

ALPHA PHI OMEGA, GAMMA CHAPTER STANDING RULES, POLICIES, AND PROCEDURES

Article I. Membership Requirements

Section 1. Requirements for Rush

1. Attendance at these events within a 2 week period:
 - One rush leadership development event
 - Two rush service events
 - One rush information session
 - One rush fellowship event
 - To be completed by the night before Inductions at midnight
2. Pledge Application- a minimum 300-400 word letter of intent answering the questions of:
 - Why the pledge wants to join
 - What he/she will bring to the brotherhood
 - What he/she hopes to gain from the experience

This will be an objective measure in that if it is completed answering the questions prompted and meeting the requested length, the pledge will be permitted to attend Inductions.

Section 2. Requirements for Pledge Membership.

1. Attend a Rush Information Session and one other Rush event prior to Inductions.
2. Pay Inductions and Initiations dues at the time of the respective ceremonies
3. Attend all weekly Pledge meetings
4. 18 Service Hours, including successful completion of a pledge-led project
5. 8 Fellowships
6. Attend 3 General Membership meetings
7. 3 Gammas
8. Attend 7 speed meeting events
9. Pass the pledge quiz
10. Conduct consistent with the ideals and principles of Alpha Phi Omega
11. Pay pledge dues within 7 days of the ceremony in which they partook

Section 3. Requirements for Active Membership.

1. Pay dues for Active Membership by the date specified by the Vice President of Membership
2. 18 Service Hours
3. 8 Fellowships
4. 2 Leadership Credits
5. Attend all General Membership meetings
6. Attend Elections
7. 3 Gammas
8. Attend Induction and Initiation ceremonies
9. Attend 2 speed meeting events

10. Conduct consistent with the ideals and principles of Alpha Phi Omega

Section 4. Requirements for Associate Membership

1. Pay dues for Active Membership by the date specified by the Vice President of Membership
2. 10 Service Hours
3. 5 Fellowships
4. 1 Leadership Credit
5. 3 General Membership Meetings
6. 3 Gammas
7. Attend Inductions and Initiations Ceremonies
8. 2 Speed Meeting Events
9. Conduct consistent with the ideals and principles of Alpha Phi Omega

Section 5. Direct Conflicts with Requirements. Members may be excused from one General Membership meeting each semester provided they notify the Vice President of Communications in advance. Each additional General Membership meeting missed shall be made up with attendance at any one committee or Executive Board meeting. Any other requirements missed for academic, medical, religious, or other unavoidable conflicts may be made up with a number of service hours equal to the commitment missed at the discretion of the Vice President of Membership.

Section 6. Requirements for Associate Membership. Requirements for Associate Members shall be as detailed above in Article I. Section 4 of the Standing Rules unless requested otherwise. Requirements may be altered on an individual basis by the Executive Board at a meeting with the individual petitioning for Associate Membership. These requirements shall last for only the semester during which the petition was submitted.

Section 7. Review of Requirements. Requirements for Pledge Membership must be completed by all Pledge Members to the satisfaction of the Pledging Committee prior to initiation into Active Membership. Requirements for Active and Associate Membership must be completed by Active and Associate Members respectively to the satisfaction of the Vice President of Membership by Docubro closing, a date which shall be set at the beginning of each semester. Each brother's requirements will be reviewed by the Vice President of Membership after the Docubro closing date to determine the brother's membership status for the semester. All events completed after Docubro closing will be counted toward the next active semester's requirements.

Section 8. Service Hours. In order to count towards the Service Hours requirement, all hours of community service shall be done through Alpha Phi Omega service projects.

1. All projects posted to the calendar must have approval from the Vice President of Service or Service Committee via the Project Approval Form.
2. An individual can receive 1 hour of service for submitting a project idea and posting the project.

3. Service credit is not rewarded for quarter carding for outside organizations
4. Service credit is not awarded to individuals who attend capped events but who were not within the cap.
5. Service credit is not awarded to individuals who attend a service project without having previously attended the mandatory training session.
6. Service credit can be rewarded for events with alcohol present, but volunteers cannot serve alcohol.
7. Service credit can be rewarded through the Outside Service Project Form. A maximum of 5 hours may be rewarded.

Section 9. Seventy-Two Hour Rule. If a brother or pledge misses a service project, he or she will receive 1 hour of service per shift missed added to his or her semesterly requirement.

1. Penalties accumulate during the course of an APO semester and are erased at the start of a new APO semester.
2. If an individual finds a replacement for a project that they are unable to attend themselves, there will be no penalty.
3. If an individual misses a project and submits a letter of absence to the Vice President of Service before the start of the event, it can be reviewed at the discretion of the service committee for a reduced penalty or no penalty. In any emergency situation, the individual may also send in the letter of absence after the event.
4. All individuals must sign in and sign out on the written attendance sheet and check in and check out with the event chair. If the event chair is not present, the individuals must notify them via text or email.

Section 10. Driving. An individual may choose to receive either service credit or monetary reimbursement for driving to service and fellowship events.

1. For service projects, the individual will be awarded service credit equal to half the time spent driving (1:2 ratio).
2. For fellowship events, service credit will not be awarded for driving less than 30 minutes
 - a. After 30 minutes, the individual will be awarded service credit in the same 1:2 ratio.
3. Monetary reimbursements for events will be decided at the discretion of the Vice President of Service.

Section 11. Leadership Credit. 1 Leadership Credit, unless otherwise noted, shall be granted for the completion of any one of the leadership development activities listed below. Brothers and pledges may nominate themselves or others to receive additional Leadership Credit through the Leadership Credit Request Form. Leadership Credit requests will be the Vice President of Membership and the Leadership Development Membership Assistant. The Leadership Credit Request Form must be submitted at least 2 weeks before the date on which Docubro closes.

1. Chairing three individual fellowship activities; chairing a biweekly fellowship for the whole semester; or a weekly fellowship for half a semester for Gamma Chapter upon

- submission of all evaluation forms by the specified deadlines.
2. Chairing a single one-time Service Project (0.5 leadership credits) upon completion of the following conditions
 - a. The member submits attendance for the Project seven days or fewer after the Project occurs;
 - b. The member attends at least one Service Project Shift of the Project
 - c. The member submits How to Chair information for their event by close of Docubro.
 3. Chairing a weekly Service project during any increment of 28 days (1 leadership credit) upon completion of the following conditions
 - a. The member submits attendance for each occurrence of the Project seven days or fewer after each Project event occurs;
 - b. The member attends at least one shift of the Project;
 - c. The member attends an additional shift of the Project or attends one Service Committee;
 - d. The member submits How to Chair information for their event by the end of the 28 day cycle.
 4. Serving as a chapter officer, big brother, or Family Head (1.5 leadership credit).
 5. Participation in CAPS or an APO LEADS course.
 6. Attending any one committee, or EB, three times. Leadership Credit requirement for Active Members cannot be completed solely from attendance at one committee. Credit will be awarded at the discretion of the committee chair.
 7. Attending any APO Impact workshop or seminar (0.5 leadership credits). Leadership Credit requirement for Active Members cannot be completed solely from APO Impact events.
 8. (2 credits) Serving as a Pledge Project Group Leader or hosting a weekly speed meeting for the entire semester.
 9. Hosting a leadership workshop approved by the Leadership Development Membership Assistant and Vice President of Membership.
 10. Attending a leadership workshop (0.5 leadership credits) approved by the Leadership Development Membership Assistant and Vice President of Membership.

Article II. Elected Officers

Section 1. Director of Public Relations. The Director of Public Relations shall:

1. Coordinate the external exposure of Gamma Chapter and its activities.
2. Ensure that all public materials accurately reflect Gamma Chapter and its activities.
3. Serve as a member of the Communications Committee.
4. See that Gamma Chapter's events are well-publicized, including coordinating appropriate media coverage.
5. Coordinate the selection, design, and purchase of all Alpha Phi Omega merchandise according to demand.
6. Submit articles and pictures to the Torch and Trefoil as necessary.

7. Work with the Webmaster to ensure that Gamma Chapter's website is up-to-date.

Section 2. Chapter Relations Chair. The Chapter Relations Chair shall:

1. Coordinate Gamma Chapter's activities with other Alpha Phi Omega chapters.
2. Endeavor to increase inter-chapter fellowship.
3. Serve as a member of the Communications Committee.
4. Maintain contact with the chapters of Section 87 as well as Iota Phi at UC Davis.
5. Arrange and organize Gamma Chapter's participation in all Sectional, Regional, and National conferences and conventions, or see that such arrangements are made.

Section 3. Alumni Relations Chair. The Alumni Relations Chair shall:

1. Coordinate Gamma Chapter's involvement with its Alumni Members.
2. Serve as a liaison between Gamma Chapter and the Gamma Chapter Alumni Association.
3. Serve as a member of the Membership Committee.
4. Maintain an accurate list of contact information for Gamma Chapter's alumni, including an alumni listserv.
5. Coordinate all fundraising efforts targeting Gamma Chapter's alumni.
6. Plan Gamma Chapter's Homecoming event, as well as all chapter anniversary and reunion events.
7. Create and distribute a yearly alumni newsletter.

Section 4. Philanthropy Chair. The Philanthropy Chair shall:

1. Coordinate Gamma Chapter's philanthropic endeavors.
2. Oversee the planning, promotion, and execution of all events to raise funds for other organizations.
3. Serve as a member of the Service Committee.
4. Seek out potential recipients of Campus Chest funds.

Section 5. Fundraising Chair. The Fundraising Chair shall:

1. Coordinate Gamma Chapter's fundraising activities.
2. Oversee the planning, promotion, and execution of all fundraisers.
3. Serve as a member of the Service Committee.
4. Work with the Treasurer to ensure Gamma Chapter's financial security and well-being.

Section 6. Retention Chair. The Retention Chair shall:

1. Coordinate activities designed to increase the retention of Gamma Chapter Members.
2. Oversee Gamma Chapter's family system.
3. Serve as a member of the Membership Committee.
4. Oversee and support Family Heads.
5. Plan, execute, and evaluate initiatives designed to improve Member retention.
6. Maintain contact with Members abroad.

Section 7. Historian. The Historian shall:

1. Coordinate the preservation of Gamma Chapter history and traditions.
2. Organize and maintain chapter files and historical documents.
3. Serve as a member of the Pledging Committee.
4. Maintain accurate and up-to-date records of Gamma Chapter's family lineages.
5. Research and maintain a written chapter history for Gamma Chapter.
6. Compile a scrapbook of Gamma Chapter's activities at least annually.

Section 8. Diversity and Inclusion Chair. The Diversity and Inclusion Chair shall:

1. Coordinate diversity and inclusivity initiatives in Gamma Chapter
2. Pursue outside partnerships for educational discussions
3. Serve as a member of the Membership Committee
4. Host and foster engaging conversation about issues faced and experiences of underrepresented persons
5. Foster conversations on the importance of acceptance of differences in areas such as, but not limited to, culture, sexual orientation, disabilities, and race.

Section 9. Officer Terms. The President, Vice President of Membership, Vice President of Service, Vice President of Communications, Treasurer, Director of Public Relations, Chapter Relations Chair, Alumni Relations Chair, Philanthropy Chair, and Diversity and Inclusion Chair shall be elected at the end of the fall semester and shall serve for one year. The Vice President of Fellowship, Director of Pledging, Fundraising Chair, Retention Chair, and Historian shall be elected at the end of each semester and shall serve for one semester.

Article III. Appointed Officers

Section 1. Appointed Officers. Letters of Intent for appointed positions shall be submitted to the Vice President of Membership during the week following elections. Appointments shall be made as described in this Article, with approval of the majority of the Executive Board, within two weeks following elections.

Section 2. Ad Hoc Positions. Ad hoc officers may be appointed by an elected officer with the approval of a majority of the Executive Board. The term of each ad hoc officer shall end when his or her duties are complete, or when the term of the officer who appointed him or her ends.

Section 3. Sergeant at Arms. Two Sergeants at Arms shall be appointed by the President. The Sergeants at Arms shall:

1. Maintain all ritual materials.
2. Have a working knowledge of all governing documents and parliamentary procedure.
3. Prepare, distribute, collect, and count ballots.
4. Regularly check Gamma Chapter's mailbox.
5. Maintain and have access to materials in storage in Willard Straight Hall.

Section 4. Webmaster. The Webmaster shall be appointed by the President. The Webmaster shall:

1. Maintain the Gamma Chapter website and the Gamma Management System.
2. Serve as a member of the Communications Committee.
3. Regularly update the website with information that accurately reflects Gamma Chapter and its activities.
4. Assist officers with projects online or features associated with the Gamma Chapter website.
5. Renew web hosting as necessary.

Section 5. Brotherhood Wellness Service Series Chair. The Brotherhood Wellness Service Series chair shall be appointed by the President and shall:

1. Organize and facilitate regular Brotherhood Wellness Service Series events
2. Recruit and coordinate speakers
3. Regularly attend Executive Board Meetings

Section 6. Scouts Day Chair The Scouts Chair shall:

1. Coordinate the annual Scouts Day event open to both Boy and Girl Scouts
2. Maintain good relationships with the scouting community in Ithaca and surrounding cities
3. Serve as a member of the Service Committee
4. Be the point of contact for both brothers and community members about Scouts Day
5. Maintain their own Scouts Day committee of brothers (Logistics, Workshops, Outreach)

Section 7. Officer Terms. The Sergeants at Arms, Webmaster, and Brotherhood Wellness Service Series Chair shall be appointed at the end of each semester and shall serve for one semester.

Article IV. Families

Section 1. Family Names. The families in Gamma Chapter shall be the Jenkins Clan, the Marvels, the Guardians, the Superhero Family, the Royal Family and the Olympians.

Section 2. Family Heads. Each family shall select a Family Head each semester. The process by which each family selects its Family Head shall be determined by each individual family. Family Heads may not be on Executive Board simultaneously.

Section 3. Family Head Requirements. Each semester, Family Heads shall:

1. Endeavor to preserve and maintain family traditions.
2. Maintain an up-to-date family listserv.
3. Plan at least one family service project.
4. Plan a family fellowship to follow big/little reveal.
5. Plan at least one other family fellowship.

Article V. Standing Committees

Section 1. Membership Committee. The Membership/Fellowship Committee shall be formed at the beginning of each semester and shall be chaired by the Vice President of Membership.

Other members of the committee shall include the Retention Chair, Alumni Relations Chair, and Diversity and Inclusion Chair. The Membership Committee shall be responsible for guiding Gamma Chapter's Membership program and policies; for increasing Member retention and involvement; and for working with Gamma Chapter's Alumni Association.

Section 2. Service Committee. The Service Committee shall be formed at the beginning of each semester and shall be chaired by the Vice President of Service. Other members of the committee shall include the Service Admin, Fundraising Chair, Off Campus Assistants, On Campus Assistants, Chair Chair, Philanthropy Chair, Philanthropy Assistant, Service Learning Chairs, and the Scouts Day Chair. The Service Committee shall be responsible for guiding and supporting Gamma Chapter's service program, including the planning, execution, and evaluation of service and fundraising projects.

Section 3. Fellowship Committee. The Fellowship Committee shall be formed at the beginning of each semester and shall be chaired by the Vice President of Fellowship. The Fellowship Committee shall be responsible for guiding and supporting Gamma Chapter's social program, including the planning, execution, and evaluation of fellowships.

Section 4. Communications Committee. The Communications Committee shall be formed at the beginning of each semester and shall be chaired by the Vice President of Communications. Other members of the committee shall include the Director of Public Relations, Chapter Relations Chair, and Webmaster. The Communications Committee shall be responsible for overseeing Gamma Chapter's internal and external communication and image, including chapter listservs, the chapter website, inter-chapter relations, and relations with other organizations.

Section 5. Pledging Committee. The Pledging Committee shall be formed at the beginning of each semester and shall be chaired by the Director of Pledging. Other members of the committee shall include the Historian and any officers appointed by the Director of Pledging. The Pledging Committee shall be responsible for Gamma Chapter's pledging program, including rush, recruitment, and pledge education.

Section 6. Finance Committee. The Finance Committee shall be formed at the beginning of each semester and shall be chaired by the Treasurer. The Finance Committee shall be responsible for maintaining accurate financial records for Gamma Chapter, managing budget requests and all associated paperwork, and handling all of Gamma Chapter's tax-related responsibilities.

Article VI. Financial Policy

Section 1. Chapter Budget. Gamma Chapter shall establish and approve an overall chapter budget at the first General Membership meeting of each semester. Any amendments to the approved budget or requests for chapter funds not represented in the budget must be submitted in writing to the Treasurer. The Treasurer shall submit the request at the next Executive Board

meeting for approval. Amendments or requests not in the approved budget exceeding \$200 must be approved by the General Membership at the next General Membership meeting.

Section 2. Contracts. No Member of Gamma Chapter may enter into a contract or financial agreement on behalf of or in the name of Gamma Chapter without the expressed written approval of the Executive Board. No Member of Gamma Chapter may enter into a contract or financial agreement on behalf or in the name of the Alpha Phi Omega, National Service Fraternity. This includes, but is not limited to, agreements such as leases, contracts, hold harmless agreements, liability releases, accounts agreements, purchase orders, and hotel or banquet contracts.

Section 3. Accounts. Gamma Chapter shall maintain an account for the purpose of holding general chapter funds at an accredited, insured financial institution. The name of said account shall be "Alpha Phi Omega, Gamma Chapter." The account shall list the names of the chapter President, Treasurer, and a chapter advisor as signatories. All checks or disbursements of funds greater than \$500 shall require the signature of two of the three signatories. The President and Treasurer shall review all account statements as they are received.

Section 4. Receipt of Funds. All funds collected by or forwarded to Gamma Chapter must be deposited within ten business days of receipt. It shall be encouraged that all payments be made by check payable to "Alpha Phi Omega, Gamma Chapter."

Section 5. Dues. Gamma Chapter shall collect dues from each Member as specified in Gamma Chapter's Standing Rules, Policies, and Procedures. The amount and due date shall be set at the beginning of each semester at the first General Membership meeting. Dues shall be payable to "Alpha Phi Omega, Gamma Chapter."

Section 6. Merchandise. Merchandise not accounted for in the chapter budget shall only be purchased on a pre-order basis. Funds must be received prior to brothers receiving merchandise. Extra merchandise, not to exceed 10% of the original order, may be purchased at the discretion of the purchasing officer.

Section 7. Financial Records. Gamma Chapter shall retain all financial records based on the following schedule: three years for expenditure and income reports; seven years for account statements and canceled checks; ten years for Chapter budgets, annual financial summaries, and results of inspections of chapter financial records.

Section 8. Inspection. At the beginning of each fall semester, Gamma Chapter shall have its financial records inspected in accordance with National policy. An inspection of the Chapter's financial records may also be called by a vote of the General Membership. The President and Treasurer shall select, with the approval of the Executive Board, an individual to conduct the inspection consistent with National policy. Results of the inspection shall be documented, presented at a General Membership meeting, and retained in the Chapter financial records.

Section 9. Precedence. Any federal, state, and local laws, as well as financial policies of Alpha Phi Omega, National Service Fraternity, shall take precedence over any Gamma Chapter financial policies.

Section 10. Gift Account. Any requests for funding from Gamma Chapter's gift account with Cornell University must be submitted to the Executive Board for approval if they are not part of an approved budget. No purchases shall be made with Gamma Chapter's gift account without the approval of Cornell University. The initial request to access the gift account for a purchase or order shall be made by the President.

Section 11. Financial Assistance. Gamma Chapter shall strive to maintain its dues and fees at a level reasonable for its Members. If a Member faces financial hardship, he or she may petition the Executive Board for financial assistance, which may include, but shall not be limited to:

1. An installment plan or extension of a deadline.
2. Reduced dues or fees.
3. Sponsorship by the Alumni Association or another source.

Section 12. Violations. Gamma Chapter shall not be responsible for reimbursing a Member for an expenditure made in violation of this Financial Policy, but may choose to do so at the discretion of the Executive Board. Violation of the Financial Policy may be grounds for disciplinary action up to and including temporary or indefinite suspension from Gamma Chapter.

Article VII. Awards

Section 1. Gamma Chapter Distinguished Service Key. The Gamma Chapter Distinguished Service Key is the highest honor that may be awarded to an individual by Gamma Chapter. It recognizes those who have contributed significantly to Gamma Chapter in the areas of Leadership, Friendship, and Service. The award is rarely presented, and thus, the criteria are demanding.

Section 2. Criteria. The Gamma Chapter Distinguished Service Key is awarded to individuals who have demonstrated exceptional commitment to Gamma Chapter through:

1. Distinguished service, above and beyond one's prescribed duties.
2. Continuous service over a significant period of time.
3. Exemplifying the principles of Leadership, Friendship, and Service within Gamma Chapter.

Section 3. Nominations. Nominations must come from an Active Member of Gamma Chapter and shall describe how the nominee has met the criteria for the award. Nominations shall be submitted in writing to the Vice President of Membership or Awards Chair prior to the meeting at which a vote to award the Gamma Chapter Distinguished Service Key is to take place. Nominations shall not be discussed outside of this meeting. All nominees shall be considered on an individual basis, without regard to past nominees or recipients of the award.

Section 4. Meeting. A vote to award the Gamma Chapter Distinguished Service Key shall be held at a General Membership meeting and shall be announced at least one week in advance. Prior to the announcement of nominees, all Members who wish to leave the room may do so, thereby forfeiting their votes. Any Member nominated for the Gamma Chapter Distinguished Service Key shall be asked to leave the room while their nomination is discussed and voted upon.

Section 5. Voting. Voting shall be conducted by secret ballot. The Gamma Chapter Distinguished Service Key may be presented after a two-thirds vote of non-senior Members present and voting at a properly announced meeting. The results of voting shall not be announced at the time of the vote and shall only be known by the President, the Vice President of Membership or Awards Chair, and a chapter advisor until the presentation of the award.

Section 6. Honor Cords. Honor cords shall be given to graduating Members of Gamma Chapter who have been Active or Associate Members for at least three semesters and are Active or Associate Members during their final semester at Cornell before graduation. Members not meeting these requirements may petition the Executive Board to receive an honor cord. Petitions shall be approved by a majority of the voting Members of the Executive Board.

Section 7. Nathaniel Rand Friendship Award. The Nathaniel Rand Friendship Award is an award given annually to a Member of Gamma Chapter. It recognizes those who have uniquely embodied the Fraternity's Cardinal Principle of Friendship during their time with Gamma Chapter.

Section 8. Criteria. Nominees for the Nathaniel Rand Friendship Award should meet some or all of the following criteria:

1. Embody Alpha Phi Omega's Cardinal Principle of Friendship in an outstanding manner;
2. Contribute exceptionally to Gamma Chapter's fellowship program through participation and planning;
3. Contribute significantly to Gamma Chapter's membership, retention, and/or pledging programs.

Section 9. Nominations. Nominations may come from any Member of Gamma Chapter and shall describe how the nominee has met the criteria for the award. Nominations shall be submitted in writing to the Vice President of Membership or Awards Chair prior to the meeting at which the vote to award the Nathaniel Rand Friendship Award is to take place. Nominations shall not be discussed outside of this meeting.

Section 10. Meeting. A vote to award the Nathaniel Rand Friendship Award shall be held at a General Membership meeting and shall be announced at least one week in advance. All nominees for the award shall be asked to leave the room while nominations are read and voting takes place.

Section 11. Voting. After all nominations have been read, there shall be ten minutes of discussion followed by a vote. Voting shall be by secret ballot. If no nominee receives a majority vote, the nominee with the lowest number of votes shall be dropped from the ballot and another vote shall take place. This process shall be repeated until one nominee receives a majority. The recipient of the award shall not be made public until the award presentation, to be held at an appropriate time and place.

Section 12. LFS Award. The LFS Award is an award given semesterly to members of Gamma Chapter who should be recognized for their commitment to Leadership, Friendship, and Service. The LFS Award shall be awarded to Members of Gamma Chapter who have completed at least two of the following criteria during one semester: 4 leadership credits, 15 fellowships, 30 hours of service. The LFS Award shall be awarded to newly initiated brothers of Gamma Chapter for completion of at least two of the following during their pledging semester: 2 leadership credits, 15 fellowships, 30 hours of service.

Article VIII. Ratification and Amendment

Section 1. Ratification. These Standing Rules, Policies, and Procedures shall be considered ratified upon the affirmative vote of two-thirds of the Active Membership present and voting at the General Membership meeting at which they are discussed, and shall take effect on December 5, 2010.

Section 2. Amendment. Amendments to these Standing Rules, Policies, and Procedures may be made by an affirmative vote of two-thirds of the Active Members present and voting at a General Membership meeting.