

# PLEDGE MANUAL

Submitted by Sigma Xi Chapter, Section 94, Region 1, University of Maine, Orono, Maine

**Service & Communication**  
**Ref. #: O-24**

## **PROPOSAL:**

Be it resolved that the attached document is to be included in all future pledge manuals as a history of Alpha Phi Omega's decision to admit women resulting from the 1976 National Convention. The history is to include detailed representations of the rationale to admit women, and the events leading up to the decision; as well as an explanation regarding the Gentleman's Agreement of 1976, and the continued existence of all male chapters today. The history is to be included in the next scheduled pledge manual (February 1999) upon approval of the national board at the first meeting of the national board following the close of the 1998 legislative session.

## **RATIONALE:**

The present pledge manual makes no mention of the fraternity's decision to admit women in 1976. Inclusion of these events will lead to a better understanding of our fraternity's history, as well as explaining the existence of all male chapters.

## **Suggested wording for inclusion in the next Pledge Manual**

We are all familiar with "The Story Behind the Founding" as told by Frank Reed Horton, and the early days of our fraternity. In the early days, the membership of Alpha Phi Omega was comprised only of men, as this was indicative of the college climate of the time. Many of the women on college campuses who shared Alpha Phi Omega's commitment to service took part in an Alpha Phi Omega "Little Sister" program, or joined a service sorority.

With the 1960's, a wave of massive social change swept across the United States, including college campuses. By the time the decade was drawing to a close, interest was forming in various chapters to admit women as members. Interest was also growing in selected school administrations to move to co-ed membership.

The 1972 National Convention was the first time Alpha Phi Omega considered admitting women as affiliate members. While there was support for the measure, it did not win the needed number of votes. In response, Alpha Phi Omega began actively encouraging a move toward co-educational membership. In 1974, the convention again considered admitting women into membership. Despite strong support, Alpha Phi Omega narrowly turned down the right for women to join as full brothers. In response, a measure was enacted allowing women to join as affiliate members in local chapters.

1976 proved to be a pivotal year for the fraternity, as the national convention voted to allow chapters to admit women as full members at their own discretion. With this historic vote, those chapters leading the fight to admit women into full membership, held special initiation ceremonies for affiliate members at the National Convention. While a number of chapters made the decision to admit women after the 1976 convention, many made the decision to remain all male.

Today, most of the chapters of Alpha Phi Omega offer membership to both men and women. The decision to allow chapters to move to co-educational membership at their own discretion, made in 1976, remains today. All new chapters of Alpha Phi Omega chartered after 1976 offer membership to both men and women.

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# TOAST SONG AMENDMENT

Chapter Operations II

Ref. #: O-25

Proposed by Toast Song Committee, Chair Bobby M. Hainline. Endorsed by the Board of Directors, Alpha Phi Omega, July, 1998 Board Meeting

Replace, in the last line of each of the two verses, the word “Men of” with “[Men of/True to]”.

*Additional Reference Committee Considerations: The Toast Song Committee recommends the Reference Committee be charged with the task of recommending methods for determining how the Toast Song should be sung where there is a difference of opinion at joint gatherings (i.e. Sectional Conference, Regional Conferences.) These suggestions would be non-binding, but are to serve as models for appropriate approaches to this issue.*

*In addition the Reference Committee is requested to determine how the Toast Song is to be sung at the close of this National Convention, to further lead the way toward harmonious compromise in the spirit of the Fraternity.*

## **RATIONALE:**

There is sufficient evidence to warrant a change to the words of the Toast Song. This Fraternity must address the issue of the uncomfortable and exclusionary language in our Toast Song. We must assure that every member who passes through our programs will have positive experiences to carry into their post graduate life.

As indicated by the “[ ]”; the words between those brackets are equivalent options and may be used to the discretion of each chapter. This direction is in-line with current practices used in our rituals. Chapters are now free to chose the wording for the closing of the Toast Song that best reflects the feelings of their members.

As with the task of developing and implementing a Risk Management Policy, we can not eliminate all disgruntled members, but we can go along way toward minimizing the discomfort.

## **History:**

This has been a sensitive issue at many, many National Conventions. It is not the first time this issue has been addressed.

The 1996 National Convention resolved that “the Board of Directors appoint a committee to investigate the impact of the proposed ‘toast song’ amendments and current exclusionary wording in the rituals of APO, with particular attention paid to membership issues. Findings and recommendations should be made available to Chapters prior to the start of the next Convention.”

A survey addressing the above issues was distributed to all chapters in February, 1998, with requested responses to be sent to the National Office by March 15, 1998. Because of the sensitivity of this issue a statistically significant number of chapters responded. Two hundred nine responses were received by the National Office representing 175 chapter (some chapter members elected to respond individually instead of as a chapter in total.) This is a 52% response rate based on those chapters reported active at the July, 1998 Board of Directors meeting.

Copies of the Toast Song Survey, the Statistical Analysis, and the Verbatims will be available for members of the Reference Committee. Additional copies are on record at the National Office (minutes of the July 1998 Board of Directors meeting.)

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## TOAST SONG (cont.)

Submitted by Yale M. Zussman, Life Member

**Chapter Operations II**  
**Ref. #: O-26**

### **PROPOSAL:**

Move to direct the National President to appoint a special committee to study proposed revisions to the Fraternity Toast Song. The committee will:

1. Consist of at least one active member from each region, plus an active member serving as chair.
2. Have an appointed advisor.
3. Meet at least three times before the deadline for submission of legislation for the 2000 Convention.
4. Receive proposals and testimony from any member of Alpha Phi Omega who wishes to submit it.
5. Consider all proposals submitted to it and identify the key issues before the first Regional Convention scheduled for the 1999-2000 school year.
6. Present the issues at each Regional Convention during the 1999-2000 school year and conduct discussions with brothers in attendance.
7. Develop and submit legislation to the 2000 Convention which will resolve the Toast Song problem.

In the event that a solution to the Toast Song problem is found at the 1998 Convention, this proposal is to be considered withdrawn.

### **RATIONALE:**

Revision of the Toast Song has been a controversial issue for several conventions, with no end in sight. One reason it cannot be resolved is that conventions are much too short to develop a consensus, for brothers to consider and understand the trade-offs required. Even if that weren't the case, the scoping rules permit rather little flexibility for developing a text that is acceptable to all concerned – any agreements reached have to be shelved until the next convention when the issue starts from scratch again.

This proposal will permit the Brotherhood to discuss this issue in an official context in recognition that finding a solution is the objective. Everyone who wants to be involved can be, and there is provision for the findings to be publicized during the inter-Convention period. If handled with good will, we will arrive at the 2000 Convention with a solution in hand, ready for ratification, rather than a series of initial negotiating positions that would have to be discussed. It should permit a resolution of the Toast Song controversy.

Obviously, if the 1998 Convention adopts a solution to this issue, there would be no need for this special committee. However, experience suggests that there will be no solution this time either. This proposal should ensure that the Toast Song is not on the agenda in 2002, 2004, 2006....

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## TOAST SONG (cont.)

Submitted by Mike Whitfield, Beta Rho Chapter

**Service & Communication**

**Ref. #: O-27**

### **PROPOSAL:**

Be it resolved that all fraternity educational materials (i.e. pledge books) that currently publish the Toast Song include musical notation.

### **RATIONALE:**

Currently, the only way an individual interested in Alpha Phi Omega can learn the toast song is by hearing it from someone else. This method of teaching is inherently flawed. We must accept the fact that some individuals cannot sing, and therefore could be teaching the song incorrectly. Publishing musical notation will assist to standardize the performance of the toast song.

The purpose is not to prohibit local customs before or after the song. Those customs are unique and contribute to the identity of a chapter. Rather, the purpose is to inform the membership of what the song should actually sound like.

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Submitted by Jesse Bridges, Alumnus of Alpha Alpha Lambda

**Chapter Operations II**

**Ref. #: O-28**

### **PROPOSAL:**

Not amend by rewording.

### **RATIONALE:**

Our Fraternity is no longer exclusively all male but still has several all-male chapters, as well as male alumnus. Not singing the toast song this way, will set precedence to all things which is Alpha Phi Omega. The toast song does show our unity and the ideals we stand for. This is not a change to make it be sung better, this is a change to help make females within the organization feel better singing it. And soon we will all be just members or brothers with sisters and not just brothers. I contend that this was a fraternity before it became coed and constant changes within it makes it unrecognizable for those who have been in the organization most of their life.

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**TOAST SONG (cont.)**

Submitted by Jennifer Gravdahl and Sally Thurman, Mu Theta

**Chapter Operations II**  
**Ref. #: O-29**

**PROPOSAL:**

**Toast Song, Pledge Manual, page 37**

In lines seven and sixteen substitute "True to" for "Men of" so it reads "True to Alpha Phi Omega".

**RATIONALE:**

This amendment maintains the same emotional content of the lines that are changed, while making it less exclusionary. "Men of" relates that we are all a part of Alpha Phi Omega, and that we believe in the ideals of the fraternity. "True to" relates the same thing, without being exclusionary.

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Submitted by Jennifer Gravdahl and Sally Thurman, Mu Theta

**Chapter Operations II**  
**Ref. #: O-30**

**PROPOSAL:**

**The Toast Song, Pledge Manual, page 37**

In line two substitute "members" for "brothers" so it reads "loyal members we".

**RATIONALE:**

This change makes the Toast Song more inclusive of all Alpha Phi Omega members, while still retaining the use of the term Brothers, used later in the toast song.

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**TOAST SONG (cont.)**

Submitted by Jennifer Gravdahl and Andrew Petersen, Mu Theta

**Chapter Operations II**  
**Ref. #: O-31**

**PROPOSAL:**

**The Toast Song, Pledge Manual, p37**

On line eight substitute "sisters" for the second occurrence of the word "brothers" so it will read "brothers clasp the hands of sisters"

**RATIONALE:**

This change makes the Toast Song more inclusive of women. Contrary to the beliefs of many member of Alpha Phi Omega, we believe that "Brothers" is not an all inclusive term. Instead, the term "Brothers" carries with it distinctly male connotations. In 1976 Alpha Phi Omega became a coed Fraternity, and 22 years later our toast song is still distinctly masculine. The line is supposed to be about fellowship between all members of Alpha Phi Omega, this change clarifies the fellowship to clearly include the women and the men that are a vital part of the fraternity.

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Submitted by Delta Rho Chapter at Rutgers University

**Chapter Operations II**  
**Ref. #: O-32**

**PROPOSAL:**

Amend the Toast Song by replacing the words "men of" with "true to" at the end of verses one and two so it will read:

"True to Alpha Phi Omega our Fraternity" and True to Alpha Phi Omega, may we always be," respectively.

**RATIONALE:**

None submitted.

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## TOAST SONG (cont.)

Submitted by Lyndal Butler, Alumnus, Iota Lambda, North Carolina State University

Chapter Operations II

Ref. #: O-33

### PROPOSAL:

Substitute the following words for the last line of the second stanza of the Toast Song:

"Friends in Alpha Phi Omega, may we always be."

Substitute the following words for the last line of the second stanza of the Toast Song:

"Light of Alpha Phi Omega, may we always see."

### RATIONALE:

The "original" Toast Song is the first verse, alone. Any modifications to the Toast Song should be to the second verse, the one that amended the Toast Song to begin with.

The "True To" proposals that have been around for many years have a significant amount of negative emotion attached to them - but the other options were few and far between. A third verse made the song too long.

We should recognize the fact that many women have been admitted to our ranks, and, just as a change was made to the Toast Song when we first admitted non-Scouts, so must a change be made to reflect this change in our membership.

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# RISK MANAGEMENT POLICY

Submitted by Epsilon Mu Chapter.

*Chapter Operations I*  
Ref. #: O-34

## **PROPOSAL:**

To replace existing Risk Management Policy with the one outlined below.

### **Risk Management Policy** Alpha Phi Omega, National Service Fraternity

#### **Mission Statement**

Risk Management is the use of education and planned prevention to minimize risk and provide awareness for the safety of members and non-members at Alpha Phi Omega activities.

#### **I. General Guidelines**

- A. Obey all applicable state, local, and federal laws.
- B. Obey all applicable Alpha Phi Omega, National Service Fraternity policies.

#### **II. Hazing**

- A. No member of Alpha Phi Omega shall take action or create a situation that may produce mental or physical discomfort, embarrassment, harassment, or ridicule.
  - 1. This includes the practice of sexual harassment.
  - 2. This includes discriminatory practices.
- B. No member of Alpha Phi Omega shall make another member perform meaningless or humiliating tasks.
- C. No alcohol will be present at any activity that can be construed as a part of the Pledge Program.
- D. No member of Alpha Phi Omega shall take action or create a situation where an outside observer could misconstrue it as hazing.

#### **III. Financial and Contractual Issues**

- A. All financial and contractual agreements must be made in the name of the chapter(s) or region(s) hosting the event.
- B. The duration of agreements must be known before they are signed.
- C. The chapter must approve all contracts before they are signed.
- D. The President and the Advisory Chair must co-sign all financial and contractual agreements.
- E. Copies of all contracts must be filed in the office and readily available to the Brotherhood.

## **RISK MANAGEMENT POLICY (cont.)**

### **F. Financial Policy**

1. Pay dues to nationals.
2. There will be no personal loans issued to anyone.
3. Treasurer's books from the previous semester will be audited by the current semester's Finance committee and an advisor.
4. A running list for the payment of dues must be maintained. This list will include the date they were paid and the check number they were paid with.
5. All checks coming into the Brotherhood must be made out to a specific chapter or region.
6. Checks coming into the Brotherhood must be deposited within five business days of the day they are received.
7. The only Brothers allowed to sign checks are the Treasurer, the President , and a Faculty Advisor.
  - a) All checks must have two signatures on them.
  - b) The Brother being reimbursed is not allowed to sign checks he/she is being issued.
8. Reimbursement Policy
  - a) All receipts must be submitted within thirty days of purchase.
  - b) All receipts must be stapled to a fully completed receipts submission sheet, which is found on the Treasurer's board.
  - c) No sales tax will be paid, the chapter has a tax exempt card, which will be provided to individuals before purchases are made.

### **IV. Substance Abuse**

- A. Do not come to any Alpha Phi Omega Sponsored Event under the influence of alcohol and/or drugs or hung-over.
- B. There will be no possession or consumption of alcohol at any Alpha Phi Omega Sponsored Event, where such possession or consumption is not regulated by the chapter.
- C. There will be no use, possession, or sale of controlled substances at any Alpha Phi Omega Sponsored Event.
- D. There will be no consumption of alcohol by persons under the age of 21 at any Alpha Phi Omega Sponsored Event.
- E. Alcoholic Events Sponsored by Alpha Phi Omega
  1. Everyone in attendance is responsible for their own actions and will be held accountable.
  2. Designated Drivers are prohibited from drinking alcohol.
  3. Keys must be checked in and labeled upon entrance. Keys will only be returned to individuals who are able to drive, to be determined by the designated drivers. Designated Drivers will collect and return keys.

## **RISK MANAGEMENT POLICY (cont.)**

4. There must be a least two designated drivers present at all times. Designated drivers must be chosen prior to the start of the event by the host.
5. The host will determine what non-Alpha Phi Omega members are allowed admittance. All non-Alpha Phi Omega members must be notified of and held to this party policy.
6. There must be a designated time at which alcohol will no longer be served. This time will be determined by the host.
7. There must be a bartender present at all times. The bartender must remain sober until after his/her bartending shift is complete.
8. ID's will be checked at the door and stamps will be given those old enough to drink alcohol.
9. All alcohol will be checked into the bar upon arrival and before consumption.
10. The bartender is the only person allowed to dispense alcohol.
11. Food and non-alcoholic beverages must be provided by the chapter.
12. Designated drivers must take on the responsibility of telling people when they have had too much to drink.
13. Alcoholic events cannot be used to fulfill any part of the Pledge Program.
14. Pledges are not allowed to consume alcohol when participating in drinking games.
15. Any person not obeying this party policy will be escorted out of the party by the designated drivers.

### **V. Personal Property**

- A. Alpha Phi Omega is not responsible for damages to personal property that is willingly brought to and used at Alpha Phi Omega Sponsored Events.
- B. Alpha Phi Omega is responsible for damages to personal property that is borrowed on behalf of the chapter.

### **VI. Road Trips**

- A. Road Trip: When members and non-members enter into vehicles for the purpose of transporting themselves to Alpha Phi Omega Sponsored Events.
- B. When driving to Alpha Phi Omega Sponsored Events follow all traffic laws.
- C. All of the following are required unless otherwise noted:
  1. Good directions.
  2. Do not over pack vehicles.
  3. Good vehicle maintenance.
  4. Take weather conditions into consideration.
  5. Well rested driver.

## **RISK MANAGEMENT POLICY (cont.)**

6. Leave far enough in advance to allow adequate time.
7. If more than one car is going on trip, plan in advance.
8. A road hazard kit is strongly recommended.

### **VII. General Safety**

- A. Alpha Phi Omega must provide training for all participants prior to the start of all service projects.
  1. Training about the environment the chapter will be working in.
  2. Training on all equipment that will be used.
- B. Proper safety equipment must be used at all Alpha Phi Omega Sponsored Events. If the proper equipment is not provided, the chapter is not to participate in the event.
- C. Alpha Phi Omega is responsible for the safety of all participants at chapter activities.
- D. First-aid and CPR
  1. Only persons trained in First-aid and/or CPR may give such care.
  2. General first-aid guidelines:
    - a) When severe injuries or medical emergencies occur, call 911 or Emergency Medical Services (EMS) immediately.
    - b) Never move an injured person unless he/she is in danger of further injury.
    - c) Never try to remove impaled objects.
    - d) Never move anyone who may have a spinal injury.
    - e) Never give any form of care you are not trained to give.
    - f) Giving band-aids or gauze to stop bleeding from minor cuts and abrasions is an acceptable form of care.

### **VIII. Accountability**

- A. All members of Alpha Phi Omega must know and follow all current policies of Alpha Phi Omega, National Service Fraternity.
- B. Event coordinators and project chairs have the responsibility of seeing that Alumni, In-actives, and members from other chapters are notified of current Alpha Phi Omega policies.

### **IX. Grievance Committee**

- A. When violations of this Risk Management Policy arise, they will be taken to the Grievance Committee. Only violations of the Risk Management Policy will go to this committee.
- B. This committee will be appointed at the beginning of each semester by the President and Advisory Chair, to be approved by the Executive Committee.
- C. The number of active brothers on this committee will be at least three and no more than ten. The exact number will be decided by the President and the Advisory Chair.

## **RISK MANAGEMENT POLICY (cont.)**

- D. The President and the Advisory Chair will serve as additional members of the committee.
- E. If any member of the committee is involved in a violation of the Risk Management Policy, he/she will be removed from the committee.
- F. The committee will consider the specific circumstances of the case and provide the brotherhood with recommended courses of action.
- G. After the committee has presented its recommendations, the brotherhood must decide on the course of action it wishes to take.

### **X. Education of Policy**

- A. All members of Alpha Phi Omega must do the following:
  - 1. Read and sign a copy of the risk Management Policy.
  - 2. Attend a mandatory workshop on the policy at the beginning of each semester. Date will be determined by the President.
- B. The President must make sure that the most current copies of the policy are available in the office and on the chapter web page.
- C. The Pledgemaster must make sure a copy of the policy is included in all pledge manuals and that Risk Management is covered in the Pledge Program.
- D. Epsilon Mu must provide reasonable opportunities for all members to learn the policy.

### **XI. Appendix – Terminology**

- A. Personal Property: something tangible or intangible to which its owner has legal title.
- B. Member: Any person inducted or initiated into any chapter of Alpha Phi Omega.
  - 1. Rushee: A university or college student who expresses an interest in pledging any chapter of Alpha Phi Omega.
- C. Non-member: All participants who are not college students and university or college students who do not express an interest in pledging.
- D. Alpha Phi Omega Sponsored Events: Any activity of a member or members that appears on an Alpha Phi Omega calendar.