whether or not to put the issue before the active body for a vote on recommended recourse.

**Section 2: Members**

- a. The Judicial Review Committee will consist of six members described as follows:
  - i. The Sergeant-at-Arms. If a conflict of interest occurs the President or their designate will replace them.
  - ii. One voting member of the Executive Board, except the President.
  - iii. Three active members not fulfilling the criteria prescribed above.
  - iv. The Advisory Committee chair, or an alternative advisor designated by the Sergeant-at-Arms, as a non-voting member.
    1. The advisor has no voting or delegation power and presides solely for the counsel of the other committee members.
    2. If Advisory chair cannot sit, then an alternative advisor will be designated at the discretion of the Sergeant
- b. No member may serve on Judicial Review Committee if they are involved or associated with the issue at hand.
- c. The chair of the committee will be the Sergeant-at-Arms, or if they are not serving, the highest ranking Executive Board member on the committee.

**Section 3: Selection**

- a. The members and alternate members of Judicial Review Committee must be approved by the chapter determined by the second business meeting of the semester. The Chapter must approve JRC by a majority vote.
- b. The Executive Board member, three active members, and advisor of Judicial Review Committee will be selected by the Sergeant-at-Arms from a list of interested members, subject to the acceptance of the selected member.
- c. A list of five alternate members will be compiled along with the selection of the initial members. Selection of alternate members, to serve on the committee Assembly in another member's stead, will proceed in any way that the uninvolved members deem appropriate. Approval of alternative members must also be approved by a majority vote at the second business meeting of the semester.

**Section 4: Conflict of Interest**

If there is a conflict of interest involving the Sergeant-at-Arms, then an Executive Board member, (appointed at the discretion of the President,) will take the place of the Sergeant-at-Arms on the Judicial Review Committee.

**Section 5: Call to Action**

- a. The Judicial Review Committee can be called by one of the following methods:
  - i. A motion passed can be made during an active, Executive Board, or Internal Review Committee meeting and passed with a majority vote.
  - ii. A motion passed can be made during an Executive Board meeting and passed with a majority vote.

- iii. A letter can be sent to the Internal Review Committee and Judicial Review Committee can be called by a majority of Internal Review Committee members, with the Internal Review Committee Chairperson being a non-voting member.
- iv. Whichever body does not call the Judicial Review Committee (Internal Review Committee “IRC” or the Executive Board) will serve as the verification committee if the investigation advances to the verification stage.
- b. Whichever body calls the Judicial Review Committee is responsible for bringing the charges in a formal written statement to the Judicial Review Committee. A formal written statement must also be given to the Judicial Review Committee.

**Section 6: Investigatory Procedure**

- a. The procedure for Judicial Review Committee investigations is as follows:
  - i. The Sergeant-at-Arms is responsible for informing the Judicial Review Committee that they have been called.
  - ii. The chair of the Committee is to be the Sergeant-at-Arms or if the Sergeant-at-Arms is not serving, then the other Executive Board member on the committee.
  - iii. Judicial Review Committee will discuss the issue and determine if further action is required.
  - iv. Judicial Review Committee can decide that no further action is needed. In this case, a formal statement must be written to the body that called them stating that no action is warranted.
  - v. If Judicial Review Committee decides that further action is needed, the Committee Chair will contact all the involved parties and witnesses and ask for their testimony, either verbally or written.
  - vi. All Judicial Review Committee meetings are to be closed and confidential, meaning that all interviewees and Judicial Review Committee members are prohibited from disclosing any details, questions, or information related to the investigation including through electronic means.
  - vii. When meeting with the involved parties and witnesses, the Judicial Review Committee will determine if the situation calls for group or individual meetings.
  - viii. Witnesses are given the option of remaining anonymous
  - ix. When conducting interviews, the Committee shall explain the rationale of the investigation to each interviewee and answer any questions they may have without violating confidentiality or disclosing any unconfirmed information.
  - x. Minutes shall be recorded for each meeting and submitted to the Committee Chairperson.
  - xi. A formal brief outlining of the facts of the investigation is to be written up and attached to the Sergeant-at-Arms’ officer report.

- xii. When deciding on recommendations to be sent to the verification committee, the Judicial Review Committee must vote and unanimously to approve the recommendations.
- b. Conclusion
  - i. At the conclusion of the investigation, the committee shall meet with any brothers in question brother in question to discuss the committee's findings charges and recommendations. During this meeting, the committee and the brother in question will discuss the charges so that the two will attempt to reach a mutually agreeable solution. If there is no agreed upon solution, then the committee will move to the verification Stage with the parties fully aware of the recommendations made related to them.

**Section 7: Verification Procedure**

For the purpose of verification procedure, the Judicial Review Committee will be presenting its findings to a verification committee, which will consist of the members of the Executive Board, or the Internal Review Committee, excluding those serving on the Judicial Review Committee or involved in the situation at hand. Of the two, the one that does not call the Judicial Review Committee initially will serve as the verification committee. In the event the chapter calls the Judicial Review Committee, the Internal Review Committee will serve as the verification committee. The operating procedure is as follows:

- a. The chair will give an overview of this all procedure.
- b. The Judicial Review Committee will present their report and each recommendation they have made against any brothers in question.
- c. Each recommendation will be evaluated with the brother in question discussing two things: the accuracy of the report and their opinion on the JRC's verdict and recommendation
- d. The brother in question can also bring up any mitigating circumstances.
- e. If deemed necessary by the Verification Committee, the brother in question can call in anyone that was involved in the incident for questioning by the brother in question, the verification committee, and the judicial review committee. Witnesses shall only be allowed in the room during when called.
- f. The brother in question and the Judicial Review Committee shall leave the room.
- g. The verification committee then discusses the report and recommendations and then sets and votes on recommendations as they see fit based on the evidence presented to them. Each charge is read and debated on.
- h. After all recommendations charges and consequences are voted on, the brother(s) in question is (are) let back into the room and informed of the results.

**Section 8: Chapter Procedure**

Following the conclusion of the verification stage, the process moves to the active body of the chapter at a chapter meeting.

- a. The Judicial Review Committee will present its report detailing the course of the investigation to the chapter, its finding of facts, and its charges to the chapter. It will then present the verification committee's charges and present the

- determination of guilty or not guilty for each charge and their determination of penalty.
- b. The brother in question will be given the opportunity to make a brief statement to the chapter.
  - c. The Judicial Review Committee will be allowed a rebuttal statement.
  - d. The brother in question will leave the room.
  - e. The chapter will then proceed to discuss and vote on the recommendations.

**Section 9: Timely Action**

The investigation will conclude by the second business meeting after the reporting of the alleged infraction to Judicial Review Committee. If an extension is necessary, the Committee Chair will request it from the Active body or the Executive Board and a one-week extension may be given. The verification committee will have one week to complete its work (as described by the verification procedure) from the time Judicial Review Committee closes its investigation, and the verification committee shall complete its work in one meeting.

**8. Long Trip Procedure** (Revised April 2016)

*This policy governs any overnight event.*

**Section 1: Before the trip**

- a. A Trip Coordinator will be appointed by the executive board.
- b. The Trip Coordinator must meet with the Sergeant-at-Arms to discuss trip expectations. The trip coordinator must share these expectations, which must comply with all chapter governing documents, with all event attendees.
- c. The trip coordinator should collect all necessary medical information, dietary restrictions, and emergency contact information from all event attendees.
- d. The trip coordinator should appoint additional event coordinators (EC's) as requested by the Sergeant-at-Arms.
- e. An EC should organize rides and ensure all driver have directions as well as the trip coordinator and Sergeant at Arm's contact information.

**Section 2: During the trip**

- a. The EC's should enforce the trip expectations and the rules established by the chapter's Governing Documents.
- b. If improper behavior is observed or reported:
  - i. The Trip coordinator, or another EC in the case of a conflict of interest, should take note of all those involved and notify the Sergeant-at-Arms as soon as possible. The President should be contacted if the Sergeant-at-Arms is unreachable.
  - ii. The Sergeant-at-Arms will provide guidance and a course of action including and not limited to dismissing a brother from the event. If the trip coordinator is dismissed the Sergeant-at-Arms will appoint an acting trip coordinator.
  - iii. The Trip Coordinator should meet with those involved to facilitate temporary mediation as advised.
  - iv. The incident and resolution should be kept between the parties involved.

**Section 3: After the trip**

- a. If an incident occurred, the trip coordinator must file a complete report with the Sergeant-at-Arms. The Sergeant-at-Arms will determine if additional actions are necessary.
- b. If any violation of the chapter's governing documents or trip expectations are discovered after the trip, the Judicial Review Committee should be called to investigate.

**9. Pledge Review Procedure** (Revised April 2016)

**Section 1. Preparation**

- a. The Executive board will collectively approve a time and location for Pledge Review.
- b. All programing Vice Presidents and the Vice President of Pledge Training will compile a list of pledges who have not completed their requirements by the deadline. This list should be sent to the Vice President of Membership at least 24 hours before Review.
- c. The Vice President of Pledge Training will recommend probationary requirements where appropriate for each pledge.
- d. The Vice President of Membership should compile a list of all pledges with a concern raised against them.
- e. The Vice President of Membership will notify each pledge with incomplete requirements or a concern raised against them that their attendance is required at Pledge Review.

**Section 2. Concerns**

- a. All concerns raised against a pledge should be referred to the Vice President of Membership.
- b. A concern may not be made anonymously; the member with the concern must be willing to address the pledge in question during Pledge Review for the concern to be considered valid. The application of this rule is at the discretion of the President and the Sergeant-at-Arms.

**Section 3: Review by Committee**

The Membership Committee shall serve as members of the pledge review committee. The Vice President of Membership shall chair Pledge Review. It is the chair's responsibility to fully explain the procedures that are to take place at Pledge Review. The chair will ensure that the meeting is open to any Active or Advisor member but will ensure that no members of the current pledge class are allowed in the room at any time except when being reviewed.

- a. The committee shall consider all pledges that are 100% done with their requirements and do not have a valid concern raised against them by a consent agenda. Those removed from the consent agenda should be considered per the applicable procedure below.
- b. Pledges that have not completed their requirements will be reviewed according to the following procedure:

- i. The Vice President of Membership will list all requirements that were not met.
  - ii. The Vice President of Pledge Training will provide the committee with recommended probationary requirements.
  - iii. The pledge will come before the committee and should provide a personal statement explaining the circumstances related to their review. If they need to complete probationary requirements they should present a plan on how they will accomplish them. The committee may then ask questions of the pledge.
  - iv. When there are no further questions, the pledge will be dismissed from the review room and will be escorted into a supervised waiting room.
  - v. The committee will discuss the concerns and vote according to the procedure in Section 3d.
  - vi. Following the vote, the Vice President of Pledge Training should inform the pledge of the committee's recommendation. The Pledge may then leave review.
- c. The following procedure will apply to pledges with a valid concern raised against them:
  - i. The Vice President of Membership will list any concerns raised against a pledge.
  - ii. The member who raised the concern will present the concern to the committee. If the concern is anonymous, the chair will present the concern.
  - iii. The pledge will come before the committee and should provide a statement regarding the circumstances related to their review.
  - iv. The floor will be then opened for those present to ask questions about the concern. When there are no further questions, the pledge will be dismissed from the review room and will be escorted into a supervised waiting room.
  - v. The committee will discuss the concerns and vote according to the procedure in Section 3d.
  - vi. Following the vote, the Vice President of Pledge Training should inform the pledge of the committee's recommendation. The Pledge may then leave review.
- d. Voting Procedures
  - i. The options available during a vote include "Initiate," "Initiate with Probation," or "Do Not Initiate." All voting will be monitored by the Sergeant-at-Arms.
    - 1. A vote to "Initiate" means that in the mind of the voting active, the pledge has completed 100% of the requirements in the spirit and brotherhood of Alpha Phi Omega.
    - 2. A vote to "Initiate with Probation" means that in the mind of the actives, the pledge has made enough effort to become an active brother, understands the spirit and brotherhood of Alpha Phi

Omega, and will initiate pending completion of probationary requirements.

3. A vote to “Do not Initiate” means that in the mind of the voting active, the pledge has not completed enough to initiate that semester and does not understand enough of the spirit and brotherhood of Alpha Phi Omega. Pledging should be repeated in full before further consideration of active membership in the chapter.

ii. The procedure for counting the ballots is as follows:

1. If at least two-thirds (2/3) of the votes cast are “Initiate” then the pledge will become an active brother at initiation.

2. Pledges are initiated with probation if the combined total of votes for “Initiate” and “Initiate with Probation” is at least two-thirds (2/3) of the votes cast.

#### **Section 4: Review by the Chapter**

The President will call this Special Meeting to the chapter to order. The Vice President Membership should fully explain the Pledge Review Procedures. The Vice President of Membership should then share the Membership Committee's recommendations with the chapter. This recommendation should be considered by a consent agenda. If a pledge is removed from the consent agenda, the procedure from Section 3b or Section 3c should be followed with the chapter serving as the committee and the President serving as chair.

#### ***10. Dry Pledge Program Policy*** (Updated Spring 2017)

*Alcohol has no place in the Alpha Alpha pledging process. The chapter will uphold a standard of a dry pledge process that begins during rush and ends with initiation. Simply stated, no brother is allowed to consume alcohol with a pledge and vice-versa.*

#### **Section 1: Consequences**

The following minimum consequences will be administered if the above policy is found to have been violated following investigation by the Judicial Review Committee:

- a. If a pledge chooses to consume or provide alcohol in the presence of a brother from another membership class, their pledgeship will be terminated.
- b. If an active chooses to consume or provide alcohol while in the presence of a pledge, they shall be suspended for one semester.
- c. If any member of the chapter is knowingly involved in a situation where this policy is violated, but they do not consume or provide alcohol, they will be subject to censure in addition to other conditions and restrictions based on individual circumstances.
- d. If any officer knowingly violates this policy, they will be removed from office by the chapter President immediately.
- e. If any officer becomes aware of any suspected violation of this policy and does not report it, they will be removed from their office by the chapter President immediately.

#### **Section 2: Special Cases**

- a. If a pledge, or any other member of the chapter, is pressured into consuming or providing alcohol, they should come forward and meet with a chapter Advisor as soon as possible.
- b. This policy will be taken into rational consideration in scenarios involving public venues that serve alcohol, including (but not limited to) restaurants, bars, and clubs.
- c. If there is a clear and direct pre-existing relationship between members of the chapter, this policy does not apply to those specified parties.

***11. Risk Management Policy for the Alpha Alpha Chapter of Alpha Phi Omega***  
(Revised September 2014)

**Section 1: Definition**

The Alpha Alpha Chapter of Alpha Phi Omega recognizes the need for a comprehensive risk management policy. It is expected that every member adhere to the guidelines outlined herein at any event qualifying as a “fraternity event.” The Alpha Alpha Chapter of Alpha Phi Omega defines a “fraternity event” as any event that which the Alpha Alpha Chapter of Alpha Phi Omega determines to be an official fraternity event.

**Section 2: Hazing/ Sexual Harassment/ Abuse/ Discrimination**

- a. No member shall take part in hazing activities. Hazing is defined as any action taken or situation created, intentionally, whether at or apart from fraternity functions, to produce mental or physical discomfort, embarrassment, or ridicule.
- b. The Alpha Alpha Chapter of Alpha Phi Omega will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional including, but not limited to, discrimination with respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual preference.
- c. It is understood that each individual has his/her own tolerances for what is and what is not harassment. It is the responsibility of the each member to accommodate, to the best of his/her ability, the tolerances of each individual. The Alpha Alpha Chapter of Alpha Phi Omega will not tolerate harassment of any type.

**Section 3: Contractual and Financial Issues**

- a. No member of the Alpha Alpha Chapter of Alpha Phi Omega may enter into a contract or financial agreement on behalf or in the name of the Alpha Alpha Chapter without the expressed written approval of the Executive Board and a member of the Advisory Committee.
- b. The expenditures of any elected or appointed officer that has been allotted chapter funds exceeding \$500 must be approved by the executive board. In such cases, the elected or appointed officer(s) must present a proposal detailing how those funds will be spent.
- c. No member of the Alpha Alpha Chapter of Alpha Phi Omega may enter into a contract or financial agreement on behalf or in the name of the national service fraternity Alpha Phi Omega.

- d. Qualifying statements as to which chapter 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.
- e. Requests for chapter funds not represented in the approved budget must be submitted in writing to the chapter treasurer. He or she will submit the request and a feasibility report at a meeting of the executive board for approval. Approved requests will be brought before the active body for final approval.
- f. Any amendments to the approved budget are subject to the approval of 2/3 of the active members present at a business meeting of the active body as described by our bylaws.
- g. All non-university bank accounts require two (2) signatures for all transactions.
- h. The Chapter will audit its financial records at the conclusion of each semester, including the summer semester.
- i. The Chapter will, annually, file appropriate tax forms with the local, state and federal governments.
- j. All account statements will be reviewed by both the treasurer and the Chapter President as they are received, except during the summer session when the summer chairperson must review account statements with another member of the active body.
- k. All money designated to go into the Chapter's university account must be deposited within two days of receipt. Furthermore, all money designated to go into any non-university accounts must be deposited within one week of receipt.
- l. No individual member of the Alpha Alpha Chapter of Alpha Phi Omega may collect money from any other members under their name.
- m. In all financial transactions, checks are to be used whenever possible. All checks collected must be made out to Alpha Alpha Chapter--Alpha Phi Omega. In cases where cash must be collected, a receipt must be given at time of exchange. Copies of receipts must be filed within the Alpha Alpha office and documented in a public forum within two (2) business days of exchange.

**Section 4: Alcohol and Drugs**

The possession, use and/or consumption of alcoholic beverages during any "fraternity event" must be in compliance with any and all applicable laws, policies and regulations of the state, county, and city in which the event is occurring as well as the policies and regulations of the University of Illinois. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any "fraternity event" is strictly prohibited. The Alpha Alpha Chapter of Alpha Phi Omega does not condone the use of alcoholic beverages as part of their membership recruitment "rush" or pledge education programs. At social events where alcoholic beverages are provided, adherence to Alpha Alpha's Social Responsibility Code (SRC) is mandatory.

**Section 5: Personal Property**

The use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The Alpha Alpha Chapter of Alpha Phi Omega shall not

assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from its use.

**Section 6: Transportation**

- a. Any individual who drives or otherwise provides transportation for any event sponsored by the Alpha Alpha Chapter of Alpha Phi Omega shall obey all applicable 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.
- b. Rental vehicles shall be the sole responsibility of the vehicle operator.
- c. The Alpha Alpha Chapter of Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use. Whenever possible, multiple vehicles travelling any significant distance should travel in “caravan” form.

**Section 6: General Health and Safety**

All activities planned and/or sponsored by the Alpha Alpha Chapter of Alpha Phi Omega shall take into account the health and safety of all participants. Participants are expected to provide their own appropriate personal safety equipment, such as ear plugs, work gloves and eye protection. The activity Member-in-Charge shall ensure that special training and/or supervision in the use of tools and equipment is provided.

**Section 7: Advisors and Alumni**

- a. Advisors and alumni serving the Alpha Alpha Chapter of Alpha Phi Omega on behalf of their employer or respective volunteer agency will do so in accordance with the policies of said entity including, but not limited to, risk management and personal liability.
- b. Advisors and alumni shall adhere to the provisions of this, the Alpha Alpha Advisor Conduct Policy, and all applicable policies of the national fraternity when engaging in fraternity related activities.
- c. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the national fraternity in questions of policy and shall not engage in activities designed to circumvent the chapter and fraternity policies.

**Section 8: Education**

All reasonable efforts will be made to ensure each active member, pledge member, advisory committee member, or honorary member shall be instructed on these policies annually. The education of the members in these is the shared responsibility of the Sergeant-at-Arms and the Vice President of Leadership. Chapter members will indicate their understanding of and compliance with the Risk Management Policy of the Alpha Alpha Chapter of Alpha Phi Omega on an annual basis. Organizers of fraternity events will reasonably inform guests of applicable policies.

**Section 9: Enforcement**

Violation of any of the prescribed policies outlined herein may be considered a violation of the membership policies of the Alpha Alpha Chapter of Alpha Phi Omega.

Consequences for violating said membership policies may include, but are not limited to, warnings, fines, penalties, and suspensions of chapter membership.

## 12. *Social Responsibility Code* (Updated April 2017)

**Section 1:** In the spirit of brotherhood and unity, the Alpha Alpha Chapter of Alpha Phi Omega recognizes the importance of the safety and comfort of every brother and guest at every APO social event. Thus, in order to protect every individual's right to enjoy these events and to prevent any hazard to person or property, the following Social Responsibility Code will be enforced at every social event. For additional reference, please refer to the chapter Risk Management Policy.

### **Section 2: Principles**

- a. Every member and guest is under the guidance of the Event Coordinators and Sober Patrol.
- b. Every member and guest is responsible for following the Social Responsibility Code.
- c. Every member and guest has the right to enjoy social events free of pressure and harassment of any kind.
- d. Every member and guest has the right to address the conduct of those that are being harmful to the safety of others.

### **Section 3: Guidelines**

- a. Every member must pay their dues before attending any social event.
- b. Every member is allowed to bring one guest to a social event, unless otherwise specified by the Vice President of Fellowship, and the guest must be paid for and documented 24 hours prior to the start of the social event.
- c. The Event Coordinators will notify the proper authorities in cases of emergency.
- d. Harassment of any kind (including but not limited to physical, verbal and sexual) will not be tolerated.
- e. If all Sober Patrol shifts are not sufficiently staffed within 48 hours of the event as determined by the President, it will be cancelled. Furthermore, if at any time the event is not sufficiently staffed as determined by the Event Coordinators, the event will end.
- f. Event Coordinators and Sober Patrol members will be substance free prior to and for the duration of their shift at any social event. Alpha Alpha defines "substance free" as having no alcohol or any other controlled substance in one's system.
- g. The Event Coordinators have the final authority on all decisions at the event.
- h. If the Event Coordinators are incapable of performing their duties as set forth in the Social Responsibility Code, the President and Vice President of Fellowship have the right to relieve them. If neither are present or both are incapable, Sober Patrol may exercise this right.
- i. All social events will be staffed by a licensed bartender.
- j. If any member is cut off, the incident is subject to investigation by the Judicial Review Committee.

- k. Wristbands or other identification will be issued after money is paid for the event, and will be removed if the individual is put on the cut-off list. The wristband or other identification is required for entrance.

#### **Section 4: Event Coordinators and Sober Patrol**

- a. Event Coordinators shall oversee and resolve any major problems, ensure all Sober Patrol shifts are filled, ensure that the Social Responsibility Code is available at the event where all members and guests can access it, and maintain a list of all Sober Patrol personnel with him/her. They have the ability to temporarily relieve any other position at the event.
- b. Any Event Coordinator or Sober Patrol member has the authority to cut off an individual.
- c. An Event Coordinator or Sober Patrol member will personally inform any individual who has been cut off and the Event Coordinators will maintain a list of those individuals..
- d. Event Coordinators and Sober Patrol will remain in close communication with each other and the bartenders to better enforce the prior rule.
- e. Event Coordinators and Sober Patrol will wear identification provided by the Social Committee for purposes of visibility during their shift.

#### **Section 5: Consequences**

- a. If at any time during the event an individual in any of the aforementioned positions is not executing their responsibilities in full, the Event Coordinators may choose to relieve the person of their responsibilities and ask them to leave the event.
- b. If the Executive Board finds that an individual has failed to properly execute their responsibilities in one of the aforementioned positions, they may choose to take the following actions:
  - i. Suspend the individual from social events.
  - ii. Call the Judicial Review Committee to investigate the individual's behavior.
- c. Individuals that are not abiding by the guidelines will be informed of their responsibility to do so by an Event Coordinator or Sober Patrol member.
  - i. Should these individuals continue to interfere with the enjoyment of any brother, they will be asked to leave.
  - ii. Event Coordinators will determine if an individual is considered to be cut off for the purposes of this code.
  - iii. If additional action is needed, meetings with the chapter President and/or Judicial Review Committee may occur.

#### **Section 6: Guests**

Every member is responsible for their guest and their guest's actions at every social event. Every guest is to be informed that being at a Chapter event requires them to adhere to all Chapter bylaws and policies.

### ***13. Social Media***

**Section 1:** Usage of APO, Alpha Phi Omega, or Alpha Alpha may not be used in Facebook events without the approval of the Vice President of Communications. Alpha Phi Omega or APO should not be associated with alcohol, drugs, racism, homophobia, sexism, etc. in any form of social media.

#### **Section 2:** Facebook Groups

All active brothers will be added to the Alpha Phi Omega- Alpha Alpha Chapter Facebook group. This group will serve as a method to pass on important announcements to the chapter. Brothers may use this group to find replacements/substitutes for events after they have contacted everyone on the event's waitlist. Pledges will only be added to the Alpha Alpha Facebook group once they initiate. In the meantime, they will be added to a separate pledge class Facebook group. The Vice President of Communications will work with the Vice Presidents of Pledge Training to manage this group.

All active brothers will also be added to the Brothers of Alpha Alpha Facebook Group. This group will serve as a method to pass on informal announcements to the chapter. Brothers may use this group to advertise events, inform brothers of academic opportunities, etc. Pledges will only be added to the Brothers of Alpha Alpha Facebook group once they initiate.

Facebook groups that are associated with Alpha Phi Omega which include the Alpha Alpha Group, all Pledge Class Groups, the Brothers of Alpha Alpha group, and the Dynasty groups should follow the following policies:

- a. No reference(s) made to alcohol, drugs, racism, homophobia or sexism.
- b. No personal attack(s) on fellow brothers will be tolerated.

Discipline for refusing to follow these policies can result in removal from any or all of the groups. Depending on the nature of the offense, chapter disciplinary procedures as outlined in the bylaws may also be implemented.

### ***14. APO Symbols and Letters*** (Updated April 2016)

**Section 1:** APO apparel cannot be worn at when a brother is publically consuming alcohol or other illicit substances.

**Section 2:** Pledges may wear apparel that reads "Alpha Phi Omega," but may not wear Greek letters or the APO crest until they initiate.

### ***15. Administrative Powers*** (Updated Fall 2014)

**Section 1:** Event policies are in place to regulate the attendance of the pledge and active body. Brothers with administrative privileges are expected to follow the same policies as the rest of the active body.

**Section 2:** If a brother violates the Event policies by removing themselves or another brother from a locked event prior to its start, he or she will be subject to the following actions at the hands of their overseeing Executive Officer.

1. First time offenders- The brother will be notified of the violation and have one half of the hours of the event in question added to their active requirements. This is the same as if a person did not attend event without finding a replacement and notifying the Event Coordinator (EC).

2. Second time offenders- The brother will have administrative privileges revoked and the full amount of hours of the event in question will be added to the responsible brother's requirements. The lack of administrative powers could result in the inability to perform Executive Officer, Director, Chair, or Committee Member duties and could result in inactivation.

**Section 3: Exceeding Privileges**

Those granted administrative privileges have officer duties listed in our chapter's Governing Documents and Executive Officers, Directors, Chairs, and Committee Members are only allowed to perform the duties listed for their specific office. Anyone who goes beyond these duties without the permission of their respective Executive Officer, Director, or Chair will be subject to removal of administrative privileges and possible removal from office by a motion of the Executive Board.

**Section 4: More Serious Offences**

Other serious actions or repeat offenders will result in automatic referral to the Executive Board.

**16. Drivers' Reimbursement** (Updated Spring 2014)

**Section 1: Service Events**

- a. Drivers will qualify for a reimbursement of \$0.20 per mile once they have driven a total of at least 25 miles for service events. This will be tracked via the APOonline website.
- b. Drivers will be reimbursed by the Vice President of Finance at the end of the semester via a method of his/her discretion.

**Section 2: Distance One-Time Events**

- a. To qualify for the reimbursement program, this event must meet the following criteria:
  - i. This event is a leadership, fellowship, service event, or conference
  - ii. This event only occurs once per semester
  - iii. This event requires driving 40 or more round trip miles
- b. Drivers will qualify for reimbursement of \$0.20 per mile when driving at least one other brother to a one-time event.
- c. Drivers will be reimbursed by the Vice President of Finance at the end of the semester unless the driver requests earlier reimbursement. The Vice President of Finance will process the request within two weeks.
- d. Attendees who are not driving to the event will be charged an additional fee to cover the cost, which will be paid *prior* to the event to the Vice President of Finance via a method of his/her discretion. If the attendee does not pay this fee, he/she will not be allowed to attend the event.

Reimbursement Calculation
Round trip miles to event (Mi)
Passengers (P)
$(Mi * \$0.20) / P =$ Gas Charge per Participant rounded up to the nearest dollar

## **17. Awards** (Updated Spring 2016)

### **Section 1: Eligibility**

For purposes of awards, a member in good standing will have completed all established active membership requirements by the end of each semester. Members may only be nominated if they have not previously won the award.

### **Section 2: Time and Place of Voting and Presentation**

If not otherwise stated, the time and place of award voting and presentation will be decided by the Executive Board.

### **Section 3: Awards Committee**

- a. It shall be the duty of this committee to confidentially select brothers for the Chapter Distinguished Service Key, the Chapter Distinguished Service Certificates, and the Kinetic Leadership Knots.
- b. An Awards Committee composed of no less than 7 actives brothers, with at least one brother from each undergraduate academic class with the exception of the senior class, shall be appointed each semester by the Chapter.
- c. The Advisory Committee shall appoint an advisor to serve as a non-voting chair.

### **Section 4: Distinguished Service Key**

It shall be the duty of this committee to confidentially select advisors or graduating brothers for the Chapter Distinguished Service Key. Brothers shall be awarded the Chapter Distinguished Service Key for: Distinguished service on a chapter level, making an outstanding and unique contribution to the chapter as a whole; Exemplifying and furthering, in demonstrable ways, the principles of leadership, friendship, and service; and making a sustained contribution in a leadership role over a period of time. Members of the committee shall be not be eligible for the award. The chapter may present five awards per year for up to 200 active brothers, and one additional award per year for each fraction of 100 brothers above 200 (e.g., for 201 active brothers, a total of five awards may be presented; for 251 brothers, six awards may be presented). Advisors are not counted towards the total. The committee shall coordinate a presenter for each award. The Advisory Chair shall register the award. The Vice President of Finance shall purchase the awards.

### **Section 5: Distinguished Service Certificate**

- a. Each spring, the chapter honors those brothers who have distinguished themselves in the three cardinal principles: leadership, friendship, and service since their time in the chapter.
- b. Active members may be eligible for a Distinguished Service Certificate (DSC) if they have been a member in good standing for three consecutive semesters including their pledge semester.
- c. Up to 20 percent of those eligible can be selected.

### **Section 6: Kinetic Leadership Knot**

A Kinetic Leadership Knot is given to the actives that best exemplify Kinetic Leadership. Kinetic Leadership is the ability to inspire people to move past the thinking stage and on to the doing stage.

### **Section 7: Robert E. Lee Award**

- a. The Robert E. Lee Award, an honor bestowed onto a brother by Alpha Alpha, is to be kept by the chapter and awarded to any active in good standing for exceptional service during his/her membership in Alpha Phi Omega.
- b. Voting: Voting shall be done once every year. Nominations shall not be submitted. Voting shall be by secret ballot, and blank ballots will be counted toward the total. All actives are eligible to vote except those who pledged during the semester in which the vote is taking place. All eligible individuals who receive more than one-third (1/3) of the votes cast shall receive the award.

**Section 8: Brotherhood, Service, Friendship and Leadership Awards**

- a. Eligibility: Any active brother that has been active for at least one semester after initiating.
- b. Voting: These awards will be voted upon annually during the Spring Semester. To be listed on the ballot, a candidate will have to receive at least one written nomination by the Sunday before voting. The winning candidate shall receive a plurality of votes.
- c. The awards are as follows:
  - a. **Krzysztof J. Jablonski Brotherhood Award** - The Krzysztof J. Jablonski Brotherhood Award is given to an active who exemplifies the Cardinal Principles of Alpha Phi Omega, and makes a strong effort to promote the bonds of brotherhood within the Alpha Alpha Chapter.
  - b. **Alpha Alpha Leadership Award** - The Alpha Alpha Leadership Award is given to an Active who exemplifies the Cardinal Principle of Leadership and has ably demonstrated a strong history of leadership within Alpha Alpha.
  - c. **Gregory D. Burks Friendship Award** - The Gregory D. Burks Friendship Award is given to an Active who exemplifies the Cardinal Principle of Friendship and has ably demonstrated a strong history of promoting friendship within Alpha Alpha.
  - d. **Alpha Alpha Service Award** - The Alpha Alpha Service Award is given to an Active who exemplifies the Cardinal Principle of Service and has ably demonstrated a strong history of service within Alpha Alpha.

**18. Traditions**

**Section 1: Selection Process and Eligibility:**

- a. Each tradition will be passed on each semester.
- b. The past recipients of each tradition will pick who to pass down the tradition based on the spirit of the tradition.
- c. The past recipients, or the Awards Chair, will present the tradition to the brother they select.
- d. Unless stated otherwise, any active brother is eligible to receive any tradition they have not been presented.

**Section 2: Tradition Specifics**

- a. **Golden Heart** - The Golden Heart tradition was started by Jeri Higgins during the fall semester of 1991. The Golden Heart is an active that embodies the three

- cardinal principles of leadership, friendship and service and has never held an active elected officer position. The Golden Heart is given a gold, stuffed heart.
- b. **Guardian Angel**- Marnie Slavin started the Guardian Angel tradition during the fall semester of 1996. The Guardian Angel is an active that watches out for other brothers and for the chapter itself. The Guardian Angel is given a stuffed “guard” dog.
  - c. **Unknown Brother**- The Unknown Brother tradition was started by Justin Martin during the spring semester of 2002. The award is given to those who do their service out of the spotlight and with the spirit that helped found the Boy Scouts of America in 1908. The recipients of this award must have been involved with the chapter for at least three semesters without holding an elected office or have received any other chapter traditions.
  - d. **Teddy Bears**- A Teddy Bear is always around to offer support and cheer people up. They provide Teddy Bear hugs whenever someone needs a hug. For this tradition, two people, usually one male and one female, are given stuffed teddy bears.
  - e. **Lush and Brothers of the Bottle**- The Lush is always a good time and they try to make sure everyone is having a good time. A former Lush is called a Brother of the Bottle.
  - f. **Ding and Brothers of the Bell**- The Ding should be a brother who has the ability to brighten people’s day with their warm heart. They have the ability to make people laugh through their outgoingness and spontaneity. A former Ding is called a Brother of the Bell.
  - g. **Northstar**- A North Star Award recipient is an individual that consistently displays outstanding and exceptional leadership. They are intrinsically motivated to go above and beyond for the betterment and positive representation of our chapter. The North Star is not the brightest star in the sky, and as a result may not be the most visible, in the same way that this individual may not be the most recognizable in our chapter, but nonetheless modestly beams their leadership light for all in our chapter to see. This brother constantly surpasses people’s expectations by rising to meet any challenge(s) and motivates others to complete the challenge(s) as well.

Last updated: 4/23/17 SH