

**Policy of Risk Management  
Beta Rho Chapter  
Spring 2015**

Risk Management is the basic respect for our fraternity, people, property, and laws. Brotherhood, human dignity, and respect serve as the foundation of Risk Management. As we plan our activities we should be aware of this at all times. Risk Management means taking a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone.

Alpha Phi Omega members must abide by:

1. The laws of our nation;
2. The laws of the state in which they reside;
3. The local laws of the municipalities they operate within;
4. The rules and regulations of the sanctioning educational institute they operate in; and
5. The rules and regulations of this fraternity.

**HAZING**

No fraternity member shall take part in hazing activities. Hazing activities are defined as (but not limited to):

Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcoholic beverages; paddling in any form; branding; creation of excessive fatigue, physical or psychological shocks; quests; treasure hunts; scavenger hunts, road trips; or any other such activities carried on in the name of the fraternity; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

**SEXUAL HARASSMENT / ABUSE / DISCRIMINATION**

The fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This is to include any actions, which are deemed to be demeaning to all but not limited to date/gang rape or verbal harassment.

**CONTRACTUAL and FINANCIAL ISSUES**

No chapter, alumni association, section, or region shall enter into a contract or financial agreements using the specific name of Alpha Phi Omega. Qualifying statements as to which chapter, alumni association, section, or region must accompany all agreements entered into for the purposes of supporting fraternity functions. This includes, but is not limited to, such

agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.

### **ALCOHOL and DRUGS (SUBSTANCE ABUSE)**

The possession, use and/or consumption of Alcoholic Beverages, during any fraternity event, any event that an observer would associate with the fraternity, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any fraternity sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited. Chapters, Interest Groups and Petitioning Groups of Alpha Phi Omega National Service Fraternity shall not use or condone the use of alcoholic beverages as part of their membership recruitment “rush” or pledge education programs. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

### **PERSONAL PROPERTY**

Use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

### **TRANSPORTATION ISSUES**

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles, both automated and of the pachyderm variety, are not overloaded and are driven/ridden in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use.

### **GENERAL HEALTH AND SAFETY**

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

### **ADVISORS**

Advisors and alumni serving Alpha Phi Omega on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in

accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the fraternity when engaging in fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the fraternity in questions of policy and shall not engage in activities designed to circumvent fraternity policies.

## **EDUCATION**

All reasonable efforts will be made to insure each student member, pledge, associate member, advisor, alumnus, and honorary member shall be instructed on the Risk Management Policies annually. Active Chapters, alumni associations, and sectional, regional, and national volunteers will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis. Organizers of fraternity events will reasonably inform guests (including nonmembers, alumni, advisors and visiting members) of applicable policies.

## **Brotherhood Policy**

Spring 2015

Alpha Phi Omega - Beta Rho

Leadership \* Friendship \* Service

### **Leadership**

Leadership is fostered through brothers attaining leadership points by filling leadership roles. The awarding of leadership points is left to the discretion of Beta Rho's Vice President of Leadership.

### **Friendship**

Friendship is fostered by fellowship events and fellowship points are earned by attending these events. The majority of fellowships will be worth one point, but a few, such as Pledge-Active Retreat, will be worth two points. Fellowship point values and opportunities will be left to the discretion of Beta Rho's Fellowship Coordinator.

### **Service**

Service is fostered by attending service projects dedicated towards the betterment of our chapter, campus, community, and nation. All brothers must adhere to the service policy (created by the VP of Service) to fulfill the service hours required to attain or maintain a specific membership status.

### **Dues**

In accordance with the finance policy, dues must be paid by all brothers to attain or maintain a specific membership status.

### **Attendance**

Attendance to Chapter Meetings and required events is extremely important to the functioning of Beta Rho and the development of the fraternity's members. Brothers are expected to make a reasonable effort in attending all chapter meetings and required chapter events. Some absences can understandably not be avoided. The Vice President of Brotherhood may excuse absences for brothers providing prior notice of their upcoming absence. Excused absences include, but are not limited to: religious holidays, personal family matters, and required school events. For cases not listed under excused absences, please consult the Vice President of Brotherhood in advance of the absence whenever possible. Repeated failure to notify the Vice President of Brotherhood of absences may affect the membership status of the brother in question.

### **Requirements to Attain or Maintain Active Status:**

Fellowship Points: Eight

Required Events: All four (five in spring semester)

- 1.) Induction
- 2.) Pledge Active Retreat
- 3.) Scouting University (spring semester only)
- 4.) Elections
- 5.) Activation

Leadership Points: In compliance with the current chapter leadership policy

Service Hours: In compliance with the current chapter service policy

Meetings: In compliance with the current chapter service policy

Dues: In compliance with the current chapter finance policy

Attendance: No more than three unexcused absences at chapter meetings

**Requirements to Attain or Maintain Associate Status:**

Fellowship points: Four

Required Events: Two

- 1.) Induction
- 2.) Pledge Active Retreat
- 3.) Scouting University (spring semester)
- 4.) Elections
- 5.) Activation

Leadership Points: In compliance with the current leadership policy

Service Hours: In compliance with the current chapter service policy

Meetings: In compliance with the current chapter service policy

Dues: In compliance with the current chapter finance policy

Attendance: Fifty percent of chapter meetings

**Requirements for Activation of Pledge Brothers:**

Fellowship Points: Six

Required Events: All four (five)

- 1.) Induction
- 2.) Pledge Active Retreat
- 3.) Scouting University (spring semester)
- 4.) Elections
- 5.) Activation

Leadership Points: In compliance with the current chapter leadership policy  
Service Hours: In compliance with the current chapter service policy

Meetings: In compliance with the current chapter service policy

Dues: In compliance with the current chapter finance policy

Attendance: No more than three unexcused absences to either chapter or pledge meetings. Excused absences for pledge meetings are earned through communication with the current Pledgemaster.

### **Non-Voting Membership:**

Brothers who fulfill requirements, with the exception of paying dues, will be allowed to attain or maintain non-voting membership. These brothers will be stripped of the right to vote and will be unable to hold office in the next semester. If a brother has not paid his or her dues (or made arrangements with the Treasurer) prior to the due date outlined in the finance policy, that member's status will be dropped to non-voting until dues are paid or arrangements are made with the Treasurer.

### **Final Comments**

Any Brother who has problems meeting these requirements should contact the Vice President of Brotherhood prior to the final Membership Review Committee meeting so the issue may be considered when determining next semester's status. All policies outlined in this policy are exercised at the discretion of the Vice President of Brotherhood in conjunction with the Executive Committee and the Membership Review Committee.

# **Leadership Policy**

## **Alpha Phi Omega - Beta Rho**

### **Spring 2015**

In accordance with Beta Rho chapter bylaws, the following is the formal leadership policy. The intention of this policy is to help brothers successfully fulfil each semester's leadership requirements by clarifying the leadership requirements of the various membership standings and what achievements will constitute as a leadership point.

## **1) Leadership Requirements**

### **A) Active Brothers**

- I) An active brother will be required to earn a minimum of three (3) leadership points to maintain his/her standing as an active brother for the semester following the semester in which the leadership points are earned. Any non-active brother who earns three (3) leadership points will be qualified to be an active brother the following semester from a leadership standpoint.
- II) The three (3) leadership points may be earned from either inside or outside leadership accomplishments in accordance with the requirements for a leadership point in sections 2 and 3 below.
- III) Two (2) of the three (3) leadership points must come from inside chapter leadership accomplishments.

### **B) Associate Brothers**

- I. An associate brother will be required to earn one (1) leadership point to maintain his/her standing as an active brother. Any current active or inactive brother will qualify for associate membership the following semester, from a leadership standpoint, if said brother earns one (1) leadership point.
- II. The one (1) leadership point required to be an associate brother must be earned through an inside leadership accomplishment.

### **C) Pledge Brothers**

- I. Pledge brothers will each be required to earn one (1) leadership point to be activated as active brothers the following semester.
- II. The one (1) leadership point required of a pledge brother must be earned through an inside leadership accomplishment.

## **D) Inactive Brothers**

- I.** An inactive brother requires zero (0) leadership points to maintain his/her status as an inactive brother.
- II.** A brother of any status requires zero (0) leadership points to become an inactive brother the following semester.

## **2) Inside Leadership Accomplishments**

### **A. Inside Leadership Points**

- I.** Inside leadership points may be earned by any brother for the following leadership accomplishments within chapter:
  - i.** Holding an Executive Committee position
  - ii.** Running for an Executive Committee position during chapter elections
  - iii.** Holding an established chair position
  - iv.** Planning and/or chairing either a fellowship or service project
  - v.** Attending a LEADS course
  - vi.** Being the chair of a chapter committee
  - vii.** Being a member of a chapter committee
  - viii.** Attending a regional or national chapter improvement workshop
  - ix.** Attending five chapter committee meetings in addition to the meetings required for a brother's membership requirements
  - x.** Performing a Strengths Quest evaluation
  - xi.** Leading a rush week or other special event as approved by the Rush committee chairman or the president

### **B. Additional Inside Leadership Points**

- Inside leadership points may additionally be awarded to brothers at the discretion of the sitting Vice President of Leadership for exemplary leadership demonstration.

## **3) Outside Leadership Accomplishments**

### **A. Outside Leadership Point Requirements**

- I)** Outside leadership points may be awarded to brothers for exemplary leadership in the campus and community. The validity of outside leadership



accomplishments is left to the lenient judgment of the sitting Vice President of Leadership.

- II)** There are no set standards for what constitutes an outside leadership accomplishment. The awarding of outside leadership points is left to the discretion of the sitting Vice President of Leadership. A non-exhaustive list of possible outside leaderships is given below:
  - Holding a residence hall senate position
  - Holding an officer position with another organization
  - Being a member of any community leadership council
  
- III)** Any outside leadership point must be explicitly approved by the Vice President of Leadership prior to the Dead Day or the final Membership Committee meeting.

# Standing Service Policy

Chapter \* Campus \* Community \* Country

Alpha Phi Omega - Beta Rho

Spring 2015

## I. Service Hours

A. Inside service hours ARE counted for:

1. Any service project offered to the chapter as a whole during a chapter meeting or via electronic correspondence, including a posting in the "Membership Files" section of ZetaBoards, as approved by the Vice President of Service.
2. One hour of service for holding an elected office, appointed office, or chairing a service project or fellowship.
3. Time spent in conference workshops; sectional, regional, or national meetings; and time spent in meetings excluding the Executive Committee meeting for executive office holders.
  - a. Only five (5) hours of meetings can be applied to active brothers' twenty-five (25) and pledges' fifteen (15) total hours in a semester. Only five (5) hours of meetings may be applied to an associate's total hours.
  - b. Only five (5) hours of meetings can be applied to a brother's twenty-five (25) total hours in a semester if the brother is a member of the Executive Committee.
  - c. All meeting hours will be applied to a brother's grand total, though only five may count toward determining membership status at year's end.
4. No project on its own may comprise over 50% of a brother's total inside service hours. Any additional hours may be counted as outside hours. The Vice President of Service reserves the right to cap the number of inside service hours that will be accepted for any event. If a brother chooses to serve past the cap number of hours, the extra hours can be applied to his/her outside hours.

B. Outside service hours ARE counted for service pertaining to the four areas of service not offered to the entire chapter and must be approved by the Vice President of Service.

C. Service hours are NOT counted for:

1. Chapter meetings or pledge meetings.
2. Elected Officers: office hours, Executive Meetings, or time spent planning or working outside of meetings.

3. Appointed Officers' or chairs' time spent planning outside of meetings.
4. Work for which compensation is received.
5. Non-committee meetings for any RSO, legislative body, or other on-campus group which attendance is required.

## **II. Hour Recording**

- A. All service hours will be counted as one (1) hour of work for one (1) hour of service.
- B. Service should be recorded in an individual topic listed with your full name as the subject on ZetaBoards under "Member Files". Sample Sampleson will be listed under "Membership Files", and all hours posted to your topic will need to be approved by the Vice President of Membership.
- C. For appointed officers, elected officers, and project chairs: one (1) hour for position held.

## **III. Active Brother Requirements:**

- A. Brothers shall complete a minimum of twenty-five (25) hours of service during the current semester. Said hours will be divided among the four service areas, fifteen (15) of which must be inside hours.
- B. Brothers shall attend a minimum of five (5) committee meetings, divided among at least three (3) standing committees. Standing committees include the Service Committee, Fellowship Committee, Executive Committee, and any other committee announced in chapter as a standing committee.
- C. Brothers must attend Scouting University during the spring semester. The brother will still choose the length of his/her service commitment.

## **IV. Pledge Brother Requirements:**

A. Pledge Brothers are required to complete a minimum of fifteen (15) hours of service during the pledge process. Ten (10) of these must be inside hours.

B. Pledge Brothers will be required to attend a minimum of four (4) committee meetings, including one (1) of each of the following: Service Committee, Fellowship Committee, and Executive Committee.

C. Pledge Brothers must attend Scouting University during the spring semester. The pledge brother will still choose the length of his/her service commitment.

## **V. Associate Brother Requirements:**

A. Associate Brothers must complete a minimum of fifteen (15) service hours, ten (10) of which must be inside. Service hours will be divided between the four areas of service.

B. Brothers must attend three (3) standing committee meetings, and may attend Scouting University as one of their required events.

## **VI. Recognitions:**

As an incentive for Brothers to earn as many hours as possible, a reward system has been established and maintained. A sequin will be given to each member depending on the number of service hours earned and will be updated as the Brother's total hours increase. The scale will be as follows:

1. 25 hours: White
2. 50 hours: Green
3. 100 hours: Red
4. 200 hours: Purple
5. 300 hours: Silver
6. 400 hours: Gold
7. 500 hours: Blue

8. 600+ hours: after 500, colored ribbons will be awarded every 100 hours, starting with white and going through the color order until the blue ribbon is reached at 1200 hours.

## **Finance Policy**

### **Spring 2015**

The Beta Rho chapter finance policy as revised through Spring 2015 is as follows:

#### Collection of Funds:

1. The Chapter Treasurer shall collect all chapter funds. The President may collect funds if the treasurer is absent, and the Fundraising or Project Chair may collect funds raised at a fundraiser.
2. A receipt must be issued for all funds collected, except for those collected at a fundraiser where transactions are less than \$5.00.
3. A written receipt must be issued for all monies collected and must contain the following information:
  - a. Receipt number
  - b. Date
  - c. Amount collected
  - d. Name and signature of payer
  - e. Name and signature of collector
  - f. Purpose for which money was collected

#### Purchases with Chapter Funds:

1. The Treasurer will present a budget to the chapter or executive committee for approval in accordance with bylaws as the need arises.
2. Purchases totaling more than \$200.00 must be approved by the chapter
3. Purchases totaling between \$25.00 and \$200.00 must be approved by the executive committee.
4. Purchases less than \$25.00 may be approved solely by the Treasurer.
5. All purchases must be approved prior to purchase. Purchases made without pre-approval will be denied reimbursement.
6. The Treasurer has the right to stop any purchase for which the chapter does not have the funds, even if the purchase has already been approved.
7. Chapter monies cannot be used for personal expenses, alcoholic beverages, tobacco, illegal substances, or firearms.
8. The purchase of Pledge pins, membership pins, and awards must be approved by the treasurer and do not need the consent of Chapter or the executive committee to be purchased.

#### Obtaining Approval for Funding:

1. To obtain a reimbursement check from the chapter, a **Check Request** form must be filled out at least three business days in advance of the date the funds are needed. It is the responsibility of the requester to acquire the necessary signatures.
2. To ensure all checks are issued in a timely manner, the Treasurer should be notified immediately by whoever places a check request form in the Treasurer's box.
3. Checks will be distributed at the first Chapter meeting following the Treasurer Office hours in which the request was received. (For example: If the treasurer serves office hours on Wednesday and the check request is placed in his/her box on Thursday the check will not be distributed at the next chapter meeting, but the chapter meeting after next.)

#### Reimbursement:

1. To be reimbursed by the chapter for monies expended, a **Check Request** form must be filled out and a receipt must be presented to the treasurer. It is the responsibility of the requester to acquire the necessary signatures.
2. On the receipt, the amount to be repaid must be circled or otherwise indicated.
3. The receipt must bear the name of the person to be reimbursed, as well as the date and purpose for which the money was spent.
4. Dues cannot be deducted from amounts owed to brothers by the chapter. All transactions must be separated for chapter records.
5. At the latest, checks will be distributed at the first Chapter meeting following the Treasurer Office hours in which the request was received. (For example, if the treasurer serves office hours on Wednesday and the check request is placed in his/her box on Thursday the check will not be distributed at the next chapter meeting, but the chapter meeting after next).

#### Maintenance of Books:

1. Chapter books must be kept manually or electronically with printed back-up.
2. The same general system of bookkeeping must be kept throughout consecutive fall and spring semesters.
3. An Exec-approved budget for the semester must be presented before or at the second regularly scheduled chapter meeting following the approval of the Finance Policy.
4. A budget cap will be assigned to each executive position and committee as need. The budget cap may be adjusted by the approval of the executive committee or chapter as in accordance with the policy regarding the purchase of chapter funds.
5. An Exec-approved Rush budget for the next semester must be created by the next semester's Rush Chair and Pledge Master along with the current treasurer before the end of his/her term, and it must be approved by the chapter no later than last chapter meeting of the semester.

#### Dues:

1. Active dues will be set at \$60 a semester. During the fall semester, part of this amount will be used to pay the Annual Active Membership Dues to the national office. Dues shall be paid in full no later than February 15<sup>th</sup>, 2015
2. Associate dues will be set at \$35 a semester. Dues shall be paid in full no later than February 15<sup>th</sup>, 2015.
3. Failure to pay dues or set up a payment plan will result in a drop of membership status until dues are paid. Upon payment of dues your membership status will return to that which he was granted the previous spring. (For example: If an active does not pay dues by February 15<sup>th</sup>, 2015, they will be considered an associate until they pay their dues. Once their dues are paid, they will be considered an active member.)
4. Pledge dues will be set at \$80. 50% of Pledge dues will be due by the second chapter meeting following Pledge Induction. The remainder of Pledge dues will be due by the chapter meeting following Pledge Activation.
5. Both Active and Pledge dues can be earned through participation in certain fund-raising activities as specified by the treasurer. Assisting in these activities will result in a brother earning credit towards his or her dues in accordance with the amount paid for the fund-raising activity. If a brother elects to use the money earned to pay dues, the brother will not receive service time for the activity.
6. Any brother who believes they will have difficulty in meeting these requirements will need to make arrangements with the treasurer. All arrangements should be made by February 8<sup>th</sup>, 2015.

#### Chapter Accounts and Sub-Accounts

1. Chapter sub-accounts will be created with the majority approval of the chapter.
2. Chapter officers shall be listed as the officers of these accounts.
3. The Chapter President and Treasurer shall be the only members of the chapter granted check writing privileges.
4. Only the Treasurer shall have the power to deposit or withdraw funds into these accounts and will keep financial records in accordance with the rest of this policy. The President may withdraw funds in the event that the Treasurer is not able.
5. The Chair of the projects for which the account was created may collect funds if the Treasurer is not available.

#### Chapter Storage Space

1. Chapter, through approval of the executive and Scouting U committees, may elect to share the Scouting U storage facility.
2. Said storage facility must be paid for by chapter through the standard Alpha Phi Omega Beta Rho account.
3. Payment will be proportional to the percentage of the storage space used by Chapter.



## Pledge Policy

Spring 2015

Chapter\* Campus\* Community\* Country

Alpha Phi Omega - Beta Rho

### **Meetings**

- Pledges may have one excused absence and are responsible for making up all missed quizzes/tests/interviews. Otherwise, pledges must attend all pledge class meetings and all of the chapter meetings during the pledging process.
- Pledge Class meetings are held one hour prior to chapter (6:00 p.m., Walton 257). Time and place are to be set by chapter.
- Any member (Active OR Pledge) that is disruptive in any form may be asked to leave by the Pledgemaster at any time.

### **Interviews**

Pledges must interview:

- Big Brother
- All Exec members
- Five other brothers
- Advisor

Pledge Brothers

- The number of pledge brother interview requirements is at the discretion of the Pledgemaster and will be based off of the size of the Pledge Class.
- Interview questions will be made up of five (5) general, supplied questions and three (3) pledge-invented questions of good taste.
- All interviews must be done in person (no emails or phone calls).
- All answers will be handwritten by the pledge and signed by the interviewee.

### **Other Requirements:**

- Pledges are encouraged to wear their pledge pins daily, especially at all chapter and pledge events.
- Comply with current Service, Membership, Finance, and Risk Management Policies. Pledges must also complete at least one hour of service in all four target areas: Campus, Chapter, Community, and Nation.
- Keep a neat and orderly pledge notebook to be graded at the end of the semester.
- Pledges classes will plan, execute, and attend their own service project and fellowship. Attendance to this event is mandatory.
- Pledges are required to attend the pledge/active retreat. Absences may be excused at the discretion of the Pledgemaster with at least one (1) day's notice. This policy will be enforced at the discretion of the Pledgemaster.