



ΑΦΣ

Advisor / Chapter

Handbook

AΦΣ
HANDBOOK
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Society Jargon

The legal name of Alpha Phi Sigma is Alpha Phi Sigma, Incorporated.

Phi is pronounced “fi” and not pie.

You will notice that we’ve refer throughout the Handbook to:

The National Headquarters, rather than “central office” “national office” “secretariat”

The National Advisory Board rather than the “Executive Committee”

The National Executive Council rather than “Board of Directors”

The National Executive Director rather than “Executive Officer”

The National Executive Secretary rather than “Secretary”

Chapter Advisor rather than “chapter sponsor” “chapter guide”

The Society is an honor society, neither a fraternity nor sorority. The differences between are quite valid and diverse. Calling Alpha Phi Sigma a fraternity, an honorary fraternity, an honorary society, or honorary is incorrect. The correct terminology is “*honor society*.”

Your local unit at your college/university is called a “*chapter*”, not a club. The connotation of a club includes limited geographical scope and limited activity.

The individuals who are being considered for membership should be called *candidates*. Those individuals, or candidates, who have been accepted as members, but not yet inducted, should be called “*electees*”, not pledges. After their induction into Alpha Phi Sigma, they are called “members”.

All Alpha Phi Sigma members, undergraduate or graduate students, have the same rights, privileges and responsibilities.

Alpha Phi Sigma is the largest and the “official” criminal justice honor society in the country and all members are considered *life members*. Members in good standing at the time of graduation and have submitted an alumni application and paid dues are properly referred to as “alumni”. Those that pay annual dues are considered to be “Active Alumni” and those that have paid lifetime dues are called “Golden Lifetime Alumni”.

Proper Use of Symbols

National Executive Board wishes to remind the chapters that Symbols of Alpha Phi Sigma are copyrighted and that it will consider requests for use of the insignia replica under the following guidelines:

1. Design must primarily advance the image/visibility of and not cause embarrassment to Alpha Phi Sigma.
2. To maintain a uniform image, only the Key must be maintained, stylized versions are not permitted.
3. The National Executive Director MUST approve the design. Submit design to Headquarters for approval BEFORE printing.
4. Items using the insignia or name of Alpha Phi Sigma are for Alpha Phi Sigma members ONLY.

History

In September 1941, the president of Washington State University asked Dr. Vivian Anderson (V.A.) Leonard if he would accept the directorship of a Police Science Academic Program at Washington State. Dr. Leonard accepted the offer and became responsible for developing a four-year curriculum, which would lead to a Bachelor's Degree in Police Administration.

Upon his arrival at Washington State, Dr. Leonard began to realize how important it was that a Police Science Honorary be established. The purpose of this honorary would be to promote excellence in scholarship and performance. **In January 1942**, Dr. Leonard met with seventeen Police Science majors at Washington State and **Alpha Phi Sigma was established**. Glenn Hill was elected as the first president and appointed a committee to draft the first Constitution and By-laws.

During its initial years Alpha Phi Sigma experienced only limited growth, but on March 24, 1976 in Dallas, Texas, the Executive Board of the Academy of Criminal Justice Sciences (ACJS) voted unanimously to designate Alpha Phi Sigma as the National Criminal Justice Honor Society. At this time, Alpha Phi Sigma had only fourteen chapters however, since then, Alpha Phi Sigma has continued to grow and prosper at a very rapid rate and there are now over four hundred Chapters.

In 1981, Alpha Phi Sigma was admitted to the Association of College Honor Societies (ACHS) as a certified member. Over the years the National Office has been located at Universities across the country, such as, Boise State University, Eastern Kentucky University, Florida International University, Fairmont State University, Marshall University, Midwestern State University, Tarleton State University, Texas Woman's University, Washington State University.

Mission Statement

The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Purposes

- *Promoting academic excellence through the recognition of scholarship.
- *Assisting in the development of professional and personal leadership among students and practitioners.
- *Providing opportunities for service to the community and the profession.
- *Encouraging greater communication among member chapters and the entire criminal justice profession.

Affiliations

Academy of Criminal Justice Science – ACJS

Alpha Phi Sigma was recognized by ACJS as the official Criminal Justice Honor Society in 1976

The Academy of Criminal Justice Sciences is the largest and most rapidly growing professional organization in the scholarly fields of criminal justice education, research, and policy analysis. The objectives of ACJS have been to promote scholarly and professional activities within the discipline of criminal justice and to aid in the employment and research interests of past, present, and future educators and practitioners.

During the past decade, the Academy has matured so that it is now one of the major scholarly associations in the field. The Academy provides a forum for disseminating ideas relating to critical issues in research, teaching, and education within the field and allied disciplines. Additionally, the diversity of the Academy's membership is encouraged through their participation in sections that address individual specialties within the field.

The ongoing success of ACJS in creating this dynamic professional association can be attributed to the composition of its membership. The Academy is comprised of an amalgam of scholars that are international in scope and multidisciplinary in orientation, professionals from all sectors of the justice system, and students seeking to explore the criminal justice knowledge base. Through the dynamic interchange of ideas among these groups, well-reasoned knowledge about the critical issues of crime, criminal justice, and social justice is developed.

At the 1976 meeting of the Academy of Criminal Justice Science in Dallas, Texas, the Academy recognized Alpha Phi Sigma as the Criminal Justice Honor Society. Since 1978, Alpha Phi Sigma has held its first national conference in conjunction with the annual ACJS meeting.

Association of College Honor Societies - ACHS

Alpha Phi Sigma was admitted to the Association of College Honor Societies in 1981.

The Organization and Purpose of the Association of College Honor Societies

A group of college and university teachers, administrators, and representatives of a few well-established honor societies organized the Association of College Honor Societies October 2, 1925. Its object was then and is now to consider problems of mutual interest such as those arising from the confusion prevailing on college campuses concerning the character, function, standards of membership, multiplicity, and undesirable duplication of honor societies; to recommend action leading to appropriate classification or elimination; and to promote the highest interest of honor societies.

The objective of the ACHS is to encourage all general and specialized honor societies to join forces for the establishment and maintenance of desirable standards and useful functions in higher education, and for the achievement of appropriate recognition of member societies of the Council of ACHS. To this end, the ACHS invites qualified societies to affiliate with it. Societies, which do not meet the standards, will be helped in every way possible to come up to them. Special attention is called to the Constitution and the By-laws of the ACHS and to their statements of definitions, standards, and requirements for membership and functions of honor societies.

“Membership in a national honorary society meets one of the requirements for entrance at the GS-7 level in numerous professional and technical occupations in the Federal Service. However, applicants must meet all of the requirements as described in the particular Federal Job Announcement covering the positions for which the apply.”

Source: Booklet of Information, Association of College Honor Societies

Symbols of Alpha Phi Sigma

The official symbols of Alpha Phi Sigma are its Key, Motto, Colors, Flag, Docket and formation of Greek letters. The name, Alpha Phi Sigma, Motto, and Key are copyrighted.

Colors

The colors of Alpha Phi Sigma are blue and gold. The blue signifies criminal justice and the gold signifies scholarship.

The Key



The Key bears the scales of justice, the shield of honor and the columns of learning.

The Latin motto "Qui Transulit Sustinet" is taken from early law enforcement and is historically translated as "He Who Perseveres Succeeds". In recent years, the National Advisory Board decided to update the translation to "Those Who Perseveres Succeeds". There are no hidden meanings of symbols.

At the turn of the century, the Latin motto on the Key has been replaced by the name "Criminal Justice Honor Society" to assist in increasing the image/visibility of the Honor Society.

Academic Honor Regalia

(Honor Regalia may also be viewed on web: www.alphaphisigma.org/merchandise)



Honor Stole: College gold satin with Alpha Phi Sigma Key embroidered on left side and Greek letters, Alpha Phi Sigma (ΑΦΣ), embroidered on right side of honor stole.

Honor Medallion: College blue round medallion with the Key embossed in gold lettering.

Honor Cord: Blue and Gold intertwined cords with gold tassels.

Alpha Phi Sigma Flag



The AΦΣ Flag is blue and gold with a gold fringe. The background is blue with the AΦΣ key in the center in gold within a wider gold frame.

Publication

The Docket is the official publication of Alpha Phi Sigma. It is currently published three times a year. It is a general-interest publication containing scholarly/creative works of students, faculty and the events of the national and chapter groups. Chapters are encouraged to use the Docket to publish their activities and events.

Applying for Chapter Charter in Alpha Phi Sigma

An institution of higher education that meets the following minimal requirements is invited to apply for a charter in Alpha Phi Sigma:

1. Any college or university offering a baccalaureate or higher degrees in the field of Criminal Justice or Law and is unconditionally accredited by the appropriate national or regional Higher Education accrediting agency is eligible for an Alpha Phi Sigma Charter.
2. Must nominate a minimum of ten (10) students for active charter membership who meets the following basic requirements:
 - They have declared their major, minor or equivalent in a Criminal Justice or Law Field leading to a baccalaureate or graduate degree.
 - Undergraduate students must have completed at least three full-time semesters or equivalent and at least four (4) of the courses must be in the Criminal Justice related field. Undergraduates must have a cumulative grade point average of 3.2 on a 4.0 scale, as well as, a 3.2 average in Criminal Justice courses or rank in the top 35% of their class.
 - Graduate students, (Masters, Ph.D.) shall meet a minimum a 3.4 cumulative grade point average in their graduate studies. Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class. Three of the four courses completed can be counted from their undergraduate degree, providing that the student obtained a 3.4 or higher GPA.
 - Students enrolled in Law schools must have completed their first academic year with a GPA of 2.5 or above, on a 4.0 scale.
 - Membership shall not be denied on the basis of race, sex, age, or other criteria having no relationship to criminal justice.
3. If the above conditions are met, the faculty member who is interested in establishing a chapter at his/her

higher education institution shall acquire the Application for Alpha Phi Sigma Chapter Charter and the Petition form to be used in making formal application. The application process requires the following:

1. The completed Application for Alpha Phi Sigma Chapter Charter form.
2. The completed Petition for Chapter Charter form. This is an official statement of endorsement and support by the proposed chapter advisor; the department chair; and a college/university administrator (Dean or above). This is to insure that the administration of the institution is informed and supportive of the establishment of a chapter of Alpha Phi Sigma.
3. A list of proposed chapter members, together with their membership applications.
4. The membership application of the faculty member who will serve as advisor of the chapter, if not a member of Alpha Phi Sigma.
5. Identify the following chapter officers: President, Vice-President, Secretary, and Treasurer. Also include the name(s) and signature(s) of any assistant chapter advisor(s) and membership Application(s), if not a member of Alpha Phi Sigma.
6. The chapter advisor must sign each membership application, certifying the qualifications for membership and attesting the fact that the minimum standards for the chapter have been met or exceeded.
7. The charter petition must include a university check, chapter check, cashier's check or money order covering the charter fee, chapter's dues for one (1) year and initiation fees for each of the proposed chapter members.

Fees are as follows: Charter Fee \$75.00; Annual Chapter Dues \$50.00; Student Membership Fee \$50.00 per student; Faculty/Honorary Membership fee \$50.00.

The one-time membership fee provides lifetime membership, a key pin and a membership certificate.

Annual chapter dues is to be paid to the National Headquarters, on January 1st of every year, in the amount of **\$50.00**. There is a grace period until March 1st. If the dues are received after March 1st, there will be a \$10.00 late fee assessed. Chapters, which are established January through July shall pay dues at the time of charter application. Chapters that are established August through December will be prorated to \$25.00. Payment of annual dues shall be the criterion for determining an active chapter. **Chapters with annual dues in arrears cannot participate in voting, inducting members or ordering honor regalia.**

8. The Application forms for a chapter charter should be returned to Alpha Phi Sigma Headquarters properly completed and with all accompanying documentation to the:

National Executive Director
Alpha Phi Sigma
The National Criminal Justice Honor Society
Nova Southeastern University
3301 College Ave.
Ft. Lauderdale, Fl. 33314

If the Application is approved, National Headquarters will give a name to the new chapter and a Charter will be forwarded to the chapter advisor.

For further information or clarification on the charter application process, please e-mail the Alpha Phi Sigma National Headquarters headquarters@alphaphisigma.org (or call APS at 954-262-7004) with the name of the faculty member, the email address, the department address and the contact telephone number.

Reactivation of a Chapter

An inactive chapter is one that hasn't paid annual dues nor inducted any members in two years. A chapter may reactivate in two ways:

1. If the chapter wishes to change its Greek name, then complete the requirements under [Applying for Chapter Charter](#).
2. If chapter wished to keep its Greek name, there is a reactivation fee of \$50 plus the current Annual dues of \$50. Complete o the "[Petition for Chapter Reactivation](#)". All signatures are required for reactivation.

Membership Guidelines

Once a chapter is founded and the charter members have been accepted by National Headquarters for induction into Alpha Phi Sigma, it is the advisor's responsibility to supervise the selection of new members for all future inductions. Each year, chapter officers and advisors ask the National Headquarters how to go about inducting new members. The intent of this guide is to simplify and explain the membership process. Of primary importance in this process is the selection of only those students who fully meet all membership requirements. As a reminder, these requirements are listed below:

Students: Membership Policies for Students

1. Undergraduate students must have completed at least three full-time semesters or equivalent and at least four (4) of the courses must be in the Criminal Justice related field. Undergraduates must have a cumulative grade point average of 3.2 on a 4.0 scale, as well as, a 3.2 average in Criminal Justice courses or rank in the top 35% of their class.
2. Graduate students, (Masters, Ph.D.) shall meet a minimum a 3.4 cumulative grade point average in their graduate studies. Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class. Three of the four courses completed can be counted from their undergraduate degree, providing that the student obtained a 3.4 or higher GPA.
3. Students enrolled in Law schools must have completed their first academic year with a GPA of 2.5 or above, on a 4.0 scale. (This GPA has been determined by other law school honor societies.)
4. Undergraduate students attending Canadian institutions, must have attain at least 75% in both cumulative and criminal justice courses and must have completed at least four criminal justice (or related fields) courses.

Faculty: Membership Policies for Faculty

According to Article III, Section 1B in the by-laws it states "*Faculty Members*. Faculty and administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses adjunct faculty. They must have completed a minimum of one year full-time teaching/administrative duties at the college where they are

inducted and be elected by majority vote during a regular meeting. Membership applications shall be accepted and signed by the chapter advisor, submitted to AΦΣ HQ for approval.

Honorary: Membership Policies for Honorary Members

According to article III, Section 1C in the Bylaws it states Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. A chapter may grant no more than three honorary memberships in any academic year. Honorary Members must be elected by a 2/3 vote of the chapter. Chapters with more than 100 active members may grant three honorary memberships in an academic semester. They may elect Honorary Members during a regular meeting. Membership applications shall be accepted and signed by the chapter advisor and submitted to AΦΣ HQ for approval.

Transfer Students: Membership Policies for Transfer Students

The National Headquarters frequently receives the following two questions regarding transfer students and the membership requirements for transfer students...

(a) What do we do with transfer students who were inducted as Alpha Phi Sigma members in the chapter of Alpha Phi Sigma at their previous college/university?

(b) What do we do with transfer students who transferred from another institution and would like to become members of Alpha Phi Sigma at their “new” college/university?

- a) Members of Alpha Phi Sigma, who are transferring their membership from their previous college/university, may transfer their membership to the chapter at their “new” college/university with no fees sent to national headquarters. The transfer student must present his/her Alpha Phi Sigma Certificate from the previous college/university to the Advisor at the “new” college/university chapter. This will confirm the student’s membership in the National Alpha Phi Sigma. The chapter at the “new” college/university must accept the transfer student into its chapter because “membership in Alpha Phi Sigma is a life membership.” The chapter advisor at the “new” college/university should complete the [*Notification of Chapter Membership Transfer*](#) form and send to national headquarters (no dues required). The “new” college chapter may charge chapter dues/requirements. If the transfer student member wishes a new certificate with the “new” college/university chapter’s name, there is a \$10 fee for the certificate. If a membership pin is also requested, a fee of \$15 will be required. Only the Advisor of the “new” college/university chapter may order the Certificate and pin from national headquarters.
- b) A transfer student who would like to become a member of Alpha Phi Sigma (for the first time) must qualify for acceptance in the same manner as all students at that college/university. They must meet your chapter’s membership requirements. All transfer students must complete at least one semester at the “new” college/university so they will have the required GPA posted at the “new” college/university. Since colleges/universities vary on their transfer policies concerning transfer of grades and hours, Alpha Phi Sigma accepts the official rank on file at your college/university, which is provided by your college/university’s registrar.

Membership in Alpha Phi Sigma is not based on membership in any other organization. All students, regardless of membership in any other honor societies, must qualify and join Alpha Phi Sigma like all other students must do.

How to Select Members

Identify

Identify potential members by compiling a list of all eligible criminal justice majors and minors. There are three options for compiling this list:

OPTION 1 Chapter advisors can compile this list by obtaining from the college/university registrar a cutoff list of all criminal justice majors/minors who have a minimum 3.2 GPA and have completed a minimum of three full semesters (seniors, juniors, sophomores) and who are in the upper 35% of their class. Only faculty advisors should look at student grades because of privacy concerns.

OPTION 2 If your college/university registrar cannot provide the chapter advisor with such a list, the chapter advisor should request a list of all criminal justice majors/minors sorted by GPA and identify himself/herself which students are eligible for membership. Again, only faculty advisors should look at student grades because of privacy concerns.

OPTION 3 Distribute the Membership Application to all interested applicants who are criminal justice majors/minors (see the advertising tips below on finding applicants). All applications should be returned to chapter advisor to verify their academic eligibility with the college/university registrar.

Invite

When the qualified candidates for membership have been identified, send an Invitation to attend an Informational meeting (see Appendix A for [Sample Invitation](#)).

Induct

Prepare and mail these two items to the National Headquarters at least five (5) weeks before the planned Induction Ceremony:

1. Membership Application Form. Please use the standard Alpha Phi Sigma Application, found on the National Website. Many applications are returned to Advisors because of missing data (such as GPA's, number of courses); photocopy of advisor's signature Applications that are illegible or written will be returned. All applications must be typed. Alpha Phi Sigma's applications are editable. If chapter advisor has questions, email headquarters@alphaphisigma.org
2. Headquarters accepts: Money Orders, Cashier Checks, University Checks or Chapter Checks. Headquarters will NOT accept cash, personal checks, or credit cards.

Usually within one week of Headquarters receiving the completed applications and membership fees for each applicant, certificates, pins, and cards will be sent to chapter advisor at the chapter address on file. The chapter advisor may choose to hold formal inductions for each group of new members (see Induction Ceremony Section). Generally speaking, there is one formal induction each semester (Fall and Spring) with a Summer induction, optional. The chapter advisor may choose informal inductions for each group of new members (for example, at a chapter meeting), and later recognize all those inducted throughout the year in one formal ceremony per calendar year.

The advantage to inducting new members throughout the year is that it is important that those students academically qualified to be members be provided with the opportunity to participate in Alpha Phi Sigma activities and to submit for Alpha Phi Sigma scholarships/awards. Inducting new members at the beginning of each semester/quarter can only help to increase chapter participation and human resources for your chapter's activities.

Advertise

Here are some additional advertising tips for attracting members to your chapter:

- **Set up a table or booth** during registration to promote awareness of Alpha Phi Sigma. If your college has an activities/club/organization fair (or similar event), participate in the event by maintaining a table or booth. A table can also be placed in the criminal justice department or student union to promote Alpha Phi Sigma.
- **Post flyers** in the criminal justice department and around campus.
- **Ask department faculty for permission to speak in each criminal justice class** for 5-10 minutes about Alpha Phi Sigma and the benefits of membership (see [Benefits of Membership](#)).
- **Ask the campus bookstore** if you can place bookmarks promoting Alpha Phi Sigma in Criminal Justice textbooks prior to sale.
- **Hold an open meeting** for all interested students, members, alumni, and faculty. Many chapters have found that serving refreshments, snacks, pizza, etc. increases attendance at this meeting. Hand out information about upcoming activities & events.
- **Speak to individuals personally.** A personal invitation to attend a meeting is very effective.
- **Hold a reception** for potential members and faculty. Once again, extending a personal invitation to attend a reception is meaningful to potential members and faculty.
- **Write letters or phone** potential members.
- **Advertise** in the college paper or on the college radio/TV station.
- **Distribute** a chapter newsletter or mass e-mail to potential members.

Benefits of Membership in Alpha Phi Sigma

The ultimate test of the value of any membership organization lies in the accomplishments of its members. In each year of Alpha Phi Sigma's history, more and more members have undertaken graduate studies. Alpha Phi Sigma is well represented in the professional ranks of all areas in the criminal justice field. The membership directories of the national professional associations, such as The Academy of Criminal Justice Sciences (ACJS), The American Society of Criminology (ASC), American Correctional Association (ACA) are studded with the names of Alpha Phi Sigma members, both active and alumni. This is only one example demonstrating that Alpha Phi Sigma's purposes are being fulfilled. Furthermore, the contacts made through Alpha Phi Sigma will be valuable throughout the members' educational and professional careers.

Concrete advantages of membership include:

- ❖ **The documents** a membership certificate, a lapel pin, a wallet card, honor stole, honor medallion, honor cord which give tangible evidence of membership.
- ❖ **The experience** gained by working with Alpha Phi Sigma is excellent for building up a resume.
- ❖ **Alpha Phi Sigma is a springboard** for professional growth. Opportunities are made available to the members for promoting their research, receiving national recognition, meeting and interacting with leaders in the criminal justice field, and meeting and interacting with Alpha Phi Sigma members of other chapters across the country who also will be future leaders.
- ❖ **The United States Government** recognizes membership in Alpha Phi Sigma as meeting one of the requirements for entrance at the GS-7 level in the Federal service.
- ❖ **Experieince.com** We partnered with [Experience](#), the largest career site specifically for college students and young professionals.

Completing the benefits mentioned above is knowing that many individuals, by their caring, dedication, perseverance, and hard work, have made it possible to encourage young persons interested in criminal justice to strive for excellence – to reach toward that attainable star.

Advantages to Becoming a Member of Alpha Phi Sigma

1. Alpha Phi Sigma provides national recognition for academic excellence in criminal justice, an honor which can be noted on employment applications, vitae, and resumes.
2. On the local level, chapter membership facilitates leadership development, interaction with other students who have similar interests and service to the department and college/university.
3. Members receive a membership certificate, pin, and card and our electronic official publication, "*The Docket*."
4. Through membership in Alpha Phi Sigma, students gain a sense of community with others in criminal justice and identification with the discipline.
5. Alpha Phi Sigma provides a local and national forum for obtaining information and developing perspectives about the field of criminal justice, learning about educational and career opportunities, and forming meaningful professional networks.
6. Alpha Phi Sigma chapter activities provide students with valuable opportunities to develop one-on-one relationship with professors who can stimulate their interest in criminal justice, involve them in research projects, and write meaningful letters of recommendation for them.
7. Alpha Phi Sigma encourages student research at the national as well as the local level through undergraduate and graduate paper award competitors and provides opportunities for students to present research/papers and receive certificates and other awards recognizing their accomplishments at the national criminal justice conference.
8. Alpha Phi Sigma provides awards, grants and scholarships to its students members, faculty advisors and chapters on an annual basis.
9. Alpha Phi Sigma sponsors outstanding programs/events at the national conference of The Academy of Criminal Justice Sciences. Students' benefit not only from the programs/panels; but also from the opportunity to meet leading criminal justice professionals and students from other chapters.
10. Membership in Alpha Phi Sigma meets one of the requirements for entrance at the GS-7 level in numerous professional and technical occupations in the United States government.
11. Membership in Alpha Phi Sigma provides recognition, awards, educational opportunities, graduate school preparation, paper/poster awards national conference, speakers (national and local), feeling of community, networking, and more.
12. Membership is for life. A onetime payment is made to the national headquarters when joining.

Advisors' Responsibilities

If not already a member, apply for membership in Alpha Phi Sigma.

Identify and certify qualifications of student candidates for membership. Advisor must sign every student/faculty/honorary membership application. Chapter advisor signature is on file at National Headquarters. For students, the advisor's signature will certify the student's GPA. No one can become members of Alpha Phi Sigma without the advisor's approval and signature.

Use ONLY the Alpha Phi Sigma application on the Web site www.alphaphisigma.org Please DO NOT change or revise our application. Revised applications will be returned. Allow five weeks to receive the certificate, pin and wallet card to be delivered to the advisor. All materials will be sent to the advisor's address on file at the headquarters' office.

Induct new members twice annually. Schedule the Tapping approximately 2/3 weeks before the Induction, if possible. In any event, the "Tapping" must take place before the candidates can be inducted.

Provide leadership training for officers. Guide the chapter officers in planning and implementing goals and projects/activities.

- Follow the college calendar to determine how the chapter can participate in your campus scheduled activities.
- Motivate officers to plan educational programs and field trips on criminal justice issues.
- Schedule regular meetings.
- Plan membership drive.
- Schedule Tapping approximately 2/3 weeks before the Induction.
- Schedule Induction ceremony.
- Plan some social activities (include faculty members occasionally).
- Plan fund-raising to subsidize:
 - ~ attending the APS/ACJS Annual National Conference
 - ~ establishing an Alpha Phi Sigma scholarship, if feasible.
- Encourage community service.
- Attend chapter meetings and activities.
- Encourage student attendance at meetings.
- Participate in the Alpha Phi Sigma annual national theme. Chapters are to plan and participate in at least one event reflecting the annual national theme. Chapters are also encouraged to submit the event in a poster board fashion into the national "Theme" competition. (see [Awards/Scholarships Criteria](#))
- Stimulate participation in projects.
- Assist in developing group cohesiveness.
- Motivate students to pursue criminal justice and to excel academically.

Publicize Alpha Phi Sigma's national competitions and awards and encourage members to submit projects, scholarship applications and papers for national competition. All applications must be submitted to Alpha Phi Sigma National Headquarters post marked by December 31st.

Chapter Advisor must insure that the chapter is in good standing. Chapter Advisors must submit the annual chapter dues, chapter activity report, financial report, by-laws and signature card to AΦΣ headquarters annually. The reports can be found online at www.alphaphisigma.org click on resources or by emailing headquarters@alphaphisigma.org

Each Alpha Phi Sigma chapter must have its own EIN from IRS. When a chapter is established, Alpha Phi Sigma Headquarters applies for this number on behalf of the chapter. According to IRS regulations, our chapters must file a 990-N every year. Alpha Phi Sigma Headquarters files the 990-N for every chapter.

Assist your chapter in participating in the national nominations and elections.

Advisor and officers should establish expectations of each other.

Encourage students to apply for Alumni status upon their graduation. See Web site www.alphaphisigma.org

Assign an officer to submit articles to national headquarters, for publication in the Docket.

LETTER OF UNDERSTANDING FOR ALPHA PHI SIGMA CHAPTER ADVISORS

As an Alpha Phi Sigma Advisor, I understand and agree to the following guidelines:

- I am a member of Alpha Phi Sigma.
- I shall abide by the National Alpha Phi Sigma Bylaws and Policies.
- I shall identify, invite and induct eligible students as Alpha Phi Sigma members at least twice a year.
- I shall inform officers of duties, provide them with the *Officers* section of the Alpha Phi Sigma handbook and work with them to develop leadership skills.
- I shall complete and send the chapter activities report and chapter financial report to the National HQ.
- I, or a chapter officer under my approval, shall submit an article and pictures to the National HQ for publication in “The Docket” at least once a year.
- I shall inform Alpha Phi Sigma members of announcements from the National HQ, such as deadlines for scholarships, available awards and dates of conferences.
- I shall supervise the planning of and participate in projects that enhance the purpose of Alpha Phi Sigma, such as the Alpha Phi Sigma’s national theme project.
- I shall implement strategies suggested by the National HQ to fulfill goals of Alpha Phi Sigma.
- I shall attend and encourage students to attend the annual National Alpha Phi Sigma/Academy of Criminal Justice Sciences Conference, when possible.
- I shall update my signature, address, phone, fax, email, on file in National HQ each year.
- I shall take sole responsibility for ordering academic regalia for my chapter.
- I shall certify all membership applications submitted to National HQ.

Calendar for Coordinating with the National Headquarters

August

- Email headquarters@alphaphisigma.org new advisor/contact information or up-date advisor information.

September

- Advisor view Web site to print updated application forms and handbook inserts.
- Order Alpha Phi Sigma merchandize for functions.
- Mail or email activities and photographs (jpeg format) for Fall Docket to editor@alphaphisigma.org
- Submit student/faculty/honorary membership applications.
- Submit advisor signature card, chapter bylaws (if amended), current officers (names and email addresses)
- Submit chapter dues for the upcoming year before January 1st.
- Apply for the Advisor's grant award at any time of the year. Application on Web site www.alphaphisigma.org. The award will be granted before the Alpha Phi Sigma National Conference. First Come First Served. Advisors receiving the grant, cannot apply/receive it, until three years have passed. If for any reason the advisor cannot attend the Alpha Phi Sigma conference, the grant must be returned.
- Submit students' applications for scholarships/grants national competition scholarship applications must be postmarked before December 31st.

October

- Advisor prepare for fall induction. Request a sample Induction Ceremony via email headquarters@alphaphisigma.org.
- Submit student/faculty/honorary membership applications.
- Apply for chapter grant award at any time of the year.
- Order honor cords, medallions, stoles, for graduating students. Allow 5 to 6 weeks for postal delivery service. Honor regalia order must be approved and signed by the chapter advisor whose signature is on file at National HQ. Merchandise order forms must be completed listing the names of the students graduating and the year they were initiated into Alpha Phi Sigma.
- Watch for Fall Docket in your email box.

November

- Call or email membership@alphaphisigma.org (954-262-7004) if materials for induction have not been received, i.e. certificates, pins, wallet cards.
- Mail or email activities and photographs (jpeg format) for Spring Docket to editor@alphaphisigma.org
- Submit students' scholarship/grants applications. Applications must be postmarked before December 31st.

December

- If you haven't received your ordered honor regalia by December 1st, please call or email National HQ (954-262-7004) headquarters@alphaphisigma.org
- Submit students' scholarship/grants applications before December 31st.
- Submit annual chapter dues \$50 to Alpha Phi Sigma National Headquarters.

January

- Annual chapter dues (\$50) must be received by Alpha Phi Sigma National Headquarters before January 15th to have the name of your college/university printed on the back of the annual commemorative t-shirt. This T-shirt is distributed each year to all chapter advisors whose chapter is listed on the t-shirt. It is also available for sale at the conference.
- Submit student/faculty/honorary membership applications.

February

- Watch for Spring Docket in your email box.
- Submit student/faculty/honorary membership applications.
- Finalize arrangements to attend the APS/ACJS National Conference.
- Order academic regalia for spring graduation. Allow 5 to 6 weeks for postal delivery service.

March

- Attend Alpha Phi Sigma/Academy of Criminal Justice Sciences Annual National Conference.
- Chapter dues paid after March 1st will be considered delinquent and there is a \$10 late fee.
- Order academic regalia for spring graduation. Allow 5 to 6 weeks for postal delivery service.

April

- Advisor complete preparations for spring induction.
- If you haven't received your ordered honor regalia by April 1st, please call or email National HQ (954-262-7004) headquarters@alphaphisigma.org
- Order honor cords, medallions, stoles, for summer graduation. Allow 5 to 6 weeks for postal delivery.
- Submit student/faculty/honorary membership applications.

May

- Submit student/faculty/honorary membership applications.

June

- Submit suggestions to National Executive Director for additional student scholarships or improvement in the selection process. director@alphaphisigma.org

July

- Begin preparations to attend APS/ACJS National Conference, next year.
- Students may begin submitting their applications for scholarship competition at any time of the year, but must be post marked by December 31st.

The Role Of The Chapter Advisor As Seen by.....	
Advisors	Students
Encourages chapter to do "something"	Allows them to define their chapter
Resource Person	Resource Person
Friend/Counselor	Positive Reinforcement and Support
Picks up the pieces when necessary	Constructive criticism
Assists in planning	Liaison between National HQ and University
Plays Devil's Advocate	Deals with legal and contractual matters
Helps set goals	Attends chapter meetings
Helps maintain direction	Provides advice on University procedures
Provides continuity	Is available
Simulates creativity and motivation	Discusses ideas, but doesn't dictate
Serves as a sounding board for students	Supports events by being in attendance
Facilitator for group process	Helps with brainstorming ideas
Is accessible when needed	Realizes that leaders are volunteers

Advisor / Student Leader Relationship Strategies

- The responsibility for building the relationship must be shared by students and advisors.
- This relationship should be viewed as a partnership.
- Open, direct communication is the key to an effective advisor student leader relationship.
- Advisors and students should share individual needs, responsibilities, and expectations with one another at the beginning of each academic year or term of office. Be open minded and prepared to negotiate as needed.
- Student leaders and advisors should recognize the other's various roles, responsibilities, and commitments outside of their positions with the chapter.
- It is extremely important for advisors and student leaders to realize and acknowledge that we are all human beings who make mistakes, follow our own value systems, and work using our own styles. These differences can help bring a diversity of experiences and perspectives to your chapter that should be celebrated!
- Advisors and student leaders are all continually growing, changing, and learning both as individuals and with their respective roles with the chapter. An environment of both challenge and support can provide a wonderful impetus for this ongoing development!

Rewards of Advising a Student Organization

- Being able to observe the development of students during their college experience.
- Being recognized by the students and your college for a job well done.
- Serving as a mentor/role model for students.
- Observing the fads, cultures, and subtle changes that occur in student life.
- Teaching, leading, and coaching students involved with making a difference.
- Serving the institution.
- Serving the community.
- Filling a role that is vitally necessary but done by very few.

CALENDAR FOR CHAPTER ACTIVITIES

Spring

- Encourage students to attend National Alpha Phi Sigma National Conference.
- Continue fundraisers for national conference students' expenses.
- Membership drive. (see [How to Select Members](#) for suggestions)
- Induction Ceremony.
- Elect officers after spring induction ceremony and before end of spring.
- Outgoing officers hand over notebooks and discuss duties with incoming officers.
- New officers familiarize themselves with Alpha Phi Sigma chapter faculty advisor, office, files, materials, and national web site www.alphaphisigma.org
- Honor Alpha Phi Sigma graduates.
- End-of-year social functions.

Summer

- Officers study bylaws, handbook, construct or update chapter Web site. Link National HQ Web site to your chapter's Web site. Email your chapter's Web site address to National HQ. headquarters@alphaphisigma.org
- Officers meet for leadership self-training (consult with advisor for assistance)

Pre-fall

- Alpha Phi Sigma planning meeting: for fun, goal setting, and brainstorming.
- Officers draft calendar of events with approval of advisor and tentatively schedule on your campus activities calendar (*Schedule officer meetings to prepare agendas for regular meetings and to plan and evaluate all activities. Regular monthly membership meetings, field trips, conferences, tapping, induction ceremonies, community service projects, national theme project, graduations, social events.*)
- Officers draft a budget for your chapter.

First regular business meeting

- Membership approves calendar of events and budget.
- Assign committee members.
- Treasurer collects chapter dues.
- Officers finalize Alpha Phi Sigma schedule on the college activities calendar.
- Encourage students to apply for individual and chapter grants, scholarship, and papers competition through the Alpha Phi Sigma National Headquarters.
- Applications must be post marked by December 31st.
- Officers review the Scholarship/Awards on the national web site. www.alphaphisigma.org

Fall

- Membership drive.
- Participate as a chapter in college orientations.
- Participate in the National Alpha Phi Sigma theme project.
- Prepare scholarship/grants competition to submit to national headquarters.
- Induction ceremony.
- Programs, field trips, regular meetings, socials, fundraisers (to attend national Alpha Phi Sigma conference).
- Ask members to view National Web site for announcements and up-to-date news. www.alphaphisigma.org
- Students: Submit your advisor's name for the "Advisor of the Year" Award.
- Submit an application for a chapter grant from National Alpha Phi Sigma Headquarters.

December

- Elect chapter officers if vacancies occur for second semester
- Community service project; National Alpha Phi Sigma theme project, Social functions
- Honor Alpha Phi Sigma graduates.
- Remind graduating students to apply for Alumni membership with National Alpha Phi Sigma Headquarters. (see web site www.alphaphisigma.org)

Chapter Development Suggestions

Finding the formula for a successful Alpha Phi Sigma Chapter, new or old, can be the most difficult task any chapter undertakes. This section provides help in finding that formula for faculty(s) and officers, who should then pass these ideas along to members. Although the basis of any successful chapter is the commitment of its members and the support the chapter receives from its institution and from the national headquarters, the following ideas should provide some help for ways to strengthen any local chapter.

I. Promote ties with the National Headquarters

- A. Apply for scholarships and/or awards.
- B. Submit names of new members and any changes in chapter faculty or address promptly to the Headquarters so that information may be sent quickly to those who need it.
- C. Distribute materials sent from the Headquarters promptly to all members.
- D. Attend the National Conferences.

II. Promote ties with other area chapters

- A. Hold a joint initiation ceremony.
- B. Hold a local area daylong symposium on one particular issue or theme.
- C. Invite other chapters when a speaker is coming to your campus.

III. Gain Visibility Locally

- A. Make a chapter banner and display it at all events.
- B. Wear $A\Phi\Sigma$ sweatshirts, T-shirts, and especially, pins.
- C. Note Alpha Phi Sigma sponsorship prominently when advertising programs on campus and in the community.

- D. Published events in both the local and the campus newspaper.
- E. Let the local newspaper know when a chapter member wins a national award.

IV. Involve All Members, Potential and Actual

- A. Have committees for particular events and invite each member to be involved in at least one committee each year. This will eliminate “burning-out” one student.
- B. If your college has a beginning of the year promotional activity for all student organizations, get involved in planning, and set up times when each member can come and hand out information.
- C. Hold a picnic or pizza party at the beginning of each semester and invite potential members.
- D. Hold the “Tapping” in a public place, such as the classroom.

V. Plan in Advance

- A. Brainstorm at the end of each semester for the following one.
- B. When discussing the plans for the year, be flexible, and be open to all members' suggestions.
- C. Set tentative dates for meetings, regular events, and other activities well in advance.
- D. Reserve appropriate and adequate space for meetings as early as possible.
- E. Keep to a regular schedule for meetings. Strive to be consistent; meet at the same time and place every time.

VI. Hold Effective Meetings

- A. Plan an agenda.
- B. Involve everyone in planning.
- C. Keep business to a minimum. Students don't like sitting for a 2 hour meeting.
- D. Keep meetings moving; don't let people distract from the point at hand.
- E. Have a program (presentation, guest speaker, discussion topic, etc.) periodically at your scheduled meetings. This will hold the students interest in coming to meetings.
- F. Distribute notice of the time and place of the next meeting.
- G. Involve faculty members in your meetings.

Tapping- Invitation Process

What is Tapping?

Tapping is the official acceptance of the candidate into Alpha Phi Sigma by the National Headquarters. Tapping is the formal notice to the candidate that he/she has qualified for membership in Alpha Phi Sigma. Tapping may take place in any location, such as a classroom or an office or a meeting or on the main square on campus. This may be individual or group. The more observants to the tapping, the better. It exposes Alpha Phi Sigma and honors the candidates by informing everyone around him/her that he/she is a recognized scholar.

Prior to Tapping

- Form a Tapping Team – at least three team members. Be informed of the time and location each candidate will be tapped. The Tapping Team meets in a designated location to gather Tapping materials and dress in “academic regalia”. Academic regalia can be either honor stole or honor cord or honor medallion or academic gown, or combination. Team members should discuss their roles and proceed to the class or designed location together for the “Tapping”.
- Check your materials for the following: If the Tapping is taking place in a classroom: permission from the class instructor to enter his class (name of instructor; time the class meets, room number), the name(s) of the candidates to be tapped. If taking place in a meeting, the same information must be communicated to the Tapping team. A sample Tapping ceremony can be requested from headquarters@alphaphisigma.org
- An invitation for each candidate informing them of the Induction date, location, time, etc. Candidate must be available for the Induction date or wait for the next scheduled induction. A tapping pin (purchased from Alpha Phi Sigma National Headquarters) see Web site www.alphaphisigma.org If tapping pin is not available to you, a ribbon (or something similar) with Alpha Phi Sigma's Greek letters on the ribbon. Candidates will wear the pin or the ribbon everyday until inducted. This provides visibility of Alpha Phi Sigma on campus and creates an interest.

The Tapping

Stay in front of room and read the short version of the History of Alpha Phi Sigma. Points to emphasize:

1. Alpha Phi Sigma is the national honor society for students enrolled in accredited criminal justice programs.
2. Alpha Phi Sigma was established in 1942. The Academy of Criminal Justice Sciences recognizes AΦΣ as the official National Honor Society for Criminal Justice. Alpha Phi Sigma is a member of the Association of College Honor Societies.
3. Call the candidates who qualify for membership and ask that they come to the front of the room.
4. Read the qualifications for membership for each candidate that is to be “tapped”.
5. One team member touches the shoulder of the candidate and announces that the chapter, the chapter advisor and the National Alpha Phi Sigma have accepted him/her. If you have a “Tapping Wood”, that’s perfect, if not simply use the palm of your hand to rest on the candidate’s shoulder. The chapter takes great pleasure in inviting him/her to be inducted into Alpha Phi Sigma chapter at (name your college/university)
6. The second team member presents the candidate with the invitation and request that the candidate to be present at the Induction Ceremony at (specify date, time, place).
7. The third team member pins the Tapping pin or the ribbon, whichever you have to indicate the acceptance.
8. This is done for all the candidates at the Tapping location (it can be an individual tapping of a group tapping)
9. At the completion, invite the observants to give the invitees a round of applause. At this point (after the Tapping) they are no longer called” candidates” they are called “invitees”.
10. Thank the instructor of the class and the observants for allowing the Tapping and leave.

RESPONSIBILITIES OF CHAPTER OFFICERS

(Adapt to chapter’s needs. Duties may be combined for some positions or chapters may elect additional officers to perform duties.)

PRESIDENT

- Plans agendas for business meetings
- Conducts meetings, using parliamentary procedure
- Mail or email activities and photographs (jpeg format) to National Headquarters for publication in the Docket to editor@alphaphisigma.org
- Communicates with and assists Alpha Phi Sigma faculty advisor regularly
- Appoints committees, assigns tasks, and follows up
- Votes in a tie
- Encourages members to update their home addresses in order to receive communications from the chapter.
- Keeps notebook of agendas, copies of activities report filed with national headquarters, calendar of activities and deadlines
Prepare Agenda *in advance and have copies available to all members. Use the agenda, the fixed order of business, as a structure for **setting the atmosphere for business**. The first impression is the most important. Begin on time and follow the agenda. Enforce the rules of parliamentary procedure consistently and firmly. Be fair and courteous to all. Make decisions without delay, whenever possible.*
- Do only one thing at a time.
- Finish each action before introducing something new.
- Be organized, presenting all information in a logical order.

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SAMPLE ALPHA PHI SIGMA CHAPTER MEETING AGENDA

Date, time and location of meeting

- I. Call to order (beginning time)
- II. Roll call or sign in sheet for all members present
- III. Reading and approval of the minutes of last meeting
- IV. Officers’ reports (Treasurer, Vice-President, etc)
- V. Committee reports (List committee and chairperson)
- VI. Old business or unfinished business (Itemized)
- VII. New Business (Itemized)
- VIII. Announcements
- IX. Adjournment (expected time to end)

VICE-PRESIDENT

- Conducts meetings in president’s absence
- Keeps files of membership cards updated
- Serves as Program Chair—Chairs one Program Committee or oversees committees appointed for each type of program or event
- Works with committee members to obtain speakers and meeting facilities
- Introduces speakers
- Registers all events on college calendar
- Notifies Publicity Chair of all relevant information in ample time for publicity

SAMPLE ALPHA PHI SIGMA PROGRAM/ACTIVITY ORGANIZER

(Date registered on college activities calendar)

- Program Title
- Committee, committee chair, and sponsor in charge of event
- Date of event
- Time of Event
- Location of event
- Anticipated Attendance
- Speakers needed
- Refreshments needed
- Equipment needed
- Materials needed
- Transportation needed
- Total cost and how funded
- Paperwork to be filed with administration
- Members to set up
- Members to clean up
- Invitations to be sent
- Date publicity to begin
- Thank you notes to be sent

Task	Person in Charge	Deadline Date	Completed Date
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Evaluation by officers and sponsors—signed and dated

- Basis used (attendance, revenue, feedback, etc.)
- Recommend repeat program next year
- Recommend not repeat program and why
- Modifications recommended if repeated

SECRETARY

- Records and reads minutes at meetings

Minutes are the official record of all business transacted at a business meeting. They should follow the order of the agenda and include all motions seconded, whether adopted or rejected. When the secretary reads the minutes at the following meeting, the members will vote approval as they stand or will make motions to amend them first. Amendments should be recorded. It is helpful for the secretary to keep the minutes in a loose-leaf notebook (in order) with committee lists, committee reports, attendance records, and the agendas for each meeting.

- Handles correspondence for chapter, including thank you notes to speakers
- Takes roll at meetings
- Keeps roster of email addresses of all members
- Emails announcements to members on a regular basis
- Keeps copy of membership registration forms in notebook
- Keeps list of all committees and reports in notebook
- Keeps agendas, minutes, roll of members in notebook for next secretary

SAMPLE WORKSHEET FOR ALPHA PHI SIGMA MEETING MINUTES

Type of meeting

Date, Time started, Location

Presiding Officer

Persons present and absent (can attach list)

Approval of previous minutes and any amendments

Important facts from officers' reports

Committee reports (can attach)

Motions and the results.

Summary of any other actions

I. (Or can list agenda items and actions.)

II.

III.

IV.

Time meeting adjourned

Date, Time, and Location of next meeting

Signed by the Secretary

TREASURER

- Keeps financial records of expenditures and receipts
- Collects and records registration fees, chapter dues
- Makes deposits in a chapter or college account according to college policy
- Requests funds or writes checks for expenditures with chapter advisor's approval
- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Alpha Phi Sigma's funds in the school account
- Reports financial status (income, expenses, balance) at business meetings
- Keeps a notebook of records to hand to next treasurer (includes financial transactions, income and expenditures reports, receipts, copies of order forms and registration forms sent to the national office, budgets of past and present years)
- If chapter has bank account, takes incoming treasurer to bank to sign card
- Notifies members when chapter needs additional funds for events
- Completes on time any forms required by college for honor societies with funds
- Verifies registration of members by keeping a copy of the applications sent to the National Headquarters and maintains a record of all chapter fee collected for each member. Also maintains a record of dates when each member is "initiated."

SAMPLE ALPHA PHI SIGMA FINANCIAL REPORT

Date

Balance in account on date of last report

Income since last report

Application fees for the National HQ
Chapter dues
Annual chapter dues for National HQ
Merchandize orders for National HQ
Fundraisers
Student Activities Fund
Contributions

Expenses since last report

Application fees for the National HQ
Merchandize orders to National HQ
Refreshments
Scholarship
Contributions to community
Field trip, program, project, conference

CHAPTER WEBMASTER

- Creates and maintains Alpha Phi Sigma Chapter Web site linked to www.alphaphisigma.org. Email headquarters@alphaphisigma.org to create a link.

CHAPTER HISTORIAN

- Takes pictures at Alpha Phi Sigma events
- Keeps scrapbook of pictures, news media articles, printed programs, chapter newsletter, posters, etc

- Enter Yearbook (scrapbook) for annual competition at the National Conference. Write or email a letter of intent to submit Yearbook for competition to National Headquarters postmarked before deadline and bring your Yearbook to the National Conference
- Display Yearbook (scrapbook) at regular meetings, club fairs, etc

REPORTER / PUBLICITY CHAIR

- Publicizes Alpha Phi Sigma meetings, events, announcements, award deadlines
- Places announcements on Alpha Phi Sigma’s bulletin board
- Sends announcements to college newspaper and campus public relations department
- Sends news releases for community newspapers to college public relations
- Arranges with college for news media coverage of special programs/events
- Keeps Dean of Student Activities informed about Alpha Phi Sigma activities
- Keeps notebook of all announcements and news releases in chronological order

SAMPLE ALPHA PHI SIGMA NEWS RELEASE OR ANNOUNCEMENT

(Use black type, double space, upper and lower case letters, no superlatives.)

Date of release to news media or to the college Public Relations Office

Sponsor: College Alpha Phi Sigma Chapter

Faculty Advisor:

Contact person (publicity chair), address, phone number

Title of event (Speaker, film, induction ceremony, community service project, etc)

Date of event	Time	Location
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Factual information about event

CHAPTER DELEGATE

- Must be an active student member of Alpha Phi Sigma
- Represents Alpha Phi Sigma Chapter to the National Headquarters
- Must have regular access to email and the Internet, at least weekly
- Presents all surveys and ballots to the chapter and registers their votes taken at a regular membership meeting

STUDENT GOVERNMENT ASSOCIATION REPRESENTATIVE/ UNIVERSITY HONOR COUNCIL

- Represents Alpha Phi Sigma at Student Government and Honor Council meetings
- Completes any reports necessary for Alpha Phi Sigma to maintain recognition by the SGA or Student Activities Office or Honor Council
- Lobbies for funds for Alpha Phi Sigma from SGA or Student Activities Funds or Honor Council

Refreshments	Supplies for chapter
Specific program or event	Scholarships

COMMITTEES

- One or more persons (preferably three members total) appointed by the president, if stated in the bylaws, or as prescribed by the active members through a motion.

TYPES OF COMMITTEES

- *Executive*—Officers
- *Standing*—For a certain period of time, or permanent. Members change as the membership changes (i.e.: Nominating, Program, Fundraising, Membership, Community Service)
- *Special*—Given special charge and ceases to exist when task is completed (i.e., Revising Bylaws, Establishing Criteria for Chapter Scholarship)

COMMITTEE MEETINGS

- Quorum - majority (over 50% present)
- Resolutions/proposals, based on majority approval, to be presented to members at regular business meetings
- The chair or a secretary keeps a brief memorandum in the nature of minutes for the use of the committee
- Chair may make and debate motions

TYPES OF COMMITTEE REPORTS:

- *Informative* (Report is read to membership at a regular meeting.)
- *Proposal or informative with resolution/proposal* (Requires motion by person presenting the report, usually the committee chair, to adopt/accept/agree to the report/resolution/proposal. All three terms indicate adopting the whole report including the proposals.)
- The *motion* must be considered, or postponed, and can be amended by the membership before the vote takes place.

Example: “The Finance Committee recommends that each Alpha Phi Sigma member be required to pay \$10 annual dues to the chapter by October 1.”

FORM OF COMMITTEE REPORTS

- Written, in third person
- States name of committee “. . . Committee submits the following report . . .” (*informational*) or “recommends” (*proposal*)
- Signed by all concurring members or the chair

Scholarships/ Awards/Grants

Alpha Phi Sigma awards scholarships, grants and awards once a year. These are usually distributed at the National Conference. For up to date information on the current scholarships available visit the AΦΣ website. www.alphaphisigma.org/scholarships

Sample Invitation Letter to Candidate from Chapter Advisor/President

Dear:

The (*name of the institution*) Chapter of Alpha Phi Sigma has voted to recognize your outstanding scholastic achievements by inviting you to become a member of Alpha Phi Sigma, The National Criminal Justice Honor Society. An invitation to membership in Alpha Phi Sigma is the highest national scholastic recognition your faculty can offer.

As *President and Advisor* of the (*Greek chapter name*) Chapter of Alpha Phi Sigma, it is a pleasure to extend to you this membership invitation. We speak for the entire chapter when we say that we hope you will accept this invitation to membership. Your Alpha Phi Sigma membership will convey academic excellence and a commitment to high principles and superior achievement throughout your lifetime. The Alpha Phi Sigma designation can set you apart from the crowd.

As part of the formal invitation process, members of our chapter will extend official invitations during classes of the week of (dates). This “tapping” ceremony is our way of recognizing qualifying students in the presence of their classmates.

There is a meeting on (*date*) which you are required to attend. The enclosed memo provides detailed information concerning the induction ceremony, membership fee, and reservations and arrangements for the induction ceremony and (banquet/reception). Please notify (chapter contact) by (date) of your membership acceptance and return the completed data form enclosed as soon as possible.

Congratulations on your nomination to Alpha Phi Sigma. We look forward to welcoming you into the (*Greek chapter name*) chapter.

Sincerely,

Chapter Advisor
Tel: #

Chapter President
Tel: #

