

Updated: March 2019

Policy and Guidelines of the Service Program Alpha Phi Omega National Service Fraternity □ Zeta Sigma Chapter, University of Delaware

Purpose: To provide a concrete set of guidelines concerning Service aspect of the threefold purpose of the Alpha Phi Omega (APO) fraternity. This policy will assist the Service Vice President and Service Secretary in organizing and successfully completing a semesterly service program. This program shall encompass service to the country, community, campus, and fraternity.

Article I: The Service Program

Section 1: Requirements of the Brotherhood.

Each active brother must complete a minimum of twenty (20) hours of service each semester. Five of these twenty hours may be completed through service events outside of APO events.

Section 2: Hour Policies

- a. Each brother is limited to half of his or her required hours for the semester from the same service event.
- b. For missed projects without a replacement, volunteers will be deducted half of the hours available for the project that was missed.
- c. All drivers will receive an extra half hour for driving to and from any volunteer projects less than an hour away. Additional hours may be added for further distanced projects.
- d. Outside hours must be submitted using the “Outside Service Hours Submission Form,” found in the blog on the APOonline website. All submission forms must be submitted to the Service Vice President by the deadline that has been set by the Service Vice President. If over winter or summer semester, submission must be completed by the date set by the VP of Service.
- e. Hours for Drives, Fundraisers: Each brother is limited to 3 total hours from drives and 3 total hours from fundraisers per semester for credit. For fundraising events itemized receipts MUST be turned into the Philanthropic Event Coordinator within 2 weeks of the event occurring.
- f. Safe Rides: Brothers are allowed to do no more than ten (10) hours worth of safe rides, or no more than half of their total hours needed for the semester.

Section 3: Project Guidelines.

- a. All project assignments will be posted on the APOonline website. All event pages will include the name, date and time of the event. Breakdown of shifts will also be included if necessary. The event information will include a brief description of the

- event, possible activities that will be completed and specific on attire if required.
- b. Sign-ups will be locked a week before the event. This means that you will be able to add your name to the event, but will not be able to remove it. All sign ups will close twenty-four hours prior to the event. This means that you will not be able to sign up for the event or take your name off the event. □
 - c. All sign-ups must be completed on the website, unless otherwise approved by the Service Vice President.
 - d. All signups are definite. Signing up for an event on the website is essentially a contract you are making with the fraternity, and the organization
 - e. If you are unable to attend an event within one week of the date of the event, you must find a replacement volunteer. If you are signed up as a driver, you must find a replacement driver volunteer. If you are signed up on the waitlist, you must be available for the event until 24 hours before the event occurs (When the VP of Service sends out an email to all volunteers).
 - f. If you cannot attend an event within 24 hours of the start of the event, you can email brothers on the waitlist to find out if they are still available. Since it is within 24 hours of the event, the brothers on the waitlist are no longer responsible to take the spot. The shift is still your responsibility until you have found a replacement. Once you find a replacement, email the Vice President of Service.
 - g. To find a replacement:
 - i. If there is a waitlist for the event, email the first person on the waitlist and inform them that they are now responsible for the event shift. Carbon-copy the Vice President of Service on the email so they can take your name off the event on APOonline.
 - ii. The first person on the waitlist is now responsible for the shift. If they cannot attend, they are now responsible for getting a replacement volunteer.
 - h. All participants should receive an email from the Service Vice President the day before the project with all the event details and a list of those who are going. If you do not receive an email reminder, assume that the project is still on. If you are unsure of event information, first look at the information on the event page. If you are still unsure contact another person going with you or contact the Service VP. Not receiving an email reminder is not a valid excuse for missing a project.
 - i. If a project is canceled more than 24 hours in advance of the event date, no hours will be distributed to those brothers who are signed up, unless the VP of Service decides otherwise. If a project is canceled within 24 hours, hours will be distributed to those who signed up.

Article 2: Vice President of Service (Service VP)

Section 1: Communication.

Means of communication between the Vice President and the chapter about information

and functions of the Service Program

- a. It is the obligation of the Vice President to present a short summary of the projected service program for the semester, to the brotherhood at the first chapter meeting of that semester.
- b. It is the obligation of the Vice President to attend Rush Information Sessions and provide a very brief summary of the service program to those attending. Requirements of pledges and brothers must be explicitly stated. If not able to attend, They must send someone in their place (the Service Secretary or a member of the Service Committee) to give the summary.
- c. It is the obligation of the Vice President to prepare and present a presentation of the chapter's service program and guidelines to new pledges during one of their first pledge meetings at the beginning of their pledging period. □

Section 2: Record Keeping

- a. It is an obligation of the Vice President to keep accurate records of every active and pledge's service hours.
- b. It is the obligation of the Service VP to keep an update list of all organizations and volunteer coordinators they have worked with over the year. This list must in turn be passed on to the Service VP's successor at the end of their term.
- c. It is an obligation of the Service VP and the President to complete the National Service Week Report required by Nationals. This report must be submitted through the Officer Portal on the national website. □

Section 3: Service Secretary

- a. The Vice President of Service must appoint a Service Secretary(ies) once elected to office.
- b. The Service Secretary(ies) will serve for the same term as the Vice President, unless elected to another position within the Executive Board. In this case, the Service Vice President must appoint another Secretary to finish out the term.
- c. It is the obligation of the Service Secretary to assist the Service Vice President in collecting, recording and distributing drives materials collected throughout the semester during the designated drives collection times.
- d. It is the obligation of the Service Secretary to serve the Service Vice President in whatever capacity the Vice President determines sufficient.

Article 3: Membership Policy

Section 1: Active Brother Responsibilities

- a. Must complete 20 service hours by the final day of classes
- b. Must attend three (3) fellowship events by final day of classes

- c. Attend all chapter meetings
 - i. Active brothers are allowed to miss 4 regular chapter meetings unexcused per semester.
 - ii. After 4 unexcused absences, a brother must acquire excused absences if they do not wish to be placed on probation.
 - iii. A brother can have their absence from a chapter meeting excused at the discretion of the secretary if they provide written documentation or an email by the Thursday night at midnight prior to the meeting detailing why they will not be present.
 - iv. In extreme cases, such as family or personal emergencies, excused absence requests can be made to the secretary between Friday-Sunday.
 - v. Valid excuses include important family events such as weddings, funerals, and baptisms, in addition to surgical procedures or illness.
 - vi. Invalid excuses include work, going home, and homework.
 - vii. Excuses will be reviewed by the secretary and deemed excused or not.
 - viii. If a brother acquires more than 4 unexcused absences from chapter meetings, they will be placed on probation and this will count for one “strike” against them.
 - ix. Any late arriving members will be marked absent, once the chapter meeting has begun.
- d. Attend all induction and activation ceremonies
 - i. Failure to comply will result in probation
- e. Become a big within the first two full semesters of being an active brother (ie. if a brother pledges in Spring 2013, they would have to become a big in Fall 2013 or Spring 2014)
 - i. Failure to comply will result in probation
- f. Go through the risk management policies with the Sergeant-at-Arms
 - i. Failure to comply will result in probation
- g. Attend the PEC Event, typically in the Spring semester of the school’s academic year, will be mandatory for all brothers.
 - i. Failure to comply will result in probation

Section 2: Pledge Responsibilities

- a. A pledge is required to complete 15 hours of service and two (2) fellowship events before the Activation Ceremony of that academic semester.
- b. Attend all chapter and pledge meetings
 - i. Pledges are allowed to miss 2 regular chapter meetings as well as 2 pledge meetings unexcused during the semester of pledging.
 - ii. After 2 unexcused absences, a pledge must acquire excused absences if they do not wish to be dismissed from the pledge process.
 - iii. A pledge can have their absence from a chapter meeting excused at the discretion of the secretary if they provide written documentation or an email prior to the meeting detailing why they will not be present.
 - iv. A pledge can have their absence from a pledge meeting excused at the discretion of the Vice President of Pledge Education and Pledge Master if

- they provide written documentation or an email prior to the meeting detailing why they will not be present.
- v. In extreme cases, such as family or personal emergencies, excused absence requests can be made to the secretary after the chapter meeting has passed.
 - vi. Valid excuses include important family events such as weddings, funerals, and baptisms, in addition to surgical procedures or illness.
 - vii. Excuses will be reviewed by the secretary and deemed excused or not.
 - viii. If a pledge acquires more than 2 unexcused absences from chapter meetings and/or 2 pledge meetings, they will be dismissed from the pledging process.
- c. Pledges will take a quiz every week based upon the prior week's material. If a pledge misses a quiz, they must be in contact with the Vice President of Pledge Education and Pledge Master to make up the quiz within a week or will be given a zero.
 - d. If a pledge does not pass two quizzes in a row with at least a 70%, the pledging process will be terminated
 - e. Pass the final exam with at least 80%
 - f. Pledge must retake the quiz or examination if they scored lower until they score above the requirement
 - g. Attend one leadership development experience
 - i. I.e. LEADS launch course
 - ii. Leadership development experience will be planned by the VP of Pledge Education in cooperation with the pledge master
 - h. Plan one service, fellowship and fundraising event under the leadership of the pledge class
 - i. See service hour requirement for pledge in bylaws
 - j. See fellowship requirement for pledges in bylaws
 - k. Maintain pledge binder with a permanent record of successful completion of the pledge program
 - l. After pledges are activated, they are still held to the same requirements (e.g. service hours, fellowship, and attendance) as during pledging
 - m. In order to continue on in the pledging process, pledges must complete 7 service hours, 1 fellowship event, 5 e-board interviews and half of all other interviews needed by halfway between induction and activation (date to be determined each semester)
 - i. If these requirements are not met by the pre-determined date, pledges will not be able to continue on in the pledging process and will NOT be refunded their dues. These requirements will not be able to be "made up," as pledges will not be able to continue.
 - ii. If the pledge reached out to an executive board officer about not meeting the requirement the halfway point is void.
 - n. Attend the PEC Event, typically in the spring semester of the school's academic year
 - i. Failure to comply will result in probation

Section 3: Associate Brother

- a. If an active brother is granted one semester of associate membership without petitioning the executive board by emailing the Secretary. If a brother wishes to obtain associate membership in future semesters, they must petition the executive board with their request for associate membership by emailing the Secretary.
- b. The final deadline for petitioning for associate membership is the date indicated by the Secretary □
- c. A detailed reason why the brother does not think he/she cannot fulfill the active requirements of membership must be included
- d. Requests for associate brotherhood are granted based on a majority vote by the executive board

Section 4: Inactive Brother

- a. Brothers who wish to become inactive must contact the Secretary via email to the Secretary or chapter email address (apozetasigma@gmail.com) □
- b. Brothers who were previously active and chose to become inactive may return only after the completion of another pledging process.

Section 5: Big Brother Requirements

- a. Bigs may not be on probation, be an associate brother, or a graduating senior the semester they wish to take a little
 - a. Exceptions may be made by a majority vote of the executive board □
- b. Bigs must attend at least one of the speed dating (matchmaker) or coffee date events
- c. Bigs may not drop out of being a big 2 weeks prior to big/little selection.

Article 4: Risk Management Policy

Section 1: Purpose

- a. This document outlines the risk management policies of our chapter and the expectations of each brother (and pledge) in regard to these policies, during the course of undergraduate membership
- a. In addition to this publication, the Zeta Sigma Chapter By-Laws, National By-Laws, and The Standard Policy of Risk Management contain regulations and policies that pertain to the local and national organization.
- b. Each brother is expected to read, understand, and abide by these documents; these are the tenets, rules, and responsibilities associated with being a brother of Alpha Phi Omega.

Section 2: Hazing □

- a. Zeta Sigma does not condone hazing in any form. As defined by, The Standard Policy of Risk Management, hazing activities include (but not limited to):
 - i. Any action taken or situation created, intentionally, whether on or off fraternity premises or during fraternity functions, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
 - ii. Such activities may include but are not limited to the following:
 - 1. Use of alcoholic beverages
 - 2. Paddling in any form
 - 3. Branding
 - 4. Creation of excessive fatigue, physical or psychological shocks
 - 5. Quests
 - 6. Treasure hunts
 - 7. Scavenger hunts
 - 8. Road trips
 - 9. Or any other such activities carried on in the name of the Fraternity
 - 10. Wearing of public apparel which is conspicuous and not normally in good taste
 - 11. Engaging in public stunts and buffoonery
 - 12. Morally degrading or humiliating games and activities
 - 13. And any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws. (Article I)

Section 3: Harassment, Abuse, and Discrimination □

- a. The Zeta Sigma Chapter has a zero tolerance policy for any type of harassment, including any form of abusive or discriminatory behavior in respect to sex, race, ethnicity, disability, age, marital status, sexual orientation, gender identity, and/or religious affiliation □
- b. Harassment, Abuse and Discrimination includes any behaviors that create an unpleasant or hostile situation by uninvited or unwelcomed conduct in regards to the aforementioned categories.
- c. All members are to abide by local, state and federal laws in regard to this topic.
- d. Any harassment, abuse, or discrimination is grounds for expulsion from the chapter and possible legal action.
- e. Any member who feels he or she has been harassed, abused, or discriminated against should consult the President and Sergeant-at-Arms. The consultation will be kept confidential. It is the above-mentioned parties' responsibility to assist the member in taking the proper action.

Section 4: Contractual and Financial Issues □

- a. The chapter is not permitted to enter into a contract or financial agreement using the specific name of Alpha Phi Omega.
- b. This includes, but is not limited to:
 - i. Leases

- ii. Contracts
- iii. Hotel or banquet contracts
- iv. Liability releases
- v. Account agreements

Section 5: Alcohol and Drugs (Substance Abuse)

- a. Letter Policy
 - i. Members shall not wear any Alpha Phi Omega clothing at any event where alcohol is being consumed.
 - ii. Brothers shall not wear any Alpha Phi Omega jewelry (e.g. service pins) while consuming alcohol in a public establishment, except in a formal setting.
- b. Alcohol Policy
 - i. The possession, use and/or consumption of alcoholic beverages, during any Fraternity event (this includes any event that an observer would associate with the fraternity or that is in any way sponsored by the fraternity) must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education.
 - ii. At any event where alcohol is present there will be an alternative beverage for any minors and those who do not wish to drink. A wristband or mark on the hand will indicate whether or not a person is of legal age to consume alcohol.
 - 1. Any member who consumes alcohol and subsequently causes damage or injury is fully liable for those actions.
 - 2. Alcohol will not be served to any member who is deemed to be physically intoxicated.
 - 3. Any brother who is deemed to be a threat to their personal safety or the safety of others will be removed from the premises.
 - 4. Zeta Sigma and its guests are expected to uphold the integrity of the Chapter at all times. Members will be fully responsible for the actions of their guests and making sure that they too uphold the positive image of Alpha Phi Omega. Failure to comply with this policy may result in disciplinary action against the member (see XI).
 - 5. Alpha Phi Omega strongly discourages, but does not prohibit, the consumption of alcohol by pledges in the company of brothers in public or in private.
 - 6. Zeta Sigma does not allow the consumption of alcohol at service events or any events with pledges.
 - 7. Alcohol shall not be used or condoned as part of the chapter's rush or pledge program.
 - 8. Chapter funds shall not be used to purchase alcohol.
- c. Drug Policy
 - i. The unlawful possession, sale and/or use of any illegal drugs or controlled

substances at any Fraternity event (this includes any event that an observer would associate with the fraternity or that is any way sponsored by the fraternity) is strictly prohibited.

- ii. A violation of this policy is a violation of the membership policies of Alpha Phi Omega

Section 6: Personal Property

- a. Use of personal property in fraternal activities is voluntary and the responsibility of the owner.
- b. The chapter will not assume liability for any damages incurred during the use of personal property.

Section 7: Transportation Issues

- a. Any individual who drives to an APO activity must obey all traffic laws.
- b. It is your responsibility to make sure that your car is not overloaded and that it is being driven in a safe manner.
- c. Use of personal cars is voluntary and the responsibility of the owner/driver
- d. APO will not assume liability for personal vehicles used in conjunction with fraternal events, nor for any resulting damage.

Section 8: General Health and Safety□

- a. All activities shall take into account the health and safety of all participants.
- b. Projects and activities must include appropriate personal safety equipment (gloves, etc), training, and supervision. If a participant is not given proper equipment he or she is not required to participate.

Section 9: Advisors□

- a. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the Fraternity.
- b. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, and shall not engage in activities designed to circumvent fraternity policies.

Section 10: Education and Rationale□

- a. All reasonable efforts will be made to insure that each rushee, pledge, brother, advisor, alumnus, honorary member, etc, shall be instructed on the Risk Management Policies at the beginning of each semester.
 - i. Active members and volunteers will indicate their understanding of and compliance with the Chapter's unique Risk Management Policy and The Standard Risk Management Policy (by email or signature) **bi-annually** annually. Signing of both documents indicates your affirmation and commitment to the policies enumerated within them and should not be

done without careful consideration.

- ii. Reasonable efforts shall be made to inform guests of applicable policies. □
- b. This document is extremely important to the functioning of the chapter and wellbeing of its members. It provides Zeta Sigma with the means to protect its members, maintain the integrity of Alpha Phi Omega, and to educate brothers in their individual responsibilities as members of the fraternity.

Section 11: Adherence to the Zeta Sigma Risk Management policy □

- a. Every affiliate of Alpha Phi Omega (rushee, pledge, brother, advisor, etc) shall adhere to the Zeta Sigma Risk Management policy, as well as the National Risk Management policy. Those who violate such policy will be placed on probation pending a 2/3 affirmative vote of the Executive Board
- b. The length of the probationary period is at the discretions of the Sergeant-At-Arms, however, will not be less than one academic semester.

Article 5: Disciplinary Policy

Section 1: Probation □

- a. Probation is a discipline procedure that occurs when a brother does not meet the requirements of active membership. A brother can be placed on probation for the following offenses (note: this is not a final list but rather evolving guidelines that may change as the chapter changes).
 - i. Violating the National or Zeta Sigma Bylaws
 - ii. Violating any section of the Operating Policies
 - iii. Not completing service hours
 - iv. Not completing fellowship credits
 - v. Missing more than 4 unexcused meetings per academic semester
 - vi. Missing Induction without an approved excuse by the Executive Board
 - vii. Missing Activation without an approved excuse by the Executive Board
 - viii. Missing senior awards voting without an approved excuse by the Executive Board
 - ix. Missing the PEC event without an approved excuse by the Executive Board
 - x. Defacing the brotherhood
- b. Anyone on probation has forfeited his/her right to vote until restitution of the offense(s).
- c. Anyone on probation has forfeited his/her right to go to semi-formal or formal until restitution of the offense(s).
- d. Each offense listed in Clause 1 will result in one (1) infraction unless it is deemed “damaging to the brotherhood” by a majority vote of the Executive Board; in this case, additional infractions may be placed upon the offending brother.
- e. Specific requirements necessary to retribute the infraction(s) differ and are dependent upon the offense(s).

- i. Not completing service hours:
 - 1. Complete those hours missed during the following semester in addition to the 20 hour requirement for that semester, as well as any committee membership at the discretion of the Service Vice President
 - 2. Probation will end upon the completion of the set requirement, i.e. if a BROTHER is on probation for one (1) missed service hour, (s)he will be placed on probation until (s)he completes half of the expected service requirement, then the one (1) hour that was not completed in the previous semester, and upon the completion of the eleventh hour, (s)he may finish the remaining half of the expected service requirement- 10 hours. This can be adapted to the chapter's fellowship and chapter attendance requirements.
- ii. Not completing fellowship credits:
 - 1. Plan and execute a fellowship events, under supervision of the Sergeant at Arms and VP Fellowship, for every fellowship credit below the requirement
- iii. Missing more than four unexcused chapter meetings per academic semester:
 - 1. Attend the number of pledge meetings the following semester, corresponding with the number of chapter meeting absences over the allowable limit the prior semester
- iv. Missing Induction without an approved excuse by the Executive Board:
 - 1. Write a paper about an event attended that left an impact or they really enjoyed. This paper is to be sent to the president who will then make the Sergeant-at-Arms aware of the completion of the paper.
- v. Missing Activation without an approved excuse by the Executive Board:
 - 1. Write a paper about an event attended that left an impact or they really enjoyed. This paper is to be sent to the president who will then make the Sergeant-at-Arms aware of the completion of the paper.
- vi. Missing senior award voting without an approved excuse by the Executive Board:
 - 1. Assist in counting the senior awards votes, under supervision of the Sergeant at Arms and Secretary, until the task has been completed
- vii. Missing the PEC event without an approved excuse by the Executive Board
 - 1. Pay the \$5 fee that was charged at the door of the event or do another task to be determined by the Sergeant at Arms
- viii. Defacing the brotherhood:
 - 1. Assist in PR in order to help booster APO recognition within the community and campus, under supervision and at the discretion of the Sergeant at Arms, until the task has been completed

- f. Once an infraction has been restituted, the said offense shall be expunged.
- g. If at any singular point in time, a brother accumulates a total of three (3) infractions, it will result in an automatic inactive membership for the offending brother
 - i. The member can petition the Executive Board in order to be reinstated as an active brother on probation; a majority vote is required. Upon reinstatement, the brother is placed on probation until restitution of his/her offense(s).

Article 6: Philanthropy Selection Policy

- a. In order to ensure that we work with the organization that best fits the current goals of Alpha Phi Omega, our philanthropy shall be selected on a semester-by-semester basis
- b. The organization will be selected by the following process:
 - i. The organization will be selected by chapter vote
 - ii. Prior to the chapter meeting in which the voting takes place, the chapter will be informed of the voting date
 - iii. Anyone interested in proposing a philanthropy must create a brief (5 minute maximum) presentation about their organization
 - 1. Must be presented in front of the chapter (special requests may be made in order to organize an elected officer to make the presentation)
 - 2. Must include the name of the organization, information about the organization, how Alpha Phi Omega can help the organization and why they personally feel strongly about the organization they propose
 - 3. He/she who proposes the philanthropy should be willing to participate on or work with the PEC committee in some capacity, if their proposal is in fact selected
 - iv. After all the presentations are given, Robert's Rules will be followed for voting procedure
 - v. All organizations will be voted on and the two with the highest number of votes will be chosen
 - vi. Out of the two remaining organizations the chapter will vote for one of them. The organization with the highest number of votes out of the final two will be the Philanthropy for the academic year

Article 7: Officer Transition Policy

- a. The mandatory training period, as specified in the Zeta Sigma bylaws, commences upon election into office.
- b. The incoming elected officers do not officially assume their other responsibilities until they are sworn into office. The incoming elected officers will run the immediately subsequent chapter meeting to the Installation Ceremony at Formal

- of the chapter following if the new officer is unable to attend formal. □
- c. The outgoing elected officers are ultimately accountable for final hour totals, term minutes, other paperwork, etc. relevant to the current semester. These materials should, however, be utilized as a vital piece of training for the incoming elected officers. □

Article 8: Fellowship Policy

- a. An event must have 5 or more brothers or pledges in attendance to be a fellowship event and be counted for credit
- b. For each fellowship event missed, brothers will be deducted one fellowship credit from their total fellowship credits for the semester.
- c. Fellowship events will lock 24 hours prior the start of the event.
- d. If a brother is unable to make an event, they can simply remove themselves prior to the 24-hour period before the event starts.
- e. After the 24-hour period has begun, brothers will be considered event attendees.
- f. If there is a waitlist for a fellowship event and you can no longer go, you must reach out to the person on the waitlist and tell them that they must attend.
- g. A replacement will only be required if the event requires some form of payment prior to the event.
- h. Events with unlimited number of spots will not lock 24 hours before
- i. All drivers will receive a half hour of service for driving to and from fellowship events that require drivers that are less than 30 minutes away. An hour of service will be given for events that are more than 30 minutes away.

Article 9: Social Media Policy

Section 1: Purpose

- a. Provides guidance for members of the Zeta Sigma chapter of Alpha Phi Omega's use of social media. □
- b. Social media is understood to include but is not limited to: blogs, message boards, chats, social networking sites such as Facebook, GroupMe, Instagram, Twitter, and Snapchat. □
- c. Principles apply to members and advisers on behalf of the chapter when referring or alluding to the organization of APO and the Zeta Sigma chapter. □
- d. Member's actions reflect not only on the individual but also on the personal image that the Zeta Sigma chapter represents. □

Section 2: Confidential and Sensitive Information

- a. Members are not to publish, post, or release any information that is □ considered confidential or sensitive. □

- b. This includes but is not limited to: financial, operational, legal in nature, or contains sensitive information that does not pertain to other members of the organization.
- c. Information published through a social media site is public information that can be viewed by others in the community.

Section 3: Content

- a. Content includes but is not limited to: audio recordings, photographs, statuses, captions, or comments showcased on a social media platform.
- b. Dishonorable or inappropriate content such as racial, ethnic, sexual, physical disability slurs, defamatory, pornographic, harassing, what can be considered hazing or hostile actions are not tolerated online.
- c. Alcohol
 - i. Portraying Alpha Phi Omega (and the Zeta Sigma chapter) while alcohol is present is not tolerated.
 - ii. Examples include but are not limited to: ‘Alpha Phi Omega,’ ‘big,’ ‘little,’ ‘Zeta Sigma,’ or other terminology used to associate individuals with APO to the community.
 - iii. Members shall not wear Alpha Phi Omega clothing where alcohol is shown or being consumed.
 - 1. Includes jewelry such as service and pledge pins.
 - iv. The term Alpha Phi Omega, APO, or ΑΦΩ cannot be mentioned in the biography section or username of a social media account if ANY posts linked in the account include alcohol and the member is UNDER 21.

Section 4: Adherence to the Policy

- a. Members will be given 24 hours following a notification from the President or the Sergeant at Arms to remove content that coincides with aforementioned infractions.
- b. If three warnings are given to a member in a single semester, they will receive one strike towards probation.
- c. If content is not taken care of within 24 hours, the member will be given one strike towards probation for ‘defacing the brotherhood.’
- d. The organization reserves the right to edit or take down any material including misleading, inaccurate, and/or confidential materials that violate the code of conduct presented in our operating policies and bylaws.
- e. It is up to the discretion of the executive board with the help of the President and the Sergeant At Arms to evaluate the content presented on a social media platform if the attention is brought to them.
- f. The executive board is obligated to follow the procedures set out for those not complying with the aforementioned bylaws and policies.

Article 10: Leadership Policy

a. The ways that one can attain a leadership point in the Zeta Sigma Chapter include but are not limited to:

i. Hold an elected Executive Board position

1. President
2. Secretary
3. Treasurer
4. Sergeant at Arms
5. Vice President of Service
6. Vice President of Fellowship
7. Vice President of Pledge Education
8. Scouting
9. Public Relations
10. Inter-Chapter Relations
11. Philanthropic Event Coordinator

ii. Hold a chair position or an appointed position within the Zeta Sigma chapter

1. Leadership chair
2. Wildcard chair
3. Historian/Alumni Relations
4. Relay for Life chair
5. UDance chair
6. Media chair
7. Pledge Master
8. Service Secretary

iii. Run a committee or be an active member of a committee

1. Being an active member in a committee will be determined by the executive board member in charge of that committee
 - a. The executive board member will decide at the beginning of the semester what it means to be an active member in their committee and let the chapter know by the first chapter of the semester (eg. coming to 2 of the 3 committee meetings or meeting with the executive board member 3 times with ideas)
2. Media committee
3. Scouting committee
4. Sectionals committee
5. Inter-Chapter Relations committee
6. Fundraising committee

7. Fellowship committee
 8. UDance committee
 9. Relay for Life committee
 10. Philanthropic Event Coordinator committee
 11. Formal committee
 12. Being a Pledge Guide
 13. Awards Committee
- iv. Attend a leadership workshop specifically made for the Zeta Sigma Chapter
 - v. Create a drive or service event
 - vi. Attend a sectional, regional, national conference or Membership University or Academy
 - vii. Attend a sectional leadership day
 - viii. Take part in one of the APOLEADS presentations by Alpha Phi Omega
 - ix. Present an on campus or another organization's event with the permission of the president to the Zeta Sigma Chapter (this is not an announcement)
 - x. Other points are negotiable with the Leadership Chair as they arise
 1. This can include people who step up at service events and are a real leader but at the discretion of the leadership chair
- b. An individual may NOT receive a leadership point if one or more of the following circumstances is present:
- i. They received fellowship credit for the event
 - ii. They received service credit for the event
 1. Unless this person is the creator and coordinator of the event or has a substantial leadership role in the event
 - iii. They have already received a leadership point for the project
 1. For example: If an individual is the Relay for Life chair, they will receive a leadership point for that. If that same individual gives a presentation to the chapter about Relay for Life, they will not receive another point for their presentation because that presentation was an expected part of the position for the Relay for Life Chair.
- c. Leadership points will be awarded at the halfway point of the year(end of fall semester) and near the end of the spring semester (before formal) except for events that occurred as a one time event(eg. LEADS course or Leadership Workshop)
- i. If the duties of the position found in the bylaws or policies were not met no point will be awarded
 - ii. If the active participation requirement was not met no point will be given

Article 11: Safe Rides Policy

- a. Safe rides require that the driver puts the number of available seatbelts when they sign up to do safe rides
 - i. Drivers will receive 4 service hours
 - ii. All co-pilots must go in the comments section on APO online next to the drivers name and will receive 2 service hours
 - iii. Co-pilots are required in order to perform safe rides
 1. The co-pilot does not have to be a brother of APO if desired, but the driver must be a brother
 2. You will be deleted from APO online if you sign up without a co-pilot or you will not receive hours if you perform safe rides without a co-pilot
- b. The co-pilots number must be posted on APO online so that people can text/call them instead of the driver
- c. A selfie of the driver, co-pilot, and passenger(s) must be sent within 1 week of the date safe rides were done
- d. A brother must be present for anyone to be able to receive a safe ride
- e. Anyone who wants to receive a safe ride must include
 - i. The name(s) of everyone that is included in the safe ride
 - ii. The # of passengers included
 - iii. The pickup location of passengers
 - iv. The destination(s) of passengers
- f. The driver of safe rides can refuse to give anyone a safe ride if
 - i. There are too many passengers for the amount of available seatbelt(s)
 - ii. The driver feels uncomfortable giving a safe ride
 1. Passengers are too drunk
 2. Passengers are making deeming statements
 3. Passengers are rude when reaching out
 4. There is not a brother present with the other passengers
 - iii. People made the driver wait longer than 10 minutes for a safe ride
 - iv. Someone asks for a safe ride hours or days prior to the start of safe rides
- g. A driver cannot deny a safe ride because
 - i. They have an issue with the passengers
 - ii. They are tired of safe rides
 - iii. They just don't feel like picking the passengers up

Article 12: Big/Little Policy

- a. All big/little pairings will be made based entirely off of the lists that are submitted.
- b. Once the deadline has passed, the VP of Pledge Education and Pledge Master cannot accept any more submissions, unless there are not enough bigs

- c. If a pledge does not submit a list, it is up to the discretion of the VP of Pledge Education and Pledge Master to decide the pairing.
- d. All pairings are final and may not be changed unless there is:
 - i. A discrepancy with the lists i.e. a missed one to one pairing
 - ii. An extenuating circumstance that is decided by the executive board

Article 13: Clothing Late Fee Policy

- a. Brothers will be required to pay for clothing they have ordered by the deadline stated by the Public Relations Chair
 - i. For every week following the deadline that the clothing remains unpaid, the amount owed will increase by two dollars per item, per week
 - 1. EX: A brother purchases \$40 of clothing, two sweatshirts, which is due October 29th but a brother does not pay until 2 weeks later, the amount owed will increase 4 dollars per item, \$8, making the new total \$48.
 - ii. The maximum total increase that can occur is equivalent to the amount that is initially owed to the chapter
 - 1. EX: a brother purchases \$40 worth of clothing but does not pay. The price then increases until the fee equals \$40, which totals \$80 when the money is then paid for.
 - iii. If the clothing remains unpaid at the end of the semester the brother will:
 - 1. Not be able to purchase clothing from the chapter, until the clothing and late fees are paid for.
 - 2. Not be able to purchase Formal and Semi-Formal Tickets, only until the clothing is then paid for.
 - iv. If a brother pays for clothing late, it is up to the Public Relations Chair to allow that brother to purchase clothing again
 - v. The increased amount of money will be donated to our chapter's philanthropy for that year