



### **ALPHA PI PHI'S MISSION STATEMENT**

"The purpose of Alpha Pi Phi is to promote a sisterhood united through love, loyalty, and friendship; to foster confidence in young women and aid in the development of their leadership skills; to encourage its members to promote themselves with grace, dignity, and moral integrity; and to cultivate academic excellence and nurture generosity through active philanthropy for the betterment of the community."

### **ALPHA PI PHI AS A SPECIAL INTEREST GROUP**

Alpha Pi Phi is a special interest group founded on the intention of fostering leadership, academic excellence, philanthropy and sisterhood among its membership. As a special interest group, Alpha Pi Phi reserves the right to select individuals for membership based on certain criteria.

Alpha Pi Phi takes the position that, in order to create a supportive space for its members to grow in their commitment to Alpha Pi Phi's four pillars described above and to work towards achieving the goals set out in Alpha Pi Phi's mission statement, it is appropriate and necessary to restrict the membership of Alpha Pi Phi to self-identifying women only.

For these reasons, eligibility for membership in Alpha Pi Phi shall be determined based on individual gender identity.

This criteria, intention and purpose of Alpha Pi Phi Sorority as set by its Founding Mothers cannot be altered under any circumstance in any setting.

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## GLOSSARY OF TERMS

**Active member:** A member who has been initiated into Alpha Pi Phi's Sisterhood and actively participates in chapter activities.

**Alum member:** A member who has graduated or otherwise completed their active period within Alpha Pi Phi.

**Active Member in their Pledging Period (AMPP):** A student who has accepted a bid and matriculates through the new member process prior to the initiation. This student has been pinned into Alpha Pi Phi and is in a probationary period within their pledging-period prior to being initiated.

**Disaffiliation:** A member who has chosen to give up their letters and is no longer a member of Alpha Pi Phi. This person is required to give up their letters.

**Expulsion:** Process by which membership has been terminated by Alpha Pi Phi. This person is required to give up their letters and is no longer a member of Alpha Pi Phi.

**Initiation:** A ceremony where new members are brought into full membership of Alpha Pi Phi.

**New Member Class (NMC):** A semester-long period of learning about Alpha Pi Phi prior to initiation. Students are considered AMPPs during this period.

**Membership Vote:** A vote resulting in a decision that impacts the membership status of a member. Examples include, new member selection and alumnae voting.

**Potential New Member (PNM):** Student who participates in the recruitment process.

**Senior Status:** An active member who may have adjusted responsibilities and duties due to increased academic workload in their upper years.

**Small Chapter:** A chapter that has 30 or fewer active members.

**Big Sister:** An active member of Alpha Pi Phi who serves as a mentor to a new member. The member that they mentor is referred to as their Little Sister. The Big Sister is responsible for the growth and development of their Little Sister within Alpha Pi Phi and their college/university career.

**Little Sister:** A member who is mentored by a Big Sister.

**Familial sister:** The familial sister of an active or alum member.

**Legacy:** The familial daughter, or granddaughter of an active or alum member.

**Honourary Member:** Also referred to as “Lily Member”. Someone who the sisterhood recognizes that they possess the qualities of Alpha Pi Phi’s pillars, who has not had the opportunity to rush.

**Sweetheart:** Yearly award, usually given during Amethyst Ball, to a person outside from our organization that upholds Alpha Pi Phi’s pillars and values.

# Alpha Pi Phi Chapter

- a) Branches of Alpha Pi Phi with a Charter will be known as “Chapters”
- b) The duties of a Chapter are as follows:
  - a. To instill Alpha Pi Phi’s mission and pillars in its members and the areas listed on their Charter
  - b. To recruit and educate potential Alpha Pi Phi members in the areas stated in their Charter twice a year.
  - c. To Pin and Initiate new members into their Chapter twice a year
  - d. To define their Chapter’s Bylaws in accordance with Alpha Pi Phi official documentation
    - i. Any revisions of Chapter bylaws must be approved by ICAPP prior to implementation, to ensure by-laws coincide with Alpha Pi Phi official documentation, do not duplicate any information from Alpha Pi Phi official documentation, and promote the values of love, loyalty, and friendship.
  - e. To fill the full Executive Council yearly at the end of the academic year
    - i. Chapters are also encouraged to fill Chair positions, however Chairs are not required
  - f. To follow Alpha Pi Phi’s documentation to the best of their ability, and reach out to International Council of Alpha Pi Phi (ICAPP) for support when needed
  - g. To remain in constant communication with the International Council of Alpha Pi Phi
  - h. To send 2 voting members to International Conference yearly in March
  - i. Hold weekly Chapter meetings as outlined in Alpha Pi Phi’s governing documents
- c) Active chapters shall be named in order of the Greek alphabet.
  - a. No chapter will be double named (Alpha Alpha) or have an acronym that signifies a pre-existing society or group.
    - i. ICAPP will assist with determining as needed
  - b. The Omega Chapter will be set aside for the members of Alpha Pi Phi who have passed away, as a space to honor their lives.

## Membership

### **SECTION 1: Eligibility**

- a) Alpha Pi Phi does not discriminate against any person on the basis of colour, physical appearance, social status, family background, race, age, religion, sexual orientation, disability or veteran status; however, as a sisterhood Alpha Pi Phi does exclude membership from those who identify fully or partially as men.
- b) Any student who self-identifies as a woman or gender expansive who is enrolled at and actively taking undergraduate classes at a university, college, technical school, or other

institution of higher education may be associated with and initiated into a chapter of Alpha Pi Phi (founded within the geographical location of said university, college, technical school, or other institution of higher education) in accordance with the chapter's constitution and bylaws.

c) There shall be 5 classes of membership within the Sorority:

1. Active
2. Distant
3. Alum
4. Active Member in their Pledging Period (AMPP)
5. Honourary Member

d) To be eligible for membership, the potential new member (PNM) must attend a minimum of one recruitment event, and the number of events as determined by the Chapter they are rushing during the Sorority's recruitment period, and receive a vote of admittance by  $\frac{2}{3}$  of the chapter, before an invitation (bid) may be extended to the potential new member.

1. No PNM who knowingly broke the law in relation to an Alpha Pi Phi event shall be granted a bid during current or future rush periods under any circumstance.
2. Any PNM who has been Black Pearled may not be granted a bid during current and future rush periods at any Chapter under any circumstances.

e) The student may be admitted into the Sorority provided that they are of good academic standing with the post-secondary institution, demonstrates good character, and is not an active or affiliated member of any other collegiate social fraternity or sorority.

f) The student must undergo the second part of Initiation Ritual (Swan Ceremony), following six to eight weeks after the conduction of the first part of Initiation. Once they have undergone the second part of Initiation, they will be known as an active, initiated member of Alpha Pi Phi and subject to Sorority rule.

g) Direct descendants of Alpha Pi Phi Alum are considered to be a Legacy of Alpha Pi Phi. Legacy members will receive an automatic bid to Alpha Pi Phi chapters which may be present at their post-secondary educational institution. Familial sisters of active, distant or alum members will not receive an automatic bid but will receive an automatic invitation to the chapter's preference.

1. Legacy members and familial sisters will receive an automatic invitation to the Chapters preference that recruits from their post-secondary institution.
  - i. Should a legacy or familial sister not receive a bid from the Chapter, a letter from the chapter explaining the reasoning must be written to the grandparent, parent, or sibling, and to the International Council of Alpha Pi Phi Sorority.

h) All chapters must abide by a set of standards.

1. Chapters are required to hold weekly chapter meetings, follow Alpha Pi Phi documentation, and perform uniform ritual (following ritual, academic standards,



financial standings, etc). The Co-International Vice Presidents of Chapter Standards and Risk Management oversees standards of all chapters.

2. Each chapter must disclose in their Bylaws whether they recruit sisters from other colleges and universities within the geographical proximity to a chapter, if the individual has a recommendation from a sister.
3. Recommendations must be made as a formal motion in a chapter meeting. Discussion on the topic must follow.
4. Chapters without permission from official channels (Greek awareness councils, student unions, etc) can only utilize school grounds as permitted by the University or College.
  - a. Chapters may utilize campus grounds, names, and spaces according to Institutional preferences and guidelines

i) For proper ritual attire, all chapters must refer to the ritual attire document.

## **SECTION 2: Commitment**

a) Alpha Pi Phi encourages all members to actively participate in their chapter for as much time as possible.

b) Alpha Pi Phi members are highly encouraged to learn, work and participate in all areas of the organization including but not limited to; rush, running for a position, seeking a Little; becoming an executive, becoming an active Alum, participating in Alum chapters and/or ICAPP.

c) At the start of Fall and Winter semester, members are required to state their intent and hopes for their year of membership to the chapter President and Secretary including:

1. having a little
2. distant membership and/or
3. alum membership
4. These will be made known to the PNMs during rush for Big/Little matching purposes.

d) Executive members are not allowed to apply for Alum membership during their term.

1. Executive members may apply for Alum at the end of their term.

e) Alum membership should be treated with the utmost respect and careful consideration by chapters and their members.

1. Should a member wish to apply for alum membership prior to completing their degree the chapter must very carefully consider the situation as to why the member is not finishing their degree as an active member.
  - a. Some things to consider include but are not limited to
    - i. Engagement during events
    - ii. Positions held during active membership
    - iii. Volunteer and philanthropic experience
    - iv. Academic program and involvement

- b. Members who apply for alum membership prior to completion of their degree are encouraged to share their reasoning to the chapter and/or the executive council.

### **SECTION 3: Active Membership**

a) Active members must:

1. Be enrolled as a student and actively taking a program of study at a university, college, technical school, or other institution of higher education that the Chapter recruits from
2. Remain in good moral and financial standing within the Sorority
  - a. Failure to do so may result in bad standing, probation, and/or termination of membership
3. Abide by Alpha Pi Phi's governing documents, ICAPP bylaws, and Chapter bylaws
4. Complete a minimum of 3 study hours per month.
5. Complete a minimum of 20 philanthropy hours per semester.
6. Maintain a grade point average equivalent or higher than the minimum requirement as outlined by each respective educational institution to remain in good academic standing (i.e., cannot be on academic suspension, probation or similar status)
7. Hold an elected position or be on a Committee
8. Attend all required rituals, Chapters, and any additional requirements as stated in the Chapter bylaws

b) The maximum amount of time a sister may hold active membership is restricted to 5 years or completion of undergraduate studies, whichever comes first.

1. In the event that a member in an integrated program where they are automatically placed into a graduate program without formal application, (ex. Concurrent Education), the member is required to apply for alum status prior to entering into the professional / graduate portion of their degree.

c) Senior Status: In addition to the four classes of membership, "senior" status will fall under "active" status. Regulations are to be determined by the sister's associated chapter.

1. Senior status is a membership that can be applied for in the senior years of an active member's program
  - a. Often this is understood as a student entering their senior year of program.
2. Chapters are welcome to develop the specific regulations of their senior status and are encouraged to share regulations with ICAPP.

### **SECTION 4: Distant Membership**

a) Distant membership may be granted to any active member in good financial and moral standing who is:

1. Undertaking an exchange or co-op which makes it impossible, either geographically or due to scheduling restrictions, to remain in good standing with the chapter.
2. Requests to go distant for health or financial reasons. The sister must share with the Executive Council that they will be going distant for health or financial reasons,

however they do not have to provide details.

- a. Racial trauma, trauma from discrimination, sexual assault, mental health or similar will fall under "health reasons"

b) The sister requesting to go distant must submit a formal request letter to the Executive Council. This may be done at any point during the semester. The Executive Council will determine if the individual should be granted Distant Membership. If granted, the individual must sign an agreement stating the duration and reasons for their distant membership.

1. It is encouraged that chapters are flexible with possible durations for Distant Membership based on the needs of Distant Status.
  - a. Should a Chapter need support please connect with ICAPP.
2. Should a member not communicate their membership after two consecutive semesters in distant status the chapter may bring the member for expulsion.

c) Distant membership will end, and active membership will be reinstated when the member:

1. Returns to campus in the event of a co-op,
2. Indicates to the Executive Council that they are healed from their health concerns,
3. Or feels financially able to commit to membership

d) Distant membership allows:

1. A voice in chapter
2. To attend events with permission to the Executive Council and/or in accordance with respect to chapter Bylaws

e) Distant members are not allowed:

1. To cast a vote until active membership is reinstated
2. Their time as distant does not count toward active membership for alum status
3. They are not required to complete philanthropy hours, study hours or attend events

f) Distant members must physically return to their home chapter for a chapter meeting in order to proceed to serve as an active sister, or, if eligible, apply for alum status.

g) Should a distant sister demonstrate the capabilities of being an active sister, the Executive Council may re-evaluate their distant status and request them to return as an active member.

h) Should a sister go Distant due to health reasons, the following support protocol should be offered, and the sister requesting to go distant can choose any of the following supports:

1. The requesting sister can request "Buddies," ideally an Executive Council member and an active sister, who will work with the sister to empower and support them during their distant time.
  - a. In no instance are the "Buddies" to provide advice, medical or otherwise, to the sister in need. The role of the "Buddies" is to provide resources and support.

2. The selected Buddies and the sister may work together to formulate a plan that will keep the distant member involved and as active as they would like in chapter business, and in touch with the sisterhood.
3. The member may reach out to their Buddies for support finding on and off campus and other professional health resources. It is best practice for the Risk Management Chair to know of the on campus resources (counseling centers, 24/7 hotlines, etc.).
4. All information regarding a sister's mental or physical health MUST be kept confidential (between the Buddies and Exec).
5. In the event of a member going distant for a sexual assault, see the Sexual Assault Policy.

i) Should a member on a payment plan receive distant status, their payment plan will be put on hold, and they will resume paying the owed amount once they return to active status.

1. If necessary, a member can arrange a payment plan at the discretion of the Executive Council should they choose to pay the remainder of their owed dues during their distant period.

j) When a sister returns from distant membership due to health reasons, they can:

1. Return as an active member of their chapter.
2. Apply for Alum status, so long as they have met alum requirements.
  - a. If the sister chooses to apply for alum status, it is encouraged that their entire time as a sister be discussed during their alum application; not simply their time as an active member.

k) Distant membership for sisters experiencing physical, health reasons are available to sisters in both good and bad standing. At the time distant status is granted, membership is placed on hold, once the member returns or applies for alum status, they resume the standing that they held at the time of leaving for distant status.

l) Should an individual be in bad standing/on probation with their chapter when they apply for distant status, their judicial consequence must be completed.

1. The judicial consequences can be completed prior to distant status, during, or following depending on what Exec allows on a case-by-case basis. This must go into the distant contract.
2. The member may choose to complete the judicial consequence during their time as a distant member. Should they not complete their outstanding duties as outlined by the judicial board, Executive Council, and/or ICAPP, they will automatically return as an active in bad standing or on probation.

## **SECTION 5: Alum Membership**

a) Alum members must

1. Abide by Alpha Pi Phi's governing documents, ICAPP bylaws, for as long as they wish to wear letters.

- b) Alum members are allowed
  1. To request to attend Chapter or ICAPP meetings
  2. To request to attend ritual events
  3. To request to attend Chapter events
  4. When possible, Chapters are encouraged to approve alum requests to attend
  5. A voice in chapter meetings they attend
  6. Participate in Alum Chapters
  7. Apply for ICAPP positions and Chapter Advisors
  8. Take part in the Lineage revival program
    - a. Refer to the [Ritual Manual](#) for Lineage Revival Program.
    - b. In the event that Chapters disclude alum involvement in rush, those taking part of the lineage revival program are exempt
- c) Alum members are not allowed to vote in chapter meetings.
- d) Active chapters must provide their alum members weekly chapter minutes and updates.

### **SECTION 6: Active Members in Pledging Period**

- a) Any person who is extended and accepts a bid shall be referred to as an Active Member in their Pledging Period, or AMPP.
- b) Active Members in their pledging period must:
  1. Abide by Alpha Pi Phi's governing documents, ICAPP bylaws, and Chapter bylaws
  2. Complete the AMPP tasks as outlined by the chapter
  3. Attend New Member Education Classes
  4. Uphold and abide by Alpha Pi Phi's governing documents
  5. Remain in good moral and financial standing within Alpha Pi Phi
    - a. Failure to do so may result in termination of membership
  6. Attend all required ritual events

### **SECTION 8: All Members**

- a) Active, Distant, and Alum Members of Alpha Pi Phi , have the right to:
  1. View any and all of Alpha Pi Phi Sorority and Chapter governing documents and Chapter minutes at any time
  2. Request unedited meeting minutes from their respective Chapter
  3. View both their Chapter and ICAPP budgets at any time
  4. Have their voice heard in Chapter, Exec, and International Conference
  5. Ask questions during Chapter, Exec, and International Conference
  6. Confidentiality of their votes cast at any time
  7. Bring forward any Judicial concerns to their VP and Risk Management Chair, or the Co-International Vice President's of Standards and Risk Management at any time.
    - a. Only concerns made in an official manner will be considered. Please see the Judicial section of this document for the official forms, or email VP and Risk

Management Chair, or the Co-International Vice President's of Standards and Risk Management

8. Any judicial concerns they are involved with to be handled in a timely and professional manner
9. Bring forward any document edits to ICAPP for Conference

## **SECTION 9: Chapter Sweetheart**

- a) Chapters are able and encouraged to award a Chapter Sweetheart
  1. Alpha Pi Phi Chapters are able to vote on awarding a sweetheart status to a person often from another greek life organization.
    - a. This can be given to a woman, man and/or a gender expansive person.
  2. This is often awarded at the Amethyst Ball
- b) In order to award a sweetheart the chapter must reach a 50%+1 vote.
- c) Sweethearts are allowed to own/wear Alpha Pi Phi letters in the colours outlined by ICAPP - as indicated on Alphapiphi.com, including Sweetheart indicated on the arm.
- d) Should a chapter sweetheart not uphold our values and pillars at any point during or after their time as the elected sweetheart, their letters may be revoked by the chapter or ICAPP.
  1. Upon receiving the role of the chapter's sweetheart, the President of the chapter must inform the newly elected sweetheart that they are subject to the Social Media and Drug and Alcohol Policy.

# Chapter Leadership

## **SECTION 1: Executive Officers**

- a) Alpha Pi Phi has seven (or eight) chapter officers, making up the Chapter Executive Council. Each position must be filled at all times with the exception of the optional eighth officer. No Executive Council position may be held by more than one member nor can one person hold multiple executive positions.
  1. However if a small chapter needs to do so it is recommended that the Secretary is allowed to hold one additional exec position, other than 1st officer. This means that no person can hold more than one executive position, with the exception of members within chapters or incoming new chapter having 20 or less active members. In the aforementioned chapters, if required, the Secretary is allowed to hold one other executive position other than 1<sup>st</sup> Officer.
- b) An individual wishing to hold one of the following positions must be elected into office by the chapter. Should a Chair position that an Officer is responsible for not exist within a chapter, the Officer is not responsible for that Chair, unless the Chair position is formed.

These seven Officers collectively make up the Executive Council of Alpha Pi Phi.

- a. 1<sup>st</sup> Officer shall be known as President
- b. 2<sup>nd</sup> Officer shall be known as Vice President
- c. 3<sup>rd</sup> Officer shall be known as Treasurer
- d. 4<sup>th</sup> Officer shall be known as Secretary
- e. 5<sup>th</sup> Officer shall be known as Membership Development Officer
- f. 6<sup>th</sup> Officer shall be known as External Programming Officer
- g. 7<sup>th</sup> Officer shall be known as New Member Support Officer
- h. OPTIONAL: 8th Officer shall be known as the Diversity, Equity, and Inclusion Officer

c) To be elected into office, an individual must be an active, initiated member of Alpha Pi Phi in good standing with the chapter and the post-secondary institution. They must be maintaining a grade point average equivalent or higher than a "C" upon them being elected into office.

d) All Chapter executives must attend Professional Executive and Rising Leaders (PEARL) Conference at the start of the summer to receive officer training from ICAPP

e) Each chapter is welcome to introduce an 8th Officer as outlined.

## **SECTION 2: Officers and Duties**

a) President - 1st Officer

1. Directly responsible for the success of the Chapter.
  - a. Oversees chapter development; works with the Executive Council to ensure that the chapter is progressing Alpha Pi Phi's mission in their respective recruiting area(s)
2. Conducts and moderates Executive Council meetings; calls Executive Council meetings to order.
3. Conducts and moderates chapter meetings; calls chapter meetings to order.
4. The President will remain neutral in moderating chapter meetings and new member selection. Alpha Pi Phi dictates that the Chair (President) remain neutral and not carry a vote.
  - a. The President will only be allowed to cast a vote in Executive Council meetings in the case of a tie.
5. Conducts ritual; ensures that all ritual equipment and paraphernalia is maintained in a proper, working condition; leads ritual education seminars.
  - a. Ensures that initiated member pins are ordered no more than 48 hours after AMPPs are pinned with their new member (Cygnet) pins.
6. Enforces the Bylaws and policies of the chapter.
7. Acts as an alternative chapter bank account signing officer
  - a. Outgoing President must sign off the chapter's bank account and transfer signing authority to the incoming President one week prior to turnover.
8. Serves as the direct contact between the chapter, the Greek Community, and affiliated university, college, technical school, or other institution of higher

education.

9. The President shall act as a figurehead in the broader community, and should ensure they are conducting themselves with grace, dignity, and moral integrity as the leader of the chapter.
10. In the event of a vacancy in the position of the 2nd, 3rd, 4th, 5th, 6th, 7th, and/or 8th Officer, the 1<sup>st</sup> Officer shall assume all duties and responsibilities of the vacant Office until an active, initiated member of the organization has been elected into the vacant position.

b) Vice President - 2nd officer

1. Acts as an alternative for the President in all duties if they are not able to attend.
2. Enforces the Bylaws and policies of the chapter.
3. Is directly responsible for the Risk Management Chair, Academic Support Chair, and Public Relations Chair, and DEI Chair if there is no DEI officer.
4. Is responsible for a comprehensive understanding of the Insurance Policy.
5. Holds onto distant sister contracts and keeps an electronic copy.
6. Is responsible for identifying and monitoring the performance of members on probation, or those who are falling behind in active member requirements. Members that are identified as such should be provided with optional resources specific to their situation.
7. In the event of an accident, incident, or theft at an event hosted by Alpha Pi Phi, the Vice President is responsible for completing the documentation form and submitting a copy directly to International Co-VPs of Standards and Risk Management, which can be located in the sisters only section of the website.
  - a. Should the Vice President not be present they are responsible for ensuring that the form is completed by the executive member who was most responsible for the event at which the accident/ incident occurred.
  - b. Documentation form should be submitted not later than 48 hours after the event occurred.
8. Is required to purchase and maintain a chapter first aid kit which should be on hand at all Alpha Pi Phi hosted events.
9. Oversees Judicial Board Meetings
10. In the event of a vacancy in the position of 1<sup>st</sup> Officer, the 2<sup>nd</sup> Officer shall immediately be appointed into the position of 1<sup>st</sup> Officer. The newly appointed 1<sup>st</sup> Officer shall then resume all duties and responsibilities of the 2<sup>nd</sup> Officer, until an active, initiated member has been elected into the position of 2<sup>nd</sup> Officer.

c) Treasurer - 3rd Officer

1. Creates and monitors the budget of the chapter.
2. Informs the Executive Council of the chapter bank account balance at Executive Council meetings.
3. Collects annual dues payments for all active and new members; informs the Executive Council when a member has not paid their dues; deposits due payments into the chapter bank account.
  - a. All dues collected must be sent to the official Alpha Pi Phi Treasurer email or directly deposited to an Alpha Pi Phi bank account.



- b. All Alpha Pi Phi bank accounts must be opened and maintained with an Alpha Pi Phi email.
- 4. Creates and monitors chapter payment plans.
- 5. Acts as the chapter bank account signing officer.
  - a. Outgoing Treasurer must sign off the Chapter's bank account and transfer signing authority to the incoming Treasurer one week prior to turnover.
- 6. Reimburses chapter members for purchases made by individuals on behalf of the chapter.
- 7. Oversees and is directly responsible for the Fundraising Chair and Paraphernalia Chair.
- 8. Organizes and makes payments to all insurance and insurance related entities.
- 9. Is directly responsible for obtaining insurance once the Chapter has been initiated for one year.
- 10. Responsible for tracking chapter fees/fines credits on an international level, including submitting documentation within two weeks of the missed deadline to request the credit
- 11. Responsible for coordinating payment and payment plans for Chapter fees/fines on an international level

d) Secretary - 4th Officer

- 1. Takes minutes at Executive Council and chapter meetings.
- 2. Keeps record of the minutes taken at Executive Council and chapter meetings.
  - a. Must motion to approve the minutes from the previous meeting.
  - b. And make any changes as needed
- 3. Keeps record of the personal information of active, initiated members and new members.
- 4. Is responsible for maintaining an up to date chapter roster, all signed documents of new members, AMPPs and initiated members and uploading said documents to the chapter's cloud/hard drive within one week of documents being signed.
- 5. Oversees all active members' attendance and keeps record of attendance at all mandatory events.
- 6. Oversees all active member attire in formal chapter meetings and Alpha Pi Phi events.
- 7. It is mandatory for the Secretary to submit all non-disclosure forms to ICAPP.
- 8. After Initiation each semester, the Secretary must update the standardized roster document with any changes to the Chapter Roster (i.e. any new alum, disaffiliations, expulsions, etc.)
- 9. Once a semester, the Secretary is to send the International Vice President of Communication and Alum Relations a finalized list of sisters who were granted their Alum Status that semester.

e) Membership Development Officer - 5th Officer

- 1. Oversees recruitment events and meet-and-greets during the chapter's allotted recruitment period (i.e. recruitment parties).

2. Oversees the Preference/Invitation Only event.
3. Oversees the creation and/or purchasing of bid invitations on behalf of the chapter; organizes bid handouts.
4. Oversees the Bid Day Sisterhood.
5. Oversees the collection of the Recruitment Information Form; ensures individuals attending recruitment have completed a copy of the form before the end of the chapter's allotted recruitment period.
  - a. The Standardized Recruitment information Form can be found on the Alpha Pi Phi website and must be used by all chapters.
6. Oversees chapter sisterhood events and activities.
7. Oversees and is directly responsible for Sisterhood Chair, Recruitment Chair(s).
8. Creates a cohesive recruitment calendar with the aid of the Executive Council.

f) External Programming Officer - 6th Officer

1. Oversees the planning of external social events within the Greek community.
2. Oversees chapter philanthropic events; keeps record of philanthropy hours; encourages chapter members to participate in philanthropic events within the community; encourages chapter members to participate in philanthropic events hosted by other Greek-lettered organizations.
3. Oversees the planning of the annual Formal (Amethyst Ball) and Semi-Formal.
4. Oversees and is directly responsible for Social Chair, Philanthropy Chair, and Formal Events Chair.
5. Creates a cohesive calendar with the aid of all other officers.

g) New Member Support Officer - 7th Officer

1. Educates AMPPs on the expectations, ideals and policies of Alpha Pi Phi; ensures that the new members uphold the expectations, ideals and policies of Alpha Pi Phi.
2. Ensures that the new members complete their new member tasks before Initiation.
3. Oversees and calls to order weekly new member support meetings.
4. Oversees and is directly responsible for the New Member Support Chair
5. Ensures the new member fee of the new members is collected.
6. Recommends the disciplining and/or termination of any new member to the Executive Council and Chapter.
7. Organizes the programming of pre-Initiation sisterhoods.
8. Responsible for overseeing that the New Member Class Treasurer manages and collects all inquired costs and any other class associated costs during the pledging period prior to the initiation date.
9. Responsible for distributing, collecting, and submitting the new member form and use of image agreements to ICAPP. These should be distributed on bid day and sent to Icapp no later than 2 business days later
10. Responsible for ensuring all AMPP's have the governing documents presented to them either in hard copy or digitally on bid day

h) Diversity, Equity and Inclusion Officer - 8th Officer

1. Works to support the chair with ensuring a diverse, equitable and inclusive space.
2. Organizes no less than two trainings/workshops a year, one anti-racism, and the focusing on other DEI topics as requested by the chapter
  - a. The additional anti-racism workshop could be held using Alpha Pi Phi's developed curriculum, or could be outsourced to a speaker or workshop being hosted outside of the organization.
3. Work alongside the chapter Social Media Chair to ensure that social media posts are being made for relevant holidays and remembrance days.
4. Work alongside the Philanthropy Chair/EPO to source out charities/philanthropic causes that the chapter can support that directly impact people of colour, and includes other visible or non-visible minority groups which they may also be a part of (e.g. LGBTQ+ community, those with disabilities, etc.)
5. Resources will be shared with the Officer by the ICAPP team as needed to share with the chapter.
6. Hold a mandatory workshop prior to each recruitment period to ensure that the chapter is welcoming of all.
7. Includes DEI related topics and resources in their updates at Chapter every week
8. Oversee the DEI Chair and Committee
  - a. All DEI chairs and/or officers at the Chapter level will be on and involved with the International DEI committee

i) In the event that a vacancy should occur on the Executive Council, elections should be held as soon as possible in order to fill the vacant officer position.

### **SECTION 3: Chapter Advisors**

a) All Chapters must have a Chapter Advisor that acts as the bridge between the Chapter and ICAPP. Details on the Chapter Advisor position can be found in the ICAPP bylaws.

# Chairs

### **SECTION 1: Overview**

a) All Chapters are expected to develop and implement chair positions to fulfill the chapter needed based on the chapter locations.

b) Within the chair role it must outline which Officer role it is connected to.

c) Chair positions must follow the election process to be filled.

1. To be elected or appointed to one of the chapter Chairs, an individual must be an active, initiated member of Alpha Pi Phi, who is in good standing with the chapter and the post-secondary institution.

## **SECTION 2: Roles**

- a) Chair roles and responsibilities will be outlined within the chapter by-laws
- b) Should a chair position not be filled the Officer responsible for the chair is responsible for the chair's roles and responsibilities
  - 1. However chapters are encouraged to scale based on the size from year to year.
- c) No member of the organization is allowed to hold more than two chair positions.
  - 1. Executives are not encouraged to hold multiple chair positions outside the chairs they oversee.
  - 2. Should a chapter need to have people hold more than two Chairs positions they must connect with the Vice President of Chapter Development.
  - 3. No Chair position may be held by more than one member at a time. However, should a chapter wish to have co-chairs and/or Jr. Sr. Chairs they are welcome to do so.
- d) Sisters in bad standing are not encouraged to hold chair positions.

## **SECTION 3: Chair Positions**

- a) Small chapters are not always able to fill all the chair positions which are laid out within the chapter by-laws. Due to this Alpha Pi Phi recommends that small chapters fill their chair positions in a tiered fashion to ensure all mandatory positions are fulfilled.
- b) Alpha Pi Phi recommends that the order is as follows:
  - 1. First to be filled
    - a. Sisterhood Chair, Academic Chair, Philanthropy Chair, Diversity, Equity and Inclusion Chairs, Rush Chair, and Fundraising Chair
  - 2. Second to be filled:
    - a. NMSC, Risk Management Chair, Keeper of the Ritual, Social Media Chair, and Alum Relations
  - 3. Third to be filled:
    - a. Spirit Chair/Sunshine Chair, Greek Council, Historian, Paraphernalia, Formal Chair, Social Chair
- c) Should chapters not fill positions it is encouraged that the chapter develop committees to allow the various projects and positions to be fulfilled for the chapters success. This can be done in a variety of ways and Alpha Pi Phi encouraged small chapters to meet the needs of their chapter.
- d) Should a chapter not be able to fill the Diversity Equity and Inclusion Chair positions it is expected that the topics of Diversity, Equity and Inclusion will be included in all roles within the Chapter.

#### **SECTION 4: Missing a Chair**

a) In instances where a Chair position needs to be filled immediately, the Executive Council may act as the chapter in holding elections for the vacant position. At the next available chapter meeting, the rest of the chapter will conduct a confidence vote on the role to ensure that the chapter agrees with the decision made by the Executive Council.

## **Finances**

#### **SECTION 1: Responsibilities**

a) All Chapters must create and submit a yearly or semesterly budget to ICAPP.

b) In order to be considered in good standing with the chapter; active, initiated members and new members must pay annual dues to the chapter.

1. Should an active, initiated member fail to do so, they will be considered to be in bad standing, and may lose certain privileges at the discretion of the Executive Council.
2. Any new member who fails to pay their dues may be subject to having their new membership terminated and may not be initiated.

c) A vote must take place at the first Chapter Meeting of the semester in order for the budget to be put in effect.

1. The 3rd Officer must present the budget to the chapter electronically before the beginning of the fall term for the chapter's input.
2. The Treasurer will motion to pass the budget at the first chapter. If a sister has any questions or concerns, the budget can be edited as a motion.
3. An updated budget and record of spending must be submitted at the beginning of the winter semester for review by the International VP of Finance.

d) All new members, active members, and Alum Chapter members are required to pay the yearly non-refundable ICAPP fee, as set by the International VP of Finance. Any member can request to view the ICAPP budget.

e) If members are in need of financial accommodations, an alternative payment plan may be arranged between the sister and the chapter's treasurer, as long as dues are fully paid by the end of the semester's finals.

1. Annual or semester dues, depending on each chapter's payment system

#### **SECTION 2: Alpha Pi Phi Insurance Policy**

a) All chapters must have a Liability Insurance Policy to protect the chapter once the chapter has been initiated for one year. The Liability Insurance should cover both Commercial and Professional Liability. The insurance policy should be taken out for a Non-Profit Organization, non-lodging. It will be the individual responsibility of the chapter

to ensure that the process of becoming insured is commenced when the chapter has been initiated for one year.

b) Once insurance is required for chapters it must be renewed annually regardless of the number of active members. Becoming insured is the direct responsibility of the Treasurer of each chapter, with aid from other members of their Executive Council as needed.

1. The Co-International VP's of Standards and Risk Management will oversee and ensure that all chapters have a General Liability Insurance policy, or are in discussion with an Insurance broker to put one in place.

c) Once the policy has been received, a hardcopy of the policy should be held by the chapter Secretary and a version should be sent to the International Council of Alpha Pi Phi Sorority as confirmation of the policy, and in case of emergency.

d) All policies must include the following in their insurance policies, with the minimums mentioned below.

1. Commercial Insurance Liability
2. Bodily Injury and Property Damage Aggregate Liability minimum of \$5,000,000.
3. Products Completed Operations minimum of \$2,000,000.
4. Property Damage Deductible per occurrence to be no more than \$1,000 as, if needed, this deductible will be paid by the chapter.
5. Personal Injury and Advertising Injury Liability minimum of \$2,000,000.
6. Medical Payments to provide a minimum of \$15,000 per individual.
7. Tenants Legal Liability minimum of \$100,000.
8. Tenants Legal Liability deductible to not exceed \$1,000 as, if needed, it will be paid by the chapter.
9. Limited Fungi or Spores Coverage Extension – have the minimum level of insurance coverage offered.
10. S.E.F. Long Term Leased Vehicle Endorsement.
11. S.P.F. Supplementary Non-Owned Automobile Coverage.
12. O.E.F. Reduction of Coverage for Lessees or Drivers of Leased Vehicles Endorsement
13. Liability Conditions
14. Point 9 to 12 should have a minimum of \$2,000,000
15. Professional Liability Coverage(s)
  - a. Aggregate minimum of all professional Liability coverage= \$1,000,000
    1. Individual & Organization Entity Liability
    2. Non-Profit Outside Directorship Liability
    3. Employment Practices Liability Defense Costs Coverage

## Chapter Basics

### SECTION 1: Physical Safety and First Aid Kits

a) Alpha Pi Phi requires that all Sorority events, and spaces work to ensure all members safety.

b) Chapters are required to have a first aid kit on hand at all Alpha Pi Phi hosted events. This kit should contain as a minimum:

1. a current edition of an accredited pocket First Aid Manual;
2. 1 card of safety pins;
3. 12 adhesive dressings individually wrapped,
4. 4 sterile gauze pads, 3 inches square,
5. 2 rolls of gauze bandage, 2 inches wide,
6. 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
7. 1 triangular bandage
8. Naloxone

c) Chapters are encouraged to maintain a list of all sisters who are qualified in first aid to the standards of their local government with a copy of said accreditation required by Local Regulation in the kit. When appropriate these sisters can volunteer to become the person most responsible for accidents or injuries in regards to first aid and medical decisions unless or until paramedics or a person more qualified is on scene.

1. Under no circumstances are first aid qualified sisters required to act in the event of an emergency.

d) Chapters should keep a list of any severe allergies or medical conditions that active sisters may have.

e) In the event of an accident, incident or theft at an Alpha Pi Phi hosted event, the Vice President is responsible for completing the documentation form and submitting a copy directly to the International Co-VPs of Standards and Risk Management.

1. Should the Vice President not be present they are responsible for ensuring that the form is completed by the executive member who was most responsible for the event at which the accident/incident occurred.
2. Documentation form should be submitted no later than 2 business days after the event occurred- [Form Link](#)

## **SECTION 2: Bylaws**

a) All Alpha Pi Phi chapters are required to have bylaws.

b) Bylaws are to be written by the chapter and designed to address the chapter specific goals, location, and context.

c) Alpha Pi Phi encourages Chapters to review chapter bylaws each year to ensure they reflect the chapters needs.

d) Chapter bylaws must be shared with ICAPP to ensure transparency, share resources and ensure all documents follow Alpha Pi Phi governing documents.

1. All bylaws must be sent to the International Co-VP's of Standards and Risk Management for approval before they can go into effect on a Chapter level, to ensure bylaws coincide with Alpha Pi Phi official documentation, do not duplicate any information from Alpha Pi Phi official documentation, and promote the values of love, loyalty, and friendship.
2. Bylaws will be shared to all executive board members through a digital platform.

e) Chapter bylaws are not to conflict with any other Alpha Pi Phi governing documents nor should they repeat information as outlined in Alpha Pi Phi governing documents.

### **SECTION 3: Executive Meetings**

a) The Executive Council is required to meet no more than one week before chapter meetings to discuss Executive Council needs, and determine the agenda and business of the upcoming chapter meeting.

b) The meeting of the Executive Council shall be known as "Executive Council Meeting" and must be scheduled in both the Fall/Winter Term calendars.

c) Should a member of the Executive Council be unable to attend an Executive Council Meeting they must inform the Secretary and/or President of their absence no less than 24 hours before the Executive Council meeting.

1. Their absence will be considered unexcused, unless they provide sufficient documentation (i.e. doctor's note if sick, email stating a trip home, etc.) to the Executive Council, in which case their absence will be considered excused.
2. They must also appoint a proxy to speak on their behalf of their office at the Executive Council Meeting.

d) Should an Executive Council meeting not make quorum, the President must reschedule the meeting for a later date/time, no more than 48 hours following the initial meeting date/time.

e) Executives meetings are open for Chapter members to attend at the discretion of the Chapter President. Active members must inform the Secretary should they wish to attend 2 business days prior to the meeting

1. The member will be asked to leave for any confidential content.

### **SECTION 4: Confidentiality**

a) Chapters will engage with confidential information within sisterhood spaces, rituals and chapter meetings.

b) Chapters are highly encouraged to communicate to the members when they are addressing confidential information to ensure the chapter members are aware of this.



c) Under no circumstance may confidential information be shared with non-members or within non-secure spaces.

d) Any breach of confidentiality is subject to judicial consequences

## **SECTION 5: Chapter Meetings**

a) Throughout the Fall/Winter Term, chapter meetings must be held once a week to discuss chapter business.

1. Chapter meetings are suspended once the chapter's affiliated schools' final examination periods (for first semester & second semester) begin.
2. Chapter meetings do not resume until the first week that classes are back in session. If a chapter recruits from multiple schools, it is up to the chapter to decide which academic calendar to follow.

b) All active sisters attending weekly chapter meetings and/or Executive Council meetings must physically be in attendance.

c) Chapter Meeting attendance is mandatory for all active, initiated members.

1. Should an active, initiated member be unable to attend a chapter meeting, they must inform the Secretary no less than 24 hours before the scheduled chapter meeting. It is up to the Secretary's discretion as to whether or not the member's absence will be excused.
2. Should a member of the Executive Council be unable to attend a chapter meeting they must inform the Secretary and President no less than 24 hours before the scheduled chapter meeting.
  - a. Their absence will be considered unexcused, unless they provide sufficient documentation (i.e. doctor's note if sick, email stating a trip home, etc.) to the chapter, in which case their absence will be considered excused.
  - b. They must also appoint a proxy to speak on their behalf of their office at the chapter meeting.
3. Schoolwork is not an excuse for being absent from a chapter meeting.
  - a. Exceptions can be made when an exam/schoolwork is during or immediately following the scheduled meeting time, with discretion from the Secretary
4. Chapters reserve the right to introduce fines or consequences when a member is absent from too many mandatory events.

d) Chapter must be held in a location that meets all sister's accessibility needs. Any other form of participation in meetings may be granted at the discretion of the Secretary.

e) All Chapter Meetings must begin with a Land Acknowledgement followed by the Alpha Pi Phi pledge, led by the chair of the meeting. For security purposes, the Chapter Advisor (or next in line on the Executive Council) should stand outside the room where the Chapter is taking place to ensure the pledge is not overheard.

f) All phones may be collected by the Chair at the beginning of the meeting and may only be returned after the meeting has been adjourned, or used for members to put dates into their calendars.

g) It is encouraged that newly initiated members are supported during their first semester especially in respect to chapter votes.

1. Chapters are encouraged to share all relevant information to newly initiated members to educate them on all votes including but not limited to elections.

h) Active members in their pledging period are prohibited from attending chapter meetings.

i) Alum and distant members are permitted to attend chapter meetings, provided they inform the secretary at least 24 hours in advance, but do not have voting privileges in chapter meetings.

j) All Chapters members must use Robert's Rules of Order in their chapter meetings.

k) Members must be sober in order to attend chapter meetings.

## **SECTION 6: Quorum**

a) Quorum within a chapter is broken down to two different things:

1. The number of people needed to call a meeting
2. The number of votes needed to pass a motion / vote

b) Meeting quorum constitutes  $\frac{2}{3}$  of the active initiated members.

1. If Quorum is not met, the meeting cannot take place and must be rescheduled.

c) Voting Quorum is:

1. 50%+1 (a simple majority) is required for all chapter votes and elections
2. Any vote related to membership status (including alum, Membership Select and so on) must meet a  $\frac{2}{3}$  majority

## **SECTION 7: The Chair**

a) The meeting does not start until the Chair (President) calls the meeting to order. The meeting does not end until the Chair motions to adjourn and is seconded.

b) The Chair must remain neutral in all Chapter meeting proceedings. This means that the Chair of a meeting:

1. Cannot vote in Chapter meetings
2. Cannot make motions or nominations in Chapter meetings
3. The Chair can only share factual information during a discussion

c) The Chair cannot start nor end the discussion.

## **SECTION 8: Chapter Agenda**

- a) Chapter meeting minutes will follow the Alpha Pi Phi template.
  - 1. All Chapter minutes will be shared with ICAPP through google drive.
- b) At least 24 hours prior to the meetings, members must submit their agenda points at the discretion of the Secretary.
- c) All Agenda's must include an old business and new business section to ensure anything from the chapter meeting prior is not forgotten.

## **SECTION 9: Chapter Conduct**

- a) In a pro-con-pro discussion, raise a thumb up (pro) or thumbs down (con) can be used to indicate which side of the speakers list you should be placed on.
- b) Chapter members are required to be respectful and compassionate to follow members during Chapter meetings.
  - 1. Should a member not be behaving appropriately they can be asked to leave.
- c) Proper pin attire is required for all formal and business meetings.
  - 1. No jeans, running shoes, flip flops, winter boots, sweatpants, or leggings as pants are allowed. This attire may be called business casual. Attire specifics should be outlined in chapter bylaws and regulated by the Secretary.
  - 2. This dress code does not apply to casual chapter meetings, which chapters are permitted to have once a month.

## **SECTION 10: VOTING**

- a) Throughout the year Chapters will experience a number of votes.
- b) There are a variety of voting methods which can be used by the chapter. These types include:
  - 1. Ballot votes must be used for
    - a. New Member Selection
    - b. Votes involving a Sister's membership status
    - c. Elections
    - d. Discussion on Chapter finances (ex. Dues, etc)
    - e. If requested by a voting member and approved by the Chair
  - 2. General consensus or "heads down, hands up" style votes may be used for all other voting
- c) Votes can be called by any member of Alpha Pi Phi. However only the Chair and the Chapter Advisor may conduct the vote.
  - 1. Should the Chapter Advisor not be present the Vice President will take their place.

d) Should the chapter choose to do a ballot vote the Chair will indicate what members are voting on and how they will indicate their vote.

e) Sisters reserve the right to abstain from votes as they wish.

1. Abstentions are considered to be that the voting person is comfortable with either outcome, or the voting person does not have enough information at the time to make an informed vote
2. Abstentions do not count towards vote quorum. This means the total number of votes required will change.

f) Reopening Votes

1. Anyone may call for a re-vote, and the call must be seconded for a re-vote to occur.
2. A revote must be held in the same meeting as the original vote.
3. A pro, con pro, discussion structure must be followed prior to the vote.
4. It is encouraged that a member only motions for a revote if there is new information to be presented.
5. After a revote is held, the decision is final.

g) Sisters with no vote must abstain from all voting by either writing “abstain” on their ballots or raising their hand to abstain.

h) All Membership Discussions must have a minimum of 3 pros and 2 cons, all of which should be pillars or values based from a minimum of 3 different sisters prior to voting being able to commence.

## **SECTION 11: Rush**

a) Chapters must recruit new members twice a year during a period known as “Rush.” Rush is intended to introduce Potential New Members (PNM’s) to the Alpha Pi Phi experience, and for Active Sisters to meet PNM’s and ensure they will contribute positively to Alpha Pi Phi, and uphold our mission and pillars for their life before offering a Preference.

1. Rush dates are to be set by each individual Chapter

b) Each Rush must contain the following elements

1. A meet-and-greet
2. Preference Party/Invitation Only event.
3. Bid Day Sisterhood.
4. Recruitment Information Form

c) Alpha Pi Phi encourages chapters to build creative and fun rush periods that reflect Alpha Pi Phi and the beauty of the sisterhood.

d) Should chapters need support throughout the rush process they are encouraged to connect with the International Vice President of Expansion.

e) Alpha Pi Phi encourages New Member Classes to contain a minimum of four members. The goal of this is to ensure adequate chapter growth and that a new class can continue to flourish.

f) Alpha Pi Phi recognizes that reaching four members each semester is not always possible for all chapters and should a chapter be struggling with their rush periods the International VP of Expansion will work with the chapters to ensure the chapter rush process is well planned and implemented.

1. This will be developed as a partnership between ICAPP and the chapter as ICAPP understands that the members of the chapter are the experts of their chapter and the campuses.

g) Should the Chapter not obtain the desired number of Potential New Members during formal recruitment, they can conduct Continuous Open Bidding in the 2 weeks following formal recruitment.

1. Invitations for Continuous Open Bidding can be sent out immediately following formal recruitment pinning. How and to whom the invitations are sent out to is up to the individual Chapter's discretion.
2. For each Potential New Member who accepts an invitation, a coffee date is to be set up with two active sisters, one of whom must be on the executive board. Following the coffee date, the New Member will be required to complete the standardized recruitment form.
3. At the Chapter meeting following the coffee date, the two sisters who were present must provide the Chapter with a summary of coffee date and read the answers from the standardized recruitment form. The Chapter will have the opportunity to ask the present members questions about the Potential New Member before formal discussion begins.
4. d. New Member selection will be conducted the same for Continuous Open Bidding as it was for formal recruitment.
5. If the Chapter votes to extend a bid to the Potential New Member, the executive member who was present at the coffee date will extend a virtual bid the following day.
6. On the second Sunday following formal recruitment pinning, there will be a mandatory sisterhood event where all active sisters will be able to meet the New Members from Continuous Open Bidding.
  - a. Following the sisterhood event, PNM's will be asked to send the president an email with 3 choices for who they would like to be their big.
  - b. During the following exec meeting, Big/Little selection will occur. Due to the limited timeframe, applications will not be required, but each active member must send an email to the chapter president of the names of at least 2 PNM's they would like as their little.
  - c. Big/Little matches will be based on the preference of the little on the basis that the chapter believes the match is in the best interest of the little.
7. In the event that the Chapter is divided on COB implementation, President and NMSO will make the decision based on the best interest of the chapter

# Elections

## **SECTION 1: Process**

- a) Elections for Executive Council Offices and Chair positions must be held once a year, toward the end of the winter term. In the event that there is a vacancy of any officer or chair, an election must be held as soon as possible to fill the vacant position.
  
- b) The annual election date must be set in the winter term calendar and voted upon by the chapter no later than four weeks into the winter term.
  
- c) Nominations for Executive Council Officers and Chair positions must be made at a formal chapter meeting, a minimum of one week before scheduled chapter elections, under “New Business”. The President must open the floor to nominations prior to speeches.
  - 1. Proxy nominations are not permitted.
  - 2. Only active initiated members may make a nomination
    - a. Nominations must be seconded by another sister. This sister must state the first pro in the discussion the following week
    - b. Members may accept or decline nomination at any point prior to speeches.
    - c. It is the responsibility of the President and Vice President to ensure that all nominated members are in good standing and are eligible for the position(s) for which they have been nominated, as per the constitution and chapter bylaws.
    - d. A member may be nominated for more than one position.
  
- d) Campaigning for an Executive or Chair position is strictly prohibited.
  - 1. Campaigning is:
    - a. Asking members to vote for you
    - b. Promising individual our groups of members something in return for their vote
    - c. Asking members what they would like to see from you in a specific role before you hold that position
  - 2. Campaigning is NOT:
    - a. Asking for a nomination, or sharing who you plan to nominate
    - b. Indicating you plan to run for a position
    - c. Sharing with someone you think they would do well in a position
    - d. Sharing your ideas for a position
    - e. Having a sister edit or read your speech before you give it
    - f. Reaching out to the current position holder to learn more about the role and it’s responsibilities
  
- e) An active, initiated member wishing to be elected to the position of Chapter President

must have previously served on the chapter's Executive Council for a minimum of one term (two full semesters or one academic year), prior to the date of elections.

1. If there are no eligible candidates, an active, initiated member who has served half a term (one semester) on the Executive Council is eligible.
2. If there are no eligible candidates, then active, initiated members from the chapter may be nominated.

## **SECTION 2: Speeches**

a) Each nominated candidate is to prepare a speech for the chapter, to be read the following week during "old business."

1. Speech times are not to exceed five (5) minutes for President,
2. Three (3) minutes for executive positions and Chapter Advisors
3. Two (2) minutes for chair positions.

b) The President will run elections in order of position rank followed by all chair positions.

c) Once the President has closed nominations from the floor, all sisters who have accepted a nomination for that specific position will be asked to leave the room and wait in a designated area where they cannot overhear the proceedings. The candidates will enter the room, one at a time, to deliver their speech. Once they have finished their speech, they will leave the room and the Chair will call on the next candidate.

d) The order of speeches will follow the order of nominations in accordance with the approved minutes and current minutes stating nominations from the floor.

e) Distant sisters may be nominated for a position(s) and submit a speech to the President prior to elections.

## **SECTION 3: Discussion**

a) While the candidates are still out of the room, the Chair leads a pro-con-pro discussion of each candidate

b) All comments must be professional and relevant to the sister's ability to perform in the position in question or on the Executive Council in general.

c) Current relevant judicial matters are able to be noted.

d) If the President wishes to state facts about the candidate's ability to be in the position they must advise Chapter Advisor 2 business days beforehand and submit their points.

1. Once approved, the Chapter Advisor will then chair that position's discussions.

## **SECTION 4: Voting**

- a) Following discussion, members will cast their ballot vote.
- b) When voting between multiple candidates, write only the name of the candidate you wish to hold the position. You may also write “No” or “Abstain.”
- c) Voting “No” will count towards quorum and is a statement of non-confidence in all candidates.
- d) Should there only be one (1) candidate running for a position, the vote will be a vote of confidence.
- e) All sisters must hand in a ballot for every vote, those with no vote must write “Abstain” on their ballots.
- f) Only after voting is complete may the candidates for the position re-enter the room.
- g) There should be no discussion of any kind until all votes have been collected and counted
- h) In situations where there are three (3) or more candidates running for the same position, if a candidate does not receive 50% + 1 on the first vote, those who received less than 20% of the votes will be eliminated from the running.
  1. These sisters can re-enter the continued discussion on the remaining girls and the quorum must be recalculated.
  2. This cycle will continue until a 50% + 1 threshold has been reached by the Chapter in favour of one candidate.
- i) Should a sister win an executive position, they are disqualified from running for all remaining positions.
  1. With the exception of small chapters (30 or fewer members).
- j) Should a sister win the maximum chair positions as per the operations manual, they are disqualified from running for all remaining positions.

## Transferring Chapters

### **SECTION 1: Overview**

- a) Should an active member in good standing have to leave the chapter, they are eligible to become an active member of another chapter, so long as they will be attending the school where the chapter resides and remains an undergraduate student.
- b) They will undergo a transition period, lasting one academic semester, where they have a voice in chapter meetings, but no vote and no eligibility to receive a little during this time.



c) Should a member in bad standing have to leave the chapter, they are eligible to become an active member of another chapter, however, consultation between both Executive Councils must occur and should include a full explanation of the situation. In the case of a member in bad standing, it is the decision of the new chapter whether or not the individual will become an active member at their chapter.

## **SECTION 2: Transfer Period**

a) Should an active member apply to transfer to another chapter, they must complete the Chapter Transfer Application Form and submit via email to their current chapter President.

1. The Chapter President is then responsible for connecting with the new chapter and ICAPP President.
  - a. Should the new chapter accept the application, the individual will begin the transfer process.

b) During the semester transition period the MDO will mentor the transferred member and teach them chapter specific history and knowledge.

1. The member will be tested on their knowledge at the end of the semester transition period.
  - a. If the transfer member does not pass the test, they will not be accepted into the new chapter and will proceed with the process of applying for alum status from their home chapter.

c) At the end of the member's transition period:

1. The member will choose a list of top three members to become "twins" with, taking on their family colours.
2. The Executive Council of their new chapter will then pair them with one of their top three choices in a meeting similar to the big/little selection process.
3. The member will represent the family of the chosen twin going forward but maintains membership in both her original family line as well as the new family.
4. All of the transferred sister's new little sisters and family line will be members of the new family only, not of the transferred sister's previous family.

# Removal of Executives / Members

## **SECTION 1: Process**

a) At any time throughout the Fall/Winter Term, an active, initiated member may petition to have an Executive Council Officer and/or Chair removed from their position, should they believe that the Officer and/or Chair is not fulfilling their duties as outline above, or in the chapter bylaws

b) This individual must petition the Executive Council, during an Executive Council meeting, stating why they believe that the Officer and/or Chair in question is inadequately

performing their Office and/or Chair duties;

1. Why they have lost confidence in the Officer and/or Chair;
2. Why they believe that the Officer and/or Chair is not acting in the best interest of the chapter

c) If the Executive Council finds reason behind the petition for the removal of an Officer and/or Chair position, then a motion to remove said Officer and/or Chair must be put on the agenda for the next chapter meeting, under “New Business.”

d) At the next chapter meeting a motion/petition must be made for the removal of the Officer and/or Chair in question. If the motion reaches a vote, the Officer and/or Chair must be given a chance to share their side of the story before a chapter discussion and vote takes place.

1. Should the chapter vote 50%+1 or more in favour of removing the Officer and/or Chair from their position, then the Officer and/or Chair will be removed from their position and elections will be held as soon as possible to fill the vacant role.
2. Should the chapter vote less than 50%+1 in favour of removing the Officer and/or Chair from their position, the Officer and/or Chair will remain in office and chapter business will be conducted as usual.

e) In the event where the members of the Executive Council feel one of their members should be removed from the Council without the involvement of the chapter, the Executive Position Removal Form should be completed and submitted to ICAPP for approval.

f) In the event that the Judicial Board feels that there is cause for the removal of an Executive Council or Chair member from their position:

1. The motion does not have to go through the Executive Council first and may be brought directly to the Chapter.
2. The Executive Council member or chair position holder must first be notified in a formal email that this motion will be brought forward as consequence for their judicial actions.
3. Either the Vice President or Risk Management Chair, as the only non-secret members of the Judicial Board, must make the motion for said removal in the next chapter meeting under “New Business” on behalf of the Judicial Board.
4. The Officer or Chair must be given a chance to share their side of the story before a chapter discussion and vote takes place.
5. Should the chapter vote less than 50%+1 in favour of removing the Officer and/or Chair from their position, the Officer and/or Chair will remain in office and chapter business will be conducted as usual.

# Relationship to ICAPP

## SECTION 1: Overview

- a) All chapters are required to have a relationship with the International Council of Alpha Pi Phi. The goal of this relationship is to ensure that Alpha Pi Phi is moving in a positive direction which maintains our mission, pillars and values while also working to include the needs of all members of Alpha Pi Phi.
- b) The goal of the relationship between Chapters and ICAPP is to support the sisterhood and to collaborate as much as possible.
- c) No member may knowingly lie to ICAPP, should it be proven that a member is lying then judicial consequences at the ICAPP level are possible.
- d) All members must reply to ICAPP emails within two business days from receiving.
- e) ICAPP has the ability to attend any chapter's ritual events or meetings.
  - 1. 24 hours of notice are required for meetings.
  - 2. 48 hours of notice are required for rituals.
    - a. The wedding and omega ritual are exempt from this rule.

# Policy Infraction Operations

## **SECTION 1: Authorities**

- a) Alpha Pi Phi directs Chapters to address issues in a way where all involved are able to learn, benefit, and continue to grow as members of Alpha Pi Phi. This includes:
  - 1. Standing
  - 2. Mediation
  - 3. Probation
- b) Active Alpha Pi Phi Members can be placed in one of two standing positions:
  - 1. Good Standing is when an active member is successfully meeting all membership requirements of Alpha Pi Phi as outlined by Alpha Pi Phi's governing documents and Chapter bylaws
  - 2. Bad Standing is when an active member is not successfully meeting all membership requirements of Alpha Pi Phi governing documents and Chapter bylaws.
- c) Mediation is understood as a process where both active members and AMPPs are able to work through conflict between one another with the assistance of a third party person (often the Vice President or Risk Management Chair).
  - 1. Any issues involving Alum should go directly to ICAPP.
- d) Probation is a contract between a member and the chapter / organization. This contract has rules and responsibilities connected to it which all members are required to uphold.
- e) ICAPP has the ability to remove members from any chapter of Alpha Pi Phi (including active, distant, alum, AMPP, and honorary).

f) Chapters have the ability to remove membership (including active, AMPP, honorary and distant membership) from a member of their chapter with a  $\frac{2}{3}$  vote by the chapter.

g) The Executive Council has the ability to determine the individual standing (good or bad standing).

1. In the event of a small chapter with no J-board, Exec will absorb the authority of J-board.

h) Judicial Boards have the ability to place a member on probation, recommend meditation, recommend removal of position when the member has undergone the judicial process.

i) Risk Management and the Vice President have the ability to recommend probation, meditation and/or bad standing.

## **SECTION 2: Standing**

a) A member can be placed in bad standing when they have not fulfilled the membership requirements as outlined by Alpha Pi Phi's governing documents and Chapter by-laws. The Vice President will handle all conversations regarding standing

b) When a member is placed in bad standing, they maintain the following rights as a member:

1. A voice in chapter
2. A vote in chapter
3. The ability to attend ritual, philanthropy, sisterhood, and academic events
4. Appeal your standing to Exec

c) When a member is placed in bad standing, they no longer have the ability to obtain a title.

d) When a member is placed in bad standing, is it recommended that they do not hold a chair position.

e) Chapters are able to add additional roles and responsibilities in order to secure good standing.

1. These rules must be stated clearly within Chapter bylaws

## **SECTION 3: Mediation**

a) Alpha Pi Phi understands that Alpha Pi Phi members are experiencing a great deal of change in their lives while active members. Through these changes, mistakes will be made; and all members are human.

b) Alpha Pi Phi will be respectful and restorative-oriented in addressing all mistakes and

rule infractions.

c) The goal of addressing risks, rules infractions, and mistakes is restorative and to allow all members to fulfill the mission, vision, and pillars of Alpha Pi Phi and their personal success.

d) Mediation is encouraged for any interpersonal issues which may be impacting the chapter or is requested by members within the chapter.

e) The third party person for any Alpha Pi Phi mediation will be a member of the Sorority. It is required that this person is someone not engaged in the issues and does not have personal bias to the members involved. Alpha Pi Phi encourages that this person is a leader or senior member of the organization, typically the Vice President.

f) Mediations which are addressed by any member of the executive or by a Chapter Advisor must be noted by the Vice President for record keeping.

1. Minutes and/or a summary should be taken and shared with the Co-VPs of Standards and Risk Management.

g) Alpha Pi Phi members attending a mediation should present a draft of the topics they would like to discuss within the mediation.

#### **SECTION 4: Judicial Board & Probation**

a) Alpha Pi Phi requires that large chapters (31+ members) have and maintain a j-board, however small chapters (30 or fewer) are not required.

1. Should a small chapter wish to have a j-board may do so as outlined below.

b) The role of the Judicial Board is to uphold Alpha Pi Phi's governing documents, and make recommendations on how to enforce Alpha Pi Phi's governing documents to the Vice President. The Vice President is responsible for enforcing what comes out of J-board.

1. Judicial Boards have the ability to place a member on probation, recommend mediation, or recommend removal of position when the member has undergone the judicial process.
2. Probations are designed for sisters to improve their behaviour and learn from the judicial issue.
  - a. Alpha Pi Phi will be respectful and restorative-oriented in addressing all mistakes and rule infractions.
3. All notes from any J-board meetings are to be kept confidential amongst the J-board members, Risk Management Chair, and Vice President

c) The Judicial Board is to be composed of:

1. The Vice President, Risk Management Chair, and five other non-executive, Active members.
2. The Vice President and Risk Management Chair will select members to be on J-board for the academic year, and communicate to those members that they have been selected to serve on the board by the first chapter of the year

- a. If there is no Risk Management Chair, then the President and Vice President will select the members. The Chapter Advisor may be consulted if necessary.
- 3. Each of the five, non-executive members should represent a different class in the Chapter, if possible.
- 4. People selected to be a part of the Judicial Board cannot decline their invite to the board, and can only be removed at the discretion of the Vice President.
  - a. In extenuating circumstances, issues may be raised to the Vice President and upon the Vice President's approval, the invite can be declined.

d) Judicial Board members should remain anonymous at all times to other members of the organization. This means, members of Judicial Board do not share that they belong to Judicial Board with any sister or person, and any sister brought forward to Judicial Board maintains secrecy of its members

- 1. If an individual should share the names of sisters currently sitting on Judicial Board, they will need to be brought forward for a judicial meeting. Following said meeting, the VP and Risk Management chair will need to decide if the integrity of the Board has been compromised and members need to be replaced.

## **SECTION 5: Judicial Board Operations**

a) A sister should be brought to Judicial Board when they have breached any of Alpha Pi Phi's governing documents, or their respective Chapter's bylaws

b) Any member with a concern regarding another member's action(s), where they feel they should be brought forth to Judicial Board, should email their complaint/concern to a shared judicial email address held by the Vice President and Risk Management Chair. Once a matter/concern has been disclosed to the Vice President and the Risk Management Chair, it is then the responsibility of the Vice President and Risk Management Chair to schedule a meeting within 1 week of being informed of the issue.

- 1. At no point should who/whom brought forward the concern be revealed to the person in question, as Alpha Pi Phi seeks to address the problem/issue

c) This meeting should be formal, and must include all members of the Judicial Board as well as the parties involved in the matter/concern.

- 1. If a member of the Judicial Board has a conflict of interest regarding a specific case, the member must recuse themselves.

d) Prior to the meeting, the Vice President and Risk Management Chair should ensure that all documents which are relevant to the issues are present:

- 1. Any emails, screen shots, list of members and/or governing documents.

e) At the beginning of the meeting the Vice President and Risk Management Chair will share the various documents and overview of the situation, and the specific part(s) of the policy that was broken.

f) Once the members of Judicial Board have been informed of the background of the issue, the member in question should then come into the meeting, and is able to share their experiences with the board.

1. The member is welcome to share any and all elements they believe are important and/or relevant.
2. The Vice President chairs this meeting with the assistance of Risk Management.

g) Following this the Board is able to ask clarification questions, inquiring questions etc to ensure all board members feel they understand what has happened, and feel comfortable making a decision.

h) If more than one member is involved in the situation all members should be invited to individual meetings to share their experiences.

1. Members are able to refuse attending j-board meetings should they wish, however this can result in consequences for all involved members.

i) When all members of the board feel ready to discuss and the member(s) in question feel they have been heard, then the member(s) in question should be asked to leave the room while Judicial Board discusses.

1. All members except the Vice President have a vote during J-Board. The Vice President will vote in the case of a tie.
2. All members on J-Board have a voice.
3. Votes will be casted using secret ballot format. The vote must reach 50%+1 to pass. Judicial Board has to decide:
  - a. Whether a restorative probationary contract is needed
  - b. If a restorative probationary contraction is needed, what the terms of the contract are. A restorative probationary contract should be related to the policy that was broken, in efforts to encourage the member to follow the policy accurately. This is often understood as asking the member to dedicate more time to the organization, such as organizing an event, doing additional work to promote the Chapter on campus, or going over a policy more in depth with a support buddy. If a member is recommended to be removed from a position, Alpha Pi Phi asks that the J-board seeks to understand why they were struggling in their position to avoid this in the future and offer resources.
  - c. Or if no further action is needed at this time.

j) Once a decision has been made, the member will then have a private conversation with the Vice President and if available, the Risk Chair.

1. The Vice President has the ability to disclose the issues and terms of the restorative probationary contract to the Executive Council as needed.
2. Should this information need to be shared it must be done with the expectation that the terms of contract will be kept confidential.

k) After the terms of the contract have been agreed upon at the Judicial level, an email is to be sent to the members involved.

1. Those who brought forward the concern must be notified that the concern is resolved. However, they are not privy to any of the discussion or outcomes of the judicial meeting
2. Those members who may require a restorative probation contract will communicate with the Vice President
  - a. These members have the ability to negotiate and/or clarify any elements of the contract
3. The probation contract must be signed by the member and the Vice President and must be kept for records by the Vice President.

l) If the member in question does not approve of the terms of the contract, they may appeal the decision. The intent to appeal should be stated by the member when presented with the formal contract by the Vice President and Risk Management. The official appeal should be directed towards the Executive Council.

1. The appeal should be done within a week, this can be extended to two weeks if needed.

m) No member is able to knowingly lie to their j-board, in the event that they have the member will be placed on probation, or can be sent to ICAPP for further judicial action.

## **SECTION 6: Appeals**

a) If the member(s) and the J-board are unable to agree on a probationary contract then the appeal must go to the International Co-Vice Presidents of Standards and Risk Management.

b) If the intent to appeal is expressed, then a formal meeting with the International Council of Alpha Pi Phi and the member in question will be scheduled within two business days by the International Co-Vice Presidents of Standard and Risk Management.

c) The member should email the International Co-Vice Presidents of Standards and Risk Management the situation and their reason for appeal in a formal email.

## **SECTION 7: Formal Concerns**

a) Only formal concerns can be addressed by the Risk Management Chair, VP, with the exception of hazing and discrimination. Any instances of the former will automatically be investigated by the Co-International VP's of Standards and Risk Management. Formal concerns are limited to emails, or formal messages.

1. Should an issue be brought forward to other members of the executive committee it should be redirected to the Risk Management Chair, or Vice President.

## **SECTION 8: Issues**



a) Alpha Pi Phi highly encourages that only the breaking of rules, governing documents, morals and pillars are addressed in a formal judicial process, and that chapters do not address personal issues between sisters using J-Board.

1. This means that if a sister is violating any of the Alpha Pi Phi documents they should be addressed.

b) The Vice President must communicate to those involved as much information as possible and any specific consequences they may be experiencing in a formal email.

c) Following the completion of the Judicial process the Vice President must complete a judicial form which should be stored within the chapter.

### **SECTION 9: Expulsion**

a) Expulsion should be a last resort option when all other forms of resolution have exhausted. Members must try either mediation or J-Board before they can bring anyone forward for expulsion, excluding lack of communication as stated above.

b) Membership in the Sorority can only be dissolved in the event of membership expulsion or disaffiliation from the organization.

c) Any member of the organization can be expelled for failure to comply with Alpha Pi Phi's mission and pillars, as outlined in Alpha Pi Phi's governing documents and policies. This includes but is not limited to:

1. Major breaches, or repetitive minor breaches of Alpha Pi Phi's governing documents.
2. Expulsion can also be considered for any sister that is involved in or commits an illegal offense.
3. If a member has not fulfilled their active duties and has not communicated their membership intentions to a member of the Executive Council for 8+ weeks, the sister's membership will automatically be brought forward to the chapter for expulsion
  - a. Prior to being brought to chapter, a member of the Executive Council must reach out to the individual a minimum of 2 weeks prior to the expulsion discussion via email.
  - b. They must inform the sister that they have 2 weeks to communicate with the Executive Council about her intentions within Alpha Pi Phi or they will be brought forward for expulsion.

### **SECTION 10: Process of Expelling an Active Member**

a) Expulsion should be a last resort option when all other forms of resolution have exhausted. Members must try either mediation or J-Board before they can bring anyone forward for expulsion, excluding lack of communication as stated above.

b) If all other forms of resolution have been met then any active member has the ability to include expulsion to a chapter meeting.

1. The member must then move a motion at chapter to expel said member.
2. The vote must pass by a  $\frac{2}{3}$  majority to expel a member

c) In the event of expulsion from the Sorority, the chapter must provide a copy of the Expulsion Document, explaining the causes and grounds for expulsion, to the individual and ICAPP.

d) If an Alum member wishes to expel an active member they must bring the motion to ICAPP.

1. For any expulsions which meet ICAPP, they will follow the ICAPP judicial process.

e) If an active or an alum wishes to expel an alum member they must bring the motion to ICAPP.

1. For any expulsions which meet ICAPP, they will follow the ICAPP judicial process.

### **SECTION 11: Disaffiliation**

a) Membership in the Sorority can only be dissolved in the event of membership expulsion or disaffiliation from the organization.

b) In the event of disaffiliation from the Sorority, the individual must first consult the Vice President and/or the Chapter Advisor, and then present a letter to the chapter, explaining her reasons and intentions for disaffiliation

1. Once the statement has been received by the chapter, the individual's membership will be immediately dissolved.
  - a. It is recommended that the President reads these letter to the Chapter
2. All letters of Disaffiliation are to be sent to the International Co-Vice President's of Standards and Risk Management

c) The individual must return all Alpha Pi Phi documentation, belongings and paraphernalia to the Sorority; and may no longer refer to or associate themselves with the Sorority.

1. If the Chapter is having any struggle connecting with the disaffiliated member about any documents or paraphernalia Chapters are required to connect with the International Co-Vice Presidents of Standards and Risk Management to allow ICAPP to take over the process.

d) A potential refund may be awarded to said individual for returning Alpha Pi Phi documentation, belongings and paraphernalia.

e) After an official disaffiliation is confirmed, the chapter must inform the International Co-Vice President of Standards and Risk Management of the disaffiliation within 2 business days for records and removal of content information.

- f) If an initiated member disaffiliates from the sorority, and they wish to retract their disaffiliation letter, the Reaffiliation Process must be followed.
1. It is advised that when Presidents receive communication from members about disaffiliation, the President should wait 2 business days before communicating the decision to the Chapter.
  2. The member has 2 business days from presenting the letter to the President to retract their disaffiliation.
    - a. The member could be placed on probation by the Executive Council if it is deemed necessary; however the Executive team must connect with CoVPs of Standards and Risk Management to support the next steps.

## **SECTION 12: Reaffiliation**

- a) On occasion members have disaffiliated, or people who have been forced to disaffiliate due to an Alum status from Alpha Phi Pi when it should not have happened.
1. Alpha Pi Phi works hard to ensure that this does not happen and works with our members to ensure that they feel supported while a member however on occasion this does happen
  2. These members have the ability to reaffiliate with Alpha Pi Phi one time.
- b) The steps which must be followed to reaffiliate with Alpha Pi Phi are as following:
1. Send in a letter of intent to ICAPP, including the Chapter Advisor and President of home chapter within 5 years of disaffiliation and the letter must include the following information:
    - a. Original Initiation Date
    - b. Date you disaffiliated
    - c. Reason for disaffiliation
    - d. Reason for wanting to reaffiliate
    - e. If you are wishing to reaffiliate as an active or an alum
  2. Co-VP's of Risk Management and Standards will conduct an investigation to consider the standing of the member and that reinstating this member will not cause undue harm to current members. This investigation can include but is not limited to:
    - a. Talking to current actives at the chapter
    - b. Talking to members who were active at the time of this members disaffiliation
    - c. Speaking with VP and President of home chapter to insure member was in good standing and gaining information on any judicial issues from the past
  3. Co-VP's will then present any information to ICAPP, Chapter Advisors and Chapter President upon request of the member for vote

- a. If member is wishing to reaffiliate as an active once the vote passes ICAPP and CA's the final vote will go to the current active chapter
  - b. If member is wishing to affiliate as alum chapter president will be notified of the decision and it is up to them to inform their chapter
4. Once members have been granted letters back they must pay the reaffiliation fee - the amount of which will be set by ICAPP in consultation with the home chapter.
  - a. The fee will support with getting their Alpha Pi Phi official sweater, pin and any additional dues or costs associated with reaffiliation
  - b. If the member reaffiliates as an active members the Chapter Treasurer will collect the fee
  - c. If the member reaffiliates as an alum member the Vice President of Finance will collect the fee
5. Once reinstated and fees have been paid member will be placed on probation for a minimum of one year, probation must include the follow, however additional elements can be added if deemed necessary:
  - a. Active: Remain in good standing, attend five sister dates with actives at their home chapter, and are not permitted to hold an exec position during this year but are encouraged to hold chair positions
  - b. Alum: They must attend five sisterhood dates, two sisterhood events, these are encouraged to be at their home chapter, if not possible they can be held with any active sister within Alpha Pi Phi and sisterhoods may be from another chapter active or alum. If not physically able to attend any chapter events virtual events and dates are allowed but should be used as a last resort. This member is not allowed to sit as an ICAPP Officer, Chair or serve as a CA during this probationary period but are encouraged to join any international council committee

## Anti-Hazing

a) The prevention and elimination of hazing is the responsibility of each individual member of Alpha Pi Phi Sorority, including chapter Executive Council, active members, Alum and ICAPP members.

1. Alpha Pi Phi expects every member to report any and all instances of hazing or discrimination to the International Co-Vice Presidents of Standards and Risk Management immediately, and no later than 48 hours after the incident occurred.

b) Any member whose actions and/or attitudes that are not in accordance with this Policy will be subject to disciplinary action, which may result in probation or termination of membership. Additionally, acts of hazing can result in civil and criminal liability on the part of those individuals engaged in such activities.

c) Alpha Pi Phi Sorority defines activities of hazing as any mental or physical requirement, request, or obligation placed upon any person (e.g. a pledging, active, alum, honorary member or guest) which:

1. Could be harmful to the health and/or welfare of the person. This includes but is not limited to:
  - a. Physical violence, including but not limited to pushing and shoving;
  - b. Forced consumption of liquid, food, drugs and/or alcohol;
  - c. Non-consensual physical contact of any sort or in any form;
  - d. Creation of excessive fatigue; physical and psychological shock(s), including purposefully triggering or targeting a person for any identity (race, sexuality, religion, etc.)
2. Is degrading to the individual involved, which would be defined by:
  - a. Inflicting emotional or physical distress;
  - b. Wearing of apparel which is demeaning, discrediting, shaming and/or humiliating;
  - c. Forced engagement, either publicly or privately, in stunts of ridicule and/or mockery;
  - d. Morally degrading or humiliating verbal abuse, activities, or games;
  - e. The destruction and/or removal of private property and any other such activities that are not consistent with educational purposes, academic achievement, the Mission Statement of the sorority, sorority policy and procedure, and sorority rituals.
3. Violates any federal, provincial, or municipal laws or post-secondary institution policy

- d) All Chapters (active and alum) must host an anti-hazing seminar each semester.
- a. Official Alpha Pi Phi anti-hazing presentation will be located on the website in the members only section.
  - b. Chapters are welcome to add additional information and localized resources however are not allowed to remove anything provided.

## Drug and Alcohol Policy

### SECTION 1: Overview

a) The Alcohol and Drug Policy will apply to all membership types. This will also apply to any and all guests in attendance of an Alpha Pi Phi event, or on Alpha Pi Phi property.

1. Alpha Pi Phi property is considered to be any space that is used for an Alpha Pi Phi event, that is associated with Alpha Pi Phi Sorority, or owned by Alpha Pi Phi.

b) The Chapter and individual members must comply with all laws regarding alcohol and controlled substances in accordance with the geographical location of their respective Chapter.

c) It is important for all members of Alpha Pi Phi Sorority to note that any individual member who fails to comply with the Alcohol and Drug Policy will be subjected to judicial action, probation and/or suspension/termination of pledgship or membership by the Sorority.

d) Should a sister of Alpha Pi Phi be dealing with addiction and seeking help, the sisterhood is to support said member as much as possible.

e) No drugs or alcohol are to be consumed at or prior to Alpha Pi Phi Chapter ritual events.  
1. With the exception of the Wedding Ritual and Omega Ritual

## **SECTION 2: Drugs**

a) Sisters are not permitted to use recreational drugs at any Alpha Pi Phi event and/or on Alpha Pi Phi property.

1. Any member of Alpha Pi Phi who is seen, caught or charged with possession of illegal drugs and/or chemicals at an Alpha Pi Phi event and/or on Alpha Pi Phi property will be subject to disciplinary action by the Sorority.

b) Alpha Pi Phi does not encourage recreational use of illegal substances.

1. Alpha Pi Phi does understand that drugs can be used for medical use and this must be respected.

c) Members are not permitted to consume drugs in letters, regardless of regional laws.

1. If necessary, medical marijuana must be consumed with discretion and in a professional manner whenever possible.

## **SECTION 3: Alcohol**

a) Should any member of Alpha Pi Phi of age choose to consume alcoholic beverages at *any* event or function, they are encouraged to do so in a responsible and lawful manner.

1. Should any member of Alpha Pi Phi of age choose to consume alcoholic beverages at an event or function, it must be of their own free will and judgment.

b) Neither the Chapter nor any individual member shall purchase for, serve to, or sell alcoholic beverages to anyone under age.

1. All alcohol brought to Alpha Pi Phi events must be secured and come from the original source
  - a. No member shall be forced to consume alcohol

c) At least one sober sister is required for all events in which alcohol is present.

1. A sober sister is defined as a sister who does not consume any alcohol or drugs during the entire event.
2. The role of this sister is to ensure that the members of Alpha Pi Phi and all guests are safe, and to be an authority for ending the event as necessary.
3. A sober sister is not required at non-Alpha Pi Phi sponsored events.

d) Alpha Pi Phi encourages all of its members to use designated drivers for transportation to and from any event where alcohol may be consumed.

e) Of age members of Alpha Pi Phi are required to know their own limits of consumption and consume responsibly

1. Alpha Pi Phi members are highly encouraged to ensure the well-being and safety of other members and/or guests.

f) Should any member of Alpha Pi Phi feel that an event is feeling unsafe, the safety of the event and/or members is at risk it is their responsibility to speak up and act.

1. Alpha Pi Phi recommends that the member should first speak to the Sober Sister and work together on next steps.

g) Should the Chapter wish to host or co-host an event where alcoholic beverages will be offered at additional rate (i.e. cash bar), it must arrange to hold the function at a licensed establishment:

1. A *sponsored function* is defined as any public activity, event or function
  - a. bearing an Alpha Pi Phi identity
  - b. an observer would associate with Alpha Pi Phi
  - c. financed by Alpha Pi Phi funds
2. A *licensed establishment* is defined as:
  - a. An establishment which maintains and has in full force and effect all valid permits, licenses, and any other required authority to dispense, sell, or allow parties to consume- alcoholic beverages on the premises of the establishment. The establishment must be in strict compliance with all laws, regulations, and ordinances that apply in the geographical location of their Chapter.
  - b. The employees of the licensed establishment shall accept the responsibility of denying service to those who are under age. Additionally, the establishment must accept the responsibility for compliance with any other applicable laws that apply in the geographical location of a Chapter regarding alcohol sale and consumption. All servers, cocktail waitresses and bartenders employed by the establishment must be legally certified to serve alcohol.

#### **SECTION 4: Apparel**

a) Sisters are not permitted to consume or serve alcohol or recreational drugs in letters.

b) Apparel (i.e. "Greek Letters"), "Alpha Pi Phi" written out, jewelry (i.e. active, initiated member pins and pledging pins) and/or paraphernalia, may not be worn at any location where alcohol/drugs are being served/consumed. If you are at an event where alcohol/drugs are being served/consumed please remove, turn inside out, or hide the identifying letters/paraphernalia.

1. Members may opt for an alternative form of apparel or clothing should they wish to identify themselves as an APP member and participate as a group at one of these said events.

# Social Media Policy

## SECTION 1: Overview

a) This policy outlines the guidelines set forward for Alpha Pi Phi's social media presence by Alpha Pi Phi members and its chapter pages. For the purposes of this policy, social media means any facility for online publication and commentary, including, but not limited to: blogs, wikis, social networking sites and tools such as Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr, Tumblr, YouTube, and websites.

b) Alpha Pi Phi members are to publish or comment via social media in accordance with this policy. Alpha Pi Phi members are subject to this policy to the extent they identify themselves as an Alpha Pi Phi member (other than as an incidental mention of place of membership in a personal blog on topics unrelated to Alpha Pi Phi).

c) Alpha Pi Phi members agree to uphold our pillars, moral and ethical standards and therefore they apply to online experiences.

d) The goal of this policy is to ensure all members and Alpha Pi Phi platforms are successful and feel confident with the way in which they are engaging one.

## SECTION 2: Social Media for Chapters

a) Social media identities, login IDs and user names may not use Alpha Pi Phi 's name without prior approval from the International VP of Communications and Alum Relations (example: usernames for external websites).

b) Chapter profiles on social media sites must be consistent with the Alpha Pi Phi website or other Alpha Pi Phi publications.

1. All chapters must adhere to the standard naming convention for all Alpha Pi Phi social media. Examples are below:
  - a. Instagram: alphapiphi\_chapter
  - b. Recruitment Instagram: alphapiphi.chapter\_rush
  - c. Website: alphapiphi-chapter.com

c) International VP of Communications and Alum Relations must approve chapter websites prior to release. Chapters are required to give at least two weeks for review.

d) When posting on behalf of "Alpha Pi Phi Sorority" (example: Facebook pages, APP blog posts, Chapter websites), the post must:

1. Maintain Alpha Pi Phi policies, mission, pillars and values.
2. Be relevant and directly associated with Alpha Pi Phi.



- a. Examples: Alpha Pi Phi Events, announcements and/or member achievements
  - 3. Be supported by the Chapter if posting from another organization.
    - a. It is encouraged that chapters vote on what organizations, events and causes that the chapter supports prior to sharing.
- e) Alpha Pi Phi social media accounts are required to be public accounts to ensure that community members are able to find Alpha Pi Phi and engage with our digital content.
- f) Alpha Pi Phi accounts are not allowed to post photos and/or videos promoting and/or encouraging excessive consumption of drugs and alcohol.
- g) All videos that will be used as Alpha Pi Phi promotional material must be approved prior to distribution by ICAPP (including, but not limited to, recruitment promotion). Ensure materials are sent to the International VP of Communications and Alum Relations prior to distribution.
- h) If a member of Alpha Pi Phi is planning on participating in, or is approached to participate in an interview pertaining to Alpha Pi Phi, the member must notify the International VP of Communications and Alum Relations, who will assist the chapter prior to the interview.
- i) Chapter accounts are required to follow these guidelines:
- 1. Good posts are those that promote
    - a. Upcoming recruitment events;
    - b. The accomplishments of your Chapter's sisters, whether active or alum;
    - c. Sisterhood events; and
    - d. Philanthropic events
  - 2. Posts to be avoided are:
    - a. Ones that promote parties or events that will have alcohol and underage attendees at them
    - b. Ones that glorify the overconsumption of alcohol, illegal substances or their misuse
    - c. Anything that involves sharing of the Sorority's Ritual or Ritual meanings.

### **SECTION 3: Confidentiality**

- a) Alpha Pi Phi respects the wishes of our members regarding their confidentiality and a desire to not have their images used for Alpha Pi Phi purposes. Alpha Pi Phi members are encouraged to speak to their chapter Vice President if they wish to not be included in various online platforms.
- 1. Should a member disaffiliate and wish to have their image removed from content, they must email ICAPP who will consult with the chapter's Executive Council to decide next-steps.

b) Chapters and members are not allowed to publish any confidential Alpha Pi Phi information online.

1. Confidential information includes things but is not limited to: unpublished details about our organization, details of current projects, future endeavors, financial information, personal information about other members, and ritual secrets.

c) Sisters cannot post on anonymous social media platforms on behalf of the organization nor are they allowed to self-identify as a sister of Alpha Pi Phi on anonymous social media platforms.

#### **SECTION 4: Social Media for Personal Accounts**

a) Fully initiated members of Alpha Pi Phi are encouraged to share Alpha Pi Phi or the Greek Letters within their social media accounts. However, no member is required to do so to be a member of Alpha Pi Phi.

b) Alpha Pi Phi respects that our members are able to set their own levels of privacy and protection online.

c) All members regardless of their online privacy settings are still required to follow and uphold Alpha Pi Phi standards, mission, pillars, and values.

d) Should members wish to have public accounts, Alpha Pi Phi further encourages members to be mindful of their content and who may see their content.

e) Sisters who hold a resale Cannabis License and utilize their personal social media to promote Cannabis for purposes related to their employer, are required to provide proof of accreditation to their respective chapter Vice President and the International Co-Vice President of Chapter Standards and Risk Management. They will be required to place a disclaimer on their account if they are associated with Alpha Pi Phi.

#### **SECTION 5: Respect Copyright Laws**

a) Members must follow copyright laws and fair use or fair dealing of copyrighted material owned by others, including Alpha Pi Phi's own copyrights and trademarks. We encourage chapter accounts credit and link to work created by others.

#### **SECTION 6: Disclaimers**

a) Many social media users include a prominent disclaimer saying who they work for, but that they are not speaking officially. This is good practice and is encouraged.

b) The International VP of Communications and Alum Relations can provide you with applicable disclaimer language and assist with determining where and how to use that language.

## **SECTION 7: Content**

- a) All posted pictures must adhere to the guidelines set forth in the Alpha Pi Phi governing documents.
- b) If your account can be associated with Alpha Pi Phi in any way, you may not post inappropriate content. Inappropriate can be defined by, but is not limited to:
  1. Excessively consuming substances while using the Alpha Pi Phi name, Greek letters, symbols or paraphernalia
  2. Involvement in explicitly sexual actions
  3. Pictures from social events that involve illegal activities or substance abuse
  4. Pictures that directly go against the policies

## **SECTION 8: Anonymous Sites**

- a) Members are not permitted to engage with comments left on anonymous platforms such as Greek Rank.
- b) Should there be escalating issues (i.e. ritual has been leaked, your chapter is being slandered), you can work with the International Co-Vice Presidents of Standards and Risk Management as well as the International VP of Communications and Alum Relations to discuss next steps that can be taken.

## **SECTION 9: Enforcement**

- a) Policy violations will be subject to disciplinary action, up to and including termination with cause. Violations of the policy will be addressed by the Chapters Judicial Board, Executive Council or ICAPP.

# Alum

## **Section 1: Alum Membership**

- a) Alum membership is the third membership status within Alpha Pi Phi and is when a sister is granted their letters following their time as an active membership within their chapter.
- b) By applying for alum status a member is committing to following Alpha Pi Phi's governing documents throughout their life
- c) Alum membership should be treated with the utmost respect and careful consideration by chapters and their members.
  1. Should a member wish to apply for alum membership prior to completing their degree, the chapter must very carefully consider the situation as to why the member is not finishing their degree as an active member.

2. Alum membership may be granted to any active or distant member in good standing.

## **SECTION 2: Process for Applying for Alum Status**

a) In order to apply for alum status:

1. Sisters must read their alum letters at either the first or second to last chapter meeting of the semester.
  - a. Sisters must follow the appropriate process to have their letter read at chapter as outlined for agenda items.
  - b. Should a sister need to read their alum letter outside of those designated times, they can appeal to the Executive Council stating reasons why.
  - c. In their email to the President, they must submit their letter to the chapter along with the completed Alum Status Notification document.
2. The President must consult with the Executive Council to ensure the member is in good standing, financially and morally, with no outstanding judicial concerns before allowing the member to read their alum letter in chapter.
3. The member must submit a written, signed letter to the chapter requesting alum status which will be granted on the condition of a chapter vote.
  - a. This letter will be read in New Business.
  - b. At the following chapter, in Old Business, the chapter will hold a discussion and vote on the member's requested alum status.
4. Should the member have judicial history within the chapter
  - a. Only relevant judicial information that has previously been brought to the Judicial Board, the appropriate Executive Officer or ICAPP may be brought up during this discussion.
  - b. The Vice President, Chapter Advisor, Risk Management Chair, or appropriate Executive Officer must address any judicial matters brought up in discussion in order to share all facts of the situation and consequences served.
5. The Secretary is to keep a record of pro, con, pro discussion while removing any identifying names or information
  - a. In the event that the alum vote does not pass, the President and Chapter Advisor may utilize this document to provide feedback
  - b. The document is to be deleted if/when the Alum vote passes

b) Should a member not be granted alum status, they have the option to request feedback from the President after the meeting has concluded. The President must give the sister constructive feedback within 2 business days of the vote taking place in the form of simplified suggestions based on discussion.

1. This feedback can not include any identifying information or remarks that were made during the pro-con-pro conversation. It is encouraged that the President works closely with the Chapter Advisor to ensure that the feedback being given is appropriately following the previously mentioned guidelines.
  - a. Examples of feedback can include but are not limited to:
    - i. Work on your relationships with your sisters
    - ii. Try to take on some responsibility within your chapter if possible
    - iii. Do your best to improve your attendance of events

2. This is with the caveat that even if the sister does their best to live up to the feedback given, they are still not guaranteed to receive alum status when they reapply.

c) If other alum members would like to attend the alum letter reading:

1. Alum members must request permission to attend chapter events through the necessary means outlined by chapter Bylaws.
2. Alum members have a voice; however, they do not have a vote.

d) If ever the sister who is being denied alum status feels as though the decision is bias (gender, race or personal reasons) they have the right to appeal the decision and this appeal is to be brought to the International Co-VP's of Standards and Risk Management and Chapter Advisors, committee and each chapter's respective diversity & inclusion chair or an executive member will be asked to oversee this process.

e) The President and/or Alum Relations Chair must submit the Alum Status Notification form to the International Vice President of Communication and Alum Relations within 2 business days of alum status being granted.

### **SECTION 3: Alum Judicial**

a) Should a chapter experience judicial issues with an Alum it must be shifted to ICAPP.

### **SECTION 4: Alum Chapters**

a) The Alum Chapter shall have the authority over regional Alum Chapter members and the operations of the Alum Chapter.

b) The duties of an Alum Chapter are as follows:

1. To act as a support service for alum sorority members
2. Academic, fund-raising, networking, and social outlet
3. To recruit new Alum Chapter members
4. To maintain contact with ICAPP
5. To assist ICAPP when necessary
6. To define the Alum Chapter's Bylaws
7. To hold a minimum of three chapter meetings per year based on their own calendar year .

c) Alum Chapter interest groups may apply in writing to the International Council with a minimum of five alum members within a particular geographical region.

1. A three-fourths vote of the International Council shall be required for approval of a new Alum Chapter.
2. No two Alum Chapters shall exist in the same geographical region
3. ICAPP will approve each Alum Chapter geographical region - based on the respective Alum chapter requests.

4. Existing Alum Chapters will have a vote and voice approving a new Alum Chapters.
- d) Alum Chapters shall be named based on the geographical region of the chapter.
  1. Membership may be granted to any alum in good standing with Alpha Pi Phi Sorority.
- e) Alum Chapters will develop chapter-specific Bylaws in accordance with Alpha Pi Phi Sorority Constitution. Alum Chapter bylaws must be approved by ICAPP under supervision of the International Vice President of Alum Relations.
  1. Alum Chapters shall annually elect an Executive Council and any additional chair members set by the chapter's bylaws
    - a. Tasks and duties will be at the discretion of Alum Chapters.
    - b. The date of formation of the Alum Chapter will be official upon the date of the chapter's first elections.
    - c. Elections must occur annually thereafter, within the same month of their official formation.
  2. Elections must be performed under constitutional law.
    - a. The first set of elections will be run by the International Vice President Communication and Alum Relations, and by the Electoral Officer and President thereafter.

## Sexual Assault Policy

### **SECTION 1: Process**

- a) Upon notification of an Executive Council member, or Chapter Advisor, as selected by the sister, the sister may request distant membership without disclosing the details of the assault, should they not feel comfortable doing so.
- b) Upon approval, the sister must identify to the rest of the Executive Council that they will be going distant for health reasons.
- c) In no instance are the Executive Council members or Chapter Advisor (the sister's "buddy") to provide advice, medical or otherwise, to the sister in need. The role of the buddy is to provide resources and support. This includes, but is not limited to:
  1. Seek counseling services (on-or-off campus)
  2. Referring the sister to resources available to survivors of sexual assault, both on-and-off campus
  3. Disclosing to police the assault
  4. Holding a passing of the candle ceremony during chapter to disclose to their sisters what has happened, should they desire to share their story with their sisterhood.
  5. Ban the assailant (if known) from all Alpha Pi Phi events for life
  6. Consult the university's sexual violence policies for academic accommodations, if offered.

7. Go distant until ready to become an active sister again.

d) In no instance will the selected buddy pressure the sister into following any of these options. They shall simply present the options to them and let the member decide for themselves. As survivors deal with sexual assault in different manners, it is crucial that the executive member does not pressure them into doing any or all of these, should they not desire to. It is above all-else, the survivor's choice to pursue their assailant in the court of law or through the school's judiciary systems.

e) The sister in need will choose what option(s) they feel most comfortable pursuing.

f) Should the sister choose none of the aforementioned options, the buddy will respect any decision made.

g) The executive member will believe and support the sister who has survived the assault.

h) All sisters of Alpha Pi Phi will be told of this process at the first chapter meeting of the academic school year by the President.

i) In the event that the selected buddy is unable to take on this role, they will support the sister in choosing a replacement executive member (or chapter advisor).

j) Should a sister having survived sexual assault have confided in a non-executive member of Alpha Pi Phi, that sister should suggest the survivor to disclose their her assault to an executive member so that they may be supported.

k) All information regarding a sister's assault must be kept confidential (between selected Executive Council member or Chapter Advisor) at their request, less an extreme circumstance. The sister must however identify to the Executive Council that they will be going distant for health reasons. They do not have to provide details to the rest of the Executive Council.

## **SECTION 2: Sister Accused of an Act of Sexual Violence**

a) The purpose of this policy is to ensure fair, and adequate methods of investigating and potentially reprimanding an allegation of an act of sexual violence in the best interest of the Sister and Alpha Pi Phi Sorority. During this process, the information is not to be disclosed at any time to anyone outside of the Officers mentioned in this policy.

b) It is required to disclose such allegations to ICAPP, and ICAPP is to support the chapter in handling the situation, guided by this policy. It is recommended to reach out to a domestic violence/sexual violence professional to aid in providing resources.

b) Should a Sister be accused of an act of sexual violence:

1. Upon notification to an Executive Council member, or Chapter Advisor the Sister must be mandatorily put on probation and may not attend any Greek affiliated events until a final decision has been made.
2. The President, Vice President and Chapter Advisor will seek, to the best of their abilities, the truth. This includes but is not limited to, a written and signed document by the Sister indicating all the details of the events, photo or video evidence, witnesses.
3. Should there be sufficient evidence to indicate the Sister is at fault, and the other party does not wish to involve law enforcement, the aforementioned officers shall:
  - a. Have a meeting, with minutes, to discuss the Sister's affiliation to Alpha Pi Phi and, with reason, weigh the possibility of expulsion.
4. Should expulsion not be chosen the aforementioned Officers shall:
  - a. Put the Sister on a probationary period not exceeding 2 active semesters (1 full school year). This time does not include the probationary period during the investigation.
  - b. Ask and enforce the Sister to enrol in a sexual assault prevention training. The training must be approved by all three Officers and proof of completion will be needed.
  - c. Ban the Sister from attending the Survivor's affiliated Greek events.
  - d. With reason, respect, and abide by the wishes of the Survivor.
5. Should there be sufficient evidence to indicate the Sister has committed an act of sexual violence that is against the law, and the other party wishes to involve law enforcement all information will be disclosed to Police promptly and efficiently. The above mentioned investigation, and potential repercussions will still be taken into consideration.

## Diversity, Equity and Inclusion Policy

### **SECTION 1: Overview**

a) Alpha Pi Phi Sorority (the Sorority) benefits from having a diverse sisterhood united through love, loyalty and friendship. The Sorority recognizes and acknowledges that diversity, equity, and inclusion are integral parts of any organization and commits to ongoing and lifelong learning, while striving to provide an environment wherein all members feel safe, represented, and acknowledged. This policy outlines the guidelines set forward for the Alpha Pi Phi sisterhood (International Council of Alpha Pi Phi Sorority, Active/Inactive chapters, Cygnet Chapters, and Alum) for the diversity, equity, and inclusion training, repercussions, and reporting options.

### **SECTION 2: Alpha Pi Phi Expectations**

a) Alpha Pi Phi Sorority will treat all members with dignity and respect.

b) Discrimination is prohibited, other than the aforementioned exception of gender, as defined by human rights legislation.



c) Alpha Pi Phi will strive to create a safer, more welcoming and inclusive environment for sisters and members of the community.

d) Alpha Pi Phi will work to identify, prevent and remove barriers to remove undue hardship within the sorority.

e) Alpha Pi Phi will create an inclusive organizational culture where sisters feel valued for their knowledge and skills.

f) Alpha Pi Phi Sisterhood will make all reasonable efforts to accommodate sisters in the sisterhood as stipulated under the following

1. (Canada) Canadian Human Rights Act (1985)
2. (United States of America) Americans with Disabilities Act, Civil Rights Act (1964).

### **SECTION 3: Alpha Pi Phi Member Expectations**

a) All members of Alpha Pi Phi Sorority will be treated with dignity and respect.

b) Alpha Pi Phi will strive to create an environment where personal accountability and self awareness are expected and harassment and discrimination are not tolerated.

c) Alpha Pi Phi expects every member to report any and all instances of hazing or discrimination to the International Co-Vice Presidents of Standards and Risk Management immediately, and no later than 48 hours after the incident occurred.

### **Section 4: Enforcement**

a) Any violations of the policy must be reported to the Co-International Vice Presidents of Chapter Standards and Risk Management

b) Any instances of hazing and discrimination happening on the chapter level must be submitted to ICAPP immediately and dealt with by ICAPP - not chapters - to ensure cultures or discrimination are not developed.

# Conference

## **SECTION 1. Overview**

a) ICAPP will hold the Alpha Pi Phi International Conference annually.

b) The goal of the International Conference is to amend and implement new governing documents as needed and to connect and build the sisterhood. Changes to Alpha Pi Phi official documentation (outside of Chapter and ICAPP by-laws), and additional policies, can only be made/implemented at the International Conference

1. ICAPP can implement new documentation prior to the International Conference if deemed necessary by  $\frac{2}{3}$  of ICAPP and  $\frac{2}{3}$  of Chapter Advisors for the health and safety of APP members.

c) The International Conference is planned by ICAPP to support the sisterhood.

### **SECTION 2: Time and Location**

a) The conference will move often to ensure that each country that each country where Alpha Pi Phi Chapters are located are represented The location of the International Conference must be in close proximity to an international airport.

1. The conference location should be announced to the sisterhood during the month of July to ensure chapters are able to have their budgets reflect conference costs (specifically for flight consideration)
2. Chapters are encouraged to recommend locations for conference by May 1st.

b) The International Conference will be held every year during the first weekend of March.

### **SECTION 3: Voting and Agenda**

a) The International Conference agenda will consist of synthesized suggested amendments that come out of the ICAPP Conference, resulting in the Blanket Vote, and stand alone motions.

1. The Blanket Vote should consist of minor edits/suggestions, or policies 50%+1 of Chapters have agreed upon, that further align our documents with APP's mission statement, pillars, and code of conduct. The Blanket Vote should be expected to pass.
  - a. Chapters must vote on the Blanket Vote as is at conference, and no edits can be made on the floor.
  - b. The Blanket Vote can encompass several documents at once i.e constitution and chapter operations manual
2. Stand alone motions should also align with APP's mission statement, pillars, and code of conduct. These should be motions brought forward due to a specific situation a chapter ran into and needs a policy on, or policies chapters wish to discuss further.
  - a. These are to be discussed and can be edited on the floor as a motion at conference.

b) Each active and alum chapter will have two (2) votes on matters of business.

- a. If a Chapter disassembled , they are automatically offered 1 (one) vote at conference each year, however they are not required to attend. Alum from the chapter must convene for a town hall, chaired by the International President, to vote on:
    - i. If they would like to accept the vote
    - ii. Who their voting member will be
    - iii. How this will be paid for. ICAPP will not cover any costs associated with a disassembled chapter coming to the conference.
    - iv. 50%+1 is needed for a vote to pass. The International Secretary and Electoral Officer should attend to count votes. If they cannot attend, another ICAPP member shall attend in their place in order of ranking
  - b. In the event that there are more Alum chapters than Active chapters Alum Chapters will only receive one vote.
- c) A minimum of two (2) voting members from each chapter are required to attend.
1. One of the voting members must be the chapter President, unless the location of conference precludes the President from attending for visa or accessibility reasons.
  2. It is recommended that the other voting member is the chapter Vice President but must be another chapter Executive Council member.
  3. If another member of the Executive Council is unable to attend for a legitimate reason the second voting representative is to be voted on by the chapter. They must be an active member in good standing at the time of the International Conference and have served a full semester as an initiated member of Alpha Pi Phi.
- d) Conference Proceedings
1. The International President & Executive Director shall preside over the International Conference.
  2. The conference must follow the agenda.
    - a. The finalized International Conference Agenda must be sent to all Chapters at least 2 weeks prior to the conference
  3. ICAPP reserves the right to ask any sister who speaks out of line or is disrespectful towards anyone present to leave the room.

#### **SECTION 4: Conference Fees**

- a) ICAPP has the ability to set registration fees to cover the costs of the conference logistics.
- b) Alpha Pi Phi encourages all chapters to include a budget line to include conference fees and logistics - which the chapter agrees to cover.