**Alpha Phi Omega**

***Alpha Lambda - SAA Policies***

***Sergeant-at-Arms - Catherine Teotico***

**CHAIRING**

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.

**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. Note: 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.***

1. Email event pictures attached to: Historian
2. Email dollar amount made by each participant to: Finance

**LATENESS**

Late: 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.

**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

**FLAKES**

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.
* Note: 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**  
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.

**STRIKES**

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:
  + LFS: 1 chair/workshop + 1 friendship event + 1 hour of service
  + 3 hours of service
* In order to receive strike make-up, you must:
  + Notify SAA prior to beginning that you are completing strike make-up.
  + Comment on event page, stating that you are applying those event credits towards strike make-up instead.
  + Not receive normal event credit towards requirements for these events.

**PINS**

Pin: worn by APO brothers and pledges.

* 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.

**Pin Replacement**

* Report Lost Pins to Sergeant-at-Arms immediately
  + **All lost 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 striked 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.

**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
  + 1st offense = Yellow Card
  + 2nd offense = Orange Card
  + 3rd 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
  + **6 Yellow Card in a Quarter Term = 1 Strike**
  + **3 Orange Card in a Quarter Term = 1 Strike**
  + Red Cards will not carry over.
  + 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
  + During a game
  + A change in the amendment, etc. that needs discussion
  + Other instances at SAA discretion