ALUMNI ASSOCIATION
GUIDE

SPRING 2026

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GUIDE

Congratulations on taking the first step in 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 provides the opportunity to build a lasting relationship with the Fraternity and brothers following your collegiate years. While each alumni association is unique, it is connected, just as each chapter is connected, to the Cardinal Principles: Leadership, Friendship and Service.

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

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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 initiating chapter, you're only experiencing a small slice of the Fraternity. Chapters and alumni associations share common traits in their aim to benefit their communities through service. While a chapter is structured to serve the needs of college students, 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 can be composed of alumni members of a single chapter, alumni members within a single geographical area, or 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 by 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 initiating chapter. Network with professionals – all with whom you already have one thing in common.
5. Build upon leadership skills through servant leadership, fulfilling the needs in the community.
6. Give the opportunity to recognize brothers for their volunteer, professional and Alpha Phi Omega accomplishments.

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 Fraternity.

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 on-demand leadership development videos and APO LEADS. Many sectional, regional and national events also offer workshops.
- Elect and appoint members to positions 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 by:

- Developing leaders, which helps the alumni association grow.
- Helping people gain new experiences that can translate to work.
- Helping develop better interviewing skills.
- Help members earn raises/promotions with the unique leadership skills developed in alumni associations.

REFLECTION POINTS

1. HOW DOES ALPHA PHI OMEGA DEVELOP LEADERS?
2. HOW DOES LEADERSHIP PROMOTE FRIENDSHIP OR SERVICE?
3. WHY IS LEADERSHIP BEYOND THE CHAPTER IMPORTANT?

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 members stay connected to the Fraternity and joins them together in an alumni association. The friendships made as part of an alumni association and lessons learned from them will last a lifetime.

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?

Creating a regularly scheduled event is an ideal way for an alumni association to stay organized and lets members know that they can expect events to happen. Quarterly events tend to work best, but each alumni association is different, and it is important to poll the members to find out what works best. The alumni 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 alumni association to hold at least one annual social event where the whole alumni association comes together. For example, the alumni association can hold an annual dinner or banquet. The point is to bring the membership together.

Successful alumni associations create an atmosphere of inclusion. Members want to feel that they belong to something. Creating a pin, 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 alumni association should consider holding a gathering at conferences, particularly sectional and regional conferences. This gathering could be social, focus on networking or even bring 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 alumni association's schedule of events.

CARDINAL PRINCIPLES:
SERVICE

Former National President Maggie Katz said, “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 alumni association, but the goal is the same — to provide service to our fellow man.

Creating a diverse service program that meets the needs of 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 alumni association and the organization(s) with which the alumni 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?

RECOGNITION BY
ALPHA PHI OMEGA

Approval of the Alumni Association Application protects Alpha Phi Omega's assets, including trademarks, which include the name, letters and logos. 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 a roster of a minimum of five alumni members to the application, including the following information:
  - Name
  - Address
  - Phone Number
  - Email Address
  - Membership Number
- Upload a copy of the alumni association's bylaws (see appendix A for template)
- Pay a $25 fee to the National Office
- Sign the National Risk Management Policy (signed by group leader)
- Complete the IRS SS-4 Application for EIN

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, the Group Exemption Number (GEN) under section 9a is 1113.

After the National Office receives the application, office staff and the alumni relations chair will review the application. Approval typically occurs within a few weeks. Alumni associations do not need to wait for formal approval to begin activities. However, approval is required for the use of the Fraternity's name, letters and logos.

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 only those on the roster 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 January 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 number 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
- Submit the National Risk Management Policy (signed by the alumni association president)

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 association's EIN.

The application can 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 and alumni associations must file a 990N, also known as the e-postcard. All alumni associations must file the e-postcard by the 15th day of the fifth month from the alumni association's year-end if the alumni association has gross receipts greater than $50,000. The year-end date, as well as the IRS filing date, is available in the Dashboard area of the 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 alumni association's standing. If the alumni association fails to file as a tax-exempt organization for three consecutive years, the IRS will not recognize the alumni 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 alumni association needs to reapply for tax exemption as a 501(c)(3) using Form 1023EZ if the alumni association meets the criteria in a 26-item qualification questionnaire. If the alumni association fails to qualify for Form 1023EZ, the alumni association must file Form 1023, a 30-page application for 501(c)(3) retroactive reinstatement.

TO DO:

1. GET AN EIN
2. CONFIRM YEAR-END DATE IN THE OFFICER PORTAL
3. SUBMIT 990N ON TIME EACH YEAR TO AVOID PENALTIES

ORGANIZATION & MAINTENANCE

A well-organized and active alumni association begins with the leadership. Without organized, active leaders and processes to manage the alumni 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 alumni 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 alumni association to organize itself better to adapt to its needs. The core officers of a typical alumni association, listed below, usually serve multiple functions. They are often the "face" of the alumni 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 alumni association
- Organize and preside at meetings
- Ensure that the needs of the members of the alumni association are being met
- Certify that officers are meeting their objectives
- Delegate tasks as needed and when appropriate
- Represent the alumni association to external organizations

VICE PRESIDENT

- Assist the president, as needed
- Assume role of president in the case of president's absence
- Coordinate all programs and events

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 alumni association's financial obligations
- Coordinate any capital campaign projects

SECRETARY

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

ADDITIONAL OFFICERS

In addition to the core officers, an alumni 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 alumni association.

As the needs of an alumni association change, the positions of their officers 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

ALUMNI ASSOCIATION
COMMITTEES

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.

A committee is created 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, as part of the alumni association's bylaws, who's eligible to sit on a committee and how the members of the alumni association can join a committee.

The actions of a committee are oriented around a specific need of the alumni 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 wellbeing and maintain its good standing with the National Office. Alumni associations can maintain an executive committee as well. Alternatively, an alumni association can maintain a steering committee, which is focused more on overseeing alumni association projects. Either committee will likely need to meet a few times a year to discuss alumni 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.

IS IT SMARTER?

SPECIFIC	What exactly do you want?
MEASURABLE	How many? How much?
ATTAINABLE	Is this within your current capabilities?
RELEVANT	What does this have to do with the group?
TIME-SPECIFIC	When will you achieve this goal?
EVALUATE	Set checkpoints on your progress throughout.
	Assess your progress and update your action plan as needed.

OFFICER ELECTIONS

Alumni associations will typically hold annual nominations and elections for their elected positions. The alumni association bylaws and policies should outline this process. Remember, the National Office files a copy of every alumni association's bylaws in case the alumni association needs another copy. For a new alumni association, check the appendix of this handbook for a bylaws template.

For some geographic-based alumni associations, it might be challenging to get all members in one place at one time for nominations and elections. Absentee voting plans or online meeting platforms can address this. For chapter-based alumni 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 alumni association, proper planning and organization are essential to address the alumni association's needs.

NOMINATIONS

A typical way to handle nominations is to follow Robert's Rules of Order. However, if the alumni association does not need such a complex structure, the alumni association can determine another way 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 alumni association bylaws, so that the membership understands how to nominate and elect its officers.

TERMS OF OFFICE

A typical term of office for an alumni association officer is one year; however, an alumni association may define it to any length desired. The alumni association bylaws should define this term length. Transition periods between officers are highly recommended so that officers and new officers understand their responsibilities and don't lose organization knowledge.

ALUMNI ASSOCIATION
MEETINGS

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, either online or in person. Alumni associations may choose to meet more often, on a basis that 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 alumni association 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.

MEMBER
MANAGEMENT

A roster of members and their information is vital to the success of an alumni association, and is also required for renewal purposes. The Fraternity suggests that brothers interested in joining complete a form or survey to collect all of the information that must be included 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 get 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 alumni associations, beginning with the pledging semester and through to graduation. From there, alumni associations must continue to use channels for educating alumni and students alike about the alumni association, the programming and events.

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

VISIT LOCAL CHAPTERS

Get in touch with your initiating 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 the alumni association through all available means. Just make sure that the advertised information is consistent. Consider creating a Facebook group or website for the alumni 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 offline 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 the 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 the 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

PROGRAM

The alumni association's program is the activities undertaken by the members which accomplish its goals and support its mission. An alumni 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 alumni associations have no chapter requirements to complete. Effective tailoring and planning of activities are therefore needed to encourage participation.

RECOGNITION

Keeping the morale of alumni association members high can be a challenging task. Often, alumni 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 verbally thanking members or as elaborate as a certificate of appreciation. An alumni 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 alumni 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.

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 an alumni nominated by the Regional Chair, preferably the National Alumni Relations Committee member for that region. Such nomination must be approved by the sections and active alumni associations in the region at the time of the nomination. (2) The council chair, unless they resign, shall serve as chair until the end of the next National Convention once the council has been formed. The chair can serve multiple consecutive terms if renominated. (3) 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. (4) 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.

BYLAWS & POLICIES

BYLAWS

Bylaws define an alumni association, stating why the alumni association exists, how it runs and its functions. 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. Alumni associations are encouraged to use 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 two-thirds 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 can be changed more easily.

POLICIES

Policy and procedure documents provide more easily amendable direction and guidelines for the alumni association 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 members
- Individual responsibilities of members and officers
- Standing rules

The information in this manual should provide the proper foundation for starting, growing and improving an alumni 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 alumni association part of our ever-growing Fraternity!

Alpha Phi Omega

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 2: 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

[M] Section 1: General Meetings
State here when and how meetings are held. Note that you must meet at least once a year in person or via an online meeting platform, although more frequent meetings are recommended.

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

[O] Section 3: Special Meetings
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. The specific amount should be in a policy and not the bylaws since it may change.

[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 an annual renewal fee to the Alpha Phi Omega National Office once a year on or before May 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 XIII 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 12

(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 an alumni nominated by the Regional Chair, preferably the National Alumni Relations Committee member for that region. Such nomination must be approved by the sections and active alumni associations in the region at the time of the nomination.

(2) The council chair, unless they resign, shall serve as chair until the end of the next National Convention once the council has been formed. The chair can serve multiple consecutive terms if renominated.

(3) 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.

(4) 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.