

How to Complete the Charter Reaffirmation

The Charter Reaffirmation must be completed by each chapter via the officer portal by the chapter president and electronically approved by the chapter advisory chair on or before November 15 and April 15 to remain in good standing with the Fraternity. Submission of this form certifies compliance with the Fraternity’s Risk Management and Membership Policies.

FALL/SPRING CHARTER REAFFIRMATION FORM (STEP 1)

1. Complete all required fields in Step 1 (Figure 1) as indicated by the asterisk (*) and then click “Submit Charter Reaffirmation” to proceed to Step 2.
 - a. If there are any active officer placeholders, a missing officer alert (Figure 2) will appear before proceeding to Step 2 of the Charter Reaffirmation.
 - i. Allow for updates now by clicking “Update/Edit Officers” or click “Next” to proceed and update officers at a different time.
 - b. If all officer roles are fulfilled, Step 2 will appear.

Figure 2

Figure 1

FALL/SPRING ACTIVE MEMBERSHIP DUES (AMD STEP 2)

The second step of the Charter Reaffirmation (Figure 3) provides a current listing of initiate and associate members at the bottom of the page and should be reviewed and/or modified as necessary.

For easy reference, Article IX – Finance has been included which outlines Active Membership Dues (AMD) and insurance fees associated with the completion of the Charter Reaffirmation.

1. View the roster to identify any changes. To continue without making any changes, select “Submit without roster changes” and proceed to step #6.
 - a. Proceed to the next step if roster changes need to be made.
2. View and update the active roster where needed (Please note: Members may be removed in this step, however members missing from the roster must be added through the Members tab.).
 - a. To remove member(s): Locate the member and select the appropriate reason for removal from the drop-down menu.
 - b. To add member(s): Go to the Members tab, select the appropriate roster change link and submit changes to add member(s) to the AMD roster.
3. Once updates are made, click “Submit Roster and Review Changes.”
4. Review the final roster for accuracy.
 - a. If additional changes need to be made, repeat steps #3 and 4 by clicking “Make additional changes” until the roster is accurate.
5. Select “Submit AMD Roster” to submit the Charter Reaffirmation for approval by the advisory chair and to generate the AMD invoice.
6. View and print the submitted roster to keep in chapter records by clicking “View/Print Submitted Roster.”
7. Click “Pay My AMD Invoice Balance” to submit payment for membership fees.
8. Notify the advisory chair that the Charter Reaffirmation is available for review in their officer portal account.
 - a. Please note: The Charter Reaffirmation will not be considered complete until the advisory chair has approved the submission.

Fall Active Membership Dues (AMD Step 2)

TEST:Alpha Phi Omega Fall Active Membership Dues (AMD)

Article IX - Finance

SECTION 5. ACTIVE MEMBERSHIP DUES.

Biannually by November 15 and April 15, each chapter shall submit to the National Office a roster of active members, together with the Active Membership Dues of seventeen (\$17) dollars per active member regardless of Society of Life Member status. The minimum dues per chapter shall be equal to the sum of the Active Membership Dues for three (3) active members. A chapter, to remain active and in good standing, must meet the above requirements by paying all dues.

Of the Active Membership Dues, each region shall receive one dollar and fifty cents (\$1.50) per active brother twice per year in that region. Of the Active Membership Dues, each section shall receive one dollar (\$1.00) per active brother twice per year in that section.

SECTION 14. BIENNIAL INSURANCE FEE

Biannually by November 15 and April 15, each chapter shall submit an insurance fee not to exceed seven (\$7) dollars per year per member. Payment for the insurance fee shall be sent for each pledge or new member not later than ten (10) business days after the Pledge or New Member Ritual is conducted. Payment for the insurance fee shall be sent for each petitioning member at the time when the petitioning member fee is due. The amount of the insurance fee shall be set each year by the National Board of Directors on or before August 1. A chapter, to remain active and in good standing, must meet the above requirements by paying the fee when due.

1. REVIEW ACTIVE ROSTER. Roster provides a current listing of initiated members who were active on or before 8/1/2019, as well as members currently marked associate, and should be reviewed and modified as needed.
2. UPDATE ACTIVE ROSTER. Update roster to include any missing members who are active on or before 8/1/2019, or who hold associate status. To do so, exit this form (your changes will be saved up through this point) and make roster changes by clicking on the Members link to "Roster Changes". Roster changes will not automatically appear in the list and could take up to 24 hours (during business days) and will appear as pending until approval by the Manager of the Officer Portal in the National Office.

NOTE: It is preferred that all roster changes are approved by the National Office so that all active members are included in the AMD roster prior to submitting so that the chapter will be invoiced at \$20.00/member/semester (\$14.50 AMD + \$1.50 Regional Dues + \$1.00 Sectional Dues + \$3 Insurance fee). If the chapter returns additional members to the roster after the AMD roster is finalized and submitted - an additional invoice will be generated.

3. SUBMIT ACTIVE MEMBERSHIP DUES (AMD) FORM. To remain in good standing, submit the roster no later than November 15 in the fall) and April 15 in the spring. The fall and spring charter reaffirmations will be made available for completion in September and January so this requirement can be completed on or before the due date.
4. PAY ACTIVE MEMBERSHIP DUES (AMD). Invoices should be paid upon submission of the CHARTER REAFFIRMATION- ACTIVE MEMBERSHIP DUES (AMD) FORM using a credit card or school check. You may print an invoice at this time or return to the 'Chapter Dashboard' for information on mailing a check or money order to the National Office. Remember to submit dues no later than November 15 in the fall and April 15 in the spring.
5. THE CHARTER REAFFIRMATION MUST BE APPROVED BY THE ADVISORY CHAIR Upon the chapter presidents submission of the Charter Reaffirmation - Active Membership Dues (AMD) form, the chapter advisory chair must review and approve the form prior to the fall (11/15) and spring (04/15) deadline. The chapter advisory chair must confirm that the chapter is in compliance with all procedures, policies and regulations of Alpha Phi Omega and the educational institution, as well as local, county, state and federal laws. It is the responsibility of the chapter president to make sure the advisory chair reviews and approves the form via the Officer Portal by the form deadline to remain in good standing.

At the time of submission officers may immediately pay the invoice using a credit card, mailing a check/cashier's check or by calling the National Office at 816-373-8667.

Submit without roster changes
Submit Roster and Review Changes

# Member Name	Status	Reason for Removal
1) Acquisto, Brian	Active Initiate	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> ▼ </div>