

## **Alpha Phi Omega**

### Section 55 Policies and Guidelines ver. 2.2

#### **Section 1**

##### **Document Overview**

The following are the operating policies and guidelines of Alpha Phi Omega Section 55. 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 1.1 Area Comprising Section 55**

Section 55 shall consist of the following counties in Michigan: Alcona, Alger, Alpena, Arenac, Baraga, Bay, Cheboygan, Chippewa, Crawford, Delta, Dickinson, Emmet, Genesee, Gladwin, Gogebic, Houghton, Huron, Iosco, Iron, Keweenaw, Lapeer, Lenawee, Livingston, Luce, Mackinaw, Macomb, Marquette, Menominee, Midland, Monroe, Montmorency, Oakland, Ogemaw, Ontonagon, Oscoda, Otsego, Presque Isle, Roscommon, Saginaw, Sanilac, Schoolcraft, Shiawassee, St. Clair, Tuscola, Washtenaw, and Wayne.

#### **Section 2**

##### **Section Chair**

##### **Section 2.1: Election**

The Section Chair shall be elected annually at the spring section conference 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 Section 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 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 positions shall be appointed annually by the Section Chair to serve concurrently with the term of the Section Chair:

Section Vice-Chair  
Section Service Chair  
Section Leadership Chair  
Section Membership Chair  
Section Treasurer  
Section Secretary  
Section Communications Chair  
Section Awards Chair

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

Sectional Representatives shall be appointed by the Sectional Chair and approved by the Chapter or Chapters to which they are assigned. Their terms shall be concurrent with the term of the Sectional Chair. A Sectional Representative may serve more than one chapter. (National Bylaws: Article X, Section 2-3)

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

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

The duties of the staff appointed positions are listed in appendix A. These duties are to be reviewed and updated by the Section Chair 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, updated list of their duties, as well as suggestions for their successor. All reports must be completed by the conclusion of the Section Chair's term 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 3.6: Ad-hoc Section Staff**

The Section Chair may appoint other staff members to areas of need within the section at any time within the term of the Section Chair. The minimum duties are listed in appendix A.

### **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 4.1.1 Responsible Party**

The Section Chair, or designee, is responsible for the section conference.

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### **Section 4.2: Joint Conferences**

A joint conference shall consist of Sections 53 and 55 conducting their business meeting at the same location on the same day. Joint conferences shall be held until one or both of the sections choose to opt-out of this arrangement.

To opt-out of the Section Conference arrangement, a Section must give notice, in writing, to the Section Chair of the other Section involved in the arrangement. This must be submitted by the Section Conference one year prior to the one where the Section wishes to opt-out and shall allow sufficient time for the Section to solicit bids to host the next Section Conference.

### **Section 4.3: Time and Location**

The section hosting the section conference will alternate between Sections 53 and 55. For example, a fall sectional conference is hosted by Section 53, the following spring sectional conference will then be hosted by Section 55. The following sectional conference will be held by Section 53, and so on. This arrangement shall continue until a section opts-out following the procedure listed in Section 4.2.

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 in good standing belonging to the section that are present and voting at a section conference. 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.

In the event that no chapters from the section that is scheduled to host the next sectionals conference submit bids, chapters from the other section may submit bids at that time.

All of the above decisions concerning the sectional conference are subject to the approval of the Region Director. (National Bylaws: Article X, Section 3)

### **Section 4.4: 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 4.5: Quorum**

A quorum to do business shall consist of one half (1/2) of the chapters in good standing in the section entitled to vote.

### **Section 4.6: Parliamentary Authority**

The rules contained in Robert's Rules of Order, latest 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

Other awards are to be determined by a vote of the voting delegates of member chapters in good standing of Section 55.

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### **Section 5.2: Criteria**

The criteria for the Section awards are listed in appendix B. Amendments to the awards criteria shall be presented in writing and may be made by the Awards Committee or by a simple majority vote of the delegates of 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 considered at least 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 (if necessary); developing new awards and their criteria; aiding in the presentation of the Section awards; and recommending Section Certificates of Appreciation or additional awards (if necessary).

The Section Awards Committee Chair 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 shall be designed to protect the Section and the National Fraternity from financial risk. This policy is included in appendix C. This policy is to be reviewed and updated 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 any 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 appendix D. 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 7.1 Notification of Violation of Risk Management**

In the event of a possible violation of Risk Management policy, the current Section Chair and the Region Director shall be notified as soon as possible by phone or other means. This notification will allow the maximum amount of time to be used to investigate the possible violation.

## **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 shall be submitted in writing to the Section Chair, who shall distribute them to the

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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.

**Appendix A**  
**Alpha Phi Omega Section 55 Officer Duties**

**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 a Section Staff;
- H) Appoint the Section Vice-Chair, Section Awards Chair, Section Communications Chair, Section Leadership Chair, Section Membership Chair, Section Service Chair, and Section Treasurer/Secretary as well as any other positions deemed necessary;
- I) Co-sign checks from the Section bank account(s);
- J) Address Chapter requests;
- K) Foster inter-chapter activities;
- L) Communicate the concerns of the Chapters to the Region 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 other Section Chairs;
- Q) Establish and maintain relationships with the Region Director and any other National, Regional, and Sectional staff members where possible;
- R) Encourage participation in and attend, whenever possible, activities outside of the Section;
- S) Ensure the promotion and preservation of Section history and traditions through the education of the brothers of the Section;
- T) Ensure maintenance and updating of records of Section participation at Sectional, Regional, and National events and activities;
- U) Ensure at least one section conference per academic year;
- V) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
- W) Serve as a resource for Chapters.
- X) Submit a complete position report at the conclusion of his or her term.

**Section Vice-Chair**

1) Purpose: The purpose of the Section Vice-Chair is to assist the chair in administering the Section Chair in administering the Section. The Vice-Chair is also responsible for the Section Conference, Long Range Planning, and Section Parliamentary duties.

2) The Section Vice-Chair shall:

- A) Assist the Section Chair in his or her responsibilities;
- B) Take place of Section Chair in his or her absence;
- C) Maintain the Section Conference Planning Guide;
- D) Coordinate the Section Conference;
- E) Maintain the Section Policies and Guidelines;
- F) Ensure that parliamentary procedure is followed for Section meetings;
- G) Coordinate the Section Long Range Planning program;
- H) Co-sign checks from the Section bank account(s);
- 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.

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### Section Service Chair

- 1) Purpose: The purpose of the Section Chair 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 National Service Week, National Spring Service Day, and the Program of Emphasis;
  - 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 a Section Service Conference (SSC), as needed;
  - E) Coordinate and promote the annual Section Service Project;
  - F) Encourage Chapters to apply for the Fraternity's Youth Service Grants;
  - 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 Leadership Chair

- 1) Purpose: The purpose of the Section Leadership Chair is to facilitate the Fraternity's leadership program in the Section and develop leadership in the Brothers of the Section.
- 2) The Section Leadership Chair shall:
  - A) Incorporate the Fraternity's leadership program, which may include APO LEADS, in the Section's leadership program;
  - B) Maintain the Section Leadership Development Manual;
  - C) Coordinate and promote Section Leadership events;
  - D) Deliver Leadership Development Seminars as needed by Chapters;
  - E) Promote attendance at Fraternity leadership opportunities;
  - 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 Membership Chair

- 1) The purpose of the Section Membership Chair is to oversee membership in the Section, coordinate extension efforts, and coordinate Section fellowship activities.
- 2) The Section Membership Chair shall:
  - A) Review Fraternity reporting and ensure that Chapters are in good standing;
  - B) Coordinate Section fellowship;
  - C) Coordinate extension efforts with Petitioning and Interest groups;
  - D) Identify struggling Chapters, report information regarding them to the Section Chair, and assist in improvement efforts;
  - E) Develop materials to assist with rush programs;
  - F) Coordinate advisor related activities;
  - G) Promote Section alumni involvement;
  - H) Promote Fraternity Life Membership;
  - 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 Treasurer

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

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- A) Collect Section dues and other Section monies;
- B) Ensure Chapters complete annual audit of their financials;
- C) Maintain the Section bank account(s);
- D) Prepare an annual Section budget;
- E) Reconcile actual expenses versus budget expenses;
- F) Co-sign checks from the Section bank account(s);
- G) Ensure that Section debts are paid;
- H) Archive event expense reports at the conclusion of each event;
- 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 Secretary

- 1) Purpose: The purpose of the Section Secretary is to create a permanent record of all Section meetings.
- 2) The Section Communications Chair shall:
  - A) Ensure minutes are taken at all Section meetings and maintain an archive of these minutes for the current term;
  - B) Develop and make available public relations tools for Chapter use;
  - C) Stay informed on Fraternity National Bylaws, Standard Chapter Articles of Association, operating, membership, risk management, and other policies and their effect on the Section;
  - D) Review Chapter Bylaws or Policies upon request;
  - E) Serve as the Parliamentarian at Section Meetings;
  - 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 Communications Chair

- 3) Purpose: The purpose of the Section Communications Chair is to oversee the maintenance of the Section communications outlets.
- 4) The Section Communications Chair shall:
  - A) Ensure maintenance of the Section web site;
  - B) Produce Section mailings, as necessary;
  - C) Maintain the Section email distribution list(s);
  - D) Promote all Section communication services;
  - 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 Awards Chair

- 1) Purpose: The purpose of the Section Awards Chair is to coordinate the Section awards process and to organize and chair the Section Awards Committee.
- 2) The Section Awards Chair shall:
  - A) Set the location and time of all Awards Committee meetings;
  - B) Announce awards criteria and distribute nomination forms (when necessary);
  - C) Review all Section awards nominations to ensure that they include all criteria required to receive the award;
  - D) Order all certificates, pins, Distinguished Service Keys, and plaques for presentation;
  - E) Inscribe traveling awards;
  - F) Arrange for personalization of award certificates;
  - G) Organize presentation of awards;
  - H) Maintain a list of all recipients of Section awards;
  - 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;

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- 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 Representative**

1) Purpose: The purpose of a Section Representative is to serve as a liaison between the Section Chair and a specific chapter, to encourage service by the Active Brothers of the Section and to facilitate the Fraternity's service programs in the Section.

2) The Section Representative shall:

- A) Communicate information about Section news and events to the Chapter;
- B) Communicate all concerns from the Chapter to the Section Chair;
- C) Report any observed concerns to the Section Chair for follow-up;
- D) Visit the assigned chapter;
- 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) Perform all other duties as assigned by the by-laws of the chapter they represent;
- I) Submit a complete position report at the conclusion of his or her term.

**Ad-hoc Section Staff**

1) Purpose: The purpose of Ad-hoc Section staff is work on areas of need that have been identified by the Section Chair.

2) Ad-hoc Section Staff shall:

- 1) Serve on a standing committee
- 2) Assist appointed staff members with their duties if necessary
- 3) Complete tasks assigned by the Section Chair

**Appendix B**  
**Alpha Phi Omega Section 55 Awards Criteria**

**Section Distinguished Service Key**

The Section Distinguished Service Key is awarded to an individual who has given outstanding service at the Sectional level. Take careful consideration in preparing the nomination, as the Distinguished Service Key is one of the highest awards an Alpha Phi Omega member can receive. This Brother should also fulfill the three Cardinal Principles as a member of Alpha Phi Omega. It is recommended that a candidate should have been active for at least one academic year prior to consideration.

A nominee for this award requires a three-fourths vote (3/4) of the chapters in good standing in the section to receive the award. The vote is held during an Awards committee meeting at a sectional conference.

Persons nominating someone shall describe how this brother has exemplified the three Cardinal Principles and include details on the following criteria and other information:

- A) Commitment;
- B) Reliability and availability;
- C) Quality and quantity of service;
- D) Enthusiasm;
- E) Diversity of involvement;
- F) Unselfish giving of time, service, and money;
- G) Outstanding differences made in the Section;
- H) Past and present efforts and accomplishments for a consistent period (at least one academic year);
- I) How long this brother has been in Alpha Phi Omega, including pledging;
- J) The nominee's name and Chapter;
- K) The nominator's name and Chapter.

**The Pledginator**

The Pledginator is awarded to the chapter who has the biggest ratio of pledges to actives for the semester. The trophy is a small action figure painted in APO colors with a Superhero P on his chest to stand for Pledginator.

**The Hitchhiker's Guide to APO**

The Hitchhiker's Guide to APO is for the chapter who travels to see other chapters. The award will consist of a suitcase containing odds and ends that may be needed for traveling, along with a book for the chapter who wins to write about their journeys and include a photo of themselves.

**Sam Stocker Services Award**

The Sam Stocker Services Award is for the Best Service Project. It is given for a specific large event or long term, regularly scheduled service project. It may include other chapters or organizations from the campus or community.

To apply for the award, please explain the service project effort and include details on the following criteria:

- a) The Chapter(s) who organized the event
- b) The name of the individual or organization being served
- c) The number of people involved in the project
- d) The amount of funds raised (if applicable)
- e) How often the event occurs
- f) Any other significant details about the project
- g) The nominators name and Chapter

**Chain Gang Award**

The Chain Gang Award is presented to the chapter that has the highest average number of service hours per brother. The award will be given every conference. The Section Service Chair will determine the recipient based on the number of service hours reported divided by the number of brothers as listed on the Perpetual Inventory dated the day before Sectionals are to begin. *The award is a painted bowling ball on a chain.*

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### **Percentage Attendance Award / Gang's All Here Award**

Percentage Attendance Award is given to the chapter that has the highest percentage of its members in attendance at the Sectional, Regional, or National Conference. The percentage is figured by dividing the number of Actives present at the Sectional Conference by the number of Active members as listed on the perpetual Inventory dated the day before conference is to begin ( this will include "new" actives this way). Pledges reported to the National Office will be counted in these totals. Chapter Advisors who attend the Sectional Conference will count as extra-credit. The host chapter and alumni are not eligible. *Clown Car*

### **Roll Out Award**

The Roll Out Award is given to the chapter who's Roll Call is judged the best by a panel of alumni chosen by the Section Chair.

### **Brother of the Semester**

The Brother of the semester award is given to a previously nominated brother who has demonstrated great dedication to the fraternity in the previous semester. A written explanation of why the nominee should receive this award should be submitted prior to sectional conference. The Awards committee will meet and determine the recipient at the conference.

### **Pledge of the Semester**

The Pledge of the semester award is given to a previously nominated pledge who has demonstrated great potential to the fraternity in the previous semester. A written explanation of why the nominee should receive this award should be submitted prior to sectional conference. The Awards committee will meet and determine the recipient at the conference.

**Appendix C**  
**Alpha Phi Omega Section 55 Finance Policy**

Alpha Phi Omega Section 55 (“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. An academic year is defined as June 1st to May 31<sup>st</sup>. The budget year for Section 55 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**

Any funds that are collected for sectional purposes should be held at an accredited, insured financial institution by an active chapter of the section or other fully qualified organization. It is recommended that any sectional funds be held in an account that is separate from the main account of a chapter or qualified organization. The name of said account must be *Alpha Phi Omega Section 55*. The account shall list the names of three (3) members of the Section Staff, two of which must be the Section Chair and the Section Treasurer. All check writing must require the signature of two of the three signers.

Both the Section Treasurer and the Section Chair should review all account statements as they are received.

**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 55”, or through electronic payment systems. The Section should avoid receiving any cash payments.

A written receipt must be provided, if a cash payment is made.

**Dues**

The Section shall collect dues of two (2) dollars 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 voting delegates of 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

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### **Loans to Chapters**

Chapters in the section may apply for a loan of funds from the section treasury. The chapter applying for the loan shall submit a written proposal to the Section Chair, Section Treasurer, and their Section Representative. The proposal shall include, but not be limited to: the amount of funds being requested, what the funds will be used for, why the chapter cannot pay the amount from the chapter's treasury, and how the chapter plans to repay the loan.

The Section Chair, Section Treasurer, and the Section Representative of the chapter shall discuss the proposal. Within ten (10) business days of the proposal being submitted to all of the above mentioned parties a decision shall be returned to the chapter. If the loan has been approved a check shall be issued to the chapter from the section treasury. If the loan was denied the chapter shall be notified of why the denial was made.

The chapter shall repay the loan within one (1) calendar year.

### **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 55 without the expressed written approval of the Section Chair.

No member of Alpha Phi Omega Section 55 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, shall 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 Treasurer shall 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 55 finance policies.

## **EVENTS**

### **Budget**

#### **Section Conference**

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

The Chapter shall stay within the budget they have submitted and shall 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 shall be received in advance of the event. The Chapter hosting the event shall 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 shall 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 10 days of the event. Requests for refund must be made to the Section 55 Chair by the requesting party. Extenuating circumstances shall 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 present at a Section Staff meeting which has been called with a minimum of 14 days notice, or 2) a majority vote of the voting delegates of the member Chapters in attendance at a Section Business meeting.

## **Appendix D**

### **Alpha Phi Omega Section 55 Risk Management Policy**

#### **Statement of Purpose**

Alpha Phi Omega Section 55 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.

Membership, human dignity and respect serve as the foundation of Risk Management. As we plan our activities, we should be aware of this at all time. 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 the fraternity.

#### **Hazing**

No Alpha Phi Omega 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 agreement 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)**

## **Ver 2.2**

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 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

### Revisions to the Alpha Phi Omega Section 55 Policies and Guidelines

This appendix shall keep an accurate account of all changes, additions and deletions to the Alpha Phi Omega Section 55 Policies and Guidelines, including the date that such activity was enacted.

On April 2, 2005, the voting delegates of the newly formed Section 55 voted this guide into effect by a unanimous vote.

#### **On October 29<sup>th</sup>, 2005, the following changes were adopted at the Fall Region Conference at Western Michigan University:**

Section 3.1 Strike the words “Section Treasurer/Secretary” and replace with the words “Section Treasurer” and “Section Secretary”.

Section 3.2 Strike the words “Section Representatives are alumni of the fraternity appointed by the Section Chair and approved by the Chapter to which they are assigned” and insert “Sectional representatives shall be appointed by the Sectional Chair and approved by the Chapter or Chapters to which they are assigned” at the beginning of section 3.2 before the words “Their terms shall.”

Section 3.2 Add the words “A Sectional Representative may serve more than one chapter” after the words “the term of the Sectional Chair.”

Section 4.2 Strike the word “both” between the words “of” and “sections” and adding the words “53 and 55” between the words “sections” and “conducting.”

Section 4.2 Strike the word “location” and insert the word “place” after the words “in the same,” and by strike the words “at the same time” and insert the words “on the same day.”

Section 4.2 Add the words “Joint conferences shall be held until one or both of the sections choose to opt-out of this arrangement” at the end of the first paragraph in said section.

Section 4.3 Add the words “The section hosting the section conference will alternate between Sections 53 and 55. For example, a fall sectional conference is hosted by Section 53, the following spring sectional conference will then be hosted by Section 55. The following sectional conference will be held by Section 53, and so on. This arrangement shall continue until a section opts-out following the procedure listed in Section 4.2.”

Section 4.3 Strike the words “the voting delegates from the member Chapters of the Section(s)” and insert the words “those Chapters in good standing belonging to the section that are present and voting at a section conference” before the words “The date of the joint Section Conference.”

Section 4.3 Add the words “the” in between the words “no Chapters in” and “Section that.”

Section 4.3 Strike out the word “will” and insert the words “is scheduled to” in between the words “section that” and “host the next sectionals.”

Section 4.3 Strike out the words “All of these” and insert the words “All of the above decisions concerning the sectional conference” before the words “are subject to the approval of the Region Director.”

Section 4.3 Insert a reference to the National Bylaws: Article X, Section 3 after “approval of the Region Director.”

**Ver 2.2**

Section 5.1 inserting the word “voting delegates of member” before “chapters of Section 55” and after “determined by a vote of the”.

Section 7.1 Add a section titled “Notification of Violation of Risk Management” and with the paragraph “In the event of a possible violation of Risk Management policy, the current Section Chair and the Region Director shall be notified as soon as possible by phone or other means. This notification will allow the maximum amount of time to be used to investigate the possible violation.”

Appendix B – Add all Section awards with the exception of the description of the Section Distinguished Service Key.

Appendix C – Accounts Strike the words “A checking account will be maintained for the purpose of holdings Section funds. The account should be held at an accredited, insured financial institution” and insert “Any funds that are collected for sectional purposes should be held at an accredited, insured financial institution by an active chapter of the section or other fully qualified organization. It is recommended that any sectional funds be held in an account that is separate from the main account of a chapter or qualified organization” before the words “The name of.”

**On October 28<sup>th</sup>, 2006, the following changes were jointly adopted by Section 53 and 55 at the Fall BiSectional Conference at the University of Detroit - Mercy:**

Appendix C – Events Strike the words "There shall be no refunds within 5 days of the event." Replace with words "There shall be no refunds within 10 days of the event. Requests for refund must be made to the Section 55 Chair by the requesting party."

End of 2.01 Changes – 10/28/06

**On November 1st, 2008, the following change was adopted by Section 55 at the Fall BiSectional Conference at Western Michigan University:**

Appendix B – Revise all Section awards with the exception of the description of the Section Distinguished Service Key.

End of 2.2 Changes – 11/1/08