

Alcohol

This Chapter will neither serve nor obtain alcohol. However, individual Members who may legally do so will be permitted to purchase alcohol with their own funds for their own consumption at Chapter sponsored events.

Allocations

If Members wish to allocate an amount not in the Budget, or in excess of the amount in the Budget for that item, the Treasurer shall advise the Chapter that the amount is not covered by the budget and the effect such an allocation will have on Chapter finances.

Appointed Positions

The following positions shall be appointed in order to aid in the execution of chapter operations. Positions not listed here may be appointed at the discretion of the President.

Sergeant at Arms

The Sergeant at Arms shall:

1. be responsible for all physical properties of the Chapter and the security thereof;
2. maintain all ceremonial equipment in a safe and secure fashion;
3. maintain a well trained ritual team;
4. acquire meeting rooms for Chapter meetings and ceremonies;
5. perform all other duties the President may require.

Alumni Relations Coordinator

The Alumni Relations Coordinator shall:

1. maintain an up to date permanent record of the Alumni Members of the Chapter;
2. encourage participation of Alumni Members in Chapter activities;
3. regularly inform all Chapter Alumni Members about Chapter activities;
4. coordinate with local alumni associations;
5. perform all other duties the President may require.

Historian

The Historian shall:

1. document events of the Chapter;
2. create a Chapter Scrapbook, or other record, documenting their term of office;
3. preserve the knowledge of Chapter traditions;
4. maintain a permanent record of information on activities of individual Members which are of historical interest;
5. perform all other duties the President may require.

Accounts Maintainer

The Accounts Maintainer shall maintain the information stored on the chapter's Andrew accounts, including but not limited to:

1. archiving or removing out of date files;
2. organizing files and directories;
3. keeping access rights up to date;
4. keeping dlists for chapter projects up to date;

5. changing the chapter's password on a regular basis.

Web Maintainer

The web maintainer shall keep the website up to date with informatoin pertaining to:

1. chapter membership;
2. meeting times and locations;
3. upcoming chapter events;
4. official chapter documents (bylaws and policies);
5. chapter contact information.

Awards

The Chapter shall have the following awards:

Chapter Distinguished Service Key

The Distinguished Service Key is the highest award the Chapter can give and may be bestowed upon Brothers who have distinguished themselves in service. The Chapter may award the Distinguished Service Key only to Brothers who have:

Distinguished themselves in service on a chapter level, that is, making an outstanding and unique contribution to the chapter as a whole, Exemplified and furthered, in demonstrable ways, the principles of leadership, friendship and service, made a sustained contribution in a leadership role over a period of time.

The award shall be a key suspended from a pale blue ribbon engraved with the details of the award and a framed certificate giving the name of the award, the chapter, the name of the awarded brother, and the date received.

There is no limit on the number of Chapter Distinguished Service Keys that may be awarded in a year.

Fellowship in Service Award

This award is intended to show the chapter's appreciation for a member of Kappa Chapter judged to have exhibited and promoted a pleasant and friendly atmosphere during service events and other chapter functions during their time as a Brother of the Chapter.

This award may be presented no more than once per Semester.

The award shall be a framed certificate giving the name of the award, the chapter, the name of the awarded brother, and the date received.

The Chapter shall maintain a plaque that displays the names of the recipients of the award.

Leadership in Service Award

This award is intended to express the chapter's appreciation for a member of Kappa Chapter judged to have gone above and beyond his or her responsibilities and duties in contributing to the chapter's service program during their time as a Brother of the Chapter.

This award may be presented no more than once per Semester.

The award shall be a framed certificate giving the name of the award, the chapter, the name of the awarded brother, and the date received.

The Chapter shall maintain a plaque that displays the names of the recipients of the award.

Brother of Excellence Award

This award is intended to express the chapter's appreciation for Kappa Chapter Brothers that maintain a high standard of activity, but may not be recognized by the Chapter's other awards.

This award may be presented to any brother who fulfills the requirements of the award.

More details on this award can be found [here](#)

Chapter Certificates of Appreciation

The following officers may, for the stated reasons, award a Chapter Certificate of Appreciation to Members in recognition of actions by that Member in the past Semester.

President, for significant contribution to the operation of the Chapter.

Service Vice-President, for significant contribution to the Chapter service program.

Membership Vice-President, for significant contribution to the Chapter membership program.

Fellowship Vice-President, for significant contribution to the Chapter fellowship program.

The officer shall decide which Member or Members, if any, shall receive the award that Semester.

The Chapter shall maintain a stock of blank certificates for these awards.

Nominations for the Fellowship in Service Award, the Leadership in Service Award, and The Distinguished Service Key The Chairman of The Advisory Committee and the Chairman of the Awards Committee are not eligible to be nominated for or receive these awards while in office.

Nominations should be made in the form of a sealed letter signed by two Chapter Active

Members and include the name of the award and the reasons that the nominating Brothers feel that the award should go to the nominee.

Nominations must be received by the Chairman of the Advisory Committee, or their designee, by the meeting during which officer elections are held.

Chapter Awards Committee

Composition

The Chapter Awards Committee (hereinafter the Committee) shall be convened each Semester after the deadline for nominations.

The Chairman of the Advisory Committee shall chair the Committee or shall appoint the Chairman of the Committee.

The Chairman of the Committee does not have a vote in the decisions of the Committee.

The Committee shall be made up of five Chapter Active Members not nominated for an award who shall be selected by the Chairman of the Committee.

In the event that there are not five Chapter Active Members eligible and willing to serve on the committee, the remaining positions may be filled by Advisors, or lacking sufficient Advisors, Alumni members of the Chapter.

Responsibility and Authority of the Committee

The Committee shall select, from the pool of nominees, the recipients of the Leadership in Service Award, the Fellowship in Service Award, and, in the spring of each year, the Chapter Distinguished Service Key.

The Committee shall keep the proceedings surrounding the awards a secret from those not directly involved in the selection process. The awards presented shall become public upon their presentation; the Committee shall destroy all other materials.

Decisions of the Committee to present an award must be unanimous.

The Committee may elect not to present one or more awards if it feels that none of the nominees merit the award.

The Committee will prepare a statement to be read at the presentation of each award detailing the reasons for the selection of the recipient.

The Committee shall obtain the physical awards with funds allocated for that

purpose by the chapter.

The Committee shall present the awards to their recipients at or following the Initiation Ceremony.

Brother of Excellence Award

A Kappa brother will be awarded (semesterly) with the Brother of Excellence award if s/he completes all of the core requirements and a satisfactory number of Leadership, Friendship, Service and Miscellaneous activities corresponding to the level of the award desired. All submissions will be reviewed by the executive committee.

Levels of the award: (Every level requires all of the Core Requirements)

- Blue - Complete one activity from each of the four sections
- Gold - Complete two activities from each of the four sections
- Diamond - Complete three activities from Leadership, Friendship and Service and two activities from Miscellaneous.

Core Requirements:

- Be active.
- Attend at least one committee meeting that you do not chair.
- Attend at least 3 rush events
- Attend at least 2 pledge reviews (for different pledges)
- Attend both Initiation and Pledging

Leadership Activities:

- Attend any APO LEADS course (offered this semester)
- Attend any Conference (offered this semester)
- Attend CPPC/CAPS (note: the CPPC/CAPS for each semester is held in the preceding semester)
- Be an appointed member of any committee or an officer (elected or appointed)
- Chair any project (cannot be double counted to Friendship or Service)

Friendship Activities:

- Attend at least 3 different Fellowship events that occur outside of the Rush period
- Chair any Fellowship project
- Mentor a new little
- Sign at least 9/10 of the Pledge books for the current Pledge Class

Service Activities:

- Do 25 hours of Service
- Do at least one Service project in 3 of the 4 fields (Fraternity, Campus, Community, Nation)
- Contribute to each major Service Project by attending or serving on its committee
- Chair any Service project

Miscellaneous Activities:

- Update/edit/create a wiki page

- Write a Lobster Tales article
- Recruit a pledge to replace yourself
- Attend an inter-chapter event

Composition of Budgets

The Semesterly Budget passed by the Executive Committee shall list the total anticipated income, total anticipated expenses, and net profit or loss for every planned project or other budget item, with individual entries for every income greater than \$1000.00, capital expense greater than \$100.00, or non-capital expense greater than \$400.00.

Chapter Computer Accounts

The Chapter shall maintain an account on the Andrew System. The President, Chairman of the Advisory Committee, Chapter Secretary, and at most one other person appointed by the President shall be the only individuals to hold the password to this account. All other persons shall have appropriate access to the directories within the account.

Conventions and Conferences

The Chapter shall choose the appropriate number of voting delegates: at least two weeks before Sectional conferences; at least one month before Regional conferences; and at least 80 days before National conventions. At the same time the Chapter shall choose an alternate delegate who will assume the role of a voting delegate if one of the voting delegates is unable to perform his duties.

The Chapter shall pay all necessary registration fees for voting delegates to conventions and conferences. The chapter shall also pay housing expenses for voting delegates to National conventions as follows: The chapter shall pay one-fourth (1/4) of the quadruple occupancy rate at the location designated by the housing authority of the National Convention for each of the four nights of December 27th through December 30th. The Chapter shall not pay transportation, eating expenses, optional fees, or unnecessary housing expenses for said conventions and conferences (e.g. optional banquets, or housing for extra days).

Discretionary Funds

The President and Chairman of the Advisory Committee may be allocated discretionary funds of no more than \$200.00 each per Semester.

No other officer may be allocated a discretionary fund.

Once allocated, such a discretionary fund may be spent by that officer without requiring further action by the chapter or approval of another officer.

Dues

Chapter dues shall be \$25.00 per Semester.

Equipment

Anyone who uses chapter property for any activity not sponsored by the chapter must cover marks which identify the property with Alpha Phi Omega.

Financial Policies

Move that Alpha Phi Omega, Kappa Chapter, shall hold the following policies regarding its financial records and the handling of its money:

1. The fiscal year shall extend from July 1st until June 30th of the following calendar year.
2. All allocations made in a session shall expire at the end of that session unless each is explicitly extended into the following session.
3. Records:
 - a. Financial Records include, but are not limited to: all receipts, requests for reimbursement, ledgers and journals, reports of audits, bank statements, totals from zeroing cash registers, paper tapes from registers, check stubs, cancelled checks, and budgets.
 - b. The Treasurer shall maintain all Financial Records for the current and previous fiscal year. At the end of each fiscal year and following the audit of the ledgers and journals by the appropriate persons, all records prior to the previous year shall be turned over to the recording secretary for archival.
 - c. No dues-paying or advisory member of this chapter can be refused access to the financial records of the chapter.
4. Receipts shall be issued for all monies received. Receipts for cash shall be numbered and self-duplicating.
5. The Treasurer may maintain sufficient cash to cover foreseeable needs in a secure location.
6. The Treasurer shall see to it that all received payments, cash and checks, are properly deposited into chapter accounts within 48 hours of the first following bank opening of the bank where the accounts are held.
7. Receipt of checks as payment
 - a. No check shall be accepted as payment that is not made payable to "Alpha Phi Omega, Kappa Chapter"
 - b. All checks received in person must have the name and address of the account holder; the name must be the same as that on the CMU or legal photo identification of the person bearing the check.
 - c. All checks not received in person must be credited to the chapter's account before any services or goods are rendered.
 - d. If a check deposited by the chapter is returned to the chapter for insufficient funds, the check's account owner shall be assessed a fee of twenty five (\$25) dollars plus the amount of any costs or fees incurred by the chapter as a result of the bounced check.
 - e. All reasonable legal means will be used to recover the money otherwise to have been transferred by the check.
 - f. Bounced checks from members shall be treated as any other financial obligation of the members in question.
 - g. Checks will not be accepted from persons or organizations that are known to have bounced checks to us in the previous two fiscal years.
8. At the discretion of the Treasurer, a check may be issued in an amount equal to money received to be made payable according to the specifications of the person(s) furnishing the money. The treasurer accepts the responsibility of ensuring that the chapter's account

is credited with the money in the time specified for deposit of receipts.

9. All bookkeeping shall be double entry.

10. Passing On The Books

- a. Before the installation of a new Treasurer, both the incoming and outgoing Treasurers shall audit and sign the ledgers and journals.
- b. At the end of each fiscal year, the ledgers and journals shall be audited, signed by the treasurer and closed, except as here designated.
- c. Accounts Payable and Accounts Receivable shall not be so closed.

11. Request Forms

1. The Reimbursement Request form must clearly state all of the following information: Name of Requester, Name on Check, Date, Event/Allocation, Reimbursement Requested.
2. Original receipts must accompany a Reimbursement Request Form for the request to be valid.

12. Cash Box

- . The treasurer shall maintain manuals for the operation of cash boxes.
- a. Any shortfall must be made up by the person to whom the cash box was issued. Discrepancies in excess of \$5 shall be investigated and reported to the chapter.
- b. The chapter shall retain Cash box surplus. Cash box surpluses in excess of \$5 shall be investigated and reported to the chapter.

13. Materials for Sale

- . The Executive Committee, or a person or committee appointed by the Executive Committee, shall set selling prices.
- a. For tickets, coupons, vouchers, certificates, and all other similar items, any person or organization accepting responsibility for sale of the items shall be responsible for any shortfall due to misuse, loss, misappropriation, or theft of items indicated from their inventory. Discrepancies shall be investigated and reported to the chapter.

14. Disposition of Chapter Equipment

- . No equipment may be released from the Chapter's inventory without consent of the chapter.
- a. Unless otherwise indicated by the chapter when consent to release is given, disposal of such items shall be:
 - Items worth less than ten dollars (\$10) may be disposed of at the discretion of the Sgt at Arms.
 - All other items are to be sold by the treasurer at an auction, on a date set by the chapter.

15. Disposition of Chapter Supplies

- . No chapter supplies may be taken for personal use, except as here indicated.
- a. The Sergeant-at-Arms must consent to the disposal of spoiled or outdated supplies.
- b. At the end of an event, the event chair may, at their discretion, dispose of opened food that cannot be used for another event.
- c. Uniformed police, uniformed emergency medical, and uniformed university maintenance personnel are eligible for free food at concessions.
- d. Persons actively participating in the service of the chapter are eligible for free

fountain drinks and non-pre-packaged concessions items, as long as it does not interfere with the conduct of business.

16. National Dues Paid on Member Behalf

- . Dues Payments for the time period of a semester or less shall be charged against member's chapter dues in the current semester or in the next semester for payments occurring between semesters.
- a. Dues payments for period longer than a semester shall be prorated against the chapter dues for all semesters covered by the payment.
- b. No member shall be required to pay more than the chapter dues effective for the semesters in question.

17. Contracts

- . The Executive Committee is authorized to approve all contracts to implement decisions of the chapter.
- a. The President or another Member designated by the Executive Committee shall sign any contract on behalf of the chapter to indicate the chapter's agreeing to the contract.

18. On a monthly basis, the Treasurer and the President, or the President's designee, shall audit the compliance of the financial records with the rules of the chapter. An audit report shall be generated and submitted to the chapter by the Treasurer in the Treasurer's usual report.

19. When an allocation is expired, no further expenses may be incurred against that allocation.

Move that the Chapter consider the following policies as financial policies:

Policy on Cash Registers

- o The treasurer shall maintain manuals for the operations of cash registers.
- o Cash Register "Cash-in-drawer" (X) totals shall be taken and reconciled with drawer contents when the register is closed or on a change of operator.
- o Complete cash register 'Z' reports will be run at the close of each day of cash register operation. Drawer shortfalls in excess of \$5/hr or 2% of gross receipts (whichever is greater) shall be investigated and reported to the chapter. Any shortfall greater than the allowed shall be made up by the operator.
- o Any drawer surpluses shall be retained by the chapter. Drawer surpluses in excess of \$5/hr or 2% of gross receipts (whichever is greater) shall be investigated and retained by the chapter.

Allocations [1]

November 11, 1996

If Members wish to allocate an amount not in the Budget, or in excess of the amount in the Budget for that item, the Treasurer shall advise the Chapter that the amount is not covered by the budget and the effect such an allocation will have on Chapter finances.

Composition of Budgets

November 11, 1996

The Semesterly Budget passed by the Executive Committee shall list the total anticipated income, total anticipated expenses, and net profit or loss for every planned project or other budget item, with individual entries for every income greater than \$1000.00, capital expense greater than \$100.00, or non-capital expense greater than \$400.00.

Discretionary Funds

November 11, 1996

The President and Chairman of the Advisory Committee may be allocated discretionary funds of no more than \$200.00 per Semester.

No other officer may be allocated a discretionary fund.

Once allocated, such a discretionary fund may be spent by that officer without requiring further action by the chapter or approval of another officer.

Dues

November 11, 1996

Chapter dues shall be \$10.00 per Semester.

Chapter Fundraisers (Modified)

November 11, 1996

The expenses incurred in the operation of a charity fundraiser will be deducted from the money raised. The remainder will be donated to the charity.

"Magic Bus" and concessions projects shall be Chapter fundraisers. The net profit from all other projects will be donated to charitable organizations. The recipient organization(s) will be chosen by the Chapter prior to the project and advertised as such throughout the project.

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Meeting Times

Regular meetings will be held at 4:00 PM on Sundays in weeks during which classes are held.

How to Count: Sunday shall be considered to be a part of the following week and Saturday shall be considered to be a part of the preceding week for purposes of determining dates of events specified by week.

Specific Dates: Regular meetings shall be held at 4:00 PM on Sunday, starting January 14, 2007, ending May 6, 2007 with meetings moved from Sunday to the following Monday at 9:30 PM on January 14, March 18, and April 22.

Non-political Orientation

Because the purpose of Alpha Phi Omega is service, the chapter will not, as an organization, take

a stand on any political cause or provide support to any political organization.

Non-discrimination

The chapter will provide equal opportunity for membership and for receipt of all services to every person regardless of race, creed, age, gender, financial status, sexual orientation, national origin, disability, marital status, veteran status, or any other legally protected characteristic.

Locations for Posting Notices

The location approved for posting official notice shall be the bulletin board in the Chapter office.

Order of Business

The order of business at Regular Meetings shall be as follows:

Formal Opening

Reading and Approval of Minutes

Appointed Position/Officer Reports (if the officer has a report to make)

- Historian
- Alumni Relations Coordinator
- Sergeant at Arms
- Other Appointed Positions
- Secretary
- Pledgemaster
- Pledge Class President (if one is in office)
- Treasurer
- Fellowship Vice President
- Membership Vice President
- Service Vice President
- Chairman of the Advisory Committee
- President

Guests Needing to Report

Project Reports

Committee Reports

Special Orders

General Orders

Unfinished Business

New Business

Announcements

Toast Song immediately following adjournment

Student Senate

This Chapter will not solicit money from Student Senate.

University Affairs

The Chapter will not involve itself with allegations against the University unless it involves the Chapter as a whole.

Greek Council Voting

Due to the chapter's devotion to service and the desire to further the service program, the chapter will take a representative role on Greek Council. Furthermore, the chapter will abstain from all votes at Greek Council meetings. The position of Greek Council Representative will be appointed by the president subject to the approval of a majority of the Executive Committee.