

Alpha Phi Sigma
The National Criminal Justice Honor Society
Chapter Policies

Charter Chapter

Colleges or Universities offering a baccalaureate or higher degrees in the field of Criminal Justice or related fields and that are accredited by one of the following regional accrediting associations, may apply for a chapter.

American Bar Association
Middle State Association of Colleges and Schools
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
North West Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges.

Colleges or universities must have a minimum of ten (10) members to charter a chapter. The charter application must be accompanied by the by-laws of the chapter and a list of chapter members and identify the following officers: President, Vice-President, Secretary and Treasurer. A Chapter Advisor must be designated from the faculty of Criminal Justice or related fields, at the college/university. The Chapter Advisor and Assistant Chapter Advisor must be members (or become a faculty/honorary) of Alpha Phi Sigma.

Charter Fees

Chapter Charter Dues shall be a one-time fee of \$75.00

Chapter Dues

Chapters have annual dues of \$50.00, covering the period of January 1st through December 31st. The annual chapter dues are due by January 1st of the year. There is a grace period until March 1st of that year. Chapter dues paid after March 1st of that year, will incur a \$10.00 late fee. Chapters that do not pay their dues by that date will be considered not in good standing. For the chapters that are chartered August 1st through December 31st, the chapter dues will be prorated to \$25.00 for that year.

Waiver of Chapter Dues

Chapters in good standing may have their following year's chapter dues waived, if five (5) or more chapter members attend the annual National Alpha Phi Sigma Conference and participate in a minimum of five (5) Alpha Phi Sigma seminars, designated by the National Headquarters.

Reinstatement of a Chapter

If the chapter has not paid its chapter dues for two or more consecutive years, the chapter will have to be reinstated. There is a reinstatement fee of \$50.00, plus \$50.00 current year dues.

Chapter By-Laws

Chapters will submit their by-laws to National Headquarters, upon charter. In case of amendments, updated by-laws must be submitted to National Headquarters, within one month of being passed.

Chapter EIN

Chapters are assigned an EIN by National Headquarters. Headquarters will file the chapter's annual Income Tax Return unless the chapter has earned more than \$25,000 that year. Chapters will be notified each year by the National Headquarters of such compliance to the IRS requirement.

Membership Dues

There is a one-time \$50.00 membership fee for Student Members, Faculty Members and Honorary Members. There is a one-time \$400 membership fee for Professional Members.

Forms of Payments Accepted

The National Headquarters ONLY accepts the following types of payments: University Checks, Chapter Checks, Money Orders and Cashier's Checks

Replacement of Pins and Certificates

Replacement membership pins and certificates are only issued in special circumstances and at the discretion of the National Headquarters

Replacement Membership Pins is \$15.00

Replacement Certificates is \$10.00

Honor Regalia

Honor Regalia (Cords, Medallions and Stoles) can be purchased by the chapter advisor ONLY. No Exceptions. The advisor shall complete an order form for the honor regalia and on University letterhead, state the student members' names and verify their standing. Honor Regalia shall be mailed to Chapter Advisor only and will not be mailed to individual students.

Stoles are \$30.00; Medallions are \$15.00 and Cords are \$12.00. The academic regalia should not be rented nor sold for profit.

Professional Membership

1. Category: The Professional category of membership includes college/university graduates not previously initiated into Alpha Phi Sigma.

2. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; or are working in the profession as a criminal justice practitioner for a minimum of two (2) years and earned one or more degrees in a non-related field from a regionally accredited institution; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate (rank in upper 35%) or minimum cumulative 3.4 GPA on a 4.0 scale as graduate (rank in upper 25%)

3. Acceptance of Professional Member: Membership in Alpha Phi Sigma is open to qualified candidates including persons with disability, without regard to age, gender, creed, national origin, race, religion, and/or sexual orientation.

4. Recruitment & Application: The candidate for Professional member may petition for membership by submitting the Application Form to the National Headquarters. Submitted with the Application Form

must be the candidate's most recent official transcript and an up-to-date resume. Without the official transcript, resume, and fee the application will be considered incomplete and returned. The Application shall be reviewed by National Headquarters to determine if the minimum criteria have been met. The candidate will be notified of his/her approval

5. Initiation: The Alpha Phi Sigma Initiation (Induction) shall be a written oath. Or if in close proximity of a chapter, the candidate may be initiated with the chapter.

6. Membership: Approximately two weeks after taking the oath/Initiation, the professional member will receive an Alpha Phi Sigma Certificate of Membership and Alpha Phi Sigma Pen.

7. Dues: There is a one-time fee of \$400.00 for Professional Members.

Alumni

There is an annual or lifetime membership for alumni association.

Annual dues for Alumni are \$30.00. Alumni who pay annual dues will receive a year on-line subscription of the Docket.

Lifetime membership is \$300.00. Life Members of the Alpha Phi Sigma Alumni Association will receive a Certificate, wallet card, Alumni pen and a lifetime on-line subscription of the Docket.

Unity of Control

The Alpha Phi Sigma Bylaws and the Policies of the National Advisory Board are binding on the chapters. Accordingly, chapter bylaws will adhere with the National Bylaws and the Policies of the National Advisory Board.

Accountability of Chapters

The chapter advisor is the National Headquarters' official link to operational achievement and conduct of the chapter; thus accountability of the chapter, as far as Headquarters is concerned, is situated in the advisor with appropriate linkage to chapter officers. Chapters are expected to submit information requested by the National Headquarters.

Monitoring Chapter Performance

The National Headquarters will track chapter performance by monitoring in such a way as to have systematic assurance of national bylaws and policy compliance.

1. Headquarters will monitor compliance with the policies and bylaws standards to confirm that a reasonable interpretation was used.
2. Monitoring will occur by
 - a. Annual chapter report
 - b. Annual financial report
 - c. Periodic review of chapter bylaws
 - d. Advisor(s) signature card

Chapter Limitations

The chapter (advisor, officers and chapter members) may not conduct the business of the chapter in a manner that is illegal, unethical, imprudent, or in violation of Alpha Phi Sigma or Institutional policy. Because Alpha Phi Sigma recognizes the importance of chapters in the development of empowered

leaders through scholarship, research, and leadership development, chapters shall not fail to self-monitor and be accountable with respect to the following;

A. Inclusion

Chapter will

1. Extend invitations for membership to all qualified individuals.
2. Establish non-discriminatory criteria for member recognition at the chapter level.
3. Establish local criteria for ΑΦΣ products that are consistent with national guidelines found in the Handbook.

B. Risk Management

Chapter leadership shall have a written risk management policy that addresses alcohol and drug consumption, sexual harassment, health and safety, and abuse.

C. Chapter Integrity

The chapter shall

1. Operationalize commitment to the scholarship, research, and leadership development agenda of the chapter;
2. Conduct themselves in an ethically, morally, and socially responsible manner;
3. Provide an orientation to new or prospective members.

D. Chapter Management

It is expected for the chapter leadership to:

1. Devise and adhere to a written plan of action for the chapter's activities in each academic year, including at least one activity that promotes scholarship, research and leadership development and at least one activity that promotes the national "theme" of the year; suggestions appear in the Handbook
2. Maintain records of chapter
 - a. Membership
 - b. Activities
 - c. Income and allocation of funds;
3. Plan for income and expenditures and the long-term consequences to the financial security of the chapter;
4. Develop and maintain Chapter Bylaws, in compliance with the National Bylaws.

E. Chapter Support

A chapter shall

1. Have an advisor to provide guidance including oversight of ΑΦΣ and Institutional policies;
2. Establish criteria to recognize exemplary advisors;
3. Provide for the continuity of the chapter by engaging in consistent recruitment of new members.