



## POLICIES & PROCEDURES OF ALPHA PHI INTERNATIONAL FRATERNITY, INC.

Adopted by the IEB July 1998

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## PREAMBLE

In accordance with the *Constitution and Bylaws* Article VIII, Section 5.T., these *Policies & Procedures* have been enacted by the IEB to ensure consistency in its governance of Alpha Phi between Conventions. Although amendments to these *Policies & Procedures* are adopted by the IEB, any member of Alpha Phi or any EO staff member may recommend changes for their consideration.

## GLOSSARY OF KEY TERMS

**AAS:** Alumnae Affinity Specialist

**ACA:** Alumnae Chapter Administrator

**ACP:** Alumnae Community President

**AET:** Alumnae Engagement Team

**Alpha Phi:** Alpha Phi International Fraternity, Inc., a New York not-for-profit corporation

**Applicable Laws:** All applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city.

**AST:** Alumnae Strategy Team

**CCA:** Collegiate Chapter Administrator

**CCM:** Collegiate Chapter Manager

**CCOM:** *Collegiate Chapter Operations Manual*

**CCSC:** Collegiate Chapter Strategy Committee

**COL:** Committee on Leadership

**Constitution:** *Constitution & Bylaws the Fraternity*

**Convention:** Alpha Phi's biennial Convention, held in accordance with the applicable provisions of the *Constitution*.

**ETL:** Extension Team Lead

**Executive Director:** Executive Director of Alpha Phi

**Executive Office (EO):** Executive Office of Alpha Phi

**Executive Office (EO) Staff:** Collectively, the employees of Alpha Phi

**Foundation:** Alpha Phi Foundation, Inc., an Illinois not-for-profit corporation

**Foundation Board:** Board of Directors of the Foundation

**Foundation Chair:** Chair of the Foundation Board

**Alpha Phi Chapter Facility:** Any property used as the official facility for a collegiate chapter of Alpha Phi, whether owned, leased, or maintained by a House Corporation or Chapter Property Committee or provided by a college or university.

**FSC:** Finance and Audit Standing Committee

**FSPAC:** Fraternity and Sorority Political Action Committee

**Governing Documents:** The *Constitution* and the *P&P*

**GRC:** Government Relations Committee

**IEB:** International Executive Board of Alpha Phi

**IG:** International Governor

**LEM:** Lifetime Engagement Manager

**International President:** President of Alpha Phi International Fraternity, Inc.

**NHC:** National Housing Corporation of Alpha Phi International Fraternity, Inc., an Ohio not-for-profit corporation

**NPC:** National Panhellenic Conference

**P&P:** *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

**Quarterly:** The Alpha Phi *Quarterly*

## ARTICLE I: STANDING RULES

### SECTION 1: PURPOSE

Every chapter and chapter member must adhere to the *Standing Rules*; failure to do so is sufficient reason for a chapter or member to be subject to disciplinary action as further outlined in the *Constitution* and the *P&P*.

### SECTION 2: UNLAWFUL ACTS AND DISCIPLINE

- A. Alpha Phi is a private organization whose members join voluntarily and agree to uphold and abide by its governing rules. Collegiate and alumnae communities and their individual members must act in compliance with all applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city. Neither chapters, nor their individual members, may engage in any Unlawful Act, and may be subject to disciplinary action for any such Unlawful Act, including possible suspension or termination of membership as described in this Section 5.
- B. The term “Unlawful Act,” as used herein, means:
  - I. Any criminal act under federal, state, provincial or local law, whether classified as a felony or a misdemeanor;
  - II. Any other violation of all applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city; and/or

Any violation of the applicable rules, policies or standards of conduct of the institution of higher education at which the collegiate chapter is located

### SECTION 3: RISK REDUCTION

Alpha Phi’s primary concern is for the wellbeing of its members. Alpha Phi has adopted and implemented a comprehensive risk reduction policy, designed to protect its members while also minimizing Alpha Phi’s exposure to liability and damage. Alpha Phi’s risk reduction policy includes the following provisions, all of which must be adhered to by Alpha Phi collegiate chapters and all members:

#### A. COMPLIANCE WITH APPLICABLE LAWS

- I. All Alpha Phi collegiate chapters and all members shall act in compliance with all applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city.
- II. All Alpha Phi collegiate chapters and their individual members shall comply with all governing rules, policies, or standards of conduct that are, or may be, established by the institution of higher education where the collegiate chapter is located.

#### B. COMPLIANCE WITH ALPHA PHI GOVERNING DOCUMENTS

- I. All Alpha Phi collegiate chapters and all members shall abide by the *Constitution* and *P&P*.
- II. All Alpha Phi collegiate chapters are strictly prohibited from implementing or enforcing their own *Standing Rules*, bylaws, policies, or other rules and regulations that conflict in any way with the *Constitution* and the *P&P*.

## **C. COLLEGIATE CHAPTER RESPONSIBILITIES**

- I. All Alpha Phi collegiate chapters shall abide by the *CCOM*.
- II. Alpha Phi collegiate chapters are strictly prohibited from participating in chapter events held by, or co-sponsored with, other campus organizations whose recognition has been withdrawn by the host institution or governing organization because of disciplinary or risk-management reasons.
- III. Each Alpha Phi collegiate chapter must establish a Judiciary Board, as outlined in the *CCOM* and the *Judiciary Board Guidebook*.
- IV. The President and the Vice President of Risk Management of each collegiate chapter must be the only officers authorized to enter into contracts on behalf of the chapter. Each collegiate chapter must have the Chapter Advisor review any contract prior to signature by an authorized officer.

## SECTION 4: DUTY TO REPORT VIOLATIONS

### **A. DUTY TO REPORT**

Any member who is aware or has reason to believe violations of these *Standing Rules* are taking place, has a duty to report such violations to a Chapter Advisor and/or officer. The failure to report any violation of the *Standing Rules* will constitute a violation of the *Standing Rules*.

### **B. INVESTIGATIONS**

Any member who interferes or fails to cooperate in any manner with any investigation of possible violations of these *Standing Rules* will be deemed in violation of these *Standing Rules*.

### **C. RETALIATION**

Retaliation, bullying or intimidation of individuals who report violations of the *Standing Rules* or who participate with any related investigation will be deemed a violation of the *Standing Rules*.

## SECTION 5: EVENTS WITH ALCOHOL

- A. The possession, sale, use or consumption of alcoholic beverages, during an official Fraternity event, in any situation sponsored or endorsed by the chapter or in any event an observer would associate with the Fraternity, shall be in compliance with any and all Applicable Laws and must also conform to governing documents and policies or standards of conduct that are or may be established by the institution of higher education where the collegiate chapter is located.
- B. Collegiate chapters of Alpha Phi and their individual members must operate in compliance with any and all Applicable Laws, relating to illegal drugs, narcotics or other controlled substances and must also conform to governing documents and policies or standards of conduct that are or may be established by the institution of higher education where the collegiate chapter is located.
- C. Alpha Phi collegiate chapters are strictly prohibited from participating in chapter events held by, or co-sponsored with other campus organizations whose recognition has been withdrawn by the host institution or governing organization because of disciplinary or risk management reasons.
- D. Alcoholic beverages must be either: 1) Provided and sold on a per-drink basis only by a third-party vendor who is properly licensed by the appropriate local and state/provincial authority (bar, caterer, restaurant, etc.); or 2) Brought by individual members and guests of legal drinking age who will be consuming alcohol at this event through a bring your own beverage (BYOB) system.

- E. The presence of alcohol products above 15% alcohol by volume (“ABV”), including hard liquor, are prohibited at any Alpha Phi event, except when served by a licensed and insured third-party vendor.
- F. No alcoholic beverages may be purchased through chapter funds, nor may individual members purchase such on behalf of the chapter.
- G. No members, collectively or individually, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).
- H. Alpha Phi may not co-host or co-sponsor, or in any way participate in an activity or event with another group or entity that purchases or provides alcohol.
- I. Bulk or common sources of alcohol, such as a keg, punch bowl or pitcher, are prohibited when not served by a licensed and insured third party vendor.
- J. No member shall permit, tolerate, encourage or participate in activities which promote the rapid consumption of alcohol (i.e. “drinking games”).
- K. Per the trademark policy in the P&P; a chapter nor its members may not associate Alpha Phi’s name with alcohol, alcohol distributors, or pub crawls.
- L. Alcohol will not be brought into, stored, consumed, or served in a chapter facility, lodge, room or apartment owned/operated/leased by Alpha Phi.
- M. No Alpha Phi sponsored event can take place outside the country in which the chapter is located.
- N. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- O. Alpha Phi events with alcohol must be closed events, with specific invitation, and the chapter must use a guest list. Attendance at events with alcohol is limited to a 2:1 maximum guest to member ration and must not exceed the facility capacity and local fire code. Multi-group functions must not exceed a total of four organizations.
- P. Any event or activity associated with the joining process, including but not limited to recruitment, ritual, new member program, bid day, etc. must be substance free.
- Q. A chapter utilizing BYOB policy men’s fraternity or other organization, facilities, must submit a “BYOB Annual Notification Form” at the beginning of the academic year.
- R. When an Alpha Phi chapter plans to host or co-host an event with alcohol, chapter leadership must utilize and comply with the procedures outlined in the “Alpha Phi Event Planning Guide.” This document should be reviewed by the Executive Council prior to the event to ensure the event is in compliance. Once complete, the “Event Planning Guide” should be submitted to the Chapter Advisor for review at least 4 days of the scheduled event.

## SECTION 6: TRANSPORTATION POLICY

### A. CHARTERED TRANSPORTATION

In the event a chapter holds a social function with alcohol (e.g. date parties, mixers, socials, formals, etc.) away from the college or university area, all members and guests attending shall travel to and from the event by a licensed and insured commercial transportation vendor (e.g. bus or large vans) within the same day or evening.



If a chapter hires a vendor to transport members and guests, the vendor must meet the following requirements:

- I. Commercial Auto Insurance that provides coverage for transporting people and property for a fee.
- II. Commercial Auto Insurance that provides, at a minimum, primary coverage of \$1,000,000 combined single limit for bodily injury and property damage.
- III. A professional driver who has a current valid commercial vehicle operator's license in the state in which the driver and the social function is located.

When commercial transportation is used, for BYOB events, no alcohol will be transported in the passenger compartment of the vehicle.

For Third-Party Vendor events, no alcohol is allowed on the bus.

#### **B. PUBLIC TRANSPORTATION**

For events held within the college or university area, a chapter can utilize public transportation services including but not limited to taxi, Uber, Lyft, subway, campus bus, or city bus.

#### **C. DESIGNATED DRIVER PROGRAM**

Designated driver programs are allowed when they are associated with Alpha Phi, are voluntary and the event is held within the college or university area.

Members should not participate in designated driver programs for events held by other organizations.

#### **D. PARENT, ALUMNAE, RED DRESS EVENTS**

If the chapter hosts a function including parents, alumnae, or Red Dress event with alcohol, the chapter must develop and communicate a transportation plan for the event and communicate the plan to all attendees.

### **SECTION 7: ILLEGAL DRUGS AND OTHER CONTROLLED SUBSTANCES**

- A.** Any involvement by Alpha Phi members with illegal drugs, narcotics or other controlled substances poses a significant threat to health and safety and is contrary to the objectives and ideals for which Alpha Phi stands. Collegiate chapters of Alpha Phi and their individual members must operate in compliance with all applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city relating to illegal drugs, narcotics or other controlled substances and must also conform to all governing rules, policies or standards of conduct that are or may be established by the institution of higher education where the collegiate chapter is located.
- B.** In addition to the requirements set forth above in Section A, the following will apply:
  - I. Members will be subject to disciplinary action, including possible termination of membership, for any illegal use, distribution, or possession of controlled substances, including, but not limited to, illegal drugs and narcotics.
  - II. Subject to the exception set forth below in subsection (iii), the use, distribution or possession of any form of marijuana constitutes a violation of these *Standing Rules* that will subject members to disciplinary action, including possible termination of membership.

- III. Medical marijuana, if validly prescribed to a member by a physician, may be only used by the member in the prescribed manner directed by the physician. Medical marijuana may not be used or stored in any Alpha Phi Chapter Facility. Medical marijuana is also prohibited at any Alpha Phi Sponsored Event.
- IV. Members will be subject to disciplinary action, including possible termination of membership, for the illegal use, distribution or possession of paraphernalia (as defined under any applicable laws, regulations and/or ordinances of the applicable country, state, province, county, and city) used with controlled substances, including illegal drugs and narcotics.
- V. Prescription medications may only be taken by members for their intended use and in the prescribed manner as directed by a member's physician. Members will be subject to disciplinary action, including possible termination of membership, for the unauthorized use, distribution or possession of prescription drugs.

## SECTION 8: HUMAN DIGNITY

### A. ETHICAL BEHAVIOR

Alpha Phi prohibits behaviors that intend to be, or are reasonably foreseeable to be, undignified, threatening, intimidating, bullying, or harassing to another person or group within member activities. This behavior includes, but is not limited to lying, cheating, theft, libel, slander, or illegal activity and/or participating in activities that are discriminatory, degrading and/or demeaning to others, but not limited to activities or events based on any negative manner on religion, socioeconomic status, race, gender expression, sexual orientation or personal abilities.

Alpha Phi firmly repudiates actions and statements that negate the concepts of self-respect, personal development, equality and dignity. Collegiate members will not join any auxiliary group for another fraternal organization, such as being a "Big Sister" or "Little Sister."

### B. SEXUAL ABUSE AND HARASSMENT

Alpha Phi does not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together.

### C. HAZING

No chapter, extension chapter, member or alumna may conduct, participate in or condone hazing activities. Hazing activities are defined as: "Any action taken, or situation created, intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule," for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in the Fraternity, regardless of a person's willingness to participate.

### D. RETALIATION

The chapter prohibits retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of the Alpha Phi *Policies and Procedures*. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating or participating with an investigation, seeking guidance regarding a compliance concern or to deter one from taking such action.

## SECTION 9: WEAPONS AND VIOLENCE

### A. WEAPONS

The possession or use of any kind of weapon or explosive is prohibited during an official Fraternity event, in any situation sponsored or endorsed by the chapter or in any event an observer would associate with the Fraternity. The use or possession of any kind of weapon or explosive is prohibited in an Alpha Phi Chapter Facility.

### B. FIGHTING AND PHYSICAL ABUSE

Alpha Phi will not tolerate or condone any form of fighting or physically abusive behavior. No chapter member or guest shall engage in fighting or physical abuse, during an official Fraternity event, in any situation sponsored or endorsed by the chapter, in any event an observer would associate with the Fraternity, nor in any Alpha Phi Chapter Facility.

## SECTION 10: RELATIONSHIP STATEMENT

Alpha Phi is committed to its college and university partnership. As such all chapters on any campus with a relationship statement of any sort are expected to uphold and abide by the statement in its entirety.

## SECTION 11: CHAPTER FACILITIES REQUIREMENTS

### A. FACILITY OCCUPANCY

All members will be required to live in the Alpha Phi Chapter Facility as long as space is available. A written resignation of membership will be accepted by Alpha Phi from members who refuse to sign a housing agreement or who refuse to move into the Alpha Phi Chapter Facility if they are called upon to do so per the chapter's occupancy plan. Chapters may recommend a member for termination should she refuse to sign a housing agreement or move into the Alpha Phi Chapter Facility and refuse to resign her membership.

- I. All chapters will have a housing occupancy plan that outlines which members, in which order, will be chosen to live in the Alpha Phi Chapter Facility to ensure that the facility is full at all times. The plan will be approved by the chapter and the Chapter Advisor.
- I. When an Alpha Phi Chapter Facility is full and a member chooses to move out, she may do so without penalty if there is another member to take her place, subject to the approval of the Chapter Advisor.
- II. When an Alpha Phi Chapter Facility is not full and a member chooses to move out of the facility without paying her room/board costs for that academic term, such action will constitute a violation of these *Standing Rules* and will be sufficient grounds for termination of membership.
- III. The Chapter Facility Occupancy Plan should be submitted via the appropriate officer report on Officer Portal no later than May 30 of each year.

### B. FIRE, HEALTH AND SAFETY

When an Alpha Phi Chapter Facility is full and a member chooses to move out, she may do so without penalty if there is another member to take her place, subject to the approval of the Chapter Advisor.

- I. All chapter facilities must meet applicable local fire standards and health codes.

- II. The possession and/or use of firearms or explosive/incendiary devices of any kind within the confines and premises of Alpha Phi Chapter Facilities is prohibited.
- III. Open flames, including Candles are prohibited in Alpha Phi Chapter Facilities or individual rooms.

## SECTION 12: LEGACIES

### A. DEFINITION

A Legacy is any daughter, granddaughter, great-granddaughter, stepdaughter, sister or stepsister of an initiated member of Alpha Phi.

## SECTION 13: MEMBERSHIP

- A. For purposes of this *Standing Rule* the term “member” will include both initiated and uninitiated members of Alpha Phi.
- B. Alpha Phi is a private membership organization. Members are selected through a recruitment process by existing members of Alpha Phi. Women selected for membership in Alpha Phi must have good scholarship, be of good character, have an interest in activities that will enhance the academic atmosphere at the college or university, and have a sincere desire to contribute to the development of Alpha Phi.
- C. While members of Alpha Phi are neither selected nor rejected based upon age, religion, race, national origin, sexual orientation, or disability, membership in Alpha Phi is open only to women based upon exemption given social fraternities and sororities by Title IX of the Education Amendments of 1972.
- D. Because Alpha Phi believes that a multicultural experience during the college years enhances each member’s ability to function in a pluralistic society, Alpha Phi affirms that it does not discriminate on the basis of age, race, sexual orientation, national origin, religious preference, or disability. Alpha Phi will not tolerate such discrimination by any of its members.

## ARTICLE II: MEMBERS

### SECTION 1: COLLEGIATE MEMBERS

#### A. STUDENT CLASSIFICATION

- I. The term “full-time student” as used by Alpha Phi will be defined by each collegiate chapter in accordance with its school’s policies and requirements. Exceptions to the “full-time student” classification may be made for seniors in their last academic term before graduation, in which taking additional credits to remain “full-time” would be academically and/or financially burdensome.
- II. If a full-time student who is a graduate student, or has completed four (4) academic years, wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter’s Executive Council and by the Chapter Advisor. The chapter must notify the applicable EO staff when a member maintains her collegiate membership status after four (4) years.

#### B. UNINITIATED

Women who have been invited to membership and have accepted the invitation to join, but have not yet been initiated, will be regarded as uninitiated members.

##### I. Education

A program of new member education, as prescribed by the *P&P*, will be conducted by each collegiate chapter.

##### II. Duration of an Uninitiated Membership

- a. In accordance with the Panhellenic Compact of the NPC Unanimous Agreements, an uninitiated membership will be binding upon the uninitiated member to the extent that she may not be pledged on the same campus to any other fraternity belonging to the NPC for one (1) calendar year from the date of pledging.
- b. An uninitiated membership will be binding upon the chapter for one (1) calendar year from the date of pledging unless:
  1. The uninitiated member is initiated before that date;
  2. The uninitiated membership is broken by Alpha Phi, the chapter or the uninitiated member herself before that date;
  3. The uninitiated membership must be extended by those chapters who are required by local Panhellenic rules to initiate in the sophomore year or by those chapters who have not had the opportunity to initiate members who have met the requirements for initiation; and
  4. The uninitiated member transfers to another college or university.

##### III. Re-pledging

###### a. Expired Uninitiated Memberships

Unless in conflict with university or college administrative requirements, a woman whose uninitiated membership has expired for failure to meet initiation requirements may be re-pledged only when such initiation requirements have been met and upon

three-fourths (3/4) affirmative vote of the chapter and with the approval of the Chapter Advisor. She must pay the new member fee and may be initiated at any time thereafter at the discretion of the chapter.

b. Broken Uninitiated Memberships

A woman who has had her uninitiated membership broken by the chapter, or has broken her uninitiated membership herself, may not be asked to join any other NPC fraternity on the same campus for one (1) calendar year from the date she was originally pledged. However, she may be re-pledged by the same fraternity chapter at any time within that calendar year.

1. An uninitiated member whose membership was broken by the chapter or herself may be re-pledged by her original chapter only upon the three-fourths (3/4) affirmative vote of that chapter and with the approval of the Chapter Advisor. She must pay the new member fee and will be considered in every way a new uninitiated member.
2. An uninitiated member whose membership was broken by the chapter or herself may be re-pledged by another chapter of Alpha Phi only upon the three-fourths (3/4) affirmative vote of that chapter after information has been received from her original chapter and with the approval of the Chapter Advisor. She must pay the new member fee and will be considered in every way a new uninitiated member.
3. A woman who has had her uninitiated membership broken by Alpha Phi may not be re-pledged to any chapter of Alpha Phi.

IV. Uninitiated Membership Not Transferable

- a. An uninitiated membership cannot be transferred from one chapter of Alpha Phi to another.
- b. If an uninitiated member transfers to a college where there is a chapter of Alpha Phi before the end of the calendar year from the date she was pledged, she may be pledged by that chapter, providing the chapter so desires and the local Panhellenic rules permit, at any time during the calendar year upon the three-fourths (3/4) affirmative vote of the chapter after information has been received from her original chapter. She must pay the new member fee and will be considered in every way an uninitiated member. Her uninitiated membership will be binding for one (1) calendar year from the date she was pledged to the new chapter.

V. Requirements for Initiation

An uninitiated member will qualify for initiation when she has met the following requirements:

- a. She accepts the lifetime commitment, responsibilities and obligations of membership in Alpha Phi.
- b. She has participated in and successfully completed a program of new member education unless otherwise authorized by the Chapter Advisor.

VI. Unaffiliated New Member – New Extension Chapter

- a. Uninitiated new members who temporarily leave college for reasons such as travel, health, or finance may be regarded as unaffiliated new members until they return to campus or their one-year binding membership agreement expires.

- b. This status must be approved by the Extension Team Lead or Chapter Advisor.
- c. In order to qualify for this status, an uninitiated new member of a new chapter must be current with her new member fees, chapter bond, chapter dues, and have been a new member of the new chapter for at least seven weeks.
- d. The basic requirements of new member eligibility remain:
  - 1. An uninitiated membership cannot be transferred from one chapter of Alpha Phi to another.
  - 2. An uninitiated membership will be binding upon the chapter for one (1) calendar year.
  - 3. The new member meets the requirements for initiation.

### **C. INITIATED**

Members who have been initiated into Alpha Phi will be regarded as initiated members. There will be three (3) classifications of initiated membership. Affiliated, Unaffiliated, and Associate.

#### **I. Affiliated**

Members who are attending college and are participating in a collegiate chapter will be regarded as affiliated collegiate members. No affiliated collegiate member will be a member of an alumnae community or have the right to vote therein.

#### **II. Unaffiliated**

- a. Members who are attending college but are not affiliated with a collegiate chapter will be regarded as unaffiliated. Reasons for unaffiliated status are as follows:
  - 1. Transfer to a college where there is a chapter of Alpha Phi, but have not affiliated with that chapter; or
  - 2. Transfer to a college where there is no collegiate chapter of Alpha Phi.
- b. Members who leave college for more than one term for reasons such as travel, health, or finance will be regarded as unaffiliated collegiate members until their natural collegiate graduation date, at which time their membership status will change to the designation of alumnae.

#### **III. Associate**

Members who are prevented from active participation in collegiate chapter affairs for extraordinary reasons and who have petitioned for, and been granted by the Chapter Advisor, associate collegiate membership will be regarded as associate collegiate members.

- a. Petitioning for Associate Collegiate Membership
  - 1. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two (2) semesters, two (2) trimesters, or three (3) quarters as initiated collegiate members will be eligible to petition for associate collegiate membership.

2. Any member wishing to obtain associate membership must send a written, signed petition to the Chapter Advisor stating the reasons for her request and the areas in which she feels she can no longer participate.
3. All financial obligations must be current to the date of the petition.
4. If the petition is granted, the Chapter Advisor will notify the member in writing of the terms of her associate status and inform the chapter of such action.
5. Associate collegiate membership will be granted for one (1) semester, one (1) trimester, or one (1) quarter only. If the member is still enrolled at the same college in successive semesters, trimesters, or quarters and desires to continue as an associate collegiate member, she must submit a petition each successive term.

b. Responsibilities of Associate Collegiate Members

1. All associate collegiate members will continue to give maximum possible support to their chapters.
2. All associate collegiate members must continue their house bond payments on schedule until paid in full.
3. All associate collegiate members must pay their annual International Dues.
4. All associate collegiate members may attend chapter meetings, without a vote, but may not hold office, they may attend chapter social functions, assuming financial obligations for same, with the prior approval of the Chapter Advisor.

IV. Affiliation of Transfers

- a. A transfer may be affiliated by a collegiate chapter upon a majority affirmative vote of the chapter. Once a transfer member has been affiliated she assumes all rights and privileges (voting, etc.) of the chapter. The following requirements are necessary to affiliate the transfer member:
  1. The affiliating chapter has verified her membership status with the applicable EO staff;
  2. A favorable recommendation has been received from the Chapter President and Chapter Advisor of her initiating chapter; and
  3. She was a collegiate member of Alpha Phi in good standing as defined in the *Constitution* with all Alpha Phi chapters to which she had previously been affiliated.
- b. A vote is not required for members returning to their initiating chapter.

## SECTION 2: DISCIPLINE OF COLLEGIATE MEMBERS

### A. CAUSE

A collegiate member will be subject to disciplinary action for:

- I. Failure to comply with college or Alpha Phi rules, regulations, or standards;
- II. Failure to meet scholastic standards;



- III. Failure to meet Alpha Phi and/or chapter financial obligations;
- IV. Conduct unbecoming a member of Alpha Phi;
- V. Disloyalty to Alpha Phi, including, but not limited to, the divulging of Ritual related information to any non-affiliated persons; or
- VI. Conduct tending to injure the good name of Alpha Phi, disturb its well-being, or hamper its work.

## **B. MANNER**

Discipline of an initiated or uninitiated member may be automatic suspension, probation, or termination of membership.

### **I. Automatic Suspension - Finance**

An initiated or uninitiated collegiate member will be automatically suspended from Alpha Phi membership when her dues, assessments or any other financial obligations remain unpaid for a period of thirty (30) days.

#### **a. Notification**

An initiated or uninitiated collegiate member who has been automatically suspended will be notified immediately of such action by the chapter Vice President of Finance, who will also notify the Chapter Advisor.

#### **b. Disposition of Badge or Pledge Pin**

The badge and certificate of membership of an initiated member or the pledge pin of uninitiated member who has been automatically suspended will be held by the Finance Advisor or the chapter Vice President of Finance until the member is reinstated, her membership is terminated or her uninitiated membership is broken.

#### **c. Reinstatement or Termination**

##### **1. Initiated Members**

An initiated member who has been automatically suspended will be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension providing such payment is made prior to the chapter's submission of the request for termination.

#### **d. Uninitiated Members**

An uninitiated member may be similarly reinstated provided such payment is made prior to the chapter's submission of the request for termination.

#### **e. Notification**

Notification of all reinstatements will be made by the chapter Vice President of Finance who will also notify the Chapter Advisor.

#### **f. Termination of Membership Due to Automatic Suspension**

If reinstatement does not occur, termination proceedings will begin immediately in accordance with the *P&P* when a member's dues, assessments or any other financial obligations remain unpaid for a period of forty-five (45) days.

## II. Probation

Probation may be imposed by any of the following:

- a. The chapter with a three-fourths (3/4) affirmative vote of the Judiciary Board;
- b. The Chapter Advisor; or
- c. The Executive Director or her designee.

Probation will be for a definite period of time and will involve the suspension of specific privileges of membership until the required degree of improvement has been made.

### a. Terms and Notification of Probation

- 1. When probation has been imposed by the chapter through the Judiciary Board process, it will establish the terms of probation and will notify the member involved and the chapter of the terms.
- b. When probation has been imposed by the Executive Director or her designee, he/she will set the terms of the probation and will notify the member involved, the chapter, and the Chapter Advisor of the terms.
- c. When probation has been imposed by the Chapter Advisor, she will set the terms of the probation and will notify the member involved and the chapter of the terms.
- d. Period of Probation

At the end of the probation period specified by the authority imposing probation, probation will be (1) withdrawn if the terms were successfully completed, (2) extended for a further period of time, or (3) subject to proceedings initiated for the termination of membership or the breaking of the uninitiated membership by the authority imposing probation, if the terms have not been met.

## III. Termination of Membership

### a. Uninitiated Membership

- 1. An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths (3/4) affirmative vote of the chapter and with the approval of the Chapter Advisor.
- b. An uninitiated membership may be broken by Alpha Phi if such action, in the opinion of the Executive Director or her designee, is in the best interest of Alpha Phi.

### c. Collegiate Membership

#### 1. Sole Power

The IEB, by four-fifths (4/5) vote, will have the sole power of terminating an initiated collegiate membership in Alpha Phi. An initiated collegiate membership may be terminated by the IEB for cause.

### d. Request for Termination

Termination of membership by the IEB for cause may be requested by:

- i. A three-fourths (3/4) affirmative vote by the chapter or the Judiciary Board;

- ii. The Chapter Advisor; or
- iii. The Executive Director or her designee.

Charges and specifications presented as evidence as obtained by the Judiciary Board process to support the request for termination may be presented by any or all of the aforementioned. When termination of a membership is being considered, relatives of such member will be disqualified from voting thereon and will not be included in determining the three-fourths (3/4) vote of the chapter.

- 2. The IEB may immediately terminate the membership of a collegiate member under extreme circumstances where the member's conduct poses a direct threat to the health or welfare of herself or others and/or where the member engages in egregious conduct that directly interferes with or undermines the mission and reputation of the Fraternity. Egregious conduct includes, but is not necessarily limited to, highly offensive and/or aggressive acts, discrimination, boundary violations and invasions of privacy.

A unanimous vote of the IEB shall be required to immediately terminate the membership of a collegiate member. The Executive Director or her designee shall notify the member of the termination of her membership in a letter sent by electronic mail (to the e-mail of record for the member) or by certified mail (to the address of record of the member).

A collegiate member whose membership is terminated by the IEB pursuant to this section will have the right to appeal to the IEB in writing. A collegiate member who desires such an appeal must so inform the Executive Director or her designee within ten (10) days of the date she was notified that her membership had been terminated. The IEB shall consider the appeal at its next scheduled meeting.

e. Procedure

- 1. If a collegiate chapter requests termination of membership, a report of the action, including the charges and specifications, together with the written request for termination of membership will be sent immediately to the Chapter Advisor who will forward these communications together with her report and recommendations to the Executive Director or her designee for final action.

- f. If the Chapter Advisor requests termination of membership, she will so notify the Chapter President and send a report directly to the Executive Director or her designee for final action.

- g. If the Executive Director or her designee requests termination of membership, he/she will so notify the Chapter President and Chapter Advisor.

h. Notification

When proceedings for termination of membership have been initiated, the Executive Director or her designee will send a letter to the member either by electronic mail (to the e-mail of record for the member) or by certified mail (to the address of record for the member) notifying her of the charges and specifications.

i. Disqualification to Vote

When the termination of a membership is being considered, relatives of such a member will be disqualified from voting thereon and will not be included in determining the four-fifths (4/5) vote of the IEB.

j. Membership Suspension Procedures

1. Disposition of Badge

During the interim between a request for termination of membership and action by the IEB, the badge and certificate of membership of such a member will be held by the Chapter President and her membership will be suspended.

k. Chapter Events

During the interim between a request for termination of membership and action by the IEB, members may not attend chapter events.

l. Housing

The request for termination of membership does not itself act to void any housing contract; however, the actions which lead to a request for termination may themselves have been a breach of the housing contract subjecting the member to eviction. Similarly, if a member is terminated by the IEB, the former member loses the right to live in the house and will be subject to eviction.

m. Appeals

A member whose membership is being considered for termination will have an opportunity to appeal to the IEB in writing. A member who desires such an appeal must so inform the Executive Director or her designee through submission of her appeal within ten (10) days from the date she was notified that proceedings for termination of her membership have been initiated.

A request for termination may be appealed to the International Executive Board only under the following circumstance:

- The procedures of the Alpha Phi Judiciary Board were not followed; OR
- The rights of the member as provided within Alpha Phi were violated.

n. Notice of Termination

When the IEB terminates the membership of a collegiate member, the Executive Director or her designee will notify the collegiate member and notify the chapter and the Chapter Advisor of such action. Her badge and certificate of membership will be sent to the Executive Office and her name stricken from the membership rolls of Alpha Phi.

o. Reinstatement of Former Collegiate Member as a Collegiate Member

A collegian whose membership has been terminated may petition for reinstatement once. Her petition may be granted upon a majority affirmative vote of the chapter, the approval of the Chapter Advisor and the four-fifths (4/5) vote of the IEB. The member must have paid any outstanding debts to the chapter and paid her reinstatement fee.

p. Reinstatement of Former Collegiate Member as an Alumna Member

A former collegiate member whose membership was terminated who now wishes to be reinstated as an alumna member may petition for reinstatement once. Her petition may be granted upon the four-fifths (4/5) vote of the IEB provided, however, that before action is taken by the IEB, at least three (3) years must have elapsed from the

date she left school and an investigation of the circumstances of her termination has been made. Any conditions stipulated by the IEB or as a result of the member's resignation or termination and payment of the alumnae reinstatement fee must be met prior to petitioning for reinstatement as an alumnae member of Alpha Phi in good standing.

### SECTION 3: ALUMNAE MEMBERS

#### A. DEFINITION

The following will be regarded as alumnae members:

- I. Members of Alpha Phi who have graduated from college;
- II. Members of Alpha Phi who have permanently left college in good standing with Alpha Phi;
- III. Members who have been granted alumnae status by the IEB;
- IV. Alumnae initiates;
- V. Graduate students, married students or students who have completed four (4) academic years who cannot or do not wish to remain affiliated with their chapters; and
- VI. Alumnae members who return to college.

#### B. RIGHT TO VOTE

No alumnae member will have the right to vote in a collegiate chapter.

#### C. ALUMNAE INITIATION

- I. Members may sponsor women for membership who will benefit Alpha Phi. These candidates will commit themselves to uphold the standards and ideals of Alpha Phi, to accept the principle that membership in Alpha Phi is for life, and to cooperate to the utmost in fulfilling the responsibilities of membership.
- II. Candidates for alumnae initiation may include a woman who is a relative of an initiated member of Alpha Phi in good standing, a woman who has been involved and continues to be involved in activities and functions of Alpha Phi, or a woman whose public stature or professional accomplishments evidence her value as a potential member of Alpha Phi. The candidate must not be an initiated member of any other NPC group, nor may she be a woman who could be of potential collegiate membership status, whether or not Alpha Phi has a chapter on the campus that the potential alumna initiate currently attends.
- III. Any alumna member of Alpha Phi in good standing may serve as a sponsor for a potential alumnae initiate. Additionally, initiated collegiate members of Alpha Phi in good standing may sponsor a woman who is a relative with the endorsement of her Chapter Advisor or her Chapter Advisor's designee.
- IV. Alumnae initiation application must be obtained from EO Staff by the sponsor of the proposed candidate. The completed application, including a sponsor recommendation letter, candidate supplemental information and initiation fees must be submitted to Alpha Phi no less than two (2) weeks prior to the proposed initiation date. Once the packet has been processed by the EO Staff, the candidate's information will be submitted to the IEB for review.

- V. The IEB must approve each candidate for alumnae initiation, except for mothers and grandmothers of initiated members of Alpha Phi, who do not require IEB approval so long as complete and correct application materials are received by EO Staff.
- VI. Each candidate and her sponsor will receive written notice of the approval or denial of the candidate's application. No candidate may be initiated prior to receiving notification of IEB approval.
- VII. The candidate will be included in the regularly scheduled initiation ceremony of a collegiate chapter, at Convention or at other times and places deemed appropriate by the IEB. The newly initiated alumna member will be affiliated with both the Alpha Lambda chapter (the official chapter of alumnae initiates) and the collegiate chapter where she was initiated.
- VIII. Alumnae of a local sorority that has become a colony of Alpha Phi may be eligible for initiation. It is preferred, but not required, that any alumnae of the local sorority desiring membership in Alpha Phi be initiated at the chapter's installation. In this case the application must be reviewed by any one of the following: Director of Collegiate Extension, Chair of the Extension Committee, ETL, Chapter Advisor, or the Chapter Advisor's designee. Application procedures will be set by the EO Staff based upon the colony installation timeline. Such alumnae initiation candidates must be approved by the IEB.
- IX. Women who are relatives of members at colonizing chapters may be initiated at the collegiate chapter installation. In this case the sponsor may be the colony member and the application must be reviewed by anyone of the following: Director of Collegiate Extension, Chair of the Extension Committee, ETL, Chapter Advisor, or the Chapter Advisor's designee. Application timeframes will be set by the EO Staff based on the colony installation timeline.
- X. The application for initiation of an unaffiliated staff member of Alpha Phi requires sponsorship by the Executive Director. The application for initiation of an unaffiliated staff member of Foundation requires sponsorship by the Foundation's Executive Director.
- XI. The application for initiation by an unaffiliated Alpha Phi Chapter Facility employee will not be considered during the course of her employment.

## SECTION 4: DISCIPLINE OF ALUMNAE MEMBERS

### A. TERMINATION OF ALUMNAE MEMBERSHIP

The IEB, by four-fifths (4/5) vote, will have the sole power of terminating an alumna's membership in Alpha Phi. An alumna's membership may be terminated for:

- I. Conduct unbecoming a member of Alpha Phi;
- II. Failure to maintain the standards of Alpha Phi;
- III. Failure to comply with its rulings; or
- IV. Conduct tending to injure the good name of Alpha Phi, disturb its well-being or hamper it in its work.

### B. MANNER

- I. Request for Termination

Either a chartered alumnae community, by a three-fourths (3/4) affirmative vote, or the applicable EO Staff, may request termination of membership of an alumna member by written notice to the Executive Director or her designee. Charges and specifications

presented as evidence to support the request for termination must be presented by any or all of the aforementioned.

## II. Notification

When proceedings for termination of membership have been initiated, the Executive Director or her designee will send a letter to the alumna member either by electronic mail (to the e-mail of record for the member) or by certified mail (to the address of record for the member) notifying her of the charges and specifications.

## III. The IEB may immediately terminate the membership of an alumna member under extreme circumstances where the member's conduct poses a direct threat to the health or welfare of herself or others and/or where the member engages in egregious conduct that directly interferes with or undermines the mission and reputation of the Fraternity. Egregious conduct includes, but is not necessarily limited to, highly offensive and/or aggressive acts, discrimination, boundary violations and invasions of privacy.

A unanimous vote of the IEB shall be required to immediately terminate the membership of an alumna member. The Executive Director or her designee shall notify the member of the termination of her membership in a letter sent by electronic mail (to the e-mail of record for the member) or by certified mail (to the address of record of the member).

An alumna member whose membership is terminated by the IEB pursuant to this section will have the right to appeal to the IEB in writing. An alumna member who desires such an appeal must so inform the Executive Director or her designee through submission of appeal within ten (10) days of the date she was notified that her membership had been terminated. The IEB shall consider the appeal at its next scheduled meeting.

## IV. Disqualification to Vote

When the termination of a membership is being considered, relatives of such a member will be disqualified from voting thereon and will not be included in determining the three-fourths (3/4) vote of the chapter.

## V. Disposition of Badge

During the interim between request for termination of membership and action by the IEB, the member will be requested by the Executive Director or her designee to send her badge and certificate of membership to the Executive Office. At this time the status of her membership is classified as suspended.

## VI. Appeal

An alumna member whose membership is currently suspended and being considered for termination will have an opportunity to appeal to the IEB in writing. A member who desires to appeal must notify the Executive Director or her designee in writing within ten (10) days from the date of notification that proceedings for termination of membership have been initiated. She will submit any pertinent information within that period of time.

## VII. Notice of Termination of Membership

When the IEB terminates the membership of an alumna member, the Executive Director or her designee will notify the alumna and the alumnae community (if applicable) of such action. Her badge and certificate of membership will be sent to the Executive Office if that has not already occurred and her name will be stricken from the membership rolls of Alpha Phi.

## VIII. Reinstatement

An alumna whose membership has been terminated may petition for reinstatement once. Her petition may be granted upon the four-fifths (4/5) vote of the IEB after an investigation of the circumstances of her termination has been made. Any conditions stipulated by the IEB must be met prior to final reinstatement as an alumna member of Alpha Phi in good standing.

The fee for a former collegiate member who resigned or whose membership was terminated and who now wishes to be reinstated as an alumnae member is payable prior to reinstatement and must be remitted to Alpha Phi. The fee will include the alumnae reinstatement fee plus the current year's annual or lifetime dues.

## SECTION 5: RESIGNATION OF MEMBERSHIP

### A. UNINITIATED MEMBER

An uninitiated member may resign her uninitiated membership. She will send a letter of explanation to the Chapter President and return her new member pin to the chapter. The Chapter President will report such action to the Chapter Advisor and EO Staff.

### B. COLLEGIATE MEMBER

A collegiate member who no longer wishes to accept the privileges and responsibilities of Alpha Phi membership may resign her membership.

#### I. Procedure

A collegiate member desiring to resign her membership must send a letter of resignation to the Chapter President and the Chapter Advisor. If all efforts fail to alter her decision the Chapter President will secure the member's badge and certificate of membership and send them along with the letter of resignation and a collegiate resignation form to EO Staff who may accept the resignation on behalf of the IEB.

#### II. Notice of Resignation

When a collegiate member's resignation of membership has been accepted by the Executive Director or her designee, he/she will send notice of such action to the collegian, the chapter, and the Chapter Advisor. The collegian's name will be stricken from the membership rolls of Alpha Phi.

#### III. Reinstatement

A collegian who has resigned her membership may petition for reinstatement once. Her petition may be granted upon a majority vote of the collegiate chapter Executive Council, the approval of the Chapter Advisor and the four-fifths (4/5) vote of the IEB.

### C. ALUMNA MEMBER

An alumna member who no longer wishes to accept the privileges and responsibilities of Alpha Phi membership may resign her membership.

#### I. Procedure

An alumna member desiring to resign her membership must send a letter of explanation and request together with her badge and certificate of membership to the Executive Director or her designee who will accept the resignation on behalf of the IEB.

#### II. Notice of Resignation



When an alumna member's resignation has been accepted, the Executive Director or her designee will send notice of such action to the alumna and the Alumnae Community, if applicable. The alumna's name will be stricken from the membership rolls of Alpha Phi.

### **III. Reinstatement**

An alumna member who has resigned her membership can never be reinstated as a member of Alpha Phi.

### **D. REINSTATEMENT OF FORMER COLLEGIATE MEMBER AS ALUMNA MEMBER**

A former collegiate member who resigned who now wishes to be reinstated as an alumna member may petition for reinstatement. Her petition may be granted upon the four-fifths (4/5) vote of the IEB provided, however, that before action is taken by the IEB, at least three (3) years have elapsed from the date she left school and an investigation of the circumstances of her resignation. Any conditions stipulated by the IEB or as a result of the member's resignation and payment of the alumnae reinstatement fee must be met prior to petitioning for reinstatement as an alumna member of Alpha Phi in good standing.

## **SECTION 6: DUES AND FEES**

The IEB establishes all dues and fees in accordance with the guidelines set forth in the *Constitution*.

## **SECTION 7: MEMBER PRIVACY AND COMMUNICATION**

### **A. PURPOSE**

Members of Alpha Phi provide their contact information in order to receive information and communications relevant to their association with the organization. This contact information will be protected and utilized in accordance with Alpha Phi's values and mission.

### **B. MEMBER CONTACT PREFERENCES**

- I. All members will automatically be opted-in to:
  - a. Receive electronic and physical communications from Alpha Phi and its chapters;
  - b. Receive electronic and physical communications from approved vendors and partners of Alpha Phi;
  - c. Allow other Alpha Phi members to search for their contact information on Alpha Phi's web site; and
  - d. Allow other Alpha Phi members to request their contact information from the EO Staff.
- II. Members may opt-out of receiving various types of electronic and physical mail or having various aspects of their contact information shared by updating their profile or contacting EO Staff.

### **C. PARENT/GUARDIAN CONTACT PREFERENCES**

- I. All members will automatically be opted-out of membership information being shared with their parents/guardians.

- II. Members may opt-in to having billing and other membership information shared with their parents/guardians by updating their profile or contacting the applicable EO Staff in writing using the email address listed in their profile.
- III. Alpha Phi is not required to share member information with parents/guardians, even with written consent from the member.

#### **D. ACCEPTABLE USE OF MEMBER CONTACT INFORMATION**

- I. Contact information for specific members may be looked up by members using the members-only section of Alpha Phi's website. Member contact information may not be used for solicitation.
  - a. It may include the following information: name, mailing address, email address, phone number and initiating chapter.
  - b. Members' parent/guardian contact information will not be shared with volunteers, collegiate chapters or alumnae communities.
- II. Member contact information lists may be shared with volunteers, collegiate chapters and alumnae communities for Alpha Phi-related events, activities and communications. They may not be used for solicitation or personal use.

They may include the following information: name, mailing address, email address, phone number, graduation year, initiation date, collegiate chapter and school.
- III. With approval from the Executive Director or her designee, member contact information lists may be shared with partners and official licensed vendors of Alpha Phi for specific one-time campaigns or mailings.

They may include the following information: name, mailing address, email address, phone number, parent names, parent/guardian mailing addresses and parent/guardian email addresses.
- IV. With approval from the Executive Director or her designee, member contact information lists may be shared with educational institutions that have currently or formerly had a collegiate chapter of Alpha Phi for members who attended their institution.

They may include the following information: name, mailing address, email address, phone number and graduation year.

#### **E. MEMBERSHIP STATUS INFORMATION**

Upon receipt of a request made for a proper purpose, EO staff may disclose the membership status of current or past members, including their current status, school/chapter and dates of membership. Additional information on membership status of current or past members may be shared by EO staff with relevant volunteers and educational institutions on an as-needed basis.

## ARTICLE III: CHAPTERS

### SECTION 1: COLLEGIATE CHAPTERS

#### A. NAMES

Collegiate chapters will be named alphabetically according to the Greek alphabet, beginning with Alpha, and will be named thereafter in sequence with double letters of the Greek alphabet beginning with Beta Alpha. The names of inactive chapters will be held in reserve to be used only should a chapter be reestablished at the same college or university.

#### B. POWERS

A collegiate chapter in good standing will have the power to:

- I. Present itself as a chapter of Alpha Phi and use the name of Alpha Phi therein;
- II. Conduct meetings and elect officers; and
- III. Adopt bylaws and make regulations necessary for the management and operation of the chapter consistent with the *Constitution* and the *P&P*.

#### C. ACADEMIC EXCELLENCE

Academic excellence is central to the success of Alpha Phi's collegiate chapters and individual members. The standard that each collegiate chapter will use for assessing the effectiveness of its scholarship program is whether the chapter is at or above the women's average or the sorority average for its campus, whichever is higher.

#### D. PERSONAL REFERENCES

All collegiate chapters will make a reasonable effort to obtain a personal reference for each potential member. If a reference indicates that the potential member or her family is known personally by Alpha Phi alumna writing references, that potential member must be included in at least one (1) invitational set of parties unless the local Panhellenic specifies this is a preference party.

- I. The only exceptions are:
  - a. If the number of potential members with references exceeds the number of invitations permitted by Panhellenic to the first invitational; or
  - b. If the Chapter Advisor or her designee grants an exception based on chapter circumstances.
- II. A collegian may write a reference for a potential member known personally by her if the potential member is attending a university other than her own.

#### E. NEW MEMBER PROGRAMS

A collegiate chapter's new member program cannot exceed six weeks, starting on Bid Day, unless special permission is granted, in writing, by the Executive Director or her designee. All activities must be held between the hours of 9 a.m. and 9 p.m.

#### F. OFFICERS

The elected officers and associated duties will be those as set forth in the *CCOM*.

I. Eligibility

A collegiate member of Alpha Phi must be in good standing to hold an officer role. Each chapter will adopt scholastic eligibility requirements for its officers. A member elected to the office of Chapter President of her collegiate chapter will be a junior at the time of installation into office unless otherwise approved by the Chapter Advisor. A collegiate Chapter President will not succeed herself in that office unless granted permission by the Chapter Advisor.

II. Election

All officers will be elected annually to hold office until the next election unless otherwise authorized by the Chapter Advisor.

III. Officer Training and Transition

All officers-elect will attend Officer Transition.

IV. Removal from Office

Any officer of the chapter may be removed from office upon:

- a. A three-fourths (3/4) affirmative vote of the Judiciary Board;
- b. Upon a three-fourths (3/4) affirmative vote of the chapter with approval from the Chapter Advisor; or
- c. As necessary by the Executive Director or her designee.

The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

V. Vacancies

Vacancies caused by disqualification, resignation, removal or otherwise will be filled by election by the chapter at any regular meeting. Appointed officer vacancies will be filled by the Executive Council.

VI. Payment for Service

There will be no payment for service in office to any chapter officer. No officer will receive monetary compensation or other personal benefits as a result of any chapter purchases or contracts.

**G. ADVISORY BOARD AND CHAPTER ADVISOR**

I. Advisory Board

An advisory board, led by a Chapter Advisor, will guide and advise each collegiate chapter and will perform such duties as prescribed in the *CCOM*. Advisors support all aspects of the chapter's activities. Advisors are role models and must therefore be alumna members of Alpha Phi in good standing and contribute to the Foundation. Advisor positions are a one (1)-year commitment. Advisors will be appointed/re-appointed annually by the Chapter Advisor.

## II. Chapter Advisor

### a. Role

The Chapter Advisor is the key volunteer responsible for providing leadership, guidance and support to the local collegiate chapter, securing the chapter's strong health. Alpha Phi depends upon the Chapter Advisor for ensuring key outcomes and driving collegiate chapter health. The Chapter Advisor shall:

1. Acts as a representative on behalf of Alpha Phi International Fraternity to the collegiate chapter, alumnae community, university, local community and parents;
  - d. Fosters a strong relationship between the chapter and House Corporation Board or Chapter Property Committee;
  - e. Attends Convention and all training opportunities for advisors;
  - f. Establishes a strong partnership with the Chapter President, guiding her in setting and accomplishing goals appropriate for the chapter;
  - g. Ensures the Chapter President's attendance at Convention and appropriate chapter officer attendance at Leadership Conference;
  - h. Provides input to Educational Leadership Consultants to assist in determining the appropriate focus of consultative support;
  - i. Pays annual International Dues and contributes annually to the Alpha Phi Foundation;
  - j. Networks within Alpha Phi International and the local Greek community;
  - k. Serves as a role model for collegians;
  - l. Completes all reports in a timely manner;
  - m. Reports all major incidents in a timely manner; and
  - n. Acts as a representative of Alpha Phi in connection with disciplinary issues involving collegiate members in accordance with Article II of the *P&P*.
- ### b. Appointment, Reporting Relationships and Assessment

The Chapter Advisor will be appointed or re-appointed annually by the assigned CCA, ETL, or IG and directly reports to the assigned CCA, ETL or IG. The assigned CCA, ETL or IG will conduct an assessment of each Chapter Advisor, to include the Chapter Advisor's own self-evaluation, at least annually.

### c. Removal

A Chapter Advisor may be removed by the CCA, ETL or IG for ineffectiveness or for cause.

## H. BYLAWS AND OTHER REGULATIONS

Chapters will adopt their own bylaws and regulations using the template. Bylaws must be consistent with and no less restrictive than the *Constitution* and the *P&P*. Adoption of and amendments to chapter bylaws must be approved by the Chapter Advisor before final action by the chapter.

## **I. ACCEPTABLE USE OF CHAPTER CONTACT INFORMATION**

- I. Contact information for specific chapters may be looked up by members using the members-only section of Alpha Phi's website. It may include the following information: chapter mailing address and social media addresses.
- II. Collegiate and alumnae community contact information lists can be requested by volunteers, collegiate chapters and alumnae communities for Alpha Phi related events, activities and communications. They may not be used for solicitation or personal use. They may include the following: chapter mailing address and email address of the Chapter President.
- III. With approval of the Executive Director or her designee, collegiate and alumnae communities contact information lists can be requested by partners and official licensed vendors of Alpha Phi for specific one-time (1) campaigns or mailings. They may include the following: chapter mailing address and email address of Chapter President.
- IV. Contact information for Chapter Presidents, Chapter Advisors, House Corporation Board Presidents and other Alpha Phi volunteers may be requested by members (or other parties at the discretion of the EO Staff) for purposes directly related to their Alpha Phi positions of responsibility. They may include the following information: name, email address and/or phone number.

## **J. CHAPTER FINANCE**

- I. Each collegiate chapter will have a financial and budget system approved by and under the supervision of the Executive Director or her designee. Collegiate chapters are not permitted to maintain funds outside of the approved financial system accounts without permission of the Executive Director or her designee.
- II. No assessments beyond the stated International fees, chapter dues and fees or housing contract charges and deposits will be charged to any member.
  - a. All such dues and fees for collegiate chapters must be determined and stated for the information of the membership no later than March 1 each year.
  - b. A collegiate chapter is only permitted to levy fines when members are absent from the following events: Recruitment Workshops and Polish Week activities, Formal Recruitment events, Court of Ivy and Initiation.
  - c. Purchases of goods, such as favors, wearing apparel, pictures and jewelry, which are optional to the individual members, are not considered assessments.
  - d. Fines imposed by a third party directly related to an individual member may be passed on to that individual member and are not considered assessments.
  - e. Recognizing that study abroad programs complement our values of personal development and intellectual growth it is the responsibility of each collegiate chapter to determine a reasonable rate for chapter dues to be paid by members of the collegiate chapter who study abroad.

## **K. RITUAL**

Each collegiate chapter in good standing has the privilege of initiating members in Alpha Phi. Only the official ritual of Alpha Phi may be used to initiate members. The ceremony must be performed as written. No changes may be made by an individual chapter or member.

No Alpha Phi ceremony, meeting or other event, including initiation, may utilize open flame devices. Unlit open flame devices for decorative purposes are also prohibited.

## **L. RECORDS**

The records of each collegiate chapter, including chapter minute books, initiation books and ritual equipment, will be protected and stored in a safe location. Records are property of the collegiate chapter and must be retained by the chapter, not individual officers. If there is an Alpha Phi Chapter Facility, records will not be taken to the rooms or homes of individual members unless permission is granted by the Chapter Advisor.

## **M. SIGNING DOCUMENTS ON BEHALF OF ALPHA PHI**

A collegiate or alumnae representative of a chapter may not sign any statement or document binding Alpha Phi without the permission of the Executive Director or her designee.

## **N. CAMPUS RAIDING**

- I. Each Alpha Phi collegiate chapter is encouraged to take a positive stand against "raiding". The chapter members are expected to refrain from conducting any raids of their own (either as a group, or as individual members). The chapter is also to inform campus fraternities that fraternity raids will be reported to the authorities. For damages under \$50.00, reports will be given to the Panhellenic and Interfraternity Councils. For damages of \$50.00 or more, the local police shall also be notified.
- II. It is recommended that each chapter utilize the following method of implementing this policy:
  - a. The chapter should adopt the following "Fraternity Raid Policy": "We define a raid as any forcible entry into our house whether the intentions are peaceful or destructive. If such an event occurs, Alpha Phi will, without question, submit a formal complaint to the Interfraternity Council, Panhellenic, the University Administration and, if necessary, the local police about the fraternity involved. The entire chapter should be informed of policy, so the above action need never be executed. We, in turn, will also abide by the policy with respect to fraternity rights."
  - b. The Chapter President should notify all individual Greek groups on campus, Panhellenic, Interfraternity Council and the University Administration of the policy, enclosing a copy of the adopted policy.

## **O. DISCIPLINE OF COLLEGIATE CHAPTERS**

- I. A collegiate chapter will be subject to disciplinary action for:
  - a. Conduct that contributes in any manner to the impairment of the welfare or good name of Alpha Phi by failing to support and properly maintain the standard of conduct befitting a chapter of Alpha Phi;
  - b. Violation of, or failure to abide by the *Constitution* and the *P&P* or Alpha Phi's Ritual;
  - c. Failure to cooperate with official representatives of Alpha Phi;
  - d. Failure to meet financial and Internal Revenue Service obligations; or
  - e. Failure to maintain a satisfactory scholastic record.

### **II. Disciplinary Action**

Discipline of a collegiate chapter may be academic probation, membership review, Alpha Phi probation, or suspension of a chapter charter.

a. Academic Probation

1. A chapter failing to maintain a satisfactory scholarship record may be placed on academic probation by the IEB. The person or persons placing the chapter on academic probation will set the terms of probation and the degree of improvement to be met.

b. Academic probation will involve the restriction or suspension of such chapter activities that might prevent or delay a chapter from attaining the prescribed standards as rapidly as possible. Such chapter activities to be restricted or suspended will be listed specifically in writing.

c. Probation

The IEB may place a chapter on probation for cause, which may involve the suspension of certain powers of the chapter.

Procedure

1. Investigation

No chapter will be placed on probation unless and until a thorough investigation has been conducted by the Executive Director or her designee and the chapter's CCM, CCA and the Chapter Advisor have been notified. The chapter will be provided an opportunity to be heard on its own behalf.

d. Notification

The Executive Director or her designee will immediately notify in writing the IEB, the chapter's CCM and CCA the Chapter Advisor, and the chapter of probation status. The reasons for such action, the specified time of probation and the condition(s) to be corrected will be included in such notification.

e. Removal

Upon recommendation for removal of probationary status by the Chapter Advisor, or at the end of the specified Alpha Phi probationary period, the Executive Director or her designee will recommend to the IEB, who will consider the matter, to remove probation, extend it for another specified period or initiate charter withdrawal.

f. Outcome Notification

The Executive Director or her designee will then notify in writing the chapter's CCM and CCA, the IEB, the Chapter Advisor and the chapter of the action taken.

g. Implementation

Implementation of disciplinary procedures relative to probation will be under the direction of the Chapter Advisor.

h. Financial

Upon recommendation of the Executive Director, or her designee, access by chapter officers and advisors to the chapter's financial assets, including all balances held in chapter checking accounts and savings accounts, will be discontinued for a period of time, including without limitation, the entire probation period. The Executive Director, or her designee, will approve access to the



assets upon completion of probation terms or as needed to sustain chapter activity.

During the probation period, members are still expected to pay all International fees in full. In addition, members are expected to pay an appropriate amount of chapter and housing related fees, based on the duration and terms of probation, to the chapter to sustain chapter activities during the probation period. Chapters on probation should plan to budget solely on those funds received from members during the probation period and not previous funds accumulated.

No refunds will be given to members during the probation period, unless approval is given by the Chapter Advisor.

i. Membership Review

The IEB may authorize a membership review in cases where an investigation into allegations of chapter misconduct would best be served by interviewing individual members for the purpose of reviewing and determining the outcome of individual member status.

Procedure

1. The Executive Director or her designee will seek the approval of the IEB prior to conducting a membership review.
- j. The Executive Director or her designee will immediately notify the IEB of the outcome following the membership review.

k. Suspension of a Charter

The charter of a collegiate chapter may be suspended by the IEB when there has been a deterioration of the chapter to the extent that it is unwilling or unable to meet its responsibilities as a chapter of Alpha Phi, when conditions or time do not justify the leniency of other disciplinary actions, or when possible charter withdrawal is being considered.

1. Loss of Power

Unless otherwise provided by the IEB, a chapter under charter suspension will have none of the powers granted to collegiate chapters and will no longer be considered a chapter in good standing with Alpha Phi.

I. Procedure

i. Investigation

No charter will be suspended unless and until a thorough investigation has been conducted by the Executive Director or her designee.

ii. Hearing

Before a chapter is placed on charter suspension for disciplinary reasons, such a chapter may be heard on its own behalf, provided there is recognition of time by the Executive Director or her designee as a possible compelling factor.

iii. Notification

Upon the decision of the IEB to suspend the charter of a collegiate chapter, the Executive Director or her designee will provide written notification of charter suspension and the reasons for such action to the chapter, the Chapter Advisor, the chapter's CCM and CCA and any alumnae deemed necessary.

iv. Implementation

The implementation of the procedure relative to charter suspension for disciplinary reasons will be under the direction of the Executive Director.

v. Finances

Upon notification of suspension of a chapter's charter, the chapter must immediately turn over all financial instruments to the Chapter Advisor or her designee. Alpha Phi assumes no responsibility for the chapter's liabilities or debts. However, if upon completion of an investigation, Alpha Phi determines to continue the suspension, the Chapter Advisor or her designee, with the assistance of representatives from Alpha Phi, will collect all outstanding accounts receivable and pay all valid outstanding debts and financial obligations (to the extent that chapter resources are available to do so) while maintaining financial records and funds for the chapter's future return.

When a chapter's charter is suspended for disciplinary reasons, Alpha Phi is under no obligation to issue refunds to chapter members, including new and initiated members. Dues payments are considered installments and do not correspond to calendar months of services received.

If the chapter is housed in Alpha Phi owned or leased housing, all members who contracted to live in the house at the time of suspension are required to fulfill their housing obligations.

vi. Assets

Plans will be made with the Chapter Advisor to assume responsibility for all chapter assets, including ritual equipment. If the chapter is housed, arrangements will be made with the House Corporation or Chapter Property Committee.

m. Further Action

Upon recommendation of the Executive Director, the IEB will consider the matter and determine the best course of action including, without limitation, removing the charter suspension, extending it for a specified period, initiating charter withdrawal proceedings or beginning re-colonization proceedings. The Executive Director will then immediately provide written notification to the chapter, the Chapter Advisor, the chapter's CCM and CCA and any alumnae deemed appropriate.

## **P. WITHDRAWAL OF CHARTER**

The IEB, by four-fifths (4/5) vote, will have the exclusive power to withdraw the charter.

I. Cause

The IEB may withdraw the charter of a collegiate chapter for cause or when charter withdrawal is considered by the IEB as being in the best interest of Alpha Phi.

II. Notification

Upon decision of the IEB to initiate charter withdrawal proceedings the Executive Director or her designee will provide written notification to the chapter, the Chapter Advisor, the chapter's CCM and CCA and any alumnae and alumnae communities deemed appropriate of charter suspension pending possible charter withdrawal.

III. Investigation

No charter of a collegiate chapter will be withdrawn unless and until a thorough investigation has been conducted by the Executive Director or her designee and an opportunity given to such a chapter to be heard on its own behalf.

IV. Suffrage Disqualification

Any member of the IEB who is an alumna member of a collegiate chapter whose charter is being considered for withdrawal by the IEB will be disqualified from voting on such action. If such condition exists, and a tie vote of the IEB occurs, the International President casts the deciding vote.

V. Voluntary Surrender

The charter of a collegiate chapter may be withdrawn on its own request with the approval of the IEB.

**Q. DISESTABLISHMENT**

I. Procedure

- a. There is only one bullet in this category; consolidate A collegiate group that no longer exists as a chapter of Alpha Phi because of charter withdrawal will immediately:
  1. Pay all financial obligations and make a final accounting to Alpha Phi;
- b. Turn all remaining assets over to Alpha Phi;
- c. Return the charter, all records and Ritual and other ceremonial equipment to Alpha Phi; and
- d. Disclaim, in writing, the further use of any part of the name of Alpha Phi.

II. Disposition of Assets

- a. If a collegiate chapter of Alpha Phi ceases to exist because of charter withdrawal or otherwise, the House Corporation and/or Chapter Property Committee holding funds and/or other property for the benefit and/or use of the chapter will, within 90 days after the closing of the collegiate chapter, transfer to Alpha Phi all funds and/or other property of the House Corporation, subject to all valid debts and obligations of the House Corporation; provided, however, that Alpha Phi may, by written notice, permit the House Corporation to retain any funds and/or other property designated in such written notice. Even if the collegiate chapter remains active, if the House Corporation is to be dissolved, liquidated, or cease to exist for any reason, all funds and/or property of the House Corporation remaining after all valid debts and obligations

have been paid or provided for will be transferred to Alpha Phi promptly in connection with such dissolution, liquidation or other process.

- b. Following any transfer of funds and/or other property to Alpha Phi as referenced above, the House Corporation will promptly, upon written request by Alpha Phi take all remaining steps necessary to dissolve the House Corporation as a separate legal entity. If the appropriate representatives of the House Corporation do not complete all such action in a timely manner, the officers of Alpha Phi will have full authority to take all steps necessary to dissolve the House Corporation including, without limitation, approving a plan of dissolution and signing and filing any necessary documents.
- c. If the chapter is re-established in the future, then a sum equal to the net value (at the time of the original transfer) of the funds and/or other property transferred to Alpha Phi (reduced by any related debts paid or expenses incurred by Alpha Phi) will be used to help cover re-colonization start-up costs, including costs related to any new Alpha Phi Chapter Facility.
- d. A committee selected by, and under the direction of, the IEB or its designee will perform the functions of a House Corporation for unincorporated chapters.

## **R. REINSTATEMENT, RE-COLONIZATION OR REVITALIZATION**

### **I. Reinstatement**

- a. A collegiate group in good standing whose charter was withdrawn because of conditions over which Alpha Phi had no control may be reinstated upon the four-fifths (4/5) approval of the IEB.
- b. Other collegiate groups desiring reinstatement will proceed as for establishment of new chapters.

### **II. Re-colonization**

The IEB, by a four-fifths vote (4/5), will have the exclusive power to determine the procedures for the re-colonization of a collegiate chapter whose charter has been suspended or withdrawn.

### **III. Revitalization**

The IEB, by a vote (4/5), will have the power to determine the procedures for the revitalization of a chapter whose charter is in jeopardy due to low membership. In cases of revitalization, the charter may or may not be suspended or withdrawn, and all current collegiate members of the chapter being revitalized may immediately be granted alumnae status by the IEB.

## **SECTION 2: ALUMNAE COMMUNITIES**

### **A. DEFINITION**

- I. Chartered alumnae chapters, also known as alumnae communities, are comprised of alumnae members of all ages organized by:
  - a. Geographic location, regardless of their collegiate chapter affiliation; or
  - b. Collegiate chapter affiliation.

- II. Any alumnae member of Alpha Phi in good standing is eligible for membership in a chartered alumnae community.
- III. A chartered alumnae community is considered in good standing with Alpha Phi when the annual report has been submitted in a timely manner.
- IV. Chartered alumnae communities in good standing have the power to:
  - a. Present itself as an alumnae community of Alpha Phi and use the name of Alpha Phi therein;
  - b. Elect or appoint officers;
  - c. Establish a bank account in the alumnae community's name;
  - d. Adopt bylaws and make regulations necessary for the management and operations of the community, consistent with the Governing Documents; and
  - e. Send a delegate to Conventions to vote on behalf of the chartered alumnae community.

#### **B. AIMS**

Chartered alumnae communities are expected to:

- I. Serve as a conduit for community members to engage, inspire, and connect with alumnae;
- II. Foster pride in Alpha Phi;
- III. Support the annual solicitation of International Alumnae Dues; and
- IV. Support the Foundation by educating members about Foundation programs and encouraging individual members to give annually.

#### **C. ORGANIZATION**

Each chartered alumnae community will elect or appoint a President. Additional officers may be elected or appointed as defined in the community's bylaws.

#### **D. ESTABLISHMENT**

To petition the IEB to become a chartered alumnae community there will be:

- I. A minimum of five (5) alumnae members in good standing; and
- II. A copy of the proposed alumnae community bylaws that are consistent with, and no less restricting than, the Governing Documents and other Fraternity regulations.

#### **E. NAMES**

Chartered alumnae communities will be named either for the city, town or geographical area in which they are located or collegiate chapter affiliation. If two (2) or more geographically based chartered alumnae communities are located in identically named cities or areas, the most recently chartered alumnae community will rename itself appropriately to differentiate the two (2) groups.

## **F. SIGNING DOCUMENTS ON BEHALF OF ALPHA PHI**

An alumnae representative may not sign any statement or document binding Alpha Phi or any alumnae community without prior approval from the Executive Director.

## **G. SUSPENSION AND WITHDRAWAL OF CHARTER**

### **I. Suspension**

Chartered alumnae communities with no officers and no activity will be identified by the LEM and will be placed in a suspended state while attempts are made to revitalize the community.

### **II. Withdrawal**

The IEB, by four-fifths (4/5) vote, will have the exclusive power to withdraw the charter of an alumnae community.

#### **a. Cause**

The IEB may withdraw the charter of a chartered alumnae community for cause, or when charter withdrawal is in the best interest of Alpha Phi.

#### **b. Notification**

Upon the decision of the IEB to initiate charter withdrawal proceedings, the EO Staff will notify the ACP and other stakeholders concerning charter suspension and possible charter withdrawal.

#### **c. Investigation**

No charter of an alumnae community may be withdrawn until a thorough investigation has been concluded by the IEB and the community has had an opportunity to be heard on its own behalf.

#### **d. Suffrage Disqualification**

Any member of the IEB who is a member of an alumnae community whose charter is being considered for withdrawal will be disqualified from voting.

#### **e. Voluntary Surrender**

Upon ninety (90) days' notice and approval of the IEB, a chartered alumnae community may surrender its charter.

#### **f. Inactivity**

The charter of an alumnae community may be withdrawn at the request of the LEM, with the approval of the IEB, if it has been inactive for at least a year and efforts to revitalize the community have failed.

## **H. DISESTABLISHMENT**

### **I. Procedure**

A chartered alumnae community whose charter is withdrawn will immediately:

- a. Pay all financial obligations and make final accounting to Alpha Phi;
- b. Turn over the remaining money assets to Alpha Phi;
- c. Return its charter and all records to Alpha Phi; and
- d. Disclaim, in writing, the further use of any part of the name of Alpha Phi.

### **II. Disposition of Assets**

Unless otherwise directed by the Executive Director or her designee, all remaining assets of an alumnae community that is no longer chartered will be assigned to and will become the property of Alpha Phi. The funds will be considered miscellaneous alumnae revenue and transferred to the lifetime dues investment account within the fiscal year received.

## **I. REINSTATEMENT**

If the charter for an alumnae community has been withdrawn, there is no process for reinstatement of such charter. Alumnae members of Alpha Phi may proceed with establishing a new alumnae community accordance with the applicable procedures set fourth above.

## ARTICLE IV: ORGANIZATIONAL STRUCTURE

### SECTION 1: INTERNATIONAL EXECUTIVE BOARD

#### A. OFFICERS

- I. The officers of the IEB have all responsibilities for their officer positions established by the *Constitution* and Applicable Laws. In addition, such officers will perform the following duties and responsibilities:
  - a. International President: The International President will preside over all meetings and assume all of the usual responsibilities of International President as outlined in the Governing Documents. The International President assures the integrity of the IEB's process and represents the IEB and the Fraternity to outside parties. In connection with the duties specified in the *Constitution*, the International President also has direct individual responsibility to assure that the IEB complies with its own rules and Applicable Laws, and that the IEB's deliberations will be fair, open and thorough, as well as, timely, orderly and succinct. With respect to the Fraternity's participation in the NPC:
    1. The International President will represent the IEB and the Fraternity at NPC and other Greek conferences;
  - b. The International President will participate in the NPC Presidents' Council;
  - c. The International President will represent the IEB and the Fraternity to other Greek and professional organizations and to university administrators; and
  - d. The International President may delegate this authority but remains accountable for its use.
  - e. Vice President: The Vice President will be elected from within the ranks of the IEB. She will perform the International President's function in the event of the International President's temporary inability to serve.
  - f. Secretary-Treasurer: The Secretary-Treasurer will be elected from within the ranks of the IEB and will assume all responsibilities entrusted to her by the IEB.
  - g. Assistant Secretary-Treasurer: An Assistant Secretary-Treasurer may be appointed to perform those legal and support tasks needed during or between meetings of the IEB.
  - h. At-Large IEB Members: Two (2) At-Large IEB Members will be elected from within the ranks of the IEB and will assume all responsibilities entrusted to them by the IEB.

#### II. Executive Director Performance Review

The International President, Vice President and Secretary-Treasurer will be responsible for compilation of feedback from the Executive Director's annual performance review and will present a draft review for IEB approval. The officers are responsible for delivery of the annual performance review to the Executive Director. If one of the officers is not available for the delivery of the review, one of the At-Large IEB members will take her place.



### III. Personnel Committee

The Personnel Committee will consist of the International President, the Vice President, the Secretary-Treasurer and the Executive Director of the Fraternity. The committee will meet at least once a year to review proposed changes to the EO Staff's personnel policies. All significant policy changes must be approved by the IEB.

## B. BOARD LEADERSHIP

### IEB Commitment

The IEB is the governing and policy-making body of the Fraternity. In accordance with the *Constitution* the IEB has full authority and responsibility for the activities and operations of the Fraternity. The IEB, in partnership with the Executive Director, Board Committees and staff, works to ensure the continued health and growth of the Fraternity.

The IEB will lead lawfully and constitutionally with an emphasis on strategy, outward vision, collective decision-making and a proactive focus on the future.

Accordingly, the IEB has established the following guiding principles:

- I. The IEB will cultivate a sense of group responsibility among its members and will be held accountable for results;
- II. The IEB will direct, control, and inspire the organization through the strategic plan which reflects the Fraternity's values and perspectives and focus on the intended long-term benefits to the Fraternity's members and chapters;
- III. Continual IEB development will include orientation of new IEB members prior to installation and periodic discussion of process improvement; and
- IV. The IEB will allow no officer, individual, or committee of the IEB to hinder or excuse it from fulfilling its commitments.

## C. IEB MEMBER'S CODE OF CONDUCT

The IEB commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when serving as IEB members.

- I. IEB members will have loyalty to Alpha Phi and avoid any conflict caused by loyalties to individual or groups of members, chapters, EO Staff, other organizations or any personal interest that would constitute a conflict of interest.
- II. IEB members will comply with the Conflict of Interest Policy with respect to their fiduciary responsibility. When the IEB is to decide upon an issue about which a member has an unavoidable and/or unmanageable conflict, that member shall recuse herself without comment from not only the vote, but also the deliberation.
- III. IEB members will not use their board position to obtain employment in the organization for themselves, family members or close associates. Should an IEB member apply for employment with the Fraternity or the Foundation, she must first resign from the IEB.
- IV. Because the IEB governs as a body and no one IEB member is more important than another, IEB members may not attempt to exercise individual authority over Fraternity matters.

- a. An IEB member interacting with EO Staff must recognize the lack of authority vested in her as an individual except as expressly authorized by the IEB; and
  - b. An IEB member interacting with the public, press or other entities must recognize her inability to speak for the IEB except to repeat publicly available IEB decisions, unless otherwise expressly authorized by the IEB.
- V. Unless expressly authorized by the IEB, IEB members may not hold other key volunteer positions during their term on the IEB.
- VI. At their own discretion, IEB members may hold secondary volunteer roles during their term. Examples include participating on membership teams, as international experts or on task forces and committees. IEB members serving in secondary roles must meet the following conditions:
  - a. The secondary role cannot interfere with the volunteer's primary role as an IEB member;
  - b. The IEB member will serve in the secondary role with the same level of authority as any other member of that group and will not use her position on the IEB as influence in this secondary role; and
  - c. There must be no conflict of interest between the IEB member's stewardship of the Fraternity and her duties in her secondary role.
- VII. IEB members will be properly prepared for deliberation.

#### **D. BOARD COMMITTEE PRINCIPLES**

Board committees will be created to assist the IEB in its work. Accordingly:

- I. A committee is a Board committee if its existence and charge come from the Board regardless of whether IEB members sit on the committee;
- II. The following constitutionally mandated committees will be created each biennium: Constitution Committee, COL, and FSC;
- III. The IEB will ensure that its volunteers have clearly defined expectations and timeframes. They will be recognized for their contributions;
- IV. Board committees may not speak or act for the IEB except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated; and
- V. Because the Executive Director works for the full IEB, he or she will not be required to obtain approval of a Board committee before an executive action.

#### **E. PERMANENT ABSENCE OF THE INTERNATIONAL PRESIDENT**

If the International President is unable to complete her term of service, the Vice President will temporarily serve as "Acting International President" until the IEB elects, by a majority vote, a new International President from within the ranks of the IEB.

#### **F. FOUNDATION SUPPORT**

The International President and IEB directors will make generous individual gifts, according to their personal capacity to give, to the Foundation befitting their leadership roles.

## **G. EXECUTIVE DIRECTOR**

The Executive Director is authorized to sign legal, binding documents previously approved by the IEB on behalf of Alpha Phi. These documents include, but are not limited to, annual tax returns, contracts, loan guarantees, loan borrowing documents and other documents that may be required in the course of Alpha Phi operations. The Executive Director will notify the IEB when such documents are in process to ensure the assent of the IEB.

## **SECTION 2: ALUMNAE STRATEGY TEAM**

### **A. PURPOSE**

The AST conducts analysis, evaluates and makes recommendations for alumnae programs, procedures and strategies. In addition, the committee will make resource recommendations and serve as a think tank and sounding board for alumnae engagement efforts. The AST will ensure that Alpha Phi gains and sustains competitive advantage at the alumnae level.

### **B. COMPOSITION AND QUALIFICATIONS**

- I. The AST will comprise of:
  - a. One (1) or more Chair(s);
  - b. The Executive Director or her designee, and the Executive Director of the Foundation or her designee;
  - c. At least one (1) IEB member and one (1) Foundation Board member; and
  - d. "At-Large" members (non-IEB members and non-officers) of Alpha Phi and the Foundation.
  - e. At least two (2) recent graduate members (non-IEB and non-officers) of Alpha Phi and the Foundation.
- II. Qualifications of Volunteer Team Members
  - a. Each non-staff member of the AST will be an alumna member of Alpha Phi in good standing and will make a monetary contribution to the Foundation during the biennium in which she serves on the AST.
  - b. Each member of the AST will have an understanding of the vision, mission and goals of each of Alpha Phi and the Foundation, as well as an appreciation for how the two organizations can cooperate to increase alumnae loyalty and engagement.
  - c. The AST should seek to select alumna members who have global vision, creativity, leadership experience, analytical skills and/or an entrepreneurial spirit.
  - d. The AST should seek to select recent graduate alumna members who understand young alumnae engagement, networking for career advancement, and digital initiatives. They will represent the interests of and steer engagement efforts for members who are recent graduates.

### **C. APPOINTMENT PROCESS**

- I. Alpha Phi will issue a written request to the membership for applications from alumna members interested in serving on the AST.

- II. The International President and the Foundation Chair will solicit recommendations from EO Staff, Foundation Staff, the IEB and the Foundation Board for the Chair(s) and “At-Large” positions.
- III. The International President and the Foundation Chair will jointly appoint the Chair(s) of the AST. The Chair(s) of the AST, the International President and the Foundation Chair will then appoint the “At-Large” members.

#### **D. RESPONSIBILITIES**

The AST, led by the Chair(s), will undertake high-level projects related to the achievement of Alpha Phi’s strategic plan based upon the priorities and guidance of the IEB and Foundation Board for the relevant biennium.

#### **E. REPORTING**

The AST will report quarterly to the IEB, Fraternity Board and the Executive Directors.

### **SECTION 3: COLLEGIATE CHAPTER STRATEGY COMMITTEE**

#### **A. PURPOSE**

The CCSC conducts analysis, evaluates and makes recommendations for collegiate chapter programs, procedures and strategies. In addition, the committee will make resource recommendations and serve as a think tank and sounding board for all collegiate chapter development efforts. The CCSC will ensure that Alpha Phi gains and sustains competitive advantage at the collegiate chapter level.

The CCSC will make policy recommendations regarding collegiate chapter membership to the IEB for its consideration and approval.

#### **B. COMPOSITION AND QUALIFICATIONS**

- I. The CCSC will be composed of:
  - a. Chair(s) to be appointed by the IEB with input from the Director of Membership;
  - b. At least one (1) IEB member as designated by the IEB;
  - c. One (1) Director of Membership;
  - d. One to four (1-4) members of the NPC Delegation;
  - e. Four to seven (4-7) “At-Large” members appointed by the Director of Membership and Chair(s) with the approval of the IEB;
  - f. Ex-Officio Members (attend at their discretion);
    - 1. International President
    - 2. Executive Director

- g. Additional members may be added given the goals and areas of focus for the biennium at the discretion of the chairs.
- h. One (1) recent graduate member appointed by the Director of Membership and Chair(s) with the approval of the IEB.

## II. Qualifications of Volunteer Team Members

- a. CCSC members must be alumna members of Alpha Phi in good standing and contribute to the foundation.
- b. CCSC members must have extensive experience in areas of collegiate chapter recruitment and strategy. CCSC members must also exhibit expertise in one or more of the following areas: collegiate chapter marketing, collegiate membership programming, collegiate chapter operations, collegiate chapter finance and volunteer management. Members of the committee should be skilled in developing strategies and demonstrate experience in crafting objectives relative to improving collegiate chapter strength and health.
- c. The CCSC should seek to select recent graduate alumna members who will advocate for a meaningful collegiate membership experience, focus on diversity and inclusion and understand campus cultures throughout the Fraternity.

## C. APPOINTMENT PROCESS

The IEB's call for members interested in serving on the CCSC will be circulated to the volunteer base. The IEB will review the list of interested volunteers and appoint the chair(s) of the CCSC at the beginning of each biennium. The chair(s) and the Director of Membership will jointly recommend candidates to the IEB for appointment to the team. Members of the CCSC will serve for the biennium and continue to serve until their successors are appointed.

## D. RESPONSIBILITIES

The members of the CCSC, led by the chair(s), will drive collegiate chapter strategy based upon the priorities and guidance of the IEB for that biennium. The CCSC will make policy recommendations regarding collegiate chapter membership to the IEB for consideration and approval.

## E. REPORTING

The CCSC chair(s) will provide quarterly reports to the IEB. The IEB member appointed to the CCSC will also provide updates to the IEB as requested.

# SECTION 4: COMMITTEE ON LEADERSHIP

## A. PURPOSE

The COL promotes awareness of and participation in the nominations and elections process of the IEB. The COL generates a slate of qualified candidates and presents the slate to Convention Assembled. The slate is compiled objectively and fairly in order for the needs and goals of Alpha Phi to be met.

## B. SELECTION

The COL will be selected in accordance with the procedures set forth in the *Constitution*, from members who meet all qualifications set forth in the *Constitution*. The appointed alumna members and the Chair of the COL will be appointed by the IEB no later than September following Convention.

### **C. ELECTION OF COL MEMBERS**

Three (3) alumnae representatives of the COL will be elected using the procedures set forth in the *Constitution*. In addition:

- I. Prior to Convention, an application developed by the COL and approved by the IEB will be made available to all alumnae via social media and Alpha Phi's website.
- II. All applications submitted by alumna members of Alpha Phi in good standing to the chair of the COL by the application deadline will be distributed to all voting delegates prior to or at the beginning of Convention.
- III. Election results will be announced during Convention and made available to all members following Convention on social media and Alpha Phi's website.

### **D. DUTIES**

The COL will perform its duties as outlined in the *Constitution*.

## **SECTION 5: EXTENSION COMMITTEE**

### **A. PURPOSE**

The Extension Committee will identify opportunities based on openings in NPC extension bulletins and campus analysis. This committee will develop strategies for the research of new collegiate chapters of Alpha Phi and curate a "watch list" of potential campuses for future possible extension.

### **B. COMPOSITION AND QUALIFICATIONS**

- I. The Extension Committee will be composed of:
  - a. Chair(s) to be appointed by the IEB with input from the Director of Collegiate Extension;
  - b. Up to two (2) IEB members as designated by the IEB;
  - c. One (1) Director of Collegiate Extension;
  - d. Minimum of six (6) "At-Large" members; and
  - e. Additional members may be added given the goals and areas of focus for the biennium at the discretion of the chair(s).
  - f. One (1) recent graduate alumna members (non-IEB and non-officers) of Alpha Phi and the Foundation.
- II. Qualifications of Volunteer Team Members

- a. Extension Committee members must be alumna members of Alpha Phi in good standing and contribute to the Foundation; and
- b. Members must have a background in collegiate membership recruitment, marketing or student/Greek life.
- c. The Extension Committee should seek to select recent graduate alumna members who will understand the membership experience, assist in developing open and meaningful connections with potential host universities.

### **C. APPOINTMENT PROCESS**

The IEB will circulate a call for members interested in serving on the Extension Committee. The IEB will review the list of interested volunteers and appoint the chair(s) of the Extension Committee, with input from the Director of Collegiate Extension, at the beginning of each biennium. The chair(s) and Director of Collegiate Extension will jointly recommend candidates to the IEB for appointment to the team. Members of the Extension Committee will serve for the biennium and continue to serve until their successors are appointed.

### **D. RESPONSIBILITIES**

- I. The members of the Extension Committee, led by the chair(s), will drive the collegiate extension strategy based upon the priorities and guidance of the IEB for that biennium. This strategy will also be subject to the campuses that open for extension during the biennium.
- II. Recommend new strategies and priorities to the IEB for their consideration and approval.
- III. Conduct research for current and potential (future) extension opportunities.

### **E. INVESTIGATION AND PRESENTATION**

- I. When a campus has opened for extension, the chair(s) of the committee and the Director of Collegiate Extension will begin the investigation process that may include campus visits, clear the field reports and obtaining input from area volunteers and the IEB.
- II. Concurrently, the committee members will compile research on the campus and the Director of Collegiate Extension and the chair(s) will then make the decision regarding the preparation and submission of the written presentation. The IEB will be informed of all submitted written presentations.
- III. The chair(s) and the Director of Collegiate Extension will keep the IEB, the CCSC and the applicable CCMs and LEM apprised of all opportunities during the written presentation phase.
- IV. The decision to pursue an invitation to make an in-person presentation will be made by the IEB upon the recommendation of the chair(s) and the Executive Director or her designee. The IEB, by majority vote, will vote to accept or to decline an invitation to make an in-person presentation.

### **F. COLONIZATION**

- I. The IEB, by a four-fifths (4/5) vote, will vote whether or not to accept the invitation to establish, if offered.
- II. After Alpha Phi has been chosen to start a colony, the Director of Collegiate Extension, with input from the chair(s), will recruit the volunteers who will support the development of the colony.

- III. The Director of Collegiate Extension, with input from the ETL, will make the recommendation to the IEB to install when the colony has met the pre-set expectations.
- IV. The IEB, by four-fifths (4/5) vote, will vote to install or not.
- V. The Extension Department will continue to monitor and provide support to the chapter through at least two (2) formal recruitment periods.

## **G. REPORTING**

The Director of Collegiate Extension, with input from the Extension Committee chair(s), will provide quarterly reports to the IEB on progress against objectives. The IEB member appointed to the Extension Committee will also provide updates to the full IEB at each meeting.

## **SECTION 6: ELECTIONS COMMITTEE**

### **A. PURPOSE**

The Elections Committee will be formed each biennium to facilitate the elections process at Convention as set forth in the *Constitution*.

### **B. APPOINTMENT PROCESS**

- I. In January of a Convention year, the IEB will appoint three (3) alumna members of Alpha Phi in good standing to serve on the Elections Committee and appoint one as the chair.
- II. Any applicants for the IEB being elected in that year's Convention may not be appointed to the Elections Committee.

### **C. TERM**

The Elections Committee will serve from the date appointed through installation of the new IEB at Convention.

### **D. RESPONSIBILITIES PRIOR TO CONVENTION**

- I. The Elections Committee will fulfill all duties set forth in Article X, Section 1(C) of the *Constitution*.
- II. The Elections Committee will develop and distribute to the IEB for approval guidelines that are consistent with the *Constitution*.

### **E. RESPONSIBILITIES AT CONVENTION**

- I. When there is a contested slate, the Chair of the Elections Committee will attend Convention to ensure that the election occurs in accordance with the *Constitution* and the approved election guidelines.
- II. The Elections Committee will work with the Credentials Committee to facilitate a credentials process that complies with the *Constitution* and the approved election guidelines.
- III. The Elections Committee will facilitate an election forum (or forums) as anticipated in the *Constitution*.
- IV. The Elections Committee will be the arbiter of any disputes raised regarding the elections process. Issues raised at Convention will be addressed to the Chair of the Elections



Committee. A majority vote of the Elections Committee will constitute a decision of the Elections Committee for the purposes of this subsection.

## SECTION 7: STRATEGIC PLANNING COMMITTEE

The IEB may appoint a special Strategic Planning Committee to support the IEB in the execution of its strategic oversight responsibilities.

## SECTION 8: SUPPORT STRUCTURE VOLUNTEER ROLES AND RESPONSIBILITIES

### A. ALUMNAE ENGAGEMENT STRUCTURE

#### I. Alumnae Engagement Support

AETs will be grouped into quadrants to coordinate programs and activities that support positive lifetime engagement. AETs will be supervised by an LEM, working with ACAs.

#### II. LEM

##### a. Role

The primary role of the LEM is to promote opportunities for alumnae to engage and connect within her assigned quadrant. Together with her team, she promotes opportunities for informal connections through Alpha Phi's online alumnae network and drives affinity through collegiate chapter affiliation. She also provides strategic to promote thriving Alumnae Communities.

##### b. Responsibilities

1. Serve as the primary contact for ACPs in assigned area

- c. Assist Alumnae Community leaders in evaluating and selecting a community and financial structure; and
- d. Provide support and recommendation son how to effectively market the alumnae community.
- e. Identify chartered alumnae communities that are not currently active and lead revitalization efforts as needed;
- f. Appoint LEAs and supervise their work;
- g. Identify affinity champions to support and promote alumnae from the same collegiate affiliation;
- h. Work together with other LEMs to inform the AST on trends and opportunities in alumnae engagement;
- i. Report quarterly to the AST on activities in the quadrant;
- j. Encourage payment of Alpha Phi alumnae dues and gifts to the Foundation;
- k. Maintain good standing as defined by the *Constitution* and contribute to the Foundation; and
- l. Perform other duties as outlined in position descriptions and as assigned.

m. Appointment

LEM s will be appointed or re-appointed by the Executive Director or her designee with approval of the IEB.

n. Terms in Office

- 1. LEM s will be appointed in the spring of Convention years to serve for a term of two (2) years. They may be eligible for re-appointment for two (2) additional two (2) year terms but may serve no more than three (3) consecutive terms.

- o. If the LEM is unable to complete her term, the Executive Director or her designee, with the approval of the IEB, may appoint an alternate to serve temporarily.

p. Expense Reimbursement

LEM s will receive expense reimbursement as authorized by the Executive Director or her designee.

q. Voting Delegate

LEM s will serve as an Ex-Officio Voting Delegate at Convention. If the LEM is unable to attend Convention, she will select another volunteer member of the team to serve as a delegate.

### III. LEA

#### a. Role

The primary role of the LEA is to promote the value of engaging with Alpha Phi to alumnae within her assigned markets. She focuses on building new engagement with young alumnae. She also identifies and recruits experienced alumnae to participate in programs that support young alumnae.

#### b. Responsibilities

1. Promote and drive adoption of Alpha Phi's online alumnae network;

c. Increase engagement of young alumnae;

d. Encourage organic engagement opportunities for young alumnae;

e. Identify alumnae to participate in Alpha Phi's mentoring program;

f. Cultivate relationships with individual alumnae, collect contact information, and find lost alumnae;

g. Encourage payment of Alpha Phi alumnae dues and gifts to the Foundation;

h. Maintain good standing as defined by the *Constitution* and contribute to the Foundation; and

i. Perform other duties as outlined in position descriptions and as assigned;

#### j. Appointment

LEAs will be appointed or re-appointed by the LEM to whom the LEA has been assigned, with approval of the AST chair(s).

#### k. Terms in Office

1. LEAs will be appointed in the spring of non-Convention years to serve for a term of two (2) years. They may be eligible for re-appointment for two (2) additional two (2) year terms but may serve no more than three (3) consecutive terms.

l. If a vacancy occurs the LEM will appoint a successor to fill the unexpired term, with the approval of the AST chair(s). Said successor may be eligible for reappointment and may serve for three (3) consecutive terms.

## B. COLLEGIATE CHAPTER SUPPORT STRUCTURE

### I. Collegiate Chapter Support

Collegiate chapters will receive support and supervision from their Chapter Advisor, CCA and CCM. Collectively, they work to ensure overall collegiate chapter health.

### II. Collegiate Chapter Manager

#### a. Role

The primary role of the CCM is to provide support and direction to assigned CCA. Together the CCM and CCA determine collegiate chapter priorities and objectives. The CCM supervises and directs the CCA to ensure implementation of strategies which improve collegiate chapter health.

b. Responsibilities

1. Appoint, train and coach assigned CCAs and ensure regular and effective communication with assigned CCAs;
- m. Act as CCA in the case of a CCA vacancy;
- n. Attend and participate in regularly scheduled conference calls and Alpha Phi-funded training opportunities;
- o. Collaborate with other CCMs using shared experience and expertise to address common problems;
- p. Generate reports and status information as requested by the Executive Director;
- q. Develop a set of measurable goals consistent with Alpha Phi's Strategic Plan;
- r. Participate in succession planning by identifying candidates for future CCM and CCA appointments;
- s. Communicate directly with the COL to provide names of potential candidates during the IEB nominations process;
- t. Maintain good standing as defined by the *Constitution* and contribute to the Foundation; and
- u. Perform other duties as outlined in position description and as assigned.

c. Appointment

CCMs will be appointed or re-appointed and assigned chapters by the Executive Director or her designee, with approval of the IEB.

d. Terms in Office

1. CCMs will be appointed in the spring of Convention years to serve for a term of two (2) years. They may be eligible for re-appointment.

e. If a vacancy occurs, the Executive Director or her designee will appoint a successor to fill the unexpired term, with the approval of the IEB. Said successor may be eligible for reappointment.

f. If the CCM is unable to complete her term, the Executive Director or her designee may appoint an alternate to serve temporarily, with the approval of the IEB.

g. Expense Reimbursement

CCMs will receive expense reimbursement as authorized by the Executive Director or her designee.

h. Voting Delegate

Each CCM serves as an ex-officio voting delegate at Convention. If the CCM is unable to attend Convention, she will select another volunteer member of the team to serve as a delegate, in consultation with the team of CCAs with which she works.

### III. Collegiate Chapter Administrator

a. Role

The primary role of the CCA is to provide support and direction to her assigned Chapter Advisors. The CCA supervises and directs each Chapter Advisor to ensure implementation of strategies which address priorities, accomplish objectives and improve collegiate chapter health.

b. Responsibilities

1. Appoint, train and coach assigned Chapter Advisor and ensure regular and effective communication with assigned Chapter Advisors;

- i. Make annual visits to her assigned chapters meeting with the Advisory Board, Executive Council, individual officers, House Corporation Board/Chapter Property Committee (HCB/CPC) and the campus Fraternity/Sorority advisor;
- j. Act as the Chapter Advisor in the case of a vacancy;
- k. Assist Chapter Advisors in filling key roles on their advisory boards;
- l. Act as the chair of the Chapter Property Committee in the case of a vacancy;
- m. Assist the chair of the Chapter Property Committee in filling vacant roles on her committees;
- n. Attend and participate in regularly scheduled conference calls and Alpha Phi-funded training opportunities;
- o. Collaborate with other CCAs using shared experience and expertise to address common problems;
- p. Generate reports and status information as requested by the CCM;
- q. Develop a set of measurable goals consistent with Alpha Phi's Strategic Plan;
- r. Update recruitment prescriptions and chapter and housing objectives annually for each assigned chapter;
- s. Participate in succession planning by identifying candidates for future CCA and Chapter Advisor appointments;
- t. Communicate directly with the COL to provide names of potential candidates during Alpha Phi nominations process;
- u. Maintain good standing as defined by the *Constitution* and contribute to the Foundation; and
- v. Perform other duties as outlined in position description and as assigned.

c. Appointment

CCAs will be appointed or re-appointed and assigned chapters by the assigned CCM with approval of the CCSC chair(s).

d. Terms in Office

- 1. CCAs will be appointed in the spring of non-Convention years to serve for a term of two (2) years. They may be eligible for re-appointment.
- w. If a vacancy occurs the CCM, with the approval of CCSC chair(s), will appoint a successor to fill the unexpired term. Said successor may be eligible for reappointment.
- x. If the CCA is unable to complete her term, the assigned CCM, may appoint an alternate to serve temporarily, with the approval of the CCSC chair(s).

e. Expense Reimbursement

CCAs will receive expense reimbursement as authorized by the Executive Director or her designee.

#### IV. Collegiate Chapter Specialists

The Executive Director or her designee may appoint specialists as necessary to work with collegiate chapters. These ad hoc personnel will serve to fulfill a specific function for a designated period of time and will be supervised and budgeted for by the Executive Director or her designee.

#### V. Special Collegiate Oversight

In the case where a chapter needs special oversight which requires dedicated resources above and beyond that which can be provided by its CCM and CCA, an IG or an ETL, as applicable, may be appointed to provide that oversight. A special team may also be put in place to support them.

IGs and ETLs will be alumna members of Alpha Phi in good standing and contribute to the Foundation. IGs and ETLs may not also serve as CCMs or CCAs due to the level of support required from an IG and/or ETL unless specifically approved by the IEB.

##### a. International Governors

###### 1. Role

The primary role of the IG is to identify and analyze a chapter's needs, challenges and opportunities, and to work with the EO Staff, the CCSC and Chapter Advisor to determine the chapter's priorities, and to develop and implement strategies to improve overall chapter health.

##### b. Responsibilities

The IG holds all the responsibility and authority typically held by a Chapter Advisor, CCA and CCM. Over time, as appropriate, the IG will identify and train local advisors and transition them into roles on the governing team that will prepare them for future local advisory roles.

The IG also oversees special governing teams which may be formed to support the IG's efforts, and typically consist of a combination of international specialists and local advisors.

##### c. Appointment

IGs will be alumna members of Alpha Phi in good standing and contribute to the Foundation and may be appointed whenever deemed appropriate by the Executive Director or her designee and approved by the IEB, most typically in the following situations:

- i. During and for a period of time following the installation or revitalization of a collegiate chapter.
- ii. When a chapter demonstrates unacceptably poor or rapidly weakening vital signs.

##### d. Term in Office

IGs will be appointed or re-appointed annually by the Executive Director or her designee, with input from the chair(s) of the CCSC and approval by the IEB.

When a chapter's health improves to the point that it no longer requires an IG, as determined by the Executive Director with input from the chair(s) of the CCSC,

the IG will work together with the newly-assigned CCM and CCA to develop a plan to facilitate a smooth transition from the IG structure to a more traditional local advisory structure overseen by a CCM and CCA.

e. Expense Reimbursement

IGs report to the Executive Director or her designee. They are entitled to expense reimbursement as authorized by the Executive Director.

f. Extension Team Leads

1. Role

During, and for a period of time directly after colonization or re-colonization of a chapter, the new colony requires extensive special oversight in the form of support teams led by team leaders who have specialized skills in the area of support. These teams report to an ETL who is responsible for the overall success and health of the colony.

The primary role of the ETL is to facilitate communication within the colony teams, identify and analyze needs, challenges and opportunities, and recommend actions to be taken. The ETL will be instrumental in the resolution of issues and will work in collaboration with EO staff, colony team members and local volunteers to manage budget and coordinate resources in order to ensure Alpha Phi's strength on the campus.

g. Responsibilities

The ETL holds all the responsibility and authority typically held by a CA, CCA and CCM.

h. Appointment

ETLs will be alumna members of Alpha Phi in good standing and contribute to the Foundation. ETLs will be appointed or re-appointed annually by the Executive Director or her designee, with approval by the IEB. The team leads responsible for recruitment will be appointed by the Executive Director or her designee with approval of the CCSC chair(s). The team leads responsible for housing and finance will be appointed by the Executive Director or her designee with approval of the IEB.

i. Term in Office

When a chapter's health improves to the point that it no longer requires an ETL, as determined by the Executive Director with input from the chair(s) of the Extension Committee, the ETL will work together with the newly-assigned IG to develop a plan to facilitate a smooth transition from the extension structure to an IG structure.

j. Expense Reimbursement

ETLs report to the Executive Director or her designee. They are entitled to expense reimbursement as authorized by the Executive Director or her designee.



## SECTION 9: COLLEGIATE TRAINING TASK FORCES

### A. PURPOSE

The Collegiate Training Task Forces are responsible for the development and coordination of programs, materials and resources for their assigned collegiate program area. Individual team members report to their assigned Training Team Lead. Training Team Leads work collaboratively to ensure cross-functional understanding of all areas affecting collegiate chapter health.

### B. COMPOSITION

Collegiate Training Task Forces for each biennium will be defined as deemed necessary by the CCSC and may focus on any area of collegiate chapter health.

### C. APPOINTMENT AND TERM IN OFFICE

Each Collegiate Training Task Force will serve for the biennium and be composed of:

- I. A team lead, appointed by the CCSC;
- II. EO Staff partners, appointed by the Executive Director; and
- III. Members, appointed by the team lead with input from the chair of the CCSC.

### D. QUALIFICATIONS

- I. Collegiate Training Task Forces will receive direction and support from the CCSC. All task force members will:
  - a. Be alumna members of Alpha Phi in good standing and contribute to the Foundation; and
  - b. Be highly skilled in at least one of the following areas affecting collegiate chapter health: recruitment, member education, operations, marketing, finance and/or housing.

### E. APPOINTMENT PROCESS

The CCSC will develop a charge for the Collegiate Training Task Forces prior to the beginning of each biennium. The charge will outline each task force's objectives. The charge and a call for members interested in serving on the Collegiate Training Task Forces will be circulated to the volunteer base.

## SECTION 10: INTERFRATERNAL

### A. NPC DELEGATION

#### I. Representation

Alpha Phi will be represented in the NPC by the NPC Delegate and three (3) alternate delegates (collectively, the "Alternate Delegates," and with the NPC Delegate, the "NPC Delegation") appointed by the IEB at the beginning of each biennium. Each member of the NPC Delegation will be or have been a member of the IEB or will have served in a volunteer position with national scope.

#### II. Responsibilities of NPC Delegate and Alternate Delegates

- a. The NPC Delegate will:
  - 1. Be an alumna member of Alpha Phi in good standing and contribute to the Foundation;
- b. Be the official delegate of Alpha Phi and, after consultation with the IEB on material actions, will vote on behalf of Alpha Phi on votes requiring the vote of the NPC Delegate;
- c. Attend the meetings of the NPC and perform the duties assigned to her as the representative of Alpha Phi in such capacity;
- d. Keep the IEB regularly and promptly informed concerning material topics of discussion and action of the NPC;
- e. Serve as an ex-officio member of the IEB;
- f. Serve as a member of the CCSC;
- g. Have the right to vote at Convention;
- h. Work to assure Alpha Phi is represented in Alumnae Panhellenics across North America; and
- i. Determine Alpha Phi's representatives at NPC-sponsored or co-sponsored ("Interfraternal") conferences, in consultation with the Executive Director and the International President.
- j. The Alternate Delegates will:
  - 1. Be alumna members of Alpha Phi in good standing and contribute to the Foundation;
  - k. In accordance with all applicable NPC policies and procedures, serve (beginning with the First Alternate, then the Second Alternate, and then the Third Alternate) as the official delegate of Alpha Phi and vote for Alpha Phi on actions requiring the vote of the NPC Delegate in the event that the NPC Delegate is unable to do so, after consultation with the IEB; and
  - l. Attend NPC meetings and perform the duties assigned to Alternate Delegates as representatives of Alpha Phi in such capacity.

### III. Consultation with NPC Delegate

EO Staff and volunteers will consult with the NPC Delegate before taking any of the following actions:

- a. Submitting a survey response to the NPC or another NPC member group;
- b. Issuing an Alpha Phi-based survey to the NPC community;
- c. Submitting a program proposal for an Interfraternal conference; or
- d. Accepting a speaking engagement at an Interfraternal conference or convention.

## B. ADVOCACY GROUPS

### I. Participation

No Interfraternal committee or group (each, an “Interfraternal Group”) will have the authority to act or speak on behalf of Alpha Phi without the express written consent of the IEB or its designee.

## **II. Member Participation**

- a. Subject to any and all applicable provisions of the Governing Documents, any member of Alpha Phi may support an Interfraternal Group at her option, individually and not on behalf of Alpha Phi.
- b. Notwithstanding subsection (a) above, no member of Alpha Phi may hold a leadership or other voting position in any Interfraternal Group without the approval of the IEB. The IEB may attach further terms and conditions to any such approval in its sole discretion.
- c. Alpha Phi is committed to participating with other Greek organizations in organized government relations efforts. This may include ensuring representation on Boards of Directors of the Fraternity and Sorority Political Action Committee (“FSPAC”) or the Fraternity and Sorority Action Fund. Early in each biennium, the IEB will set goals for Alpha Phi’s participation in interfraternal government relations efforts. The IEB will give guidance to Alpha Phi members on the FSPAC and communicate policy or other priorities that relate to government relations. Members representing Alpha Phi on any interfraternal government relations board or efforts will report to the IEB regularly, or as issues of import arise.

## **SECTION 11: VOLUNTEER SERVICE**

### **A. VOLUNTEERS’ VALUE TO ALPHA PHI**

Alpha Phi’s sisterhood depends upon a large number of volunteers whose longstanding commitment is essential to carrying out the goals, ideals, values, and the work of Alpha Phi. Alpha Phi truly appreciates and treasures the time, dedication and love its volunteers have for Alpha Phi and recognizes the importance of open communication with volunteers in order to further develop their partnership and collaboratively improve Alpha Phi. There is also a commitment to the education of Alpha Phi volunteers in order to facilitate continued learning, growth and improvement of Alpha Phi and the quality of the alumna experience for all members.

### **B. AT-WILL SERVICE**

Service on behalf of Alpha Phi is voluntary. Either the volunteer or the IEB (or its designee) may choose to restrict or end a volunteer relationship, at any time and for any reason.

In most cases, members who have left a volunteer position are welcome to seek to serve Alpha Phi in the same or another volunteer capacity as time and circumstances permit. Alpha Phi welcomes back many members to volunteer service at different points in their lives.

### **C. EXPECTATIONS**

Alpha Phi expects the following of each volunteer at all times during her service to the organization:

- I. She will be an alumna member of Alpha Phi in good standing and contribute to the Foundation, beginning within thirty (30) days after her appointment and continuing until her service has concluded;

- II. She will participate in training and utilize Alpha Phi resources related to her volunteer position(s);
- III. She will fulfill all responsibilities of any and all Alpha Phi volunteer roles she holds;
- IV. She will be ethical, fulfill her responsibilities with integrity and conduct herself so as to protect the interest and safety of all volunteers and EO Staff, as well as Alpha Phi as a whole.
- V. She will comply with the Governing Documents, regulations and standards, as well as all Applicable Laws,; and
- VI. She will avoid inappropriate conduct in her volunteer role, including, without limitation, the following:
  - a. Theft or inappropriate removal or possession of Alpha Phi property or that of any EO Staff, Alpha Phi volunteer, agent or visitor;
  - b. Failure to cooperate fully in any Alpha Phi investigation (or discouraging a collegiate chapter or any other member of Alpha Phi from cooperating);
  - c. Unauthorized alteration of Alpha Phi documents or data;
  - d. Conduct tending to injure the good name of Alpha Phi, disturb its well-being or hamper its work;
  - e. Conduct unbecoming of a member of Alpha Phi;
  - f. Disrespectful conduct in the resolution of conflict;
  - g. Encouraging a collegiate chapter to violate the Governing Documents, or any other Alpha Phi rule, regulation or standard, or any Applicable Laws; or
  - h. Unauthorized disclosure of confidential Alpha Phi information.

#### **D. DRUG-FREE ENVIRONMENT**

Alpha Phi promotes and provides a drug-free, healthy and safe environment for its membership.

While working as a volunteer and while present at Alpha Phi-related activities, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, Alpha Phi may sponsor events at which alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner.

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the functions necessary of the volunteer position effectively and in a safe manner that does not endanger other individuals, Alpha Phi or herself.

#### **E. CONFLICT OF INTEREST POLICY**

All volunteers must review the Conflict of Interest Policy set forth in Section 12 of Article IV and disclose all potential conflicts of interest using the form designated by the Executive Office.

#### **F. DISCIPLINE OF A VOLUNTEER**

A volunteer in violation of the Governing Documents including, without limitation, the volunteer expectations, drug-free environment or conflict of interest policies therein, is subject to disciplinary action, including membership termination, removal from her volunteer position and/or restrictions on volunteer participation by the IEB and/or its designee.

## **G. USE OF A PERSONAL VEHICLE**

A volunteer using a personal vehicle while traveling on Alpha Phi business is responsible for maintaining minimal auto liability limits of:

- I. \$100,000 per person bodily injury;
- II. \$300,000 bodily injury aggregate per accident; and
- III. \$50,000 property damage aggregate per accident.

## **SECTION 12: CONFLICT OF INTEREST POLICY**

### **A. PHILOSOPHY**

In order to promote transparency and confidence in the mission and decisions of the Fraternity, the IEB has adopted this mandatory disclosure policy to identify and manage conflicts of interest.

The actions and expressions of individuals shaping Alpha Phi policy must be as free of outside influence as possible and any relevant potentially conflicting interests or commercial relationships must be disclosed. Because Alpha Phi depends upon voluntary service by its members to further its mission and achieve its organizational goals, this disclosure policy has been designed to be realistic and workable.

### **B. WHO MUST DISCLOSE**

Each member of the IEB, an Alpha Phi Standing Committee, and an Alpha Phi Special Committee, (collectively "Alpha Phi Governance Groups"), has the obligation to disclose all potentially conflicting interests pursuant to this policy.

### **C. RESPONSIBILITY OF THE INDIVIDUAL WHO DISCLOSES**

Using the form designated by the EO, members of Alpha Phi Governance Groups are responsible for providing information to Alpha Phi regarding the nature of their personal interest in or relationship with any entity or individual that might affect their ability to exercise impartial judgment in fulfilling their responsibilities to Alpha Phi. Members of Alpha Phi Governance Groups are responsible for the accuracy and completeness of their information and, further, have an obligation to review and update their personal information at least semiannually (usually April and October). It is strongly recommended that members of Alpha Phi Governance Groups note any changes to their personal information as soon as possible after they occur.

### **D. CONSEQUENCES FOR FAILING TO DISCLOSE**

A failure of a required participant to disclose any relevant potentially conflicting interests or commercial relationships will result in the participant being asked not to participate in the Alpha Phi Governance Group.

### **E. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AT ALPHA PHI GOVERNANCE MEETINGS**

A list of all participants in the Alpha Phi Governance Group, along with their current disclosures, will be included in all meeting materials.

Participants in Alpha Phi Governance Groups have an obligation to indicate any potential conflicts they may have during discussions affecting their personal interests during the meeting of the Alpha Phi Governance Group. At each meeting of the Alpha Phi Governance Group, members of the group

will be reminded that full disclosure must be made of any potential conflict of interest when a matter involving that interest is discussed.

The chair of the Governance Group shall also have the prerogative of requesting a participant to provide further information or an explanation if the chair identifies a potential conflict of interest regarding that participant. Based on the information provided by the participant, the chair of the Alpha Phi Governance Group may determine that the participant shall:

- I. Disclose the potential conflict and continue to participate fully in the Alpha Phi Governance Group's discussions and vote ("Disclosure Option");
- II. Disclose the potential conflict, address any questions other members of the group have on the subject, then leave the room and not participate in further discussion and vote ("Recusal from Vote option") ;or
- III. Depart from the room until the matter has been fully discussed and acted upon. ("Recusal from Discussion and Vote option").

If one of these actions is taken, it should be reflected in the minutes of the Alpha Phi Governance Group's meeting.

#### **F. ETHICAL RESPONSIBILITIES OF ALPHA PHI GOVERNANCE GROUPS**

In addition to complying with the mandatory disclosure elements of this policy, members of Alpha Phi Governance Groups shall also adhere to the following ethical principles:

- I. Participants in Alpha Phi Governance Groups shall conduct their duties with respect to potential and actual grantees, contractors, suppliers, agencies and other persons transacting or seeking to transact business with the Fraternity in a completely impartial manner, without favor or preference based upon any consideration other than the best interests of Alpha Phi.
- II. Participants in Alpha Phi Governance Groups shall not seek or accept for themselves or any of their relatives from any individual or business entity that currently provides services or otherwise transacts business with Alpha Phi, or seeks to do so, any gifts, entertainment or other favors relating to their positions with Alpha Phi that exceed common courtesies consistent with ethical and generally accepted business practices. Any such gifts, entertainment or other favors received by a participant in an Alpha Phi Governance Group must be immediately disclosed to Alpha Phi.

### **SECTION 13: GOVERNMENT RELATIONS COMMITTEE**

#### **A. PURPOSE**

The purpose of Alpha Phi's Government Relations Committee (GRC) is to support Alpha Phi's efforts in the areas of advocacy, public policy and higher education legislation.

#### **B. DUTIES**

The mission of the GRC is two-fold. First the committee will keep apprised of legislative issues that affect the Greek system and ensure that the leaders of the Fraternity are as well. Second the committee will seek to affect public policy beneficial to the Greek system. Each member of the committee is expected to personally support the FSPAC and encourage support from Alpha Phi's membership to the extent allowed by law. Members of the committee should further support the government relations effort by helping facilitate collegiate and alumnae involvement in advocacy events and communications to elected officials.

#### **C. APPOINTMENT AND TERM**

Early in each biennium, the IEB will appoint the chair of the committee, who will in turn recommend members of the Committee for the IEB to appoint.

#### **D. COMPOSITION**

The committee, ideally, will include members with the following experience in the following areas: FSPAC, Action Fund, Congressional or legislative efforts, Alpha Phi Housing, Collegiate Membership, and Inter-fraternal/NPC Relations.

A non-voting Canadian Liaison (not permitted by U.S. law to donate), may keep the organization apprised of any issues relating to policies that may affect the Greek community from Canada.

## ARTICLE V: FINANCE AND INVESTMENTS

### SECTION 1: FINANCIAL POLICIES

Financial planning, budgeting, asset management, loan evaluation and all other financial activities are subject to the *Constitution*.

- A. The acceptance by Alpha Phi of a gift, bequest or other grant made by a donor for one or more charitable, scientific, literary or educational purposes will constitute an agreement by Alpha Phi to use such gift, bequest or grant for such purposes. Because the Foundation is recognized by the Internal Revenue Service as an organization described in section 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986 (and corresponding provisions of any subsequent Internal Revenue law), Alpha Phi will carry out the foregoing agreement by transferring such gift, bequest or grant to the Foundation, where the gift will be accepted according to its Gift Policy.
- B. Drafts or checks relating to invoices or expense in the amount of five thousand dollars (\$5,000.00) or less may bear the single signature of the Executive Director, or such other persons as designated by the IEB. All other drafts or checks will be signed by two (2) signatories, including the Executive Director or such other signatories.

### SECTION 2: OPERATING OR GENERAL TREASURY FUNDS

- A. The sources of this fund will be the annual dues, fees, other income and all other revenues received by Alpha Phi except investment income generated by the Permanent Funds.
- B. The monies in this fund will be used to defray operating and program expenses.
- C. This fund will be deposited with conveniently located banking institutions recommended by the Executive Director and approved by the IEB.
- D. The IEB will reserve the right to review the financial statements of Alpha Phi's chosen banking institutions.

### SECTION 3: PERMANENT FUNDS

- A. Permanent funds will be those funds in the investment portfolio under the guidance of the investment fund manager. No part of the principal of Permanent Funds may be expended except as authorized by the IEB, subject to any restrictions sent forth in the *Constitution*.
- B. Permanent Funds will be invested in accordance with policies and guidelines established by the IEB. All trust agreements must be approved by the IEB.

### SECTION 4: SPECIAL SEGREGATED FUNDS

#### A. CHAPTER ASSETS HELD ACCOUNT

The Chapter Assets Held Account holds assets that are being held for the future benefit of a specific chapter. Assets held will be released as needed to support recolonization, revitalization efforts or future housing projects supporting that chapter.

#### B. SET ASIDE FUNDS

Separate record keeping will be maintained to identify the set-aside amount as authorized by the Internal Revenue Code. The Set Aside funds are comprised of the amounts of investment income



and royalty income set aside by resolution of the IEB annually, to be used for scholarships, student loans, loans on local chapter housing, leadership and citizenship schools and services, and similar purposes, and other educational and charitable purposes.

### **C. LIFETIME DUES**

Lifetime dues will be maintained in a separate account under the guidance of the investment fund manager. In accordance with accounting policies, Alpha Phi will recognize lifetime dues payments as revenue in the year in which they are received and transfer these revenues at regular intervals to the lifetime dues investment account. Each year the lifetime dues investment account balance should be amortized according to the age-based distribution of lifetime dues paying alumnae, and that amount transferred to Alpha Phi's operating account. The remaining balance may only be expended as authorized by the IEB, subject to any restrictions set forth in the *Constitution*. Lifetime dues will be invested in accordance with investment policies and guidelines established by the IEB.

## **SECTION 5: INVESTMENT POLICY**

All investment actions will be made with an understanding of the nature of Alpha Phi's goals and objectives as expressed herein or as otherwise set forth in writing from time to time by the IEB with assistance from the FSC.

### **A. OBJECTIVES**

- I. The primary objective of Alpha Phi's lifetime dues account is to provide growth of capital, through appreciation and/or generation of income (i.e. interest and dividend payments from securities in the portfolio) with moderate short-term volatility of the account's market value. In addition, the overall investment direction is to maximize the growth or return of the portfolio, consistent with the notion of safety achieved through diversification and the selection of high quality securities. Care should be exercised to protect the portfolio against the corrosive effect of inflation and to provide Alpha Phi with funds during a disaster or other times of need.
- II. The primary objective of Alpha Phi's Investment Account is to preserve the long term, real purchasing power of assets while providing a relatively predictable stream of distributions to support Alpha Phi's programs. The Investment Account shall be invested with a prudent level of risk and diversification to provide funding for present and anticipated obligations of the Fraternity. The IEB, through the Executive Director or her designee, will, at a minimum of once per calendar quarter, provide to the investment manager, an updated estimate of cash requirements for the next eighteen to thirty-six (18 to 36) months. The IEB recognizes that increased cash withdrawal requirements may have a significant effect on the asset mix of the investment account. The target allocation table for the investment account has broad ranges to accommodate changing needs.
- III. Alpha Phi recognizes that the cash demands for allowable programs, approved by the IEB, could exceed any reasonable expected growth of the Investment Account portfolio, making it necessary to use the core of the portfolio to support the allowable programs. Market volatility and risk become paramount concerns, and the balance of the portfolio may decline over time. In such cases, the objective of the portfolio is to meet cash flow requirements approved by the IEB and reviewed by the FSC.

### **B. RESPONSIBILITY**

The Executive Director, or her designee, will have responsibility for the execution of this policy to include monitoring of the investment manager's activities on an on-going basis. The execution of this policy can include giving the investment manager specific instructions regarding each portfolio, where the instructions are consistent with the various elements of this policy.

The IEB will meet with the investment manager at least annually to review the status of the portfolio and achievement of its objectives. At least one (1) meeting per biennium will be in person. Investment managers must promptly provide to the IEB information about changes in the manager's investment philosophy, management, and key personnel in a timely fashion, which is not to exceed one (1) month after the change. Investment managers are required to give the IEB and any consultant or EO Staff delegated by the IEB a quarterly portfolio review detailing investment performance (time-weighted), target asset allocation and portfolio value.

### **C. ASSET MIX**

- I. Asset mix is the primary determinant of Alpha Phi's portfolio performance. Asset mix may be changed from time to time by the IEB based on the economic and security market outlook as well as cash withdrawal requirements. The primary drivers behind the asset mix include the following:
  - a. A balanced diversification between equity (including equities in the global and alternative classes defined below) and fixed income investments; and
  - b. Careful control of the risk level within each asset class through avoidance of over concentration and by not taking extreme positions against market averages.
- II. In establishing asset mix recognition of the role of various classes of investments will be considered. These include:
  - a. The dual purpose of fixed income investments is to provide a dependable and predictable source of income and to moderate the inherent volatility of the common stocks investments (noting that during periods when interest rates are low, fixed income investments may provide little to no income, but can still moderate volatility);
  - b. Equity investments provide both current income and growth of income but their principal purpose is to provide appreciation of the portfolio; and
  - c. Cash equivalent short-term investments provide current income but their principal purpose is to store purchasing power to fund longer-term investments.
- III. For the purposes of this policy, asset classes will be defined as below:
  - a. Equities: common stocks and securities convertible into common stock issued by domestic corporations; may include Exchange Traded Funds (ETFs);
  - b. Traditional Mutual Funds: any mutual or index fund or ETF formed to invest in common stocks or their equivalents. Mutual funds should be well diversified by number of issues held and economic sector exposure. Funds may reflect concentration in one or more factors such as large, mid, small cap, value or growth;
  - c. Global Funds: diversified mutual funds or ETF that focus on emerging markets or, foreign developed markets. Global funds should be traded on domestic exchanges. They should also be well diversified by number of issues held, economic sector exposure and country of origin;
  - d. Alternatives: diversified index mutual funds or ETF holding Real Estate Investment Trusts (REIT) domiciled and operating in the U.S.; mutual funds holding Master Limited Partnerships (MLP) minimally exposed to commodity prices domiciled in the U.S.; commodity funds or other diversified mutual fund or ETF that can improve diversification while meeting all other criteria in this policy;
  - e. Fixed Income: bonds and notes issued by and/or backed by the full faith and credit of the United States government and its agencies; bonds and notes of indebtedness

issued by US corporations; any mutual fund or ETF formed to invest in fixed income securities; and

- f. Cash and Equivalents: bills and other short-term obligations of the United States government and its agencies; interest bearing bank deposits; and any mutual or index fund formed to invest in money market investments with a goal of a stable net asset value.

IV. To pursue the foregoing return objectives at an acceptable risk level, the asset allocation will be within the assigned ranges:

a. For the Lifetime Dues Account:

Asset Class	% of Fund at Market Values – Range		
	Min	Target	Max
Domestic Equities & Funds	35%	55%	70%
Global Equities & Funds	0	5%	10%
Fixed Income	25%	35%	60%
Cash/Cash Equivalents/MMFs	0%	0%	10%
Alternatives	0	5%	10%

b. For the Investment Account:

Asset Class	% of Fund at Market Values – Range		
	Min	Target	Max
Domestic Equities & Funds	15%	45%	55%
Global Equities & Funds	0	5%	5%
Fixed Income	25%	45%	60%
Cash/Cash Equivalents/MMFs	0%	0%	50%
Alternatives	0	5%	5%

The assigned ranges for the Investment Account are net of allocations to reserves established to support anticipated near-term withdrawals (e.g. setting aside enough cash to support withdrawals expected within the next six months).

It will be the function of the investment manager, in coordination with the Executive Director, to allocate Alpha Phi's assets within the above-stated guidelines. This should be based upon the relative attractiveness of each asset class, as well as Alpha Phi's income needs over time.

- V. Given the volatility of the capital markets strategic adjustments in various asset classes may be required to rebalance asset allocation back to its policy targets. Such adjustments should be executed so as to minimize excessive turnover and transaction costs.

#### D. GUIDELINES AND CONSTRAINTS

Investment guidelines and restrictions include the following and will be strictly adhered to unless waived by the IEB:

- I. All investments must be U.S. Dollar denominated;

- II. Commercial paper must be rated in the two (2) highest quality classes by Moody's Investor's Service, Inc. (P1 or P2) or Standard & Poor's Corporation (A1 or A2);
- III. Negotiable certificates of deposit will be limited in principal amount to FDIC or FSLIC Insurance ceilings (currently \$250,000);
- IV. Money market mutual funds must have a rating by Moody's Investor's Services or Standard & Poor's corporation of AAA MG for funds holding at least eighty-five percent (85%) U.S. Government securities and AAA M or AAA F for all others. Additionally, the underlying investments must meet the requirements of this policy. Sweep accounts associated with Alpha Phi checking and investment accounts are excluded from this policy;
- V. Ratings of corporate and municipal bonds, or the average rating of a bond fund, including ETFs, must be rated a minimum of A3 or A- by Moody's Investor's Service, Inc. or Standard & Poor's Corporation, respectively, at time of purchase. The investment manager must inform the Executive Director if the quality rating of any fixed income security falls below investment grade as rated by either Moody's or Standard & Poors;
- VI. Investments in Collateralized Mortgage Obligations (CMOs) are prohibited;
- VII. Industry and company investments will be diversified in accordance with prudent portfolio management principles;
- VIII. No more than five percent (5%) of the voting securities of a corporation may be held;
- IX. No securities may be purchased on margin or leverage;
- X. No transactions in short sales will be made;
- XI. Transactions in financial futures and options other than sales of covered stock options are prohibited;
- XII. Not more than twenty-five percent (25%) of the equity portfolio will be invested in any one economic sector at market value;
- XIII. Holdings of a particular individual company in the portfolio, through stocks or bonds, must not exceed 5% of the market value of the portfolio;
- XIV. Securities that are traded only in foreign markets will not be included in the portfolio;
- XV. No unlisted stocks will be included in the portfolio. Equity holdings may be selected from the New York, American and Regional Stock Exchanges or the NASDAQ markets;
- XVI. The maturity structure of the fixed income investments should be "laddered" in maturity in order to provide some degree of stability; and
- XVII. The investment manager is prohibited from investing in private placements and from speculating in futures or derivatives.

#### **E. EXTERNAL FUND MANAGEMENT**

- I. The IEB will appoint competent external professional investment managers to invest the fund upon the recommendation of the Executive Director and the FSC. To be considered for appointment an investment management firm will have demonstrable financial stability, no potentially conflicting affiliations, low turnover of personnel, capacity to undertake the account, a competitive record of performance over at least five (5) years and relevant experience and expertise.

- II. Subject always to this Investment Policy the IEB grants full discretion of investment to the external investment manager within the above stated asset mix ranges and investment restrictions as regards the selection of securities and the timing of transactions.
- III. No transaction shall jeopardize the tax-exempt status of the Fraternity.

#### **F. PERFORMANCE EVALUATION AND MONITORING**

- I. On a quarterly basis the Executive Director will monitor the performance of the portfolio and the investment manager(s) with regards to this policy statement by:
  - a. Reviewing the assets and net cash flow of the fund;
  - b. Discussing the current economic outlook and investment plans with the investment manager(s);
  - c. Reviewing the current asset mix and compliance with this policy statement and authorizing any redirection of cash flow, transfers of assets or sales/purchase necessary to ensure such compliance within twelve (12) months;
  - d. Receiving and considering statistics on investment performance;
  - e. Reviewing significant revisions to the expected long-term trade-off between risk and reward on key asset classes, dependent upon basic economic/political/social factors;
  - f. Independently, and/or following any recommendation from the investment manager, consider potential revisions to this Investment Policy. Recommendations for material change to the Investment Policy should be brought to the Finance and Audit Standing Committee and IEB as appropriate;
  - g. Reporting the results of the evaluation to the IEB.
- II. Performance of the Lifetime Dues Account and the Investment Account to be evaluated using current industry appropriate indexes as recommended by the investment manager.
- III. The investment manager will supply sector breakouts of portfolio holdings using sector classifications from a recognized source such as Wilshire, Russel or Standard & Poor's.
- IV. At annual reviews with the investment manager reporting should include review of annual returns provided by three (3) month U.S. Treasury Bills (risk-free investment) and the trends in the Consumer Price Index (as a measure of inflation).

### **SECTION 6: FINANCIAL ACTIVITIES**

#### **A. ASSET PROTECTION**

The IEB, as the body legally responsible for maintenance and protection of Alpha Phi's assets, will do the following, on its own behalf or through the Executive Director or other EO Staff member designated by the IEB from time to time:

- I. Insure against theft and casualty losses to at least eighty-five percent (85%) replacement value and against liability losses to IEB members, EO Staff and volunteers and Alpha Phi itself in an amount greater than or equal to the average for comparable organizations;
- II. Allow only insured personnel access to material amounts of funds;
- III. Protect Alpha Phi, the IEB and the EO Staff from unnecessary exposure to claims of liability;

- IV. Allow the Executive Director or her designee to make purchases only:
  - a. If normally prudent protection has been given against conflict of interest; and
  - b. After obtaining comparative prices and quality (if said purchase, individually or in the aggregate, exceeds \$10,000);
- V. Protect intellectual property, information and files of Alpha Phi from loss, significant damage or improper use; and
- VI. Receive, process or disburse funds under controls that are sufficient to meet Alpha Phi's auditor's standards.

## **B. FINANCIAL CONDITIONS AND ACTIVITIES**

In furtherance of the IEB's legal responsibility for financial oversight of Alpha Phi, the Executive Director, as the IEB's designated EO Staff member responsible for the daily financial operations of Alpha Phi, will do the following:

- I. Not indebt the organization in an amount that cannot be repaid by certain, otherwise unencumbered, revenues within 90 days without prior IEB approval;
- II. Not regard proceeds from the sale of real property as operating revenue;
- III. Settle payroll and debts in a timely manner;
- IV. Ensure that tax payments or other government ordered payments or filings are made on time and accurately; and
- V. Aggressively pursue receivables after a reasonable grace period.

## **SECTION 7: HOUSING LOAN POLICIES**

### **A. NHC**

The NHC, as an affiliate entity of Alpha Phi, and each director, officer and other volunteer of the NHC, will operate in accordance with its Articles of Incorporation and Bylaws, and all applicable provisions of the Governing Documents of Alpha Phi, including but not limited to the Conflict of Interest Policy. The directors of the NHC are appointed by the IEB in accordance with the Bylaws of the NHC. In addition, the NHC's Bylaws, and any amendments thereto, are subject to the approval of the IEB as further set forth therein.

### **B. FINANCING OF ALPHA PHI CHAPTER FACILITIES**

Alpha Phi may grant secured mortgage loans and /or unsecured loans to House Corporations in accordance with the financial policies described herein. Alpha Phi may also provide help and guidance in budgeting, financial management and long-range planning to House Corporations as needed. For purposes of this Section 7, the NHC will be subject to the same requirements as a House Corporation for seeking an Alpha Phi Loan.

### **C. HOUSE CORPORATIONS AND LOAN DOCUMENTS**

The following documents are to be reviewed at the beginning of each biennium by the Director of Finance in consultation with the Executive Director to ensure that all language and terms are consistent with Alpha Phi's Governing Documents:

- I. Officer Reports;

- II. Loan Application Form;
- III. Promissory/Demand Note Form; and
- IV. Current House Corporation Articles of Incorporation and Bylaws.

#### **D. ALPHA PHI MASTER INSURANCE PLAN**

House Corporations are required to participate in Alpha Phi Master Insurance Plan unless prohibited by federal, state or provincial law from such participation. Liability insurance and fidelity bond are required to be carried on the Master Insurance Plan through Alpha Phi.

#### **E. GUARANTEE POLICY**

Alpha Phi will consider granting a guarantee of debt for an Alpha Phi Chapter Facility only in rare circumstances. Any guarantee is subject to prior approval by the IEB, in consultation with the FSC, upon terms and conditions set by the IEB on a case-by-case basis.

#### **F. HCB LOAN PROCEDURES**

- I. Any House Corporation requesting an Alpha Phi loan or guarantee must first be fully in compliance with the Governing Documents (including all provisions of this *P&P* related to House Corporations).
- II. The House Corporation must also have a current Annual Housing Report, IRS 990 and budget on file with Alpha Phi, and the applicable chapter's budget must also be on file with Alpha Phi.
- III. Once the above conditions have been met, the House Corporation may request a loan application. The Executive Director or her designee will review the application and present a recommendation to the FSC. The FSC will then review the staff recommendation and provide its recommendation to the IEB. The IEB will then review the recommendations of the Executive Director or her designee and the FSC and any other documentation it deems relevant and determine whether to approve or deny such loan application. If the IEB approves the loan, then the House Corporation will be notified of the terms and will execute any and all documents required by Alpha Phi in connection with the loan.
- IV. In addition to any other requirements imposed by the IEB in connection with its loan approval:
  - a. Loans of \$10,000 and above will be secured by an installment note, mortgage and title insurance; and
  - b. Loans of \$0-\$9,999 will be secured by an installment note.
- V. If a requested House Corporation loan involves a substantial renovation of an existing Alpha Phi Chapter Facility, or the renovation or construction of a new Alpha Phi Chapter Facility, the IEB may condition its approval of such loan on the engagement of an outside project manager or other consultant on terms approved by the IEB, and/or establish any other additional policies or procedures related to such renovation or construction and/or the composition of any House Corporation Board or other housing volunteers for such Alpha Phi Chapter Facility, as the IEB deems necessary or desirable in its sole discretion.

## **SECTION 8: COLLEGIATE HOUSE BOND REQUIREMENTS**

#### **A. PURPOSE OF CHAPTER BOND**

Every initiated member of every collegiate chapter of Alpha Phi (whether housed or unhoused) will be required to pay a one-time (1) collegiate chapter bond fee. This fee will be used only for major facility improvements to an Alpha Phi Chapter Facility, the reduction of long-term debt or other long-term facility related needs. It will not be used to fund general operating expenses for the chapter or the Alpha Phi Chapter Facility.

## **B. REQUIREMENTS**

Each collegiate chapter bond must be charged in accordance with Section A above and the following requirements:

- I. A new member must pay her chapter bond fee to her initiating chapter within one (1) year following her initiation unless special permission is granted by the Executive Director or her designee.
- II. Each collegiate chapter will pay each new member's chapter bond fees to its House Corporation or Chapter Property Committee, as applicable, within one (1) year following such new member's initiation.
- III. The House Corporation or Chapter Property Committee for each chapter will deposit all chapter bond funds into a special allocated chapter bond account.
- IV. Each House Corporation or Chapter Property Committee will be required to timely submit a completed annual report indicating the following:
  - a. The amount of chapter bond charged for the previous school year;
  - b. How such amount was calculated;
  - c. How bond funds were used during the previous year; and
  - d. Any other information requested relating to its chapter bond.

## **C. GUIDELINES FOR ESTABLISHING CHAPTER BOND AMOUNTS**

The amount of the chapter bond fee will be determined by the House Corporation Board or Chapter Property Committee, as applicable, taking into account the following considerations:

### **I. Chapter-Specific Considerations**

In calculating the appropriate chapter bond amount the House Corporation Board or Chapter Property Committee will first gather and evaluate the following chapter-specific data:

- a. Similar fees of other groups on campus;
- b. Short and long-term plans for the chapter and campus;
- c. Special needs, age, and condition of Alpha Phi Chapter Facility; and
- d. All other relevant factors specific to Alpha Phi Chapter Facility, or the campus.

### **II. Alpha Phi Considerations**

Taking into account the chapter-specific considerations set forth in Subsection i above, the House Corporation or Chapter Property Committee will charge a chapter bond that is similar to the chapter bond charged by other similarly-situated collegiate chapters of Alpha Phi. Suggested chapter bond amounts for chapters with certain common



characteristics are set forth in the following table. Each chapter will charge at least the minimum chapter bond amount set forth in the chart for a chapter with its characteristics unless special permission has been granted by the Executive Director or her designee. If a chapter exhibits characteristics that fall within different chapter bond levels in the chart, then the highest bond level will be used.

Suggested Chapter Bond Amount	Characteristics
\$450 - \$600	<ul style="list-style-type: none"> <li>▪ Debt liability &gt; \$200,000</li> <li>▪ Identified need or desire for imminent upgrades, expansion or acquisition</li> <li>▪ Major repairs/remodeling required within 1-3 years</li> <li>▪ 66 or more people living in</li> </ul>
\$350 - \$450	<ul style="list-style-type: none"> <li>▪ Debt liability \$150,001 - \$200,000</li> <li>▪ Established facility, sufficient savings reserved for repairs/remodeling within 3-5 years</li> <li>▪ 41-65 people living in</li> </ul>
\$250 - \$350	<ul style="list-style-type: none"> <li>▪ Debt liability \$50,000 - \$150,000</li> <li>▪ Established facility, future upgrade possible within 3-5 years but not yet identified</li> <li>▪ 20-40 people living in</li> </ul>
\$100 - \$250	<ul style="list-style-type: none"> <li>▪ Debt liability &lt; \$50,000</li> <li>▪ Bond amount adequate to fund improvements to meeting facilities and to accumulate savings for long-term facility needs, but no upgrades, repairs or remodeling identified within 3-5 years</li> <li>▪ Limited opportunity for future acquisition</li> <li>▪ Unhoused or fewer than 20 people living in</li> </ul>

## SECTION 9: EXPENSE REIMBURSEMENT GUIDELINES AND PROCEDURES

The Executive Director approves Alpha Phi's Expense Reimbursement Guidelines and Procedures based on the recommendation of the Director of Finance. Said Guidelines and Procedures may include, but are not limited to, policies regarding travel authorization, airline reservations, expense reporting and non-reimbursable expenses.

## SECTION 10: SOLICITATION

The Executive Director, or her designee, must approve any mailing to or other contact with the general membership of Alpha Phi or to any collegiate chapter, alumnae community or club if such mailing or other contact is for commercial purposes, for non-fraternal charitable appeals, for fraternal appeals or for the advocacy of personal opinions.

## SECTION 11: CANADIAN EXCHANGE RATE

Prior to February 1 of each year the Executive Director or her designee will determine the Canadian Exchange rate for the upcoming fiscal year taking into account the current actual exchange rate; provided, however, that the IEB may specifically approve the modification of such exchange rate from time to time during any such fiscal year. This information will be communicated to all Canadian collegiate chapters on or prior to February 1 of each year.

## SECTION 12: FINANCIAL PLANNING AND BUDGETING

### A. GENERAL

- I. The annual budget is created by the Executive Director or her designee based on Alpha Phi's priorities and benchmarks, in accordance with the financial policies described herein. The IEB will review and approve the budget for consistency with Alpha Phi's goals for the upcoming year.
- II. A monthly budget vs. actual review will be conducted by the Executive Director or her designee to identify and project any variances from the original plan. During the budget year budget vs. actual variances will be presented monthly to the IEB via e-mail. A formal budget vs. actual review will be conducted by the Executive Director at mid-year highlighting significant variances and such review will be presented to the IEB. Adjustments to the budget, if necessary, will be made and presented to the IEB for approval.
- III. A rolling five (5) year plan will be developed each year by the Executive Director or her designee based upon the anticipated needs of the Alpha Phi. This plan should address operating expenses, capital expenditures, infrastructure improvements and any other anticipated expenditure. In addition, this plan will identify funding sources for all expenditures including any anticipated need for the expenditure of permanent funds.

### B. EXECUTIVE DIRECTOR AUTHORITY

Financial planning for any fiscal year or the remaining part of any fiscal year will:

- I. Be consistent with the annual and multi-year goals defined by the IEB;
- II. Include credible projections of revenues and expenses, separate capital and operational items, and include cash flow and disclosure of planning assumptions;
- III. Target positive annual fiscal operating performance unless the IEB has approved a budget with a planned loss in accordance with the applicable provisions of the *Constitution*; and
- IV. Consider the eligibility of programs for Foundation grant funding.

## SECTION 13: FOUNDATION GRANTS

- A. Programs eligible for grants from the Foundation will be identified during the annual budgeting process. In general, eligible items must be for education purposes only and must benefit a large group of constituents. Printed material may only be funded if the entire publication is educational.
- B. All grant requests will be prepared by the EO Staff and submitted to the IEB, which will then review such grant request and determine whether to approve submission of a grant application to the Foundation. If the grant request is approved by the IEB, a formal motion will appear in the IEB minutes.
- C. The program or event subject to a Foundation grant application should not be executed until the grant is approved by the Foundation or unless the event would otherwise be funded by Alpha Phi without grant approval.
- D. Alpha Phi will comply with all Foundation grant reporting requirements.

## SECTION 14: MISCELLANEOUS

- A.** The IEB will from time to time appoint the independent certified public accountant who will audit Alpha Phi's financial statements for each fiscal year of Alpha Phi.
- B.** Review the annual audit completed by such accountants.
- C.** The IEB must authorize in advance and in writing any expenditure related to the Executive Office's structure and facilities that exceeds \$20,000.

## ARTICLE VI: CHAPTER FACILITIES

Each collegiate chapter of Alpha Phi will be required to have either a House Corporation or a Chapter Property Committee.

### SECTION 1: HOUSE CORPORATIONS

#### A. PURPOSE

A House Corporation is a 501(c)(7) or equivalent Canadian (as applicable) non-profit corporation that holds title to or rents property to be occupied by a collegiate chapter of Alpha Phi.

#### B. RESPONSIBILITIES

In addition to its other responsibilities described herein, a House Corporation will, through the actions of its directors and officers:

- I. Comply with the Governing Documents of Alpha Phi;
- II. Hold an annual meeting of the House Corporation as required by all Applicable Laws;
- III. Hold at least three (3) House Corporation Board meetings per year;
- IV. Hold a meeting with the collegiate chapter members at least once each academic year;
- V. Enter into a lease agreement with the collegiate chapter for use of the Alpha Phi Chapter Facility and review the form of lease agreement annually;
- VI. Ensure that the chapter has entered into a written housing agreement with each chapter member living in the Alpha Phi Chapter Facility and review the written housing agreement annually;
- VII. Develop and maintain a cooperative relationship with the collegiate chapter and its Advisory Board;
- VIII. Maintain a safe, well-managed, competitive and campus-appropriate Alpha Phi Chapter Facility; and
- IX. Conduct all business relating to Alpha Phi Chapter Facility maintenance and employees.

#### C. LEGAL RESPONSIBILITIES

A House Corporation is required, through the actions of its directors and officers, to:

- I. File all applicable local, state, provincial and federal tax returns and information as may be required by law;
- II. Establish and maintain its good standing and registration in the state or province in which it was incorporated;
- III. Maintain its 501(c)(7) or equivalent Canadian (as applicable) non-profit status; and
- IV. Ensure that its property complies with all Applicable Laws.

#### D. FINANCIAL RESPONSIBILITIES

A House Corporation, through the actions of its Treasurer or appropriate officer, is required to:

- I. Engage a professional bookkeeper to record the day-to-day financial transactions of the business and produce regular financial reports;
- II. Facilitate the prompt filing of reports and tax returns to regulatory and tax-collecting government agencies;
- III. Maintain effective, transparent, internal financial controls that expose and prevent fraud, waste and errors;
- IV. Develop an annual budget and maintain a five-year (5) budget pro forma; and
- V. Fix in a timely manner the annual room/board, parlor fees, and house bond to be paid by collegiate members, so that the chapter may distribute housing agreements by September 1st of each year.

#### **E. GOVERNING DOCUMENTS AND RECORDS**

A House Corporation, through the actions of its Secretary or other appropriate officer, is required to have complete and current copies of the following documents in its permanent files as well as on file with the applicable EO Staff:

- I. IRS Determination Letter as to the House Corporation's 501(c)(7) or equivalent Canadian (as applicable) non-profit status;
- II. Articles of Incorporation;
- III. Bylaws (which will be reviewed by the House Corporation Board no less often than every three (3) years) and will remain in compliance with the *P&P*);
- IV. List of corporate officers and their contact information (which will be updated each year following officer elections);
- V. Deed for real property owned by the House Corporation or lease for real property or other housing space leased by the House Corporation;
- VI. Copy of IRS 990 Form as filed annually (US corporations only);
- VII. End of year annual financial statement (which will be submitted annually following the end of the fiscal year);
- VIII. Evidence/certification of good standing with the applicable state or province (which will be submitted annually);
- IX. Annual budget (which will be updated and submitted annually prior to the beginning of the fiscal year);
- X. Fully Executed HCB – Chapter Lease (which will be submitted each year prior to the beginning of the lease period);
- XI. Annual meeting minutes (which will be submitted annually);
- XII. Bank account locations, signers and cardholders (which will be submitted whenever a change is made);
- XIII. House Director name and contact information (which will be submitted whenever a change is made, if applicable);

- XIV. Bookkeeper name and contact information (which will be submitted whenever a change is made);
- XV. Evidence that annual safety inspections have been completed and any resulting issues have been addressed (which will be submitted upon request);
- XVI. Five-year (5) strategic maintenance/upgrade plan for the Alpha Phi Chapter Facility (which will be updated and submitted annually prior to the beginning of the fiscal year);
- XVII. Five-year (5) budget pro forma (which will be updated and submitted annually prior to the beginning of the fiscal year); and
- XVIII. Other documents and reports as requested from time to time by the EO Staff.

#### **F. HOUSE CORPORATION BOARD COMPOSITION**

A House Corporation is governed by a House Corporation Board made up of individuals whose primary purpose is to oversee the daily operation of an Alpha Phi Chapter Facility. A House Corporation Board will have the following members:

- I. At least three (3) alumna members of Alpha Phi in good standing or EO Staff;
- II. The collegiate Chapter President;
- III. The collegiate Vice President of Finance; and
- IV. The Chapter Advisor or her designee.

All members of the House Corporation Board will be entitled to vote. Each House Corporation Board must include a minimum of three (3) members individually holding the positions of President, Treasurer, and Secretary. Neither the collegiate members of the House Corporation Board nor the Chapter Advisor are permitted to bind, or enter into contracts on behalf of, the House Corporation. No person who receives financial benefit from the House Corporation or the chapter (including, without limitation, an employee of the House Corporation) or their relatives may serve as a member of the House Corporation Board.

#### **G. INCORPORATION**

A new House Corporation may only be established with the written permission of the IEB.

#### **H. DISPOSITION OF ASSETS**

If the collegiate chapter served by a House Corporation is no longer a chapter of Alpha Phi, or if a House Corporation is dissolved, liquidated, or ceases to exist for any reason, then all funds and property of the House Corporation remaining after all debts and monetary obligations of the House Corporation have been satisfied will be transferred immediately to Alpha Phi or its designee, along with all governing documents and records of the House Corporation. The House Corporation will comply in all respects with the Governing Documents and directives of Alpha Phi in connection with such transfer. This subsection H will be incorporated into the Articles of Incorporation, the Bylaws, and other relevant governing documents of the House Corporation.

#### **I. REMOVAL OF OFFICERS**

The Executive Director, after consultation with the IEB, will have the authority to request and enforce the resignation or removal from office of any House Corporation Board officer who fails to properly fulfill the requirements of her office, or who fails or refuses to comply with the Governing Documents and/or the governing documents of the applicable House Corporation.

## **J. ELIGIBILITY**

Notwithstanding anything to the contrary in this section, each director and officer of a House Corporation must be a member of Alpha Phi in good standing, or an EO staff member.

## **SECTION 2: CHAPTER PROPERTY COMMITTEES**

### **A. PURPOSE**

A Chapter Property Committee is an unincorporated committee of a collegiate chapter that serves a chapter's personal property and/or Alpha Phi Chapter Facility rental needs where a House Corporation is not required.

### **B. RESPONSIBILITIES**

A Chapter Property Committee will:

- I. Comply with the *Constitution*, the *P&P*, and all other Governing Documents.
- II. Hold committee meetings as needed and maintain written records;
- III. Hold a meeting with the collegiate chapter members at least once each academic year;
- IV. Decorate, furnish and maintain any suite or meeting space occupied by the collegiate chapter;
- V. Develop and maintain a cooperative relationship with the collegiate chapter and its advisory board;
- VI. Enter into personal property and/or Alpha Phi Chapter Facility-related contracts, loan documents or other similar agreements on behalf of the collegiate chapter; and
- VII. Responsibly manage chapter bond and other personal property or Alpha Phi Chapter Facility-related funds.

### **C. COMPOSITION**

A Chapter Property Committee will have the following members:

- I. At least two (2) alumna members of Alpha Phi in good standing or EO Staff;
- II. The collegiate Chapter President;
- III. The Vice President of Finance; and
- IV. The Chapter Advisor or her designee.

Neither a collegiate member serving on the Chapter Property Committee, nor the Chapter Advisor is permitted to bind, or enter into contracts on behalf of, the Chapter Property Committee. No person who receives financial benefit from the Chapter Property Committee or the chapter, or their relatives, may serve as a member of the Chapter Property Committee.

### **D. HOLDING AND DISPOSITION OF CHAPTER BOND**

Chapter bond will be held in savings in a manner and location specified by the Director of Finance of Alpha Phi or her designee. If a collegiate chapter served by a Chapter Property Committee is no longer an active chapter of Alpha Phi, then all chapter bond payments for such chapter will be transferred immediately in one (1) lump sum to Alpha Phi or its designee. The collegiate chapter or

Chapter Property Committee, as applicable, will cooperate fully with Alpha Phi in connection with such transfer.

#### **E. APPOINTMENT AND REMOVAL OF COMMITTEE MEMBERS**

The chair of each Chapter Property Committee will be appointed or re-appointed annually by the assigned CCA, IG or ETL.

The chair of each Chapter Property Committee directly reports to the assigned CCA, IG or ETL, as applicable. Periodically, the chair of the Chapter Property Committee will share progress updates with members of the collegiate chapter and alumnae engagement organizational structures, other advisors and the EO Staff.

The assigned CCA, IG or ETL, as applicable, will provide annual feedback to the chair of the Chapter Property Committee and may remove the chair at any time for ineffectiveness or for cause.

#### **F. GENERAL SUPERVISION**

Each Chapter Property Committee will have a financial and budget system approved by and under the supervision of the International Director of Finance of Alpha Phi or her designee.

### **SECTION 3: ALPHA PHI CHAPTER FACILITY FIRE PROTECTION**

#### **A. PURPOSE**

All Alpha Phi Chapter Facilities will be safe residences for collegiate members. Recognizing that fire is one the deadliest perils that can threaten the safety of collegiate members, Alpha Phi Chapter Facilities are required to have fire protection systems and observe the fire protection procedures set forth in this section and as otherwise established by Alpha Phi or the NHC from time to time.

#### **B. HOUSE CORPORATION OWNED FACILITIES**

Alpha Phi Chapter Facilities owned by House Corporations are required to have:

- I. A fire suppression system which provides full fire protection to the entire Alpha Phi Chapter Facility.
- II. All other protections required by local fire district requirements (collectively, "Fire District Required Items"), including, smoke detectors, fire extinguishers, emergency exit signs and quick release door locks. All installed fire safety related items throughout the Alpha Phi Chapter Facility must be fully operational, and continuously maintained in good working order and regularly inspected
- III. A reduced insurance cost is available to any House Corporation who timely provides a certificate of completion and proof of an annual maintenance contract to Alpha Phi's insurance agent.
- IV. Newly purchased Alpha Phi Chapter Facilities will reach full compliance with all requirements of this section within eighteen (18) months after the purchase closing date.
- V. For any House Corporation that fails to comply with subsection (A), Alpha Phi:
  - a. Will reserve all chapter bond income for that purpose until the House Corporation achieves full compliance; and
  - b. May install a fire suppression system in the Alpha Phi Chapter Facility, and the cost thereof will be a loan to the House Corporation bearing eight percent (8%) interest



until repaid in full (and the House Corporation must cooperate in all respects in order to evidence such loan in writing to Alpha Phi's satisfaction).

#### SECTION 4: CHAPTER FACILITIES LEASED FROM A UNIVERSITY OR COLLEGE

Chapter facilities leased from a university or college by a House Corporation or Chapter Property Committee must have, at a minimum, all Fire District Required Items.

#### SECTION 5: ALPHA PHI CHAPTER FACILITIES LEASED FROM A NON-UNIVERSITY/ COLLEGE ENTITY

Alpha Phi Chapter Facilities leased from a non-university or college entity by a House Corporation or Chapter Property Committee must have, at a minimum, all Fire District Required Items.

At least six (6) months prior to expiration of the current lease term, the House Corporation or Chapter Property Committee must use best efforts to either:

- A. Locate a facility that has, at a minimum, all Fire District Required Items and a fire suppression system throughout the facility; or
- B. Negotiate the addition of those items to the current Alpha Phi Chapter Facility.

If neither (A) nor (B) occurs, written approval from the Executive Director or her designee is required prior to executing a new lease agreement.

#### SECTION 6: USE OF CANDLES AND OTHER OPEN FLAME DEVICES

Open flame candles, incense, halogen lamps/lights, oil burning items and other open flame devices (collectively, "Open Flame Devices") may not be used in any public or private area of any Alpha Phi Chapter Facility. No Alpha Phi ceremony, ritual, meeting, recruitment or other event held in an Alpha Phi Chapter Facility may utilize Open Flame Devices. Unlit Open Flame Devices for decorative purposes are also prohibited.

In addition, fireplaces in chapter houses may not be utilized to burn wood or other materials. Except for fully enclosed gas or electrical devices, fireplaces should be treated as decorative.

#### SECTION 7: SMOKING POLICY

Use of tobacco or marijuana products in any form at an Alpha Phi Chapter Facility is prohibited, including chewing tobacco, e-cigarettes and other non-smoked forms.

This prohibition extends to members' bedrooms, bathrooms and living areas, all common areas and any outdoor area owned or leased by a House Corporation or designated as an Alpha Phi area by the college or University.

#### SECTION 8: MEMBER'S RIGHT TO PRIVACY

In all Alpha Phi Chapter Facilities, Alpha Phi members have the right to privacy in their assigned sleeping/study rooms and in the upstairs (or private) area of the house.

##### A. GUEST VISITATION POLICY

Each chapter should develop and vote on a Guest Visitation Policy by April 1st of each year for the following academic year. Guest Visitation Policies must be approved by two-thirds (2/3) of the chapter membership and adhere to and address the following concepts.

## **B. TIME RESTRICTIONS**

Time limitations for entertaining non-member visitors in the public areas (those rooms which are generally accessible to non-members) such as living rooms, dining rooms, recreation rooms and first floor study rooms will never exceed any time restrictions set by the university/college administration. A chapter may set more strict rules than those required by the administration. In addition, Alpha Phi has set the following time restrictions to which the chapter must adhere when developing its own policy for visitation hours:

- I. Non-Alpha Phi members may not be entertained in the public areas of any Alpha Phi Chapter Facility between the hours of 3:00 AM and 8:00 AM.
- II. Individual members may entertain non-Alpha Phi members in their private bedroom only if the chapter's visitation policy allows it.

## **C. SPECIFIC CONSIDERATIONS**

Subject to the foregoing general rules, collegiate chapters should reference in their Guest Visitation Policy specific considerations regarding visitation, including, at a minimum:

- I. The hours of the day and days of the week during which visitation is being requested;
- II. Arrangements for the privacy and convenience of members who do not have guests (including roommates);
- III. Impact on study hours;
- IV. Rules for noise from electronic devices;
- V. A system of escorting guests to and from private rooms; and
- VI. Facilities for restrooms.

## ARTICLE VII: INSIGNIA, HONORS AND AWARDS

### SECTION 1: JEWELRY

To preserve all that Alpha Phi's badges and pins symbolize, it is important that members respect the policies set forth in this Article and the Governing Documents. Alpha Phi members may purchase official badges and pins only from Alpha Phi itself, not from any third party. Because the symbols of Alpha Phi are trademarked, no member may create or design her own badge. Badges may be converted or affixed to bracelets, pendants or rings, but may not otherwise be altered.

#### A. OFFICIAL BADGE

The specifications for the official Alpha Phi badge are set forth in the *Constitution*. All members, collegiate or alumnae initiates, are required to purchase a badge when initiated. Any member may upgrade to a white gold, sterling silver, or jeweled badge whose design has been approved by the IEB or its designee.

#### B. NEW MEMBER IVY LEAF PIN

The specifications for Alpha Phi's new member pin are set forth in the *Constitution*, and such pin will be purchased, worn and returned as set forth therein.

#### C. COLLEGIATE CHAPTER SCHOLARSHIP BADGE

Each collegiate chapter has the privilege of owning an official badge with one (1) dark blue sapphire for its Director of Academics to wear during her term of office and pass along to her successor, in recognition of Alpha Phi's core value of scholarship. The Foundation may present this badge to a new collegiate chapter upon installation.

#### D. LAZY PHI HONOR BADGES

A "Lazy Phi" honor badge may be purchased by an individual only with the approval of the IEB, and only through the applicable EO Staff. In addition, the following groups are eligible for the Lazy Phi honor badge in accordance with the guidelines listed below:

##### I. Collegiate Chapter President Badge

Each collegiate chapter has the privilege of purchasing and owning a Lazy Phi honor badge with blue turquoise stones for its Chapter President to wear during her term of office and pass on to her successor. Collegiate members, current or past collegiate Chapter Presidents, and individuals may not purchase these badges for their own use. Collegiate chapter badges should have the Greek name of the chapter and the chapter's installation date engraved on the back of the badge.

##### II. Alumnae Community President Badge

Each alumnae community has the privilege of purchasing and owning a Lazy Phi honor badge with either turquoise or pearl stones, at its election, for its President to wear during her term of office. A badge purchased by the alumnae community should be passed down from each President to her successor. An ACP may also purchase her own Lazy Phi honor badge and wear it during and after her term of office.

### III. Educational Leadership Consultant Badge

Each ELC has the privilege of wearing a Lazy Phi honor badge with turquoise stones during her term of employment and will be given such badge to wear permanently if she completes her full term of employment.

### IV. Chapter Advisor Badge

Each collegiate chapter has the privilege of purchasing and owning a standard Lazy Phi honor badge with one (1) raised green stone for its Chapter Advisor to wear so long as she serves as Chapter Advisor and then pass down to her successor. A Chapter Advisor may also purchase her own Lazy Phi honor badge and wear it during and after her service as Chapter Advisor.

### V. Organizational Support Structure Volunteer Badge

Any organizational support structure volunteer, current or past, has the privilege of purchasing a Lazy Phi honor badge with Aquamarine stones, at her election. For the purpose of this subsection, "organizational support structure volunteer" means ETL, IG, CCM, LEM, CCA, LEA, a past district officer or regional team member.

## E. IEB BADGE

### I. Current IEB Director Badge

Each active IEB Director has the privilege of wearing a gold Lazy Phi honor badge with sapphires provided by Alpha Phi during her term(s) of service on the IEB.

### II. Past IEB Director Badge

Each IEB Director has the privilege of receiving a gold Lazy Phi honor badge with rubies provided by Alpha Phi when her term(s) of service on the IEB concludes, and she may own and wear such badge permanently.

### III. International President Badge

The International President has the privilege of receiving a gold Lazy Phi honor badge with diamonds provided by Alpha Phi during her term(s) of service as International President, and she may wear such badge permanently.

## F. FOUNDATION DIRECTOR BADGE

Each director serving on the Foundation Board has the privilege of receiving a standard gold Lazy Phi badge with emeralds and diamonds during her term(s) of service on the Foundation Board, and she may wear such badge permanently. The Foundation Executive Director, if she is an initiated member of Alpha Phi and upon approval of the Foundation Board, may also be permitted to purchase an Alpha Phi Foundation badge, and she may wear such badge permanently.

## G. HOUSING HONOR BADGES

### I. NHC Director Badge

Each current or former director of the NHC has the privilege of purchasing a Lazy Phi honor badge with black stones, at her election, during or after her term(s) of service.

### II. House Corporation Board President/Chapter Property Committee Chair Badge

Each House Corporation or Chapter Property Committee that achieves and maintains all housing vital signs and meets all other criteria specified by the NHC may have the privilege of purchasing a Lazy Phi honor badge with one (1) raised black stone for its President (if the President is a member of Alpha Phi) to wear during her term of office. The NHC may also choose to purchase and present this badge to a House Corporation Board President or chair of the Chapter Property Committee as an award.

## **H. NPC DELEGATION BADGE**

Each current or past member of Alpha Phi's NPC Delegation has the privilege of purchasing a Lazy Phi honor badge with green peridot stones, at her election, during or after her term(s) of service.

## **I. ANNIVERSARY PINS**

The anniversary pin was created for Alpha Phi's founders on the occasion of Alpha Phi's fiftieth (50th) anniversary. Since that time, the purchasing and wearing of anniversary pins has become an Alpha Phi tradition.

### **I. 10-Year Anniversary Pin**

The 10-year anniversary pin is a brushed silver Roman number 10 (X) with small Alpha Phi Greek letters and a shiny ivy vine. This pin is available to any Alpha Phi member initiated for ten (10) years or more.

### **II. 25-Year Anniversary Pin**

The 25-year anniversary pin is a silver dipper with sapphires and small Alpha Phi Greek letters in the center of the dipper. This pin is available to any Alpha Phi member initiated for twenty-five (25) years or more.

### **III. 40-Year Anniversary Pin**

The 40-year anniversary pin is a silver circle with a cluster of forget-me-nots and small Alpha Phi Greek letters in the bottom right of the circle. This pin is available to any Alpha Phi member initiated for forty (40) years or more.

### **IV. 50-Year Anniversary Pin**

The 50-year anniversary pin is a silver circle with rubies and small Alpha Phi Greek letters at the top that fits around a standard member badge. This pin is available to any Alpha Phi member initiated for fifty (50) years or more.

### **V. 65-Year Anniversary Pin**

The 65-year anniversary pin is a golden lily-of-the-valley with small Alpha Phi Greek letters delicately embossed on the center petal. This pin is available to any Alpha Phi member initiated for sixty-five (65) years or more.

### **VI. 75-Year Anniversary Pin**

The 75-year anniversary pin is a golden diamond shape with clear stones and small Alpha Phi Greek letters that fits around a standard badge. This pin is available to any Alpha Phi member initiated for seventy-five (75) years or more.

## **J. MOTHER'S PIN**

Any mother or stepmother of an Alpha Phi member may purchase and wear this pin. This pin may be purchased through Alpha Phi's authorized jeweler, for which contact information can be found on Alpha Phi's website.

#### **K. FRIEND'S PIN**

Any friend of an Alpha Phi member may purchase and wear this pin or tie tack. This pin may be purchased through Alpha Phi's authorized jeweler, for which contact information can be found on Alpha Phi's website.

#### **L. ALUMNAE PIN**

The alumnae pin is a circle of forget-me-not flowers. Any collegiate member of Alpha Phi in good standing may purchase and wear this pin during and after her senior year in college, as a symbol of her transition into alumnae membership. This pin may be purchased through Alpha Phi. Collegiate chapters are encouraged to purchase this pin for their seniors for use in the senior ceremony.

#### **M. LIFETIME DUES PIN**

The Lifetime Dues pin is an infinity symbol with an ivy leaf symbolizing the alumna member's financial support of Alpha Phi through paying of lifetime dues. The Lifetime Dues pin may be purchased only through the EO Staff either by or for lifetime dues paying members. The EO Staff will verify eligibility at the time of order.

#### **N. DISPOSITION OF BADGES**

All badges are the property of Alpha Phi. Payment made for any badge is considered payment for the privilege of using the badge during the wearer's lifetime. Upon the death of a member, her badge(s) will be handled as follows:

- I. It may be buried with the member;
- II. It may be left to a chapter or to a relative or friend who is an Alpha Phi member (who may wear such badge during her lifetime); or
- III. It may be returned to the Executive Office for the archives.

### **SECTION 2: AWARDS**

At Alpha Phi's biennial Convention, Alpha Phi honors its members with special awards as set forth in this section. Any alumna member of Alpha Phi may nominate any alumnae member of Alpha Phi in good standing (including herself) for one or more of these awards. The number and identity of all award recipients will be determined each biennium by the IEB.

#### **A. HONORING INDIVIDUAL PROFESSIONAL ACHIEVEMENT OUTSIDE ALPHA PHI**

##### **I. Frances E. Willard Award of Achievement**

This award honors alumna members who have brought honor to Alpha Phi for outstanding achievement in their chosen field that has been recognized on a national or international level.

##### **II. Martha Foote Crow Award of Achievement**

This award honors collegiate members who have brought honor to Alpha Phi for outstanding achievement that has been recognized on a national or international level.

##### **III. Ursa Major Award**

This award honors alumna members who have brought honor to Alpha Phi for outstanding achievement in their chosen field that has been recognized on a local, state or provincial level.

## **B. HONORING VOLUNTEER SERVICE TO ALPHA PHI**

### **I. The Ivy Vine Award**

This award honors alumna members of Alpha Phi for their distinguished, long-term service, at high levels of responsibility for the overall welfare of Alpha Phi and/or the interfraternal world.

### **II. Ruth Himmelman Wright Award**

This award honors alumna members of Alpha Phi who have displayed enduring devotion and selfless service to Alpha Phi.

### **III. Lily of the Valley Award**

This award honors alumna members who have made generous and self-motivated contributions of time and talent, resulting in a unique accomplishment that impacts Alpha Phi in an extraordinary way.

### **IV. Constellation Award**

This award honors alumna members whose sustained voluntary efforts have advanced Alpha Phi's strategic progress and yielded significant impact within a quadrant or at the international level.

### **V. Michaelanean Award**

This award honors alumna members for outstanding volunteer loyalty and continuous devotion to Alpha Phi at the local level.

## ARTICLE VIII: MEDIA AND INTELLECTUAL PROPERTY

### SECTION 1: ALPHA PHI INTERNATIONAL ONLINE PROPERTIES

The website of Alpha Phi ([www.alphaphi.org](http://www.alphaphi.org) and [www.alphaphi.ca40](http://www.alphaphi.ca40)) and its other social media properties will reflect Alpha Phi's values and mission, foster a sense of community and promote a positive image of Alpha Phi.

#### A. INDIVIDUAL COLLEGIATE AND ALUMNAE COMMUNITY ONLINE PROPERTIES

##### I. Chapter Online Property Guidelines

The websites and other social media properties of Alpha Phi's individual collegiate and/or alumnae communities will reflect Alpha Phi's values and mission, foster a sense of community and promote a positive image of Alpha Phi.

Alpha Phi's policies and guidelines should be used by collegiate and alumnae communities when creating their own websites and other social media properties. The guidelines are located on the Alpha Phi website.

##### II. Alpha Phi chapter website and social media pages should not include:

- a. References to alcoholic beverages or illegal drugs including those in or on party photos, T-shirts, event names or beverage containers;
- b. Links to commercial sites or other organizations not directly associated with Alpha Phi or NPC (unless approved in writing by Alpha Phi);
- c. Endorsements for products (unless approved in writing by Alpha Phi);
- d. Product advertisements (unless approved in writing by Alpha Phi);
- e. Personal member information (i.e. name, phone number, etc.) without her written consent;
- f. Information that can jeopardize the safety of any chapter member;
- g. Private chapter or Alpha Phi business;
- h. Information on Alpha Phi rituals or ceremonies, including photographs or equipment;
- i. Copyrighted material from other sources or trademarks including pictures, images, video or sound clips owned by third parties unless proper authorization has been obtained; and
- j. Open invitations for social events and other functions.

##### III. Use of Alpha Phi Trademarks on Online Properties

Collegiate and alumnae community may use Alpha Phi marks but permission may be revoked at any time by Alpha Phi. Permission must be received for the use of all trademarks and copyrighted material including, but not limited to, any part of the Quarterly or leadership initiative materials before posting on a website.



#### IV. Registration of Chapter Online Properties

All Alpha Phi collegiate and alumnae community websites and social media properties must be registered with Alpha Phi using the registration tool and instructions on Alpha Phi's website.

## SECTION 2: ELECTRONIC COMMUNICATIONS

All individual and/or chapter electronic communications will reflect Alpha Phi's values and mission, foster a sense of community and promote a positive image of Alpha Phi.

Information or photographs sent electronically or published in any web-based communication, including, but not limited to, discussion forums and blogs, must be suitable, in good taste, favorably represent Alpha Phi to anyone who accesses the communication and in no way reflect adversely on the dignity and/or integrity of collegiate and alumnae members.

## SECTION 3: TRADEMARK PROTECTION

### A. PURPOSE

Alpha Phi's insignia consists of the Greek letters ΑΦ, the crest, badge and the name "Alpha Phi." These trademarks are registered with the United States Patent and Trademark Office which is evidence of Alpha Phi ownership of said trademarks and allows Alpha Phi to invoke jurisdiction in federal courts. The EO Staff works with a licensing agent to continue the enforcement of Alpha Phi's trademark rights and licenses only approved vendors with the intent to protect the integrity of our women, Alpha Phi's namesake and said trademarks.

As ordained in Article XIX, Emblems and Insignia, Section 6, Insignia, of the *Constitution*:

- I. The design or representation of the badge, crest, Greek letters or name, or other trademark of Alpha Phi will not be created, produced, used or offered for sale by any person or company except as authorized in writing by the IEB or its designee.
- II. Members of Alpha Phi will obtain items of official Alpha Phi insignia, and any items or products bearing a designation or representation of the badge, crest, Greek letters, name or other trademark of Alpha Phi only from those persons or companies authorized by the IEB or its designee.

### B. LICENSED VENDORS

Licensing agreements, a verbal or written contract with terms of agreement between Alpha Phi and a vendor or licensee, grant permission to a vendor or licensee the non-exclusive right to use Alpha Phi's trademarks. The licensee acknowledges the ownership of the insignia by Alpha Phi and agrees to work or provide products and/or services.

Alumnae and collegiate chapters in good standing with Alpha Phi are licensees of Alpha Phi's trademarks and are granted limited rights to use trademarks with the approval of the IEB or its designee. It will be noted that members do not have the right to authorize non-licensed vendor use of Alpha Phi's trademarks on behalf of the entire organization without the approval of the IEB or its designee.

- I. Purchasing Licensed Products
  - a. A complete and up-to-date listing of "Alpha Phi Licensed Vendors" may be found at [www.alphaphi.org](http://www.alphaphi.org) under "Shop."

- b. Members may request competitive quotes from Alpha Phi's licensed vendors via [www.GreekQuote.com](http://www.GreekQuote.com).

## II. Requesting Permission to Grant Vendor One-Time (1) Usage of Alpha Phi Insignia

- a. If a member or chapter is working with a company not licensed to create or sell products bearing Alpha Phi's insignia:
  - 1. Contact the EO Staff with the company's contact information. A licensing agent will, on behalf of Alpha Phi, contact the company regarding Alpha Phi's trademark rights and becoming a licensed vendor.
- b. If the member or chapter prefers to work with the unlicensed company over other Alpha Phi licensed vendors, the member or the chapter may request from the IEB or its designee a licensing agreement to grant the company one-time (1) usage of Alpha Phi's trademarks under specific terms of agreement. The member or chapter must allow at least two-week (2) advance notice for the drafting of a one-time (1) licensing agreement.
- c. If an unlicensed company refuses to sign a one-time (1) usage agreement for usage of Alpha Phi's trademarks under specific terms of agreement or fails to sign the one-time (1) agreement within a reasonable time frame as determined by the IEB or its designee, Alpha Phi has the legal right to decline the member or chapter's request to grant permission for that company to use Alpha Phi's insignia.

## III. Educating Members on Alpha Phi's Trademark Rights

- a. It is the alumnae and collegiate chapters' responsibility to educate members on Alpha Phi's trademarks rights. Educational information pertaining to Alpha Phi's trademark rights, lists of Alpha Phi licensed vendors and [GreekQuote.com](http://GreekQuote.com) online services are available through [www.alphaphi.org](http://www.alphaphi.org).
- b. For collegiate chapters, the Vice President of Marketing (or an appointed officer within her department) is responsible for ensuring that purchases and/or products bearing Alpha Phi insignia are appropriate.
- c. The following purchases and/or products bearing Alpha Phi insignia are inappropriate:
  - 1. Items associated with or depicting alcohol, tobacco, undergarments, paddles, sex, drugs or profanity;
- d. Items demeaning Alpha Phi's name and insignia, any religion, sexual orientation, gender, ethnicity, race or cultural segments; and
- e. Usage of licensed or copyrighted characters, phrases, logos or materials without the permission from property owners is trademark infringement and deemed inappropriate.

## SECTION 4: RESPECTFUL USE

All other symbols, images and names pertaining to Alpha Phi, including the names and images of the Founders of Alpha Phi, should be used respectfully by all members. Use should be reserved for educational and celebration pieces that recognize the accomplishments of Alpha Phi and the Founders.

## SECTION 5: PUBLICATIONS

### A. OFFICIAL PUBLICATIONS

The official publications of Alpha Phi will be:

- I. The Quarterly;
- II. The History of Alpha Phi Fraternity;
- III. The Centennial History of Alpha Phi Fraternity;
- IV. The Alpha Phi Song Book;
- V. The Ivy Leaf; and
- VI. Other official publications as authorized by the IEB.

### B. QUARTERLY

- I. The Quarterly will be the official magazine of Alpha Phi.
- II. Each member of Alpha Phi will receive the Quarterly as part of her initiation fee.
- III. Non-members may purchase a single year's subscription or a single issue of the Quarterly through the EO Staff.
- IV. The Editorial Policy of the Quarterly is as follows: The purpose of the Quarterly and its content is to provide information and services to the membership of Alpha Phi in keeping with Alpha Phi's status as a 501(c)(7) tax-exempt private membership club. The magazine is devoted to highlighting its members and matters of fraternal and college interest. The views expressed in the articles published in the Quarterly are those of the authors and their contributors and do not necessarily represent the opinions of Alpha Phi, its officers or the EO Staff.

All persons interested in submitting materials for publication in the Quarterly are encouraged to send them to the editor on the EO Staff. The editor reserves the right to accept, deny or edit any materials submitted. Unless otherwise requested, all photos sent to the magazine will become the property of Alpha Phi and will not be returned.

Articles may be sent by email to [quarterly@alphaphi.org](mailto:quarterly@alphaphi.org) or by mail to The Alpha Phi Quarterly, 1930 Sherman Avenue, Evanston, Illinois 60201, Attention: Editor. Materials received after any applicable deadline may be considered for a future issue.

Any submission questions or inquiries regarding advertising or reprint permission may be sent to the Quarterly editor at [quarterly@alphaphi.org](mailto:quarterly@alphaphi.org).

The Quarterly is published four (4) times per year, one (1) time each winter, spring, summer, and fall. The subscription price for non-members is \$25 per year. Contact the Quarterly for information about pricing of individual issues. Periodical rate postage is paid at Evanston, IL, and at additional mailing offices. (ISSN:USPS 014680) Any address changes should be sent to Alpha Phi, 1930 Sherman Avenue, Evanston, Illinois 60201. The Quarterly is printed in the USA.

- V. Reproduction of the Quarterly is prohibited without permission.

## **C. SUPERVISION**

- I. The following publications will be under the supervision of the IEB and will be in the name of Alpha Phi:
  - a. History of Alpha Phi Fraternity;
  - b. Centennial History of Alpha Phi Fraternity;
  - c. Ceremonies Book;
  - d. Ritual of Alpha Phi, subject to the following additional policies; and
    1. Each collegiate chapter will be given one (1) copy only, and additional copies will be sold to a collegiate chapter only with approval by the IEB or its designee; and
  - e. Alumna members requesting a copy must submit their reasons in writing to the EO Staff for approval by the IEB or its designee.
  - f. Other official publications as authorized by the IEB.
- II. The following publications will be under the supervision of the Executive Director and will be in the name of Alpha Phi:
  - a. The Quarterly;
  - b. Alpha Phi Song Book;
  - c. The Ivy Leaf; and
  - d. All operating manuals, including the *CCOM*, but not including the *Constitution*.

## **SECTION 6: PUBLIC RELATIONS**

### **A. GENERAL PUBLICITY**

- I. No reporter or photographer from any print or electronic media outlet will be allowed to attend any Alpha Phi function for the purpose of writing a syndicated article, taking photographs, gaining background information for nationwide publicity or advertising without the permission of Alpha Phi's Executive Director or her designee.
- II. Photographs released for all campus publications, including Panhellenic booklets, must be suitable, in good taste and in no way reflect adversely on the dignity and/or integrity of collegiate and alumnae members.

### **B. SOCIAL PUBLICITY**

In order to ensure accurate, appropriate and dignified media coverage for collegiate or alumnae community honors and philanthropic projects, the chapter should utilize press release templates provided by the EO Staff so that information is consistent and correct.

### **C. PUBLICITY RELEASES**

No statement or interview concerning policies, procedures or actions of Alpha Phi will be provided to any member of the media until official written authorization is received from Alpha Phi's Executive Director or her designee. Any statement(s) given for publication will be a written press release that follows the template guidelines provided by Alpha Phi.

## ARTICLE IX: MISCELLANEOUS AND GENERAL POLICIES

### SECTION 1: CONFLICTS WITH OTHER DOCUMENTS, LAWS OR RULES

If any part of this *P&P* will be found to be illegal or invalid, such illegal or invalid part will be disregarded and the remainder of this *P&P* will remain in full force and effect. In the event of a conflict between this *P&P* and the *Constitution*, the *Constitution* will control. If the implementation of this *P&P* or any other rule or regulation of Alpha Phi to any member or any chapter or colony of Alpha Phi would be prohibited or impaired by state, provincial or local law, regulation, or ordinance or university/college policy, the IEB will have the authority to waive the application of such term or provision if in its sole discretion the IEB believes such waiver to be in the best interest of Alpha Phi. Notwithstanding the foregoing sentence, the IEB has no authority to waive the application of any term or provision of the *Constitution*.

### SECTION 2: LEADERSHIP CONFERENCES

Leadership Conferences will serve as a vehicle to train collegiate chapter officers and advisors.

Leadership Conferences will be held annually. The Executive Director will determine the time, location, program and roster of officers and advisors who will attend.

Program content for Leadership Conferences will reflect collegiate chapter needs, trends and standard operating practices. Program topics should be established by the Executive Director in concert with the CCSC to ensure an effective, quality conference. Program content based upon the designated program topics will be developed by qualified EO Staff, volunteers or paid professionals as specified by the Executive Director.

Once the location and program have been determined, a budget and fee structure will be developed by the Executive Director, or her designee. The fee will cover all conference costs. Each attendee will be charged a registration fee. Collegiate chapters will cover the costs of their attendee(s) and appropriate advisor(s). Fees will be collected, and revenues and expenses will be managed by the Director of Finance.

### SECTION 3: WHISTLEBLOWER POLICY

Alpha Phi requires its directors, officers, employees and volunteers (collectively, "Whistleblower Parties") to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within Alpha Phi. As representatives of Alpha Phi, all Whistleblower Parties must practice honesty and integrity in fulfilling their responsibilities and must comply with all Applicable Laws.

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that Alpha Phi has a governance and accountability structure that supports its mission, and to encourage and enable all Whistleblower Parties to raise serious concerns about the occurrence of illegal or unethical actions within Alpha Phi before turning to outside parties for resolution.

Notwithstanding anything contained in this Whistleblower Policy to the contrary, this Whistleblower Policy is not an employment contract and does not modify the relationship between Alpha Phi and any of the Whistleblower Parties, nor does it change the fact that all employees of Alpha Phi are employees at will. Nothing contained in this Whistleblower Policy provides any Whistleblower Party with any additional rights or causes of action not otherwise available under Applicable Law.

#### A. Reporting Responsibility

All directors, officers, employees and volunteers of Alpha Phi have a responsibility to report any action or suspected action taken within Alpha Phi that is illegal, unethical or materially violates the *Constitution* and/or any adopted policy of Alpha Phi ("Violations"). Indeed, corporate officers

have an explicit fiduciary duty under applicable law to report any actual or probably material violation of the law involving Alpha Phi or any material breach of duty owed to Alpha Phi that she believes has occurred or is likely to occur.

Anyone reporting a Violation must act in good faith, without malice to Alpha Phi or any individual in the Fraternity and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. A person who makes a report does not have to prove that a Violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense.

#### **B. No Retaliation**

No one who, in good faith, reports a Violation or who, in good faith, cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within the Fraternity who retaliates against another individual who has reported a Violation, in good faith, or who, in good faith, has cooperated in the investigation of a Violation, is subject to discipline, including termination of employment or loss of volunteer status.

If any individual believes that a Whistleblower Party who has made a good faith report of a Violation or who has, in good faith, cooperated in the investigation of a Violation, is suffering harassment, retaliation or adverse employment consequences, please contact the Interim Executive Director of Alpha Phi, Linda Schnetzer (the "Compliance Manager").

#### **C. Reporting Process**

All Whistleblower Parties should address their concerns relating to a Violation to any person within the Fraternity who can properly address those concerns. In most cases, the direct supervisor of an employee or volunteer is the person best suited to address a concern. However, if any Whistleblower Party is not comfortable speaking with her supervisor or is not satisfied with her supervisor's response, they are encouraged to speak to the Compliance Manager, to the IEB Secretary/Treasurer or to any corporate officer they feel comfortable approaching.

A corporate officer who believes that there has been an actual or probably material violation of the law, or any material breach of a duty owed to Alpha Phi, must report the violation to a superior officer, to the IEB Secretary/Treasurer, or the Compliance Manager. However, if the person to whom she would normally report is implicated in a violation, the officer should report directly to the IEB.

Alpha Phi encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports addressed to an individual within the Fraternity may be submitted on a confidential basis and reports may be submitted to the Compliance Manager anonymously by web form submission. Reports will be kept confidential, to the extent possible, consistent with the need to conduct an adequate investigation.

#### **D. Compliance Manager**

A supervisor, manager and board member is required to notify the Compliance Manager of every report of a Violation. The Compliance Manager will notify the sender and acknowledge receipt of a report of Violation within seven business days, but only to the extent the sender's identity is disclosed or a return address is provided.

The Compliance Manager is responsible for promptly investigating all reported Violations and for causing appropriate corrective action to be taken if warranted by the investigation.

The FSC is responsible for addressing all reported concerns or complaints of Violations relating to corporate accounting practices, internal controls or auditing. Therefore, the Compliance Manager must immediately notify the committee of any such concern or complaint.

The Compliance Manager has direct access to communicate with the IEB for purposes of implementing this policy and is required to report to the Board at least quarterly about whether the Compliance Manager has received any reports under this policy.

Compliance Manager:           Renee Zainer  
Executive Director  
Alpha Phi International Fraternity, Inc.  
1930 Sherman Avenue  
Evanston, IL 60201  
(847) 316-8922  
[rzainer@alphaphi.org](mailto:rzainer@alphaphi.org)