

## CHI CHAPTER POLICIES & TRADITIONS

Where an issue hasn't already been voted on by the chapter (because then it's a **standing rule**), a particular position, positions, or ExComm as a whole, can change policies in areas where the constitution grants them authority. Policies continue until the responsible parties alter them, or the chapter votes by  $\frac{2}{3}$  majority to alter a policy (and then it becomes a Standing Rule, which can subsequently be altered by simple majority).

### ALCOHOL/DRUGS

- Chi Chapter is dry.
- Members shall not consume or be under the influence during official APO events.
- Pledges will be immediately depledged.
- Actives will be placed Inactive and subject to suspension or expulsion.
- Remove or conceal APO apparel prior to drinking.

#### *Background:*

*We follow a more restrictive standard than the National policy, where it is allowable as long as it is legal, and there are no pledges present.*

### COMMITTEES

The chair of your committee will inform Membership VP(s) if you showed enough initiative and participation to earn your committee Leadership credit.

### DUES

Members who pay their Dues will be eligible for website access and subsidies.

### EVENTS

**Chairing: PLEASE CONTACT SAA FOR CURRENT CHAIRING GUIDELINES, the following information in this section might be outdated as minor revisions to this are often made.**

**Chair:** one who takes charge of an upcoming event's attendance and logistics, ensures the event goes smoothly, and evaluates it.

Chairs must remove themselves at least 7 days prior to the event (10 days for service events) to avoid a flaked chair credit.

Chairs must complete all applicable duties to receive chairing credit.

One chair per 15 attendees (including the chair). If number of signups drop to 15 or fewer, the second chair will be dropped as chair.

#### **Duties**

1. Sign up to become the chair for an event on the Chapter Website.
2. Email all listed attendees, SAA, and the respective VPs 3 days prior to the event, with relevant information (location, time, pin/letters, special instructions).
3. Call all attendees 1 day prior to the event via telephone reminding them of the event and provide relevant information. If an attendee cannot be reached, leave a voice-mail.
4. Arrange rides if necessary and provide clear directions/maps for the drivers.
5. Go to the event, take attendance, check for pins/letters, and maintain order within the attendees. Take pictures or video of the event. (Whenever possible, any social media sharing of the event is also encouraged.)
6. Clean up, thank the event coordinators (if present/relevant), and sing the Toast Song. Toast Song is mandatory for all Chapter, Interchapter, and Service events, but optional at all other events.
7. Evaluate the event.

#### **Evaluations**

To receive chairing credit, evaluations must be completed within 3 calendar days of the event start date.

1. Under chair tools, Click on the Chair Submission Form
  1. Please follow instructions thoroughly.
2. Event description:
  1. Task and activities done during the event
  2. How the participants responded to the event

3. Strengths and weakness of the event
4. Your advice for the future if this event is to be repeated.
- All event descriptions must answer each question
- Chair can still have freedom to make the evaluation funny, creative etc.
2. Email event pictures attached to: Historian
3. Email dollar amount made by each participant to: Finance

**Lateness:** failure to arrive at the meeting location by the prescribed time.

Event chairs shall enforce this policy for all official events.

An optional 5-minute grace period may be allowed at the chair's discretion.

Arriving after the grace period (if any) shall result in a late mark in the event evaluation.

**Flake:** missing an event that you are signed up for without a replacement.

A flake shall result in one negative credit for that event (or for each hour, if service; for each dollar, if fundraising).

Flaked events (or service hours) must be made up IN ADDITION TO completing requirements. (Ex: If you have completed 13 hours of service and flake a 5 hour service, your total completed service hours will then drop to 8 hours. If you have already completed your requirements, but decide to flake an event, then you must make up that flaked event regardless of how many you will have after the deductions. It is possible to accrue negative hours/credit

An Active brother may make up a missed Chapter meeting by attending the Excomm meeting prior to that missed meeting. Actives must notify the Sergeant-at-Arms at ExComm meeting about making up a meeting credit. A one-page, double-spaced, size 12 Times New Roman write-up must be submitted to SAA.

**Flaking-In:** attending an event without being signed up for it.

You must contact the chair prior to attending.

By flaking in, you may possibly save a flaked attendee from any penalties.

Be considerate: you need to account for space, rides, activities, etc.

If you just show up, you might be able to attend or get credit, but do not expect it.

### **Official Events**

Must be posted on calendar

Must be announced 48 hours in advance

Open to entire chapter

### **Chapter Meetings**

Coming late to meeting:

If an Active arrives to meeting more than 5 minutes after the President calls the meeting to order, that Active will be considered late.

Must notify SAA by 6:00pm and must be a valid excuse (as determined by SAA)

Must come before 7:30pm and stay for the duration of the meeting to obtain meeting credit.

No strike will be given if SAA is notified appropriately.

If an Active comes before 7:30pm, but does not notify SAA properly and stays for the entire meeting, then he/she will get 0.5 strikes for the first offense and 1 strike for each additional offense. The active will receive 1 meeting credit.

If an Active comes after 7:30pm and does not notify SAA properly then he/she will get no meeting credit but no strike.

Leaving early from meeting:

Must notify SAA by 6:00pm and must be a valid excuse (as determined by SAA)

Must stay for an entire hour.

Must show up on time (cannot come late and leave early during the same meeting).

No meeting credit will be given to any active leaves before 8:00pm

No need to notify SAA if the actives leaves after an hour but before the end of the

meeting

## **Fellowships**

Speedzone 5 - In order for the Fellowship to count, at least 5 people must attend the event.

### **Background:**

*Regarding the Speedzone 7 rule, that was during RJH (Fall 2001). Mick Magno (then Pledge Fellowship VP) chaired a Speedzone fellowship in Monterey Park. Until that time, there wasn't a set number on how many people you needed to get chairing credit for a fellowship. Due to lack of signups, we told him that he needed at least seven, because we felt that he would gain enough "leadership" setting up the event and coordinating two carloads. Plus, it was to motivate his pledge bros to help him get his leadership by attending. We had six present and one flake. About ten years later, with gas prices at an all-time high, and a shortage of drivers, we reduced the minimum.*

## **FUNDRAISING**

All proceeds raised after the \$15 requirement will still go to charity.

Pay-off Policy: maintained at a 2:3 ratio (pay \$23 if you must raise \$15)

The overall chair and/or chair of the last shift must record the total amount of money raised from the respective fundraising event when filling out their event evaluation.

*This will ensure accountability as well as serve for documentation purposes.*

## **MEMBERSHIP**

Members who are Active or Associate may freeze their membership status if they are spending the term away from UCLA.

## **PINS**

Must be visible

Must be worn on clothing, on collar or collar area, on outer most layer

Not worn on ear, hoodie string, bra strap, or fly

### **Actives**

Actives must wear their pin OR wear a shirt/sweater displaying the fraternity letters at all official APO events for the entirety of the event.

Chair of event must note missing pins/letters in evaluation.

Sergeant-at-Arms will be responsible for tracking.

### **Pledges**

Pledges must wear their pin at all times, except during the Three S's (shower, sports, sleep); however, the pin must be WITH the pledge at all times.

If at an event, chair must note in evaluation and notify Pledge Parent(s). Pledges will receive a half-strike if found without a pin.

## **Replacement**

Report lost/broken pins to Sergeant-at-Arms immediately

All lost/broken pins must be reported to  
[https://docs.google.com/forms/d/1VadIGN4NbwgZXs\\_bfGj2O\\_-NJL0CnDGEq5SFJa4Pd5g/viewform](https://docs.google.com/forms/d/1VadIGN4NbwgZXs_bfGj2O_-NJL0CnDGEq5SFJa4Pd5g/viewform)

The timestamp on the Google doc will be the time SAA will follow.

If the active reports to SAA that a pledge/active needs to be struck before the pledge/ active reports on the Google doc, said person will be struck.

Pins may be purchased for \$5 from the Sergeant-at-Arms.

## **REIMBURSEMENT**

### **Regular Reimbursement**

Regular reimbursements will be given within two weeks of the approved reimbursement at the following chapter meeting.

The purchase relates to an expense under the budget approved at CM #3.

The respective Executive Committee member approves.

The timestamp on the form is within two weeks of the purchase.

A receipt is presented to the Finance VP(s) within two weeks of the purchase.

*Tips:*

*Save the receipts. Clearly mark what was paid for that needs reimbursement.*

*All financial disputes during a certain term should be resolved within that term.*

*Obtain prior approval before purchasing anything that exceeds your budget.*

*Expenses that go excessively over-budget must be approved by the chapter to be reimbursed. If you are unsure, speak with the Finance VP, the one who handles the finances and not fundraising.*

### **Gas Subsidy**

You are limited to 150 miles round trip per event, unless otherwise stated.

Gas subsidies are 21 cents per mile driven.

In order to receive the gas subsidy, you must have the form filled out within a week after the term's Banquet.

You will receive your gas subsidy at the latest, by CM #1 of the following term.

Good-standing Actives must have driven two good-standing Actives or Pledges.

Members on Inactive status must have driven three good-standing Actives or Pledges

Members who have paid Dues count as good-standing for the purpose of this calculation

*Tips:*

*The sooner you submit your subsidy, the sooner you will be paid. Also, the fund is limited, so once all funds have been allocated, we will not be pay any more money.*

### **RITUAL**

Historian is responsible for all ritual materials.

**STRIKES: PLEASE CONTACT SAA FOR CURRENT STRIKE GUIDELINES, the following information in this section might be outdated as minor revisions to this are often made.**

**Strike:** a penalty point.

- Actives: 4-strike limit. Exceeding this at the end of the term will result in Bad-Standing placement or the equivalent by the Membership VPs.
  - Maximum number of strikes per event = 2 (includes different shifts for the same events)
  - Neither Pledges, nor Actives need to finish with 0 strikes (can have strikes at the end of the term).
  - Pledges: Pledge Parents shall establish the pledge strike policy, but exceeding the restrictions results in being depledged.
- Strikes can be received for:
- Flaking an event (1 strike)
  - Arriving late to an event (0.5 strike)
  - Unexcused late/leaving early from meeting (0.5 strike for first offense, 1 strike for second offense and after)
  - Failure to wear letters or pins when necessary (1 strike)
  - Failure to chair properly (at the discretion of the Sergeant-at-Arms) (1 strike)
  - Loudness/distractions at meeting (1 strike for each offense after the third warning)

### **Strike make-ups**

- Paying the Sergeant-at-Arms \$2 will remove a letter/pin strike.
- There are two options for making up strikes for Actives:
- In order to receive strike make-up, you must:
  - o LFS: 1 chair/workshop + 1 friendship event + 1 hour of service
  - o 3 hours of service
  - o Notify SAA prior to beginning that you are completing strike make-up.
  - o Comment on event page, stating that you are applying those event credits towards strike make-up instead.
  - o Not receive normal event credit towards requirements for these events.

### **CARD STRIKE POLICY**

## **Chapter Meeting**

- Instead of the poop list and the kiss list that has been the staple of the keeping order in the meeting, we are moving to the card strike policy due the distraction that the list creates.
- All actives and pledges will be subject to this procedure
  - 1<sup>st</sup> offense = Yellow Card
  - 2<sup>nd</sup> offense = Orange Card
  - 3<sup>rd</sup> offense = Red Card and 1 Strike
- Due to ongoing problem that the same people are the ones continually disrupting meeting, we will be enforcing this policy
  - o 6 Yellow Card in a Quarter Term = 1 Strike
  - o 3 Orange Card in a Quarter Term = 1 Strike
  - o Red Cards will not carry over.
  - o Other combinations will not receive a strike like 2 Orange and 1 Yellow, etc.
- Exceptions will be given out through the meeting for specific instances that members may engage in conversation
  - o During a game
  - o A change in the amendment, etc. that needs discussion
  - o Other instances at SAA discretion

## **WEBSITE**

If you do not pay Active Dues by CM #3, your website privileges will be taken away and you will be considered on Inactive status.

## **Privileges**

If you do not pay your Dues by Chapter Meeting #3, then you lose your ability to sign up for events.

Alumni, Advisors, and Honorary Members have no Dues to pay, so they are not affected by this issue.

If you flake three times, you will lose your ability to sign up for events and be placed in Inactive status.

You will be reinstated to Active status (assuming you were Active before) by attending an ExComm Meeting.

## **Calendar**

Official events only

Wait List - The sign-up list is finalized 48 hours before the event. If someone on the sign-up list flakes, people on the wait list are not obligated to be replacements.

It's recommended that if someone flakes, they call people on the wait list to ask if any are interested in being a replacement.

To prevent accidental flakes, remove yourself from the wait list once you decide you won't attend the event. Otherwise, people on the sign-up list may drop, bumping you onto the sign-up list without you knowing it.

If the website does not let you remove yourself at least 48 hours before the event, call the chair and notify them that you are dropping from the wait list.

## **TRADITIONS**

### **CPR (Chapter Planning Retreat)**

Usually a weekend event prior to the start of the new term.

Mandatory for ExComm to attend, open to the rest of the chapter.

Set budget, set dates, review/discuss policies

### **Chapter Pledge Manual**

Writers on Leadership, Friendship, Service

Seek Actives who are not on ExComm

This is to promote opportunities for leadership throughout the chapter.

### **Families (Alphas, Phis, Omegas)**

Positive energy only, and don't push the pledges to want to be in any particular family. Let them know that they'll have good time in any family.

### **InfoNite**

Speakers on Leadership, Friendship, Service, and Pledging

\* Seek Actives who are not on ExComm

\* This is to promote opportunities for leadership throughout the chapter.

### **Looking Good Night (LGN)**

Usually celebrated every term

### **Wearing Letters**

Pledges may not wear, own, or represent themselves with Greek letters (AIM profile, Facebook), other than their pledge pin.

Bigs should not decorate their Lil's pledge binder with "ΑΦΩ" in Greek letters.

### **Golden Eagle Awards**

Awarded to Actives who have "soared above and beyond".

Must have fulfilled the term's Active Requirements.

Nominations are reviewed by the Golden Eagle Awards committee, composed of the Membership VP(s), Advisory Committee, and an Active.

### **Pledge Class Namesake**

### **Banquet**

#### **Rosegrams**

Begin selling Rosegrams at least two weeks before Banquet.

#### **Program**

A printed program usually includes the names of completed term's ExComm, next term's ExComm, the new pledge class, actives who completed Active Requirements, Golden Eagle Award recipients, and Graduating Seniors. The surprises are gag awards, LFS, EMH, and Brightest Bulb.

#### **Senior Farewells**

There may be Senior Farewells for Fall and Spring Banquets.

Inactive status graduating seniors may also be part of Senior Farewells as long as they pay for and attend Banquet.

The presentation of Senior Stoles occurs during Spring Banquet, as long as they fulfill the conditions to receive Senior Stoles (which include paying Spring term Dues).

Graduating seniors from newer pledge classes are presented before those from older pledge classes. This is a recognition to the amount of time they have been part of APO.

The graduating senior is invited up front to sit and face the audience, and the speaker is called up to speak.

One speaker per senior, and they may talk up to three minutes.

If an additional speaker is permitted, it doesn't mean that they both get more overall time.

\*For Spring 2014 Banquet, due to the limited amount of time because Banquet was on a Friday night and got started later, and there were a large number of graduating seniors, senior speeches were presented in two-minute videos. However the sentiment was not conveyed as

well, the audio was poor, and the video was hard to see.

*Senior Speakers at Chi Chapter used to mean that the graduating seniors used to go up and make a brief speech about their time in APO. Fall 2001 term was the last term this happened. Paul Choung suggested having another brother speak on their behalf would be a better way to honor them. That is also how they did it where he pledged.*

### **Gag Awards**

- Popular vote

- Brightest Bulb Award

  - Awarded to the pledge with this highest total score on the pledge final

  - Pledge Parent(s) notify previous term's Brightest Bulb Award winner to decorate a light bulb and present to winner at banquet

  - Advise to glue the light bulb to something stable like a board so it doesn't roll around and get crushed.

### **LFS Awards (Leadership, Friendship, Service)**

- Active & Pledge per category

- Selected through popular vote

- A recipient should only be receiving one LFS award per term.

### **EMH (Earle M. Herbert Award)**

- essentially "Mr./Ms. APO"

- Selected through popular vote

- An EMH recipient shouldn't be awarded an LFS Award for that term due to redundancy.

### **Pledge Class skit**

### **ExComm skit**

### **Distinguished Service Key**

- Besides the granting of Active Membership, the highest honor the chapter can bestow

- Does not have to be awarded each term, but no limit to how many can be awarded at once

  - $\frac{3}{4}$  affirmative vote to be awarded

  - nominees should not know about their nomination

  - secret until announcement and physically awarded at Banquet

  - speeches should not name person, but rather referred to indirectly (i.e. "This person did...")

### **Hierarchy of Rules**

1. Alpha Phi Omega Articles of Incorporation
2. National Bylaws
3. Standard Chapter Articles of Association
4. Chapter Bylaws
5. Standing Rules
6. Policies & Traditions

Last updated: 01/27/2015