



# CHAPTER POLICY

## CHARTERING A CHAPTER - REQUIREMENTS

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
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- 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. All with a minimum of a 3.2 GPA.

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.

## Chapter Employer Identification Number (EIN)

Chapters are assigned an EIN by Headquarters. Headquarters will file the chapter’s annual Income Tax Return (990-N form) showing that gross receipts are normally \$50,000 or less per calendar 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.

## FEES & DUES

### Charter Fee

Chapter Charter Fee is a one-time fee of \$100



## Chapter Dues

Chapters have annual dues of \$50 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 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 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.

## Reactivation of a Chapter within three years of inactivity

An inactive chapter is one that has not paid annual dues by March 1st of each year.

A chapter may pay late dues after March 1st of each year by paying \$50 plus a \$10 late fee. Chapters may pay up to 3 years late by submitting the adequate fee. No reactivation application is needed in these cases.

## Reactivation/Charter of a Chapter after three years of inactivity

After three years of inactivity, according to the IRS, a chapter loses its non-profit status. At such time, Alpha Phi Sigma will require a NEW CHAPTER CHARTER to be submitted to Headquarters. The chapter will then be issued a new Greek name and a new EIN from the IRS.

## Membership Dues

- There is a one-time \$70 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.
- There is a one-time \$400 membership fee for Professional Members.
- Chapters are responsible for bank expenses due to 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
- Replacement Certificates are \$15

## CHAPTERS

### 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.

### **Removal of Chapter Officers**

#### **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 him/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 1:

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 2:

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.



## ADVISOR & OFFICERS

### Chapter Advisor

A Chapter Advisor must be designated from the faculty of Criminal Justice or related fields, at the college/university.

Alumni members of Alpha Phi Sigma and Administrative Assistants may be designated as Assistant Chapter Advisor.

The Chapter Advisor, Assistant Chapter Advisor, and Administrative Assistant must be members (or become a faculty/honorary member) of Alpha Phi Sigma.

### Chapter Assistant Advisor

The Assistant Advisor supports the Advisor in record keeping; recruitment; reviewing, approving, signing, and submitting student applications and member honor regalia orders; schedule events and assist Chapter Officers in planning service events and fundraisers; schedule and preside/assist in chapter meetings, tapings, and Inductions; advise members about scholarship applications and happenings from Headquarters, and accompany members to the Alpha Phi Sigma annual conference.

### Advisor Selection

Advisors may be selected by the chapter student members or appointed by the department chair.

### Chapter Officers

Chapter officers may be nominated by other chapter members or self-nominated.

Chapter officers are elected by chapter members by majority vote and in accordance with the chapter bylaws. See chapter bylaws template for additional information on the Alpha Phi Sigma website <https://alphaphisigma.org/chapters>. Chapter officers serve a one-year term.

Chapters must have at least three elected officers representing the functions of President, Vice President, Secretary, and Treasurer elected annually at a time deemed appropriate by the Chapter and in accordance with the chapter bylaws.



## CHAPTER BYLAWS, REPORTS & FORMS

### Alpha Phi Sigma Bylaws & 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.

### Chapter Bylaws

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

### 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

### Chapters in “GOOD STANDING”

Chapters are in GOOD STANDING only if the following requirements are met. Submission of reports based on a Calendar Year. Each chapter must have submitted or submit their chapter bylaws to Headquarters. Reports are to be received by Headquarters no later than March 1<sup>st</sup> of each year.

**FINANCIAL REPORT:** Easy to complete online on Google forms:

<https://docs.google.com/forms/u/0/>

**ACTIVITY REPORT:** Fillable report online on Google forms:

<https://docs.google.com/forms/u/0/>

**CHAPTER DUES:** Due January 1<sup>st</sup> with a grace period until March 1<sup>st</sup> of each year. A \$10 late fee will be assessed after March 1<sup>st</sup>.

**CHAPTER BYLAWS:** Bylaws must be submitted to Headquarters upon chartering chapter. If chapter bylaws are amended, an amended copy MUST be submitted to Headquarters.



## Chapter Financial Reports

Chapters are responsible for completing their annual Chapter Financial Report. After a chapter is assigned an EIN by Headquarters (IRS), an annual 990-N form **MUST** be filed with the IRS showing that gross receipts are less than \$50,000 in a calendar year.

### **HEADQUARTERS FILES A 990-N WITH THE IRS ON BEHALF OF THE CHAPTER.**

To remain in compliance with Alpha Phi Sigma and the IRS and maintain the chapter's non-profit status, a chapter **MUST** file a FINANCIAL REPORT with Headquarters on or before March 1<sup>st</sup> of each year.

## Chapter Activity Reports

Chapters are responsible for completing their annual Chapter Activity Report within the appropriate time frame and submitting the form to Headquarters.

## Signature Verification Forms

The Signature Verification Form must be submitted at time of charter to Headquarters for the Chapter Advisor and Assistant Advisor (if applicable).

The Signature Verification Form must be submitted to Headquarters upon a change of Advisor and/or Assistant Advisor. This form is necessary for verifying signatures on membership applications and regalia orders.

## HONOR REGALIA

Honor Regalia (Cords, Medallions, and Stoles) can be purchased through the chapter Advisor **ONLY**. No Exceptions. Honor Regalia shall be mailed to the Chapter Advisor for distribution. Chapter Advisor may instruct Headquarters to mail Honor Regalia to members if member is an online only student.

Online members must also contact and submit the order form to the Advisor for approval. Online members may pay Headquarters directly and Regalia may be shipped to the member (S&H fee applies). An online *only* member **must** submit an individual order form with *their* shipping address (please make sure to include an apartment or building number, if applicable), email, and phone number.

The Advisor shall complete the order form, sign, and mail/email order form with payment to Headquarters (order form must contain the name of the member, membership date, and type of regalia ordered). Advisor may request an electronic invoice to pay for regalia.

Honor Regalia may be purchased only for graduating members. Each piece sold must be accompanied by the member's name and therefore, Advisors may not purchase additional pieces of Regalia to have on reserve.





All Alpha Phi Sigma members have the benefit of purchasing all three pieces of Honor Regalia. Students must follow college/university commencement procedures as they pertain to honor regalia. If the chapter purchases one piece (i.e., cord) for the member, member may still purchase additional pieces from Headquarters with advisor's approval.

As a benefit of membership, all graduating members are entitled to purchase the Honor Regalia, if the member graduates with the required GPA and is in good standing.

After graduation, a member who did not previously purchase Honor Regalia, may contact Headquarters to purchase individual pieces.

- Stoles are \$35
- Medallions are \$25
- Cords are \$20
- 3-Piece Honor Set \$76

**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.

## **TYPES OF MEMBERSHIP**

### **Faculty Membership**

Faculty and administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses Adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at the college where they are inducted and be elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to, and accepted by Headquarters.

### **Honorary Membership**

Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. Honorary Members must be elected by a 2/3 vote of the chapter. They may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.



## Professional Membership

Professional Members includes College/University graduates not previously initiated into Alpha Phi Sigma.

1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned a baccalaureate or graduate degree 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 an undergraduate student, a minimum cumulative 3.4 GPA on a 4.0 scale as a Masters student, a 3.6 GPA on a 4.0 scale as a Doctoral student, or a 2.5 GPA on a 4.0 scale as a law school student. Academic transcript and personal resume must accompany the application. The membership application packet must be submitted to Headquarters and approved by the Executive Director.
2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.

## Alumni Membership

Alumni Members. Collegiate members in good standing at the time of graduation from their institutions are alumni members.

Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members that have applied for membership in the Alumni Association. There are two categories in the Alumni Association: Active and Golden.

1. **Active** – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
2. **Golden** – Alumni shall apply for membership and contribute a one-time fee to Headquarters.
  - A. Faculty members teaching in the field of Criminal Justice and are a chapter advisor for a minimum of five years, may apply for Golden Alumni Membership.

## Non-Discrimination Statement

Alpha Phi Sigma does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age.

## Privacy Policy

Alpha Phi Sigma does not share member information with third parties.



Alpha Phi Sigma does not share membership lists for: research; data collection; promotions; or any other reason. Alpha Phi Sigma will only respond to an authorized agency's inquiry to confirm membership for employment or hiring practices. We respect the members' importance of confidentiality and privacy.

Alpha Phi Sigma maintains high standards and procedures to conform to the ethical policies of the *Association of College Honor Societies*.

As an Honor Society, we respect the privacy of our members and are committed to treating membership information responsibly.

We collect information about the member from the membership application and other scholarship application forms for the purpose of membership records and scholarship funding.