



ALPHA PHI SIGMA EXECUTIVE BOARD POLICIES

EXECUTIVE COUNCIL

The Executive Council is the governing body of the Society. The Council shall have general supervision of the Society between meetings of the Society. The Executive Council shall have a minimum of three (3), but no more than five (5) members and each will serve five-year terms. The Executive Director shall serve as a permanent member of the Council and is counted as one of the minimum of three members. The Executive Director shall serve as a voting member of the Council with the exception of personal matters related to the Executive director. This will allow a stability and continuity on the Council. The Executive Council members shall be nominated by the Executive Advisory Board, which will serve as a Nominating Committee, and elected by a mail ballot of the active chapters.

In the event of a vacancy by removal, resignation or death, the Council vacancy may be filled/completed by a person appointed by the Executive Director and Council.

Regular and special meetings of the Executive Council shall be called by the Council or by the Executive Director. The Council may participate in a meeting through conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

Council Duties:

- Promote organizational success and prevent unacceptable situations.
- Hold the Executive Director accountable by monitoring performance.
- Present to the Executive Advisory Board a statement of the financial status of the Society, whenever it deems necessary.
- Determine funding for the Executive Student Officers operating budget as presented by the Executive Director.
- Select the Executive Director from its membership, or choose some other qualified person. That position will serve at the pleasure of the Council. The Council will select any other position deemed necessary from its membership.
- Direct, control and inspire the Honor Society through the careful establishment of broad policies reflecting the Society's values and perspectives.
- The Council's major focus is on intended long-term impacts, not on the administrative or programmatic means of attaining those effects.



The Council and the Executive Director: Promoting a Vigorous Organization:

- The Council and the Executive Director (also known as the Chief Executive Officer) will maintain a relationship that is formed around the accountability of the Executive Director to the Council for total organizational performance. The focus of the Executive Director will be internal and the Council will have an external perspective.
- The Council will focus and define the outcomes in terms of the membership and delegates all operational issues to the Executive Director.
- The Council will clarify the distinctions between the Council functions and those of the Executive Director.
- It is the responsibility of the Council to define the priorities of the Honor Society. The Council develops the plan and the Executive Director decides how the plan is implemented and the goals accomplished.
- Both the Council and Executive Director will publicly support each other and its members.
- The focus of the Council and the Executive Director will be on the outcomes of the Society; the meaning of the Society to the university community and the future of the Honor Society.

Council Policies

- The membership of the Executive Council will select the Executive Director from its membership or choose some other qualified person and will serve at the pleasure of the Council.
- The Executive Director will serve as the Chief Executive Officer of the Society. The Executive Director shall implement policies and programs of the annual meetings and the Executive Advisory Board, supervise and manage the offices of the Society and engage all employees, serve as custodian of properties, deeds, records and archives belonging to the Society, hold, invest and disburse moneys according to policies established by the Executive Council, and coordinate and expedite the work of the Society, coordinate the activities of the officers and supervise the publication of the Society's newsletter, The Docket.
- The Executive Director will be accountable to the Council as a whole and not to individual Council members. A mutual respect for the respective positions is to be maintained.
- The Executive Director will provide the Council with access to the financial status of the Honor Society. The Executive Director will maintain paper copies of assets. The Fiscal year for the Honor Society is April 1st to March 31st.
- An audit of the financial condition of the Society will occur whenever a new Executive Director is appointed and when deemed appropriate by the Council.



- The Executive Director will offer insight and recommendations, including option analysis and long-range implications in a timely and comprehensive fashion. Full consideration will be given to the recommendations and information submitted to the Council. Additionally, the preparation of reports will be made to enable the Council to monitor institutional performance.
- The Executive Director is expected to manage the day-to-day operations of the Honor Society and work to implement the policies and adopted by the Council.
- The Executive Director will develop the program for the annual conference and present it to the Executive Advisory Board.
- The Executive Director will be an Editor of the Society's newsletter, The Docket.
- The Executive Director will appoint committees for projects as deemed necessary.
- Only decisions of the Council acting as a body are binding upon the Executive Director. Decisions or instructions of individual Council Members are not binding on the Executive Director except in rare circumstances when the Council has specifically authorized such exercise of authority.
- In the case of Executive Advisory Board members or committees requesting information or assistance without Council authorization, the Executive Director can refuse such request that require---in the Executive Director's judgment---a material amount of staff time or funds or are disruptive.
- A mutual respect for the respective positions is to be maintained.
- The Executive Director shall appoint an Assistant Director, at her discretion. If a vacancy occurs in the Executive Director's position, the Assistant Director shall be the Executive Director and assumes all the rights and privileges of the position of Executive Director.
- The Assistant Director shall gain knowledge as it pertains to all Alpha Phi Sigma business, policies, and procedures. The Assistant Director shall work in conjunction with the Director for the betterment and growth of the Honor Society. Assistant Director shall have a vote on the Executive Advisory Board.

EXECUTIVE ADVISORY BOARD

The Responsibilities of Individual Executive Advisory Board Members:

- Come prepared to discuss the issues and business to be addressed at scheduled meetings.
- Act for the good of The Honor Society at all times.
- Work with and respect the opinions of peers who serve the Executive Advisory Board and leave personal prejudices out of all Board discussions.
- Represent the Honor Society in a positive and supportive manner at all times and in all places.
- Observe policies and procedures, and display courteous conduct in all meetings.



- Refrain from intruding on administrative issues that are the responsibility of management, except to prohibit methods that conflict with the Board policy or The Honor Society's mission or goals.
- Avoid conflicts of interest between one's position as a Board member and one's personal life. If conflict does arise, the individual will declare that conflict before the Board and refrain from engaging in discussion about or voting on matters in which he/she has conflict.
- Refrain from divulging any Society information deemed confidential.
- Support all actions taken by the Board even when one is in a minority position on such matters.
- Serve on committees or task forces as appointed and participate fully and actively in them.
- Participate in Board self-evaluation programs and Board development workshops, seminars, or other programs designed to enhance one's skills as a Board member.

Executive Advisory Board Mission and Duties:

The duty of the Alpha Phi Sigma Executive Advisory Board is to achieve its mission in a prudent, effective, ethical, and legal manner. The Board is responsible for the achievement of the Alpha Phi Sigma mission in ways that are:

1. Unique to its trusteeship role by connecting the Honor Society with its chapters/members.
2. Necessary for proper governance. This is accomplished by writing and reviewing (annually) governing policies that concern
 - a. Goals (what benefits?...for whom?...at what cost?...includes scholarships)
 - b. Board/Executive Director Relations
 - c. Board/Chapters Relations
 - d. Board Process (how the Board carries out its tasks & assignments)
3. Represents all active members, not specific groups among the membership.

EXECUTIVE STUDENT OFFICERS

- The Executive Student Officers are elected as members of the University Chapter they represent. The Chapters (Executive Student Officers) shall be elected for a two-year term at the Annual Conference. If an office is vacated, the replacement must come from that same University Chapter elected. The Chapter Advisor will name the replacement from the Chapter. The identity of the replacement will be reported to the Executive Director in a timely manner. The Executive Advisory Board will then confirm the replacement.



- The University of the Chapter elected shall provide an office with facilities, such as, telephone, fax, internet access, copy machine accessibility, to enable the officers to fulfill their responsibilities to the Honor Society.
- The Student Officers are expected to maintain regular communications with Headquarters via telephone, email or fax for the purpose of exchanging information.
- The Student Officers will submit an annual budget to the Executive Advisory Board for review, at the Fall Executive Board Meeting. After approval, the Executive Advisory board will submit it to the Executive Director. The Executive Director shall make recommendations on the Budget to the Council. The Council will determine the final commitment on the Student Officers Budget.
- The Student Officers are expected to work as a unified whole in all aspects of their work. Without such cooperation and collaboration, the Society will be unable to achieve its goals.
- The Student Officers shall choose the “Theme of the Year Community Project.” “Theme” must be submitted for approval by the Executive Advisory Board no later than April 1st of each year. All chapters must complete at least one (1) project based on the “Theme”.
- The Student Officers shall preside over the Annual Conference Program.
- The Student Officers shall have the responsibility of maintaining the refreshments /breakfasts during the Annual Conference in the Alpha Phi Sigma Hospitality Suite.
- The Students Officers shall present a “Chapter/Student Workshop” at the Annual Conference, wherein the following items are to be discussed, but not limited to: the duties and functions of chapter officers; fundraisers to assist student to attend the annual conference; Tapping; formal Inductions; Graduation Reception to distribute honor regalia; encourage wearing APS t shirts, pins, sweats, etc.; purchase honor regalia only from APS; (Key is copyrighted); encourage chapters to link the chapter website to Headquarters; encourage the use of Headquarters’ website for information (read Handbook and Docket); submit any news about chapter and members to Headquarters for Docket.
- In the event that there are no nominees for Executive Student Officers, the current school slate/officers may remain in office until a new slate/vice president is elected.
- If exceptional circumstances arise, the Executive Council may select with the approval of the Advisory Board, temporary Executive Student Officers.
- President: Plans agenda for officers meetings; send copy of minutes of all meetings to Headquarters; submits officers activities (and photographs) for publication in the Docket; appoints duties to officers for the Chapter/Student Workshop; works with the Executive Director in presiding of the annual conference program; appoints student committees and members; keeps a hard and electronic copy of: meeting agendas and minutes, copies of activities, appointed student committees with their purposes and member names; reports filed with Headquarters; calendar of activities and deadlines, which will be



submitted to Headquarters at the end of the fiscal year. Be organized; present all information in a logical order.

- **Vice President:** shall assist the President in all matters; shall serve as a working member on the student committees that are started by the President, that is, s/he will oversee all these student committees and make reports to the President on the progress each committee is making; assist the president in presiding of the annual conference program; evaluation of conference program; evaluation of student officers performance.
- **Secretary:** records and reads minutes of officers meetings at the Executive Advisory Board meetings; records and reads meetings of previous year's conference meeting; takes chapter roll at annual meeting; maintains list of all student committees and members; keeps roster of email addresses of all student officers; keeps a hard and electronic copy of membership registration at the conference panels; submit copy of minutes of all meetings (student and Board and general assembly). * MINUTES are the official record of all business transacted at a business meeting (Executive Advisory Board and General Assembly Meeting). They should follow the order of the agenda and include all motions seconded, whether adopted or rejected. When the secretary reads the minutes of the previous meeting, the members may make motions to correct them. Corrections should be recorded. It is helpful for the Secretary to keep the minutes in a loose-leaf notebook or electronically (in order) with committee lists, committee reports, attendance records, and the agendas for each meeting. An electronic copy of all minutes must be given to Headquarters within 14 days of the meeting.
- **Treasurer:** shall keep financial records of Executive Student Officers expenditures and receipts; writes checks for student officers' expenditures with Advisor's approval; reports financial status (income, expenses, balance) at the Executive Advisory Board meeting; keeps a notebook, hard or electronically, of records to hand to next Treasurer. A financial report must be given to Headquarters at the end of each fiscal year stating the projected and actual budget.

HISTORIAN

- The Student Historian (if appointed by the Student President) or Historian (if appointed by Executive Advisory Board) will be guided by a Executive Advisory Board Committee to be selected.
- Creates an Alpha Phi Sigma History Book.
- Creates segments within the History Book to include: (1) the annual conferences (2) The Dockets (3) The Executive Board members (4) the Scholarship winners throughout the years
- Assists the Editor of the Docket by submitting pictures for inclusion in the Docket.



PUBLIC RELATIONS

- The Student Public Relations Chair (if appointed by the Student President) or Public relations Chair (if appointed by Executive Advisory Board) will be guided by a Executive Advisory Board Committee to be selected.
- Publicizes Alpha Phi Sigma events, announcements, award deadlines.
- Sends releases to Docket Editor and to the campus public relations department of those students/ chapters winning the competitions.
- Designs and publishes brochures, posters, and other publications for recruitment.