



# Alpha Phi Sigma

## The Criminal Justice Honor Society

*Member of the Association of College Honor Societies  
Affiliated with the Academy of Criminal Justice Sciences*

## CHAPTER POLICY

### **Covid-19 Pandemic Notice**

Due to the uncertainty of colleges and universities reopening their campuses, Alpha Phi Sigma will continue to work with each chapter advisor to determine the best course of action for membership applications and honor regalia orders.

For advisors who will be working remotely, we will continue to receive applications and orders via email. We will invoice the student directly and ship to their home. For advisors at schools that reopen, we will continue the standard method of shipping to the advisor at the school. Knowing that things may change at any time, we ask that you keep HQ informed of closings and shipping alternatives.

The current application for “online students” stipulates that we will ship directly to the member for a \$10 shipping and handling fee. We will use the same method for students who will not attend campus due to closures. Although we wish we could ship for free, APS is one of many non-profit organizations being financially impacted by the pandemic with furloughs and loss of revenue. We count on membership and regalia orders for sustainability through the steadfast support of each and every advisor and member.

Honor Regalia orders will also be received via email from the advisor. We will invoice the member and ship directly to their home. Each student must complete an order form and include S&H listed on the form.

For students completing an application and ordering Honor Regalia at the same time, we will waive the S&H for the regalia. The shipping charge for the membership materials and regalia (regardless of pieces ordered) will remain at \$10.

## Chartering a Chapter

Colleges or Universities offering a baccalaureate or higher degrees in the field of Criminal Justice or related fields and that are accredited by one of the following regional accrediting associations listed below, may apply for a chapter.

- American Bar Association
- Higher Learning Commission (previously the North Central Association of Colleges)
- Middle State Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

“Related Fields” refer to various disciplines related to the **Criminal Justice field, such as, forensics, law, homeland security, human services, political sciences, sociology, justice studies, psychology, public administration, social sciences, government, and social work.** Students in these programs must complete a minimum of four courses directly related to the criminal justice field such as juvenile delinquency, criminology, legal perspectives, abnormal behavior, service administration/management, etc.

Colleges or universities must have a minimum of ten (10) members to charter a chapter. The charter application must be accompanied by the by-laws of the chapter and a list of chapter members and identify the following officers: President, Vice-President, Secretary and Treasurer. A Chapter Advisor must be designated from the faculty of Criminal Justice or related fields, at the college/university. The Chapter Advisor and Assistant Chapter Advisor must be members (or become a faculty/honorary) of Alpha Phi Sigma.

## Charter Fee

Chapter Charter Fee is a one-time fee of \$100.00

## Chapter Dues

Chapters have annual dues of \$50.00 covering the period of January 1 through December 31. The annual chapter dues are due by January 1 of the year. There is a grace period until March 1 of that year. Chapter dues paid after March 1 of that year will incur a \$10.00 late fee. Chapters that do not pay their dues by that date will be considered not in good standing. For the chapters that are chartered August 1 through December 31, the chapter dues will be prorated to \$25.00 for that year. If the chapter’s dues payment is returned (for insufficient funds or for any other reason) the chapter will be responsible for all bank charges imposed on Headquarters.

## **Waiver of Chapter Dues**

Chapters in good standing may have their following year chapter dues waived if five (5) or more chapter members attend the annual Alpha Phi Sigma Conference and participate in a minimum of five (5) Alpha Phi Sigma events as designated by Headquarters.

## **Reinstatement of a Chapter**

If the chapter has not paid its chapter dues for two or more consecutive years, the chapter may have to be reinstated. There is a reinstatement fee of \$50.00, plus \$50.00 current year dues.

## **Chapter By-Laws**

Chapters will submit their by-laws to Headquarters upon charter. In case of amendments, updated by-laws must be submitted to Headquarters within one month of being passed.

## **Chapter Employer Identification Number (EIN)**

Chapters are assigned an EIN by Headquarters. Headquarters will file the chapter's annual Income Tax Return (N-990 form) unless the chapter has earned more than \$25,000 that year. Chapters will be notified each year by Headquarters of such compliance to the IRS requirement. EIN are filed according to the Chapter Financial Report. Reports are kept at Headquarters and may be needed if the IRS conducts an audit.

## **Chapter Annual Reports**

Chapters are responsible for completing their annual Chapter Financial Report and the Chapter Activity Report within the appropriate time frame. These reports are essential for Headquarters to file the annual income tax N-990 form for the chapter. See the Alpha Phi Sigma website for annual report forms.

## **Signature verification Forms**

Signature Verification Form for all chapter and assistant chapter advisors must be submitted yearly to Headquarters. This form is necessary for verifying signatures on membership applications and regalia orders.

## **Membership Dues**

There is a one-time \$70.00 membership fee for Student Members. Online only students must check the "online" box on the application (approved by advisor) to have the membership materials shipped to them directly and will be charged \$10 for shipping and handling.

A one-time fee for Faculty and Honorary membership is \$50.00.

There is a one-time \$400 membership fee for Professional Members.

Chapter shall be responsible for reimbursing Headquarters for all bank expenses incurred because of returned checks.

## **Forms of Payments Accepted**

Headquarters ONLY accepts the following types of payments: University Checks, Chapter Checks, Money Orders, Cashier's Checks, Credit & Debit cards, and PayPal payments. Invoice for a credit/debit card or PayPal payment will be emailed upon a chapter advisor's request.

## **Replacement of Pins and Certificates**

Replacement membership pins and certificates are only issued in special circumstances and at the discretion of Headquarters.

- Replacement Membership Pins are \$15.00
- Replacement Certificates are \$10.00

## **Honor Regalia**

Honor Regalia (Cords, Medallions, and Stoles) can be purchased by the chapter advisor ONLY. No Exceptions. The advisor shall complete, sign, and mail order form with payment to Headquarters. Honor Regalia shall be mailed to Chapter Advisor for distribution. Chapter advisor may instruct Headquarters to mail regalia to member if member is an online only student.

All Alpha Phi Sigma members have the benefit of purchasing all three pieces of honor regalia. Student must follow college/university commencement procedures as they pertain to honor regalia. If chapter purchases one piece (i.e. cord) for the member, member may still purchase additional pieces from Headquarters with advisor's approval. After graduation, a member who did not previously purchase honor regalia, may contact Headquarters to purchase individual pieces.

- Stoles are \$35.00
- Medallions are \$18.00
- Cords are \$18.00
- 3-Piece Honor Set \$68.00

The academic regalia shall not be rented nor sold for profit.

In the event of an inactive chapter or the chapter no longer having an advisor present, a student who was accepted and initiated into Alpha Phi Sigma may acquire academic regalia from

Headquarters by submitting academic transcripts indicating the appropriate GPA at graduation.

## Professional Membership

There is a one-time \$400 membership fee for Professional Members.

**1. Category:** The Professional category of membership includes college/university graduates not previously initiated into Alpha Phi Sigma.

**2. Eligibility:** Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2)

years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate student or minimum cumulative 3.4 GPA on a 4.0 scale as graduate student. Academic transcript and personal resume must accompany the application. Membership application packet must be submitted to Headquarters and approved by the Executive Director.

**3. Acceptance of Professional Member:** Membership in Alpha Phi Sigma is open to qualified candidates including persons with disability, without regard to age, gender, creed, national origin, race, religion, and/or sexual orientation.

**4. Recruitment & Application:** The candidate for Professional member may petition for membership by submitting the application form, candidate's most recent official transcript and an up-to-date resume to Headquarters. Without the official transcript, resume, and fee the application will be considered incomplete and returned. The Application shall be reviewed by Headquarters to determine if the minimum criteria have been met.

**5. Initiation:** The Alpha Phi Sigma Initiation (Induction) shall be a written oath. If in close proximity of a chapter, the candidate may be initiated with a chapter.

**6. Membership:** Approximately three weeks after acceptance of membership, the professional member will receive an Alpha Phi Sigma Professional Membership.

**7. Dues:** There is a one-time fee of \$400.00 for Professional Members to be submitted with the application.

## Alumni and Alumni Association

Alpha Phi Sigma is the official criminal justice honor society in the United States and Canada, and all collegiate members are considered life members. Members in good standing at the time of graduation are properly referred to as "alumni". Those that pay annual dues are considered to

be "Active Alumni" and those that have paid lifetime dues are called "Golden Lifetime Alumni".

- "Active" Alumni - Annual fee of \$30.00 Active Alumni will receive a letter, wallet membership card, and coin.
- "Golden Lifetime" Alumni - Onetime fee of \$300.00 Golden Alumni will receive a letter, certificate, wallet membership card, Alpha Phi Sigma pen, Alumni Polo shirt, Alumni challenge coin, Greek letters lapel Pin, 75th anniversary pin and coin.

## By-Laws and Policies

The Alpha Phi Sigma Bylaws and Policies are binding on the chapters. Accordingly, chapter bylaws will adhere with the Alpha Phi Sigma Bylaws and Policies.

## Accountability of Chapters

The chapter advisor is the official link to Headquarters for all operational achievement, conduct of the chapter, and accountability of the chapter, as far as Headquarters is concerned. Chapters are expected to submit all information requested by Headquarters.

## Monitoring Chapter Performance

Headquarters will track chapter performance by monitoring in such a way as to have systematic assurance of Alpha Phi Sigma bylaws and policy compliance.

- Headquarters will monitor compliance with bylaws and policies of all chapters.
- Monitoring is conducted through:
  - Annual Chapter Activity Report
  - Annual Chapter Financial Report
  - Periodic review of chapter bylaws
  - Advisor(s) signature card

## Chapter Limitations

The chapter (advisor, officers and chapter members) may not conduct the business of the chapter in a manner that is illegal, unethical, imprudent, or in violation of Alpha Phi Sigma or Institutional policy. Because Alpha Phi Sigma recognizes the importance of chapters in the development of empowered leaders through scholarship, research, and leadership development, chapters shall not fail to self-monitor and be accountable with respect to the following;

### Inclusion

Chapter will:

- Extend invitations for membership to all qualified individuals.
- Establish non-discriminatory criteria for member recognition at the chapter level.

- Establish local criteria for Alpha Phi Sigma products that are consistent with guidelines found in the Handbook.

### **Risk Management**

Chapter leadership shall have a written risk management policy that addresses alcohol and drug consumption, sexual harassment, health and safety, and abuse.

### **Chapter Integrity**

A chapter shall:

- Operationalize commitment to the scholarship, research, and leadership development agenda of the chapter;
- Conduct themselves in an ethically, morally, and socially responsible manner;
- Provide an orientation to new or prospective members.

### **Chapter Management**

It is expected for the chapter leadership to:

- Devise and adhere to a written plan of action for the chapter's activities in each academic year, including at least one activity that promotes scholarship, research and leadership development and at least one activity that promotes the annual *Theme of the Year*; suggestions appear in the Handbook
- Maintain records of chapter
- Membership Activities
- Income and allocation of funds;
- Plan for income and expenditures and the long-term consequences to the financial security of the chapter;
- Develop and maintain Chapter Bylaws, in compliance with the Alpha Phi Sigma Bylaws.

### **Chapter Support**

A chapter shall:

- Have an advisor to provide guidance including oversight of Alpha Phi Sigma and
- Institutional policies;
- Establish criteria to recognize exemplary advisors;
- Provide for the continuity of the chapter by engaging in consistent recruitment of new members.

### **Alpha Phi Sigma Removal of Chapter Officers (Article X; Section 8)**

The following policy and procedures are to be followed except where the college/university has specific policies for the removal of student officers.

Any elected officer of the chapter may be removed for cause. Sufficient cause of removal includes, but is not limited to: violation of the Chapter bylaws or the Alpha Phi Sigma bylaws; violation of a rule, practice, or procedure adopted by the Chapter; any conduct deemed

prejudicial to the best interests of the chapter.

1. Four, or more chapter members/officers, must bring a petition to the attention of the chapter advisor. The officer in question will participate in a meeting with the chapter advisor(s) and no less than three other Chapter Executive committee members to discuss the problem and possible solutions at a preliminary meeting.
2. If it is determined that the petition does not contain sufficient cause for removal, the charges are dropped. If it is determined that the officer in question has resolved the discussed problem at the preliminary meeting, the officer may voluntarily resign from office, in writing. If this is determined to be an unfeasible option, the Chapter Executive committee may recommend removal upon a two-thirds affirmative vote and set a formal hearing date.
3. At least thirty (30) days in advance of the formal hearing date, the officer in question must be sent an official letter, approved and signed by the chapter advisor(s), by registered mail to the last recorded address of the officer, informing his/her of the charges and notice of the time and place of the formal hearing at which the charges will be considered.
4. The officer in question shall have the opportunity to personally appear at the formal hearing and/or to be represented by counsel. The Chapter Executive Committee shall adopt rules to ensure due process to the officer. A designated chapter officer from the Chapter Executive Committee, with the approval of the advisor(s), shall preside over the formal hearing and must state the reasons for the recommended removal to the chapter membership. If two-thirds majority vote is reached by the chapter membership, the officer is removed from office.
5. Immediately following the removal/resignation, a new officer shall be elected to the office from the current chapter membership. The chapter officer of highest ranking, with the approval of the advisor(s), shall remove the ex-officer's name from the Chapter Executive Committee, enter the name of the new officer, and notify the Alpha Phi Sigma Headquarters of the situation and changes made. This letter also must include the member's name that will fill the vacant position.
6. The impeached officer will remain a member of the Chapter and Alpha Phi Sigma.



## Chapter Options with Online Students

### Option 3:

An established chapter that has both, campus and online only students, may wish to incorporate their online students as chapter members.

### Option 2:

An established chapter that has both, campus and online only students, and does not incorporate the online students to the chapter, may establish a section of the chapter for online only students with a separate faculty advisor or administrative assistant advisor. This policy does not refer to those chapters that embrace online students with their on-campus students. A student who is taking online and campus courses shall be a member of the campus established chapter.

### Option 3:

College/University may choose to create a separate chapter for online only students by chartering a new and independent chapter. The new charter will be given a Greek name (all charter requirements apply) and the chapter may be advised by faculty or administrative assistant or equivalent (i.e. college academic advisor). In this case, the college/university will have a campus chapter and a separate online chapter.

Faculty and/or administrative assistant must become an Alpha Phi Sigma member and complete the signature verification form.