

Alpha Phi Omega



SECTION H1

POLICY MANUAL

Last Revised: March 2019

Article I. Overview

Section 1. Mission

1. The mission of Section H1 of Alpha Phi Omega National Service Fraternity shall be to promote the Cardinal Principles of Leadership, Friendship, and Service and to advance the organization of Alpha Phi Omega in Northern Indiana. The mission shall also be to facilitate chapter administration, inter-chapter activities and events, conferences, leadership training, the formation of new chapters, and the utilization of National Office services in Northern Indiana.

Section 2. Compliance

1. The National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega National Service Fraternity and all policies promulgated thereunder shall be supreme to this operation manual.

Section 3. Parliamentary Authority

1. The business of this section shall be conducted based on the structure defined in the most recent edition of Robert's Rules of Order.
2. All business of the section shall require a majority vote unless otherwise stated. Each chapter in good standing within the section shall designate two active brothers to serve as voting delegates at sectional business meetings. If a chapter has only one brother attending, that brother shall serve as a voting delegate casting both votes for the chapter.
3. Petitioning groups in the section shall have as many as two delegates at any sectional business meetings. These delegates shall be given a voice in debate, but shall not have a vote and, thus, shall not be considered voting delegates.

Section 4: Good Standing

1. For the purposes of this operations manual, all references to "good standing" within are to be understood as good standing in Section H1, in Region H, and in the National Fraternity as defined in the National Bylaws.

Article II. Section Staff

Section 1. Definition

1. The Section Staff shall consist of the Section Chair and any and all subordinate staff as appointed by the Section Chair. Appointments to any and all subordinate staff shall be for a term not exceeding that of the Section Chair. The section chair has executive authority with regards to assigning, replacing and removing appointments from Section Staff.

Section 2. Section Chair

1. Term of Office
 - a. The Section Chair shall be elected to a term beginning with his/her election and ending with the business meeting at the Sectional conference following this election.

The Section Chair shall be elected by a majority vote at the H1 Sectional conference.

2. Duties

- a. The duties of the Section Chair shall include, but are not limited to:
 - i. Knowing and upholding the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega.
 - ii. Exemplifying the Cardinal Principles of Alpha Phi Omega to the best of his/her abilities.
 - iii. Developing and maintaining active relationships with all the chapters, interest groups, and petitioning groups in Section H1.
 - iv. Aiding the section in growth, through the establishment of new chapters and the promotion of effective membership recruitment and retention in existing chapters.
 - v. Maintaining sectional records.
 - vi. Ensuring chapter compliance with the requirements established by the National Fraternity for active status.
 - vii. Encouraging participation in fraternity activities beyond the chapter level, such as inter-chapter projects, conferences, and conventions.
 - viii. Acting as liaison between the chapters and the regional and national leadership.
 - ix. Fostering the growth and development of the section and its staff as a resource.

Section 3. Sectional Volunteer Staff

1. Definition

- a. Section Staff positions may be created at the discretion of the Section Chair to perform duties as the Section Chair shall provide. Positions may include roles such as: Alumni Relations Chair, Awards Chair, Extension Chair, Leadership Development Chair, Scouting & Youth Services Chair, Service Chair, Webmaster, and Communications Chair.

2. Duties

- a. The appointed Section Staff shall have duties and responsibilities as assigned by the Section Chair. The duties of Section Staff may be changed at any time at the discretion of the Section Chair. At the discretion of the Section Chair or by a duly made motion from a Chapter of Section H1, these duties may be reviewed at any Sectional Business Meeting.

Article III. Awards

Section 1. Section Awards

1. A list of Section H1 Awards and Criteria is available in the Awards Appendix. Granting the award shall require a majority vote.

Section 2. Award Nominations

1. The Section Awards Chair or a member of Section Staff designated by the Section Chair shall solicit nominations for Section Awards from the brotherhood of Section H1. Nominations

must be submitted no later than seven (7) days before the official gathering at which the recipient(s) are to be voted upon.

Article IV: Sectional Business Meeting

Section 1. Purpose

1. The purpose of the Sectional Business Meeting shall be to complete the business of the Fraternity in regard to Section H1.

Section 2. Time and Location

1. The annual Sectional Conference shall be held on a date to be determined by the Region H Chair.

Article V: Amendment Process

Section 1. The Amendment Process

1. Votes Required
 - a. This operations manual shall be amended by a majority vote.
2. Time and Place
 - a. This document may be amended at any Sectional Business Meeting; it may also be amended at any special sectional business meeting called by the Section Chair, with two weeks' notice. Proposed amendments shall be submitted to voting delegates at least one week before the sectional business meeting at which the amendment is to be considered.