Congratulations on taking the first step to building your alumni association!

Starting an alumni association is an opportunity to further develop leadership skills, promote friendship, provide service to humanity and foster the freedom that is our national, educational and intellectual heritage. The alumni association member experience continues to instill the spirit of Alpha Phi Omega and the opportunity to build a lasting relationship with the Fraternity and brothers following your collegiate years. While each alumni association is unique and forms for its reasons, it is connected just as each chapter is connected to the Cardinal Principles: Leadership, Friendship and Service.

By establishing alumni associations, together, we can create a larger, louder voice within our communities to further expand the growth and impact of APO in our communities! This handbook is intended to provide members the basics for starting an alumni association, including recognition by the National Fraternity, fiscal information, organization and maintenance, by laws and policies and more.
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**APPENDIX**

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1. WHAT IS AN ALUMNI ASSOCIATION?

One of the major benefits of being part of a national organization is the opportunity to grow in Leadership, Friendship and Service through connections with members across the nation. If you never meet anyone outside your home chapter, you’re only experiencing a small slice of the Fraternity. Chapters and alumni associations share common traits in their desire to benefit their communities through service. While a chapter is structured to serve the needs of college students, and the alumni association is structured to serve the needs of independent adults ranging from recent graduates to those well established in their careers and life experiences.

Alumni associations of the Fraternity are composed of alumni members of a single chapter, alumni members within a single geographical area, or composed of alumni with a common interest. Chapters and alumni associations have been organized geographically into regions and sections to encourage members to mingle across chapter lines hosting larger-scale service events, training events, retreats and conferences. When chapters and alumni associations organize gatherings with one another these are referred to as “interchapter events.” Interchapter events are meant to foster meaningful, engaging social and developmental interaction. These are excellent opportunities to practice networking skills and introduce yourself to new friends.

ALUMNI ASSOCIATIONS:

1. Enable members to volunteer with a more flexible commitment than holding other volunteer staff positions in the Fraternity.

2. Offer financial support to students, local chapters, conferences and the Fraternity.

3. Continue to instill the spirit of Leadership, Friendship and Service with like-minded people who share the same values.

4. Experience APO from a larger perspective than your home chapter. Network with professionals – all with whom you already have one thing in common.

5. Build upon your leadership skills through servant leadership, fulfilling the needs in your communities.

6. Opportunity to recognize brothers for their Alpha Phi Omega, volunteer and professional accomplishments.
2. ALUMNI ASSOCIATIONS & THE CARDINAL PRINCIPLES

Founded on the Cardinal Principles of Leadership, Friendship and Service, the Fraternity provides its members the opportunity to develop leadership skills as they volunteer on their campuses, in their communities, in the nation and the organization.

CARDINAL PRINCIPLES: LEADERSHIP

As a member, there are many opportunities to continue strengthening your leadership skills.

• Foster relationships between recent graduates and career professionals.
• Offer leadership training through the National Volunteer Conference, APO Impact webinars and APO LEADS. Many sectional, regional and national events also offer workshops.
• Elect and appoint members to positions and chairmanships that can simulate running a small business.
• Expand upon the lessons learned while serving in leadership roles in a local chapter.
• Work with the Fraternity at each level to develop leadership skills.
• Each alumni association has a vote for a Regional Alumni Voting Delegate (RAVD).

Many alumni associations also host professional development events. These practical leadership experiences are beneficial to your members because:

• Developing leaders help your alumni association grow.
• They help people gain new experiences that can translate to work.
• They help develop better-interviewing skills.
• The unique leadership skills developed in alumni associations can help members gain raises/promotions.
CARDINAL PRINCIPLES: FRIENDSHIP

Alpha Phi Omega develops friendships and a sense of brotherhood among all members through shared experiences and a shared understanding and appreciation of the Fraternity’s mission and values. Brotherhood cannot exist without the spirit of friendship, a sense of respect and honesty. This friendship is what helps us stay connected to the Fraternity and joins us together in an alumni association. The friendships you make as part of an alumni association and lessons you learn from them will last a lifetime.

Creating a regularly scheduled event is an ideal way for an association to stay organized and lets members know that they can expect events to happen. Quarterly events tend to work best, but each association is different, and it is important to poll the members for which they are looking. The association must then make sure that this schedule is shared regularly with members so they can keep track of upcoming events. Fellowship activities need not be restricted to APO members, as a community can develop through opening events to family and friends.

It is essential to have a wide variety of fellowship events to keep members engaged and interested while giving them a reason to show up. The same happy hours or game nights will not keep alumni coming, especially as their lives become increasingly more consumed by work and family.

It is ideal for the association to hold at least one annual social event where the whole association comes together. An example is an annual dinner or banquet, but something can occur at section conferences, too. The point is to bring the membership together.

Successful associations create an atmosphere of inclusion. Members want to feel that they belong to something. Creating a pin, or a t-shirt or a button to wear at conferences and service projects, for example, is a way to unite the members through an identifying item.

If possible, the association should consider holding a gathering at conferences, particularly sectional and regional conferences. This gathering could be social, focus on networking or even bringing in members’ companies to expand the conference service project. Whatever the reason for the meeting, it should be an opportunity for members to connect and should be in the association’s schedule of events.

REFLECTION POINTS

1. WHAT DOES FRIENDSHIP MEAN IN ALPHA PHI OMEGA?
2. HOW DOES FRIENDSHIP RELATE TO SERVICE?
3. WHY IS BUILDING RELATIONSHIPS WITH MEMBERS OUTSIDE YOUR CHAPTER IMPORTANT?
Former National President, Maggie Katz, said that “Service is for Life.” Alumni associations are a great way for brothers to continue their service to their alma mater, their community, the nation and the Fraternity. It will look different for each association, but the concept is the same — to provide service to our fellow man.

Creating a diverse service program that meets the needs of your members’ busy schedules and one that can be accommodating to a variety of interests is paramount. This may include boots on the ground service, fundraising and everything in between. The program should be well-organized, and communication between the association and the organization(s) with which the association does service should be efficient and professional.

Following service events with social activities creates an opportunity for giving back to the community and for fellowship in one day. This is an attractive event to members who cannot commit to attending regular events, but who still want some opportunity for social interaction and service.

REFLECTION POINTS
1. WHAT DOES SERVICE MEAN TO ALPHA PHI OMEGA?
2. HOW DOES SERVICE BUILD FRIENDSHIPS AND DEVELOP LEADERS?
3. WHAT IS THE IMPORTANCE OF HAVING A FOUR-FOLD SERVICE PROGRAM AS A CHAPTER?
4. WHAT IS THE VALUE IN PLEDGES OR NEW MEMBERS ORGANIZING A SERVICE PROJECT TOGETHER?
Approval of the Alumni Association Application protects Alpha Phi Omega’s assets, including trademarks, which include the name, letters and logos. Therefore, alumni associations can use the above by way of the approval process. There are administrative requirements that each alumni association must submit to be recognized by the Fraternity.

INITIAL RECOGNITION

Complete the following to start an alumni association:

- Alumni Association Application (available at https://apo.org/product/alumni-association-application/)
- Upload to the application a roster of a minimum of five alumni members, including the following:
  - Name
  - Address
  - Phone Number
  - Email Address
  - Membership Number

Once the Fraternity approves an alumni association, the new alumni association must apply to obtain an EIN through the IRS. The SS-4 application can be completed and submitted via the IRS website at https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online. When completing the online application note that under section 9a the Group Exemption Number (GEN) is 1113.

LIABILITY INSURANCE

The Fraternity’s liability insurance covers volunteers and alumni members who belong to a recognized alumni association. All alumni associations must be registered and maintain a current roster of members on file with the National Office to ensure insurance coverage. It is essential to include all members as those on the list will be those covered by liability insurance.

This insurance covers liability (i.e., a lawsuit against the association and/or its officers) and is not medical coverage (i.e., personal injury at an event). Details of the latest information on insurance coverage and how to get proof of insurance is at www.apo.org. In the event an issue arises, contact the executive director at the National Office.

ANNUAL RENEWAL

The Alumni Association Renewal form must be completed annually between Jan. 1 and May 15 via the Officer Portal by the president, vice president, treasurer, or secretary to remain active with the Fraternity. Complete all required fields and attach a membership roster including full name, address, email address, phone and officer title.

- Attach an updated roster to the Alumni Association Renewal Application
- Submit updated bylaws using the Alumni Association Bylaws Uploader form (if they have changed within the last year)
- Pay a $25 Renewal Fee to the National Office
- National Risk Management Policy (signed by the alumni association president)
4. FISCAL INFORMATION

IRS EMPLOYER IDENTIFICATION NUMBER (EIN)

To establish an alumni association bank account, the alumni association must have an Employee Identification Number (EIN) provided by the IRS. This number is also related to the alumni association’s 501(c)(3) subordinate status under the Fraternity.

- NOTE: You will need to provide a Social Security Number (SSN) to the IRS in order to obtain an EIN. Once the EIN is generated the SSN is no longer associated with the alumni associations EIN.
- A partially completed EIN application can be downloaded at https://apo.org/resources/ with instructions on completion by the president or treasurer of the alumni association and can also be downloaded at https://www.irs.gov/pub/irs-pdf/fss4.pdf.
- The alumni association president or treasurer will need to provide the EIN to the National Office by emailing accountant@apo.org

FILING TAX FORMS

Each year, all chapters or alumni associations must file a 990N, also known as the e-postcard. All chapters must file the e-Postcard by the 15th day of the 5th month from the chapter’s year-end if the chapter has gross receipts greater than $50,000. The year-end date, as well as the IRS filing date, are available in the Dashboard area of the Chapter Officer Portal. The 990N must be posted on or after the year-end date, or the IRS will reject the form. Once the e-postcard is submitted to the IRS, a receipt of the submission will need to be uploaded to the Officer Portal using the IRS Filing Receipt form.

FAILURE TO FILE

Failing to file a tax return with the IRS causes many problems with an association’s standing. If the association fails to file as a tax-exempt organization for three consecutive years the IRS will not recognize the association as active under the group exemption. Loss of active status with the IRS will require a filing fee ranging from $400 to $800. The association needs to reapply for tax exemption as a 501(c)(3) using Form 1023EZ if the association meets the criteria in a 26-item qualification questionnaire. If the association fails to qualify for Form 1023EZ, the association must file Form 1023, a 30-page application for 501(c)(3) retroactive reinstatement.
5. ORGANIZATION & MAINTENANCE

A well-organized and active alumni association begins with the leadership. Without organized, active leaders and processes to manage the association, it will be difficult to sustain long-term viability.

CORE OFFICERS

Alumni associations are not constrained to this exact leadership structure, as the needs of an individual association may require different officers with different roles. Unlike chapters, alumni associations are not required to have specific officer roles. This flexibility can be used by the association to organize itself better to adapt to its needs. The core officers of a typical association, listed below, usually serve multiple functions. They are often the “face” of the association and will be the principal representatives at conferences. It is vital to define these core officers’ roles and then identify any other areas of need that may require additional officer positions.

**PRESIDENT**
- Oversee all operations and lead the association
- Organize and preside at meetings
- Ensure that the needs of the members of the association are being met
- Certify that officers are meeting their objectives
- Delegate tasks as needed and when appropriate
- Represent the association to external organizations

**TREASURER**
- Oversee all financial matters
- Develop and maintain an alumni association operating budget
- Assess and collect all membership dues
- File the 990/990N Form
- Ensure prompt payment of association financial obligations
- Coordinate any capital campaign projects

**VICE-PRESIDENT**
- Assist the president as needed
- Assume role of president in the case of absence
- Coordinate all programs and events

**SECRETARY**
- Coordinate all membership matters
- Maintain accurate membership listing
- Maintain historical records of the association
- Communicate any membership or officer changes to relevant outside groups
- Take minutes at all association meetings

Alumni associations are not constrained to this exact leadership structure, as the needs of an individual association may require different officers with different roles. Unlike chapters, alumni associations are not required to have specific officer roles. This flexibility can be used by the association to organize itself better to adapt to its needs.
In addition to the core officers, an association might need to fill additional roles that serve a specific purpose. Sometimes, these positions take the name, “Vice President of <Role>.” Other times, these are chair positions. Chairs are often responsible for specific tasks, such as planning events, organizing fundraisers or assisting with recruitment activities. Regardless of the name and specific needs addressed by each position, their definitions and responsibilities are left to the discretion of the association.

As the needs of an association change, the positions of their responsibilities may need to change. This process will usually occur as a bylaw or policy change, depending on where the position description is defined.

Examples of additional officers include:

- Vice President of Membership/Membership Recruitment Chair
- Vice President of Leadership/Leadership Chair
- Vice President of Fellowship/Fellowship Chair
- Vice President of Service/Service Chair
- Vice President of Communications/Communications Chair
- Program Chair (oversees a specific association event)
- Sergeant-at-Arms
- Public Relations Chair
- Fundraising Chair
- Sunshine Chair
Committees can serve a range of purposes. Like active chapters, alumni associations might have committees for special projects of interest, such as a fundraiser or to plan an annual event. Other committees may include recruitment and retention or an executive/steering committee. Whatever the reason for a committee, it is necessary that the committee has clearly defined goals, that all members are clear on their responsibilities, and that everyone does their part.

The creation of a committee is by a vote of the core officers or the full membership. Members typically volunteer to sit on a committee, but they can also be appointed. It is important to explain who’s eligible to sit on a committee and how the members of the association can join a committee as part of the association’s bylaws.

The actions of a committee are oriented around a specific need of the association, so the needs should be broken down into manageable pieces. Once this is done, committees should start setting goals to address the needs. Alpha Phi Omega teaches frameworks for this process, including SMARTER goal setting from the APO LEADS courses.

**EXECUTIVE COMMITTEE VS. STEERING COMMITTEE**

It is common in chapters to find executive board members who ensure the chapter’s well-being and maintain its good standing with the National Office. Associations can maintain an executive committee, as well. Alternatively, an alumni association can maintain a steering committee, which is focused more on overseeing association projects. Either committee will likely need to meet a few times a year to discuss association programming and events. When the committee meets, the issues should be presented in an agenda and recorded by the secretary in the form of meeting minutes.
OFFICER ELECTIONS

Associations will typically hold annual nominations and elections for their elected positions. The association bylaws and policies should outline this process. Remember, the National Office files a copy of your bylaws in case you need them. If you are a new association, you will find a template in the appendix.

For some geographic-based, it might be challenging to get all members in one place at one time for nominations and elections. Absentee voting plans often address this. For chapter-based associations, nominations and elections may happen at a chapter’s planned event with alumni in attendance, such as at an annual awards banquet or similar event. As with all other aspects of running an association, proper planning and organization are essential to address the association’s needs.

NOMINATIONS

A typical way to handle nominations is to follow Robert’s Rules of Order. However, if the association does not need such a complex structure, the association can determine how best to handle collecting nominations.

ELECTIONS

Alumni associations may handle election processes in a similar way to nominations, using Robert’s Rules of Order. It is essential to define the entire process in advance, preferably in the association bylaws, so that the membership understands how to nominate and elect its officers.

TERMS OF OFFICE

A typical term of office for an association officer is one year; however, an association may define it to any length desired. The association bylaws should define this term length. Transition periods between officers are highly recommended so that officers and new officers don’t lose organization knowledge and understand their responsibilities.
Meetings are necessary to perform the business of an alumni association. The needs and circumstances of the alumni association and its members should determine the format of a meeting.

The alumni association should hold at least one actual business meeting during each calendar year. Your alumni association may choose to meet more often as works for the group.

After the meeting, the secretary should provide a copy of the meeting minutes to all members of the alumni association regarding chapter business, events, and decisions that happened at the meeting. For other updates, various online options may be appropriate. Updates through social media can be an effective way to communicate important information as well.

A roster of members and their information is not only vital to the success of an alumni association but also required for renewal purposes. The Fraternity suggests that brothers interested in joining complete a form or survey geared toward collecting all of the necessary information to include on the roster.

This information can be recorded using a variety of programs or services available online.

It is good practice to keep the document in a shared location so that the members may have access to it, and the document does not become lost. Please make sure that, however you store the data, you keep it safe and secure.
ALUMNI ASSOCIATION

RECRUITMENT

One of the most critical tools for recruitment is education. Chapters must educate their members on associations, beginning with the pledging semester and through to graduation. From there, associations must continue to use channels for educating alumni and students alike about the association, the programming and events.

Recruitment is the most important way to build an association’s membership. It can also be a daunting and challenging task. Here are some of the most common ways associations handle recruitment:

**VISIT LOCAL CHAPTERS**
Get in touch with your home chapter or local chapters. Many brothers will maintain contact with their chapter more than the National Fraternity. See if the chapter has any of the following:
- Chapter-maintained alumni contacts
- Connection with recent alumni and graduating seniors
- Communication with current and former advisors and honorary members

**WORD OF MOUTH**
Word of mouth is the most powerful recruitment tool. It is generally what gets the most people involved in APO chapters and alumni associations. Because you already know these people, working with them closely on forming the alumni association will be easier because you will already be comfortable with them.

**SOCIAL MEDIA AND EMAIL**
Advertise your alumni association through all available means. Just make sure that your information is consistent. You also might consider creating a Facebook group or website for your association. Facebook, Twitter and Instagram will be a popular and easy way to get in touch with younger alumni while others may prefer email or off-line communication.

**PARTICIPATE IN SECTIONAL AND REGIONAL EVENTS**
Regularly attend area conferences and other sectional and regional events to make shared connections with brothers already within reach.

**USE TABLES AT CONFERENCES**
Spread the word about your alumni association by hosting a table at a local conference or seminar. This will create awareness with an audience who already has similar interests.

**SEEK THE ASSISTANCE OF SECTIONAL CHAIRS AND REGIONAL CHAIRS**
Reach out to leadership volunteers within your section and region to gain a further reach. They most likely already have relationships with brothers within the area and may serve as a liaison for recruitment.
PROGRAM & RECOGNITION

PROGRAMS

The association’s program is the activities undertaken by the members which accomplish its goals and support its mission. An association may have activities that include service projects, social functions and leadership activities. Some activities can involve members’ families (including children) who may be interested in participating. The program should meet the needs of alumni members, as associations have no chapter requirements to complete. Effective tailoring and planning of activities are therefore needed to encourage participation.

RECOGNITION

Keeping the morale of association members high can be a challenging task. Often, association members will need to be recognized for their efforts because even the smallest recognition can pay huge dividends. Recognition can be something as simple as saying, “Thank you!” or as elaborate as a certificate of appreciation. An association may also define other awards for its members as the need arises. People who are recognized are motivated to do more and make the association a better one. Alumni associations can also award a Distinguished Service Key (DSK), which is the highest honor a group within the Fraternity can give and should not be awarded lightly. The selection committee should carefully consider whether the recipient has risen to the high standards associated with this award.

6.

REGIONAL

ALUMNI COUNCIL

National Bylaws
ARTICLE XIII – ALUMNI
SECTION 2. REGIONAL ALUMNI COUNCILS (1) There shall be an alumni council in each region of Alpha Phi Omega formed and chaired by the National Alumni Relations Committee member for that region. (2) The regional alumni council shall be composed of one alumni member from each recognized alumni association within the region and one alumni member-at-large from the region, appointed by the regional alumni council chair. The council shall also include one alumni member-at-large from each section, appointed by the regional alumni council chair and approved by the respective sectional chair, in order to represent the interests of those alumni not affiliated with a recognized alumni association within said region. (3) The regional alumni council shall aid local alumni associations within the region, in locating and maintaining contact with alumni within the region, coordinate all regional alumni meetings and activities, and elect the alumni voting delegate to the National Convention with the certification of the regional chair. It shall also serve as an advisory board to the regional chair concerning issues related to alumni affairs.
7. **BYLAWS & POLICIES**

**B Y L A W S**

Bylaws define an alumni association, stating why the association exists, how it runs and what its functions are. Bylaws also help establish the existence of the alumni association as a nonprofit corporation.

The Appendix provides a template for all types of organizations. Before each section and article is a bracketed letter — M for a mandatory section, R for a recommended section and O for an optional section. Each section contains instructions for the information that belongs to the section. Each alumni association should tailor its bylaws to its own needs. Associations are encouraged to provide their language, renumber sections appropriately and rearrange sections as needed unless specified in the template.

Many statements in a bylaws document require someone to do something. These requirements are usually indicated with a “shall” statement, i.e., “The president shall preside over the meeting.” Be sure to use specific language and to define requirements one at a time to avoid confusion.

Bylaws should be static. Usually, amending bylaws requires a 2/3 vote, so they do not change often. Use bylaws to state information about your alumni association that should not change often and use policy documents for information that should change more easily.

**P O L I C I E S**

Policy and Procedure documents provide more easily amendable direction and guidelines for the organization not captured in the Bylaws. Typical areas of policy and procedure include:

- Additional membership policies
- Financial activities including budgeting money for chapter events
- Alumni DSK and other awards as the alumni association chooses to award member
- Individual responsibilities of members and officers
- Standing rules
Hopefully, the information in this manual provides the proper foundation for both starting and continuing to grow and improve an association. Once organized, the need for innovation and initiative is far from over. Continued effort is essential to long-term success and a meaningful experience for those who choose to take part.

The opportunity to work with, provide service to, and continue to live the principles of Alpha Phi Omega with active chapters and alumni is a great privilege. A healthy relationship with alumni volunteers and local chapters can serve to grow and sustain both groups.

Alpha Phi Omega wishes you good luck with your alumni association, and looks forward to making your chapter part of our ever-growing Fraternity!
APPENDIX A

BYLAW TEMPLATE

[M] ARTICLE I – NAME

Use the following quoted text:
“The name of this organization shall be <your alumni association name>.”

[M] ARTICLE II - PURPOSE AND AUTHORITY

[M] Section 1: Purpose
Explain here why your alumni association exists. Good reasons include supporting a chapter, a profession and general LFS initiatives of Alpha Phi Omega. State whether your alumni association is a chapter, geographic or common interest association.

[R] Section 2: Authority
Use the following quoted text:
“<your alumni association name> is also recognized as a 501(c)(3) charitable organization and shall conduct its activities in accordance with this Internal Revenue Service status.

[M] Section 3: Tax Exemption
State that your alumni association has filed the paperwork to be granted 501(c)(3) tax exempt status. Recommended language:
“<your alumni association name> is a recognized component of Alpha Phi Omega National Service Fraternity, under the authority provided by the Alpha Phi Omega National Bylaws and executed by the National Alumni Relations Program Chair of Alpha Phi Omega. Any authority of <your alumni association name> to act as a component of Alpha Phi Omega is derived from these governing documents.”

[R] Section 4: Parliamentary Authority
State here if your alumni association uses Robert’s Rules or some other parliamentary authority.

[M] ARTICLE III - MEMBERSHIP

[M] Section 1: Membership Criteria
State the criteria to be a member of your alumni association here.

[M] Section 3: Membership Termination
State how membership can be terminated in this section.

[M] ARTICLE IV - OFFICERS AND POSITIONS

[M] Section 1: Elected Officers
State the elected officer positions of the association here.

[O] Section 2: Appointed Officers
State the appointed officer positions of the association here, if any.

[R] Section 3: Term of Office
State the term of office of your officers here.
[R] Section 4: Resignation
State how an officer may resign here.

[O] Section 5: Positions in Conflict
State how to resolve issues with members holding multiple positions (i.e. member elected to both president and treasurer.)

[R] Section 6: Officer Installation
State how to install officers here.

[O] Section 7: Regional Alumni Council Representation
If your region has a Regional Alumni Council, state how your alumni association participates.

[R] ARTICLE V - DUTIES OF OFFICERS ELECTED
If there are not many officer positions, this article can be combined with the listing of officer positions.
[R] Section n: <Officer Position>
State the specific requirements of each office in unique sections here. Use “shall” statements to determine mandatory actions (i.e. The President shall be the Chair at any business meetings.)

[O] ARTICLE VI – EXECUTIVE BOARD
Use this article if your alumni association uses an executive board or similar construct.
[O] Section 1: Membership
State the members of your executive board.

[O] Section 2: Duties
State the duties of your executive board.

[O] ARTICLE VII – STANDING COMMITTEES
Use this section if your alumni association uses standing committees, such as awards, bylaw review, etc.
[O] Section n: <Committee Name>
State the governance and function of your committee here.

[M] ARTICLE VIII – MEETINGS
State here when and how meetings are held. Note that you must physically meet at least once a year, although more frequent meetings are recommended.

[R] Section 2: Election Meeting
State here how elections are held.

[O] Section 3: Special Meeting:
State here how a special meeting may be called.

[M] Section 4: Quorum
State the definition of quorum here. Note that quorum need not be majority, given the availability of members for a meeting.

[M] Section 5: Voting Privileges
State here who can vote in a meeting.
[R] **Section 6: Special Elections**
State here any procedures for a special election (i.e. filling an officer vacancy).

[M] **ARTICLE IX – ELECTIONS**

[M] **Section 1: Officer Election Procedure**
State here how officers are elected.

[O] **Section n: Special Rules**
State any special rules you have for elections (i.e. absentee voting).

[R] **ARTICLE X – DISCIPLINARY ACTION**
State here any special disciplinary rules outside your parliamentary authority you may have. While not pleasant, this section protects an organization against the unexpected.

[M] **ARTICLE XI – FINANCE**

[R] **Section 1: Dues**
State here if and how you collect dues. Since the amount may change, it should be in a policy and not the Bylaws.

[M] **Section 2: Dissolution**
Include this statement:
“All outstanding assets shall revert to the National Office of Alpha Phi Omega upon dissolution of <your alumni association name>.”

[M] **Section 3: Filing Requirements**
Include these two statements:
“<your alumni association name> shall pay associate dues to the Alpha Phi Omega National Office twice a year, once in the fall by Nov. 15 and in the spring by April 15.”

“<your alumni association name> shall file the IRS 990 or 990-N postcard in <month> of each calendar year. The postcard shall reflect financial transactions during its fiscal year.”

When known, state the duration of your fiscal year.

[M] **ARTICLE XII – AMENDMENTS**

[M] **Section 1: General Amendments**
State the process to amend the Bylaws.

[R] **Section 2: Minor Amendments**
State here the process for making minor, non-substantive edits to the Bylaws.
APPENDIX B
NATIONAL BYLAWS

All recognized alumni associations must operate within the Fraternity’s National Bylaws. Access the most recent approved version online at https://apo.org/resources/national-bylaws/. Article VIII focuses on alumni.

ARTICLE XIII – ALUMNI

SECTION 1. LOCAL ALUMNI ASSOCIATION
(1) Alumni members may organize themselves locally in accordance with the Fraternity Membership Policy into any or all of the following:
   (a) Alumni associations composed of the alumni of a single chapter;
   (b) Alumni associations composed of all alumni members within a single geographical area; or
   (c) Alumni associations composed of alumni with a common interest, which will be evaluated on their consistency with the principles of the Fraternity by the appropriate national standing committee, as detailed in the Fraternity Operations and Policy Manual.

(2) The purpose of local alumni associations shall be to promote the principles of Alpha Phi Omega among alumni members and the entire Fraternity through such activities as the local alumni associations may deem desirable.

(3) Membership in an Alpha Phi Omega alumni association shall be granted only to persons who are duly registered in the National Office as former active, advisory, or honorary members of a chapter. Alpha Phi Omega alumni associations shall not grant any form of membership
   (a) that does not comply with the above standards or
   (b) to any member expelled from the Fraternity under Article III, Section 2

(4) Each recognized local alumni association shall annually reaffirm its recognition by May 15 by application to the National Office for review by the appropriate national standing committee, as detailed in the Fraternity Operations and Policy Manual. New associations may apply for recognition at any time. Initial recognition for an alumni association or annual reaffirmation of recognition shall consist of filing of the required forms and fees with the National Office. Recognition must be certified or rejected by the appropriate national standing committee, as detailed in the Fraternity Operations and Policy Manual, within one month from receipt of the properly prepared forms. The minimum requirements for initial recognition will be no fewer than five alumni members. Additional requirements for alumni associations may be established and published at the discretion of the appropriate national standing alumni relations committee, as detailed in the Fraternity Operations and Policy Manual, with the majority approval of the National Board of Directors.
SECTION 2. REGIONAL ALUMNI COUNCILS
(1) There shall be an alumni council in each region of Alpha Phi Omega formed and chaired by the National Alumni Relations Committee member for that region.

(2) The regional alumni council shall be composed of one alumni member from each recognized alumni association within the region and one alumni member-at-large from the region, appointed by the regional alumni council chair. The council shall also include one alumni member-at-large from each section, appointed by the regional alumni council chair and approved by the respective sectional chair, in order to represent the interests of those alumni not affiliated with a recognized alumni association within said region.

(3) The regional alumni council shall aid local alumni associations within the region, in locating and maintaining contact with alumni within the region, coordinate all regional alumni meetings and activities, and elect the alumni voting delegate to the National Convention with the certification of the regional chair. It shall also serve as an advisory board to the regional chair concerning issues related to alumni affairs.