

Region Q Policy Manual



NATIONAL SERVICE FRATERNITY

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SECTION 1 – PURPOSE

1.1. As provided in Article XI, Section 1 of the National Bylaws, this region shall be a unified geographical area established to facilitate national administration, leadership training, intersectional conferences, and efficient utilization of National Office and section services.

SECTION 2 – ORGANIZATION AND REGION LEADERSHIP

2.1. Region Q shall be comprised of Sections Q-1, Q-2, and Q-3.

2.2. The boundaries of each section are determined by the regional chair, with the consent of the sections. Currently, these boundaries are:

2.2.1. Section Q-1: Allegany, Cattaraugus, Chautauqua, Erie, Geneseo, Livingston, Monroe, Niagara, Ontario, Orleans, Steuben, Wayne, Wyoming, and Yates counties in New York; Bradford county in Pennsylvania

2.2.2. Section Q-2: Broome, Cayuga, Chemung, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Schuyler, Seneca, Tioga, and Tompkins counties in New York

2.2.3. Section Q-3: Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, St. Lawrence, Sullivan, Ulster, Warren, and Washington counties in New York

2.3. The description of the region in Section 2.1 is presented here for convenience only; the region may not change regional boundaries by amending Section 2.1. The descriptions of the sections in Section 2.2 are presented here for convenience only. The region may not change the boundaries of any section by amending Section 2.2. The boundaries of the region and its component sections may only be amended in accordance with the National Bylaws.

2.4. The regional chair shall give direction to and oversee the operations of the region. The regional chair shall have the duties and responsibilities as defined in Article XI, Section 2 of the National Bylaws.

SECTION 3 – REGION VOLUNTEER STAFF

3.1. The region volunteer staff is composed of the regional chair, the region volunteer staff as defined in Section 3.2 of this manual, the section chairs of all sections within the region, members of the section volunteer staff of each section within the region, and other members as appointed by the regional chair.

3.2. The regional chair shall appoint one or more individuals to serve in the capacity of region volunteer staff, to include, at minimum and if practicable, the following region offices:

region vice-chair, awards chair, and finance chair. At the discretion of the regional chair, other chairs may be appointed for programs or projects as needed for the successful coordination of regional services to the membership. Section chairs and section volunteer staff shall be elected or appointed as applicable and as stated in the National Bylaws.

3.2.1. No individual should hold more than one position on the region volunteer Staff when possible.

3.2.2. The region volunteer staff, except for the section chairs and section volunteer staff, shall have duties and responsibilities as assigned by the regional chair. Duties of section chairs shall be as outlined in the National Bylaws and as prescribed by the chapter members in the section the chair serves. Section volunteer staff shall have duties as assigned by the respective section chair. The regional chair shall cause the duties and responsibilities of the region volunteer staff to be published to all chapters within the region. The duties of the region volunteer staff may be changed at any time at the discretion of the regional chair. At the discretion of the regional chair or the chapters of Region Q, these duties may be reviewed at any region business meeting.

3.3. The regional chair has the authority to appoint members to the various positions of the region volunteer staff. At their discretion, the regional chair can empower other members of the region volunteer staff to appoint members to assist them in carrying out their assigned duties.

3.4. The regional chair shall have the power to organize the region volunteer staff into committees, establish ad hoc committees and appoint their chairs and members, and define their respective duties. The regional chair shall cause the rosters and duties of each region committee to be published to each chapter with the region and to each member of the region volunteer staff.

3.5. All elected officers and appointed Region volunteer staff must prepare a written report containing a summary of their accomplishments, committee meeting minutes, an updated list of their duties, and suggestions for their successor. All reports must be completed on a date to be determined by the regional chair.

3.6. Except for section chairs and sectional volunteer staff, and unless otherwise provided for by Fraternity policy or practice, the volunteer staff members defined in Sections 3.2 through 3.4 shall serve a term concurrent with that of the regional chair, and shall serve at the pleasure of the regional chair.

3.7. Whenever possible, each officer shall be responsible for the training of their immediate successor.

SECTION 4 – CONFERENCE SCHEDULES

4.1. Sectional Conferences

4.1.1. Pursuant to the National Bylaws, a sectional conference must be held annually at a time and place determined by the individual sections.

4.1.2. If sections so choose, they may combine sectional conferences into one event, held at the same location and on the same date. Separate sectional business meetings must be held during this joint conference.

4.1.3. Sectional conferences within Region Q are held semesterly jointly across sections Q-1, Q-2, and Q-3, pursuant to section 4.2 below.

4.2. Regional Conferences

4.2.1. If all sections in a region choose to hold their sectional conference at the same time, the region shall also conduct a business meeting during those joint conferences.

4.2.2. All regional (formerly tri-sectional) conferences are subject to the constraints imposed by the Region Q Joint Conference Policy (formerly Section 87/88/89 Tri-Sectional Conference Policy). This policy is included as Appendix A.

4.3. Area Conferences

4.3.1. This region has paired with Regions O, P, and R to hold a joint area conference in the fall term of the non-national convention years.

4.3.2. The area conference location shall endeavor to be reasonably accessible to all of the chapters of Regions O, P, Q, and R. If one of any affected region's cities is selected to host a national convention, a city from another affected region shall be selected to avoid exhaustion of volunteer availability.

4.3.3. The location of the area conference shall be selected jointly by the Region O, P, Q, and R Chairs, with a rotation to begin with Region x in Fall/Winter 2019.

SECTION 5 – REGION BUSINESS MEETINGS

5.1. There shall be at least one region business meeting held between National Conventions and at least once during each National Convention.

5.2. If not held at the joint sectional conference as noted in 4.1.2-3., the location of a region business meeting shall be determined by the chapters of Region Q at a region business meeting held at the National Convention. The regional chair, in accordance with Article XI, Section 3 of the National Bylaws has the authority to approve or reject the location of the region business meeting.

5.3. Other region business meetings may occur provided chapters are provided with at least sixty (60) days' notice of the date, time, location, and the purpose of the meeting. Special region business meetings may be held at the call of the regional chair or upon written request of a majority of the active chapters in good standing within the region. The written request for such a meeting must be transmitted by the chapters to both the regional chair and the section chairs

within the region. “Written request” is defined to mean a request that is transmitted either in physical written form by the U.S. Postal Service or any courier, delivery, or shipping service, or in electronic means, either through electronic mail or a facsimile transmission. The request for a special region business meeting must state the reasons for the request and the item or items to be considered at the meeting.

5.3.1. The regional chair, or their designee, shall preside over the region business meeting. The regional chair, in consultation with the region volunteer staff, shall prepare an agenda for the meeting.

5.4. Quorum at a region business meeting shall be two-thirds of the voting delegates in good standing, properly registered, and present at the meeting. A delegate who is registered to have both votes from their chapter shall count as two delegates in determining quorum. Advisors may vote if no active brothers from their chapter are present, following the procedures established in the most recent version of the National Convention Standing Rules.

5.5. All region business meetings shall be governed by the most current edition of *Robert’s Rules of Order*, in all matters where those procedures are applicable and where they are not inconsistent with the governing documents of the Fraternity or this document.

SECTION 6 – CONFERENCE PLANNING

6.1. Regional, Sectional, and Area Conferences

6.1.1. The regional/sectional chair and the conference advisor shall select a conference chair, who shall be an active brother. The conference chair and conference advisor shall then appoint a conference committee of students and alumni, at least 50 percent of which shall be active brothers. For area conferences, the committee is not to be composed of brothers of a single chapter, but rather should be open to any brother within the region/section who is willing and able to meet the expectations for time and engagement. It is encouraged for regional and sectional conferences that the hosting committee meaningfully involve brothers from other chapters.

6.1.2. The conference chair and conference advisor shall develop a conference budget to operate within the previously approved regional/sectional budget. The regional/sectional chair shall approve or adjust this budget.

6.1.3. The conference advisor and the regional/sectional chair are the only volunteer staff members who are authorized to approve a contract. No student may approve an agreement with a hotel that requires them to guarantee a specific number of room reservations.

6.1.4. The conference schedule shall allow for reasonable travel time to and from the site of the conference for all attending chapters (i.e., for a typical weekend conference, the schedule should not start before 5 p.m. on the Friday of the conference weekend and

should not end after noon on the Sunday). The conference time frame must be approved by the appropriate regional/sectional chair.

6.1.5. The conference committee should do its best to keep conference registration fees to a minimum. The conference registration fee shall require the approval of the appropriate regional/sectional chair(s).

6.1.6. The conference committee shall have all registration fees made payable either to a chapter approved by the regional/sectional chair to hold conference monies or to the National Fraternity. The conference committee shall offer an electronic registration and payment process. Any fees for electronic payment shall be included in the registration price.

6.1.7. Promotional materials, conference materials, t-shirt designs, etc. shall be shown to the regional/sectional chair and conference advisor at least 45 days prior to their publishing or production to ensure that there is no copyright infringement or violation of fraternity policy. This is not to impede on the creative content of the committee's work, but to avoid liability issues.

6.1.8. The selection of workshop topics and presenters should be a partnership between the conference committee, the regional/sectional chair, and the conference advisor. This is to ensure that the needs of all of the chapters expected to attend are being met, and to assist the conference committee in securing high quality presenters. This should be a collaborative process. The final workshop schedule and presenter list is subject to the approval of the regional/sectional chair.

6.2 Conference Alcohol Policy

6.2.1. All brothers of Alpha Phi Omega are responsible for compliance with laws and regulations in regard to alcohol consumption, including the Alpha Phi Omega National Policy of Risk Management.

6.2.2 No alcoholic beverages in open containers shall be transported or consumed in common or public areas of the hotel or conference facilities (for example, lobbies, halls, elevators, etc.), excluding bars and restaurants open to the public.

SECTION 7 – FINANCE AND TREASURY

 7.1. Each chapter shall transmit region dues in the amount of five (5) dollars per active and associate member listed on the Charter Reaffirmation of the current year. These dues must be postmarked no later than November 15 of the current year and are to be transmitted to the (National office or Region Finance Chair, depending on local practice). Checks are to be made payable to "Alpha Phi Omega" with "Region Q" on the memo line. Two (2) dollars from these collected funds shall be distributed to the appropriate sectional sub-account of the region account.

7.1.1. Regional Dues collected shall be forwarded by the Region Finance Chair to the National Office for deposit into the region's account.

7.2. There is hereby established the Region Finance Committee, which shall be composed of the region finance chair who shall serve as chair, and one alumni member from each section with the region. The alumni members shall be nominated by the region finance chair and appointed by the regional chair.

7.2.1. The Region Finance Committee shall evaluate and review the financial policies as needed, and shall recommend any changes to those policies the committee deems necessary or prudent. All financial policies of Region Q shall be included within this manual.

7.2.2. A budget shall be prepared by the regional chair in consultation with the region finance committee. The proposed budget shall be submitted to the chapters no later than sixty (60) days prior to the start each calendar year's regional business meeting for their review. A majority vote at the business meeting shall be sufficient to adopt the budget.

7.2.3. The budget shall contain line items for at least the following purposes:

1. DSK/award purchases
2. Regional business meeting and/or conference
3. Area conference
4. Regional awards
5. Chapter chartering ritual supplies
6. Scholarships/stipends
7. Regional programming/events
8. National convention/area conference delegate support (suites, etc.)

7.3. Should the funds be needed for other purposes than are listed in the approved budget, a majority vote of the Finance Committee shall be obtained to permit use of the funds.

7.4. Reimbursement procedures will follow the policies outlined in the Fraternity Operations and Policy Manual. Reimbursements to any person other than the regional chair require the regional chair's approval. Reimbursements to the regional chair require approval by the region finance chair and at least one sectional chair.

7.5. Conference Finance Policies

7.5.1. The region shall ask for a chapter to volunteer to host the finances for the regional conference/business meeting. This requires approval by the chapter president, treasurer, and advisory chair. This checking account shall be used to collect and disburse registration fees. Disbursement of funds from this account will follow the chapter's local financial policies. The regional chair must be a signatory on this account for the duration of the conference/meeting and its planning process.

7.5.2. All conference committees must provide an electronic option for payment of registration fees. Such electronic options may only include services that are payment

portals designed for businesses (for example, Paypal, Square, and Zelle are permitted. P2P personal payment services, such as Venmo, are not permitted).

7.5.3. All remaining funds at the end of the conference must be transferred to the regional account held by the national office within 45 days after the end of the conference/business meeting.

7.6. Additional Regional Finance Policies

7.6.1. *Revenue in excess of expenses*: Two months before the end of the fraternity's fiscal year, if the amount remaining in the region account is greater than 15% of the year's revenue, the regional chair and regional finance committee must seek recommendations from the students for the distribution of those excess funds, unless these excess funds are specifically earmarked by the students for a designated purpose.

7.6.1.1. Excess funds shall be designated for programming directly supporting chapters or incentives towards event attendance.

7.6.2. Deficit spending is not permitted under any circumstances.

7.6.3. No funds shall be spent on travel, food, lodging, or registration costs for any alumni member.

7.6.4. Regions may budget for charitable donations, and may also be approved by students as a way to distribute excess revenue.

7.6.5. Emergency expenses: The regional chair, plus the region finance chair and one section chair may approve the distribution of emergency expenses up to the amount of \$200, once per year. This money may not be used to reimburse the regional chair for any expenses.

7.6.6. The region may budget for the purchase of apparel/items for resale. The sale cost of the item must be at least the cost of purchase. The regional chair or their designee is responsible for maintaining an accurate inventory of all purchases and reporting to the regional finance committee. Items may be sold for less than the cost of purchase twelve months after their initial purchase, if approved by the region finance committee.

7.6.7. Suspected misuse of funds by any person shall be reported to the National Executive Director for investigation.

7.6.8. The regional chair and regional finance chair shall report at each regional business meeting a balance sheet and statement of activity (for example. revenue and expenses) since the last regional business meeting.

7.7 Section Budgets

7.7.1. A portion of the region fund is designated for each section. Into each section's account will be deposited \$2 per dues-paying-member, per year.

7.7.2. The section chair shall present a section budget annually at the section business meeting for approval by the students.

7.7.3. The section chair shall manage the distribution of the section funds through the National Office.

7.7.3.1. Reimbursement procedures will follow the policies outlined in the Fraternity Operations and Policy Manual. Reimbursements to any person other than the section chair require the sectional chair's approval. Reimbursements to the sectional chair require approval by the regional chair or the regional finance chair.

7.7.4. The section chair may request additional funding from the region fund. This request may be approved by the region chair if there are sufficient funds in the region account to accommodate the request and supports the fraternity's mission.

7.7.5. All policies in 7.6 above apply to the sectional accounts, replacing the words region/regional with section/sectional as appropriate.

SECTION 8 – AWARDS

8.1. Region Awards Committee

8.1.1. The region awards committee shall determine the recipients of Region Q awards. The committee is composed of one or both voting delegates from each chapter in good standing. Each member of the committee shall have one vote. The committee is chaired by the region awards chair, who shall be a non-voting member.

8.1.2. The region awards committee shall meet at or before each region business meeting and at the National Convention. Only members of the region awards committee are permitted to attend meetings of the committee.

8.1.3. In the event that an individual nominee is a member of the region awards committee, the nominee must leave the room for all discussions related to that specific award. Chapters who are nominated for particular awards are not required to leave the room.

8.1.4. The Region Q Awards Chair shall preside at the meeting, but shall not be a voting member of the committee. If the Region Q Awards Chair is unable to do so personally, the Region Q Chair may appoint another individual as an Interim Region Q Awards Chair to have all the rights, duties and obligations of the Region Q Awards Chair for the duration of the conference.

8.1.5. The committee shall not have the authority to consider an individual for any award for which no nomination was submitted.

8.1.6. All deliberations of the Region Q Awards Committee shall be secret, and only the members of the committee, the region awards chair, and the Region Q Chair may be present for the meeting. The only results of the meeting to be preserved shall be the list of individuals receiving awards and any rationale or citation that the committee wishes to include to aid in the presentation of the award. All other information, including lists of those nominated for but not receiving awards, shall be destroyed. The names of the recipients shall not be divulged until the presentation of the awards.

8.2 Nominations for all region awards may be made by any Fraternity member currently or formerly affiliated with Region Q (or predecessor Regions).

8.2.1 Discussions on nominees shall be limited in duration as the committee deems appropriate. Discussions are limited to the text of the written nomination, though members of the committee may ask questions of one another in relation to that nomination. Appropriate care should be taken to preserve the secrecy of nominations.

8.2.2. Nominations shall be due to the Region Q Awards Chair no later than one (1) week before the regional awards committee meeting at which they will be considered.

8.2.3. Nominations may be submitted by any person or chapter from within Region Q, so long as the nominee is eligible to be considered for the award. Contact information for the submitter of the nomination shall be provided.

8.3. Unless stated otherwise for a specific award, there shall neither be a limit to the number of awards given at a conference, nor a requirement that every award be presented at every conference.

8.4. If it is feasible to do so, the region awards chair shall have the awards in a suitable form to be presented prior to the closing of the conference. If this is not feasible, then a letter or certificate may be presented instead, with the actual award being presented later at a time and place mutually convenient for the recipient and the presenter. The Region Q treasury shall cover any expenses associated with any Region Q award presentation.

8.5. There is hereby established the Region Q Distinguished Service Key (DSK) Award.

8.5.1. The Region Q DSK is given to those who meet the following criteria:

1. Commitment and enthusiasm
2. Reliability and availability
3. Quality and quantity of service
4. Diversity of involvement
5. Unselfish giving of resources
6. Outstanding contributions made in the Region

7. Past and present efforts and accomplishments for a consistent period of at least one calendar year or more
8. Exemplifies the three Cardinal Principles of Alpha Phi Omega

8.5.2. Nominees receiving a 75 percent affirmative vote of all voting members of the region awards committee shall be awarded the DSK.

8.5.3. The DSK may be bestowed upon more than one person. Nominees are considered on their own merit based upon the recommendations and not in comparison or contrast to other nominees or recipients.

8.5.4. It shall be the duty of the regional chair or designee to have at least one Region DSK on hand in the event one is to be awarded. The region treasury shall fund the purchase and shipping of the DSK.

8.6. Any other awards established by Region Q are subject to these procedures and guidelines.

SECTION 9 – VOTING AND ELECTIONS

9.1. The election of the regional chair shall be conducted at a region business meeting at the National Convention. The election shall be conducted in accordance with the policies and procedures described in the National Bylaws, the Standing Rules of the Convention, and the Policy Manual of the National Board of Directors. Such election shall be by ballot unless the election is uncontested and where a superior document does not require a written or other form of ballot, in which case the single nominee may be accepted by acclamation.

9.2. Neither proxy voting nor absentee voting shall be permitted in any matter.

9.3. Except as otherwise provided in these rules or other superior documents, campaigning for the office of regional chair is strictly prohibited except for the meeting or meetings at which the election takes place. Candidates for the office of regional chair may make statements or announcements indicating their intention to run in advance of the election. Candidates are free to answer questions or to comment on their candidacy and potential election. Such discussions may take place in person, by telephone, or by electronic mail. Candidates may prepare for distribution at the National Convention a biography and a list of previous and current offices held, and activities and projects undertaken as a member of Alpha Phi Omega. The use of other types of campaign paraphernalia or practices not expressly permitted by this document is prohibited.

SECTION 10 – AMENDMENTS

10.1. The power to amend these policies is vested in the region business meeting.

10.2. Amendments to these policies may be proposed by any Fraternity member currently affiliated with Region Q. Proposed amendments must be submitted to the regional chair or their designee. Prior to being submitted to the chapters, proposed amendments shall be reviewed by the regional chair or their designee. In addition, proposed amendments directly impacting a

particular committee, office, officer, or volunteer staff member shall similarly be forwarded to that respective entity for review.

10.3. Proposed amendments to these policies must be submitted by the regional chair to the chapters no later than sixty (60) days prior to the business meeting at which such an amendment is to be considered.

10.4. It shall require a simple majority of those voting delegates present and voting to amend these policies.

SECTION 11 – PRECEDENCE

11.1. In the event of a conflict between any documents governing Region Q activity, precedence will be as follows from highest to lowest: Federal law; state law; local laws and ordinances; the policies, rules, and regulations of the universities and colleges in Region Q at which an active chapter, petitioning group, or interest group exists; the Articles of Incorporation of Alpha Phi Omega; the National Bylaws and Standard Chapter Articles of Association of Alpha Phi Omega; the Region Q Policy Manual; and the procedures of parliamentary authority as referenced in Section 4.6.

SECTION 12 – RATIFICATION

12.1 These policies shall be ratified upon the majority vote of the voting delegates present and voting at a regional business meeting at the 2018 National Convention in Austin, Texas, and circulated to all chapters within the region at least thirty (30) days prior to the commencement of Convention.

12.2 Section 12 is only applicable to the initial adoption of these policies. After these policies have been adopted, this policy shall no longer be in effect.