

TROUBLESHOOTING THE CHARTER REAFFIRMATION

Based on questions that come up while completing the Fall or Spring Charter Reaffirmation, chapters can use the following information to help troubleshoot through common reporting questions.

WHAT DO I NEED TO COMPLETE THE CHARTER REAFFIRMATION?

- Access to Officer Portal
- Updated membership roster
- Understanding of APO policies
- Updated chapter contact information
- Record of chapter financial audit
- Updated chapter bylaws

WHAT HAPPENS AFTER I SUBMIT THE CHARTER REAFFIRMATION?

Once the chapter president submits the form in Officer Portal, the completed form will be sent to the chapter advisory chair for approval and an invoice for Active Membership Dues (AMDs) will be generated. Approval from the advisory chair and AMD payment is required for the charter reaffirmation submission to be considered complete.

CAN UPCOMING GRADUATES BE REPORTED IN STEP 2?

No! Step 2 is where the chapter can report changes that have already happened. For example, if Sally graduated last June but is still listed as an active member on the Spring Charter Reaffirmation, select “Graduated” in the Reason for Removal drop-down menu. Remember, it’s important to review the chapter’s membership roster before completing the charter reaffirmation.

HOW SHOULD I REPORT ASSOCIATE MEMBERS?

All chapters define associate membership differently. For reporting purposes, a member should be reported as associate if they have temporarily stepped away from the chapter. For example, if Alex was an active member last fall but is studying abroad during the current spring term and unable to uphold full active membership, select “Associate” in the Reason for Removal drop-down menu in Step 2 of the Spring Charter Reaffirmation. Associate members are required to pay the \$3 insurance fee each term they hold that membership status.

WHY AREN’T ALL ACTIVE MEMBERS LISTED IN STEP 2?

It’s likely you are referencing members who just initiated into the chapter. A student will not owe AMDs through the Fall (or Spring) Charter Reaffirmation in the same term they initiated. If there are active members not listed in Step 2 who initiated the previous term or beyond, please update the chapter membership roster before completing a charter reaffirmation.

For more assistance, please contact a member of the chapter’s support team below:

Regional Chair	region.X.chair@apo.org
Sectional Chair	section.X#.chair@apo.org
Chapter Consultant	chapter_services@apo.org
National Office Officer Portal Support	opadmin@apo.org or 816-373-8667

FALL CHARTER REAFFIRMATION AVAILABLE
SEPTEMBER, FIRST WEEK

FALL CHARTER REAFFIRMATION DEADLINE
NOVEMBER 15

SPRING CHARTER REAFFIRMATION AVAILABLE
JANUARY, FIRST WEEK

SPRING CHARTER REAFFIRMATION DEADLINE
APRIL 15