

CHARTERING REQUIREMENTS

FORMATION AND REACTIVATION OF CHAPTERS



Leadership, Friendship and Service are universal concepts. As such all extension efforts and new chapters will be open and will strive to be representative of campus demographics. These requirements have been established pursuant to Article IX, Section 2 and 3 of the National Bylaws of Alpha Phi Omega and are administered through the efforts of the National Membership and Extension Committee and other volunteers of Alpha Phi Omega. Additional references are noted where appropriate.

PHASES OF THE PROCESS

- 1. Prospect:**
Interest has been expressed and documented at the National Office that a person(s) interested in sponsoring or being a part of the extension effort exists.
- 2. Interest Group:**
An application for this status has been submitted and the Prospect has met the requirements as set forth by the Board of Directors.
- 3. Petitioning Group:**
An application for this status has been submitted and the Interest Group has met the requirements as set forth by the Board of Directors.
- 4. Chapter:**
A charter application has been submitted meeting the requirements set forth by the Board of Directors.
- 5. Aftercare:**
Time frame after the charter of the chapter, when the Sponsor and Sectional Chair continue to provide specific guidance to the new chapter.

INTEREST GROUP

(Optimal time period to obtain Interest Group (I.G.) status from time school permission is determined: 2-4 weeks)

An Interest Group shall be deemed to exist when the following conditions have been met:

1. A group Sponsor has been appointed by the Regional Director.
2. The Sponsor has reviewed the **Guide to Starting a New Chapter** with the group's students and advisors (if any).
3. Permission to bring Alpha Phi Omega to the campus has been granted by the appropriate school official/office in writing.
4. A minimum of three (3) students have been recruited.
5. A minimum of one (1) service project has been conducted and documented.
6. Submission of the completed "Application for Interest Group Status" to the National Office with roster of members and advisors (if any) and contact information, including signatures denoting compliance with the Fraternity's Membership and Risk Management Policies, one (1) service project, and approval of the application by the Regional Director and Sectional Chair.

PETITIONING GROUP

(Optimal time period for the I.G. to obtain Petitioning Group (P.G.) Status: 10-20 weeks)

A Petitioning Group shall be deemed to exist when the following conditions have been met:

1. The Sponsor and/or sectional staff conducts an orientation to Alpha Phi Omega for group's students and advisor(s).
2. Group membership consists of a minimum of six (6) students and one (1) campus advisor.
3. Students select a president and assign other important responsibilities — service, membership, fellowship, finances, documentation.
4. Students plan, implement and document at least four (4) additional service projects, for a minimum of five (5), including at least two (2) of the four (4) fields of service—to the campus, community, Nation, fraternity.
5. Students plan, implement and document a minimum of one (1) fellowship project participated in by at least 25% of the group.
6. Students complete an initial draft of group bylaws.
7. Submission of the completed "Application for Petitioning Group Status" to the National Office with roster of members and advisor(s) with contact information, including signatures denoting compliance with the Fraternity's Membership and Risk

Management Policies, four (4) additional service projects, one (1) fellowship project, and approval of the Regional Director and a campus advisor. If the Regional Director is not available, the appropriate Sectional Chair may provide the signature.

8. Petitioning fee of \$20 for each student member of the group (no fee for transfer students or advisors).
9. A Petitioning Group Ceremony has been conducted.

INTEREST AND PETITIONING GROUP RIGHTS:

1. The use of Alpha Phi Omega recruiting literature, information, and insignia as specified by the National Membership and Extension Committee.
2. Identification as members of an Alpha Phi Omega Interest or Petitioning Group.

Interest and Petitioning Groups may use the words "Alpha Phi Omega" or "ΑΦΩ" Greek letters as long as the group identifies itself as an "Interest Group" or "Petitioning Group".

INTEREST AND PETITIONING GROUP RESTRICTIONS:

1. All publicity regarding Interest and Petitioning Group activities shall clearly identify the organization as an Interest or Petitioning Group.
2. Alpha Phi Omega jewelry, apparel or related items which indicate individual membership

shall not be worn by Interest Group Members. Petitioning Group Members are encouraged to wear the official Petitioning Group pin, separately or with Alpha Phi Omega apparel, as an indication of their status within the Fraternity.

(Items excluded from the above restriction include those on which the Fraternity name or symbols are used in a primarily decorative manner, including program and event-specific apparel, insignia and related souvenir items.)

REQUIREMENTS FOR RECOGNITION AS A CHAPTER

(After meeting all requirements to attain I.G. and P.G. status)

1. An appropriate period of Petitioning (from the date Petitioning Group status is attained to the time the "Application for Charter" is submitted) should not be less than fourteen (14) nor more than twenty-two (22) weeks in duration. Exceptions to this time period may be approved by the Chair of the National Membership and Extension Committee.
2. Documents required:
 - A. "Application for Charter";
 - B. Letter of approval from the school administration;
 - C. Letters of approval from Regional Director and Sectional Chair;
 - D. Standard Chapter Articles of Association signed by Petitioning Group officers and advisor;
 - E. Affirmation of compliance with the Fraternity's Membership Policies signed by all Petitioning Group Members and advisors;
 - F. Affirmation of compliance with the Fraternity's Risk Management Policies signed by all Petitioning Group Members and advisors;

- G. Chapter bylaws, signed and approved by Petitioning Group officers;
- H. A written copy of the Petitioning Group's goals (including goals for service, fellowship, membership recruitment, pledge education, leadership development, and membership retention) as established during a Petitioning Group Planning Conference and approved by the Sectional Chair;
 - I. Completed membership applications for each Active, Advisory, Transfer and Honorary Member.
 - J. Membership fee of \$35 for each student member and \$25 for Honorary Members (no fee for transfer students and advisors).
 - K. Federal EIN (Employee Identification Number) or EIN application.
3. Fifteen or more students in the Petitioning Group, no less than twelve (12) of whom are returning to school in the fall, and should strive to represent the host institution's population.
4. Four or more advisors, including at least: two from the faculty, administration, or staff of the educational institution; one representing Scouting or other youth services; and one from the community.
5. An additional seven (7) service projects for a total of twelve (12):

- A. At least six (6) of which must be initiated and planned by the group;
 - B. At least two (2) of which are in each of the four areas of Fraternity service; and
 - C. At least four (4) of which are participated in by at least half of the group's members and at least another three (3) of which are participated in by at least 25% of the group
- 6. An additional three (3) fellowship activities for a total of four (4) participated in by at least 25% of the group.
 - 7. Participation in at least one (1) sectional/regional/national fraternity event by more than two (2) members of the group.