

# INTERNATIONAL COUNCIL OF ALPHA PHI OMEGA OPERATING POLICIES

## ARTICLE I: NAME

The name of this organization shall be the International Council of Alpha Phi Omega (ICAPO).

## ARTICLE II: PURPOSE & PRINCIPLES

The purpose of the Council shall be to promote around the world the principles and ideals of Alpha Phi Omega, as originally exemplified by Frank Reed Horton. To this end, the Council will aid in introducing and establishing collegiate-based student Alpha Phi Omega organizations in countries where it is not now located and will assist in the development of student Alpha Phi Omega organizations in countries where it is currently introduced or established. It will serve as an official link among the variously established independent Alpha Phi Omega national organizations, and will work to promote a deeper understanding and an increased working relationship among these independent organizations.

The principles of Alpha Phi Omega were exemplified by Frank Reed Horton. They are the principles of Scouting around the world, and include the personal dignity of each individual, mutual cooperation among individuals of varying backgrounds and beliefs, service to others (as exemplified in the Scout Oath and Law), and a policy of inclusive membership. The creation and existence of ICAPO shall not in any way intrude on or violate the sovereignty or independence of any member national organization.

## ARTICLE III: MEMBERSHIP

**Section 1. Open Membership:** Membership on this Council is open to all Alpha Phi Omega national organizations which have been shown to abide by the principles and ideals of Alpha Phi Omega. A national organization is defined as the association of a minimum of five (5) functioning collegiate-based chapters organized in a structure which is governed by a nationally elected governing body.

**Section 2. Voting Membership:** Each national organization shall have equal voting membership on the Council. Each national organization's representative(s) shall be selected by an appropriate nationally elected governing body of that organization. Voting Membership on the Council shall be granted to a national organization by a majority vote of the Council upon fulfilling the application requirements.

**Section 3. Associate Membership:** Countries in which Alpha Phi Omega collegiate-based chapters exist without their own national organization may be represented by associate membership. Associate member organization shall be non-voting members of the Council. Associate membership on the Council will be granted upon the request of an active collegiate-based chapter from a country not otherwise represented and after an affirmative vote of two-thirds (2/3) of the Council members at a meeting. Delegates from associate members of the Council must be representative of the chapter groups within the country. Groups of alumni affiliated with Council-member organizations and actively involved in establishing collegiate-

based chapters in non-member countries may be represented by Associate membership. Associate membership on the Council may be granted upon request to groups of alumni existing in countries where collegiate-based chapters do not exist if they are actively involved in establishing collegiate-based chapters.

**Section 4. Member Organizations in Good Standing:** Member Organizations shall remain in good standing by abiding by these Operating Policies.

**Section 5. Member Organization Revocation:** Membership of Organizations in the Council may be revoked for violating any of these Operating Policies only after an affirmative vote of two-thirds of the Council Members at a meeting. All members of the Council shall be given at least three months notice of the proposed revocation in advance of the meeting at which the vote is taken. Following revocation of an Organization's membership in the Council, reconsideration for membership will not be considered for a minimum of two (2) years after the revocation. Organizations whose membership in the Council have been revoked and are therefore not in good standing, shall not use the name, trademark, seal, coat of arms and relevant insignia of Alpha Phi Omega.

#### **ARTICLE IV: RIGHTS AND RESPONSIBILITIES**

**Section 1. Activities:** All activities of the Council will be commensurate with its stated purposes. Joint or cooperative activities among the various groups represented on the Council will be encouraged.

**Section 2. Name & Insignia Protection:** Each member organization recognizes Alpha Phi Omega's (USA) ownership of its name, trademark, seal, coat of arms and relevant insignia pursuant to United States of America law, international law and all relevant legal conventions.<sup>3</sup> Each member organization shall use all reasonable moral and legal means to protect this ownership and enforce any relevant international and/or national law and all legal conventions.

#### **Section 3. Hazing & Abuse:**

1. Each member organization must declare their individual commitment to the prevention of hazing, abuse and violence as a means of respecting and promoting the personal dignity of each individual.
2. There shall be no hazing or informal initiation in connection with the functions of any member organization or any extension efforts. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purpose of Alpha Phi Omega.
3. Hazing activities are defined as (but not limited to): Any action taken or situation created, intentionally, whether on or off Alpha Phi Omega premises or during or not during Alpha Phi Omega functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: misuse of alcoholic beverages; paddling in any form; branding; mutilation in any form; creation of excessive fatigue, physical and psychological shocks; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local and national laws.

**4. Prohibited activities include:** Any form of abusive behavior on the part of its members or any extension efforts, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This is to include any form of physical, sexual or verbal harassment and any actions which are deemed to be demeaning.

## ARTICLE V: EXTENSION

**Section 1. Sponsorship:** Any national member organization shall be able to petition the Council to sponsor the establishment of collegiate-based chapters in another country where no collegiate-based chapters exist. Sponsorship is defined as taking on primary support and administrative responsibility for extension efforts until such time as the chapters (a minimum of 5) are ready to establish their own national organization, or the effort is abandoned.

**Section 2. Requirements For Establishing a Chapter:** A charter shall be granted only on the approval of an appropriate nationally elected governing body of the sponsoring organization. A charter shall be granted only at a college or university which is accredited by a recognized accrediting association. **Charters are to be recognized and held by the host college or university.** The sponsoring organization shall determine which accrediting associations will be recognized. **The International Council shall be informed as to the name of the accrediting association(s).**

**Section 3. Assistance:** Each national organization is encouraged to render all reasonable assistance in the respective programs regarding sponsorship and/or establishment of new collegiate-based chapters.

**Section 4. Financial Responsibilities:** All national organizations will independently finance their participation in the Council and contribute to international activities on a voluntary basis. The sole power to impose and modify fees and assessments on chapters, charter petitioning groups, members and pledges in extension countries lies with the sponsoring organization.

## ARTICLE VI: MEETINGS

**Section 1. Voting Power:** Each national organization in good standing represented at a Council Meeting shall be represented by an official delegation of up to three (3) delegates and have only one (1) vote. Each official delegation member shall have speaking privileges. Each Associate member of the council shall be represented by an official delegation of up to three (3) delegates. Other delegates may speak at a Council meeting only upon the permission of the Council.

**Section 2. Quorum:** *Unless otherwise specified*, a quorum to do business shall consist of two-thirds (2/3) of the national organizations entitled to vote.

**Section 3. Vote Required to Adopt a Measure:** A simple majority of the votes cast shall be necessary to adopt a measure.

**Section 4. Parliamentary Authority:** The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings of the Council in all cases to which they are applicable and in which they are not inconsistent with these Operating Policies and any special rules of order the Council may adopt.

**Section 5. Powers and Duties of the Council:** The Council shall have:

1. The power to elect Council officers as herein prescribed.
2. The sole power to admit member national organizations and associate member organizations.
3. The sole power to revoke organization membership in this Council in the manner provided in Article III, Section 5, of these Operating Policies.
4. The power to enact other legislation necessary for carrying on the work of the Council.
5. The power to adopt resolutions and directives which shall be considered by the Council Officers.
6. The power to amend as prescribed in Article IX.

**Section 6. Limitations of the Council:** The Council shall not have the power to:

1. Establish rituals, badges and other Alpha Phi Omega insignia. (see Article IV, Section 2.)
2. Suspend or expel an individual member or chapter.
3. Levy fees or assessments on any organizations or individuals (See Article VIII, Section 1.)

**Section 7. Time & Place:** The International Council shall meet at least once every two (2) years. The time and place for the next meeting shall be determined as an agenda item. **If the International Council is unable to physically conduct business at scheduled meetings due to the lack of a quorum, the Chair may call and preside over a teleconference or video conference. A minimum of 2 months notice should be given to the Council officers and member organizations.**

## **ARTICLE VII: OFFICERS & COMMITTEES**

**Section 1. Elected Officers:** The Council shall elect a Chair, Vice Chair and Secretary and such other elected officers as it may deem necessary. The duties and responsibilities of these officers shall be decided by the Council as stated in the Operating Policies. The term of office shall be two years or until their successors shall have been elected.

**Section 2. Appointed Officers:** The Chair shall appoint such other non-elected officers as the Chair may deem necessary. They will serve the Council for the duration of the term of the Chair.

**Section 3. Duties of Chair:** It shall be the duty of the Chair to preside at all Council meetings; to enforce a due observance of the Operating Policies; to appoint, in the manner specified in these Operating Policies, such appointed officers and committee chairs; to serve as an ex-officio member of all committees; and to perform such other duties as the office may require.

**Section 4. Duties of Vice-Chair:** It shall be the duty of the Vice Chair to preside in the absence of the Chair and perform the duties of that office, and perform such other duties as may be assigned by the Chair.

**Section 5. Duties of Secretary:** It shall be the duty of the Secretary to take the minutes at Council meetings, distribute those minutes as appropriate, maintain a permanent address and list of official contacts for all member organizations, assist in all communications required for the functioning of the Council, and perform such other duties as may be assigned by the Chair.

**Section 6. Resignation and Vacancies:** Any Officer, other than the Chair, may resign from office by submitting a letter to the Chair. The Chair may resign from office by submitting a letter to the Secretary who will send a copy to the Presidents of all national member organizations. Vacancies occurring from among currently elected officers of the Council shall be filled by appointment of the Chair until the next Council Meeting.

**Section 7. Succession:** In the event the office of Chair shall become vacant between Council meetings, the Vice-Chair shall become the Chair.

**Section 8. Impeachment:** Officers of the Council may be impeached for misconduct or malfeasance in office. Charges shall be submitted in writing to the Council. The Council shall investigate and hear the charges. If two-thirds (2/3) of the members of the Council present and voting sustain the charges, the official shall be removed from office.

**Section 9. Committees:** The Chair shall appoint committees and committee chairs as are deemed necessary for the functioning of the Council. Committee chairs (chairpersons) shall serve only concurrently with the term of office of the Chair.

## **ARTICLE VIII: ADMINISTRATION**

**Section 1. Finance:** All national organizations will independently finance their participation in the Council and contribute to international activities on a voluntary basis. There shall be no mandatory fees or assessments levied by the Council on any organizations or individuals.

**Section 2. Permanent Address & Contact(s):** Each member national organization and associate member shall maintain a permanent address and list of official contacts. This information should be provided to the Secretary.

**Section 3. Term:** This Council shall remain in existence as long as its member organizations exist, unless ended or replaced under the terms of this agreement.

## **ARTICLE IX: AMENDMENTS**

These Operating Policies shall be amended only by a three-fourths (3/4) vote of the Council after the elected governing body of each national organization represented on the Council has been given at least three (3) months notice of the proposed amendment(s) in advance of the meeting at which the vote is taken.

**SIGNED THIS DAY:** December 28, 1996

**OFFICERS:**

Alpha Phi Omega,  
National Service Fraternity

Alpha Phi Omega International Philippines  
Incorporated Service Fraternity and Sorority

National President,  
Wilfred Krenek

National Vice President,  
Joey Policarpio

National Executive Director,  
Pat Burke

President North Americal Council of Philippine  
Alumni Associations 95-96  
Gil Magno

International Relations Committee Chair,  
David Emery

President North Americal Council of Philippine  
Alumni Associations 97-98  
Dr Cesar Andal

**REVISED: October 2008**

Revised by the International Council – 12//2006

Confirmed by the Alpha Phi Omega, National Service Fraternity, Board of Directors – 2/2007

Confirmed by the Alpha Phi Omega International Philippines Incorporated Service Fraternity and Sorority – 10/2008