



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 minima of three members. The Executive Director shall serve as a voting member of the Council except for personal matters related to the Executive director. This will allow stability and continuity for 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 members are limited to serving two consecutive terms. Council members may run for election again after five years following the two consecutive terms served. If a Council member is also a chapter Advisor, and the chapter wishes to run for Executive Student Office, the chapter Advisor must agree to run with the chapter. In the event the chapter wins the election, the Council members will retain their seat on the Council and serve as the Executive Advisor. No two members from the same College or University may serve as Council members at the same time.

Council Duties:

- Promote organizational success and prevent unacceptable situations.
- Determine funding for the Executive Student Officers operating budget as presented by the Executive Director.
- 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 EXECUTIVE DIRECTOR/ASSISTANT DIRECTOR

- The Executive Director will serve as the Chief Executive Officer of the Society and the Assistant Director will serve as the Chief Operating Officer of the society. The Executive Director shall create and implement policies and programs for the annual meetings; supervise and manage the offices of the Society; engage all employees; serve as custodian of properties, deeds, records and archives belonging to the Society; hold, invest and disburse monies according to policy; coordinate and expedite the work of the Society; coordinate the activities of the officers; and supervise the publication of the Society 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.
- The Executive Director/Assistant 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/Assistant Director is expected to manage the day-to-day operations of the Honor Society and work to implement the policies.
- The Executive Director and Assistant 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 Assistant Director will be an Editor of the Society's newsletter, *The Docket*.
- The Executive Director will appoint committees for projects as deemed necessary.
- Decisions or instructions of individual Council Members are not binding on the Executive Director.
- In the case of Executive Advisory Board members or committees requesting information or assistance the Executive Director can refuse such a request if the request requires a material amount of staff time or funds that 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.

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

- The Council, Executive Director (Chief Executive Officer), and Assistant Director (Chief Operating Officer) will maintain a relationship that is formed around the accountability between the Executive Director/Assistant 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/Assistant Director.
- It is the responsibility of the Council to define the priorities of the Honor Society. The Council develops a plan, and the Executive Director/Assistant Director decides how the plan is implemented and reports to the Council how the goals will be accomplished.
- The Council, Executive Director, and Assistant Director will publicly support each other and all members.
- The focus of the Council and the Executive Director/Assistant 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.

EXECUTIVE ADVISORY BOARD

No two members from the same College or University may serve as Advisors on the Executive Advisory Board at the same time.

Executive Advisors are limited to serving two consecutive terms. Advisors may run for election again after four years following the two terms served.

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 and 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

Colleges or Universities represented by Executive Student officers and their advisors may serve for two consecutive terms and run for office again after four years following the two consecutive terms served.

- 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 Headquarters in a timely manner.
- The University of the Chapter elected shall provide an office with facilities, such as telephone and internet access to enable the officers to fulfill their responsibilities to the Honor Society.
- The Student Officers are expected to maintain regular communications with Headquarters via email for the purpose of exchanging information.
- The Student Officers will submit an annual budget to Headquarters. The Executive Director and Assistant Director will review the budget and make recommendations, if necessary, then submit the budget to the Council for approval. Once the Council approves, the budget will be shared with the ADVISORY Board for final approval.
- 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) after the annual conference at the closing Board meeting. The Executive Advisory Board may make suggestions and will vote on the theme chosen 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 guided by the Executive Director or Assistant Director.



- The Student Officers shall have the responsibility of maintaining the refreshments and/or breakfasts during the Annual Conference in the Alpha Phi Sigma Hospitality Suite. The Executive officers should have their respective chapters help with service and clean up after each breakfast/refreshment session. Fines from the hotel and ACJS are hefty, therefore officers must make sure that the tasks delegated are completed.
- The Students Officers may 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 and social media to Headquarters; encourage the use of Headquarters’ website for information (read Handbook & Docket); submit any news about chapter and members to Headquarters for Docket.
- Executive Student Officers are to help Headquarters personnel, prior to the start of the conference, with all dissemination of information, filling bags for registration at the conference, and lend a hand with all preparations for the three-day conference. Officers must check in with Headquarters upon arrival at the conference destination hotel and be available to help Headquarters staff with duties assigned.
- During the conference, Executive Student Officers are to coordinate with Headquarters personnel for any special event help that may be needed.

The Executive Student President: Plans agenda for officers meetings throughout their tenure; 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 and other conference duties; works with the Executive Director/Assistant Director in presiding of the annual conference program; appoints student committees, if needed; files any reports necessary with Headquarters; reviews the annual student budget with the treasurer and makes sure it is submitted to Headquarters on a timely basis; calendar of activities and deadlines pertaining to the Board meeting and annual conference.

The President presides over officers’ meetings and communicates fully with the Vice President so that the Vice President is always informed.

The President delegates to the officers duties at the conference, such as thanking the speakers, and shall coordinate with Headquarters for any other duties needed to be completed. The President will oversee the breakfasts or meals at the conference and work with the slate chapters to make sure the student members have a pleasant experience at the breakfasts. The President will make sure that everything in the Alpha Phi Sigma hospitality suite is left adequately clean and all the food put away.



The Executive Student 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 and assist the president in presiding of the annual conference program. The Vice President will stay in communications with the President, Secretary and Treasurer and work alongside the President in all needed tasks at the annual conference. The Vice President will work alongside the President in overseeing the breakfasts or meals at the conference and work with the slate chapters to make sure the student members have a pleasant experience at the breakfasts. The Vice President must follow the lead of the President to make sure everything in the Alpha Phi Sigma hospitality suite is left adequately clean and all the food put away.

The Executive Student Secretary: Records and reads minutes of officers meetings at the Executive Advisory Board meetings; records and reads meetings of previous year's conference meeting; submits all minutes on a timely basis to Headquarters; creates a list of chapters in attendance at the conference and takes chapter roll at the business meeting during the annual conference; maintains list of all student committees and members; keeps a roster with contact information of all student officers; * 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, 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.

The secretary assists the President and Vice-President in duties assigned at the annual conference. The Secretary works alongside all officers in assistance, when needed, to the Board, chapters, and Headquarters. The Secretary along with the other officers will help with conference pre-planning, purchasing of breakfast items, if needed, and work with the Treasurer and Headquarters regarding accounting.

The Executive Student Treasurer: Shall keep financial records of Executive Student Officers expenditures and receipts; writes checks for student officers' expenditures with Advisor's approval; presents the annual student budget to Headquarters prior to each Fall Board meeting and works alongside Headquarters to make changes or corrections, if needed, to the budget; reports financial status (income, expenses, balance) at the Executive Advisory Board meeting; a financial report must be given to Headquarters at the end of each fiscal year stating the projected and actual budget.



The Treasurer will work with the Director or Assistant Director if funds are needed to purchase donuts, coffee, or other items not previously purchased for the student breakfasts. The Treasurer shall be accountable for the receipts. The Treasurer may delegate the purchase of items needed to another member but maintains the receipts and change to be submitted to Director or Assistant Director.

The Responsibilities of Individual Executive Board Members:

- Come prepared to discuss the issues and business to be addressed at scheduled meetings.
- Act for the good of The Honor Society always.
- Work with and respect the opinions of peers who serve the Executive Advisory Board and leave personal prejudices out of all Board discussions and refrain from making negative comments regarding other Board members.
- Always represent the Honor Society in a positive and supportive manner 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 Headquarters administration.
- Please be courteous to the Headquarters staff. Should issues arise, please contact the Director or Assistant Director.
- 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 and conduct tasks where you were appointed or volunteered by participating fully and actively.
- Respect your fellow Board members: having a side conversation is possibly the rudest thing one can do at a meeting. If you have comments, please share them with the Board.
- Sleeping, sighing, slouching in your chair, spinning your chair, leaving the room for extended times, eating loudly, and making rude gestures or facial expressions are all distracting, rude, and disrespectful body language.

HISTORIAN

- Alpha Phi Sigma Headquarters shall act as keeper of all records, including but not limited to the history of the honor society.



ALUMNI REPRESENTATIVE

- Whenever possible, Alpha Phi Sigma Headquarters shall appoint a dedicated Alumni to act as the alumni representative and coordinate with the Executive Director/Assistant Director to further the society's mission as it pertains to Alumni members and Alumni events.

MILITARY VETERANS' REPRESENTATIVE

- Whenever possible, Alpha Phi Sigma Headquarters shall appoint a dedicated Alumni who is a military veteran to act as the military veteran representative and coordinate with the Executive Director/Assistant Director to further the society's mission as it pertains to military veteran members and veteran events.

PUBLIC RELATIONS

- All Executive Board Members will help in disseminating the ideals of the society.
- All Board members shall publicize Alpha Phi Sigma events and announcements in a coordinated effort with Headquarters.
- Executive student Officers shall use all opportunities awarded to communicate with chapters via *The Docket*.
- All Board members shall communicate to all members the importance of placing articles in *The Docket*.
- Headquarters shall design and publish brochures, posters, and other publications for recruitment.