

## The Policies of 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/recreational drugs or alcohol prior to and during any event. Violators will be immediately removed from the event and 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 as the Event Coordinator.
- c. If the Event Coordinator can no longer attend the event, they must notify the Project Coordinator or the Event Creator of their absence and find an attendee to be the substitute Event Coordinator. The Project Coordinator or the Event Creator will update the event on APOonline and the substitute Event Coordinator will take on the responsibilities.

#### Section 3: Event Cancellation

- a. If an event is canceled, then the brothers signed up will not be awarded points for the event.
- b. If a canceled 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. For service events, the full amount of points for the event will be added to their requirements if they give reasonable notice to the Event Coordinator prior to the event. For all other events, half points will be added.

- ii. If prior notice is not given for a service event, the full amount plus half the points from the event will be added to their requirements. The total additional points may not exceed 10. For all other events, the full amount of points will be added.
- 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, the Risk Management Director, and an Executive Board member must serve as Event Coordinators for the event. The Executive Board member will be listed in the event description. 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 also determine the number of Sober Patrol.

#### **Section 6: Independent Service Points**

- a. Independent points from external service activities can be used towards a member's requirements.
- b. The number of independent service points applicable towards fulfilling the service requirement is up to the discretion of the Vice Presidents of Service.
- c. Independent service 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, and alternative meetings approved by the Membership Committee.
- b. Each Chapter Meeting and Special Meeting, and alternative meetings 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. Chapter Points for alternative meetings will be awarded to a brother at the discretion of the Vice President of Membership.
- e. If a brother receives credit for attending an Executive Board Meeting, they may not receive a Chapter Point for the following 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 Robert's 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 4: 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 5: 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. The deadline must be determined and announced by the Vice President of Membership by the third chapter meeting. 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 6: 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 7: 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 8: 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. Finances**

**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. Associate dues shall be the same as Active dues. 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. 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 reimburse them. 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. A brother 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: Financial Accounts**

- a. The chapter has the following acceptable forms of electronic financial payments: PayPal, Square, and Venmo.
  - i. Only the Vice President of Finance, the President, and the Advisory Chair have access to PayPal and Square accounts. Only the Vice President of Finance and President have access to the Venmo account.
- 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 FDIC protected bank account. During the prescribed periods of dues payments, the Vice President of Finance should transfer the PayPal account balance daily.
- c. The Venmo account should be emptied on a daily basis.

## **Section 7: Fundraising**

Any committee involved in fundraising for the chapter must have a designated member, selected by the chair/director, in charge of collecting any cash immediately following the event. This designated member must deliver any money raised to the Vice President of Finance or Director of Finance within 48 hours.

**Section 8:** The Krzysztof J. Jablonski Scholarship

The Krzysztof J. Jablonski scholarship is an application-based scholarship with the purpose of providing monetary compensation to deserving brothers of the Chapter to cover the cost of registration for various conferences. Recipients of the scholarship will be determined by the Director of Finance based on the quality responses to application questions, over need-based consideration

**5. Storage Space**

**Section 1:** 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 the needs of Alpha Phi Omega.

**Section 2:** It is the Secretary's responsibility to arrange a date for the brother(s) to visit the Storage Space.

**Section 3:** Only active brothers or affiliates of Alpha Phi Omega may visit the Storage Space.

**Section 4:** No perishable items will be stored in the Storage Space.

**6. Intramurals**

**Section 1:** The Recreation Chair, as captain of each intramural team, will pay the full cost of team registration to Campus Recreation out of pocket, and then be reimbursed the full cost by the Vice President of Finance.

**Section 2:** 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 to decide which brother will be held liable.

**Section 3:** The Recreation 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. Each participating brother must submit their payment before they will be eligible to play.

**7. Disciplinary Procedure**

**Section 1:** Purpose and Outline

It is the purpose of the Disciplinary Procedure to impartially investigate situations in conflict with the Alpha Phi Omega National and Chapter Governing Documents (henceforth referred to as "fraternity policies") or the University of Illinois at Urbana-Champaign Student Code. The Judicial Review Committee (JRC) is charged with investigating any alleged violations and taking action against individuals associated with the violations, if deemed appropriate.

**Section 2:** Judicial Review Committee Membership

- a. The Judicial Review Committee will consist of the members described as follows:
  - i. The Sergeant-at-Arms.

- ii. One voting member of the Executive Board, excluding the President.
  - iii. At least three active members not fulfilling the criteria prescribed above.
  - iv. The Advisory Chair, or an alternative advisor designated by the Advisory Chair, as a non-voting member.
  - v. Five alternate members, consisting of one Executive Board member and four active members.
- b. **Conflict of Interest.** No member may serve on the Judicial Review Committee if they are involved or associated with the issue at hand. If there is a conflict of interest involving the Sergeant-at-Arms, then the sitting Executive Board member on the Judicial Review Committee will take the place of the Sergeant-at-Arms. If there is a conflict with both the Sergeant-at-Arms and the sitting Executive Board member, the alternate Executive Board member will lead the Judicial Review Committee. If there is a conflict of interest involving the Sergeant-at-Arms and the two Executive Board members, the President and the Advisory Chair will appoint an Executive Board member to chair the Judicial Review Committee.
- c. **Selection.** The members and alternate members of the Judicial Review Committee must be approved by the chapter by the second business meeting of the semester. The Chapter must approve JRC by a two-thirds vote.

### Section 3: Call to Action

- a. **Intake and Review.** All concerns about violations of the fraternity policies will be referred to the Sergeant-at-Arms and Advisory Chair. The allegations will be reviewed and a charge letter will be drafted.
- b. **Calling the Investigation.** An investigation by the Judicial Review Committee can be called by one of the following methods:
- i. A motion can be made during an active, Executive Board, or Internal Review Committee meeting and passed with a majority vote.
  - ii. A letter can be sent to the Internal Review Committee or the Executive Board. Following a majority vote by the notified committee, the Judicial Review Committee can be called to order.
  - iii. Whichever body calls the Judicial Review Committee is responsible for bringing the charges in a formal written letter.
- c. **Notification of Investigation.** The Sergeant-at-Arms will send the final charge letter to the brother(s) in question and the Judicial Review Committee to notify both parties of the investigation.
- i. If a brother in question does not admit to the charges, the brother must provide a written response to the allegations within three business days. The response must include the brother's reaction to the charges, outline any possible mitigating factors in the offense, and include the names and contact information of potential witnesses.
- d. **Failure to Participate.** If a brother fails to participate in the process by not attending a meeting and/or not providing information, the JRC may render a decision based on available information.

### Section 4: Investigation Process

- a. **Disclosure of Investigation Progress.** 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. This includes, but not limited to, communication through electronic means.
- b. **Records of the Investigation.** Minutes shall be recorded for each meeting and submitted to the Committee Chairperson. A formal brief outline of the facts of the investigation is to be written up and kept by the Sergeant-at-Arms. All records of investigation must be uploaded to the shared dropbox file with the advisory chair. Remaining records must be removed from all associated accounts of the Sergeant-at-Arms at the end of the semester. This includes, but is not limited to, the initial form, emails, notes, given sanctions, and general evidence.
- c. **Leadership.** The chair of the investigation and the JRC is to be the Sergeant-at-Arms or the other Executive Board member on the committee if the Sergeant-at-Arms is not serving.
- d. **Discussion of the Charges.** The Judicial Review Committee will discuss the issue and determine whether or not further action is required.
- e. **Investigation.** If the Judicial Review Committee decides that further action is needed, the JRC Chair will contact all parties involved and ask for their testimonies, either verbal or written.
  - i. Witnesses are given the option of remaining anonymous.
  - ii. When conducting interviews, the JRC 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.
- f. **Deliberations.** The deliberations will proceed as follows:
  - i. There will first be a review of evidence, then a determination of the facts and a decision as to whether it is more likely true than not true that the brother's conduct constitutes a violation of the fraternity policies.
  - ii. If a violation is found, the JRC will deliberate again and the appropriate actions will be determined as listed in Section 5 of this policy.
  - iii. The final decision of the JRC must pass with a 2/3 vote of the Judicial Review Committee
- g. **Conclusion.** A letter confirming the decision of the JRC will be delivered to the brother(s) in question. If a sanction is imposed, this letter will include a statement of the brother's right to appeal within five days. The chapter will be notified of the investigation's end, and if a sanction or reprimand is given, without further information of the investigation.

#### **Section 5: Possible Actions**

Actions include, but are not limited to, the following:

- a. **Finding of No Violation.** This action can occur at any stage of the procedure.



- b. **Finding of Violation.** This action occurs when the disciplinary body has established that fraternity policies or the University of Illinois at Urbana-Champaign Student Code has been violated based on the available information.
- i. **Formal Sanction Options:**
1. **Reprimand.** A reprimand is an official communication that a brother's behavior is inappropriate for a member of the fraternity. A reprimand is maintained in the Chapter's records until the brother graduates and would serve as a basis for further sanctioning should subsequent violations occur.
  2. **Probation.** A probation is a reprimand that includes conditions and/or restrictions.
    - a. **Conditions.** Conditions may include, but are not limited to, additional programming, educational programs, and/or restitution.
    - b. **Restrictions.** A brother may be restricted from certain activities including, but not limited to, attending social events, conferences, and/or banquets; holding leadership roles; and/or receiving chapter awards.
  3. **Revocation of Membership.** Revocation of Membership is a formal request to the National Fraternity to revoke a brother's membership in Alpha Phi Omega in addition to a suspension from the Alpha Alpha Chapter. Revocation of membership should only be considered in the most extreme circumstances.

#### **Section 6: Interim Suspension**

The Executive Board, with the consent of the Advisory Chair and a 2/3 vote, holds the power of interim suspension of active membership. The President, Advisory Chair, and Sergeant-at-Arms with a 2/3 vote, hold the power to temporarily remove a brother from any leadership position pending the conclusion of the investigation.

#### **Section 7: Timely Action**

The investigation must conclude by the second business meeting after the reporting of the incident to the Judicial Review Committee. If an extension is necessary, the JRC will request for an extension from the active body or the Executive Board and a one-week extension may be given.

#### **Section 8: Appeals Process**

Appeals are not new hearings. Rather, the appeal will be limited to a review of the JRC's findings and supporting documents. Appealed sanctions will go into effect, contingent on the findings of the Appeals Committee.

- a. **Who May Appeal.** An appeal of the Judicial Review Committee's initial decision can be made by an active member, advisory member, or the brother(s) in question.

- b. **Grounds for Appeal.** If the JRC's decision is found to be unjust, a notice of appeal can be submitted to the Sergeant-at-Arms.
- c. **Notice of Appeal.** The appealing party must sign and submit a Notice of Appeal to the Sergeant-at-Arms within five days of the announcement of the JRC's initial decision. Upon request, the appealing party may remain anonymous to all but the Sergeant-At-Arms and Advisory Chair.
- d. **Content of Notice of Appeal.** The Notice of Appeal must contain the following: (1) specific grounds for appeal; (2) specific amendment(s) to sanctions; (3) brother's reasons in support for the amendment(s) requested.
- e. **Review of Appeal**
  - i. **Appeals Committee Membership.** The Internal Review Committee will serve as the Appeals Committee, unless they were the body that called the Judicial Review Committee. In the case that the Internal Review Committee called the Judicial Review Committee, the Executive Board will serve as the Appeals Committee. The alternate members of JRC will join whichever body is serving as the Appeals Committee. No member may serve on the Appeals Committee if they are involved or associated with the issue at hand.
  - ii. **Procedure**
    - 1. The chair of the Judicial Review Committee will give an overview of all appeals procedures to the Appeals Committee.
    - 2. The Judicial Review Committee will present their report and each sanction they have made against the brother(s) in question.
    - 3. The brother(s) in question should discuss the accuracy of the report and their opinion on the JRC's verdict and sanctions. The brother(s) in question can also bring up any mitigating circumstances.
    - 4. The brother(s) in question or the Executive Board may request for the Appeals Committee to call in individuals who were involved in the incident for questioning. If deemed necessary by the Appeals Committee, these individuals will be brought in for questioning.
  - iii. **Deliberation Procedure**
    - 1. The brother(s) in question and the Judicial Review Committee will leave the room.
    - 2. The Appeals Committee then discusses the reports and sanctions.
  - iv. **Authority.** The Appeals Committee may, with a 2/3 vote, decide to:
    - 1. Affirm the action.
    - 2. Reverse the action taken by the original hearing body and dismiss the case.
    - 3. Amend any sanctions imposed based on information presented during the appeals process.
- f. **Notice of Decision.** A decision will be communicated to the brother(s) in question and the JRC within 5 days of the decision of the Appeals Committee. The chapter will be notified of the Appeals

Committee's findings at the following business meeting. The decision of the Appeals Committee will be considered final.

## **8. Long Trip Procedure**

*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 drivers 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**

### **Section 1: Preparation**

- a. The Executive Board will collectively approve a time and location for Pledge Review.
- b. The Vice President of Membership will compile a list of pledges who have not completed their requirements by the deadline. This list should be sent to the Vice Presidents of Pledge Training at least 24 hours before Review.
- c. The Vice Presidents of Pledge Training will recommend probationary requirements where appropriate for each pledge.
- d. The Vice President of Membership and the Sergeant-at-Arms 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. Concerns may be submitted formally to the Sergeant-at-Arms through the Concern and Complaint form or brought in person to Pledge Review by Committee. Any concerns must be submitted by that Membership meeting; a brother that wishes to bring a new concern to Pledge Review by the Chapter must receive permission from the Sergeant-at-Arms, Vice President of Membership, and President.
- b. A concern may not be made anonymously; however, the identity of the brother who raised the concern may be kept between the Sergeant-at-Arms and the Vice President of Membership.

## **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 Presidents of Pledge Training will provide the committee with recommended probationary requirements.
  - iii. The pledge will have the opportunity come before the committee and should provide a personal statement explaining the circumstances related to their review. Should the pledge be absent and due effort has been made to contact them, the meeting will continue. 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.

- iv. The committee will discuss the concerns and vote according to the procedure in Section 3d.
  - v. Following the vote, the Vice Presidents 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 brother bringing the concern would like to remain anonymous to the committee, the Vice President of Membership will present the concern on their behalf.
  - iii. The pledge will have the opportunity to come before the committee and provide a statement regarding the circumstances related to their review. Should the pledge be absent, and due effort has been made to contact them, the meeting will continue.
  - 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 Presidents 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 of 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. A pledge may only be removed from the consent agenda at Chapter if a brother's concern is approved by the Sergeant-at-Arms, Vice President of Membership, and President beforehand.

## ***10. Elections***

### **Section 1: Procedure**

An election procedure will be proposed by the Executive Board no later than the business meeting preceding elections. The procedure must be approved by a majority vote of the Chapter

### **Section 2: Concerns**

Concerns raised against a candidate must be submitted formally to the Nominations Committee Chair through the Candidate Concern form. Any concerns must be submitted prior to the Deliberations Meeting. A concern may not be made anonymously; however, the identity of the Brother who raised the concern will only be known to the Nominations Committee Chair and the Sergeant-at-Arms.

### **Section 3: Requirements**

A member will have all established membership requirements logged and reflected on APOonline with the exception of chapter points by midnight before elections. Chapter points must be completed by the end of elections.

## ***11. Risk Management Policy for the Alpha Alpha Chapter of Alpha Phi Omega***

### **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 the Alpha Alpha Chapter of Alpha Phi Omega determines to be an official fraternity event.

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

It is understood that each individual has their own tolerances for what is and what is not harassment. It is the responsibility of each member to accommodate, to the best of their ability, the tolerances of each individual. The Alpha Alpha Chapter of Alpha Phi Omega will not tolerate harassment of any type.

- a. No member shall take part in hazing activities. Hazing is defined as any action taken or situation created, as defined by the victim(s), 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 gender identity, race, ethnicity, physical or emotional disability, age, marital status or sexual preference.
- c. The Alpha Alpha Chapter of Alpha Phi Omega will not tolerate or condone any form of sexual misconduct or harmful actions of a sexual nature, including but not limited to, domestic violence, rape, sexual harassment, sexual assault, verbal, mental, or physical violence.

### **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 office 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 Vice President of Finance. The Vice President of Finance will bring any requests to the Budget and Appropriations committee for 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 if the amendment is greater than \$100. Approved requests under \$100 will be brought before the active body for notification.
- g. All non-university bank accounts require two (2) signatures for all transactions.
- h. The Chapter will, annually, file appropriate tax forms with the local, state and federal governments.
- i. All account statements will be reviewed by both the Vice President of Finance and the Audit Chair as they are received, except during the summer session when the summer chairperson must review account statements with another member of the active body.
- j. 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.
- k. No individual member of the Alpha Alpha Chapter of Alpha Phi Omega may collect money in the name of the chapter under their own name.
- l. 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.

#### **Section 4: Alcohol and Drugs**

- a. The possession, sale, and/or use of alcohol and illicit/recreational drugs 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.
- b. The Alpha Alpha Chapter of Alpha Phi Omega does not condone the use of alcohol or illicit/recreational drugs as part of their membership recruitment "rush" or pledge education programs. No chapter funds shall be used to purchase alcohol or illicit/recreational drugs under any circumstances. At social events where alcohol is provided, adherence to Alpha Alpha's Social Responsibility Code (SRC) and the establishment's regulations 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.

**Section 7: 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. The activity's member-in-Charge shall ensure that special training and/or supervision in the use of tools and equipment is provided.

**Section 8: 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 9: Education**

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

**Section 10: 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 will be subject to investigation by the Judicial Review Committee.



## ***12. Social Responsibility Code***

**Section 1:** In the spirit of brotherhood and unity, the Alpha Alpha Chapter of Alpha Phi Omega recognizes the importance of the safety of 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/or Sober Patrol.
- b. Every member and guest is responsible to be aware of and to follow 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.
- e. All members and guests of social events must adhere to the establishment's Code of Conduct, including but not limited to, age, etc.

### **Section 3: Guidelines**

- a. Every member must pay their dues before attending any social event.
- b. Every member must have obtained the first risk management point before attending any large scale social event.
- c. Every member is allowed to bring one guest to a social event, unless otherwise specified by the Vice President of Friendship, and the guest must be paid for and documented 24 hours prior to the start of the social event.
- d. The Event Coordinators and/or Sober Patrol will notify the proper authorities in cases of emergency.
- e. Harassment of any kind (including, but not limited to, physical, verbal, and sexual) will not be tolerated.
- f. If all Sober Patrol shifts are not sufficiently staffed within 48 hours of the event as determined by the President, it will be canceled. Furthermore, if at any time the event is not sufficiently staffed as determined by the Event Coordinators, the event will end.
- g. 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.
- h. The Event Coordinators have the final authority on all decisions at the event.
- i. If the Event Coordinators are incapable of performing their duties as set forth in the Social Responsibility Code, another Executive Board member has the right to relieve them. If no one is available or capable, Sober Patrol may exercise this right.
- j. All social events will be staffed by a licensed bartender.

- k. If any member is cut off by sober patrol, an event coordinator, or staff, the incident is subject to possible investigation by the Judicial Review Committee.
- l. 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.
- m. All members must maintain respect and adhere to the Social Responsibility Code during virtual events and/or online interactions.

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

- a. Event Coordinators 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 copy of all Sober Patrol personnel with him/her. They have the ability to temporarily relieve any other position at the event. They should also attempt to maintain a full sober patrol roster at all times during 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 Event Coordinator or member of Sober Patrol 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. Alpha Alpha is not liable for any guests.

***13. Social Media***

**Section 1: General Social Media Policy**

- a. Social media that are associated with Alpha Phi Omega should abide by the following:
  - i. No references to alcohol or illicit/recreational drugs
  - ii. No discriminatory/offensive language of any kind.
  - iii. No personal attacks on fellow brothers.
- b. Any social media groups related to a specific pillar should be monitored by the officers as delegated by the Vice President of Communications.
- c. All posts on Alpha Alpha social media platforms can be deleted at the discretion of the respective elected officer.
- d. Usage of APO, Alpha Phi Omega, ΑΦΩ, or Alpha Alpha may not be used in any official capacity on social media without the approval of the Vice President of Communications.
- e. All active brothers are entitled to be members of official Alpha Phi Omega social media groups.

**Section 2: Pledges on Social Media**

- a. Pledges will not be allowed to join the Alpha Alpha and Brothers of Alpha Alpha Facebook groups.
- b. All pledges are entitled to be members of their official pledge class Facebook group.
- c. Addition of pledges to any other social media platform is at the discretion of the respective elected officer.

***14. APO Symbols and Letters***

**Section 1:** APO apparel cannot be worn when a brother is publically consuming alcohol or other illicit/recreational 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***

**Section 1:** If a brother abuses their administrative powers on APOonline, they will be subject to the following actions at the hands of their overseeing Executive Officer. The records of the following incident(s) will be kept by the Executive Board throughout a brother's time in the chapter.

- a. Abuse of administrative powers includes, but is not limited to, the following actions:
  - i. Adding or removing themselves or another brother from events to gain or avoid losing hours/points.
  - ii. Creating fake events that do not occur or were not approved in order to gain hours/points.
  - iii. Making any unauthorized profile changes.
- b. First time offenders: The brother will be notified of the violation by the event's respective Vice President and will be able to discuss the incident. The consequences, if needed, will be determined by the respective Vice President.
- c. Second time offenders: The brother will have administrative privileges revoked and will be investigated by the Judicial Review Committee in order to determine the consequences. 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 2: Exceeding Privileges**

Governing Documents and Executive Officers, Directors, Chairs, and Committee Members are only allowed to perform the duties listed for their specific office during their term. 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.

## ***16. Drivers' Reimbursement***

### **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, friendship, 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.

## *17. Awards*

### **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 active brothers shall be approved each semester by the Chapter. Members of this committee forfeit their eligibility to receive an award.

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

- a. Each Spring, graduating seniors and Advisors may 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.
- b. 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.
- c. The committee shall coordinate a presenter for each award. The Advisory Chair shall register the award. The Awards Chair 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: 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:
  - i. **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.
  - ii. **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.
  - iii. **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.
  - iv. **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 Traditions 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.

### **Section 3: Bronze, Silver, Gold, and Platinum Awards**

- a. **Bronze Award:** The Bronze Award will be given to brothers who have completed 150% of the active LFS requirements.
- b. **Silver Award:** The Silver Award will be given to brothers who have completed 225% of the active LFS requirements.
- c. **Gold Award:** The Gold Award will be given to brothers who have completed 300% of the active LFS requirements.
- d. **Platinum Award:** The Platinum Award will be given to brothers who have completed 450% of the active LFS requirements.

*Last Updated: 3/25/24 TV*