ALPHA PHI OMEGA
Alpha Alpha Delta Policies

Attendance Policy
CHAPTER ATTENDANCE

1. Active Members are expected to be in attendance at all Chapter Meetings. However, members are permitted two (2) “unexcused” absences per semester. If a member has a conflict with a scheduled Chapter Meeting the must notify the Secretary at least one day (24 hours) prior to the Chapter Meeting. The Secretary has the authority to classify the absence as “excused” or “unexcused” depending on the circumstance.
   a. If there is no attempt to notify the Secretary one (1) day in advance, the absence is automatically classified as “unexcused.” More than two (2) “unexcused” absences, per semester, will result in a $5 fine for each additional “unexcused” absence. The Sergeant at Arms will be in charge of enforcing this penalty. The member will be notified of the penalty via email prior to the following Chapter Meeting.
   b. Failure to pay the fine or having more than five (5) “unexcused” absences may result in a sanction petition, as outlined in Article IV, Section 2, and the Disciplinary Policy outlined in the Alpha Alpha Delta Policies Document.
   c. This policy also applies to Executive Board Members attendance of weekly Executive Board Meetings.

RITUAL ATTENDANCE

1. Active Members are expected to be in attendance at all rituals, including Induction, Initiation and Bid Night. Email reminders of the Ritual Attendance Policy will be sent by the Sergeant at Arms two weeks and one week before the ritual occurs. If a member has a conflict with a ritual they must submit a written petition to the Sergeant at Arms explaining why they cannot attend at least one week prior to the ritual. The Sergeant at Arms has the authority to accept or decline a member’s petition.
   a. If a member’s petition is declined or if there is no attempt to contact the Sergeant at Arms one week prior to the event, the member will be subject to a fee not to exceed $20. The Sergeant at Arms will be in charge of enforcing this penalty. The member will be notified of the penalty in writing via email no later than one week the following the ritual.
   b. Failure to pay the fine may result in a sanction petition, as outlined in Article IV, Section 2, and the Disciplinary Policy outlined in the Alpha Alpha Delta Policies Document.
   c. This penalty may be waived under extenuating circumstances as determined by the Executive Board.
Rush Policy

1. It is the responsibility of the Membership Chair to outline the Rush period and plan and orchestrate Rush Events that fall within the outlined Rush period.
   a. The events planned must include, but are not limited to:
      i. Information Sessions, Service Events, and Fellowship Events
2. During the outlined rush period, as set forth by the Membership Chair, it is the responsibility of the Service, Fellowship, and Membership Chairs to plan group service and fellowship projects open to not only Active Alpha Phi Omega Members, but all interested individuals.
3. Those seeking to become pledges of Alpha Phi Omega, hereafter known as “rushes,” are encouraged to attend as many rush events planned by the Membership Chair as possible, but are not required to attend a specific number of events. They will also be required to complete a brief survey that will be presented to the Chapter before being voted upon to enter the Pledge Process.
4. During the outlined Rush Period, Active Members must attend a minimum of two (2) rush events planned by the Membership Chair in order to maintain their right to vote upon the induction of the Rushes into the Pledge Process.
5. Rush members must also attend an interview with an Executive Board member, where they will learn more about the fraternity.
   a. Topics of discussion must include, but are not limited to:
      i. Interest in the fraternity.
      ii. Future fellowship and service event ideas.
      iii. What is expected as a full brother.
6. At the end of the outlined Rush Period, a vote will be held in which all eligible Active Members will vote upon the induction of the Rushes into the Pledge Process. The options for voting are: Accept the Rush into the Pledge Process, or deny the rush induction into the Pledge Process.
7. An individual cannot rush more than two times.

Pledge Policy

1. For the Alpha Alpha Delta Chapter of Alpha Phi Omega at Salisbury University the pledge program will be no shorter than six (6) weeks and no longer than ten (10) weeks at the discretion of the Executive Board and the Pledge Master.
2. The Pledge Class will be required to meet once a week as agreed upon by the members of the pledge class and the Pledge Master. Pledges are expected to attend all Pledge Class meetings. Consequences for missing pledge meetings will be determined by the Pledge Master with the approval of the Executive Board.
3. The Pledges will be tested weekly on their knowledge of the information covered in the Pledge Manual as well as information covered during the weekly pledge meetings. The main areas to be covered include, but are not limited to:
   a. Alpha Phi Omega’s purpose; the Hazing Policy; the Founding of the Fraternity; National Staff as well as regional and sectional staff/advisors; the Cardinal Principles of the Fraternity; the four areas of service; the Greek Alphabet; The APO Toast Song; the Fraternity Symbols; and Alpha Alpha Delta Chapter History.
   b. Pledges will be expected to pass each weekly quiz with a score of 80% or above.
      i. In the event that a Pledge receives below an 80% on any given quiz they will be permitted to retake one (1) quiz. If they fail to take the retake, do
not receive a passing score on the retake, or fail another quiz at any other point in the Pledge Program they will be removed from the program immediately.

4. Pledges will be required to attend, but are not limited to, two (2) group service projects planned by the Service Chair, one (1) group service project planned and orchestrated by the Pledge class, for a total of three (3) required group service projects. The group service project planned by the pledge class must be attended by all members of the pledge class and be open to all Alpha Phi Omega members of the Alpha Alpha Delta Chapter at Salisbury University. In addition the pledges will be required to complete five (5) individual service hours, either through service projects other than those planned by the Service Chair, or by attending more than the required number of group service projects planned by the chapter. All outside service hours must be documented using the provided documentation sheet located on the Alpha Alpha Delta website, and turned in to the Service Chair for approval by the deadline set forth by the Service Chair. The pledges may receive no more than half of these service hours at a single group service project. Group Service events and service hours completed during or before the Rush Process will not count towards the completion of Pledge requirements.

5. Pledges will be required to attend, but are not limited to, one (1) group fellowship event planned by the Fellowship Chair, one (1) group fellowship project planned and orchestrated by the Pledge class, for a total of two (2) required group fellowship events. Group fellowship events completed during the Rush Process will not count towards the completion of Pledge requirements.

6. Pledges will be required to wear the Alpha Phi Omega Pledge Pin at all times for the duration of the Pledge Program.
   a. The pin may only be taken off during the following: exercise, sexual activities, sleeping, showering, and consuming alcohol if the Pledge is of legal age.
   b. If a current member of the Chapter catches a Pledge who is not wearing their pin the current member must report it to the Pledge Master and the Pledge will have an extra question on their quiz for the week.
      i. If the same Pledge is caught more than three (3) times without wearing their Pin they will be put under review by the Chapter. This offense will be taken into consideration prior to the vote to initiate the Pledge. The Chapter maintains the right to remove a Pledge from the Pledge Process for this offense.

7. At the end of Pledge Period all Active Members of the Chapter will vote upon the initiation of the Pledges who have successfully completed all of the pledge requirements into Active Membership. The options for this vote will be: Initiate the Pledge into Active membership of the fraternity, or deny the pledge initiation into the chapter as an Active member.
   a. Under extenuating circumstances, as a deemed fit by the Executive Board, in which a pledge does not complete all of the Pledge Process requirements, they may still be voted into the chapter as an Active Member provided they complete the conditions set forth by the Pledge Master, with approval by the Executive Board.
Big/Little Policy

1. When assigning Bigs & Littles the Pledge Master must follow the following guidelines to make the process as fair as possible.

2. The Pledge Master should first choose which members will be receiving littles for that semester using the following rules and guidelines:
   a. Only Active Members who meet the qualifications below are eligible to be Bigs.
      i. They must have met the requirements to vote rushes into the Pledge process as outlined in the Rush Policy, Section 4.
      ii. In addition to the three (3) rush events, they must have also attend at least two (2) additional events for a total of five (5) events in that semester prior to taking a little.
   b. Graduating seniors get first preference.
   c. The Pledge Master must consider the Fraternity Family size of the members.
      i. Ex. If a Family has only one (1) member, they would get priority.
   d. The Pledge Class of the Member must be considered as well.
      i. Ex. An Alpha Class member would get priority over a Beta Class member.
   e. If the member already has a little.
      i. If a member already has a little, whether the little is active or not, would get placed after members who do not have a little.

3. Once the Pledge Master has chosen the members who will be receiving littles that semester they must then pair the new Pledges with the members chosen using the following guidelines:
   a. If the Pledge was friends with a member before pledging for the Fraternity they may not be paired together.
   b. The wishes of the Pledges will come before the members’ wishes.
   c. Personalities must be considered when pairing.

4. After making the final pairing the Pledge Master will then promptly notify those members who received littles that semester.
   a. The Pledge Master must also email the members who wanted a little but did not qualify this semester.

5. If at any time, a brother shares any big/little information prior to the end of reveal, they will be fined $20.

Service Policy

1. All Active Members are required, but not limited, to attend five (5) group service projects and complete ten (10) individual service hours per semester of Active Membership.
   a. The individual hours may be completed either through service projects other than those planned by the Service Chair, or by attending more than the required number of group service projects planned by the chapter. All outside service hours must be documented using the provided documentation sheet located on the Alpha Alpha Delta website, and turned in to the Service Chair for approval by the deadline set forth by the Service Chair. Active members may receive no more than half of required service hours at a single group service project.
2. All Associate Members are required, but not limited, to attend one (1) group service project and complete five (5) individual service hours per semester of Associate Membership.

3. All Members Not in Good Standing are required to attend five (5) group service projects and complete ten (10) individual service hours during their semester under the status of Active Member Not In Good Standing.
   a. Active Members Not in Good Standing may still attend additional group events to receive individual hours, however once the required ten hours are met they are no longer allowed to attend additional events that Chapter pays for.

4. If a member signs up to attend a group service project and can no longer attend, the member must notify the Service Chair within 48 hours of the event. If there is no attempt to contact the Service Chair prior to the event, the member will be deducted one individual hour. The Service Chair will be in charge of enforcing this penalty and will inform the brother via email when they have been penalized.

**Fellowship Policy**

1. All Active Members are required, but not limited, to attend four (4) group fellowship events per semester of Active Membership.

2. All Associate Members are required, but not limited, to attend one (1) group fellowship event per semester of Associate Membership.

3. All Members Not in Good Standing are required and limited to attend four (4) group fellowship events.

4. In addition to group fellowship events planned by the Fellowship Chair members can received fellowship credit for social events outside of the planned events under the following stipulations:
   a. There must be six (6) or more members in attendance.
   b. The event must not involve alcohol or any actions that do not fall in accordance to the National Risk Management Policy.
   c. Written notification must be given to the Fellowship Chair by one member in attendance at the event. The statement must include the names of those members in attendance, and a brief description of the activity. This notification must be sent to the Fellowship Chair within 24 hours of the event’s occurrence.
   d. It is at the Fellowship Chair’s discretion as to whether the event will count towards fellowship requirements.

5. If a member signs up to attend a group Fellowship event and can no longer attend, the member must notify the Fellowship Chair 48 hours of the event. If there is no attempt to contact the Fellowship Chair prior to the event, the member will be deducted one fellowship event. The Fellowship Chair will be in charge of enforcing this penalty and will inform the brother via email when they have been penalized.
Member – Member Relationship Policy

1. Pledge – Member Relationships
   a. The pledge period is developed in order to ensure that the pledge is properly prepared for initiation and full membership of Alpha Phi Omega. It is not recommended for a member to begin a romantic relationship with a pledge during the pledge program. Relationships other than friendship and mentoring can be seen as hazing and/or inappropriate.
      i. Pre-existing romantic relationships must be brought to the attention of the President and the Pledge Master. So as long as the relationship does not interfere with the running of Chapter affairs or the education of the Pledge, the relationship will not hinder the chances of initiation into the Alpha Alpha Delta Chapter of Alpha Phi Omega.

2. Member – Member Relationships
   a. If two initiated members of the Chapter become romantically or physically involved, the Chapter will have no objections if the following measures are met:
      i. The existence of the relationship must be made known to the President of the Chapter (in confidence if desired).
      ii. The relationship does not interfere with the Chapter affairs (i.e. Chapter Meetings, Service Projects, or Fellowship events.)
      iii. The existence of the relationship is not overtly evident at chapter events.
      iv. It is not shown in a way that makes any member uncomfortable.

Disciplinary Policy
MEMBER SANCTIONS

1. A sanction may be brought against any member of the Alpha Alpha Delta Chapter through the following process:
   a. An accusation of a violation of either National or Chapter ByLaws, or the Alpha Alpha Delta Policies Document may be brought forth to the Executive Board in the form of a petition.
      i. The Petition must be signed by the petitioner and four (4) other members for a total of five (5) signatures, and must outline the specific violation(s).
   b. The Executive Board will then meet to review the petition and vote whether to push the petition forward to the Judicial Board. During this time, the accused will have an opportunity to meet in front of the Executive Board to defend their case if they so wish. The Accused will be asked to leave before the vote will be taken amongst the Executive Board. It is the responsibility of the Sergeant at Arms to inform the Accused of the Executive Board’s decision.
   c. The Judicial Board will then meet to decide whether a sanction will be filed against the member. Again, the Accused will have an opportunity to defend their case in front of the Judicial Board if they so wish. The Accused will be asked to leave before the vote is taken amongst the Judicial Board. It is the responsibility of the Sergeant of Arms to inform the accused of the Judicial Board’s decision in the form of a written letter stating why the sanction was placed on them.
d. Minutes will be taken during the Judicial Board hearing

e. The Sergeant at Arms will notify the Executive Board of the decision to either impose or cancel the sanction within 24 hours of the meeting.

2. After two sanctions are given, the member will be warned that if a third sanction is imposed, his/her membership will be suspended and their membership will be placed under review by the Executive Board and Judicial Board.

Alcohol Policy

1. While we understand that in the college environment some members will be of legal age to consume alcohol, the Alpha Alpha Delta Chapter of Alpha Phi Omega want those individuals to keep in mind that they represent the Fraternity at all times, therefore we do not encourage drinking under the following circumstances:
   a. No member, whether of age or not, is to consume alcohol while wearing Alpha Phi Omega Greek letters, or clothing items that represent the Fraternity.
   b. Should members, who are not of age, be drinking together or with members of legal age, they are not to take pictures and post them in any location where other people may see them i.e. anywhere on the internet.
   c. Members are not permitted to attend any Alpha Alpha Delta Chapter event, including but not limited to: group Service projects, group Fellowship events, and Rituals after having consumed any alcoholic beverage with the only exception being Senior Send-Off.
      i. Any member found in violation will be immediately removed from the event and disciplinary action will follow.
   d. The consequences of failing to adhere to the above guidelines will result in the member having to complete one (1) additional group Service project. If the offense is more severe the Chapter reserves the right to take further disciplinary action.

2. Under no circumstances is it permitted for an initiated member to consume alcoholic beverages with a rush and/or pledge of the Alpha Alpha Delta Chapter of Alpha Phi Omega.
   a. In the event that a rush and/or pledge is caught drinking with an initiated member the incident must be reported to the Executive Board where the incident will be reviewed and disciplinary action will follow. The Chapter reserves the right to remove a rush and/or pledge from the program for this reason. Should a member fail to report the incident to the Executive Board, said member may face the same disciplinary action as the members involved in the incident.

3. Under no circumstances is it permitted for a Pledge to consume alcoholic beverages while wearing their Pledge Pin.
   a. In the event that a pledge is caught drinking while wearing their Pledge Pin the incident must be reported to the Executive Board where the incident will be reviewed and disciplinary action will follow. The Chapter reserves the right to remove a pledge from the Pledge Program for this reason. Should a member fail to report the incident to the Executive Board, said member may face the same disciplinary action as the members involved in the incident.
4. Under no circumstances is a member or pledge (not of drinking age) permitted to ask another member/pledge to purchase alcohol on their behalf.

   a. Said offense must be reported to the Executive Board and disciplinary action will follow.

**Election Policy**

1. Any Active Member in good standing with the Fraternity may run for an Executive Board position by submitting a written notification of the desire to run for a particular position one (1) week prior to the scheduled date of elections.
2. Officer Elections should be scheduled annually at a Chapter meeting at least three (3) weeks prior to the end of the current semester.
3. The Election will be conducted using written ballots distributed by the Sergeant at Arms.
   a. A quorum of two-thirds (2/3) of the total Active Members must be present during the elections.
   b. The Sergeant at Arms will be responsible for counting the ballots and declaring the winning candidates to Chapter.
   c. The winning candidate will be the member who receives at least fifty-one percent (51%) of the votes.
      i. If no member has the required votes to win the office, ballots will again be cast containing the two (2) members who received the highest vote counts.
   d. Under extenuating circumstances, members who know they are unable to attend the scheduled election may contact the Sergeant at Arms to submit their votes prior to the beginning of the Elections.
4. The Election will be conducted with two tiers.
   a. First Tier, the Chapter will vote on the President, Vice President of Service, Vice President of Membership, Vice President of Fellowship, and Pledge Master.
   b. The Sergeant at Arms will count the votes and announce the winning candidates of the First Tier.
   c. Nominations for the remaining Executive Board positions (the Second Tier) will reopen for non-elected candidates of the First Tier only.
   d. Next, the Chapter will vote on Secretary, Treasurer, Sergeant at Arms, and Historian. Candidates for these positions will include:
      i. Any member who submitted a written notification of the desire to run for a Second Tier position one (1) week in advance, and
      ii. Any non-elected candidate of the First Tier who is nominated for a Second Tier position in between the two tiers of voting.
   e. The Sergeant at Arms will count the votes and announce the winning candidates of the Second Tier.